



**Pollution Prevention and Control Act 1999  
Local Authority Pollution Prevention and Control  
The Environmental Permitting (England & Wales) Regulations 2016**

**L.B. Shotter & Sons Ltd  
47 Waterloo Avenue  
Leiston  
Suffolk  
IP16 4HN**

**Permit Reference Number 13/00038/B**

# Section One Introductory Note & Description of Permitted Installation

## Permit Details

**13/00038/B**

<b>Permit Holder:</b>	<b>L.B. Shotter &amp; Sons Ltd (A)</b>
Installation Address:	47 Waterloo Avenue (B) Leiston Suffolk IP16 4HN

<b>Provenance</b>	<b>Date</b>
Application for Permit	7 February 2000
Permit Issued	7 February 2000
Permit Reviewed	14 April 2021
Permit Varied	14 April 2021

L.B. Shotter & Sons Ltd is hereby permitted by East Suffolk Council to carry on the process of Petrol Filling Station, as prescribed in Part B of Schedule 1, The Environmental Permitting (England & Wales) Regulations 2016 at the above named installation as indicated on the attached map at reference 643753E,262604N and in accordance with the conditions detailed in Section 2 of this Permit.

Signed  **Date: 14 April 2021**  
**Louise Burns Environmental Health Officer**

## Introductory Note

*[This introductory note does not form a part of the Permit]*

The following Permit is issued under the Environmental Permitting (England and Wales) Regulations to operate an installation carrying out activities covered by the descriptions contained in the Regulations, to the extent authorised by the Permit:

Aspects of the operation of the installation which are not regulated by conditions of the Permit are subject to the Operator using the best available techniques for preventing or, where that is not practicable, reducing emissions from the installation.

Techniques include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

The Permit Conditions require the Operator to use Best Available Techniques (BAT), in each of the aspects of the management of the installation, to prevent and where that is not practicable to reduce emissions. The Conditions do not provide a definitive explanation of 'BAT'; In determining 'BAT', the Operator should pay particular attention to relevant sections of the Process Guidance Note PG1/14, and other relevant guidance.

### **Process Description**

This process involves the unloading of petrol from tankers into storage, and motor vehicle refuelling, at service stations.

Petrol is unloaded from a road tanker into an underground storage tank. The fuel is gravity fed through vapour tight hoses. There are emissions associated with the escape of petrol vapour displaced when storage tanks are filled. The displaced vapours are returned to the tanker via hoses. [Stage 1 Vapour Recovery].

The integrity of the system is maintained by a pressure vacuum relief valve on the vent pipes which prevents discharges during filling. The maximum number of tanks that can be discharged simultaneously is 2.

## Section Two

### Permit Conditions

**Pollution Prevention and Control Act 1999**

**The Environmental Permitting (England & Wales) Regulations 2016**

**Permit Reference No. 13/00038/B**

The conditions contained within this Permit are based upon Guidance Note/s: **PG1\_14 - Petrol Filling Station**

The person (A) is authorised to operate the activity at the installation (B) subject to the following conditions.

1. Vapours displaced by the delivery of petrol into storage tanks shall be returned through a vapour-tight connection line to either the mobile container delivering the petrol or a container on the site.
2. Petrol delivery shall only be carried out using the [Stage I] petrol vapour recovery system and deliveries shall only be made when the system is fully operational.
3. Petrol delivery and vapour return lines should be tested prior to operation and vapour return lines every 5 years, for vapour containment integrity.
4. Pressure vacuum relief valves or other similar devices on fixed tank vents should be checked for correct functioning, including checking for extraneous matter, correct seating and the presence of corrosion at least once every three years.
5. In the event of any incident at the site which could have an impact beyond the site boundary, the operator shall notify The Council by telephone without delay on 0333 016 2000.
6. A copy of this permit shall be kept at the permitted installation. All staff who should be aware of its content shall be told where it is kept.
7. All relevant staff shall receive the necessary training and instruction to enable them to comply with the conditions of this permit.
8. The operator shall notify the Council of any changes to the persons nominated in the application as the primary point of contact, and deputy.
9. Maintenance and testing of vapour recovery systems shall be recorded.
10. All records made in compliance with this permit shall be kept in a written or computer log book or by using some other systematic method, and shall be clear and legible. If any entry is amended, a clear statement of the reason for doing so shall be included. Unless otherwise stated in this permit, all records required to be taken shall be kept available for inspection for at least 4 years from the date of its being made. A copy of the

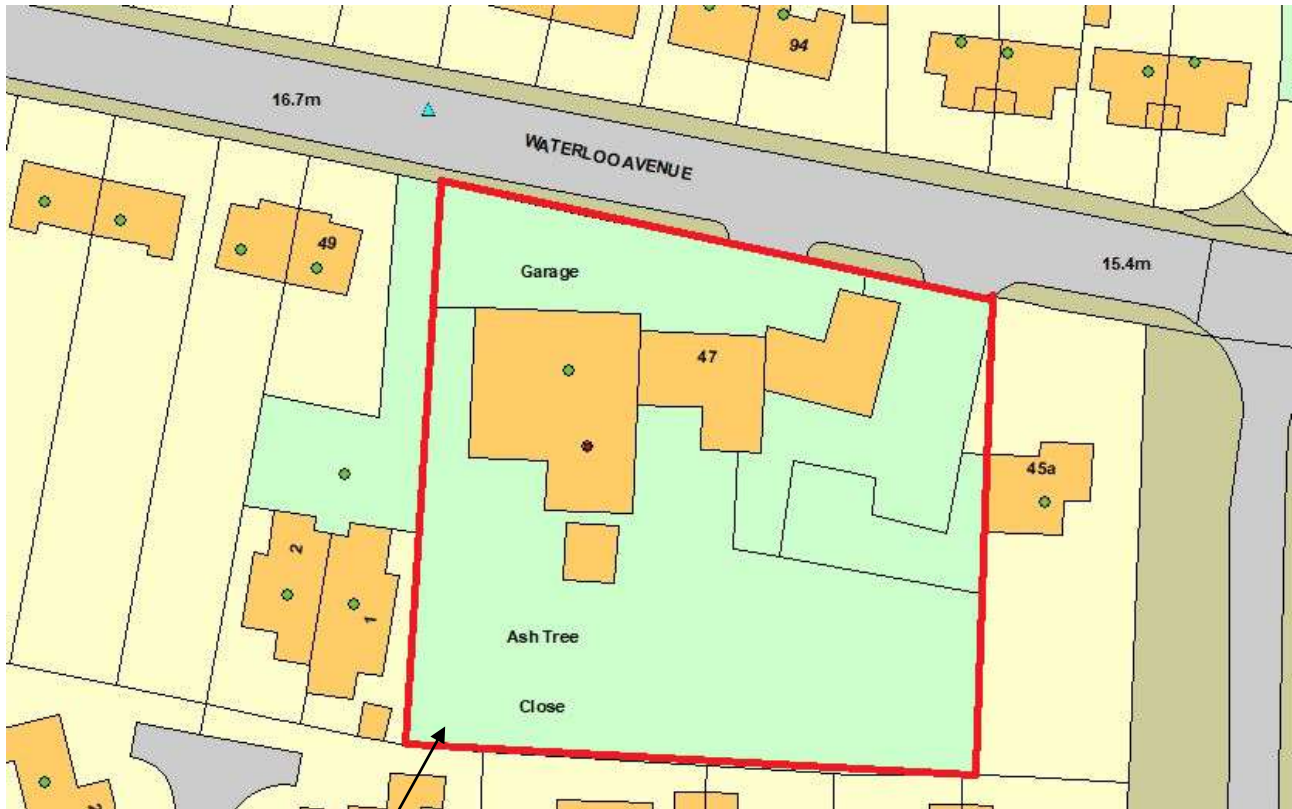
manufacturer's instructions referred to in this permit shall be available for inspection on request.

11. The best available techniques shall be used to prevent or, where that is not practicable, reduce emissions from the installation in relation to any aspect of the operation of the installation which is not regulated by any other condition of this permit. Advice on this can be found in the relevant process guidance note PG1/14.
12. If the operator proposes to make a change in operation of the installation, he must, at least 14 days before making the change, notify the regulator in writing. The notification must contain a description of the proposed change in operation. It is not necessary to make such a notification if an application to vary this permit has been made and the application contains a description of the proposed change. In this condition 'change in operation' means a change in the nature or functioning, or an extension, of the installation, which may have consequences for the environment.

## Section Three

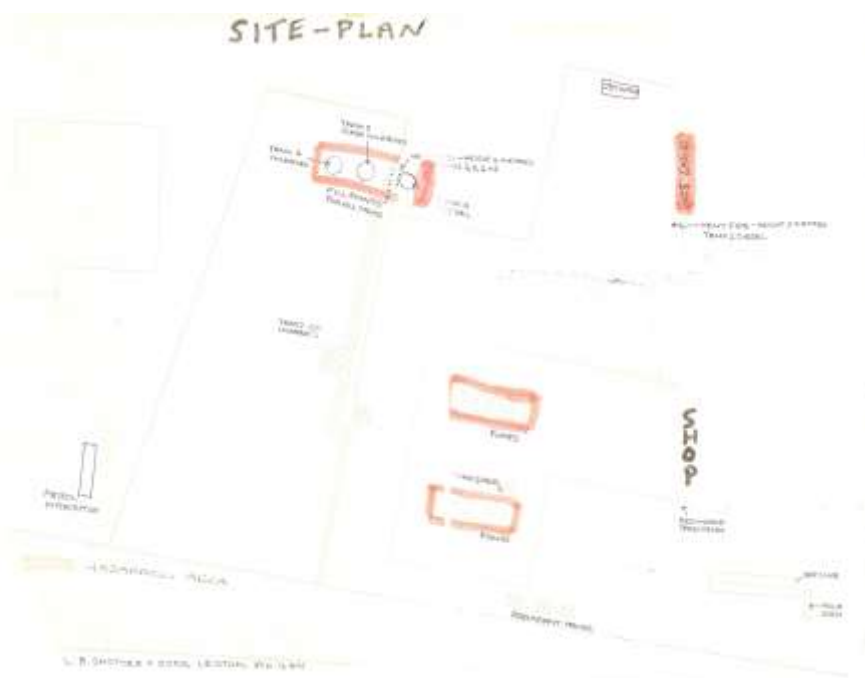
### Location of Permitted Installation & Site Plan

#### Location of Permitted Installation



LB Shotter & Son Ltd 47 Waterloo Avenue, Leiston, Suffolk, IP16 4HN

#### Site Plan



# **Section Four**

## **Explanatory Notes**

### **And**

## **Appeals Procedure**

#### **EXPLANATORY NOTE**

*These notes are provided for the operator of an installation or mobile plant to assist in the interpretation of their duties under the provisions of the Environmental Permitting (England and Wales) Regulations 2016. These notes do not form part of the Permit or conditions attached to it.*

#### **1. FEES**

An application fee has been paid for this permit. In accordance with Environmental Permitting Regulations, the holder of a permit is required to pay an annual subsistence charge, which is subject to variation by Central Government. This charge is payable to this Council to ensure this Permit remains in force. An invoice will be sent for the appropriate subsistence charge each year.

#### **2. TRANSFER OF PERMITS**

Where you wish to transfer the Permit to another person (the proposed transferee) then the operator and the proposed transferee shall jointly make an application to the Council. The council will determine the transfer application providing it considers that the proposed holder will be the person who will have control over the operation of the installation and will ensure compliance with the conditions of the transferred Permit. A fee is also available. For further details on this please contact the Council.

#### **3. PROCESS CHANGES**

This Permit may be varied by the Council in future to take in changes recommended within updated Process Guidance notes. If at any time the process or any aspect of the activity regulated by this permit changes such that the conditions no longer reflect the activity and require alteration. You must notify the Environmental Protection Team at The Council. A summary log of all permit variation will be included.

If the change could result in a breach of the existing permit conditions or is likely to require a SUBSTANTIAL CHANGE to the installation you will be required to submit an application and pay the relevant fee. You should notify the Council 14 days before undertaking any such changes in the installation operation. If you have any doubt as to the changes being substantial you should seek the opinion of the Council before you proceed with application.

#### **4. SURRENDER OF THE PERMIT**

Where an Operator intends to cease the operation of an installation (in whole or in part) the Environmental Protection Team at East Suffolk Council should be informed in writing, such notification must include the information specified in the Environmental Permitting (England and Wales) Regulations.

## **5. APPEALS**

Anyone who is aggrieved by the conditions attached to a Permit can appeal to the Secretary of State for the Environment. Appeals must be made in accordance with the requirements of Regulation the Environmental Permitting (England and Wales) Regulations. The right to appeal does not apply in circumstances where a notice implements a Direction of the Secretary of State.

**Appeals must be received by the Appeal Body at the following address no later than 2 months from the date of the Notice being appealed against.**

The Planning Inspectorate  
Environmental Team, Major and Specialist Casework  
Room 4/04 Kite Wing  
Temple Quay House  
2 The Square  
Temple Quay  
BRISTOL  
BS1 6PN

Tel: 0117 372 8812  
Fax: 0117 372 6093

If an appeal is made, the main parties will be kept informed about the next steps, and will also normally be provided with additional copies of each other's representations.

To withdraw an appeal, which may be done at any time, the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority who must in turn notify anyone with an interest in the appeal.

The appeal must be in the form of a written notice or letter stating that the person wishes to appeal against the conditions of the Permit. The following items must be included:-

- a written notice;
- a statement of the grounds of appeal;
- a statement indicating whether the appellant wishes the appeal to be dealt with by written representations procedure or hearing;
- a copy of the relevant permit;
- a copy of any relevant correspondence between the appellant and the regulator; and
- a copy of any decision or notice, which is the subject matter of the appeal.
- a statement indicating whether the appellant wishes the appeal to be in the form of hearing or dealt with by way of written representations.

Appellants should state whether any of the information enclosed with the appeal has been the subject of a successful application for commercial confidentiality the Environmental Permitting (England and Wales) Regulations, and provide relevant details, see below. Unless such information is provided, all documents submitted will be open to inspection.

**An appeal will not suspend the effect of the Permit  
The Permit must still be complied with.**

### **Apportioning Costs**



Guidance from the Planning Inspectorate states that operator and regulator would be normally expected to pay their own expenses during an appeal. Where a hearing or enquiry is held as part of the appeal process, by virtue of the Environmental Permitting (England and Wales) Regulations, either the appellant or the local authority can apply for costs. Applications for costs are normally heard towards the end of the proceedings and will only be allowed if the party claiming them can show that the other side behaved unreasonably and put them to unnecessary expense. There is no provision for costs to be awarded where appeals are dealt with by written representatives.

## **6. COMPLIANCE**

**You will be liable for prosecution if you fail to comply with the conditions of this permit.**

If found guilty, the maximum penalty for each offence if prosecuted in a Magistrates Court is £50,000 and/or 6 months imprisonment. In a Crown Court it is an unlimited fine and/or 5 years imprisonment.

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