



**Lockett & Co**  
Retail, Licensing & Training Consultants

July 2012

**FOR THE ATTENTION OF THE LICENSING  
OFFICER**

Dear Sir/Madam

**Re Application to transfer Vapour Recovery Permit  
Woodsetton Service Station  
Permit # PET/PB/28  
Date Transfer Required: 20<sup>th</sup> August 2012.**

We enclose our client's application to transfer the Vapour Recovery Permit for your department's attention and trust that you will find that everything is in order. The site was recently involved in a transfer from Total Oil to Rontec Watford Limited. The site has now been purchased by Shell UK Oil Products Limited. We have outlined above the required transfer date.

We request that the permit be returned to us at Lockett & Co in order that we may forward it to our client.

Should you have any queries with regard to this matter would you please contact us in the first instance rather than reject or return the application.

It may be that we can speedily resolve any query for you by this method.

Thanking you in anticipation

Yours faithfully

*Lockett & Co*

Enclosures:  
Application to transfer vapour recovery permit  
Fee

Lockett House  
13 Church Street  
Kidderminster  
Worcestershire  
DY10 2AH

Local Rate 0845 2305625  
Telephone 01562 864488  
Facsimile 01562 863539  
E-mail [info@lockett.uk.com](mailto:info@lockett.uk.com)  
Web site [www.lockett.uk.com](http://www.lockett.uk.com)



To Whom it May Concern,

18<sup>th</sup> January 2012

Re:- Transfer of Licences and Consents

As you may be aware, at the time that Total UK sold its Retail network to Rontec, it simultaneously sold 251 sites to Shell UK Ltd. Since the sale, Rontec have operated these sites under a Management Services Agreement. Transfer of the operations to Shell will start to occur shortly and will continue throughout 2012.

Shell, have appointed, Lockett & Co. to handle the administration of the transfers of Petroleum Licences and other Consents. Please accept this letter as, Rontec's approval for Lockett & Co. to make enquiries and request transfer applications in this regard.

Should you have any questions please do not hesitate to contact the undersigned.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P B Treanor', written over a horizontal line.

P B Treanor

Engineering Services Manager



**A1 Applicant details**

**A1.1 Name of the installation**

WOOD SETTON SERVICE STATION

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

SEDLEY ROAD, ROSEVILLE, DUDLEY

Postcode DY1 4LQ Telephone

**A1.3 Permit reference number**

PET/PB/28

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

RONTEC WATFORD LIMITED

Trading/business name (if different)

Registered Office address

13 – 14 ESPLANADE, ST. HELIER, JERSEY

Postcode: JE1 1BD

Principal Office address (if different)

40 CLARENDON ROAD, WATFORD, HERTFORDSHIRE

Postcode: WD17 1TQ

Please indicate which address correspondence concerning this transfer should be sent to.  
**LOCKETT HOUSE, 13 CHURCH STREET, KIDDERMINSTER, DY10 2AH.**

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

*It will help 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 can be an agent or consultant*

Name LOCKETT & CO (MELISSA ZAFFINO)

Position DULY AUTHORISED AGENTS

Address LOCKETT HOUSE, 13 CHURCH STREET, KIDDERMINSTER,

WORCESTERSHIRE

Postcode DY10 2AH

Telephone number 01562 864488

Fax number 01562 863539

email address melissa@lockett.uk.com

**A4 The proposed transferee – Please provide the full name of company or corporate body**

SHELL UK OIL PRODUCTS LIMITED

Trading/business name (if different)  
\_\_\_\_\_

Registered Office address  
SHELL CENTRE, LONDON

Postcode SE1 7NA

Principal Office address (if different)  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Company registration number  
3625633

Please indicate which address correspondence concerning this transfer should be sent to.  
**LOCKETT HOUSE, 13 CHURCH STREET, KIDDERMINSTER, DY10 2AH.**

**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 LOCKETT & CO (MELISSA ZAFFINO)

Position DULY AUTHORISED AGENTS

Address LOCKETT HOUSE, 13 CHURCH STREET KIDDERMINSTER,

WORCESTERSHIRE

Postcode DY10 2AH

Telephone number 01562 864488

Fax number 01562 863539

email address melissa@lockett.uk.com

**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 where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b)].

**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	Section in Schedule 1 of the EP Regulations
<b>Box B</b> Directly associated activities to be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box A(i)</b> Activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations
<b>Box B(i)</b> Directly associated activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations

### 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           N/A          

### B2 Additional information

B 2.1 Please supply any additional information which you would like us to take account of in considering this application for transfer.

Doc Reference Letters of Authority from Rontec Watford Ltd & Shell UK Oil Products Ltd, Covering Letter from Lockett & Co.

### 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.

£ 75.00                      (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.

          N/A          

### C3 Commercial confidentiality

C3.1 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           N/A

C3.2 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.

#### C4 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).

#### C5 Declaration by transferees\*: previous offences (delete whichever is inapplicable)

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:

\_\_\_\_\_

**C6 Declaration**

**C6.1 Signature of current operator(s)\***

We certify that the information in this transfer application is correct. We apply for a transfer of an existing permit in respect of the particulars described in this transfer application (including supporting documentation) 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: WOOD-SETTON SERVICE STATION

Signature  \_\_\_\_\_

Name LEE YOUNG

Position CORPORATE AFFAIRS DIRECTOR

Date 23.07.12

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.*

**C6.2 Signature of the proposed transferee(s)\* applying to take over responsibility for the permit or part of the permit**

We certify that the information in this transfer application is correct. We apply for a permit in respect of the particulars described in this transfer application (including supporting documentation) 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: SHELL SEDLEY ROAD

Signature 

Name MICHAEL HOMINICK

Position RETAIL IMPLEMENTATION LEAD

Date 23.07.12

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.*