

**Part B Transfer form**

**Application to transfer a permit**

Local Authority Pollution Prevention and Control

Pollution Prevention and Control Act, 1999

Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)

**Introduction**

**When to use this form**

This regime is known as Local Authority Integrated Pollution Prevention and Control, LAPPC. Installations permitted under this regime are known as B installations. Use this form if you already have a 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. Both the operator and the proposed transferee must jointly apply to have the permit transferred.

**Before you start to fill in this form**

Please read the Defra guidance manual issued for LA-IPPC and LAPPC. This contains a list of other documents you may need to refer to when you are preparing your application for the transfer of the permit, and explains some of the technical terms used. You may also need to read the relevant sector guidance note, BREF note or Process Guidance note as relevant. The Pollution Prevention and Control (England and Wales) Regulations 2000 can be obtained from The Stationary Office, or viewed on their website at: [www.opsi.gov.uk/si/si2000/20001973.htm](http://www.opsi.gov.uk/si/si2000/20001973.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 for transfer to enable it to be processed further. When complete return to:

*Pollution Control, Thurrock Council, Civic Offices, New Road, Grays, Essex, RM17 6SL*

**Other documents you may need to submit**

*You must submit your existing permit with this form. There are number of other documents you may need to send us with this application. Each time a request for a document is made in the 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 your permit reference number and the name of the installation.*

**Using continuation sheets**

In the case of the questions on the 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**

You do not need to send multiple copies of this form, consultation is not required to transfer a permit.

**If you need help and advice**

We have made the 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.

<b>LAPPC Transfer Form: to be completed by the operator</b>		
For Local Authority use		
Installation Reference:	Officer Reference:	Date received:

**A1.1 Name of the installation**

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**A1.2 Please give the address of the site of the installation**

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Postcode

Telephone

**A1.3 Permit reference number**

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**A2.1 The Operator – Please provide the full name of company or corporate body**

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Trading/business name (if different)

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Registered Office address

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Postcode:

Principal Office address (if different)

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Postcode:

Please indicate which address correspondence concerning this transfer should be sent to.

**A3.1 Who can we contact about your application to transfer your permit?**

*It will help us 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.*

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Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

E. Mail address \_\_\_\_\_

**A4 The Proposed Transferee – Please provide the full name of company or corporate body**

\_\_\_\_\_

Trading/business name (if different)

\_\_\_\_\_

Registered Office address

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Principal Office address (if different)

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Company registration number

\_\_\_\_\_

Please indicate which address correspondence concerning this transfer should be sent to.

**A4.1 Who can we contact about your application to have this permit transferred to you ?**

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Installation Reference:	Officer Reference:	Date received:

*It will help us to have someone who we can contact directly with any questions about this application. The person you name should have the authority to act on behalf of the proposed transferee. This could be an agent or consultant rather than the proposed transferee.*

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

E. Mail address \_\_\_\_\_

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**B1 Do you wish to transfer the permit in whole or in part ?**

Transfer whole permit

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.

**In Column 1a *Activities in the stationary technical unit which are to be retained by the operator***

Please identify all activities listed in Schedule 1 to the PPC Regulations that are proposed to be retained by the original operator in the stationary technical unit of the installation.

**In Column 1b *Directly associated activities which are to be retained by the operator***

Please identify any directly associated activities that are proposed to be retained by the original operator on the same site which:

- \* have a technical connection with the activities in the stationary technical unit
- \* could have an effect on pollution

**The transferred unit**

**In Column 1a (i) *Activities in the stationary technical unit which are to, or have, ceased operation.***

Please identify all activities listed in Schedule 1 to the PPC Regulations that are proposed to transfer to the proposed transferee in the stationary technical unit of the installation.

**In Column 1b (i) *Directly associated activities which are to, or have, ceased operation***

Please identify any directly associated activities that are proposed to be transfer to the proposed transferee on the same site which:

- \* have a technical connection with the activities in the stationary technical unit
- \* could have an effect on pollution

In **column 2a and b Schedule 1 references**, please quote the Chapter number, Section number, A(2) or B, then paragraph and sub-paragraph number as shown in Part 1 of Schedule 1 to the PPC Regulations. For example, *Unless falling within Part A(1) or A(2) of this Section, Manufacturing glass where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B (b).

**B1.1 Installation table for partial transfer of permit**

COLUMN 1a	COLUMN 2a
<b>Activities to remain be retained by the original operator in the Stationary Technical Unit (S.T.U.)</b>	<b>Schedule 1 References</b>

**LAPPC Transfer Form: to be completed by the operator**

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<b>COLUMN 1b</b>	<b>COLUMN 2b</b>
<b>Directly associated activities to be retained by the original operator in the (S.T.U.)</b>	<b>Schedule 1 References</b>
<b>COLUMN 1a(i)</b>	<b>COLUMN 2</b>
<b>Activities proposed to be transfer to the proposed transferee</b>	<b>Schedule 1 References</b>
<b>COLUMN 1b(i)</b>	<b>COLUMN 2</b>
<b>Directly associated activities proposed to be transfer to the proposed transferee</b>	<b>Schedule 1 References</b>

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**B.1.2 Site Maps**

You do not need to provide a site map in the case of an application to transfer the whole of your permit.

In the case of partial transfer of the permit only please provide:-

\* A suitable plan or map showing the activities on the site which are to be retained by the original operator and the activities which are proposed to transfer to the proposed transferee (the transferred unit) within the extent of the installation.

Doc Reference \_\_\_\_\_

**B2 Additional information**

**B 2.1** Please supply any additional information which you would like us to take account of in considering this application for transfer.

*Doc Reference* \_\_\_\_\_

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**C1 Fees and Charges**

Details of how to calculate the fee for an application to transfer a permit can be found at: [www.defra.gov.uk/environment/airquality/lapc/charges/](http://www.defra.gov.uk/environment/airquality/lapc/charges/)

Your application cannot be processed unless the correct fee is enclosed.

**C1.1 Please state the amount enclosed as a fee for this application.**

£ \_\_\_\_\_ . Cheques should be made payable to : \_\_\_\_\_

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

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

\_\_\_\_\_

**C3 Commercial confidentiality**

**C3.1** 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 PPC regulations.

Doc Reference \_\_\_\_\_

**C3.2** 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, plus provide a copy of the transfer application form to the Secretary of State for a Direction on the issue of National Security.

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#### **C4 Data Protection**

The information you give will be used by the Local Authority to determine your application to transfer, or partially transfer your permit. It will be placed on the relevant public register. 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,
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- 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 32 of the PPC regulations, for the purpose of obtaining the transfer, or partial transfer of 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**

##### **C5.1 Signature of current operator(s)\***

I / We certify that the information in this transfer application is correct. I / We apply for a permit in respect of the particulars described in this transfer 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 transfer application from:

Installation name: \_\_\_\_\_

<b>LAPPC Transfer Form: to be completed by the operator</b>		
For Local Authority use		
Installation Reference:	Officer Reference:	Date received:

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.*