



Derry City & Strabane
District Council
Comhairle
Chathair Dhoire &
Cheantar an tSratha Báin
Derry Cittyie & Strábane
Destrick Cooncil

Part C Transfer Form

Application to transfer a permit

Local Air Pollution Prevention and Control The Environment (NI) Order 2002

The Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013

Introduction

When to use this form

The pollution prevention and control regime is known and referred to as Local Air Pollution Prevention and Control (LAPPC). Installations permitted under this regime are known as Part 'C' installations. Use this form if you already have a 'Part C' permit and wish to transfer the permit in whole or in part to another person ('the proposed transferee'). You may apply to transfer the whole or part of your permit. Under the Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013, both the operator and the proposed transferee must jointly apply to have the permit transferred.

Before you start to fill in this form

You are strongly advised to read the relevant parts of the Departments general guidance manual issued for LAPPC, republished in 2010 and available at <https://www.daera-ni.gov.uk/publications/general-guidance-manual-policies-and-procedures-part-c-installations>. This contains a list of other documents you may need to refer to when you are preparing your application for the transfer of the permit and explains some of the technical terms used. You will also need to read the relevant Process Guidance note. The PPC Regulations can be viewed online at www.legislation.gov.uk.

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 transfer to enable it to be processed further. When complete return to:

Environmental Health Service
Health & Community Wellbeing Directorate
Derry City and Strabane District Council
47 Derry Road or 98 Strand Road
Strabane Derry
BT82 8DY BT48 7NN

Tel: 028 71 253 253

Email: environmentandneighbourhoods@derrystrabane.com

Other documents you may need to submit

You must submit your existing permit with this form. There are a number of other documents you may need to send us with this application to transfer your permit. 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

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 district council 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 The Operator

Please provide the full name of the company or corporate body

Trading/business name (if different)

Registered Office address

Postcode:

Principal Office address (if different)

Postcode:

Please indicate which address correspondence concerning this transfer should be sent to.

A3 Who can we contact about your application to transfer your permit?

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 _____

E. Mail address _____

A4 The proposed transferee

Please provide the full name of the company or corporate body

Trading/business name (if different)

Registered Office address

_____ Postcode: _____

Principal Office address (if different)

Postcode: _____ Company registration number: _____

(Please indicate which address correspondence concerning this transfer should be sent to.)

A4.1 Who can we contact about your application to have this permit transferred to you?

It will help us to have someone who we can contact directly with any questions about the application to transfer this permit to you. The person you name should have the authority to act on behalf of the proposed operator. This can be an agent or consultant.

Name _____

Position _____

Address _____

Postcode

Telephone number _____

Fax number _____

E. Mail address _____

B1 Do you wish to transfer the permit in whole or in part?

Transfer whole permit

Partial transfer

In the case of partial transfer only please fill in table B1.1 with details of which parts of the installation are to be transferred to the proposed transferee, 'the transferred unit', and which parts of the installation will be retained by the original operator.

In column 1, Box A, Activities in the stationary technical unit which are to be retained by the operator

Please identify all activities listed in Schedule 1 to the PPC Regulations that are proposed to be retained by the original operator in the stationary technical unit of the installation.

In Column 1, Box B, Directly associated activities which are to be retained by the operator

Please identify any directly associated activities that are proposed to be retained by the original operator on the same site which:

- have a technical connection with the activities in the stationary technical unit
- could have an effect on pollution.

The Transferred Unit

In Column 1, Box A(i), Activities in the stationary technical unit which are to transfer to the proposed transferee.

Please identify all activities listed in Schedule 1 to the PPC Regulations that are proposed to transfer to the proposed transferee in the stationary technical unit of the installation.

In Column 1, Box B(i), Directly associated activities which are to transfer to the proposed transferee.

Please identify any directly associated activities that are proposed to transfer to the proposed transferee 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, please quote the Section, paragraph and sub paragraph numbers as shown in Schedule 1 to the PPC Regulations. For example; The crushing, grinding or other size reduction, with machinery designed for that purpose, of bricks, tiles or concrete, would be listed as Section 3.5, Part C(b).

B1.1 Installation table for partial transfer of permit

COLUMN 1	COLUMN 2
Box A Activities to be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the PPC Regulations
Box B 'Directly associated activities' to be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the PPC Regulations
Box A(i) Activities proposed to be transferred to the proposed transferee	Section in Schedule 1 of the PPC Regulations
Box B(i) 'Directly associated activities' proposed to be transferred to the proposed transferee	Section in Schedule 1 of the PPC Regulations

B.1.2 Site Maps

You do not need to provide a site map in the case of an application to transfer the whole of your permit.

In the case of partial transfer of the permit only please provide:-

- A suitable plan or map showing the activities on the site which are to be retained by the original operator and the activities which are proposed to transfer to the proposed transferee (the transferred unit) within the extent of the installation.

Doc Reference _____

B2 Additional information

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

Doc Reference _____

C1 Fees and Charges

The current [charging scheme](#) details the transfer charges applicable. Your application cannot be processed unless the correct fee is enclosed.

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

£ _____ (cheques should be made payable to Derry City and Strabane District Council)

Alternatively you may make payment directly by telephone (Tel: 7137 6627) or via online banking to Danske BAC 40026018, sort code 95-07-97 with the name of your installation as a reference.

Please indicate if you have made payment directly by entering the date and reference on your payment: _____

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

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

C2 Commercial Confidentiality

C2.1 Is there any information in this application to transfer, or partially transfer 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 _____

C2.2 Is there any information in the application to transfer, or partially transfer 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 and provide a copy of the transfer application form to the Secretary of State for a Direction on the issue of National Security.

C3 Declaration by transferees*: previous offences (delete as appropriate)

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 PPC 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:

C4 Declaration

C4.1 Signature of current operator(s)*

I/We certify that the information in this transfer application is correct. I/We apply for a transfer of an existing permit in respect of the particulars described in this transfer 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 transfer application *from*:

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.

C4.2 Signature of the proposed transferee(s)* applying to take over responsibility for the permit or part of the permit.

I / We certify that the information in this transfer application is correct. I / We apply for a permit in respect of the particulars described in this transfer application (including supporting documentation) I / We supplied.

Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.

For the transfer application to:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

*Where more than one person is defined as the proposed transferee, 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>