



**APPLICATION FORM FOR A SUBSTANTIAL  
CHANGE/TRANSFER FOR A “PART B” ACTIVITY UNDER THE  
POLLUTION PREVENTION AND CONTROL (SCOTLAND)  
REGULATIONS 2012**

**PLEASE SEND TO THE REGISTRAR AT THE  
APPROPRIATE AREA OFFICE:**

SEPA  
Aberdeen Office  
Inverdee House  
Baxter Street  
Torry  
ABERDEEN  
AB11 9QA

Tel: 01224 266600  
Fax: 01224 896657

SEPA  
Dingwall Office  
Fodderty Way  
Dingwall Business Park  
DINGWALL  
IV15 9XB

Tel: 01349 862021  
Fax: 01349 863987

SEPA  
Angus Smith Building  
6 Parklands Avenue  
Eurocentral  
Holytown  
NORTH LANARKSHIRE  
ML1 4WQ

Tel: 01698 839000  
Fax: 01698 738155

For SEPA Use Only	Name Assigned	Application Reference
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; font-size: 48px; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">C</div> <div> <p><b>APPLICATIONS FOR PART B ACTIVITIES UNDER THE POLLUTION PREVENTION AND CONTROL (SCOTLAND) REGULATIONS 2012</b></p> <p><b>FORM C: APPLICATION FOR A PART B VARIATION OR TRANSFER</b></p> </div> </div>		

Please use this form if you are sending an application to the Scottish Environment Protection Agency (SEPA) under the Pollution Prevention and Control (Scotland) Regulations 2012 ('the PPC Regulations') **for a Part B activity only**. If you wish to apply for a Part A Activity please use the forms marked for Part A Control.

THIS FORM SHOULD NOT BE USED IF YOU ARE APPLYING FOR THE FOLLOWING ACTIVITIES:

- TO OPERATE AN INSTALLATION FOR THE UNLOADING OF PETROL INTO STATIONARY STORAGE TANKS AT A SERVICE STATION

FOR THIS ACTIVITY YOU SHOULD APPLY USING FORMS PVR1 FOR THE UNLOADING OF PETROL

This 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).

**Which parts of this form to fill in**

**For Applications to vary a Part B Permit** – Please complete sections C1 – C5 inclusive.

**For Applications to transfer part or all of a Part B Permit** - Please complete sections C6-C8 inclusive.

Please indicate below if this application is for a variation of a Part B Permit, or the transfer of part or all of a Part B Permit	
<input type="checkbox"/>	Application for a variation of a Part B Permit
<input type="checkbox"/>	Application for the transfer of all or part of a Part B Permit

## APPLICATION FOR A VARIATION

Please fill in this section if you propose to change the operation of a Part B Installation

### C1 About the Installation

Please fill in the table below with details of all the current activities and operators at the whole installation, even if you are applying for a permit in respect of only part of an installation, and the proposed changes.

In column 1 Activities in the 'stationary technical unit' please identify all activities listed in Schedule 1 and/or 2 to the PPC Regulations that are proposed to be carried out in the 'stationary technical unit' of the installation.

For directly associated activities please identify any directly associated activities carried out on the same site which:

- Have a technical connection with the activities in the stationary technical unit, and
- Could have an effect on pollution.

In column 2 'Schedule references', please quote the Schedule number, Chapter number, Section number, Part A or B, then paragraph and sub-paragraph number as shown in Part 1 of Schedule 1 or Schedule 2 to the PPC Regulations for each activity listed in column 1.

In column 3 Operator, write the name of the operator for each activity (if you are the operator yourself, write 'applicant').

In column 4 Variations, indicate how the proposed changes would affect the activities.

Column 1 Activities in the 'stationary technical unit'	Column 2 Schedule refs	Column 3 Operator	Column 4 Variations
Directly associated activities			

### The variations you are proposing

C1.2 Please provide summary of the variations which you are applying for. This should include:

- A description of the change in operation requiring the variation (if appropriate),
- An indication of the variations to the conditions of the permit that you wish us to make;
- The conditions of the existing permit that may be affected by your proposed change

Reference number for the summary

C1.3 Are you proposing any change in operation that would result in additional land being included within the site of the installation?

- ☐ No  
☐ Yes, please provide:

- Updated maps of plans showing the location of the site of the installation and the location and nature of various activities on that site. Please also mark the site installation boundary.

Reference number for the maps or plans

C1.4 In your view, will the variations for which you are applying entail a substantial change as defined in the Pollution Prevention and Control (Scotland) Regulations 2012?

- ☐ No, please provide an explanation

Reference number for the explanation

- ☐ Yes, please provide an explanation

Reference number for the explanation

### C2 Your proposed techniques

Please provide written information about how your proposed changes will affect the aspects of your installation listed below. We need this information, and that which you give in response to C3 and C4, to determine whether the changes in the way you operate the installation will meet all the environmental requirements of the PPC Regulations.

In each case you should:

- Justify your proposals against any indicative requirements contained in the guidance and;
- Provide any other information about the installation which you think is relevant to that issue.

Information required:

C 2.1 Identify any changes to the raw and auxiliary materials, and other substances that you propose to use and provide details of their fate and behaviour in the environment, and effects on both human health and the environment. Please demonstrate how these proposals constitute BAT.

Doc Reference

C2.2 Describe any changes to the installation activities and the proposed techniques and measures to prevent and reduce emissions of substances and heat (including during periods of start-up or shut-down, momentary stoppage, leak or malfunction) resulting from your proposals. Please demonstrate how these proposals constitute BAT.

Doc Reference

C2.3 Describe any changes to the proposed measures for monitoring emissions including any environmental monitoring, and the frequency, measurement, methodology and evaluation procedure resulting from your proposals. Please demonstrate how these proposals constitute BAT.

Doc Reference

C2.4 Where you are not the only operator of the installation, describe any change to the techniques and measures (including those to be undertaken jointly by yourself and other operators) for ensuring satisfactory operation of the whole installation resulting from your proposals. Please demonstrate how these proposals constitute BAT.

Doc Reference

### C3 Your proposed emissions

Please provide written information about how your proposed changes will affect the emissions from the installation.

You should:

- Justify your proposals against any benchmark emission levels contained in the guidance, and
- Provide any other information about the installation which you think is relevant to that issue.

C3.1 Describe the nature, quantities and sources of foreseeable emissions to air.

Doc Reference

### C4 Impact on the environment and human health

Please provide written information about how your proposed changes will affect the impact of your activities on the environment and human health as listed opposite.

In each case you should:

- Address all of the issues set out in relevant technical guidance.
- Justify your proposals against any indicative requirements contained in the guidance, and,
- Provide any other information about the installation which you think is relevant to that issue.

C4.1 Provide an assessment of any change to the potential significant human health and environmental effects of the foreseeable emissions resulting from your proposals.

Doc Reference

IED-A-B (C) V2

C4.2 Provide an assessment of whether the proposed change in the operation of the installation is likely to have a significant effect on a European Conservation Site in Great Britain, and if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc.) Regulations 1994.

Doc Reference

Now go to C5 Statutory Consultees.

### C5 Statutory consultees

We will use the information in this section to identify who we must consult on your proposals.

C5.1 In which local authority area is the installation located?  
If premises are on a boundary please give names of all local authorities.

C5.2 In which Health Board area is the installation located?  
If premises are on a boundary please give names of all relevant Health Boards

C5.3 Are there any Sites of Special Scientific Interest (SSSIs) within 2 kilometres of the installations?

☐

No

Yes (please give names of the sites)

C5.4 Are there any SSSIs which may be affected by emissions from the installation?

☐

No

Yes (please give names of the sites)

C5.5 Are there any European Conservation sites, as defined by Regulation10 of the Conservation (Natural Habitats) Regulations 1994, which may be affected by emissions from the installation?

☐  
☐

No  
Yes (please give names of the sites)

C5.6 Is the installation on a site for which:

☐

A nuclear site license is required under Section 1 of the Nuclear Installations Act 1965.

☐

A major accident prevention policy document is required under Regulation 5 of the Control of Major Accident Hazards Regulations 1999.

***Now please fill in Part E and sign and date the application.***

## APPLICATION FOR A TRANSFER

**Only fill in this section if you wish to apply to transfer part or all of your installation.**

### C6 About the installation

Please fill in the installation table below with details of all the current activities and operators at the whole installation, even if you are applying for a permit in respect of only part of the installation and the proposed transfers.

In column 1 Activities in the 'stationary technical unit' please identify all activities listed in Schedule 1 and/or 2 to the PPC Regulations that are carried out in the 'stationary technical unit' of the installation.

For Directly associated activities please identify any directly associated activities carried out 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 'Schedule references', please quote the Schedule Number, Chapter number, Section number, Part A or B, then paragraph and sub-paragraph number as shown in Part 1 of Schedule 1 or Schedule 2 to the PPC Regulations for each activity listed in column 1.

In column 3 Current Operator, write the name of the operator for each Schedule 1 or 2 activity and each directly associated activity (if you are the operator yourself, write 'applicant').

In column 4 Proposed operator please identify which activities are to be transferred by writing in the name of the proposed operator (the 'transferee').

Column 1 Activities in the 'stationary technical unit'	Column 2 Schedule refs	Column 3 Operator	Column 4 Proposed Operator
Directly associated activities			

## C7 About the proposed transfer

You should send us the permit you are applying to transfer.

Reference number of the permit

C7.1 Is the application for a proposed 'partial transfer' (as defined by Regulation 47(3) of the PPC Regulations)?

☐ No, please go to 'C8 About the proposed transferee'

☐ Yes, please provide

- An explanation of how the operational integrity of the installation would be maintained under the proposed transfer.

Reference number of the explanation

A map or plan identifying the part of the installation to which the proposed transfer applies.

Reference number for the map or plan

C7.2 Do you think any variations in the permit conditions (either for the original operator or the proposed transferee) are necessary to take account of the partial transfer?

☐ No, please go to 'C8 about the proposed transferee'

☐ Yes, please provide a written explanation

Reference number for the explanation

## C8 About the proposed transferee

Legal status of the proposed transferee

C8.1 Is the proposed transferee an individual, a group of individuals, a partnership or a company/corporate body?

☐ Individual (sole trader) or group of individuals, go to question C8.2

☐ Partnership, go to question C8.3

☐ Company or corporate body, go to question C8.5

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### Individual applicants

C8.2 Please give us the following details for the proposed transferee.

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

Continue on separate sheets if necessary.

<u>Full name:</u> _____
<u>Date of birth:</u> _____
<u>Trading/business name (if any)</u> _____
<u>Business Address:</u> _____
_____
_____
<u>Postcode:</u> _____
Contact numbers:
<u>Phone number:</u> _____
<u>Email address:</u> _____
<u>Fax number:</u> _____

### Applications from partnerships

C8.3 Who is applying as the proposed transferee?

We can issue permits to named individuals, and to a partnership name. However, we need details of each person in the partnership.

Continue on separate sheets if necessary.

Person

<u>Full name:</u> _____
<u>Date of birth:</u> _____
<u>Principal place of business:</u> _____
_____
_____
<u>Postcode:</u> _____
Contact numbers:
<u>Phone number:</u> _____
<u>Email address:</u> _____
<u>Fax number:</u> _____

Person

<u>Full name:</u> _____
<u>Date of birth:</u> _____
<u>Principal place of business:</u> _____
_____
_____
<u>Postcode:</u> _____
Contact numbers:
<u>Phone number:</u> _____
<u>Email address:</u> _____
<u>Fax number:</u> _____

C8.4 Please give us the following details about the partnership.

<u>Name of partnership (if there is one):</u> _____
<u>Principal place of business:</u> _____
_____
_____
<u>Postcode:</u> _____
Contact numbers:
<u>Phone number:</u> _____
<u>Email address:</u> _____
<u>Fax number:</u> _____

C8.5 Please give us the following details for the proposed transferee.

Full name of company or corporate body:
Trading/business name (if different):
Registered office address:
Postcode:
Principal place of business (if different)
Postcode:
Company registration number:
Date of formation of company

Registered office address:
Postcode:
Principal place of business (if different)
Postcode:
Company registration number:
Date of formation of company:

**Now fill in Part E and sign and date the application.**

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

Reference number for the document(s)
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- For applications from other corporate bodies, please provide evidence of status

Reference number for the document(s)
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C8.6 Is the proposed transferee a subsidiary of a holding company within the meaning of section 736 of the Companies Act 1985?

- ☐ No
- ☐ Yes, name of ultimate holding company

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