

LAPPC Surrender Form: to be completed by the operator		
For Local Authority use		
Installation Reference:	Officer Reference:	Date received:



Coventry City Council

Part B Surrender Form

**Application to Surrender a Permit
Pollution Prevention and Control Act, 1999
Environmental Permitting (England & Wales) Regulations 2016**

Introduction

When to use this form

This regime is known as Local Authority Integrated Pollution Prevention and Control, LAPPC under the Environmental Permitting Regulations 2016 (The "EP Regulations"). Installations permitted under this regime are known as B installations. 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 surrender the permit. You may apply to surrender the whole or part of your 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 LAPPC, republished in April 2012 and available at:

<http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/manuals.htm> This contains a list of other documents you may need to refer to when you are preparing your application to surrender your permit, and explains some of the technical terms used. You will also need to read the relevant Process Guidance ("PG") Note for your process: <http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/notes/pgnotes/>.

The Environmental Permitting Regulations 2016 can be obtained from the link:

<http://www.legislation.gov.uk/ukxi/2010/675/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 for surrender enable it to be processed further. When complete return to:

env.protection@coventry.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.

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Copies

You do not need to send multiple copies of this form, consultation is not required to transfer a permit.

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 or telephone us on 024 7683 1424 if you need any advice on how to set out the information we need.

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A1.1 Name of the installation

Covrad Heat Transfer Ltd

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

Sir Henry Parkes Road, Canley, Coventry

Postcode CV5 6BN Telephone 02476 675544

A1.3 Permit reference number

Permit No.067

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

Covrad Heat Transfer Ltd

Trading/business name (if different)

Registered Office address

Sir Henry Parkes Road

Canley

Coventry Postcode: CV5 6BN

Principal Office address (if different)

Postcode:

Company registration number

64404

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A3.1 Who can we contact about your application to surrender your permit?

It will help us 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 could be an agent or consultant rather than the operator.

Name Robert Holmes

Position Industrial Engineering Manager

Address Covrad Heat Transfer Ltd, Sir Henry Parkes Road, Canley

Coventry

Postcode CV6 5BN

Telephone number 02476 675544

Fax number 02476 676029

E. Mail address bob.holmes@apiheattransfer.com

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B1 Do you wish to surrender your permit in whole or in part?

- Surrender whole permit
- Partial surrender

In the case of partial surrender only please fill in the table below with details of which parts of the installation are to remain in operation and which part will cease have ceased to operate, the part of the installation will be known as 'the surrender unit'.

In Column 1 Box A *Activities in the stationary technical unit which are to remain in operation.*

Please identify all activities listed in Schedule 1 Part 2 to the EP Regulations that are, or are proposed, to remain in operation in the stationary technical unit of the installation.

In Column 1 Box B *Directly associated activities which are to remain in operation*

Please identify any directly associated activities that are, or are proposed, to remain in operation 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 1 Box A (i) *Activities in the stationary technical unit which are to, or have, ceased operation.*

Please identify all activities listed in Schedule 1 Part 2 to the EP Regulations that are, or are proposed, to cease operation in the stationary technical unit of the installation.

In Column 1 Box B (i) *Directly associated activities which are to, or have, ceased operation*

Please identify any directly associated activities that are, or are proposed, to cease operation 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 Boxes A and B Schedule 1 references, 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 where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b).

In the case of mobile plant please list any serial number which apply to plant or equipment.

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B1.1 Installation table for partial surrender of permit

COLUMN 1	COLUMN 2
Box A Activities to remain in operation in the Stationary Technical Unit (S.T.U.)	Schedule 1 References
COLUMN 1	COLUMN 2
Box B Directly associated activities to remain in operation in the (S.T.U.)	Schedule 1 References
COLUMN 1	COLUMN 2
Box A (i) Activities to cease operation in the S.T.U.	Schedule 1 References
COLUMN 1b(i)	COLUMN 2
Box B (i) Directly associated activities to cease operation in the S.T.U.	Schedule 1 References

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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 _____

C1 Fees and Charges

Your application cannot be processed unless the correct fee is enclosed.

C1.1 Please state the amount enclosed as a fee for this application.

There is currently no charge for this procedure.

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

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

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 PPC 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, plus provide a copy of the surrender application form to the Secretary of State for a Direction on the issue of National Security.

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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,
- Investigate possible breaches of environmental law and take any resulting action,
- Prevent breaches of environmental law,
- Assess customer service satisfaction and improve our service.
- Respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

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 2016, 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).

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C5 Declaration

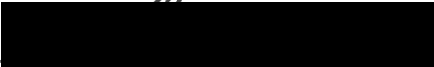
C5.1 Signature of current operator(s)*

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: Covrad Heat Transfer Ltd

Signature 

Name Robert Holmes

Position Industrial Engineering Manager

Date 6th March 2018

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.*

PLEASE KEEP A PHOTOCOPY OF YOUR COMPLETED APPLICATION