

## Part B Application form

### Application for a permit for a small waste oil burner <0.4MW

Local Authority Pollution Prevention and Control  
Pollution Prevention and Control Act, 1999  
Environmental Permitting (England and Wales) Regulations 2010



#### Introduction

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

Use this form if you are applying for a permit to a Local Authority to operate a small waste oil burner <0.4MW as defined in Section 1 of Schedule 1 to the Environmental Permitting Regulations.

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete, send the form and the fee and any additional information to:

Environmental Health  
Dacorum Borough Council  
Civic Centre  
Marlowes  
Hemel Hempstead  
Herts  
HP1 1HH  
Tel: 01442 228455  
Fax: 01442 228477  
[environmental.health@dacorum.gov.uk](mailto:environmental.health@dacorum.gov.uk)

##### **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.

**LAPPC application form: to be completed by the operator**

<b>For Local Authority use</b>		
<b>Application reference</b>	<b>Officer reference</b>	<b>Date received</b>

**A1.1. Name of the premises**

.....

**A1.2. Please give the address of the premises**

.....

.....

.....

Postcode .....Telephone.....

**A1.3. Do you have an existing permit for a waste oil burner or another activity such as vehicle respraying?**

.....

**A2.1. The Applicant** - Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners

.....

Trading/business name (if different)

.....

Registered Office address

.....

.....

.....

Postcode .....Telephone.....

**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 .....

Ultimate holding company registered office address

.....  
.....  
.....

Postcode .....Telephone.....

### A3 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 can be an agent or consultant.*

Name .....

Position .....

Address

.....  
.....  
.....

Postcode .....Telephone.....

Fax number ..... email address .....

### B. About the installation

B 1.1 A plan showing the location of the premises where the burner will be installed must be attached.

B1.2 Make and model name/number of the burner(s) to be installed?

.....

B1.3 What is the rated thermal input of the burner(s)?

.....

B1.4 Is the appliance a vapourising or an atomising burner?

vapourising

atomising

B1.5 If the appliance is an atomising burner, does it comply with OFTEC Standards AFS103 except for paragraphs 13.1.1 and 13.2.1?

yes

no

B1.6 What fuel will be burned on the appliance?

waste oil .....

other fuel (say which).....

B 1.7 What is the source of the waste or recovered oil? Is it

Only 'own arisings', ie only from the same premises as the small waste oil burner	
Some waste oil brought in from off-site	

B1.8 What is the height and location of the proposed chimney(flue) serving the burner(s)?

Is it 6metres above ground level?	
Is it 1 metre above any roof within 20metres?	
Is it 3 metres above any opening windows within 20 metres?	
Is it 3m above any area within 20 metres to which there is general access?	

B1.9 Who checked, or who will check that the burner and flue were installed correctly?

.....

B1.10 Where will the fuel storage tank be situated?

.....

**C1. 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.

£.....

Cheques should be made payable to:

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.

**C2. Annual charges**

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.

C2.1. Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.

.....  
.....  
.....

Postcode.....Telephone.....

**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 or industrial confidentiality?

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the EP Regulations (See the General Guidance Manual).

**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 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 .....

**6 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:

Premises 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.*