

Making an application and Charging Scheme - Explanatory Notes

To make it as easy as possible to register, you should

- read through the whole form and the notes before you start filling it in
- make sure that you answer all the questions so that we can process your application quickly
- label all the documents you send us
- enclose the correct payment for the registration charge.

It is also possible to make your application in an electronic form and if you would like further information about this please contact the PCB Registration Unit.

Sending in your application

Please send the form back within 28 days of receipt to

PCB Registration Unit
Environment & Heritage Service
Commonwealth House
35, Castle Street, Belfast BT1 1GU

If you send in an application with information missing or incomplete, your application may be delayed.

Which parts of the form to fill in

You have to fill in the whole form, to give us details about the sort of PCBs that you hold, or any equipment that is contaminated or contains PCB waste.

The form is in 8 sections

- 1 Authorised contact
- 2 The applicant
- 3 About the equipment and substances stocks
- 4 Data protection
- 5 Disclosure
- 6 Checklist
- 7 Declaration and signature
- 8 What happens next

You will need extra copies of section 3 of the form if you

- have several pieces of equipment to register, or
- hold stocks of material on more than one site.

Please make photocopies of section 3 before you start to fill it in.

Continuation sheets

If you need more space for any of your answers, please use a continuation sheet. But make sure that you label each sheet clearly with

- the number of the question it applies to
- the number of the sheet, for example 3 of 5.

You should also tell us how many continuation sheets

you are using when you fill in the Checklist in section 6 of the form.

When we get your application

When we get your application, we will

- send a letter of acknowledgement to the person named as the contact for the organisation
- pass your application to one of our PCB team who will assess your information for inclusion on the register.

How long it takes to process your application

We are allowed 56 days to process your application. We aim, however, to process them within this time scale

We can only do this if

- the form is properly completed
- you give us all the information we need
- you enclose the correct registration fee.

If we cannot process your application within this timescale, we will usually

- be able to tell you why
- contact you to agree to extend the timescale.

If you are not happy to extend the timescale you can appeal to the Planning Appeals Commission.

If we need more information

We may need to ask you for more information (for example to clarify your plans for disposal or decontamination).

If we do this by phone, we may also ask you to put the information in writing.

Confirming your registration

Once we are happy with your application, we will send you a confirmation of your registration.

If we refuse your application

We may refuse to register you if you do not give us all the information we need. If we cannot register you we will write and tell you why.

Appeals

You can appeal to the Planning Appeals Commission if

- you are not happy with our decision on confidentiality
- we refuse your application for registration
- we do not process your application on time (a 'deemed refusal')

If we refuse to register you, we will automatically let you know how to appeal. You usually have to appeal within 28 days of the date we made the decision.

How to fill in the form

Please read through the whole form and these notes before you start to fill in the application.

1 Authorised contact

Please give us the name and address of someone who

- we can contact directly with any questions or for more information about this application
- has the authority to act on behalf of the applicant/company.

2 The applicant

We will issue the registration in the name of

- an individual or
- the people named on the form, if the application is for a company or partnership.

You must tell us if any of the people named leave the company or partnership.

If the applicant is

- an individual, give their forenames and surnames in full
- a company, give the address of the registered office
- a firm or partnership give
 - full names and addresses of all partners
 - the name the firm trades under
 - its main address.

3 About the equipment and substance stocks

We need to know if you hold

- stocks of any PCBs listed in the *Guidance notes* that came with this pack
- any equipment which is contaminated by those materials.

When you will need several copies of section 3

You may need to fill in several copies of section 3 if you

- have several substances or pieces of equipment to register, (question 3. 1) or
- hold stocks of material on more than one site (question 3.2-3.4).

Please read through section 3 before you start to fill it in. If you need extra copies, please take photocopies of the whole page before you start to write on it.

What equipment or substance stocks do you hold

You should only tick one box. If you hold more than one substance or piece of equipment, you must fill in a separate copy of section 3 for each item.

Location of the substance or equipment (Q 3.2, 3.3, 3.4)

You should only give the location of a single item or substance in answer to these questions.

If you hold equipment or stocks of material on more than one site, you must fill in a separate copy of section 3 for each site.

Percentage concentration of PCBs (Q3.5)

You do not have to give us information about equipment where the fluid content of PCBs is less than 500 parts per million, ie. less than 0.05% by weight.

Volume of liquid in contaminated equipment (Q3.7)

Please give the total volume of liquid contained within the item of contaminated equipment. You can give us an estimate if

- you do not know exactly how many litres are contained in total, and
- it would be excessively expensive to calculate the exact holdings.

Quantities of the substances you hold (Q3.7)

Please give the total amounts you hold (in kilogrammes). You can give us an estimate if

- you do not know exactly how many kilogrammes you hold in total, and
- it would be excessively expensive to calculate the exact holdings.

You should give us actual numbers. We cannot accept entries such as 'about' or 'more than'.

Dealing with the equipment or substance stock (Q3.8, 3.9)

The aim of decontamination should be to reduce the level of the fluid content of PCBs to less than 50 parts per million (less than 0.005% by weight) although it is acceptable to achieve a concentration between 50 and 500 parts per million.

When you intend to carry out the disposal or decontamination plan (Q3.10, 3.11)

Please give actual dates. We cannot accept entries such as 'next year' or 'in six months'.

4 Data protection

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

Anyone who is named on this form (as an applicant, partner or contact) must sign section 4 of the form to show that they

- have seen the form
- agree that the information about them can be placed on the public register.

5 Disclosure

The information you give in the form will be used to

- monitor the substances and equipment you register (we usually do this by making site visits)
- compile the Agency's list of inventories of PCBs every year.

The information will be made available to the public

- in the Agency's list of inventories of PCBs.

If you wish to withhold any details of your registration from the public, we need to know

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

If we decide that the information is not confidential

- we will write to you to let you know within 21 days
- you have a period of 21 days to appeal before we enter the information onto the public register.

Information restricted on grounds of national security

If you feel that any (or all) of the information you give on the form should be restricted on the grounds of national security you should

- say so in question 5.1
- enclose a request for a Direction.

7 Declaration and signature

The person who signs the declaration at the end of the form should have the authority to sign the application on behalf of the organisation applying for registration. They might be the company director, a company secretary, and so on.

The person who fills in the form should be the one who signs it.

We may prosecute anyone who gives information in their application form which is

- incorrect or incomplete
- false or misleading.

If we prosecute you successfully, you could be fined or sent to prison (or both).

8 What happens next

Once you have filled in the form, please send it back to us

- enclosing the form, any continuation sheets and any other documents.

9. Contact Address

PCB Registration Unit
Environment & Heritage Service
Commonwealth House
35, Castle Street
Belfast BT1 1Gu

Tel: 028 9054 6462
Fax: 028 9054 6404

If you have any difficulty in completing the application form, please seek advice using the telephone or fax number as above.

Polychlorinated Biphenyls (PCBs) Regulations

Charging Scheme - Explanatory Notes

Introduction

The PCB Regulations came into force on 7th August 2000. The Regulations allow the Environment and Heritage Service (EHS) to fix a charge for a service or facility provided in the course of carrying out functions in connection with these regulations. This note explains the charges that EHS has fixed.

Background

The Regulations require holders of PCB contaminated equipment to register the equipment with EHS by 31st October 2000, label their holdings and dispose of significant PCB holdings by 31st March 2001.

Charges

In order to recover the costs incurred in determining application for Registration EHS has fixed the charges for an **Application to Register** set out below. The Charge is based on EHS's estimate of the time taken to check and process the application form and also to check and process the data form which has to be submitted for each item of equipment. A banded charge has been adopted to reflect the additional costs of applications which contain more than 20 items of equipment. The charges for electronic submission of data for multiple items of equipment reflect the reduced processing time needed.

In certain circumstances the Regulations allow holders to hold PCB contaminated equipment after March 2001. In some cases an application has to be made to EHS for a direction relating to holding specified equipment in accordance with Regulation 4(5), 4(6) and 4(7). A fee (the **Application for Derogation**) will be charged for this in addition to the registration fee to cover the costs of processing the application.

When the Registration process has been completed EHS will review the costs it has incurred to establish whether full cost recovery has been achieved.

A registered holder who intends to continue to hold PCB contaminated equipment on or after 31 October in the year 2001 or in any subsequent year shall apply to EHS before 31 October of the relevant year for the registration to continue. A re-registration charge will be fixed for this.

In accordance with Regulation 4(5), 6, 10(1) and Schedule 3 of the Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) Regulations (Northern Ireland) 2000 the Environment and Heritage Service hereby fixes the following charges for applications to register holdings of PCBs and for applications for derogation.

Application for registration

For Paper Submission

Number of pieces of Equipment	Fees
≤ 20	£155
21-50	£250
51-100	£475
>100	£475 + £50 per 50 above 100

For Electronic Submission

Number of pieces of Equipment	Fees
≤ 20	£155
>20	£250

Application for Derogation (Regulation 4(5))

An application for derogation shall be accompanied by the following charge: **£1050** per application.

Payments should be made by cheque, made payable to "Department of the Environment" and endorsed "A/C Payee only". For address see *Making an application*.