



Part B Application Form Waste Oil Burner (rated below 0.4MW)

**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

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 sending an application for a 'Part B' permit to a Local Authority under the Environmental Permitting (England and Wales) Regulations 2010 ("the EP Regulations").

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 March 2010 and available at

<http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/manual.s.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 as relevant The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at: http://www.opsi.gov.uk/legislation/about_legislation.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:

Environmental Services
Cambridge City Council
PO Box 700
Cambridge
CB1 0JH

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

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.

LAPPC application form: to be completed by the operator

For Local Authority use		
Application reference	Officer reference	Date received

A1 Applicant details**A1.1** Name of the installation

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

Postcode

Telephone

The Ordnance Survey national grid reference *8 characters*,
for example, *SJ 123 456* (can be obtained from typing postcode into one of the on-line
mapping sites).

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A1.3 Existing authorisations:

Please give details of any existing LAPC or IPC authorisation for the installation
including reference number(s):

Please provide the information requested below about the “Operator”, which means the
person who it is proposed will have control over the installation in accordance with the
permit (if granted).

A1.4 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

Postcode:

Principal Office address (if different)

Postcode:

Company registration number

A1.5 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*

Registered office address

Postcode

Principal Office address (if different)

Postcode

Company registration number: _____

A1.6 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 _____

Postcode _____

Telephone number _____

Fax number _____

email address _____

B1 About the installation

B1.1 A plan showing the location of the premises where the burner will be installed must be attached.

B1.2 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 atomizing burner?

Vapourising

Atomising

B1.5 If the appliance is an atomizing 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

B1.7 What is the source of the waste or recovered oil?

Only 'own arising', 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 stack (flue) serving the burner(s)?

Is it 6 metres above ground level?

Is it 1 metre above any roof within 20 metres?

Is it 3 metres above any opening windows within 20 metres?

Is it 3 metres 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?

C1 Additional information

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

Doc Reference _____

D1 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.

D1.1 Please state the amount enclosed as an application fee for this installation.

£ (Cheques should be made payable to Cambridge City Council)

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

D1.2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

D2 Annual subsistence charges

If we grant you a permit, you will be required to pay an annual subsistence charge, failure to do so will result in revocation of your permit and you will not be able to operate your installation.

D2.1 Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

Postcode: _____ Telephone: _____

D3 Commercial confidentiality

D3.1 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 _____

D3.2 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.

D4 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).

D5 Declaration: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years that 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 _____

E6 Declaration

E6.1 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:

Installation 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.*