Part B Transfer form

Application to transfer a permit

Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2010

Introduction

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, republished in May 2011. 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 sector guidance note, BREF note or Process Guidance note. The EP Regulations can be obtained from www.legislation.gov.uk website.

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 return to:

Other documents you may need to submit
You must submit your existing permit with this form. There are 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 on the form for this purpose. Please also mark the document(s) clearly with your permit reference number and the 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 that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

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 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.

A1 Applicant details

A1.1 Name of the installation

Shell Comptons Garage Service Station

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

77 Rugby Road, Cubbington, Leamington Spa

Postcode CV32 7HY Telephone

A1.3 Permit reference number

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

Simon Smith Retail Limited

Trading/business name (if different)

N/A

Registered Office address

Gladstone Place, 36- 38 Upper Marlborough Road, St. Albans

Postcode: AL1 3UU

Principal Office address (if different)

N/A

Postcode:

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 Jules Friend

Position Infrastructure Administrator

Address Gladstone Place, 36- 38 Upper Marlborough Road, St. Albans

Postcode AL1 3UU

Telephone number [redacted]

Fax number [redacted]

email address administration@motorfuelgroup.com

A4 The proposed transferee – Please provide the full name of company or corporate body

Motor Fuel Limited

Trading/business name (if different)

N/A

Registered Office address
Gladstone Place, 36- 38 Upper Marlborough Road, St. Albans,

Hertfordshire

Postcode AL1 3UU

Principal Office address (if different)

N/A

Postcode

Company registration number

5206547

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 us 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 rather than the operator.

Name Victoria Pitcher

Position Infrastructure Administrator

Address Gladstone Place, 36- 38 Upper Marlborough Road, St. Albans,

Hertfordshire

Postcode AL1 3UU

Telephone number [redacted]

Fax number [redacted]

email address administration@motorfuelgroup.com

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 transfer 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, both 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 Stationary 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 transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations
Box B(i) Directly associated activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations

B.1.2 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 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.

Doc Reference _____

B2 Additional information

B 2.1 Please supply any additional information which you would like us to take account of in considering this application for transfer.

Doc Reference _____

C1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the fee for an application to transfer a permit. Your application cannot be processed unless the correct fee is enclosed.

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

£ no fee

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.

C3 Commercial confidentiality

C3.1 Is there any information in this 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 ☑

Yes ☐

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

Doc 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 ☑

Yes ☐

Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the transfer 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 to transfer, or partially transfer your permit. It will be placed on the relevant public register. 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:~~

_____

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 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 from: Simon Smith Retail Limited

Installation name: Comptons Garage Service Station

Signature [redacted]

Name Jules Friend

Position Infrastructure Administrator

Date 11/06/2019

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 or 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: Motor Fuel Limited

Installation name: Comptons Garage Service Station

Signature [redacted]

Name Victoria Pitcher

Position Infrastructure Administrator

Date 11/06/2019

Signature _____

Name _____

Position _____

Date _____

** Where more than one person is defined as the proposed transferee, 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.*