

Pollution Prevention and Control Act, 1999

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



LAPPC Petrol Station Application Form

INTRODUCTION

When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a service station where petrol is unloaded with a throughput of petrol over 500m³ a year.

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 1/14 (13)**.

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

Email: environment@richmondshire.gov.uk

Tel: 01748 829100

Other documents you may need to submit

There are number of other documents you may 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 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.

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.

Note

For existing petrol stations with a throughput greater than 3500m³ in any 12 month period and for new petrol stations with a throughput likely to exceed 500m³ in any 12 month period, a "Stage II" petrol vapour recovery system is required for recovery of vapours during filling of vehicle petrol tanks. If the petrol station is not required to have "Stage II" controls in place, those sections of this form that relate to Stage II controls do not need to be completed.

References to the term "activity" are references to the unloading into storage of petrol and dispensing of petrol into vehicle fuel tanks. The operator of the activity under the terms of the Regulations is most likely to be the person with management responsibility for the procedures on site. This does not, however, absolve other people of their responsibilities (for instance of drivers in the case of following unloading procedures or of the equipment owners in the case of installation of equipment) since action can be taken directly under regulation 32(6) of the Regulations.

A4 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

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 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.

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

B ABOUT 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.

Doc Reference:

B2 Why is the application being made?

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

Doc Reference:

B3 Site Maps

Please provide:

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

Doc 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

Doc 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).

Doc Reference:

C4 Will emissions from the activity potentially have any 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.

Doc 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.

Doc 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:

Doc Reference:

E Application fee

You must enclose the relevant fee with your application.

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.

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:
Position:
Address and Postcode:
Telephone:
E-mail:

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

F 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.)

Doc Reference:

F2 Please note: 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.

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

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 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: _____