



Application to transfer a Part B Permit

Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2016

Introduction

When to use this form

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control ('LAPPC'). Installations permitted under this regime are known as Part 'B' installations. Use this form if you already have a 'Part B' permit and wish to transfer the permit in whole or in part to another person ('the proposed transferee'). You may apply to transfer the whole or part of your permit. Under the Environmental Permitting (England and Wales) Regulations 2010 ("the EP Regulations"), both the operator and the proposed transferee must jointly apply to have the permit transferred.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2010 and available at:

<http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>.

Which parts of the form to fill in

You should fill in as much of this form as possible.

Applications should be emailed to:

ecp@dacorum.gov.uk and should be marked for the attention of David Carr, Lead Scientific Officer.
Payment details and arrangements will be communicated by reply.

Postal correspondence address:

*David Carr
Lead Scientific Officer
Environmental Health
Environmental and Community Protection
Dacorum Borough Council
The Forum, Marlowes
Hemel Hempstead, HP1 1DN*

Using continuation sheets

In the case of the questions on the application form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

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 only		
Application Reference:	Officer Reference:	Date received:

A Permit Details

A1 Name of the installation

A2 Please give the address of the site of the installation

Postcode

Telephone

A3 Permit reference number

Please provide the reference number of the permit you want to transfer:

A4 The Current Operator

Please provide the details of the current permit holder (the full name of the sole trader or each partner or limited company name).

Trading/business name (if different to above)

Registered Office address

Postcode:

Company registration number: _____

A5 Who can we contact about your application to have this permit transferred from you?

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 could be an agent or consultant rather than the operator.

Name: _____

Position: _____

Telephone: _____

Email: _____

B Permit Transfer

B1 About the transfer

Do you want to transfer the whole permit or just part of the permit?

Transfer Whole Permit: (full transfer)

Partial transfer:

In the case of partial transfer only please fill in the table below with details of which parts of the installation are to be transferred to the proposed transferee, 'the transferred unit', and which parts of the installation will be retained by the original operator. Please provide full details of your proposals for a partial transfer, including revised site plan as necessary.

Doc Reference for proposals _____

Doc Reference for site plan _____

B2 When is/was the permit to be transferred?

Please provide the date from which the permit transfer is to take effect.*

Date of transfer: _____

* This date can be retrospective, however a fee may apply. Please see section C.

B3 Who is the permit to be transferred to (New Operator)?

Please provide the details of the new operator (the full name of each partner, sole trader, company or corporate body).

Trading/business name (if different)

Registered Office address

Postcode: _____

Company registration number: _____

B4 Who can we contact about your application to have this permit transferred to you?

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 could be an agent or consultant rather than the operator.

Name: _____

Position: _____

Telephone: _____

Email: _____

B5 Commercial confidentiality

Is there any information in this application to transfer, or partially transfer your permit, that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

No: Yes:

Please provide full justification, considering the definition of commercial confidentiality within the Regulations.

Document ref: _____

B5 National security

Is there any information in the application to transfer, or partially transfer your permit, that you believe should be kept from the public register on the grounds of national security?

No: Yes:

Do not write anything about this information on the form. Please provide full details on separate sheets.

C1 Fees and Charges

Your application cannot be processed unless the fee for an application to transfer a permit is paid. We will send you an invoice for the application fee. Please supply a billing address.

C2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C3 Annual charges

If we grant you a permit transfer, 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.

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

Address

Postcode:

D 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).

E Declaration 1:

Previous offences to be completed by the **New Operator**. Delete whichever section is not applicable)

I/We certify that:

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 _____

F Declaration 2

F1 Signature of current operator(s)*

I / We certify that the information in this application is correct. I / We apply for a permit transfer 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:

Shop name: _____

Signature _____

Name _____

Date _____

Signature _____

Name _____

Date _____

F2 Signature of new Operator(s)*

I / We certify that the information in this application is correct. I / We apply for a permit transfer 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:

Installation name: _____

Signature _____

Name _____

Date _____

Signature _____

Name _____

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.