

**SCOTTISH ENVIRONMENT PROTECTION AGENCY**

**Pollution Prevention and Control Act 1999**

**Pollution Prevention and Control (Scotland) Regulations 2000  
("the Regulations")**

**PERMIT TO OPERATE A 'PART B' INSTALLATION**

**Permit Number: PPC/**<<permit number>>

**Operator:** <<name and address of operator>>

The Scottish Environment Protection Agency ("SEPA"), in accordance with Regulation 7 of the Regulations, hereby grants a Permit to <<name of operator>> company registration number <<(XXXXXX)>>, having its registered office at <<address of registered office>> ("the Operator") to operate an installation, more particularly described in Schedule 1 of this Permit, on a site at <<address of the site>>, more particularly described in said Schedule 1, subject to the requirements of the Regulations and to the conditions contained in the Schedules to this Permit.

Signed.....  
Authorised to sign on behalf of the  
Scottish Environment Protection Agency

Date: <<Date>>

Right of Appeal

Under Regulation 22 of the Regulations you are entitled to appeal to the Scottish Ministers against any condition or conditions of this Permit within six months of the date of this Permit, except where SEPA has granted this Permit in implementation of a direction to SEPA of the Scottish Ministers. The bringing of an appeal will not have the effect of suspending the operation of the said condition or conditions. The procedures for the making of an appeal are set out in Schedule 8 of the Regulations.

Reference Number: PPC/XXXXXXX

**SCOTTISH ENVIRONMENT PROTECTION AGENCY**  
**POLLUTION PREVENTION AND CONTROL ACT 1999**

**POLLUTION PREVENTION AND CONTROL (SCOTLAND) REGULATIONS 2000**  
**("THE REGULATIONS")**

**SCHEDULE TO PERMIT UNDER REGULATION 7**

**Operator:** <<OPERATOR'S NAME>>  
**Permit Number:** <<PERMIT NUMBER >>  
**Date of Permit:** <<DATE PERMIT WAS GRANTED>>

1. The Permitted Installation shall carry out its listed activities in compliance with the Standard Rule XXXX.

## Explanatory notes for standard rules

These notes are intended to help you understand the key regulatory requirements and criteria that support the use of standard rules to regulate your petrol vapour recovery activity. We have provided regulation references to show you where the requirement appears in the Pollution Prevention & Control Regulations (Scotland) 2000 (PPC).

### 1. Best Available Techniques

There is an implied condition in this PPC standard rules permit that requires the activities to be carried out using the best available techniques (BAT) for preventing or, where that is not practicable, reducing emissions from the installation. Regulation 9(11).

It is important to note that the implied condition does not apply to any aspect that is regulated by a specific condition in the permit. Regulation 9(12).

For the purposes of installations operating under these standard rules, the relevant Process Guidance Note(s) set out what SEPA will generally consider to be BAT.

In considering BAT, we would expect the operator to have regard to all relevant Process Guidance Notes for their activity.

You can find the latest copy of the relevant [Process Guidance Note](http://archive.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/notes/pgnotes/documents/pg1-14.pdf) at this web address <http://archive.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/notes/pgnotes/documents/pg1-14.pdf>.

### 2. Subsistence charges

You will have to pay an annual subsistence charge for your permit. Further details can be obtained from our [website](#).

### 3. Review of standard rules

The standard rules of this permit will be periodically reviewed by us. If the standard rules are to be altered, we will formally consult with you before the changes are implemented.

### 4. Proposed change in operation of the installation

If you propose to make a change in the operation of the installation, you must notify SEPA at least 14 days beforehand, unless you have already made an application for a variation of the permit conditions. Regulation 12

*"A change in operation"* is defined in Regulation 2 of the Regulations but in essence this means a change to the installation which may have consequences for the environment, e.g. larger volume of emissions.

You may also apply for a variation of the permit in respect of proposed changes or substantial variation in operation. You would apply for a variation if you wished to vary the actual conditions attached to that permit. Regulation 13 and Schedule 7.

## 5. Offences and enforcement

It is an offence:

- to operate an installation covered by the Regulations without a permit;
- to operate in breach of the permit conditions;
- to intentionally make a false entry in any record required to be kept under a permit condition;
- to fail to comply with an Enforcement or Suspension Notice.

### Regulation 30

If SEPA believe you have contravened, are contravening or are likely to contravene a condition of the permit, we may serve an Enforcement Notice on you. This will require you to remedy the situation and detail the steps to be taken within a specified timeframe.

Remember that a condition of the permit also includes the implied condition explained at the beginning of these explanatory notes, i.e. that the operator shall use BAT for preventing, or where that is not practicable, reducing emissions from the installation or mobile plant. Regulation 19

If SEPA think the breach poses a significant risk of serious pollution, we may serve a Suspension Notice which will prevent you carrying out some or all of your permitted activities. Regulation 20

It is important to note that directors, managers and other individuals within a company may be held personally liable for offences under the Regulations.

## 6. Surrender of Permit

You must notify SEPA when you no longer carry out the permitted activities using the surrender application forms on the [website](#). Regulation 16

## 7. Transfer of Permit

You and the proposed transferee must jointly apply for a transfer of permit when a new operator takes over the activities. Regulation 14

## 8. Environmental Management Requirements

SEPA considers the management of your activities to be crucial in protecting the environment. Appropriate and effective management systems must be in place to ensure the activities are operated efficiently and effectively. You should refer to the latest [Process Guidance Note](#) to ascertain BAT for this element of permit compliance.

## 9. Contact Details

If this Explanatory Note does not help you to answer any query you may have, please contact your SEPA local office. Their contact details can be found on the SEPA website [http://www.sepa.org.uk/about\\_us/contacting\\_sepa.aspx](http://www.sepa.org.uk/about_us/contacting_sepa.aspx). Alternatively you can use our 24 hour emergency phone line on 0800 80 70 60.