



BROMSGROVE DISTRICT COUNCIL

Part B Application form

Waste Oil and Recovered Oil Burners Less Than 0.4MW

**Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007**

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 are applying for a permit to operate a waste oil burner with a rated thermal input of less than 0.4MW, as defined in Section 7 of Schedule 1 to the Environmental Permitting (England and Wales) Regulations 2007 ("the EP Regulations"), and burning only your own arisings of oil.

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 2008 and available at <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>. This contains a list of other documents you may need to refer to when you are preparing your application, and explains some of the technical terms used. You will also need to read the relevant Process Guidance note. The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at: <http://www.opsi.gov.uk/stat.htm>.

Which parts of the form to fill in

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application to enable it to be processed further. When complete return to:

*Pollution Control Officer
Bromsgrove District Council
The Council House
Burcot Lane
Bromsgrove
B60 1AA*

Other documents you may need to submit

There are number of other documents you will need to send us with your application. Each time a request for a document is made in the application form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number and the application reference number, if you have been given one, which will be at the top of the form overleaf. If you do not have either of these, please use the name of the installation.

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.

Copies- *not relevant for e-applications*

Please send the original and 1 copy of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process.

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, or telephone:

Pollution Control Officer, on 01527 881299.

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.....

Ordnance Survey national grid reference 8 characters, (for example, SJ 123 456)

.....

Note, there are a number of internet mapping sites which will convert a Post Code to a grid references

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.....

Company Registration Number

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.....

Company Registration Number

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

Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the EP Regulations are met.

B 1.1 A plan showing the location of the premises where the burner will be installed must be attached.

Doc Reference:.....

B 1.2 Make and model name/number of the burner(s) to be installed.

.....

B1.3 What is the rated thermal input of the burner(s)?

.....

B1.4 Is the appliance a vapourising or an atomising burner?

vapourising

atomising

B1.5 If the appliance is an atomising burner, does it comply with OFTEC Standards AFS103 except for paragraphs 13.1.1 and 13.2.1?

No

Yes

B1.6 What will be burned on the appliance?

waste oil.....

other fuel (say which)

B 1.7 What is the source of the waste or recovered oil? Is it

Only 'own arisings', ie only from the same premises as the small waste oil burner	
Some waste oil brought in from off-site	

B1.8 What is the height and location of the proposed chimney(flue) serving the burner(s)?

Is it 6metres above ground level?	
Is it 1 metre above any roof within 20metres?	
Is it 3 metres above any opening windows within 20 metres?	
Is it 3m above any area within 20 metres to which there is general access?	

B1.9. Who checked, or who will check that the burner and flue were installed correctly?

.....
.....

B1.10 Where will the fuel storage tank be situated?

.....
.....

B4 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. Alternatively you can find up to date details of fees and charging at <http://www.defra.gov.uk/environment/ppc/localauth/fees-risk/fees.htm>. 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.

£.....

Cheques should be made payable to Bromsgrove District 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.

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

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 ?

No

Yes

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

Doc Reference _____

C3.2 Is there any information in the application 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, plus provide a copy of the application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

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.*