



## Application for a Petrol Vapour Recovery Permit

Pollution Prevention and Control Act, 1999  
Environmental Permitting (England and Wales) Regulations 2016

### Introduction

#### When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a petrol vapour recovery (petrol filling station) activity as defined in the Environmental Permitting Regulations. **Internet search “PG 1/14 unloading petrol into storage at petrol stations” for specific guidance.**

#### 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.

Applications should be emailed to:

[ecp@dacorum.gov.uk](mailto:ecp@dacorum.gov.uk) and should be marked for the attention of David Carr, Lead Scientific Officer.

*Payment details and arrangements will be communicated by reply.*

Postal correspondence address:

*David Carr  
Lead Scientific Officer  
Environmental Health  
Environmental and Community Protection  
Dacorum Borough Council  
The Forum, Marlowes  
Hemel Hempstead  
HP1 1DN*

#### Other documents you may need to submit

There are a number of other documents, or extension pages to enable you to answer the following questions, which you may need to send us with your application. Please label these clearly and refer to them in the application. Existing information can be submitted as part of the application provided that it is relevant.

#### 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**

<b>For Local Authority use</b>		
<b>Application reference</b>	<b>Officer reference</b>	<b>Date received</b>

**A 1. Name of the premises**

.....

**A 1.2. Please give the *address of the premises***

.....

.....

.....

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

**A 1.3 Existing authorisations:** Please give details of any existing LAPPC or LA-IPPC authorisation for the installation, or any waste management licences or water discharge consents, including reference number(s) and type(s):

.....

**A 1.4. The Operator** - Please provide the full name of each partner, sole trader, company or corporate body

.....

Trading/business name (if different)

.....

Registered Office address

.....

.....

Telephone..... Company registration number .....

**A 1.5. Holding Companies**

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006?

No

Yes  Name of ultimate holding company. ....

Ultimate holding company registered office address

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

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

**A 1.6 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 .....

Address

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

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

Email address .....

**B. The installation**

**B 1. What activities are or will be carried out at the installation?** Please include “directly associated activities” – this term is explained in Annex III in Part B of the General Guidance Manual.

**B 2. Why is the application being made?**

The installation is new

The installation is existing, but changes to the installation or to the Environmental Permitting Regulations means that an LAPPC Part B permit is now required

**B 3. Site maps/plans – please provide:**

**B 3.1.** A location map with a red line around the boundary of the installation. Please ensure that the map includes an orientation and shows the installation in relation to at least one named road/street that it is neighbouring.

Document reference: .....

**B 3.2.** 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

Document reference: .....

**B 4. Technical documentation – please provide** a copy of “type approval” certificate where the site operates Stage II activities.

Document reference: .....

**C. The details**

**C 1. Which of the following vapour monitoring systems will be in use?**

- a) active system with automatic monitoring
- b) active system without automatic monitoring

**C 2. Do you have environmental management procedures and a policy?**

Yes   
No

If yes please provide a copy

Document reference: .....

**C 3. Are deliveries driver controlled?**

No

Yes

**C 4. Please state or attach details of how the supervision, training and qualifications of operating staff is to be managed.**

.....  
.....

Document Reference: .....

**C 5. Is the installation located under living quarters?**

Yes

No

**D Impact on the Environment**

**D 1. Are there any sites of Special Scientific Interest (SSSIs) or European protected sites nearer than 500 metres to the proposed installation?**

Yes

No

If yes, please give the names of the site(s) .....

.....  
.....

If yes, is the installation likely to have a significant effect on the site of special scientific interest or European protected site?

Yes

No

If yes, please write on a separate sheet or enclose a relevant document 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.

Document reference: .....

**D 2. Will emissions from the activity potentially have significant environmental effects (including nuisance)?**

Yes

No

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

Document reference: .....

If yes, please enclose a copy of any environmental impact assessment which has been carried out for the installation under planning legislation or for any other purpose.

Document reference: .....

**E Anything else?**

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

Doc Reference(s): .....

**F Application Fee**

Payment details and arrangements will be confirmed upon receipt of your application. Your application will not be reviewed until the correct application fee has been paid.

If your application is successful you will also have to pay and annual subsistence fee, so please confirm to whom the invoices should be sent:

Name and position:
Telephone:
Email:

## G. Commercial confidentiality

**G 1.** Is there any confidential or national security information in your application?

Yes

No

Please provide full justification, considering the definition of commercial confidentiality within the EPR.

## H. Data Protection

The information you give will be used by the Local Authority 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. 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.

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).

**I. Declaration: previous offences** (delete whichever is not applicable)

I/We certify that:

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 \_\_\_\_\_

## J. DECLARATION

### J 1. Signature of 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:

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.