

## Part B Application form

# Application for 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'). Regulated facilities permitted under this regime are known as Part 'B' facilities (also known as installations). Use this form if you are sending an application for a 'Part B' permit to a Local Authority under the Environmental Permitting (England and Wales) Regulations 2016 ("the EP Regulations").

#### **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 and available at

<https://www.gov.uk/government/publications/local-authority-pollution-control-general-guidance-manual>

There is also a list of other documents you may need to refer to when you are preparing your application. These explain some of the technical terms used.

You will also need to read the relevant Process Guidance note.

The EP Regulations can be obtained at

<http://www.legislation.gov.uk/ukxi/2016/1154/contents/made>

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

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application to enable it to be processed further. When complete return to:

**Environmental Protection Team  
Environmental Health Section  
Mid Sussex District Council  
Oaklands  
Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS**

**Other documents you may need to submit**

There are number of other documents you will need to send us with your application. Each time a request for a document is made in the application 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 this reference number and the application reference number, if you have been given one, which will be at the top of the form overleaf. If you do not have either of these, please use the name of the installation.

**Using continuation sheets**

In the case of the questions on the application 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 - *not relevant for e-applications***

Please send the original and **3** copies of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process.

**If you need help and advice**

We have made the application 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.

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

For Local Authority use		
Application reference	Officer reference	Date received

**A1 Applicant details**

**A1.1 Name of the regulated facility or installation**

CUSTOM COACHWORKS LTD.

**A1.2 Please give the address of the site of the regulated facility**

PREMIER HORSE, 44 VICTORIA ROAD  
BURNESS HILL WEST SUSSEX.

Postcode RH15 9LR Telephone 01444 248061

The Ordnance Survey national grid reference 8 characters,  
for example, SJ 123 456 (can be obtained from typing postcode into one of the on-  
line mapping sites).

TQ303188

TQ 303 188'

**A1.3 Existing permits:**

Please give details of any existing LAPPC or LA-IPPC permits for the installation, or  
any waste management licences or water discharge consents, including reference  
number(s) and type(s):

NO PERMITS CURRENTLY  
EXIST FOR THIS SITE /  
INSTALLATION.

Please provide the information requested below about the "Operator", which means  
the person who it is proposed will have control over the installation in accordance  
with the permit (if granted)

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

AS A1.1.

Trading/business name (if different)

Registered Office address

LITTLE HAVEN HOUSE  
24/26 LITTLE HAVEN LANE  
HORSHAM, Postcode: RH12 4AT.

Principal Office address (if different)

AS A1.1

Postcode:

Company registration number

14222849,

**A2.2 Holding Companies**

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006?

No

Yes  name of ultimate holding company

Registered office address

Postcode

Principal Office address (if different)

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Postcode

Company registration number: \_\_\_\_\_

**A3.1 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.*

Name MR TERRY HOARE  
Position ENVIRONMENTAL CONSULTANT  
Address 13 PAGET CLOSE, WELLINGTON  
PARK, CAMBERLEY  
SURREY Postcode GU15 1PZ  
Tel: 07771 595625  
Fax: ✓  
Email: hoaretda@sky.com

**B1 About the installation**

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

In **Column 1, Box A**, please identify all activities listed in Schedule 1 to the EP Regulations that are, or are proposed, to be carried out in the stationary technical unit of the installation.

In **Column 1, Box B** please identify any directly associated activities that are, or are proposed, to be carried out 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 2, for 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 EP 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)].

**B1.1 Installation table for new permit application**

COLUMN 1	COLUMN 2
<b>Box A</b> Activities in the stationary technical unit	Section in Schedule 1 to the EP Regulations
REPAIRING OF ACCIDENT DAMAGED VEHICLES	
<b>Box B</b> Directly-associated activities	Schedule 1 references (if any)
RESPRAYING OF REPAIRED VEHICLES	

**B1.2 Why is the application being made?**

- The installation is new
- The installation is existing, but changes to the installation or to the EP Regulations means that an LAPPC Part B permit is now required
- The installation is existing but does not have a permit to operate

**B.1.3 Site Maps**

Please provide:-

\* A suitable map showing the location of the installation clearly defining extent of the installations in red

Document Ref MAP 1

\* A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere

Document Ref MAP 2

**B2 The regulated facility - installation**

*Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the EP Regulations are met.*

**B2.1** Describe the proposed installation and activities and identify the foreseeable emissions to air from each stage of the process (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation)

*The use of process flow diagrams may aid to simplify the operations*

Document Ref

PLEASE REFER SUPPORT

DOC

ATTACHED

**B2.2** Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.

**Atmospheric emissions** should be categorised under the following

- i. point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- ii. fugitive source (e.g. from stockpiles / storage areas).

If any monitoring has been undertaken, please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken, please state this.

*(Emission concentration = e.g. milligrams per cubic metre of air; mass emission = e.g. grams per hour, tonnes per year)*

**B2.3** For each emission identified from the installations' activities describe the current and proposed technology and other techniques for preventing or, where that is not practicable, reducing the emissions into the air. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment then this should be stated

Document Ref

REFER TO SUPPORT DOC.

**B2.4** Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.

Document Ref

REFER TO SUPPORT DOC

**B2.5** Describe the proposed measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed (e.g. particulate matter emissions, odour etc). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.

Document Ref

REFER TO SUPPORT DOC

**B2.6** Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Document Ref

T. HOARE ENVIRONMENTAL

CONSULTANT TO VISIT

SITE ON A QUARTERLY

BASIS TO ENSURE  
COMPLIANCE

**B3 Impact on the Environment**

**B3.1** Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (e.g. is there a history of complaints and/or is the installation in an air quality management area?)

Document Ref REFER TO SUPPORT DOC  
NO COMPLAINTS  
REC.

**B3.2** Are there any sites of special scientific interest (SSSIs) or European protected sites which are within either

- 2 kilometres for an installation which includes Part B combustion, incineration (but not crematoria), iron and steel, and non-ferrous metal activities, or
- 1 kilometre for Part B mineral activities and cement and lime activities, or
- 1/2 a kilometre for all other Part B activities 2 kilometres of the installation?

No   
Yes  please give names of the sites

NO SITES KNOWN.

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**B3.3** Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVIII of the General Guidance Manual).

Document Ref BASED IN INDUSTRIAL ESTATE  
LIMITED IMPLICATIONS TO  
NATURAL HABITATS

**B4 Environmental Statements**

**B4.1** Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment)(England & Wales) Regulations 1999/293, or for any other reason with respect to the installation?

No   
Yes  Please supply a copy of the environmental impact assessment and details of any decision made

Document Ref \_\_\_\_\_

**B5 Additional information**

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

Document Ref ATTACHED DOC

**C1 Fees and Charges**

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

**C1.1** Please state the amount enclosed as an application fee for this installation.

For the local authority

£ 362

(cheques should be made payable to Mid Sussex District Council)

For the Environment Agency

£

**C1.2** Please give any company purchase order number or other reference you wish to be used in relation to this fee.

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**C2 Annual subsistence charges**

If we grant you a permit, you will be required to pay an annual subsistence charge. Failure to do so will result in revocation of your permit and you will not be able to operate your installation.

**C2.1** Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

AS A11

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Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

**C3 Commercial confidentiality**

**C3.1** Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP regulations.

Document Ref \_\_\_\_\_

**C3.2** Is there any information in the application 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, plus provide a copy of the application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

#### **C4 Data Protection**

The information you give will be used by the Local Authority to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. 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 Regulation 38 of the EP Regulations, 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).

**C5 Declaration: previous offences** (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.



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

A handwritten signature, appearing to be 'SARBER', is written above a horizontal line.

Name

STEVE ARBER

Position

MANAGING DIRECTOR

Date

1-6-26



**C6 Declaration**

**C6.1 Signature of current operator(s)\***

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 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 application from:

Installation name:	<u>CUSTOM COACHWORKS.</u>
Signature	<u></u>
Name	<u>STEVE ARBER</u>
Position	<u>MANAGING DIRECTOR</u>
Date	<u>1-6-26</u>
Signature	<u></u>
Name	<u>TOM JONES</u>
Position	<u>OPERATIONS DIRECTOR</u>
Date	<u>1-6-26</u>

\* 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.