

Pollution Prevention and Control Act, 1999

**The Environmental Permitting (England and Wales)
Regulations 2016**



Application for a permit to operate an installation for the re-spraying of road vehicles

INTRODUCTION

When to use this form

Use this form if you are applying to a Local Authority for a permit to operate a vehicle re-spraying installation as defined in Environmental Permitting (England and Wales) Regulations 2016

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

Environmental Health Service
Richmondshire District Council
Mercury House
Station Road
Richmond
North Yorkshire
DL10 4JX

Email: environment@richmondshire.gov.uk

Tel: 01748 829100

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 available at:

<https://www.gov.uk/government/collections/defra-guidance-on-local-authority-pollution-control-lapc-regime>

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 which for this process is PG Note 6/34(13).

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.

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 2 copies of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process.

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

LAPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

A THE BASICS

A1 Name and address of the installation

Postcode:
Telephone:

A2 Ordnance Survey national grid reference (8 characters)
(for example, SJ 123 456 *there are a number of internet mapping sites which will convert a post code to a grid references.*)

A3 Please provide details including reference numbers of any existing authorisation or permit for a vehicle refinishing installation.

A4 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

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

A5 Any holding company?

Is the operator a subsidiary of a holding company within the meaning of Section 1159 of the Companies Act 2006?

Yes No

If 'yes' please fill in details of the ultimate holding company below.

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

A6 Who can we contact about the 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 could be an agent or consultant rather than the operator.

Name:
Position:
Address:
Postcode:
Telephone:
Fax:
E-mail:

B 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.

B1 Describe the proposed installation and activities and identify the foreseeable emissions to air from the process.

Doc Reference:

B2 Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.

- atmospheric emissions should be categorised under the following
 - (i) point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
 - (ii) fugitive source (e.g. from stockpiles / storage areas).

If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.

(Mass Emission - the quantification of an emission in terms of its physical mass per period of time. e.g. Grams per hour, tonnes per year)

Doc Reference:

B3 For each emission identified from the installations“ activities describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment this should be stated.

Doc Reference:

B4 Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.

Doc Reference:

B5 Describe the proposed measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed. (e.g. particulate matter emissions, odour etc). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.

Doc Reference:

B6 Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Doc Reference:

B7 Attach a plan of the premises showing the location of:

- (a) the premises
- (b) spray booths
- (c) organic solvent containing material storage
- (d) organic solvent containing waste storage

Doc Reference:

B8 Supply a description of the location and methods of storage of organic solvent containing materials.

Doc Reference:

B9 Supply certification of spray booth performance.

Doc Reference:

B10 Are VOC emitting stacks¹ at least 3m above the roof ridge height of buildings within 15 m of the stack?

Yes No

If 'No' please provide a written plan for the construction, operation and maintenance of stacks emitting VOCs.

Doc Reference:

¹ NB – All new VOC emitting stacks are required to vent VOC¹ s at a height greater than 3m above the roof ridge height of buildings within 15 m of the stack

B11 Provide details how the mass of VOC emitted and of paint solids used will be determined and recorded.

Doc Reference:

B12 Provide a written plan for the maintenance, inspection and replacement of extract air filters of the spray booth and abrasive blasting equipment plant.

Doc Reference:

B13 Provide a written plan for measuring particulate emissions from abrasive blasting equipment, using manual extractive testing methods.

Doc Reference:

B14 Provide a written plan for control of VOC emissions from spray gun testing and sprayout following cleaning.

Doc Reference:

B15 Provide a written plan for the control of VOC emissions from spray gun and equipment cleaning.

Doc Reference:

B16 Provide a written plan for the control of VOC emissions from solvent contaminated wipes and other wastes.

Doc Reference:

B17 State whether any structured environmental management system (such as ISO 14001, EMAS or BS8555) or a tailored system is being used or is planned, and if so what.

Doc Reference:

B18 Specify what training and instruction staff will be given to ensure that this Permit (if granted) is complied with.

Doc Reference:

B19 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example, is there a history of complaints, is the installation in an air quality management area?)

Doc Reference:

B20 Are there any sites of special scientific interest (SSSIs) or European Sites which are within 500 metres of the installation?

Yes No

If 'Yes' please give names of the sites here:

B21 Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc) Regulations 1994.

Doc Reference:

B22 Environmental Statements

Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England & Wales) Regulations 1999, or for any other reason with respect to the installation?

Yes No

If 'Yes' please supply a copy of the environmental impact assessment and details of any decision made

Doc Reference:

B23 Additional Information

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

C FEES AND CHARGES

C1 Application fee

The enclosed charging scheme leaflet (also available on the Defra website) gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

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

£.....

Cheques should be made payable to: Richmondshire District Council

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

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.

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:

D COMMERCIAL CONFIDENTIALITY

Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

Yes No

If 'yes' please provide full justification, considering the definition of commercial confidentiality within the regulations (See the appropriate general guidance manual).

Doc Reference:

E DATA PROTECTION DECLARATION

The information you give will be used by the regulator 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,
- 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 the relevant 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).

F DECLARATIONS 1 AND 2 FOR SIGNING

These declarations should be signed by the person listed in answer to question A4. Where more than one person is identified as the operator, all 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 of the company or body corporate.

Declaration 1:

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 2:

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 _____