



Part B Variation Form

Application for the Variation of a Part B Permit

Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2016

Introduction

When to use this form

Use this form if you already have a permit and wish to vary the permit conditions or wish to make a change to your installation.

Before you start to fill in this form

Which parts of the form to fill in

Please fill in as much of it as possible and enclose the appropriate fee. Then send it to:

When complete email submissions are preferred:

environment@westsuffolk.gov.uk

Postal applications can be made to:

Environment Team
West Suffolk Council
West Suffolk House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU

Other documents you may need to submit

There are number of other documents you may need to send us with your application. Each time a request for a document is made in the application form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number and the application reference number, if you have been given one, which will be at the top of the form overleaf. If you do not have either of these, please use the name of the installation.

In the case of the questions on the application form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

Copies

Paper: Please send the original and a copy

Digital: Send one digital application and one paper copy.

LAPPC Variation Application Form		
For Local Authority use only:		
Application Reference:	Officer Reference:	Date received:

A1.2 Name of the installation

West Suffolk Crematorium

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

Risby, Bury St Edmund's

Suffolk

Postcode: IP28 6RR

Telephone: 01284 755118

A1.3 Permit reference number

EP/B/015

A2.1 The Operator

Please provide the full name of company or corporate body:

Crematoria Management Ltd

Trading/business name (if different):

Westerleigh Group

Registered Office address:

Westerleigh Road, Westerleigh, Bristol

Postcode: BS37 8QP

Telephone: 0117 9372493

Principal Office address (if different):

As above

Postcode:

Telephone:

Company registration number: 02404901

A3.1 Who can we contact about your application?

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 could be an agent or consultant rather than the operator.

Name: [REDACTED]

Position: Head of facilities

Address: Chapel View, Westerleigh Road, Westerleigh, Bristol

Postcode: BS37 8QP Telephone: [REDACTED]

Facsimile: _____

Email: [REDACTED]

B1 About the installation

Please fill in the table below with details of all the current activities and proposed activities at the whole installation.

In Column 1, Box A, *Activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the EP Regulations that are carried out in the stationary technical unit of the installation.

In Column 1, Box A(i), *Proposed new activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to be carried out in the stationary technical unit of the installation.

In Column 1, Box B, *Directly associated activities*

Please identify any directly associated activities that are carried out 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 1, Box B(i), *Directly associated activities*

Please identify any directly associated activities that are proposed, to be carried out 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, 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)]. In the case of mobile plant please list any serial number which apply to plant or equipment.

B1.1 Installation table for variation of permit conditions

COLUMN 1	COLUMN 2
Box A Activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Cremation of Human remains	Section 5.1, part b
Box B Directly associated activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Cremation of Human Remains	Section 5.1 part b
Box A(i) New activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
None	
Box B(i) New directly associated activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
None	

B1.2 Why is the variation application being made?

- ☒ the application may amount to a substantial variation.
- ☐ specific permit conditions will require amending.
- ☐ we are unsure whether the proposed changes will require a variation and wish the local authority to advise on this.

B.1.3 Site Maps

Please provide:-

* A suitable map showing the location of the installation clearly defining extent of the installations in red and indicating the extent of the installation affected by the proposed change

Document ref: B1 site plan

Document ref: _____

* A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere, indicating which activities will be affected by the proposed change

Document ref: B1 site Plan

Document ref: _____

Document ref: _____

* A suitable plan showing the site drainage system and all discharge points to drainage or water courses indicating which will be affected by the proposed change

Document ref: N/A

B2 The Installation

Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the EP Regulations are met.

- B2.1** Describe the proposed change to the installation and activities and identify the foreseeable emissions to air from effecting this change (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation)

The use of process flow diagrams may aid to simplify the operations

Document ref: B2.1 Process description, Plus B2.1B Installation Programme showing date works will be completed.

- B2.2** Once all foreseeable changes in emissions as a result of the proposed change have been identified each emission should be characterised (including odour) and quantified.

Atmospheric emissions should be categorised under the following

- i. point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- ii. fugitive source (e.g. from stockpiles / storage areas).

Document ref: B1 Site Plan - Emission Point, B2.2 Emissions Inventory, B2.2c Type

- B2.3** For each emission which will be affected by the proposed change describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions.

Document ref: B2.2c plus B2.1, B2.1b, B2.1c, B2.1f, B2.1g

- B2.4** Describe the proposed measures for additional monitoring of all identified emissions as a result of the proposed change.

Document ref: 2.4a, 2.4b plus B2.1, B2.1b, B2.1c, B2.1f, B2.1G

- B2.5** Describe the effect the proposed change will have on your environmental management techniques, in relation to the installation activities described.

Document ref: Reduction in overall emissions and improving monitoring

- B2.6** Detail in the table provided below, or on an additional sheet if preferred, the exact conditions you wish to change in your current permit.

Permit condition reference	Proposed new wording of condition
	Given the existing Permit (see attached) is nearly 12 years old a full review should be undertaken to bring in line with current guidelines and equipment installed.

B2.7 Additional information

Please supply any additional information which you would like us to take account of in considering this variation application.

Document ref: E Permit signing authority

Document ref: _____

Document ref: _____

Document ref: _____

C1 Fees and Charges

C1.1 Application fee.

Please email environment@westsuffolk.gov.uk for current information on how to pay this fee (zero rated for VAT).

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

Ref : LO WS 2025

C2 Annual charges

If we grant you a permit, you will be required to pay an annual subsistence charge, failure to do so will result in revocation of your permit and you will not be able to operate your installation.

C2.1 Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

[Westerleigh , Chapel view, Westerleigh road, Westerleigh, Bristol,](#)

Email: pl@westerleighgroup.co.uk

Postcode: [BS37 8QP](#)

Telephone: [0117 9372493](#)

C3 Commercial confidentiality

C3.1 Is there any information in this application to surrender, or partially surrender 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 PPC Regulations.

Document ref: _____

C3.2 Is there any information in the application to surrender, or partially surrender 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.

C4 Data Protection

The information you give will be used by the Local Authority to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. 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 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

C4.1. Signature of Operator(s)*

I / We certify that the information in this application is correct. I / We apply for a permit in respect of the particulars described in this application (including supporting documentation) I / We have supplied. Please note that each individual applicant must sign the declaration themselves, even if an agent is acting on their behalf.

Premises name: West Suffolk Crematorium

Signature: 

Name: 

Position: Head Of Facilities and Estates

Date: 13/05/25 8/7/25

Signature: _____

Name: _____

Position: _____

Date: _____

** Where more than one person is defined as the applicant, 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.*