

Application form

Application for a permit for unloading petrol into storage at petrol stations and filling of vehicle petrol tanks

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

Introduction

When to use this form

Use this form if you are applying for a permit to a Local Authority to operate an installation unloading petrol into storage at petrol stations and filling of vehicle petrol tanks.

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete, send the form and the fee and any additional information to:

Environmental Quality & Growth Team
Cambridge City Council
PO Box 700
CB1 0JH

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.

For the purposes of Section G of the form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

Data Protection

Our full environmental health privacy policy is available at
<https://www.cambridge.gov.uk/media/6335/environmental-health-privacy-notice.pdf>

For Local Authority use

Application reference	Officer reference	Date received

LAPPC application form - to be completed by the operator

A The basics

A1 Name and address of the installation

Postcode:	Telephone:

A2 Details of any existing environmental permit or consent

(for waste operations, include planning permission for the site, plus established use certificates, a certificate of lawful existing use, or evidence why the General Permitted Development Order applies.)

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A3 Operator details

(The 'operator' = the person who it is proposed will have control over the installation in accordance with the permit (if granted).)

Name:
Trading name, if different:
Registered office address:
Principal office address, if different:
Company registration number:

A4 Any holding company?

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006? If “yes” please fill in details of the ultimate holding company.

☐ Yes ☐ No

Name:

Trading name, if different:

Registered office address:

Principal office address, if different:

Company registration number:

A5 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 and position: _____

Telephone: _____

Email: _____

B **The installation**

B1 What activities are or will be carried on at the installation? Please include “directly associated activities” – this term is explained in Annex III in Part B of the [general guidance manual](#).

B2 Why is the application being made?

- ☐ new installation
- ☐ change to existing installation means it now needs a permit

B3 **Site maps – please provide:**

A location map with a red line round the boundary of the installation

Document reference: _____

A site plan or plans showing where all the relevant activities are on site:

- a) the location of the fill points
- b) the buildings/structures
- c) the location of the petrol dispensers
- d) the height and location of the vent pipes
- e) the number, capacity and location of all storage tanks

Document reference: _____

B4 **Technical documentation – please provide:**

- a) Copy of “type approval” certificate where a site operates Stage II activities

C The details

C1 Which of the following vapour monitoring systems will be in use?

- a) active system with automatic monitoring ☐ (tick relevant)
- b) active system without automatic monitoring ☐

C2 Do you have environmental management procedures and policy?

☐ Yes ☐ No

If yes, please supply a copy.

C3 Are there any sites of special scientific interest (SSSIs) or European protected sites nearer than 500m to the proposed installation?

☐ Yes ☐ No

If 'yes', is the installation likely to have a significant effect on the special scientific interest or European protected sites?

☐ Yes ☐ No

If 'yes', please write on a separate sheet or enclose a relevant document explaining what the implications are for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the [general guidance manual](#))

Document reference: _____

C4 Will emissions from the activity potentially have significant environmental effects (including nuisance)?

☐ Yes ☐ No

If 'yes', please list the potential significant local environmental effects (including nuisance) of the foreseeable emissions on a separate document.

Document reference: _____

If 'yes', please enclose a copy of any environmental impact assessment which has been carried out for the installation under planning legislation or for any other purpose.

Document reference: _____

C5 Is the proposed installation sited under living quarters?

☐ Yes ☐ No

D **Anything else?**

Please tell us of anything else you would like us to take account of:

Document reference:_____

E **Application fee**

You must enclose the [relevant fee](#) with your application.

If your application is successful you will also have to pay an annual subsistence charge, so please say who you want invoices to be sent to.

Name and position:

Telephone:

Email:

E **Protection of information**

F1 Any confidential or national security information in your application?

If there is any information in your application you think should be kept off the public register for confidentiality or national security reasons, please say what and why. General guidance manual chapter 8 advises on what may be excluded. *(Do not include any national security information in your application. Send it, plus the omitted information, to the Secretary of State or Welsh Ministers who will decide what, if anything, can be made public.)*

Document reference : _____

F2 Please note: data protection

The information you give will be used by the Council 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.

F3 Please note: it is an offence to provide false information

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;
- intentionally to make a false entry in any record required to be kept under any environmental permit condition;
- with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.

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).

G **Declarations A and B for signing, please**

These declarations should be signed by the person listed in answer to question A3. Where more than one person is identified as the operator, all parties should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board.

Declaration A: I/We certify

EITHER - As evidence of my/our competence to operate this installation in accordance with the EP Regulations, no offences have been committed in the previous five years relating to the environment or environmental regulation.

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:_____

Declaration B:

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 the listed 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.)

Signature:_____ Name:_____

Position:_____ Date:_____

Signature:_____ Name:_____

Position:_____ Date:_____

Signature:_____ Name:_____

Position:_____ Date:_____