

Part B Surrender form

Notification for the complete 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

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 completely surrender the permit.

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, revised periodically and available at <https://www.gov.uk/government/collections/defra-guidance-on-local-authority-pollution-control-lapc-regime>.

Which parts of the form to fill in

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

Calderdale MBC
Environmental Health Services
Northgate House
Northgate
Halifax
HX1 1UN

Email: environmental.health@calderdale.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.

If you need help and advice

We have tried to make 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.

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 This form is for the surrender of the permit. Please contact the Council if you wish to surrender only part of the permit.

B.1.3 Site Maps

You do not need to provide a site map in case of a notification to surrender the whole of your permit.

B2 The Installation

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

_____ / ____ / _____

B2.3 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 _____

Name _____

Position _____

Date _____