

## Application for a permit to operate a vehicle refinishing installation

Local Authority Pollution Prevention and Control  
Pollution Prevention and Control Act, 1999  
The Environment (Northern Ireland) Order 2002  
The Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2012  
Environmental Permitting (England and Wales) Regulations 2010 (as amended)

### Introduction

#### When to use this form

Use this form if you are applying to a Local Authority for a permit to operate a vehicle refinishing installation as defined in Environmental Permitting Regulations (England and Wales) Regulations 2010 (as amended) or the Pollution Prevention and Control Regulations (Northern Ireland) 2003.

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:

*Public Protection  
Adult Social Care, Health Integration and Wellbeing  
City of Stoke-on-Trent  
Civic Centre, Glebe Street  
Stoke on Trent  
ST4 1HH*

#### 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.

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

#### For Local Authority use

Application reference	Officer reference	Date received

## LAPPC application form - to be completed by the operator

### A The basics

#### A1 Name and address of the installation

Postcode:	Telephone:
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#### 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.)*

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

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#### 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? If "yes" please fill in details of the ultimate holding company.

Yes  No

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

## A6 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 could be an agent or consultant rather than the operator.*

Name:  Position:
Address:     Postcode: Telephone:
Fax: Email address:

## **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 EPR Regulations are met.*

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

Document 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)

### **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**

Document 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.**

Document 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.**

Document reference: \_\_\_\_\_

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

Document 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

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

Document reference: \_\_\_\_\_

**B9 Supply certification of spray booth performance**

Document reference: \_\_\_\_\_

**B10 Are VOC emitting stacks<sup>1</sup> 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.**

Document reference: \_\_\_\_\_

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

Document 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.**

Document reference: \_\_\_\_\_

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

Document reference: \_\_\_\_\_

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

Document reference: \_\_\_\_\_

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

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

Document reference: \_\_\_\_\_

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

Document 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.**

Document reference: \_\_\_\_\_

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

Document 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?)**

Document 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

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**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.**

Document 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**

Document reference: \_\_\_\_\_

**B22 Additional Information**

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

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## **C Fees and Charges**

**C1** The enclosed charging scheme leaflet 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:

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:

### **C3 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?

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

**Doc Reference:** \_\_\_\_\_

#### **C4 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).

#### **C5 Declaration**

Signature of current applicant(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 applicant 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 applicant, 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.