

Annual Registration of PCB holders

'WASTE MANAGEMENT'

The Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) Regulations (Northern Ireland) 2000



Please read the Guidance notes before you start to fill in this form.

Please fill in the whole form. If you need to tell us about multiple holdings, please make copies of section 3 before you fill it in.

This form is only for registering holdings in Northern Ireland.

Holdings in England and Wales and Scotland.

PCB holdings in Scotland must be registered with the Scottish Environment Protection Agency and in England and Wales with the Environment Agency.

The substances you should register

All holders of PCBs must register any contaminated equipment or other holdings (for example, PCB stocks or PCB wastes).

There are two exceptions. You do not need to register

- any PCBs or contaminated equipment used for the purposes of (or in the course of any business, manufacturing process or trade concerned with) the decontamination or disposal of PCBs or such equipment
- any PCBs which are manufactured, supplied or used solely for the purposes of analysis or research and any equipment used as a receptacle for those PCBs (provided that any such PCBs and equipment are disposed of immediately after the PCBs are no longer required for those purposes).

The substances we need to know about

- polychlorinated biphenyls (PCB)
- polychlorinated terphenyls (PCT)
- monomethyl-dibromo-diphenyl methane
- monomethyl-dichloro-diphenyl methane
- monomethyl-tetrachlorodiphenyl methane

For Northern Ireland Environment Agency use only

Date received

Payment Received yes no

Please give the amount £

Receipt Number

Registration Number

Why you need to apply for registration

The European Union is committed to the eventual destruction of all PCBs. This means that anyone who holds

- PCBs contaminated equipment containing more than 5dm³ (5 litres.)
- any other PCBs with concentrations of greater than 0.005%

must register them. We need to know the location, quantity and disposal/decontamination method for the equipment or stocks you hold.

A registration charge is payable when you send in the form.

Please refer to the Charging Scheme Explanatory Notes.

1. Authorised Contact

1.1 Please give us details of the person we can phone or write to with questions about this registration.

Full name

Position

Business address

Postcode

Phone

Fax

Email

2. The applicant

2.1 Is the applicant an individual, a group of individuals (or partnership) or a company/corporate body?

Please discuss this with us if you are not sure.

- Individual (sole trader) - go to question 2.2
- Partnership - go to question 2.3
- Company or corporate body - go to question 2.5

Individuals / Sole Traders

2.2 Please give us the following details.

Full name
Home address
Postcode
Date of Birth / /
Trading or business name (if there is one)
Business address (if different from home address)
Postcode
Phone
Fax
Email

Now go to **3** 'About the equipment and substance stocks'

Groups of individuals or partnerships

2.3 Who is registering as the holder?

We can only issue registration to named individuals. We need details of each person applying to be a registered holder.

Continue on separate sheets if you need to.

Individual or partner

Full name
Home address
Postcode
Date of Birth / /
Signature

Individual or partner

Full name
Home address
Postcode
Date of Birth / /
Signature

Individual or partner

Full name
Home address
Postcode
Date of Birth / /
Signature

2.4 Please give us details about the group of individuals or partnership.

For applications from partnerships please provide written evidence, such as a deed of partnership.

Trading or business name (if there is one)
Business address (if different from home address)
Postcode
Phone
Fax
Email
Registration no. (if applicable)

Now go to **3** 'About the equipment and substance stocks'

2. The applicant (continued)

Companies or other corporate applicants

2.5 Please give us the following details

For applications from companies please provide written evidence of registration.

Registered company

Other - please give details

Full name of company or corporate body

Trading or business name (if different)

Registered office address

Postcode

Main office address (if different)

Postcode

Contact name (optional)

Phone

Fax

Email

Company registration no.

We need details of each Director and Company Secretary (continue on separate sheet if you need to).

Full name

Home address

Postcode

Date of Birth / /

Signature

Full name

Home address

Postcode

Date of Birth / /

Signature

Full name

Home address

Postcode

Date of Birth / /

Signature

Full name

Home address

Postcode

Date of Birth / /

Signature

Full name

Home address

Postcode

Date of Birth / /

Signature

Full name

Home address

Postcode

Date of Birth / /

Signature

Please copy and complete the separate sheet labelled "3 About the equipment and substance stocks".

Use this page to record the details of a single piece of equipment or stock. If you have several pieces of equipment to register, please make the corresponding number of copies of this page before you start to fill it in.

3. About the equipment and substance stocks

3.1 What equipment or substance stocks do you hold?

Please tick one box only. If you need to tell us about more than one item please use another copy of this page.

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> transformer | <input type="checkbox"/> resistor |
| <input type="checkbox"/> power factor capacitor | <input type="checkbox"/> stock PCBs |
| <input type="checkbox"/> heat transfer equipment | <input type="checkbox"/> vacuum pump |
| <input type="checkbox"/> process heating equipment | |
| <input type="checkbox"/> hydraulic equipment | |
| <input type="checkbox"/> pole-mounted transformer | |
| <input type="checkbox"/> other - please give details | |

3.2 Is the equipment or substance stock sited at a postal address?

If you need to tell us about more than one location please use another copy of this page.

- No - go to question 3.3
- Yes - please give details

Address
Postcode

- actual location intended location

3.3 Please give an Irish national grid reference for the site.

You can find this on an Ordnance Survey map. Irish grid reference for example, ST 1234 5678

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3.4 What is the exact location of the equipment or substances within the site?

Description of location for example 'Building A' or 'plant reference number'.

Sheet
no. of

3.5 Does your equipment contain substances with a percentage concentration between 0.05% to 0.005% by weight (500 to 50 milligrammes per kilogramme)?

- No - go to question 3.6
- Yes - go to 4 'Data Protection'

3.6 Substances - chemical compound. Please tick

- polychlorinated biphenyls (PCB)
- polychlorinated terphenyls (PCT)
- monomethyl-dibromo-diphenyl methane
- monomethyl-dichloro-diphenyl methane
- monomethyl-tetrachlorodiphenyl
- unknown PCB

3.7 Quantities of the substances you hold.

If you cannot identify the 'actual' volume and quantity without excessive cost please give an 'estimated' volume and quantity. There is more information about this in the Guidance notes.

Actual total volume of liquid

	litres	or
--	--------	-----------

Estimated total volume of liquid

	litres
--	--------

Actual total quantity of PCBs

	kilogrammes	or
--	-------------	-----------

Estimated total quantity of PCBs

	kilogrammes
--	-------------

3.8 How do you plan to deal with the equipment or substance stock? Please tick one box only.

- disposal - go to question 3.9
- decontamination (transformers) - go to question 3.9
- other - please specify

3.9 Which method(s) of disposal or decontamination is planned? Your contractor may be able to give you more information about these methods.

- | | |
|--|--|
| <input type="checkbox"/> biological treatment | <input type="checkbox"/> physio-chemical |
| <input type="checkbox"/> incineration | <input type="checkbox"/> permanent storage |
| <input type="checkbox"/> temporary storage (while awaiting one of the above methods) | |

3.10 Do you know when you intend to carry out the disposal or decontamination plan?

- No - go to question 3.11
- Yes - actual date of implementation

start	/	/	finish	/	/
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Now got to 4 'Data Protection'

3.11 Please give an estimated starting date for your disposal or decontamination plan?

Estimated date of implementation

start / / finish / /

Now got to 4 'Data Protection'

4. Data protection

The information you give will be used by the Northern Ireland Environment Agency to deal with your application and may be disclosed to third parties in connection with our statutory functions. We need the information from sections 1 and 3 to process your application, and it will be placed on the relevant public register. It will be used to monitor compliance with registration requirements, or to process renewals.

The other information we ask for will help us to provide an efficient service. It will not be placed on the public register.

We may also use and/or disclose any of the information you give us in order to

- offer/provide you with our literature/services relating to environmental matters
- carry out statistical analysis, research and development on environmental issues
- provide public register information to enquirers.
- Investigate possible breaches of environmental law and taking any resulting action
- prevent breaches of environmental law
- assess customer service satisfaction and improve our service

Individuals have a right to see the information we hold about them. We will correct it if it is inaccurate.

Individuals, groups of individuals or partnerships

I have read the data protection information and understand the implications within the Data Protection Act.

All individuals detailed on this form need to sign below, please use a separate sheet if you need to.

Individual's or partner's signature

Name

Date / /

Individual's or partner's signature

Name

Date / /

Individual's or partner's signature

Name

Date / /

5. Disclosure

If you wish to withhold any details of your registration from the public, please use a separate sheet to say

- which information you want to withhold
- why you want to withhold it.

5.1 Is there any information in the registration which you believe should be restricted on the grounds of national security?

No

Yes - please enclose a request for a Direction

6. Checklist

Please read through this list and tick the items you are sending with this form.

Cheque for the relevant fee made payable to 'Department of the Environment' (Cheques should be crossed 'A/C payee')

Continuation sheets marked with the question they apply to and the number of sheet

7. Declaration and signature

If you fail to supply and information requested or deliberately make a statement which is false or misleading you are

- committing an offence under Regulation 12 of the Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) Regulations (Northern Ireland) 2000
- liable to a fine or imprisonment (or both).

All applicants have to sign below.

For registrations from a company or other corporate body – an authorised person should sign and give their position.

Please make the cheque payable to 'Department of the Environment'

I declare that the information on this form is correct and that I have enclosed a cheque for the relevant fee.

There are additional pages attached to this form.

Applicant's signature

Name

Date / /

Position

8. What happens next

Please check that you have filled in all relevant parts of the form and signed it.

If we need any more information about your registration, we will get in touch by phone, letter or email.

We will let you know in writing whether your registration has been accepted or refused.

You can appeal to the Planning Appeals Commission if we refuse your application.

We may contact you at any time to establish the current status of your holdings.

You can phone us on (028) 9056 9710
or fax on (028) 9056 9310

Now please send this form back to:

**PCB Registration Unit
Northern Ireland Environment Agency
Land and Resource Management
Klondyke Building
Cromac Avenue
Gasworks Business Park
Belfast BT7 2JA**

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Northern Ireland Environment Agency
Klondyke Building
Cromac Avenue
Gasworks Business Park
Belfast BT7 2JA
T. 0845 302 0008

www.ni-environment.gov.uk

Our aim is to protect, conserve and promote the natural environment and built heritage for the benefit of present and future generations.



An Agency within the Department of the
Environment
www.doeni.gov.uk



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