

Part B Transfer form

Application to transfer a permit

Local Authority Pollution Prevention and Control Pollution Prevention and Control Act, 1999 Environmental Permitting (England and Wales) Regulations 2010

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 already have a “Part B” permit and wish to transfer the permit in whole or in part to another person (“the proposed transferee”). You may apply to transfer the whole or part of your permit. Under the Environmental Permitting (England and Wales) Regulations 2010 (“the EP Regulations”), both the operator and the proposed transferee must jointly apply to have the permit transferred.

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, republished in March 2010 and available at

<http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/manuals.htm>

This contains a list of other documents you may need to refer to when you are preparing your application for the transfer of the permit, 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, or viewed on their website at

http://www.opsi.gov.uk/legislation/about_legislation.htm.

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:

Carlisle City Council, Environmental Health, Civic Centre, Carlisle CA3 8QG

Other documents you may need to submit

You must submit your existing permit with this form. There are number of other documents you may need to send us with this application to transfer your permit. Each time a request for a document is made in the 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 your permit reference number and the name of the installation.

In the case of the questions on the 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*

You do not need to send multiple copies of this form, consultation is not required to transfer a permit.

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.

A1 Applicant details

A1.1 Name of the installation _____

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

Postcode _____ Telephone _____

A1.3 Permit reference number _____

A2.1 The Operator – Please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode: _____

Principal Office address (if different)

Postcode: _____

Please indicate which address correspondence concerning this transfer should be sent to.

A3.1 Who can we contact about your application to transfer your permit?

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 number _____

Fax number _____

email address _____

A4 The proposed transferee – Please provide the full name of company or corporate body

Trading/business name (if different) _____

Registered Office address _____

Postcode _____

Principal Office address (if different) _____

Postcode _____

Company registration number _____

Please indicate which address correspondence concerning this transfer should be sent to.

A4.1 Who can we contact about your application to have this permit transferred to you?

It will help us to have someone who we can contact directly with any questions about the application to transfer this permit to you. The person you name should have the authority to act on behalf of the operator. This can be an agent or consultant rather than the operator.

Name _____

Position _____

Address _____

Postcode _____

Telephone number _____

Fax number _____

email address _____

B1 Do you wish to transfer the permit in whole or in part?

Transfer whole permit ☐

Partial transfer ☐

In the case of partial transfer only please fill in the table below with details of which parts of the installation are to be transferred to the proposed transferee, the transferred unit, and which parts of the installation will be retained by the original operator.

In **Column 1, Box A, Activities in the stationary technical unit which are to be retained by the operator**

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to be retained by the original operator in the stationary technical unit of the installation.

In **Column 1, Box B, Directly associated activities which are to be retained by the operator**

Please identify any directly associated activities that are proposed to be retained by the original operator on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution

The transferred unit

In **Column 1, Box A(i), Activities in the stationary technical unit which are to, or have, ceased operation.**

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to transfer to the proposed transferee in the stationary technical unit of the installation.

In **Column 1, Box B(i), Directly associated activities which are to, or have, ceased operation**

Please identify any directly associated activities that are proposed to be transfer to the proposed transferee on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution

In **Column 2, both Boxes A and B**, please quote the Chapter number, Section number, A(2) or B, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations [For example, *Manufacturing glass and glass fibre where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b)].

B1.1 Installation table for partial transfer of permit

COLUMN 1	COLUMN 2
Box A Activities to remain be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B Directly associated activities to be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box A(i) Activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations
Box B(i) Directly associated activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations

C3.2 Is there any information in the application to transfer, or partially transfer your permit, 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 transfer 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 determine your application to transfer, or partially transfer your permit. It will be placed on the relevant public register. 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 the transfer, or partial transfer of 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 by transferees*: 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 consequences have been committed in the previous years which may be relevant to me/our competence to operating this installation in accordance with the regulations.

C6 Declaration

C6.1 Signature of current operator(s)*

I / We certify that the information in this transfer application is correct. I / We apply for a transfer of an existing permit in respect of the particulars described in this transfer 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 transfer 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.*

C6.2 Signature of the proposed transferee(s)* applying to take over responsibility for the permit or part of the permit

I/ We certify that the information in this transfer application is correct. I/ We apply for a permit in respect of the particulars described in this transfer 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 transfer application to:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

** Where more than one person is defined as the proposed transferee, 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.*