

Part B Surrender form

Notification for the full surrender of a permit

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

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control ('LAPPC') under the [Environmental Permitting \(England and Wales\) Regulations 2016](#) ("the EP Regulations"), SI 2016 **No.1154**. 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 the **whole** of the your permitted installation and wish to surrender the permit. If you wish to surrender only part of your permit installation then please contact these offices for a separate form.

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. 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 [Process Guidance note\(s\)](#) as relevant. The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at: <http://www.opsi.gov.uk/stat.htm>.

Which parts of the form to fill in

You should fill in as much of this form as possible. When complete return to:

**Sandwell MBC
Public Health
Pollution Control
PO Box 2374
Sandwell Council House
Oldbury B69 3DE**

or email: pollution_Control@sandwell.gov.uk

Other documents you may need to submit

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

Copies

You do not need to send multiple copies of this form, consultation is not required to surrender a permit. We strongly advise that you submit an electronic copy, preferably in pdf format to aid the processing of this application.

If you need help and advice

We have made the 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.

Please get in touch with us by:

Email: pollution_Control@sandwell.gov.uk

End of Introduction

A1 Applicant details

A1.1 Name of the installation

A1.2 Please give the address of the site of the installation

Postcode

Telephone

A1.3 Permit reference number

A2.1 The Operator – Please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode

Principal Office address (if different)

Postcode

Company registration number

A3.1 Who can we contact about your surrender notification?

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 number _____

Fax number _____

email address _____

B1 Do you wish to surrender your permit in whole?

Surrender whole permit

B2 The Installation

B2.1 The date on which the activity's operation will cease

_____ / ____ / _____

Note: Reg 24 requires that this date must be not less than 20 working days from the date on which this notification is given in section C5.1.

B2.2 Additional information

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

Doc Reference _____

C3 Commercial confidentiality

C3.1 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 ?

No

Yes

Please provide full justification, considering the definition of [commercial confidentiality](#) within the EP Regulations.

Doc Reference _____

C3.2 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 ?

No

Yes

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

C4 Data Protection

The information you give will be used by the Local Authority to determine your application to surrender, or partially surrender your permit. It will be placed on the relevant public register. 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 EP [Regulation 38](#) for the purpose of obtaining the surrender, or partial surrender of 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

C5.1 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.

For the surrender application from:

Installation name: _____

Signature	_____	Signature	_____
Name	_____	Name	_____
Position	_____	Position	_____
Date	_____	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.