

A2 Transfer form

Joint application to transfer a permit

Local Authority - Integrated Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2016

Introduction

When to use this form

This regime is known as Local Authority Integrated Pollution Prevention and Control, LA-IPPC. Installations permitted under this regime are known as A2 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. **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

Please read the Defra general guidance manual issued for LA-IPPC and LAPPC. This contains a list of other documents you may need to refer to when you are preparing your application for the transfer of the permit, and explains some of the technical terms used. You may also need to read the relevant sector guidance note, BREF note or Process Guidance note as relevant. The Environmental Permitting (England and Wales) Regulations 2016 can be obtained from The Stationary Office, or viewed on their website at: <http://www.legislation.gov.uk/ukxi/2016/1154/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:

Sheffield City Council Environmental Protection Service, 5th Floor (North), Howden House, 1 Union Street, Sheffield S1 2SH

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

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

Please send the original hard copy to us and also an electronic copy of the form and all other supporting information.

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.

There is a charge per hour or part hour for technical advice. Please call us on Tel 273 4651 for further information.

A1.1 Name of the installation

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

Postcode

Telephone

A1.3 Permit reference number

A2.1 The current Operator – 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:

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 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.

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 _____

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 to the PPC 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 to the PPC 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 Schedule1 to the EP Regulations. For example, *Manufacturing glass, unless falling within Part A(1) of this Section, where melting capacity of the plant is more than 20 tonnes per day*, would be listed as Chapter 3, Section 3.3, Part A(2)(a).

B1.1 Installation table for partial transfer of permit

| COLUMN 1a | COLUMN 2a |
|---|-----------------------|
| Activities to remain be retained by the original operator in the Stationary Technical Unit (S.T.U.) | Schedule 1 References |
| | |
| | |
| | |
| | |

| | |
|---|------------------------------|
| COLUMN 1b | COLUMN 2b |
| Directly associated activities to be retained by the original operator in the (S.T.U.) | Schedule 1 References |
| | |
| | |
| | |
| COLUMN 1a(i) | COLUMN 2 |
| Activities proposed to be transferred to the proposed transferee | Schedule 1 References |
| | |
| | |
| | |
| COLUMN 1b(i) | COLUMN 2 |
| Directly associated activities proposed to be transferred to the proposed transferee | Schedule 1 References |
| | |
| | |
| | |

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 _____

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.

For the local authority

£ _____ . Cheques should be made payable to : Sheffield City Council

For the Environment Agency

£ _____ . Cheques should be made payable to : Environment Agency

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 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.

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.

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 Environmental Permitting 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

C5.1 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.*

C5.2 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.*

C5.3 Declaration: 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:

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____