

Dry Cleaning Application form
Application for a permit

Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007

Introduction

When to use this form

This environmental permitting regime is known and referred to as Local Authority Pollution Prevention and Control ('LAPPC'). Installations permitted under this regime are known as 'B' installations. Use this form if you are applying for a permit to the Local Authority to operate a dry cleaning installation as defined in Schedule 1 of The Environmental Permitting (England and Wales) Regulations 2007.

Before you start to fill in this form

Obtain a copy of the relevant Process Guidance Note (PG Note):
PG6/46(04): "Dry Cleaning"

This can be obtained from the Defra website at

<http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/notes/pgnotes/index.htm>

Which parts of the form to fill in

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application to enable it to be processed further. When complete return to:

Birmingham City Council
Pollution Control Team
581 Tyburn Road
Erdington
Birmingham
B24 9RF

Using continuation sheets

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.

Submission

The application may be submitted in paper format in which case please send the original and all other supporting material, to assist the Authority in conducting any necessary consultation process.

Alternatively the application may be submitted electronically by email to:
pollution.team@birmingham.gov.uk

Alternatively the application and all copies may be submitted in electronic format i.e. CD / DVD.

Note: It is preferred if the application is submitted in an electronic format
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If you need help and advice

We have made the application form as straightforward as possible, but please get in touch with us at the local authority address given above if you need any advice on how to set out the information we need.

Applicant Details

LAPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

A1 Applicant details

A1.1 Name of the premises

A1.2 Please give the address of the premises

Postcode _____ Telephone _____

If known, the Ordnance Survey national grid reference *8 characters*,
for example, SJ 123 456 (can be obtained from typing postcode into one of the on-
line mapping sites)

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A1.3 Existing permits:

Please give details of any existing permits that you hold i.e. other dry cleaning premises:

Please provide the information requested below about the “Operator” - which means the person who it is proposed will have control over the installation in accordance with the permit (if granted).

A2.1 The operator – please provide the full name of company, or corporate body or the name of the sole trader or names of the partners

Trading/business name (if different)

Registered Office address

Postcode:

A2.2 Holding companies

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006?

No

Yes if 'yes', state name of ultimate holding company

Registered office address

Postcode

Installation Details

B1 About the installation

B1.1 A plan showing the location of the premises where the dry cleaning machine(s) will be installed must be attached to this application form and should detail:

- the premises
- where the dry cleaning machine(s) will be installed
- where the dry cleaning solvents will be stored
- where the dry cleaning residue will be stored
- any drains within the installation and in the immediate area of the installation which may be affected as a result of any potential Volatile Organic Compound (VOC) release from the dry cleaning operations

B1.2 Describe the location and method of storage of dry cleaning solvents

B1.3 Describe the location and method of storage of dry cleaning residues

B1.4 Provide the following information for each dry cleaning machine on site:

Make	Model	Serial Number	Load Capacity	Installation Date	Solvent Used

B1.5 Provide details, including a schedule, of checking and maintenance procedures for each machine. This should include the machine manufacturers' recommended operating procedures, checking and maintenance requirements and any other additional procedures undertaken by the operator. (This should be submitted in a form of a list of the activities carried out and their frequencies, for additional guidance see **Section 3**, paragraph **3.14** within the PG Note 6/46(04))

Continue on separate sheet if necessary

B1.6 Provide details of any other activities carried out within the dry cleaning premises which involve the use of organic solvents in particular spot clean solutions, water-proofing solutions and any other solvents or solvent borne preparations

B1.7 Provide details on the training, experience and relevant qualifications for each staff member regarding operating and maintaining the dry cleaning machine in accordance with this guidance.

B1.8 Specify how the garments will be weighed and recorded weekly and annually.

B1.9 Provide details how the mass or volume of solvent used will be determined and recorded weekly and annually (due to the low use of spot cleaning solvents they need only to be determined annually).

B1.10 Risk Phrase Solvents

Are any substances used within the premises required to carry one or more of the following risk phrases:

- R45 - May cause cancer
- R46 - May cause heritable genetic damage
- R49 - May cause cancer by inhalation
- R60 - May impair fertility
- R61 - May cause harm to the unborn child.

Yes	No

At the time of writing and in the future it is believed unlikely that these materials will be used within the dry cleaning industry. (*Details of the risk phrases of the materials used can be found on the original suppliers packaging and in the Materials Safety Data Sheet (MSDS) for the product*)

If **Yes**, provide full details of how and why these risk phrase materials are used and what plans are in place or are proposed to substitute, control and limit the emissions of the identified risk phrase materials.

Administration and Declaration

C1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

C1.1 Please state the amount enclosed as an application fee for this installation:

For the local authority

£ cheques should be made payable to Birmingham City Council

We will confirm receipt of this fee when we write to you acknowledging your application.

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

C2 Annual subsistence 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.

Postcode: _____ Telephone: _____

C3 Commercial confidentiality

C3.1 Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP Regulations.

C3.2 Is there any information in the application 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 application form to the Secretary of State/ Welsh Ministers for a direction to exclude information on grounds of national security.

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
- intentionally to make a false entry in any record required to be kept under any environmental permit condition
- with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.

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

C5.1 Signature of current 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 operator must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

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.*