



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 revised in April 2012. 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 guidance sector note, BREF note or [process guidance note](#) to see what standards and requirements are likely to be expected of your installation.

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, send the form, the fee and any additional information to:

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

Other documents you may need to submit

You must submit your existing permit with this form. There are a 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 in the form for this purpose, please also mark the document(s) clearly 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) clearly 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 transfer 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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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:	Fax:
E-mail:	

A4 The proposed transferee

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

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Trading/business name (if different):

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Registered office address:

Postcode:	Telephone:

Principal office address (if different)

Postcode:	Telephone:

Company registration number:

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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 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.

Name:	
Position:	
Address:	
Postcode:	
Telephone:	Fax:
E-mail:	

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 transferred 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, 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 Statutory 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 transferred to the proposed transferee	Section in Schedule 1 of the EP Regulations
Box B(i) – directly associated activities proposed to be transferred to the proposed transferee	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 an application to transfer 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 be retained by the original operator and the activities which are proposed to transfer to the proposed transferee (the transferred unit) within the extent of the installation.

Document reference:

B2 Additional information

B2.1 Please supply any additional information which you would like us to take account of in considering this application for transfer.

Document reference:

C1 Fees and Charges

You must enclose the [relevant fee](#) with your application. Your application cannot be processed unless the application fee is correct and enclosed.

C1.1 Please state the amount enclosed as a fee for this application.

£	
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Cheques should be made payable to: **Central Bedfordshire Council**

We will confirm receipt of this fee when we write to you acknowledging your transfer 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 Commercial confidentiality

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

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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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 transfer or partially transfer your permit that you believe should be kept from the public register on the grounds of national security?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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If yes do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the variation 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 for a transfer. 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 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 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 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 the listed 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.

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.
- + Also see paragraphs 25.15-25.20 of Part A of the [General Guidance Manual](#) in cases where transfer is due to the death of a sole operator or the current operator cannot be found.

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