OUTLINE APPLICATION FORM
FOR DRY CLEANING INSTALLATIONS

Local Authority Pollution Prevention and Control

Pollution Prevention and Control Act, 1999
Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)

When to use this form
Use this form if you are applying for a permit to a Local Authority to operate a dry cleaning installation as defined in Schedule 1 of The Solvent Emissions (England & Wales) Regulations, 2004 S1 107.

You are advised to refer to Process Guidance Note 6/46, which can be downloaded from www.defra.co.uk, when completing this application form.

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete send the form and fee and any additional information to:

North Lincolnshire Council
Environmental Protection
Church Square House
PO Box 42
Scunthorpe
North Lincolnshire
DN15 6XQ

A1.1. **Name of the premises**
……
……

A1.2. Please give the **address of the premises**
……
……
……
……

Postcode……Telephone……
……..

Ordnance Survey national grid reference 8 characters,

(for example, SJ 123 456)……..*there are a number of internet mapping sites which will convert a Post Code to a grid reference*

A1.3. Do you have an existing permit for a dry cleaning installation?……..

A2.1. **The Applicant** – Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners
……
……

Trading/business name (if different)
……
……

Registered Office address
……
……
……
……
Postcode……Telephone……

A2.2. Holding Companies

Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?

No?

Yes? Name of ultimate holding company……

Ultimate holding company Registered office address
……
……
……
Postcode……..Telephone……..

B. **About the installation**

B1.2. A plan of the premises showing the location of:
(a) the premises
(b) where the dry cleaning machine(s) will be installed
(c) where the dry cleaning solvents will be stored
(d) where the dry cleaning residue will be stored
(e) 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

must be attached.

B1.3. A description of the location and methods of storage of:
(a) dry cleaning solvents
(b) dry cleaning residue

must be supplied.

B1.4. Make, model name/number, serial number, load capacity, date of installation and type of dry cleaning solvent used.

Make	Model	Serial Number	Load Capacity	Date of Installation	Dry Clean-Ing Solvent

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**)

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

B1.7. Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machine in accordance with this guidance.

B1.8. Specify how the product 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).

B2.0. **Risk Phrase Solvents** 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)*

Are any substances or preparations, which carry one or more of the following risk phrases because of their VOC content, used within the installation:

- 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

If **Yes**, provide full details of how and why these risk phrase materials are used and how the requirements of the amendment 1C of Schedule 1 of The Solvent Emissions (England and Wales) Regulations, 2004 SI 107, substitution, control and limiting of emissions of risk phrase materials will be met.

C1. **Fees and Charges**

The 2006/7 fee for this application is £134. 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.

£……..

Cheques should be made payable to:

NORTH LINCOLNSHIRE 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 charges

If we grant you a permit, you will be required to pay an annual subsistence charge, which for 2006/7 is £136. If you don't pay, your permit can be revoked 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.
……
……
…….
Postcode……..Telephone……...

C3. **Commercial confidentially**

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

Yes	No

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the PPC regulations (See the general guidance manual).

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,
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- 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 32 of the PPC 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).

C5. **Declaration**

C5.1. Signature of current applicant(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.

For the application form:

Premises Name:…….

Signature: ……...

Name:……...

Position:……

Date:……..

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.

Have you enclosed all the necessary documents?

1. Fully completed application form
2. A plan of the premises –See Section B
3. Information about the process – See Section B
4. A cheque for the correct amount – See Section C