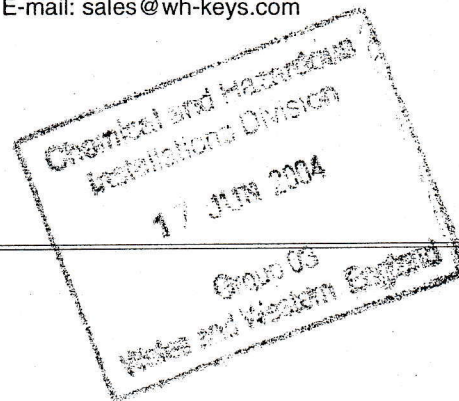




W. H. KEYS LIMITED

Hall End Works, Church Lane, West Bromwich, West Midlands B71 1BN. Tel: 0121-553 0206. Sales: 0121-553 2083. Fax: 0121-500 5820
Website: www.wh-keys.com E-mail: sales@wh-keys.com

Health & Safety Executive
1 Hagley Road
Birmingham
B16 8HS



15th June 2004

For the attention of [REDACTED]

Dear Mr Eaton,

COMAH

Further to our telephone conversation on the 8th June, we are now able to enclose the Notification (Regulation 6) Form, having been completed and signed.

Thank you for your assistance in this matter.

Yours sincerely,

[REDACTED SIGNATURE]

Managing Director

COMAH REGULATIONS 1999: NOTIFICATION (REGULATION 6)

Part A: Statutory Information required by the Competent Authority

Notes

- 1 Although there is no prescribed form for notifying the Competent Authority under regulation 6 of the COMAH Regulations, operators are encouraged to use this form. It will help them to provide the relevant information and it will assist the Competent Authority to record and assess the information provided.

- 2 Detailed guidance on COMAH is contained in the publication 'A Guide to the Control of Major Accident Hazards Regulations 1999'. This is available from good booksellers and HSE Books (Telephone 01787 881 165 or via Internet). Operators are strongly advised to obtain and refer to this guidance.

- 3 The information supplied in this notification will form part of a public register. If you believe that any of the information should be excluded from the register because it could be contrary to the interests of national security, or is personally or commercially confidential, please indicate those parts by enclosing them in square brackets. Please do not use square brackets for any other purpose in the notification. See Schedule 8 of COMAH for details of what may be excluded.

For confidentiality issues, application should be made to the Competent Authority via your local HSE office. You will need to justify why such an exclusion should be granted; see paragraph 18 of schedule 8 COMAH.

On security issues operators should contact the Secretary of State to request that information contrary to the interests of national security be excluded from the COMAH Public Register.

For sites in England and Wales, operators should forward a copy of parts A and B, with any written explanation you can provide to HSE SPD E4, on behalf of the Secretary of State - the contact in SPD E4 is:

[REDACTED]
Room 110, Daniel House,
Trinity Road,
Bootle, Merseyside,
L20 7HE.
Tel: 0151 951 3284.

For sites in Scotland, operators should contact the secretary of State via:

[REDACTED]
Scottish Executive,
Environment Protection Unit,
Victoria Quay, Edinburgh,
EH6 6QQ.

You must also notify the Competent Authority that an application to the Secretary of State has been made.

- 4 You may send the notification by post or electronically. As electronic communication cannot be guaranteed to be secure, you may decide not to use this means if you regard any of the information as confidential. ☐

COMAH REGULATIONS 1999: NOTIFICATION (REGULATION 6)

Part A: Statutory Information required by the Competent Authority ☐

Summarised Notes

Information to be provided in the notification

Registered office address ☐ Name and Address of Operator

W. H. KEYS LTD

If different from above Address of Establishment concerned

CHURCH LANE WEST BROMWICH W. MID'S B71

Name and position of the person in charge of the establishment

either is required but including both would helpful

[REDACTED] MAN'G DIRECTOR

Information sufficient to identify the dangerous substance or the categories of the dangerous substance present

Quantity and physical form of the dangerous substance present

(These 2 notification requirements have been combined in order to avoid duplication of recording)

Information is required for both single substances and preparations.

Provide information to identify the named and categories of dangerous substances (see schedule 1 part 3 of the COMAH regs).

Make clear which categories named substances come under if aggregated (see note 4 schedule 1 part 3 of the COMAH regs).

Warehouses with frequent inventory fluctuations. e.g toll manufacturers may notify ceiling limits of generic categories.

Physical form includes gas, liquid, powder and solids.

Quantity is the maximum which you can anticipate will be present.

Toxic Liquid - (50 - 200 TONNES)
 REF SCHEDULE 1 PART 3 OF THE
 (COMAH REGS)

Description of the activity or proposed activity concerned

Brief description, e.g. manufacture of ammonium nitrate fertilisers

MANFRE OF DISINFECTANT FLUIDS

Details of the elements of the immediate environment liable to cause a major accident or the aggravate the consequences thereof

Describe other establishments or features of environment which could lead to a major accident on your site. Describe elements of surrounding environment which could make the consequences of a major accident worse (e.g. nearby housing; other occupied buildings; SSSIs; agriculture or food production, receiving sewage works, water courses used to produce drinking water.

NEARBY HOUSING. FACTORY UNIT
 NO WATER COURSES

COMAH REGULATIONS 1999: NOTIFICATION (REGULATION 6)

Summarised Notes

If you do wish to submit a request for commercial or personal confidentiality then you are advised to contact the Competent Authority for advice, in advance of submitting these forms

If you do wish to submit a request for commercial or personal confidentiality then you are advised to contact the Competent Authority for advice, in advance of submitting these forms

If the Competent Authority rejects your request then you will have the opportunity to appeal to the Secretary of State and no information will be placed onto the Public Registers until such an appeal is heard.

I certify that the information in this Notification form Part B is correct

Part A: Statutory Information required by the Competent Authority Information to be provided in the notification

Do you wish any information to be excluded from the Public Registers on the grounds that it is commercially or personally confidential ?

No ☒ (mark with an 'X')

If No, complete this Part A form and Provide additional Information in Part B

Yes ☐

If YES then you should:

Complete this Part A form excluding the commercially or personally confidential information, then;

Complete the Part B form including the commercially or personally confidential information and providing a justification for its exclusion from the public register.

W.H. KEYS LIMITED

Declaration ☐

Signature

Name

Date

MANAGING DIRECTOR

Please sent the completed notification by post to:

Health and Safety Executive, Hazardous Installations Directorate, 1 Hagley Road, Birmingham, B16 8HS

Or

Email to: [REDACTED]

COMAH REGULATIONS 1999: NOTIFICATION (REGULATION 6)

Part B: Non-Statutory Information required by the Competent Authority and Statutory Information not to be disclosed on the Public Register

Notes

- 1 There is no statutory requirement for Operators of COMAH establishments to use these forms when submitting Notifications to the Competent Authority. However Operators are encouraged to use this format, as it will help them to provide the relevant information and will assist the Competent Authority to work in an efficient and effective manner. If Operators complete all the relevant sections of both Part A and Part B then no covering letter or further information should be required.
- 2 The Part A form covers statutory information which, must be provided and which will be normally be placed on public registers located at offices of the Environment Agency and SEPA.
- 3 The Part B form covers additional administrative information for internal use by the Competent Authority and hence the Part B form will not be placed on the public register. Certain information may be excluded from the registers if it is commercially or personally confidential or if its inclusion would be contrary to the interests of national security. This information can be supplied on the Part B form, which, once accepted will not placed on the public register.
- 4 Notifications, must be submitted by Lower Tier establishments and Top Tier establishments which have not previously submitted a safety report under the earlier CIMA see Regulation 6 for details. Notifications are typically required:
 - Prior to the start of construction of a new establishment
 - Prior to the start of operation of an establishment
 - By 3 February 2000 in the case of existing establishments
 - Whenever there is a significant change to the details provided in an earlier Notification (These might include changes in the quantity or properties of the dangerous substances, the operation of the processes using them or the organisation and ownership of the establishment)
 - When the COMAH establishment is permanently closed

In addition to this form you should also have:

The COMAH regulations and other relevant legislation

The relevant COMAH technical guidance documents produced by the Competent Authority

Details of the COMAH charging scheme

Before completing this form you are advised to contact either your local HSE or Environment Agency/SEPA office to discuss the information required.

COMAH REGULATIONS 1999: NOTIFICATION (REGULATION 6)

Part B: Non-Statutory Information required by the Competent Authority and Statutory Information not to be disclosed on the Public Register

Summarised Notes

Information to be provided in the notification

Include registered office address

Name and Address of Operator

If Different from above

Address of Establishment concerned

Operators of COMAH establishments will be charged for work carried out by the competent Authority in implementing the regulations. For details of the charging see Charging for COMAH Activities - A Guide

Details for Invoicing (contact name and position)

Invoicing company name and address

Reason for Notification ☐

Have you previously submitted a notification for this establishment ☐

Yes ☐

NO ☐

If YES give date submitted, HSE Ref. No.

Why are you submitting this notification ? (please tick box)

☐ Reg. 6(1) Prior to the start of construction of a new establishment

☐ Reg. 6(2) Prior to the start of operation of an establishment

☐ Reg. 6(2) by 3 February 2000 in the case of an existing establishment

☐ Reg. 6(4)(a) Significant increase in quantity of dangerous substances

☐ Reg. 6(4)(b) Significant change in the nature or form of dangerous substances, the processes employing them or any other information previously notified

☐ Reg. 6(4)(c) Reduction in quantity of dangerous substances to below the top tier threshold

☐ Reg. 6(4)(d) Permanent closure of an installation in the establishment

Continued overleaf...

COMAH REGULATIONS 1999: NOTIFICATION (REGULATION 6)

Part B: Non-Statutory Information required by the Competent Authority and Statutory Information not to be disclosed on the Public Register

Summarised Notes

If you do wish to submit a request for commercial or personal confidentiality then you are advised to contact the Competent Authority for advice, in advance of submitting these forms

If you do wish to submit a request for commercial or personal confidentiality then you are advised to contact the Competent Authority for advice, in advance of submitting these forms

If the Competent Authority rejects your request then you will have the opportunity to appeal to the Secretary of State and no information will be placed onto the Public Registers until such an appeal is heard

Information to be provided in the notification

National Security ☐

Is there any information which you believe should be excluded from the public register on national security grounds ☐

No ☐

Yes ☐

Do you have COMAH National Security Direction issued by the Secretary of State ?

No ☐

Yes ☐

If YES provide reference number

and date of issue

Does the notification form Part A contain any National Security information which would prevent it being placed on the public registers

No ☐

Yes ☐

Commercial and Personal Confidentiality ☐

Do you wish any information to be excluded from the Public Registers on the grounds that it is commercially or personally confidential

No ☐

Yes ☐

If Yes then you should:

- Complete Part A form excluding the commercially or Personally confidential information.
- Complete this Part B form Including the commercially or personally confidential information, providing a justification for its exclusion from the Public Register in the space below

Declaration

Signature

Name

Date