

## Part B Application form

# Application to vary a permit for a Part B service station to add PVR Stage II

Local Authority Pollution Prevention and Control  
Pollution Prevention and Control Act, 1999  
Environmental Permitting (England and Wales) Regulations 2007

### Introduction

#### **When to use this form**

Use this form if you are applying for a variation to an existing service station permit in order to extend it to cover the operation of PVR Stage II.

A fee is only required to be enclosed if the variation involves a 'substantial change'. A substantial change is defined as "a change in operation which, in the opinion of the competent authority [the regulator] may have significant **negative** effects on human beings or the environment". (Closure of an existing service station and the building of a new replacement station at another location is likely to require a full fresh application, ie not constitute a variation.)

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

*Maidstone Borough Council  
Environmental Health  
Maidstone House  
King Street  
Maidstone  
Kent  
ME15 6JQ*

#### **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		
For Local Authority use		
Application reference	Officer reference	Date received

**A1.1. Name of the premises**

.....

**A1.2. Please give the address of the premises**

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

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

**A1.3. Reference number of existing PVR Stage I permit for the installation**

.....

**A2.1. 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

.....

**Trading/business name (if different)**

.....

**Registered Office address**

.....  
 .....

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

**A2.2. Holding companies**

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

No

Yes

If yes? Name of ultimate holding company .....

Ultimate holding company registered office address

.....

.....

.....

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

**A3 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.....

Fax number ..... email address .....

**B. About the installation**

B1.1 Is PVR Stage II equipment already fitted:

No

Yes

B1.2 If the answer to B1.1 is "no",

a) when do you intend to fit it .....

b) what arrangements are in place (eg contract with installers) to fit it

.....

B2.1 What systems have been installed or is it intended to install to comply with PVR Stage II?

.....

.....

Doc Reference .....

B2.2 What is or will be the vapour/petrol ratio?

.....

B2.3 Please attach process diagrams and plans of VPR Stage II system, including pipework layout.

Doc Reference .....

B2.4 What arrangements will be/have been made for preventative maintenance of the PVR Stage II equipment.

.....

.....

.....

Doc Reference .....

B2.5 What arrangements will be/have been made to ensure relevant staff are adequately familiar with/trained in the use of the PVR Stage II equipment.

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.....

.....

Doc Reference .....

B2.6 Please attach procedures and contingency measures in the event of vapour containment equipment failure (including the system for vapour recovery during filling of vehicle petrol tanks).

Doc Reference .....

B2.7 Please provide a certificate to confirm conformity of the PVR Stage II equipment with approval for use under the regulatory regimes of at least one European Union or European Free Trade Association country and to confirm that the hydrocarbon capture efficiency of the equipment is not less than 85% (ie that at least 85% of the displaced vapours are recovered, according to the relevant 'type approval' test (see Section 5.16 of PG1/14(06)), expressed as the ratio of the volume of hydrocarbon vapours displaced to the volume of petrol discharged.

Doc Reference .....

B2.8 What arrangements will be put in place to test delivery systems and vapour recovery systems, including the testing of the vapour/petrol ratio? Please provide details of testing of the vapour containment integrity in accordance with the manufacturer's specifications (to be undertaken prior to commissioning and periodically at least once every 3 years thereafter and always following substantial changes or significant events that lead to the removal or replacement of any of the components required to ensure the integrity of the containment system).

Doc Reference .....

B2.9 Is an "automatic monitoring system" installed, or will it be installed, to automatically detect faults in the proper functioning of the petrol vapour recovery system including the automatic monitoring system; to indicate faults to the operator; and to automatically cut off the flow of fuel on the faulty delivery system if the fault is not rectified within 1 week?

No

Yes

### B3 Additional Information

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

Doc Reference: .....

## C1. Fees and Charges

C1.1. Please enclose the relevant sum if this variation involves a substantial change, and state the amount enclosed.

£.....

Cheques should be made payable to:

We will confirm receipt of this fee when we write to you acknowledging your application.

C1.2. 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.

C2.1.If different to details provided in relation to your current PVR Stage I permit, 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**

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

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the EP Regulations (See the General Guidance Manual).

**C4. 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).

**C5 Declaration: 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:

.....  
 .....

Signature .....

Name .....

Position.....

Date .....

**6 Declaration**

**C6.1 Signature of current 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:

Premises 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.*