

**NOTES TO ACCOMPANY APPLICATION FOR PERMIT TO
OPERATE A STANDARD PROCESS**

**Pollution Prevention Control Act 1999
Environmental Permitting (England & Wales) Regulations
2010**



1. Details should relate to the person/company operating the process, not e.g. the person/consultant writing the application on the operator's behalf.
2. The current fees applicable are:

Initial application fee - £ 1579

Annual subsistence charge – is linked to the risk assessment score of the activity; LOW, MEDIUM or HIGH. The risk assessed regime is based upon the policy of 'polluter pays' hence the operator's risk score will also be linked to the number of inspections to be made by the Regulator.

Low Risk – Scores below 40 points.

- The Council will carry out one full inspection a year.
- The charge will be **£ 739**.

Medium Risk – Scores between 40-80 points.

- The Council will carry out one full inspection a year and a check inspection.
- The charge will be **£ 1111**.

High Risk – Scores above 80 points.

- The Council will carry out two full inspections a year and a check inspection.
- The charge will be **£ 1672**.

3. Applications should be signed on behalf of the company applying for authorisation.
4. Applicants should be advised that, in reaching its decision, North Norfolk District Council will have regard to the Secretary of State's Guidance.
5. North Norfolk District Council may, by notice in writing to the applicant, require additional information to be supplied within a specified time, for the purpose of determining the application, and may refuse to proceed with the application if this information is not provided.

6. Applications may require advertisement, public comment and statutory consultation.
7. Any application which does not comply with the Statutory Requirements e.g. does not contain the information required or is not accompanied by the necessary fee, may be rejected as not having been duly made.
8. All information pertinent to the application will be included in a Public Register which North Norfolk District Council is required to keep in accordance with regulation 46 of the above Act. Regulation 48 deals with Confidentiality and regulation 53 in relation to Appeals. This will be available for public inspection at all reasonable times.
9. **It is an offence under the above Act to make a statement which is known to be false or misleading, or recklessly to make a statement which is false or misleading for the purpose of obtaining the grant of an authorisation.**
10. The completed application form, together with copies, plans, etc., should be returned together with the necessary fee to:

North Norfolk District Council
Environmental Health
Holt Road
Cromer
NR27 9EN
11. Should you require any further information or assistance please contact Environmental Health at the above address or on 01263 516085, or email ep@north-norfolk.gov.uk.