



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

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

### 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 applying for a permit to a Local Authority to operate a petrol service station as defined in Schedule 1 to the Environmental Permitting Regulations 2016 ("the EP Regulations").

#### Before you start to fill in this form

Please read [Unloading petrol into storage at petrol stations: process guidance note 1/14](#).

#### 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:

**Sandwell MBC**  
**Public Health**  
**Pollution Control**  
**PO Box 2374**  
**Sandwell Council House**  
**Oldbury B69 3DE**

Or Email: [pollution\\_control@sandwell.gov.uk](mailto:pollution_control@sandwell.gov.uk)

#### 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

**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.)***

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

**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/business name (if different)

.....

Registered Office address

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

Postcode .....Telephone.....

Principle Office address, if different

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

Postcode .....Telephone.....

Company registration number: .....

**A4 Holding Companies**

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

No  Yes

Name of ultimate holding company .....

Trading name if different .....

Ultimate holding company registered office address

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

Postcode .....Telephone.....

Principle office address, if different

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

Postcode .....Telephone.....

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 .....

Position .....

Telephone.....

email address .....

**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 II in Part B of the [general guidance manual](#).**

Doc Reference .....

**LAPPC Application Form for a petrol service station: to be completed by Applicant**

**B2 Why is the application being made?**

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

**B3 State the volume of petrol unloaded into the service station in each of the last three calendar years in cubic metres (i.e. litres divided by 1000). Please circle the appropriate band.**

Year	Volume of petrol/m <sup>3</sup>				
before 2018	<100	100-500	501-1000	1001-3500	>3500
from 2018	<100	100-500	501-1000	1001-3000	>3000

**B4 Are deliveries “Driver controlled”/”Driver Assisted”?**

- No                       Yes

**B5 Are diesel storage tanks connected to the vapour balance system?**

- No                       Yes

**B6 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 .....

**B7 Technical documentation – please provide:**

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

Doc Reference .....

**B8 Please attach unloading procedure and instructions**

Doc Reference .....

**B9 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).**

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.....  
.....

**C The Details**

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

- active system with automatic monitoring
- active system without automatic monitoring

**C2 Do you have environmental management procedures and policy?**

- No  Yes

If 'yes' please supply a copy - Doc Reference .....

**C3 Impact on the Environment**

**B3.2 Are there any sites of Special Scientific Interest (SSSIs) or European protected sites nearer than 500 metres to the installation?**

- No  Yes.

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

- No  Yes.

If 'yes' please provide details, such as documentation 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 significant environmental effects (including nuisance)?**

- No  Yes.

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

Doc Reference .....

- No  Yes.

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

Doc Reference .....

**C5 Is the proposed installation sited under living quarters?**

No  Yes.

**D Additional Information**

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

Doc Reference .....

**E Fees and Charges**

Your application cannot be processed unless you pay the [relevant fee](#) with your application.

**E1** Please contact [pollution\\_control@sandwell.gov.uk](mailto:pollution_control@sandwell.gov.uk) to confirm payment method.

**E2** **Please give any company purchase order number or other reference you wish to be used in relation to this fee.**

.....

**E3 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.

**E4** **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.....

**F Commercial confidentiality**

**F1** 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

If 'yes' please provide full justification, considering the definition of commercial confidentiality within the regulations (see appendix 2 of Annex XVII of the [general guidance manual](#)).

Doc Reference .....

**G     Protection of information**

G1     Any confidential or national security info 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 .....

**G2     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.

**G3     Please note: it is an offence to provide false etc 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).Data Protection

**H 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:

.....  
.....

Signature .....

Name .....

Position..... Date .....

**I Declaration**

**I1 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:

Premises 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.*