



## Part B Application form

### Application for a permit for a **Part B service station**

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 are applying for a permit to a Local Authority to operate service station defined in Section 7 of Schedule 1 to the Environmental Permitting Regulations.

Relevant parts of the form may also be used where the retrospective fitting of a 'Stage 2' petrol vapour recovery system is the subject of an application for a non-substantial variation (in which case, no fee will be payable).

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete, send the form and the fee and any additional information to:

##### **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  
Environment Health Section  
Mid Sussex District Council  
Oaklands  
Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS.**

##### **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**

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

**A1.1. Name of the premises**

MFG East Grinstead

**A1.2. Please give the address of the premises**

Jet East Grinstead Service Station 147-149 London Road East Grinstead West  
Sussex

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Postcode : RH19 1ET

Telephone : 0172789890

A1.3. Do you have an existing permit for a waste oil burner or another activity such  
as vehicle respraying?

VR/13/13

**A2.1. The Applicant** - Please provide the full name of company or corporate body or  
the name of the sole trader or the names of the partners

Motor Fuel Limited

Trading/business name (if different)

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Registered Office address

10 Bricket Road  
St Albans

Postcode: AL1 3JX

Telephone: 01727898890

## A2.2. Holding Companies

Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?

No?

Yes?

Name of ultimate holding company\_: CD&R Firefly Holdco Limited

Ultimate holding company registered office address

Cleveland House, 33 King street, London

Postcode : SW1Y 6RJ

Telephone \_\_\_\_\_

## A3 Who can we contact about your application?

It will help is 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	<u>Vish Kuselan</u>
Position	<u>HSE Advisor</u>
Address	<u>10 Bricket Road, St Albans Hertfordshire</u> <u>Postcode AL1 3JX</u>
Tel:	<u>01727898890</u>
Fax:	_____
Email:	<u>HSE_Team@motorfuelgroup.com</u>

## B. About the installation

### B 1.1 Why is the application being made?

- The installation is new.
- It is an existing Part B installation permitted under the Environmental Permitting Regulations for which a substantial change is proposed within 4 months of the transitional date and an LAPPC permit is required

**B2.1** Is the service station located under permanent living quarters or working areas?

No

Yes

**B2.2** When was equipment for vapour collection during filling of underground storage tanks installed or when will it be installed?

Redevelopment works August 2024

**B2.3** Volume of petrol unloaded into the service station in each of the last three calendar years (see Section 2 of PG1/14(13) for relevant timescales) in cubic metres (ie litres divided by 1000). Please circle the appropriate band.

Year	Volume of petrol/m <sup>3</sup>				
2023	<100	100-500	501-1000	1001-3500	>3500
2024	<100	100-500	501-1000	1001-3500	>3500
2025	<100	100-33500	501-1000	1000-3500	>3500

**B2.4** Are deliveries "Driver controlled"/"Driver Assisted"?

No

Yes

**B2.5** At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour collection system is in place? If the latter information is not known, a statement of what assessment will be made to determine the information and within what timescale. The information supplied under item B2.10 should be supplemented by a site specific assessment (see Section 6 of PG1/14(13)).

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IMS – 08.01.8

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**B2.6** Are diesel storage tanks connected to the vapour balance system?

No

Yes

**B2.7** Measures taken or to be taken for vapour emission control, both during unloading and in storage?

The site has VR 1 and VR 2. Yearly inspection is carried out

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**B2.8** Please attach process diagrams and plans of vapour collection equipment (including height and location of tank vent pipes). This should include equipment for the recovery of vapours during filling of underground storage tanks and for installations that are required to have a “Stage II” vapour recovery system in place, for filling of vehicle petrol tanks.

Document Ref 13755-508

**B2.9** Please attach unloading procedure and instructions

Document Ref IMS – 08.01.8

**B2.10** Please state or attach details of supervision, training and qualifications of operating staff (details should be specific to “on site” staff and include general statements about delivery drivers).

Fuel Safety Awareness and Competent person training. Vapour recovery guidance training (Stage1b and 2)

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Document Ref

**B2.11** Please state or attach the schedule of maintenance of vapour collection control (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery in place).

Stage 1 annually tested, Stage 2 is every 3 years

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Document Ref FSE018 MFG EAST GRINSTEAD VR Test Certificate Issue 19

**B2.12** Please state or attach the schedule of examination and testing for vapour collection controls (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery in place).

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Document Ref FSE018 MFG EAST GRINSTEAD VR Test Certificate Issue 19

**B2.13** Please attach procedures and contingency measures in the event of vapour containment equipment failure (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery in place).

Document Ref IMS – 08.02.2 and ERP

**2.14** For petrol stations that are required to have a “Stage II” vapour recovery system in place only, please provide a certificate to confirm conformity with approval for use under the regulatory regimes of at least one European Union or European Free Trade Association country and to confirm that the hydrocarbon capture efficiency of the equipment is not less than 85% (ie that at least 85% of the displaced vapours are recovered, according to the relevant ‘type approval’ test (see Section 4.15 of P1/14(13)), expressed as the ratio of the volume of hydrocarbon vapours displaced to the volume of petrol discharged.

Document Ref FSE018 MFG EAST GRINSTEAD VR Test Certificate  
Issue 19

**B2.15** For petrol stations that are required to have a “Stage II” vapour recovery system in place only, please provide details of testing of the vapour containment integrity in accordance with the manufacturer’s specifications (to be undertaken prior to commissioning and periodically at least once every 3 years thereafter and always following substantial changes or significant events that lead to the removal or replacement of any of the components required to ensure the integrity of the containment system.

Document Ref FSE018 MFG EAST GRINSTEAD VR Test Certificate  
Issue 19

**B2.16** For petrol stations that are required to have a “Stage II” vapour recovery system in place only, is an “automatic monitoring system” installed to automatically detect faults in the proper functioning of the petrol vapour recovery system including the automatic monitoring system; to indicate faults to the operator; and to automatically cut off the flow of fuel on the faulty delivery system if the fault is not rectified within 1 week?

No

Yes

### **B3 Impact on the Environment**

**B3.1** Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example if there is a history of complaints, is the installation in an air quality management area?)

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

**B3.2** Are there any sites of Special Scientific Interest (SSSIs) or European Sites, which are within 500 metres of the installation?

No

Yes.  Please give the names of the sites

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

**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 purpose of the Conservation (Natural Habitats etc) Regulations 1994.

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

#### **B4 Environmental Statements**

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

No

Yes.  Please supply a copy of the environmental impact assessment

Document Ref 210628 427.02082.00238

#### **B5 Additional Information**

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

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

## **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

£257

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

We will confirm receipt of this fee when we write to you acknowledging your application.

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

FS013 \_\_\_\_\_

## **C2. Annual charges**

If we grant you a permit, you will be required to pay an annual subsistence charge. If you don't pay, your permit can be revoked 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.

invoices@motorfuelgroup.com \_\_\_\_\_

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?

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the PPC regulations (See the general guidance manual).

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

#### **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

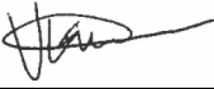
EITHER

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  \_\_\_\_\_  
Name Vish Kuselan \_\_\_\_\_  
Position HSE Advisor \_\_\_\_\_  
Date 04/02/2026 \_\_\_\_\_

**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:

Premises name MFG East Grinstead

Signature  \_\_\_\_\_  
Name Vish Kuselan \_\_\_\_\_  
Position Hse Advisor \_\_\_\_\_  
Date 04/02/2026 \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
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.*