

## Form IPPC 1 Part A – application for a permit, variation, transfer or surrender

### For Environment Agency use only

Date received

Fee received: Yes No

 

Amount received

Name assigned to installation



**ENVIRONMENT  
AGENCY**

## Application for a permit, variation, transfer or surrender

### Integrated Pollution Prevention and Control

Pollution Prevention and Control Act 1999

Pollution Prevention and Control (England and Wales) Regulations 2000

For Part A(1) Installations

## Introduction to Part A

### When to use this form

Use this form if you are sending an application to the Environment Agency under the Pollution Prevention and Control (England and Wales) Regulations 2000 ('the PPC Regulations').

The form is to be used for applications made in respect of both 'installations' and 'mobile plant' (and in the rest of the form, the term 'installation' also covers 'mobile plant' where appropriate).

### Before you start to fill in this form

Please read the notes we have produced to help you with your application, called *Part A (1) Installations: Guide for Applicants*. You will also need to read the relevant Technical Guidance to which the Guide refers.

*The Guide contains a list of other documents you may need to refer to when you are preparing your application, and explains some of the technical terms we use.*

In particular, you should make sure that you refer to the explanation of "installation" in the *Guide*. For example, there may be two or more operators in a single installation. Each operator will need a permit, each obtained by a separate application. Your applications will principally relate to the part of the installation under your control, but will also need to include some information on the rest of the installation. This will help us to assess the operation of the whole installation. The term "installation", when used in this application form (and elsewhere) may refer to either the whole or part of the installation, depending on the nature of the information we are seeking to obtain.

### Which parts of the form to fill in

The form is in six parts but we usually only send you the parts you need to fill in. Everyone has to fill in Part A, and complete and sign Part F at the end of their application. The other parts you need to fill in depends on the type of application you are making:

- To apply for a new permit – fill in Parts A and B then Part F,
- To vary an existing permit – fill in Parts A and C then Part F,
- To transfer all or part of an existing permit to someone else – fill in Parts A and D then Part F. This should be a joint application by the transferor and the transferee,
- To surrender all or part of an existing permit – fill in Parts A and E then Part F.

### Other documents we need to see

There are a number of other documents you will need to send us with your application. Each time a request for documents 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 box provided on the form for this purpose.

Please also mark the document(s) clearly with this reference number and either the application reference number if you know it or your existing permit number. If you do not have either of these, please use the name of the installation.

If you know your Application Reference Number, please enter it into the box below:

### Using continuation sheets

In the case of questions required to be answered 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.

### If you need help and advice

We have made the application form as straightforward as possible, but please get in touch with us if you need any advice on how to set out the information we need.

*Please get in touch with us on 0845 933 3111.*

## A1 About your application

### A1.1 What type of application are you making?

- new permit  
 variation of an existing permit  
 transfer of an existing permit  
 surrender of an existing permit

### A1.2 Name of the installation

Please tell us if this name is:

- already agreed with the Agency; or  
 one that you are proposing.

### A1.3 Please give the address of the site of the installation.

|                     |  |           |  |
|---------------------|--|-----------|--|
| Street address etc. |  |           |  |
| Locality            |  |           |  |
| Post town           |  |           |  |
| County              |  | Post Code |  |

Ordnance Survey national grid reference *10 characters, for example SJ 1234 5678*

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

### A1.4 Give details of any existing permit(s) for the installation.

*Please give details of any applicable IPC authorisations, LAPC authorisations, waste management licences or water discharge consents.*

Permit number(s), type(s) and date(s) of issue:

### A1.5 Do you consider that the installation meets the criteria for a "low impact installation" as defined by the Environment Agency?

(Please note that this definition does not apply to installations containing activities that are defined in the PPC Regulations by reference to a numerical threshold.)

- No   
Yes

## A2 Authorised contacts

*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 your behalf.*

### A2.1 Who can we contact about your application?

*This could be an agent rather than the operator.*

Name

Position

Address

|                     |  |           |  |
|---------------------|--|-----------|--|
| Street address etc. |  |           |  |
| Locality            |  |           |  |
| Post town           |  |           |  |
| County              |  | Post Code |  |

### A2.2 Operational contact

If different to the above, please identify the person we should contact to discuss operational matters on an ongoing basis.

Name

Position

Address

|                     |  |           |  |
|---------------------|--|-----------|--|
| Street address etc. |  |           |  |
| Locality            |  |           |  |
| Post town           |  |           |  |
| County              |  | Post Code |  |

## A3 About the operator

Please provide the information requested below about the 'operator', which means:

- for applications for a new permit – the person who it is proposed will have control over the installation in accordance with the permit (if granted),
- for applications for a variation, transfer or surrender – the person who currently has control over the installation in accordance with the permit.

*If you are applying for a transfer, we will ask for more information relating to the proposed new operator (transferee) in Part D.*

## A3 About the operator *continued*

### Legal status of operator

**A3.1 Is the operator an individual, a group of individuals, a partnership or a company/corporate body?**

- Individual (sole trader) or group of individuals *go to question A3.2.*
- Partnership *go to question A3.3.*
- Company or corporate body *go to question A3.5.*

### Individual applicants

**A3.2 Please give us the following details.**

Where more than one person is applying (other than as a partnership) we need details of each person.

*Continue on separate sheets if necessary.*

Full name

Date of birth

Trading/business name (if any)

Business address

|                     |  |           |
|---------------------|--|-----------|
| Street address etc. |  |           |
| Locality            |  |           |
| Post town           |  |           |
| County              |  | Post Code |

Contact numbers

*Now go to question A4, What to do next.*

### Applications from partnerships

**A3.3 Who is applying?**

*We can only issue permits to named individuals, not to a partnership name. We therefore need details of each person in the partnership.*

*Continue on separate sheets if necessary.*

**Person**

Full Name

Date of Birth

Principal place of business

|                     |  |           |
|---------------------|--|-----------|
| Street address etc. |  |           |
| Locality            |  |           |
| Post town           |  |           |
| County              |  | Post Code |

## A3 About the operator *continued*

Contact numbers

**Person**

Full Name

Date of Birth

Principal place of business

|                     |  |           |
|---------------------|--|-----------|
| Street address etc. |  |           |
| Locality            |  |           |
| Post town           |  |           |
| County              |  | Post Code |

Contact numbers

**Person**

Full Name

Date of Birth

Principal place of business

|                     |  |           |
|---------------------|--|-----------|
| Street address etc. |  |           |
| Locality            |  |           |
| Post town           |  |           |
| County              |  | Post Code |

Contact numbers

**A3.4 Please give us the following details about the partnership.**

Name of partnership (if there is one)

Principal place of business

|                     |  |           |
|---------------------|--|-----------|
| Street address etc. |  |           |
| Locality            |  |           |
| Post town           |  |           |
| County              |  | Post Code |

### A3 About the operator *continued*

#### Contact numbers

Phone number

Fax number

Email address

Now go to question A4, What to do next.

### Companies or other corporate applicants

#### A3.5 Please give us the following details.

Full name of company or corporate body

Trading/business name (if different)

Registered office address

|                     |  |           |
|---------------------|--|-----------|
| Street address etc. |  |           |
| Locality            |  |           |
| Post town           |  |           |
| County              |  | Post Code |

Principal office address (if different)

|                     |  |           |
|---------------------|--|-----------|
| Street address etc. |  |           |
| Locality            |  |           |
| Post town           |  |           |
| County              |  | Post Code |

Company registration number

Date of formation of company

- For applications from companies, please provide a copy of the certificate of incorporation and any certificates of subsequent name changes.

Document reference number

- For applications from other corporate bodies, please provide evidence of status.

Document reference number

### A3 About the operator *continued*

#### A3.6 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

Registered office address

|                     |  |           |
|---------------------|--|-----------|
| Street address etc. |  |           |
| Locality            |  |           |
| Post town           |  |           |
| County              |  | Post Code |

Principal office address (if different)

|                     |  |           |
|---------------------|--|-----------|
| Street address etc. |  |           |
| Locality            |  |           |
| Post town           |  |           |
| County              |  | Post Code |

Company registration number

### A4 What to do next

Now you need to fill in the other Parts of this form we sent you.

If you are applying for

- A new permit – fill in Part B then go to Part F,
- A variation – fill in Part C then go to Part F,
- A transfer – fill in Part D then go to Part F,
- A surrender – fill in Part E then go to Part F.