

Part B Application form

Application for a permit for a Part B service station

**Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2010**

Introduction

When to use this form

Use this form if you are applying for a permit to a Local Authority to operate service station defined in Section 1 of Schedule 1 to the Environmental Permitting Regulations.

Relevant parts of the form may also be used where the retrospective fitting of a 'Stage 2' petrol vapour recovery system is the subject of an application for a non-substantial variation (in which case, no fee will be payable).

When complete, send the form and the fee and any additional information to:

Email: licensing@wokingham.gov.uk

Licensing, Wokingham Borough Council, Civic Offices, Shute End, Wokingham
RG40 1BN

Phone 0118 974 6000

Fees

The appropriate fee must be paid with the application to enable it to be processed further. For fees and payment methods please see the licensing page on the council's website www.wokingham.gov.uk

If you need help and advice

We have made the application form as straightforward as possible, but please get in touch with us at the local authority address given above if you need any advice on how to set out the information we need.

LAPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

A1.1. Name of the premises

.....

A1.2. Please give the address of the premises

.....

.....

.....

PostcodeTelephone.....

A1.3. Do you have an existing permit for a waste oil burner or another activity such as vehicle respraying?

.....

A2.1. The Applicant - Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners

.....

Trading/business name (if different)

.....

Registered Office address

.....

.....

.....

PostcodeTelephone.....

A2.2. Holding Companies

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006?

No?

Yes? Name of ultimate holding company

Ultimate holding company registered office address

.....
.....
.....

PostcodeTelephone.....

A3 Who can we contact about your application?

It will help to have someone who we can contact directly with any questions about your application. The person you name should have the authority to act on behalf of the operator - This can be an agent or consultant.

Name

Position

Address

.....
.....
.....

PostcodeTelephone.....

Fax number email address

B. About the installation

B 1.1 Why is the application being made?

☐

the installation is new

☐

it is an existing Part B installation permitted under the Environmental Permitting Regulations for which a substantial change is proposed

within 4 months of the transitional date and an LAPPC permit is required

B2.1 Is the service station located under permanent living quarters or working areas (see section 2 of PG1/14(06))?

☐ No

☐ Yes

B2.2 When was equipment for vapour collection during filling of underground storage tanks installed or when will it be installed?

.....

B2.3 Volume of petrol unloaded into the service station in each of the last three calendar years (see Section 2 of PG1/14(06) for relevant timescales) in cubic metres (ie litres divided by 1000). Please circle the appropriate band.

Year	Volume of petrol/m ³				
	<100	100-500	501-1000	1001-3500	>3500
	<100	100-500	501-1000	1001-3500	>3500
	<100	100-500	501-1000	1000-3500	>3500

B2.4 Are deliveries "Driver controlled"/"Driver Assisted"?

☐ No

☐ Yes

B2.5 At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour collection system is in place? If the latter information is not known, a statement of what assessment will be made to determine the information and within what timescale. The information supplied under item B2.10 should be supplemented by a site specific assessment (see Section 6 of PG1/14(06)).

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B2.6 Are diesel storage tanks connected to the vapour balance system?

☐ No

☐ Yes

B2.7 Measures taken or to be taken for vapour emission control, both during unloading and in storage?

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.....

B2.8 Please attach process diagrams and plans of vapour collection equipment (including height and location of tank vent pipes). This should include equipment for the recovery of vapours during filling of underground storage tanks and for installations that are required to have a “Stage II” vapour recovery system in place, for filling of vehicle petrol tanks.

Doc Reference

B2.9 Please attach unloading procedure and instructions

Doc Reference

B2.10 Please state or attach details of supervision, training and qualifications of operating staff (details should be specific to “on site” staff and include general statements about delivery drivers).

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.....

Doc Reference

B2.11 Please state or attach the schedule of maintenance of vapour collection control (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery in place).

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Doc Reference

B2.12 Please state or attach the schedule of examination and testing for vapour collection controls (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery in place).

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Doc Reference

B2.13 Please attach procedures and contingency measures in the event of vapour containment equipment failure (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery in place).

Doc Reference

B2.14 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, please provide a certificate to confirm conformity with approval for use under the regulatory regimes of at least one European Union or European Free Trade Association country and to confirm that the hydrocarbon capture efficiency of the equipment is not less than 85% (ie that at least 85% of the displaced vapours are recovered, according to the relevant ‘type approval’ test (see Section 5.16 of PG1/14(06)), expressed as the ratio of the volume of hydrocarbon vapours displaced to the volume of petrol discharged.

Doc Reference

B2.15 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, please provide details of testing of the vapour containment integrity in accordance with the manufacturer’s specifications (to be undertaken prior to commissioning and periodically at least once every 3 years thereafter and always following substantial changes or significant events that lead to the removal or replacement of any of the components required to ensure the integrity of the containment system).

Doc Reference

B2.16 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, is an “automatic monitoring system” installed to automatically detect faults in the proper functioning of the petrol vapour recovery system including the automatic monitoring system; to indicate faults to the operator; and to automatically cut off the flow of fuel on the faulty delivery system if the fault is not rectified within 1 week?

☐ No

☐ Yes

B3 Impact on the Environment

B3.1 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example if there is a history of complaints, is the installation in an air quality management area?)

Doc Reference

B3.2 Are there any sites of Special Scientific Interest (SSSIs) or European Sites, which are within 500 metres of the installation?

☐ No

☐ Yes. Please give the names of the sites

.....

....

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....

Doc Reference:

B3.3 Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purpose of the Conservation (Natural Habitats etc) Regulations 1994.

Doc Reference:

B4 Environmental Statements

B4.1 Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England And Wales) Regulations 1999, or for any other reason with respect to the installation?

☐ No

☐ Yes. Please supply a copy of the environmental impact assessment

Doc Reference:

B5 Additional Information

Please supply any additional information, which you would like us to take account of in considering this application.

Doc Reference:

C1. Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

C1.1. Please state the amount enclosed as an application fee for this installation.

£246

Cheques should be made payable to: Wokingham Borough Council

We will confirm receipt of this fee when we write to you acknowledging your application.

C1.2. Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2. Annual charges

If we grant you a permit, you will be required to pay an annual subsistence charge. If you don't pay, your permit can be revoked and you will not be able to operate your installation.

C2.1. Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.

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.....

Postcode.....Telephone.....

C3. Commercial confidentiality

C3.1. Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the EP Regulations (See the General Guidance Manual).

C4. Data Protection

The information you give will be used by the Local Authority to process your application. It will be placed on the relevant public register and used to monitor

compliance with the permit conditions. We may also use and or disclose any of the information you give us in order to:

- consult with the public, public bodies and other organisations,
- carry out statistical analysis, research and development on environmental issues,
- provide public register information to enquirers,
- make sure you keep to the conditions of your permit and deal with any matters relating to your permit
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- offer you documents or services relating to environmental matters,
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows)
- assess customer service satisfaction and improve our service.

We may pass on the information to agents/ representatives who we ask to do any of these things on our behalf.

It is an offence under regulation 38 of the EP Regulations, for the purpose of obtaining a permit (for yourself or anyone else) to:

- make a false statement which you know to be false or misleading in a material particular,
- recklessly make a statement which is false or misleading in a material particular.

If you make a false statement

- we may prosecute you, and
- if you are convicted, you are liable to a fine or imprisonment (or both).

C5 Declaration: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

OR

The following offences have been committed in the previous five years which may be relevant to my/our competence to operating this installation in accordance with the Regulations:

.....

.....
Signature

Name

Position.....

Date

6 Declaration

C6.1 Signature of current operator(s)*

I/We certify that the information in this application is correct. I/We apply for a permit in respect of the particulars described in this application (including supporting documentation) I/We have supplied.

Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from:

Premises name

Signature

Name

Position.....

Date

Signature

Name

Position.....

Date

** Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*