

## 9 Outline PPC Part B application form

The following is a specimen application form which has been the subject of consultation with industry representatives and members of the former IPLA (Her Majesty's Inspectorate of Pollution/Local Authority Enforcement Liaison) Committee and since adapted for PPC Part B and to take into account requirements for recovery of vapours during filling of vehicle petrol tanks ("Stage II" controls). Given the consistent nature of service station operations, it is likely to be more efficient for both industry and regulators to make use of this form in all cases.

Use this form if you are applying for a permit to a Local Authority to operate a service station where petrol is unloaded with a throughput of petrol over 500m<sup>3</sup> a year.

For existing petrol stations with a throughput greater than 3500m<sup>3</sup> in any 12 month period and for new petrol stations with a throughput likely to exceed 500m<sup>3</sup> in any 12 month period, a "Stage II" petrol vapour recovery system is required for recovery of vapours during filling of vehicle petrol tanks. If the petrol station is not required to have "Stage II" controls in place, those sections of this form that relate to Stage II controls do not need to be completed.

References to the term "activity" are references to the unloading into storage of petrol and dispensing of petrol into vehicle fuel tanks. The operator of the activity under the terms of the Regulations is most likely to be the person with management responsibility for the procedures on site. This does not, however, absolve other people of their responsibilities (for instance of drivers in the case of following unloading procedures or of the equipment owners in the case of installation of equipment) since action can be taken directly under regulation 32(6) of the Regulations.

Further advice on transfer of permits and on permit variations may be found in the General Guidance Manual (See Ref. (a))

### Application for a permit

Pollution Prevention and Control Part B, "LAPPC" in England and Wales

Pollution Prevention and Control Act, 1999

Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)

For local authority use		
Application reference	Officer reference	Date received

#### A1.1 Name of the installation

STAGE I & II VAPOUR RECOVERY

#### A1.2 Please give the address of the site of the installation

BUDBROKE SOUTH SERVICE STATION, A46 WARWICK BY-PASS  
 BUDBROKE, WARWICKSHIRE  
 Postcode CV35 8RH

Telephone

01926 499 932.

Ordnance Survey national grid reference 8 characters, SP 267653

for example, SJ 123 456

#### A1.3 Existing authorisations:

Please give details of any existing LAPC or IPC authorisation or LAPPC permit for the installation, including reference number(s):

# 47

Please provide the information requested below about the "Operator", which means the person who it is proposed will have control over the installation in accordance with the permit (if granted)

#### A2.1 The Operator - Please provide the full name of company or corporate body

Trading/business name (if different) BP OILS(UK) LTD

Registered Office address Witan Gate House, 500-600 Witan Gate, MILTON KEYNES

Postcode: MK9 1ES

Principal Office address (if different)

Postcode:

Company registration number 3699618

**A2.2 Holding Companies**

Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?

No	Yes (name of ultimate holding company)
N/A	

Registered office address

Postcode

Principal Office address (if different)

Postcode

Company registration number:

**A3.1 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 Stuart Wright  
Position *Stuart* Licensing Coordinator  
Address Witan Gate House, 500-600 Witan Gate, MILTON KEYNES  
Postcode MK9 1AS  
Telephone number 01908 853 ~~000~~ 835  
Fax number ~~01908 853 990~~  
e-mail address stuart.wright@uk.bp.com

**B1.2 Why is the application being made?**

- the installation is new - YES
- it is an existing Part B process authorised under the Environmental Protection Act for which a substantial change is proposed within 4 months of the transitional date and an LAPPC permit is required.
- it is an existing installation that is required to have a "Stage II" vapour recovery system in place according to SI 2006, No. 2311.

Doc Reference:

B2.1 Is the service station located under permanent living quarters or working areas? See Section 2 of PG1/14(06)

No	<input checked="" type="checkbox"/>	Yes
----	-------------------------------------	-----

B2.2 When was equipment for vapour collection during filling of underground storage tanks installed or when will it be installed? ONGOING

B2.3 When was equipment for vapour recovery during filling of vehicle fuel tanks installed or when will it be installed (only for installations that are required to have a "Stage II" vapour recovery system in place)?

ONGOING

B2.4. Volume of petrol unloaded into the service station in each of the last three calendar years (See Section 2 of PG1/14(06) for the relevant timescales); in cubic metres (i.e. litres divided by 1000). Circle the appropriate band

N/A - NEW INSTALLATION.

YEAR	VOLUME OF PETROL/m <sup>3</sup>				
	<100	100-500	501-1000	>1000	>3500
	<100	100-500	501-1000	>1000	>3500
3500	<100	100-500	501-1000	>1000	>3500

B2.5 Are deliveries "Driver Controlled" / "Driver Unassisted"

No	Yes <input checked="" type="checkbox"/>
----	---

B2.6 At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour collection system is in place. If the latter information is not known, a statement of what assessment will be made to determine this information and within what timescale. The information supplied under item 11 should be supplemented by a site specific assessment. (See Section 6 of PG1/14(06)).

PLEASE SEE ACCOMPANYING INFORMATION  
 .....

B2.7 Are diesel storage tanks connected to the vapour balance system?

No	Yes
----	-----

B2.8 Measures taken or to be taken for vapour emission control, both during unloading and in Storage.

PLEASE SEE ACCOMPANYING INFORMATION  
 .....

B2.9 Please attach process diagrams and plans of vapour collection equipment (including height and location of tank vent pipes). This should include equipment for recovery of vapours during filling of underground storage tanks and for installations that are required to have a "Stage II" vapour recovery system in place, for filling of vehicle petrol tanks.

B2.10 Unloading procedure and instructions (please attach)

PLEASE SEE ACCOMPANYING INFORMATION  
 .....

B2.11 Details of Supervision, Training and Qualifications of Operating Staff [Details should be specific to on-site staff and include general statements concerning delivery drivers]

PLEASE SEE ACCOMPANYING INFORMATION  
 .....

B2.12 Schedule of maintenance of vapour collection control (Including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a "Stage II" vapour recovery system in place). [please attach]

PLEASE SEE ACCOMPANYING INFORMATION  
 .....

B2.13 Schedule of examination and testing for vapour collection controls (Including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a "Stage II" vapour recovery system in place) [please attach]

PLEASE SEE ACCOMPANYING INFORMATION  
 .....

B2.14 Procedures or contingency measures in the event of vapour containment equipment failure (Including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a "Stage II" vapour recovery system in place). [please attach]

B2.15 For petrol stations that are required to have a "Stage II" vapour recovery system in place only, a certificate to confirm conformity 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% (i.e. that at least 85% of the displaced vapours are recovered, according to the relevant "type approval" test [see Section 5.16 of this note], expressed as the ratio of the volume of hydrocarbon vapours displaced to the volume of petrol discharged [please attach].

B2.16 For petrol stations that are required to have a "Stage II" vapour recovery system in place only, 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) [please attach].

2.17 For petrol stations that are required to have a "Stage II" vapour recovery system in place only, is an 'automatic monitoring system' 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 <input checked="" type="checkbox"/>
----	---

**B3.1 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?)

Doc Reference: NONE

**B3.2** Are there any sites of special scientific interest (SSSIs) or European Sites which are within 500 metres of the installation?

No  NONE	Yes, please give names of the sites  Doc Reference
----------------	--

**B3.3 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.

Doc Reference: N/A

#### B4 Environmental Statements

**B4.1** 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.

No  ND	Yes, (Please supply a copy of the environmental impact  Doc Reference
--------------	---

#### B5 Additional information

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

Doc Reference 13036-40B - Petroleum Layout  
Accompanying information

#### C1 Fees and Charges

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.

**C1.1 Please state the amount enclosed** as an application fee for this installation. £236.00

E. Cheques should be made payable to : WARWICK DISTRICT COUNCIL

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. N/A

**C2 Annual charges**

If we grant you a permit, you will be required to pay an annual subsistence charge, failure to do so will result in revocation of your permit and you will not be able to operate your installation.

**C2.1** Please provide details of the address for invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

BP OIL (UK) LTD, Witan Gate House, 500-600 Witan Gate  
Postcode: MILTON KEYNES MK9 1ES  
Telephone: 01908 853 000

**C3 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,
- 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 Regulation 32 of the PPC 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).

**C4 Declaration C4.1 Signature of current operator(s)\***

/ We certify that the information in this application is correct. | / We apply for a permit in respect of the particulars described in this application (including supporting documentation) | / 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: BUDBROKE SOUTH SERVICE STATION

Signature

Name

Position

Date

Signature

Name

Position

[Redacted Signature]

SNABT WILKIN!  
Senior Licensing Coordinator.  
16/10/08.

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.