



APPLICATION FOR PERMIT - UNLOADING OF PETROL INTO STORAGE AT SERVICE STATIONS

**Pollution Prevention and Control Part C, LAPPC
Environment (Northern Ireland) Order 2002
Pollution Prevention and Control (Industrial Emissions) Regulations
(Northern Ireland) 2013**

For Official Use Only		
Application Ref.	Officer Ref.	Date Received

INTRODUCTION

Before you start to fill in this form

Please read the general guidance manual issued for LAPPC by the Department of the Environment. 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 or Process Guidance note as relevant. The PPC Regulations can be obtained from The Stationary Office, or viewed on their website at: www.hmsso.gov.uk.

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. When complete return to:

**Environmental Health Service Unit,
Lisburn & Castlereagh City Council
Island Civic Centre
The Island
Lisburn
BT27 4RL**

Other documents you may need to submit

There are number of other documents you may need to send us with your application. Each time a request for a document is made in the application form you will need to record a document reference number for the document or documents that you are submitting. Please also mark the document(s) clearly with this reference number and the application reference number if you know it. If you do not have an application reference number, please use the name of the installation.

Using continuation sheets

In the case of the questions on the application 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

Please send the original and 3 copies of the form and all other supporting material, to assist consultation.

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 address given above if you need any advice on how to set out the information we need.

SECTION A: Introduction

A1.1 Name of the installation:

A1.2 Address of the site of the installation:

Postcode: _____ Telephone No: _____

X and Y co-ordinates (e.g. 327310 364347) _____

A1.3 Existing authorisations:

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

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 of corporate body:

Trading/business name (if different): _____

Registered Office address: _____

Postcode: _____ Telephone No: _____

Company registration number: _____

A2.2 Holding Companies

Is the operator a subsidiary of a holding company within the meaning of Article 4 of the Companies (NI) Order 1986?

No

Yes *Please complete below*

Name of ultimate holding body: _____

Registered Office address: _____

Postcode: _____

Principal Office address (if different): _____

Postcode: _____

Company registration number: _____

A2.3 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: _____ Position: _____

Address: _____

Postcode: _____ Telephone No: _____

Fax number: _____ E-mail address: _____

SECTION B: About the Installation

B1.1 Why is the application being made (please tick)?

- The installation is new
- It is an existing Part C process authorised under the Industrial Pollution Control (NI) Order 1997 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 Pollution Prevention and Control (Amendment) Regulations (NI) 2007.

Doc. Reference: _____

Process and Control Information

B2.1 Is the service station located under permanent living quarters or working areas? See paragraph 2.2 in the main body of the process guidance note

No

Yes

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

B2.3 When was equipment for vapour collection 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)?

B2.4 Volume of petrol unloaded into the service station in each of the last three calendar years (see Paragraph 2.2 in the main body of this Note for the relevant timescales); in cubic metres (i.e. litres divided by 1000). Circle the appropriate band:

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

B2.5 Are deliveries "Driver Controlled"?

No

Yes

B2.6 At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour balancing 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 NIPG 1/14 (version3))

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

No

Yes

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

B2.9 Process diagrams and plans of vapour balancing 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.

Doc. Reference: _____

B2.10 Unloading procedure and instructions (please attach)

Doc. Reference: _____

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)

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)

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)

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 expressed as the ratio of the volume of hydrocarbon vapours displaced to the volume of petrol discharged) (please attach).

Doc. Reference: _____

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 three 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).

Doc. Reference: _____

B2.17 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 one week?

No

Yes

B3: Impact on the Environment

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: _____

B3.2 Are there any Areas of Special Scientific Interest (ASSIs) or European Sites which are within 500 metres of the installation?

No

Yes *Please complete below*

Names of the sites: _____

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 (NI) 1995.

Doc. Reference: _____

B4: Environmental Statements

B4.1 Has an environmental impact assessment (EIA) been carried out under The Planning (Environmental Impact Assessment) Regulations (NI) 1999, or for any other reason with respect to the installation?

No

Yes *Please supply a copy of the EIA and details of any decision made*

Doc. Reference: _____

B5: Additional Information

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

Doc. Reference: _____

SECTION C: Fees and Charges, Information Handling, and Declaration

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.

£

Cheques should be made payable to **Lisburn & Castlereagh City 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.

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.

Address: _____

Postcode: _____ Telephone No: _____

C3: Data Protection

The information you give will be used by the City Council 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 off 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 36 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 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).

C4: Declaration

C4.4 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.

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.

Your Personal Data:

What we need

Lisburn & Castlereagh City Council is the 'Controller' of the personal data that you provide to us. This personal data is gathered for legal purposes in compliance with legislation enforced by Lisburn & Castlereagh City Council. We only collect basic personal data, this does not include any special types of information, it does however include name, address, email etc.

Why we need it

You are providing your personal data to the Council whose lawful basis for processing is for compliance with a legal obligation under legislation enforced by the Council. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

What we do with it

The personal data may be shared internally within the Council with staff who are involved in providing this service and, where necessary, between internal departments with the purpose of supporting an effective delivery of service.

It may also be shared or disclosed to any other statutory body where the body has a legislative basis to request it.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Lisburn & Castlereagh City Council to do so. All personal data that we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

How long we keep it

We are required under UK law to keep your basic personal data (name, address, contact details) in line with the Council's Records Retention and Disposal Schedule.

What we would also like to do with it

We would however like to use your name and email address to provide you with promotional and educational communications. If you do not wish to receive promotional or educational communications please contact this Service Unit on 02892509250 or

Env.Health@lisburncastlereagh.gov.uk

What are your rights?

If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Our Data Protection Officer is Mr Banks who you can contact at

data.protection@lisburncastlereagh.gov.uk

Full details of can be found on the Lisburn & Castlereagh City Council website:

www.lisburncastlereagh.gov.uk