

# Part B Application Form

## Application for a permit for a timber and manufacture of wood-based products installation

Local Authority Pollution Prevention and Control  
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 timber and manufacture of wood-based products installation as defined in Schedule 1 to the Environmental Permitting Regulations.

You must pay the relevant fee to The Borough Council when submitting your application. For more information on fees, see section E.

#### **If you need help and advice**

If you need any help or advice, please contact the environmental quality team on 01553 616200 or email [Environmental.Quality@West-Norfolk.gov.uk](mailto:Environmental.Quality@West-Norfolk.gov.uk)

#### **Which parts of the form to fill in**

Please fill in as much of it as possible and send it to:

Environmental Quality Team  
BCKLWN  
King's Court  
Chapel Street  
King's Lynn  
Norfolk  
PE30 1EX

For the purposes of Section G of the form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

For Local Authority Use		
Application reference:	Officer reference:	Date received:

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

**A The basics**

**A1 Name and address of the installation (not required for mobile plant)**

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	

**A2 Details of any existing environmental permit or consent** *(for waste operations, include planning permission for the site, plus established use certificates, a certificate of lawful existing use, or evidence why the General Permitted Development Order applies.*

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**A3 Operator details** (The 'operator' = the person who it is proposed will have control over the installation in accordance with the permit (if granted).

<b>Name:</b>	
<b>Trading name if different:</b>	
<b>Registered office address:</b>	
<b>Principal office address, if different</b>	

<b>Company registration number:</b>	
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**A4 any holding company?** Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006? If yes, please fill in details of the ultimate holding company.

Yes  No

<b>Name:</b>	
<b>Trading name if different:</b>	
<b>Registered office address:</b>	
<b>Principal office address, if different</b>	
<b>Company registration number:</b>	

**A5 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.*

<b>Name and position:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

## **B The installation**

**B1 What activities are, or will be, carried on at the installation? Please include directly associated activities this term is explained in Annex III in Part B of the general guidance manual.**

**B2 Do you operate a timber process and/or manufacture wood-based products?**

Yes  No

**B3 Do you have a combustion process burning waste wood in an appliance greater than 0.4MW?**

Yes  No

**B4 Why is the application being made?**

new installation

change to existing installation means it now needs a permit

**B5 Site maps – please provide:**

- **A location map with a red line round the boundary of the installation**

Document reference:

- **A site plan or plans showing where all the relevant activities are on site:**

a) where the processing plant will be installed

b) the areas and buildings/structures designated for materials/ waste storage and the type of storage

c) the conveyors and transfer points

d) any directly associated activities or waste operations.

To save applying for permit variations, you can also show where on site you might want to use for storage etc in the future.

Document reference:

**B6 Are there any sites of special scientific interest (SSSIs) or European protected sites nearer than any of the following distances to the proposed installation?**

- 2km where the installation includes Part B combustion

Yes  No

- 0.5 km in all other cases?

Yes  No

**If yes, is the installation likely to have a significant effect on these sites and, if so, please write on a separate sheet or enclose a relevant document explaining what the implications are for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the general guidance manual)**

**B7 Will emissions from the activity potentially have significant environmental effects (including nuisance)?**

Yes  No

**If yes, list the potential significant local environmental effects (including nuisance) of the foreseeable emissions**

Document reference:

- please enclose a copy of any environmental impact assessment which has been carried out for the installation under planning legislation or for any other purpose.

Document reference:

### **C The details**

**C1 Do you have arrestment plant on site?**

Yes  No

**If yes, go to C2. If No, go to C8.**

**C2 If yes, does the arrestment plant use (tick all that apply)**

a) bag filters      Yes  No

b) cyclones        Yes  No

c) other, please specify:

**C3 If you have bag filters, do you have a filter maintenance programme?**

Yes  No  N/A

**If you have bag filters, do you replace filter media at least every 4 years?**

Yes  No  N/A

**C4 Do the continuous monitors have alarms which are:**

*(tick all that apply)*

a) visible

b) audible

c) alarm activation recorded automatically

d) is a trigger level set

If so, at what percentage of the emission limit is the value set?  %

**C5 If you have cyclones, is the water content >20%, of the solid content by weight, of the wood you process?**

Yes  No

**C6 If you have cyclones, does the process only produce emissions comprised mainly of large particles?**

Yes  No

**C7 Does your arrestment plant have automatic shutdown in the event of a blockage?**

Yes  No

**C8 In which of the following will wood dust be stored?**

*(tick all that apply)*

a) silo

b) bulk storage tank

c) in fully-enclosed containers

d) other - *please specify*:

**C9 How do you transfer wood dust around the site?**

*(tick all that apply)*

a) using pneumatic transfer

b) belt conveyors

c) fully-enclosed transport

d) sheeted transport

e) bagged

f) other – *please specify*:

**If you use pneumatic transfer, will displaced air be:**

*(tick all that apply)*

a) vented to arrestment plant

b) back-vented to the delivery tanker

c) other - *please specify*:

**C10 Which of the following methods will be used to minimise emissions at transfer points, including free fall of material?**

*(tick all that apply)*

a) enclosed

b) enclosed and ducted to arrestment equipment

c) fitted with a chute

d) other - *please specify*:

*Note: dusty material should be taken to be any material which can be windentrained. It excludes for example >3mm diameter*

**C11 Does loading/unloading of dusty materials:**

a) automatically stop for over-filling

Yes  No

b) automatically stop for over-pressurisation

Yes  No

c) have alarms to warn of over-filling

Yes  No

d) have alarms to warn of over-pressurisation

Yes  No

**C12 How will potentially dusty materials (including any raw materials, finished products and waste), arrive at or leave the site?**

*(tick all that apply)*

	<b>Raw Materials</b>	<b>Finished Products</b>	<b>Waste</b>
<b>Road</b>			
<b>Rail</b>			
<b>Other</b>			



**C13 When wood dust is moved offsite, do you fill vehicles directly from the arrestment plant?**

Yes  No

If yes go to C14, if No go to C15

**C14 Do vehicles have**  
*(tick all that apply)*

a) side windows

b) Overfilling alarms

**C15 Do you have environmental management procedures and policy?**

Yes  No

**D Anything else**

Please tell us anything else you would like us to take account of.

Document Reference:

**E Application fee**

You must pay the relevant fee when submitting your application to The Borough Council of King's Lynn & West Norfolk. You can either do this by sending a cheque (made payable to BCKLWN) to:

The Environmental Quality Team  
Borough Council of King's Lynn & West Norfolk  
King's Court  
Chapel Street  
King's Lynn  
Norfolk  
PE30 1EX

If you want to pay by debit/credit card you can call our call centre on 01553 616200 to do this.

If your application is successful you will also have to pay an annual subsistence charge, so please say who you want invoices to be sent to.

<b>Name:</b>	
<b>Address:</b>	
<b>Email:</b>	

## **F Protection of information**

### **F1 Any confidential or national security info in your application?**

If there is any information in your application you think should be kept off the public register for confidentiality or national security reasons, please say what and why. [General guidance manual](#) chapter 8 advises on what may be excluded. *(Do not include any national security information in your application. Send it, plus the omitted information, to the Secretary of State or Welsh Ministers who will decide what, if anything, can be made public.)*

Document Reference:

### **F2 Please note: data protection**

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the environmental quality services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, provide public register information to enquirers, and the task or function has a clear basis in law, in this case the Environmental Permitting (England and Wales) Regulations 2016 (as amended).

Your data may be shared between Council departments and other agencies where there is lawful authority to do so.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

You can find more information about our retention policy on the [privacy notice](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You may see copies of the data held about you and ask for it to be corrected or deleted.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](#).

### **F3 Please note: it is an offence to provide false information**

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:

- 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
- intentionally to make a false entry in any record required to be kept under any environmental permit condition
- with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.

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).

### **G Declarations A and B for signing**

*These declarations should be signed by the person listed in answer to question A3. Where more than one person is identified as the operator, all should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board.*

**Declaration A:** I/We certify (please tick)

**EITHER** – As evidence of my/our competence to operate this installation in accordance with the Environmental Permitting (England and Wales) Regulations 2016, no offences have been committed in the previous five years relating to the environment or environmental regulation.

**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: .....

**Declaration B:** 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 the listed 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.)*

Signature: ..... Name: .....

Position: ..... Date: .....