

## Environment and Planning

Borough Council of King's Lynn & West Norfolk  
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Borough Council of  
**King's Lynn &  
West Norfolk**



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

# Part B Surrender Form

## Notification for the surrender of a permit

### Introduction

#### When to use this form

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control (LAPPC). Installations permitted under this regime are known as Part B 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 under the Environmental Permitting (England and Wales) Regulations 2016.

#### Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in May 2011. This 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 sector guidance note, BREF note or Process Guidance note. The EP Regulations can be obtained from [www.legislation.gov.uk](http://www.legislation.gov.uk).

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

Please fill in as much of it as possible, and email or post to:

[Environmental.Quality@West-Norfolk.gov.uk](mailto:Environmental.Quality@West-Norfolk.gov.uk)

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

#### Other documents you may need to submit

There are other documents you may need to send us with your surrender application. 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.

#### 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)

#### For Local Authority use

Application reference:

Officer reference:

Date received:

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

**A: Applicant Details**

**A1: Name and address of the installation**

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

**A2: The Operator**

Please provide the full name of company or corporate body

<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>	

**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.

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

## B: About the installation

### 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'.

**Please fill in the table below with details of all the current activities in operation at the whole installation.**

**In Column 1, Box A, Activities in the stationary technical unit which are to remain in operation.**

Please identify all activities listed in Schedule 1 to the Environmental Permitting Regulations that are, or are proposed, to remain in operation in the stationary technical unit of the installation.

**In Column 1, Box A(i), Activities in the stationary technical unit which are to, or have, ceased operation.**

Please identify all activities listed in Schedule 1 to the Environmental Permitting Regulations that are, or are proposed, to cease operation in the stationary technical unit of the installation.

**In Column 1, Box B, 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 1, Box B(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

**Column 2, both Boxes A and B,** please quote the Chapter number, Section number, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the Environmental Permitting Regulations [For example, Manufacturing glass and glass fibre where the use of lead or any lead compound is involved, would be listed as Chapter 3, Section 3.3, Part B(b)].

In the case of mobile plant please list any serial numbers which apply to plant or equipment

**Installation table for partial surrender of permit**

<b>COLUMN 1</b>	<b>COLUMN 2</b>
<b>Box A –</b> Activities to remain in operation in the Stationary Technical Unit	Section in Schedule 1 of the Environmental Permitting Regulations
<b>Box A(i) –</b> Activities to cease operation in the Stationary Technical Unit	Section in Schedule 1 of the Environmental Permitting Regulations
<b>Box B –</b> Directly associated activities to remain in operation in the Stationary Technical Unit	Section in Schedule 1 of the Environmental Permitting Regulations
<b>Box B(i) –</b> Directly associated activities to cease operation in the Stationary Technical Unit	Section in Schedule 1 of the Environmental Permitting Regulations

**B2: Site Maps**

You do not need to provide a site map in case of a notification 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.

Document reference:

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**B3: The Installation**

The date on which the activity's operation will cease      \_\_/\_\_/\_\_\_\_ (date)

**B4: In the case of partial surrender only you may indicate whether you consider certain conditions will require a variation in wording to take account of the surrender of the permit for part of the facility.**

Please detail the exact conditions you wish to change in your current permit.

Permit condition reference	Proposed new wording of condition

**B5: Additional information**

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

Document reference:

## **C: Commercial confidentiality**

**C1: 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?**

☐ Yes ☐ No

Please provide full justification, considering the definition of commercial confidentiality within the Environmental Permitting Regulations.

Document reference:

**C2: 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?**

☐ Yes ☐ No

Do not write anything about this information on the form. Please provide full details on separate sheets.

**C3: Data Protection**

We will use the information you have provided to consider whether to agree to reduced annual subsistence charges.

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 King's 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 [www.west-norfolk.gov.uk/privacy](http://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 [www.west-norfolk.gov.uk/dataprotection](http://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: [ico.org.uk/](http://ico.org.uk/)

#### **C4: 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

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).

## **D: Declaration**

#### **D1: 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.

<b>Installation name:</b>	
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<b>Signature:</b>	
<b>Name:</b>	
<b>Position</b>	
<b>Date:</b>	

<b>Signature:</b>	
<b>Name:</b>	
<b>Position</b>	

<b>Date:</b>	
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*\* 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.*

