

**CALDERDALE METROPOLITAN BOROUGH COUNCIL**  
**POLLUTION PREVENTION AND CONTROL ACT, 1999**  
**ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS**  
**2010 (AS AMENDED)**

**Transfer Application Form, Petrol vapour recovery Installation**

**When to use this form**

You should use this form if you are applying to transfer a vapour recovery permit to another operator.

Please complete all three sections and include additional sheets where indicated. Please give the additional sheets a reference number (eg the number of the question they relate to) and write this in the space provided. If you need assistance in completing the form please contact Environmental Health.

When you have completed the form please send it with any additional information to:

Calderdale MBC  
Environmental Health  
Northgate House  
Northgate  
Halifax  
HX1 1UN.

Telephone 01422 392379 or 01422 288001, fax 392399  
email [environmental.health@calderdale.gov.uk](mailto:environmental.health@calderdale.gov.uk)

**A1.1 Name of the installation**

**A1.2 Address of the site of the installation**

.....  
.....  
.....  
.....

Postcode ..... Telephone .....

**A1.3 Permit reference number**

.....

**A2.1 The Current 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:

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

**A3.1 Who can we contact about your application to transfer your permit?**

*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 behalf of the operator. This could be an agent or consultant rather than the operator.*

Name .....

Position .....

Address

.....  
.....  
.....  
.....

Postcode ..... Telephone number .....

Fax number ..... email address .....

**A4 The Proposed Transferee – 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 .....

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 this application. The person you name should have the authority to act on behalf of the proposed transferee. This could be an agent or consultant rather than the proposed transferee.*

Name .....

Position .....

Address .....

.....

.....

.....

.....

Postcode ..... Telephone number .....

Fax number ..... email address.....

**B1 Additional information**

**B 1.1** 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**

There is no fee for this application to transfer the permit.

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

**C3 Commercial confidentiality.**

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**C3.1** Is there any information in this application to transfer your permit that you wish to justify being kept from the public register on the grounds of commercial confidentiality? (Please circle).

No    Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP regulations.

*Doc Reference: .....*

## **C4 Data Protection**

The information you give will be used by the Local Authority to determine your application to transfer your permit. It will be placed on the relevant public register. 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,
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- 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.

It is an offence under the EP regulations, for the purpose of obtaining the transfer, or partial transfer of a permit (for yourself or anyone else) to:

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

**C5 Declaration**

**C5.1 Signature of applicants\***

I/We certify that the particulars described in this transfer application (including supporting documentation) is correct. I/We apply to transfer the permit.

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

Current Operator:

Signature .....

Name .....

Position .....

Date: .....

Proposed Operator:

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.*