



## Application for a Vehicle Respraying Part B Permit

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

### Introduction

#### When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a vehicle refinishing installation as defined in the Environmental Permitting Regulations. **Internet search “PG 6/34 respraying of road vehicles” for specific guidance.**

#### 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.

Applications should be emailed to:

[ecp@dacorum.gov.uk](mailto:ecp@dacorum.gov.uk) and should be marked for the attention of David Carr, Lead Scientific Officer.

**Payment details and arrangements will be communicated by reply.**

Postal correspondence address:

*David Carr  
Lead Scientific Officer  
Environmental Health  
Environmental and Community Protection  
Dacorum Borough Council  
The Forum, Marlowes  
Hemel Hempstead  
HP1 1DN*

#### Other documents you may need to submit

There are number of other documents, or extension pages to enable you to answer the questions that follow, which you may need to send us with your application. Please label these clearly and refer to them in the application. Existing information can be submitted as part of the application provided that it is relevant.

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

<b>LAPPC Application Form: to be completed by the operator</b>		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

**A1 About the Operator**

**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
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Ordnance Survey national grid  
reference 8 characters

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**A1.3 Existing authorisations:**

Please give details of any existing LAPPC or LA-IPPC authorisation for the installation, or any waste management licences or water discharge consents, including reference number(s) and type(s):

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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 each partner, sole trader, 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:

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Principal Office address (if different)

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Company registration number: \_\_\_\_\_

## A2.2 Holding Companies

Is the operator a subsidiary of a holding company within the meaning of Section 1159 of the Companies Act 2006?

No

Yes  name of ultimate holding company \_\_\_\_\_

Registered office address

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

Principal Office address (if different)

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

Company registration number: \_\_\_\_\_

## A3.1 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 number \_\_\_\_\_

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

E. Mail address \_\_\_\_\_

**B1 About the Installation**

***Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the PPC Regulations are met.***

**B1.1** Describe the proposed installation and activities and identify the foreseeable emissions to air from the process.

Document Reference: \_\_\_\_\_

**B1.2** Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.

**Atmospheric emissions** should be categorised under the following

- (i) point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- (ii) fugitive source (e.g. from stockpiles / storage areas).

If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.

*Mass Emission - the quantification of an emission in terms of its physical mass per period of time. E.g. Grams per hour, tonnes per year.*

Document Reference: \_\_\_\_\_

**B1.3** For each emission identified from the installations' activities describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment this should be stated.

Document Reference: \_\_\_\_\_

**B1.4** Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk-based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.

Document Reference: \_\_\_\_\_

**B1.5** Describe the proposed measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed. (E.g. particulate matter emissions, odour etc). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.

Document Reference: \_\_\_\_\_

**B1.6** Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Document Reference: \_\_\_\_\_

**B1.7** Attach a plan of the premises showing the location of:

- (a) the premises (ensure that includes an orientation and the position of the premises in relation to at least one neighbouring street or road
- (b) spray booths
- (c) organic solvent containing material storage
- (d) organic solvent containing waste storage

Document Reference: \_\_\_\_\_

**B1.8** Supply a description of the location and methods of storage of organic solvent containing materials.

Document Reference: \_\_\_\_\_

**B1.9** Supply certification of spray booth performance

Document Reference: \_\_\_\_\_

**B1.10a** Are VOC emitting stacks<sup>1</sup> at least 3m above the roof ridge height of buildings within 15m of the stack.

Yes

No  If "no", complete **B1.10b**

<sup>1</sup> ***NB – All new VOC emitting stacks are required to vent VOC's at a height greater than 3m above the roof ridge height of buildings within 15 m of the stack.***

**B1.10b** Provide a written plan for the construction, operation and maintenance of stacks emitting VOCs.

Document Reference: \_\_\_\_\_

**B1.11** Provide details how the mass of VOC emitted and of paint solids used will be determined and recorded.

Document Reference: \_\_\_\_\_

**B1.12** Provide a written plan for the maintenance, inspection and replacement of extract air filters of the spray booth and abrasive blasting equipment plant.

Document Reference: \_\_\_\_\_

**B1.13** Provide a written plan for measuring particulate emissions from abrasive blasting equipment, using manual extractive testing methods.

Document Reference: \_\_\_\_\_

**B1.14** Provide a written plan for control of VOC emissions from spray gun testing and sprayout following cleaning.

Document Reference: \_\_\_\_\_

**B1.15** Provide a written plan for the control of VOC emissions from spray gun and equipment cleaning.

Document Reference: \_\_\_\_\_

**B1.16** Provide a written plan for the control of VOC emissions from solvent contaminated wipes and other wastes.

Document Reference: \_\_\_\_\_

**B1.17** State whether any structured environmental management system (such as ISO 14001, EMAS or BS8555) or a tailored system is being used or is planned, and if so what.

Document Reference: \_\_\_\_\_

**B1.18** Specify what training and instruction staff will be given to ensure that this Permit (if granted) is complied with.

Document Reference: \_\_\_\_\_

**B2 Environmental Effects**

**B2.1** 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?)

Document Reference: \_\_\_\_\_

**B2.2** Are there any sites of special scientific interest (SSSIs) or European Sites that are within 500 metres of the installation?

No

Yes  *please list the sites in your supporting documentation:*

Document Reference: \_\_\_\_\_

**B2.3** 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 1994.

Document Reference: \_\_\_\_\_

**B3 Environmental Statements**

**B3.1** Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England & Wales) Regulations 1999, or for any other reason with respect to the installation.

No

Yes  *Please supply a copy of the environmental impact assessment and details of any decision made:*

Document Reference: \_\_\_\_\_

**B4 Additional Information**

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

Document Reference: \_\_\_\_\_

Document Reference: \_\_\_\_\_

Document Reference: \_\_\_\_\_

**C1 Application Fee**

Payment details and arrangements will be confirmed upon receipt of your application. Your application will not be reviewed until the correct application fee has been paid.

Please provide any company purchase order number or other reference you wish to be used in relation to this fee

\_\_\_\_\_

**C2 Annual Charges**

**C2.1** If your application is successful you will also have to pay an annual subsistence fee, so please confirm to whom the invoices should be sent:

Name and position:
Telephone:
Email:

If you fail to pay your annual subsistence fee when it is due, your permit can be revoked and you will not be able to operate your installation.

**C2.2** Please give any company purchase order number or other reference you wish to be used in relation to this fee.

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### **C3 Commercial confidentiality**

**C3.1** Is there any information in the application 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.

Document Reference: \_\_\_\_\_

**C3.2** Is there any information in the application 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 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 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,
- 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 38 of the EP 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 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: previous offences** (delete whichever is not applicable)

I/We certify that:

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 \_\_\_\_\_

**C6 Declaration**

**C6.1 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.

For the 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.