



## **Declaration of Reduced Operation**

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**

If your installation is for a period of not less than 12 months

- a) being mothballed, or
- b) temporarily operating (or is going to operate) at reduced capacity, below the threshold requiring a permit,

You can use this form to declare that this is the case and may be eligible for reduced annual subsistence charges. This is an alternative to surrendering your permit and having to make a new application if production increases or restarts.

#### **Next steps**

When responding to this declaration, your local authority regulator may either

- i) write to you confirming reduced charges. In doing so it will explain what you have to do if circumstances change, and may also vary your permit to require you to provide information to them; or
- ii) ask you for more information which shows the basis of your declaration.

#### **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)

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

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

**Installation details**

<b>Name of the installation:</b>	
<b>Name of operator:</b>	
<b>Permit reference:</b>	
<b>Name and contact details of person completing this form:</b>	

I/We hereby declare that the activity by the operator at the permitted installation (see 1 above) meets the qualifying criteria for reduced quarterly / annual subsistence charges in that it is:

**EITHER**

- a) being mothballed for a period of not less than 12 months; or
- b) temporarily being carried on (or will be carried on from \_\_ / \_\_ / \_\_ \_\_ (date) at below the threshold requiring a permit for a period of not less than 12 months.

Signature of current operator(s). *Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.*

**Declaration**

**I/We certify that the information in this declaration is correct.**

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

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

## 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 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/](#).

## Offences

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).

## Commercial confidentiality

Is there any information in this application 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:

## National security

Is there any information in the application that you believe should be kept from the public register on the grounds of national security?

Yes  No

If "yes", please do not write anything about this information on the form. Please provide full details on separate sheets, plus a copy of the application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.