



## Part B Application form

### Application for a permit for a **Part B service station**

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 a service station as defined in Section 7 of Schedule 1 to the Environmental Permitting Regulations.

Relevant parts of the form may also be used where the retrospective fitting of a 'Stage 2' petrol vapour recovery system is the subject of an application for a non substantial variation (in which case, no fee will be payable).

#### 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](#). 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. The EP Regulations can be obtained from [The Office of Public Sector Information](#).

#### 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:

**London Borough of Hackney, Sustainability and Environment Team, Land Water Air, Hackney Service Centre, 1 Hillman Street, London E8 1DY**

#### Other documents you may need to submit

There are a 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** - *not relevant for e-applications*

Please send the original copies of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process. You are encouraged to keep copies of these documents for your own records.

**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 using the email address: [landwaterair@hackney.gov.uk](mailto:landwaterair@hackney.gov.uk) 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**

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

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Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

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

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

A1.3. Do you have an existing permit for a waste oil burner or another activity such as vehicle respraying?

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**A2.1. 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 .....Telephone.....

### **A2.2. 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 .....

Ultimate holding company registered office address

.....

.....

.....Po

stcode .....Telephone.....

### **A3 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..... email:

.....

## B. About the installation

B 1.1 Why is the application being made?

☐

the installation is new

☐

It is an existing Part B installation permitted under the Environmental Permitting Regulations for which a substantial change is proposed within 4 months of the transitional date and an LAPPC permit is required

B2.1 Is the service station located under permanent living quarters or working areas (see section 2 of PG1/14(06))?

No

Yes

B2.2 When was equipment for vapour collection during filling of underground storage tanks installed or when will it be installed?

.....

B2.3 Volume of petrol unloaded into the service station in each of the last three calendar years (see Section 2 of PG1/14(06) for relevant timescales) in cubic metres (ie litres divided by 1000). Please circle the appropriate band.

| Year | Volume of petrol/m <sup>3</sup> |         |          |           |       |
|------|---------------------------------|---------|----------|-----------|-------|
|      | <100                            | 100-500 | 501-1000 | 1001-3500 | >3500 |

|  |      |         |          |           |       |
|--|------|---------|----------|-----------|-------|
|  | <100 | 100-500 | 501-1000 | 1001-3500 | >3500 |
|  | <100 | 100-500 | 501-1000 | 1000-3500 | >3500 |

B2.4 Are deliveries “Driver controlled”/”Driver Assisted”?

No

Yes

B2.5 At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour collection system is in place? If the latter information is not known, a statement of what assessment will be made to determine the information and within what timescale. The information supplied under item B2.10 should be supplemented by a site specific assessment (see Section 6 of PG1/14(06)).

.....  
.....  
.....

B2.6 Are diesel storage tanks connected to the vapour balance system?

No

Yes

B2.7 Measures taken or to be taken for vapour emission control, both during unloading and in storage?

.....  
.....  
.....

B2.8 Please attach process diagrams and plans of vapour collection equipment (including height and location of tank vent pipes). This should include equipment for the recovery of vapours during filling of underground storage tanks and for installations that are required to have a “Stage II” vapour recovery system in place, for filling of vehicle petrol tanks.

Doc Reference .....

B2.9 Please attach unloading procedure and instructions

Doc Reference .....

B2.10 Please state or attach details of supervision, training and qualifications of operating staff (details should be specific to “on site” staff and include general statements about delivery drivers).

.....  
.....  
.....

Doc Reference .....

B2.11 Please state or attach the schedule of maintenance of vapour collection control (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery in place).

.....  
.....  
.....

Doc Reference .....

B2.12 Please state or attach the schedule of examination and testing for vapour collection controls (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery in place).

.....  
.....  
.....

Doc Reference .....

B2.13 Please attach procedures and contingency measures in the event of vapour containment equipment failure (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery in place).

Doc Reference .....

2.14 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, please provide a certificate to confirm conformity with approval for use under the regulatory regimes of at least one European Union or European Free Trade Association country and to confirm that the hydrocarbon capture efficiency of the equipment is not less than 85% (ie that at least 85% of the displaced vapours are recovered, according to the relevant ‘type approval’ test (see Section 5.16 of PG1/14(06)), expressed as the ratio of the volume of hydrocarbon vapours displaced to the volume of petrol discharged.

Doc Reference .....

B2.15 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, please provide details of testing of the vapour containment integrity in accordance with the manufacturer’s specifications (to be undertaken prior to commissioning and periodically at least once every 3 years thereafter and always following substantial changes or significant events that lead to the removal or replacement of any of the components required to ensure the integrity of the containment system.

Doc Reference .....

B2.16 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, is an “automatic monitoring system” installed to automatically detect faults in the proper functioning of the petrol vapour recovery system including the automatic monitoring system; to indicate faults to the operator; and to automatically cut off the flow of fuel on the faulty delivery system if the fault is not rectified within 1 week?

No

Yes

### **B3 Impact on the Environment**

B3.1 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example if there is a history of complaints, is the installation in an air quality management area?)

Doc Reference .....

B3.2 Are there any sites of Special Scientific Interest (SSSIs) or European Sites, which are within 500 metres of the installation?

No

Yes. Please give the names of the sites

.....  
.....

Doc Reference: .....

B3.3 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 purpose of the Conservation (Natural Habitats etc) Regulations 1994.

Doc Reference: .....

#### **B4 Environmental Statements**

B4.1 Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England And Wales) Regulations 1999, or for any other reason with respect to the installation?

No

Yes. Please supply a copy of the environmental impact  
assessment

Doc Reference: .....

#### **B5 Additional Information**

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

Doc Reference: .....

### **C1 Fees and Charges**

To find out the fees and charges for your installation, please contact the Land Water Team at the email address: [landwaterair@hackney.gov.uk](mailto:landwaterair@hackney.gov.uk)

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

£

Please contact the Land Water Air Team to arrange payment at the email address:  
[landwaterair@hackney.gov.uk](mailto:landwaterair@hackney.gov.uk)

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

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

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## **C2 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.

**C2.1** 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.

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

## **C3 Commercial confidentiality**

**C3.1** 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 \_\_\_\_\_

**C3.2** 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.

#### **C4 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).

#### **C5 Declaration: previous offences** (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which 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:

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\_\_\_\_\_

Signature\_\_\_\_\_

Name \_\_\_\_\_

Position\_\_\_\_\_

Date\_\_\_\_\_

## **C6 Declaration**

### **C6.1 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.*