NORTH LINCOLNSHIRE COUNCIL

A2 Surrender form

Application to surrender a permit

Local Authority - Integrated Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)

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 have ceased to operate, or intend to cease to operate your installation and wish to surrender the permit. You may apply to surrender the whole or part of your permit.

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 surrender of your permit, and explains some of the technical terms used. You will also need to read the relevant sector guidance note, BREF note or Process Guidance note as relevant. The Pollution Prevention and Control (England and Wales) Regulations 2000 can be obtained from The Stationary Office, or viewed on their website at: www.legislation.hmso.gov.uk/si/si2000/20001973.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 surrender enable it to be processed further. When complete return to:

Environmental Protection, North Lincolnshire Council, Church Square House, PO Box 42, Scunthorpe, N. Lincs

Other documents you may need to submit
There are number of other documents you may need to send us with your application for surrender. 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 surrender 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 if you need any advice on how to set out the information we need.

LA-IPPC Surrender Application Form: to be completed by the operator		
For Local Authority use		
Installation Reference:	Officer Reference:	Date received:

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 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:

Company registration number

_____

A3.1 Who can we contact about your application to surrender 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 _____

B1 Do you wish to surrender your permit in whole or in part ?

Surrender whole permit ☐

Partial surrender ☐

In the case of partial surrender only please fill in the table below with details of which parts of the installation are to remain in operation and which part will cease have ceased to operate, the part of the installation will be known as 'the surrender unit'**.**

In **Column 1a** ***Activities in the stationary technical unit which are to remain in operation.***
Please identify all activities listed in Schedule 1 to the PPC Regulations that are, or are proposed, to remain in operation in the stationary technical unit of the installation.

In **Column 1b** ***Directly associated activities which are to remain in operation***
Please identify any directly associated activities that are, or are proposed, to remain in operation 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 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, or are proposed, to cease operation 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, or are proposed, to cease operation 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 1 of Schedule1 to the PPC 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 surrender of permit

COLUMN 1a	**COLUMN 2a**
Activities to remain in operation in the Stationary Technical Unit (S.T.U.)	**Schedule 1 References**

COLUMN 1b	COLUMN 2b
Directly associated activities to remain in operation in the (S.T.U.)	**Schedule 1 References**

COLUMN 1a(i)	COLUMN 2
Activities to cease operation in the S.T.U.	**Schedule 1 References**

COLUMN 1b(i)	COLUMN 2
Directly associated activities to cease operation in the S.T.U.	**Schedule 1 References**

B.1.3 Site Maps

You do not need to provide a site map in case of an application to surrender the whole of your permit.

In the case of partial surrender of your permit only please provide:-

* A suitable plan or map showing the activities on the site which are to cease operation (the surrender unit) and the activities to remain in operation within the extent of the installation.

Doc Reference _____

B2 The Installation

B2.1 Please provide a site report describing the condition of 'the surrender unit', identifying any changes in the condition of the site as described in the site report submitted with the original application. Please describe any steps which have been taken to avoid any pollution risk on the report site resulting from the operation of the installation to return it to a satisfactory state.

Doc Reference: _____

B2.2 In the case of partial surrender only you may indicate whether you feel certain conditions will require a variation in wording following the cease of operation of 'the surrender unit'. Please detail the exact conditions you wish to change in your current permit.

Permit condition reference	Proposed new wording of condition

B2.3 Additional information

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

Doc Reference _____

C1 Fees and Charges

Please call the Environmental Protection Team on 01724 297622 for further information regarding fees and charges. 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 : North Lincolnshire 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 surrender 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 surrender, or partially surrender 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 surrender, or partially surrender 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 surrender 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 surrender, or partially surrender 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 32 of the PPC regulations, for the purpose of obtaining the surrender, or partial surrender 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 surrender application is correct. I / We apply for a permit in respect of the particulars described in this surrender 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 surrender 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.