



## Part B Transfer form

### Joint application to transfer a permit

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

#### Introduction

##### When to use this form

This regime is known as Local Authority Integrated Pollution Prevention and Control, LAPPC. Installations permitted under this regime are known as Part B installations. Use this form if you already have a permit and wish to transfer the permit in whole or in part to another person (the proposed transferee or new operator). You may apply to transfer the whole or part of your permit. Under the Environmental Permitting (England & Wales) Regulations 2010 (the "EP Regulations") both the current operator and the proposed transferee must jointly apply to have the permit transferred and must both sign this form.

##### Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LAPPC, republished in 2010 and available at:

<http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/manuals.htm> 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 Process Guidance ("PG") Note for your process:

<http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/notes/pgnotes/> The EP Regulations can be viewed at: <http://www.legislation.gov.uk/ukxi/2010/675/contents/made>

##### 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:

**Coventry City Council, Environmental Protection**  
**PO Box 15 Council House**  
**Coventry**  
**CV1 5RR**

##### 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. 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

<b>LAPPC Transfer Form: joint application by the current operator and the proposed transferee</b>		
For Local Authority use		
Installation Reference:	Officer Reference:	Date received:

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**

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 or telephone us on 0500 834333 if you need any advice on how to set out the information we need.

<b>LAPPC Transfer Form: joint application by the current operator and the proposed transferee</b>		
For Local Authority use		
Installation Reference:	Officer Reference:	Date received:

**A1.1 Name of the installation**

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

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Postcode

Telephone

**A1.3 Permit reference number**

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

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Trading/business name (if different)

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Registered Office address

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Postcode:

Principal Office address (if different)

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Postcode:

Please indicate which address correspondence concerning this transfer should be sent to.

<b>LAPPC Transfer Form: joint application by the current operator and the proposed transferee</b>		
For Local Authority use		
Installation Reference:	Officer Reference:	Date received:

**A3.1 Who can we contact about your application to transfer your permit?**

*It will help us 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 \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode

Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

E. Mail address \_\_\_\_\_

**A4 The Proposed Transferee – Please provide the full name of company or corporate body**

\_\_\_\_\_

Trading/business name (if different)

\_\_\_\_\_

Registered Office address

\_\_\_\_\_

\_\_\_\_\_

Postcode:

Principal Office address (if different)

\_\_\_\_\_

\_\_\_\_\_

Postcode:

Company registration number

\_\_\_\_\_

Please indicate which address correspondence concerning this transfer should be sent to.

<b>LAPPC Transfer Form: joint application by the current operator and the proposed transferee</b>		
For Local Authority use		
Installation Reference:	Officer Reference:	Date received:

**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 this application. The person you name should have the authority to act on behalf of the proposed transferee. This could be an agent or consultant rather than the proposed transferee.*

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

E. Mail address \_\_\_\_\_

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**B1 Do you wish to transfer the permit in whole or in part ?**

Transfer whole permit

Partial transfer

In the case of a 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 1a *Activities in the stationary technical unit which are to be retained by the operator***

Please identify all activities listed in Schedule 1 Part 2 to the EP Regulations that are proposed to be retained by the original operator in the stationary technical unit of the installation.

**In Column 1b *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 1a (i) *Activities in the stationary technical unit which are to, or have, ceased operation.***

Please identify all activities listed in Schedule 1 Part 2 to the EP Regulations that are proposed to be transferred to the proposed transferee in the stationary technical unit of the installation.

**In Column 1b (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 2a and b Schedule 1 references**, 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, *Unless falling within Part A(1) or A(2) of this Section, Manufacturing glass where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B (b).

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**B1.1 Installation table for partial transfer of permit**

<b>COLUMN 1a</b>	<b>COLUMN 2a</b>
<b>Activities to remain be retained by the original operator in the Stationary Technical Unit (S.T.U.)</b>	<b>Schedule 1 References</b>
<b>COLUMN 1b</b>	<b>COLUMN 2b</b>
<b>Directly associated activities to be retained by the original operator in the (S.T.U.)</b>	<b>Schedule 1 References</b>
<b>COLUMN 1a(i)</b>	<b>COLUMN 2</b>
<b>Activities proposed to be transferred to the proposed transferee</b>	<b>Schedule 1 References</b>
<b>COLUMN 1b(i)</b>	<b>COLUMN 2</b>
<b>Directly associated activities proposed to be transferred to the proposed transferee</b>	<b>Schedule 1 References</b>

**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 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 you propose 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* \_\_\_\_\_

**B3 Date on which the proposed transfer is to take place: \_\_\_\_\_**

*(The Local Authority should be notified in writing if this date changes. Failure to do so may result in the permit being transferred to the transferee on the date stated in the application and thereafter assuming legal and financial responsibility for the permit requirements)*

## 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.

£ \_\_\_\_\_ Cheques should be made payable to: **Coventry City 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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## 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 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,
- Investigate possible breaches of environmental law and take any resulting action,
- Prevent breaches of environmental law,
- Assess customer service satisfaction and improve our service.
- Respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

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 that 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**

**C 5.1 Previous Offences (please delete as applicable)**

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: \_\_\_\_\_

**C 5.2 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:

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.*

**C 5.3 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:

Installation name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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.*