



## **APPLICATION – TRANSFER OF A PERMIT**

### **Local Air Pollution Prevention and Control The Environment (NI) Order 2002 Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013**

<b>For Official Use Only</b>		
<b>Application Ref.</b>	<b>Officer Ref.</b>	<b>Date Received</b>

## **INTRODUCTION**

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

This pollution prevention and control regime is known as and referred to as Local Air 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 C' 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 Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013 ("the PPC 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 Departments general guidance manual issued for LAPPC, republished in 2010 and available at [http://www.doeni.gov.uk/index/protect\\_the\\_environment/local\\_environmental\\_issues/industrial\\_pollution/lappc\\_guidance.htm](http://www.doeni.gov.uk/index/protect_the_environment/local_environmental_issues/industrial_pollution/lappc_guidance.htm). This contains a list of other documents you may need to refer to when you are preparing your application for the surrender of the permit, and explains some of the technical terms used. You will also need to read the relevant Process Guidance note. The PPC Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at [http://www.opsi.gov.uk/legislation/about\\_legislation.htm](http://www.opsi.gov.uk/legislation/about_legislation.htm). A consolidated version of the PPC regulations is maintained on the DOENI Industrial Pollution website at [http://www.doeni.gov.uk/index/protect\\_the\\_environment/local\\_environmental\\_issues/industrial\\_pollution.htm](http://www.doeni.gov.uk/index/protect_the_environment/local_environmental_issues/industrial_pollution.htm)

**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:

**Environmental Health Manager  
Lisburn & Castlereagh City Council  
Island Civic Centre  
The Island  
Lisburn  
BT27 4RL**

**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**

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

**SECTION A: Applicant details**

**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 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.

**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 \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Postcode

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

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

Email 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.

**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 \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

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Postcode

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

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

Email address \_\_\_\_\_

**SECTION B: About the installation**

**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 PPC 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 PPC 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 Section number, A(2) or B, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the PPC 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
<b>Box A</b> Activities to remain be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the PPC Regulations
<b>Box B</b> Directly associated activities to be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the PPC Regulations
<b>Box A(i)</b> Activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the PPC Regulations
<b>Box B(i)</b> Directly associated activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the PPC 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 \_\_\_\_\_

## **SECTION C: 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.**

£
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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.

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## **C 2 Annual Charges**

If we grant transfer of the 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.

**C 2.1 Please provide details of the address you wish invoices to be sent to and details of someone who we may contact about fees and charges within your finance section.**

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Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

### **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 PPC 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.

Doc Reference \_\_\_\_\_

### **C4 Data Protection**

The information you give will be used by the City council 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 36 of the PPC 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, and
- 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 PPC 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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**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:

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.

**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:

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.

**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](mailto: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](mailto:data.protection@lisburncastlereagh.gov.uk)**

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

**[www.lisburncastlereagh.gov.uk](http://www.lisburncastlereagh.gov.uk)**