

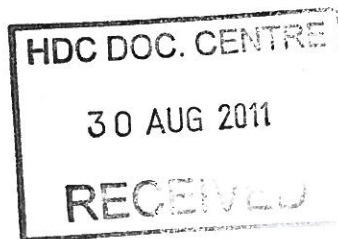


**TOTAL**

**TOTAL UK**

Huntingdonshire District Council  
Environmental Health Services Division  
Pathfinder House  
St Marys Street  
Huntingdon  
PE29 3TN

25/08/2011



Dear Sir,

**RE:- Vapour Recovery Permit Transfer**

You may be aware that Total UK Ltd has agreed to sell it's petrol filling station network to Rontec LLP. The sale is likely to be completed on 31<sup>st</sup> October 2011.

The administration of the permits will continue to be handled by this department and from the above address but the name of the owner will change from, Total UK Ltd to, Rontec Watford Ltd.

Please find attached completed transfer forms for each of the sites covered by your Authority. We have also included a single cheque, based on the fee of £75 per site, to cover the total fee required. Please advise if any adjustment is required.

We trust you will find this approach acceptable and would be grateful if you could acknowledge receipt of this letter and enclosures.

Should you prefer to communicate via e-mail our address is:-

rm.gb-mb-engineering-helpdesk@total.co.uk

Yours faithfully

**P B Treanor**  
Engineering Services Manager



INVESTOR IN PEOPLE





**VAPOUR RECOVERY PART B TRANSFER FORM**

**Huntingdonshire District Council**

For Local Authority use only		
Application Reference:	Officer Reference:	Date received:

**A1 Applicant details**

**A1.1 Name of the installation**

TCS GODMANCHESTER. Site No:-6634

**A1.2 Please give the address of the site of the installation**

CARDINAL WAY GODMANCHESTER

HUNTINGDON Cambridgeshire

Postcode PE29 2XN Telephone 01480 421340

**A1.3 Permit reference number**

P22/98

**A2.1 The Operator – please provide the full name of company or corporate body**

**Total UK Ltd**

Trading/business name (if different)

Registered Office address

☒ \* correspondence address

40 Clarendon Road

Watford

Hertfordshire

Postcode: WD17 1TQ

Principal Office address (if different)

☐ \* correspondence address

Postcode:

Company registration number

553535

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 to transfer. The person you name should have the authority to act on behalf of the operator. This can be an agent or consultant rather than the operator.

Name: **Sheila Disspain**

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Address: **40 Clarendon Road**

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**Watford**

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**Hertfordshire** Post Code: **WD17 1TQ**

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Telephone number: **01923 693698**

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Fax number: **01923 694452**

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Email address: **rm.gb-mb-engineering-helpdesk@total.co.uk**

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### A4 The proposed transferee – Please provide the full name of company or corporate Body

**RONTEC Watford Ltd**

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Trading/business name (if different)

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Registered Office address

**13/14 Esplanade**

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**St. Helier**

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**Jersey** Postcode **JE1 1BD**

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Principal Office address (if different)

**40 Clarendon Rd**

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**Watford**

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**Herts** Postcode **WD17 1TQ**

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Company registration number

**108486**

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Correspondence concerning this transfer should be sent to the 40 Clarendon Rd as above

**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 the application to transfer this permit to you. The person you name should have the authority to act on behalf of the operator. This can be an agent or consultant rather than the operator.

Name: **Sheila Disspain**

Position : **Engineering and Administration Assistant**

Address: **40 Clarendon Road, Watford, Hertfordshire**

Postcode: **WD17 1TQ**

Telephone number: **01923 693698**

Fax Number: **01923 694452**

Email address: **rm.gb-mb-engineering-helpdesk@total.co.uk**

**B1 Do you wish to transfer the permit in whole or in part?**

Transfer whole permit ☒

Partial transfer ☐

In the case of partial transfer only please fill in the table below with details of which parts of the installation are to be transferred to the proposed transferee, 'the transferred unit', and which parts of the installation will be retained by the original operator.

**In Column 1, Box A, *Activities in the stationary technical unit which are to be retained by the operator***

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to be retained by the original operator in the stationary technical unit of the installation.

**In Column 1, Box B *Directly associated activities which are to be retained by the operator***

Please identify any directly associated activities that are proposed to be retained by the original operator on the same site which:

- \* have a technical connection with the activities in the stationary technical unit
- \* could have an effect on pollution

**The transferred unit**

**In Column 1, Box A(i), *Activities in the stationary technical unit which are to, or have, ceased operation.***

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to

transfer to the proposed transferee in the stationary technical unit of the installation.  
In **Column 1, Box B(i)**, ***Directly associated activities which are to, or have, ceased operation***

Please identify any directly associated activities that are proposed to be transfer to the proposed transferee 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, both Boxes A and B**, please quote the Chapter number, Section number, A(2) or B, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations [*For example, Manufacturing glass and glass fibre, unless falling within*

*Part A(1) of that Section, where melting capacity of the plant is more than 20 tonnes per day, would be listed as Chapter 3, Section 3.3, Part A(2)(a).]*

#### B1.1 Installation table for partial transfer of permit

COLUMN 1	COLUMN 2
<b>Box A</b> Activities to remain be retained by the original operator in the Stationary Technical Unit	Schedule 1 References
None	
<b>Box B</b> Directly associated activities to be retained by the original operator in the Stationary Technical Unit	Schedule 1 References
None	
<b>Box A(i)</b> Activities proposed to be transfer to the proposed transferee	Schedule 1 References
<b>Stage I B</b>	
<b>Stage II</b> (delete if not applicable)	
<b>Box B(i)</b> Directly associated activities proposed to be transfer to the proposed transferee	Schedule 1 References

### **B.1.2 Site Maps**

You do not need to provide a site map in the case of an application to transfer the whole of your permit.

In the case of partial transfer of the permit only please provide:-

\* A suitable plan or map showing the activities on the site which are to be retained by the original operator and the activities which are proposed to transfer to the proposed transferee (the transferred unit) within the extent of the installation.

Doc Reference

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### **B2 Additional information**

**B2.1** Please supply any additional information which you would like us to take account of in considering this application for transfer.

Doc Reference

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### **C1 Fees and Charges**

The enclosed charging scheme leaflet gives details of how to calculate the fee for an application to transfer a permit. Your application cannot be processed unless the correct fee is enclosed.

**C1.1** Please state the amount enclosed as a fee for this application.

For the local authority

**£ 75:00** (cheques should be made payable to [ Council ])

For the Environment Agency

£ (cheques should be made payable to [ ])

We will confirm receipt of this fee when we write to you acknowledging your transfer application.

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

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## C2 Commercial confidentiality

**C2.1** Is there any information in this application to transfer, or partially transfer your permit, that you wish to justify being kept from the public register on the grounds of commercial confidentiality ?

No ☒

Yes ☐

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

Doc Reference

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**C2.2** Is there any information in the application to transfer, or partially transfer your permit, that you believe should be kept from the public register on the grounds of national security ?

No ☒

Yes ☐

Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the transfer application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

## C3 Data Protection

The information you give will be used by the Local Authority to determine your application to transfer, or partially 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,
- make sure you keep to the conditions of your permit and deal with any matters relating to your permit
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- offer you documents or services relating to environmental matters,
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows)
- 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 Regulation 38 of 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).

**C4 Declaration by transferees\*: previous offences** (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

OR

The following offences have been committed in the previous five years which may be relevant to my/our competence to operating this installation in accordance with the regulations:

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## C5 Declaration

### C5.1 Signature of current operator(s)\*

I / We certify that the information in this transfer application is correct. I / We apply for a transfer of an existing permit in respect of the particulars described in this transfer application (including supporting documentation) I / We have supplied.

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

For the transfer application from:

Installation name: TCS GODMANCHESTER.

Signature



Name: Patrick Treanor

Position: Engineering Services Manager - Total UK Ltd

Date: 23/08/2011

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.*

**C5.2 Signature of the proposed transferee(s)\* applying to take over responsibility for the permit or part of the permit**

I / We certify that the information in this transfer application is correct. I / We apply for a permit in respect of the particulars described in this transfer application (including supporting documentation) I / We have supplied.

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

For the transfer application to:

Installation name: TCS GODMANCHESTER.

Signature

Name David Davis

Position Head of Property – Rontec Watford Ltd

Date 23/08/2011

Signature

Name

Position

Date

*\* Where more than one person is defined as the proposed transferee, 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.*

# TOTAL UK LIMITED

40 Clarendon Road, Watford, Herts WD17 1TQ

STATEMENT ACCOMPANYING CHEQUE 031921

Supplier: 173239

DATE	INVOICE NO.	AMOUNT PAID
17.08.2011	VAPOUR RECOV FEE	225.00
Sum total		225.00

DA01 A10 N

HUNTINGDONSHIRE DISTRICT COUNCIL  
FINANCE DEPARTMENT  
HUNTINGDON  
PE29 3TN



NOTICE: THE ATTACHED CHEQUE IS TENDERED IN FULL PAYMENT OF ITEMS AS STATED ABOVE  
PLEASE DETACH THIS PORTION BEFORE PRESENTING CHEQUE FOR PAYMENT