



Notification for the surrender of 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 have ceased to operate or intend to cease to operate your installation and wish to surrender the permit. You may apply to surrender the whole or part of your permit under [the Environmental Permitting \(England and Wales\) Regulations 2010](#) ("the EP Regulations").

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 revised in April 2012. This contains a list of 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 guidance sector note, BREF note or [Process Guidance Note](#).

Which parts of the form to fill in

You should fill in as much of this form as possible. When complete, send the form to:

***Public Protection, Central Bedfordshire Council, Priory House, Monks Walk,
Chicksands, Shefford, Bedfordshire, SG17 5TQ.***

Other documents you may need to submit

There are a number of other documents you may need to send us with your application for surrender. 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 in the form for this purpose, please also mark the document(s) with the permit reference number and name of the installation.

Using continuation sheets

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 the continuation sheet(s). Please also mark the document(s) with the permit reference number and name of the installation.

Copies – *not relevant for e-applications*

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

If you need help and advice

We have made the application form as straightforward as possible but please contact the Public Protection Team if you need any advice on how to set out the information we need.

Further information and online forms can also be found at www.centralbedfordshire.gov.uk

For Local Authority Use		
Application reference	Officer reference	Date received

A1 Applicant details

A1.1 Name of the installation

A1.2 Address of the site of the installation

Postcode:	Telephone:
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A1.3 Permit reference number

Reference no:

A2.1 The operator

Please provide the full name of company, corporate body, the name of the sole trader or the names of the partners.

Trading/business name (if different):

Registered office address:

Postcode:	Telephone:
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Principal office address (if different)

Postcode:	Telephone:
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Company registration number

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

A3.1 Who can we contact about your surrender notification?

It will help to have someone who we can contact directly with any questions about your notification. 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:	Fax:
E-mail:	

B1 Do you wish to surrender your permit in whole or in part?

Surrender whole permit	
Partial surrender	

In the case of partial surrender only please fill in the table below with details of which parts of the installation are to remain in operation and which part has ceased or will cease to operate, the part of the installation will be known as 'the surrender unit'.

Please fill in the table below with details of all the current activities in operation at the whole installation.

In Column 1, Box A – Activities in the stationary technical unit which are to remain in operation

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

In Column 1, Box B – Directly associated activities which are to remain in operation

Please identify any directly associated activities that are or are proposed to remain in operation 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 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 or are proposed to cease operation 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 or are proposed to cease operation 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, Boxes A and B

Please quote the Chapter number, Section number, 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)].

In the case of mobile plant please list any serial numbers which apply to plant or equipment.

B1.1 Installation table for partial surrender of permit

Column 1	Column 2
Box A – activities to remain in operation in the Statutory Technical Unit	Section in Schedule 1 of the EP Regulations
Box B – directly associated activities to remain in operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box A(i) – activities to cease operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B(i) – directly associated activities to cease operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations

B1.2 Site maps

You do not need to provide a site map in the case of a notification to surrender the whole of your permit.

In the case of a partial transfer of the permit only, please provide:

- A suitable plan or map showing the activities on the site which are to cease operation (the surrender unit) and the activities to remain in operation within the extent of the installation.

Document reference:

B2 The installation

B2.1 The date on which the activity's operation will cease

Date:

B2.2 In the case of at partial surrender only you may indicate whether you consider certain conditions will require a variation in wording to take account of the surrender of the permit for part of the facility. Please detail the exact conditions you wish to change in your current permit

Permit condition ref	Proposed new wording of condition

B2.3 Additional information

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

Document reference:

C3 Commercial confidentiality

C3.1 Is there any information in the application to surrender or partially surrender your permit, that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

No		Yes	
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If yes please provide full justification, considering the definition of commercial confidentiality within EP Regulations.

Document reference:

C3.2 Is there any information in the application to surrender or partially surrender your permit that you believe should be kept from the public register on the grounds of national security?

No		Yes	
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If yes do not write anything about this information on the form. Please provide full details on separate sheets.

C4 Data Protection

The information you give will be used by the Local Authority to determine your application to surrender or partially surrender your permit. 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 the surrender or partial surrender 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

C5.1 Signature of current operator(s)*

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

<i>Installation name</i>

<i>Signature</i>	<i>Name</i>
<i>Position</i>	<i>Date</i>

<i>Signature</i>	<i>Name</i>
<i>Position</i>	<i>Date</i>

- *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.*