
SHEFFIELD CITY COUNCIL

APPLICATION PACK

Local Authority – Pollution Prevention and Control: Environmental Permitting



Unloading of Petrol into Storage at Petrol Stations

ENVIRONMENT & REGULATORY SERVICES
ENVIRONMENTAL PROTECTION SERVICE



SHEFFIELD CITY COUNCIL
Local Authority – Pollution Prevention and Control
Application for a permit to unload petrol into storage at petrol stations

Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2016

When to use this form

This regime is known as Local Authority Pollution Prevention and Control, **LA-PPC**. Facilities permitted under this regime are known as Part **B** installations. Use this form if you are sending an application for a 'Part B' unloading of petrol into storage at petrol stations to a Local Authority under the Environmental Permitting (England and Wales) Regulations 2016 ("the EP Regulations").

Before you start to fill in this form

Please read the DEFRA Guidance issued for LAPPC. It can be found following the links to Pollution Prevention and Control at: <http://www.defra.gov.uk/industrial-emissions/las-regulations/guidance/>

The guidance 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 note, PG 6/46(04). The Environmental Permitting (England and Wales) Regulations 2016 can be obtained from The Stationery Office, or viewed on their website at <http://www.legislation.gov.uk/ukxi/2016/1154/contents/made>. Note that subsequent Statutory Instruments will amend these regulations.

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

Telephone: 0114 273 4651 or 0114 205 3388

E-mail :epsadmin@sheffield.gov.uk
ippc@sheffield.gov.uk

Other documents you may need to submit

There are a 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 in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number.

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 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 application form as straightforward as possible, but please get in touch with us at the local authority address provided if you need any advice on how to set out the information we need. There is a charge per hour or part hour for pre-application advice. Please call us on Tel 273 4651 for further information.

Useful Contacts

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

Telephone: 0114 273 4651
Email: epsadmin@sheffield.gov.uk

Department for Environment Food and Rural Affairs
Zone 4/G9
Ashdown House
123 Victoria Street
London
SW1 6DE
www.defra.gov.uk

South Yorkshire Fire and Rescue Service
Sheffield Fire Safety Office
Wellington Street
Sheffield
S1 3FG
Telephone: 0114 2727202

Useful Websites

Print off your free process guidance note at:

<http://ww2.defra.gov.uk/environment/quality/industrial/las-regulations/guidance>



SECTION A – OPERATOR DETAILS

A1.1	Name of the installation
A1.2	Please give the address of the site of the installation Postcode..... Telephone Number..... Fax No..... Email..... Ordnance Survey national grid reference -- -- -- -- -- -- -- -- <i>(8 characters, for example, SJ 123 456. There are a number of internet mapping sites which will convert a Post Code to a grid reference.)</i>
A1.3	Existing authorisations: Please give details of any existing LAPC authorisation for the installation, including reference number(s)

A2.1	The Operator
	<p>Please provide the full name of the company or corporate body</p> <p>.....</p> <p>Trading/business name (if different)</p> <p>.....</p> <p>Registered Office address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode.....Telephone Number.....</p> <p>Principal Office Address (if different)</p> <p>.....</p> <p>.....</p> <p>Post code</p> <p>Company registration number</p>
A2.2	Holding Companies
	<p>Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?</p> <p>No?.....</p> <p>Yes? Name of ultimate holding company</p> <p>Ultimate holding company Registered Office address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode: Telephone:</p> <p>Company registration number</p>

A3.1	Who can we contact about your application
	<p>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.</p> <p>Name</p> <p>Position</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Post code</p> <p>Telephone number</p> <p>Fax number</p> <p>Email address</p>

SECTION B – ABOUT THE INSTALLATION

B1.1	Why is the application being made?
	<ul style="list-style-type: none"> • The installation is new • It is an existing Part B process authorised under the Environmental Protection Act for which a substantial change is proposed within 4 months of the transitional date and an LAPPC Environmental Permit is required. Document reference • It is an existing installation that is required to have a “Stage II” vapour recovery system in place according to SI 2006, No. 2311 • Other: please explain circumstances requiring this application <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

B2.1	<p>Is the service station located under permanent living quarters or working areas? See paragraph 2.2 of this note.</p> <table border="1" data-bbox="376 297 541 367"> <tr> <td>Yes</td> <td></td> </tr> <tr> <td>No</td> <td></td> </tr> </table>	Yes		No													
Yes																	
No																	
B2.2	<p>When was vapour collection equipment installed or when will it be installed?</p> <p>.....</p>																
B2.3	<p>When was equipment for vapour recovery during filling of vehicle fuel tanks installed, or when will it be installed (only for installations required to have a “Stage II” vapour recovery system in place)?</p> <p>.....</p>																
B2.4	<p>Volume of petrol unloaded into the service station in each of the last three calendar years (see paragraph 2.2 of this note for the relevant timescales) in cubic metres (ie litres divided by 1000). Circle the appropriate band:</p> <table border="1" data-bbox="477 784 1043 1025"> <thead> <tr> <th>YEAR</th> <th colspan="3">VOLUME OF PETROL (m³)</th> </tr> </thead> <tbody> <tr> <td></td> <td><500</td> <td>500-3,500</td> <td>>3,500</td> </tr> <tr> <td></td> <td><500</td> <td>500-3,500</td> <td>>3,500</td> </tr> <tr> <td></td> <td><500</td> <td>500-3,500</td> <td>>3,500</td> </tr> </tbody> </table>	YEAR	VOLUME OF PETROL (m ³)				<500	500-3,500	>3,500		<500	500-3,500	>3,500		<500	500-3,500	>3,500
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	<500	500-3,500	>3,500														
	<500	500-3,500	>3,500														
	<500	500-3,500	>3,500														
B2.5	<p>Are deliveries “Driver Controlled”</p> <table border="1" data-bbox="376 1167 541 1238"> <tr> <td>Yes</td> <td></td> </tr> <tr> <td>No</td> <td></td> </tr> </table>	Yes		No													
Yes																	
No																	
B2.6	<p>At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour collection 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 paragraph 6.1 of this note).</p> <p>.....</p> <p>.....</p>																
B2.7	<p>Are diesel storage tanks connected to the vapour balance system?</p> <table border="1" data-bbox="376 1682 541 1753"> <tr> <td>Yes</td> <td></td> </tr> <tr> <td>No</td> <td></td> </tr> </table>	Yes		No													
Yes																	
No																	
B2.8	<p>Describe the measures taken or to be taken for vapour control, both during unloading and in storage:</p> <p>.....</p> <p>.....</p> <p>.....</p>																

		Doc. Ref.
B2.9	Please attach process diagrams and plans of vapour emission collection equipment (including height and location of tank vent pipes). This should include equipment for the recovery of vapours during filling of underground storage tanks and, for installations that are required to have a "Stage II" vapour recovery system, for filling of vehicle petrol tanks.	
B2.10	Please attach tanker unloading procedure and instructions.	
B2.11	Please attach 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	Please attach schedule of maintenance of vapour collection control (including details for "Stage II" vapour recovery systems where applicable).	
B2.13	Please attach schedule of examination and testing for vapour collection controls (including details for "Stage II" vapour recovery systems where applicable).	
B2.14	Please attach procedures or contingency measures in the event of vapour containment equipment failure (including details for "Stage II" vapour recovery systems where applicable).	
B2.15	For petrol stations that are required to have a "Stage II" vapour recovery system in place only, attach 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 [see Section 5.16 of PG note 1/14 (06)], expressed as the ratio of the volume of hydrocarbon vapours displaced to the volume of petrol discharged.	
B2.16	For petrol stations that are required to have a "Stage II" vapour recovery system in place only, attach details of testing of the vapour containment integrity in accordance with the manufacturer's specifications.	
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 1 week?	

B3	Impact on the Environment					
B3.1	Please 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?)					
B3.2	Are there any areas of special scientific interest (SSSI's) or European Sites which are within 500 metres of the installation?					
	<table border="1"> <tr> <td>Yes – please give names of the sites</td> <td></td> </tr> <tr> <td>No</td> <td></td> </tr> </table>	Yes – please give names of the sites		No		
Yes – please give names of the sites						
No						
B3.3	Please 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 1994.					

B4	Environmental Statements					
B4.1	Has an environmental impact assessment been carried out under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999, or for any other reason with respect to the installation?					
	<table border="1"> <tr> <td>Yes – please supply a copy of the environmental impact assessment and details of any decision made</td> <td></td> </tr> <tr> <td>No</td> <td></td> </tr> </table>	Yes – please supply a copy of the environmental impact assessment and details of any decision made		No		
Yes – please supply a copy of the environmental impact assessment and details of any decision made						
No						

B5	Additional Information
	Please supply any additional information which you would like us to take account of in considering this application.

SECTION C – FEES AND CHARGES, INFORMATION HANDLING AND DECLARATION

C1	<p>Fees and Charges</p> <p>Your application cannot be processed unless the correct application fee has been paid. Please call us on Tel 273 4651 to check the current fee and to pay by card over the phone. We do not accept cheques. When you submit your application form please also ensure you include evidence of payment of the application fee.</p>
C1.1	<p>Please include evidence of your payment when you submit your application form.</p>
C1.2	<p>Please give any company purchase order number or other reference you wish to be used in relation to this fee:</p>

C2	<p>Annual Charges</p> <p>If we grant you a permit, you will be required to pay an annual subsistence charge. If you don't pay, your permit can be revoked and you will not be able to operate your installation.</p>
C2.1	<p>Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.</p> <p>Name.....</p> <p>Position.....</p> <p>Address.....</p> <p>.....</p> <p>Telephone.....Fax.....</p> <p>Email.....</p>

C3	Data Protection
	<p>The information you give will be used by the Local Authority 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:</p> <ul style="list-style-type: none">• 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. <p>We may pass on the information to agents/representatives who we ask to do any of these things on our behalf.</p> <p>It is an offence under Regulation 38 of the Environmental Permitting (England and Wales) Regulations 2016, for the purpose of obtaining a permit (for yourself or anyone else) to:</p> <ul style="list-style-type: none">• 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. <p>If you make a false statement:</p> <ul style="list-style-type: none">• We may prosecute you, and• If you are convicted, you are liable to a fine or imprisonment (or both)

C4	Declaration
C4.1	<p>Signature of current operator(s)*</p> <p>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.</p> <p>Please note that each individual applicant must sign the declaration themselves, even if an agent is acting on their behalf.</p> <p>For the application from:</p> <p>Premise name:</p> <p>Signature:</p> <p>Name:</p> <p>Position:</p> <p>Date:</p> <p>Signature:</p> <p>Name:</p> <p>Position:</p> <p>Date:</p> <p>* Where more than one person is defined as the applicant, 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.</p>