

Other documents you may need to submit

There are a 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 – not relevant for e-applications

You do not need to send multiple copies of this form, consultation is not required to surrender 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 address above if you need any advice or guidance on how to set out the information we need.

Part C Surrender of a Permit Form: To be completed by the Operator

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 could be an agent or consultant rather than the operator.

Name _____

Position _____

Address _____

Postcode _____

Telephone number _____

Fax number _____

E. Mail address _____

B1 Do you wish to surrender your Permit in whole or 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 or has ceased to operate. The latter part will be known as 'the surrender unit'.

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

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 to the PPC 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, for Box A(i) *Activities in the stationary technical unit which are to cease, or have ceased operation*

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

In Column 1, for Box B(i) *Directly associated activities which are to cease, 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, both Boxes A and B, please quote the Chapter number, Section number, then paragraph and sub-paragraph number as shown in Part 1 of Schedule 1 to the PPC 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.

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

B1.1 Installation table for partial surrender of a Permit

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

B.1.2 Site Maps

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

In the case of partial surrender of your permit please provide:-

- A suitable plan showing the layout of activities on the site which are to cease operation (the surrender unit), and the activities to remain in operation within the extent of the installation.

Doc Reference _____

B2 The Installation

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

Date: ____ / ____ / ____

B2.2 In the case of a notification of partial surrender you may indicate certain permit conditions that you would like considered for a variation in wording. Please detail the exact conditions you wish to change in your current permit.

PERMIT CONDITION REFERENCE	PROPOSED NEW WORDING OF CONDITION

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 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.

C4 Declaration

C4.1 Signature of current operator(s)*

It is an offence under Regulation 36 of the PPC regulations, for the purpose of surrendering a permit, for any person to:

- make a statement which they know to be false or misleading in a material particular, or
- 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).

I / We certify that the information in this surrender application is correct. I / We apply to surrender 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 surrender application form:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

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.*

C5 Data Protection

We have a legal requirement to ask for this information. The information you give will be used by the District council 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.

We will only retain this information for as long as is legally required and in line with the Council's Retention and Disposal Schedule.

For further information on your rights, as an individual, go to our website:
<http://www.derrystرابane.com/Footer/Privacy-Policy>