



APPLICATION FORM FOR A PART B PERMIT – DRY CLEANER 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

This regime is known as Local Authority Pollution Prevention and Control (LAPPC). Installations permitted under this regime are known as B installations. Use this form if you are sending an application for a 'Part B' permit to a Local Authority under the Environmental Permitting (England and Wales) Regulations 2016 ("the EP Regulations").

BEFORE YOU START TO FILL IN THIS FORM

Please read the DEFRA general guidance manual issued for LA-IPPC and LAPPC. This contains a list of other documents you may need to refer to when you are preparing your application, and explains some of the technical terms used. You will also need to read the relevant sector guidance note, BREF note or Process Guidance note as relevant. The Environmental Permitting (England and Wales) Regulations 2016 can be obtained from the Stationary Office, or viewed on their website at:
http://www.legislation.gov.uk/uksi/2016/1154/pdfs/uksi_20161154_en.pdf

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 please send the original form and all other supporting material to:

Chelmsford City Council
Public Health & Protection Services
Civic Centre
Duke Street,
Chelmsford,
Essex
CM1 1JE

Tel: 01245 606800
Email: envpermits@chelmsford.gov.uk

INTRODUCTION

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.

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.

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.

For Local Authority Use		
Application Reference:	Officer Reference:	Date Received:

A1.1 NAME OF THE INSTALLATION

A1.2 PLEASE GIVE THE ADDRESS OF THE SITE OF THE INSTALLATION

Postcode: _____ Telephone: _____

The Ordnance Survey national grid reference (8 characters).
(For example SJ 123 456 - can be obtained from one the on-line mapping sites, which will convert a post code to a grid reference).

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A1.3 EXISTING PERMITS

Please give details of any existing Environmental Permits for the installation, including reference number(s):

Do you have any existing permits for a dry cleaning installation?

Yes No

A2.1 THE OPERATOR

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).

Please provide the full name of Company or Corporate Body

Trading/business name (if different)

Registered office address:

_____ Postcode: _____

Principal office address (if different):

_____ Postcode: _____

Company registration number:

A2.2 HOLDING COMPANIES

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006? If yes, please fill in the details of the ultimate holding company.

Yes No

Name of the ultimate holding company:

Registered office address:

_____ Postcode: _____

Principal office address (if different):

_____ Postcode: _____

Company registration number:

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: _____

Position: _____

Address: _____

Postcode: _____

Telephone Number: _____

Email Address: _____

B THE INSTALLATION

Please fill in the section below with details of all the current activities in operation at the whole installation.

B1.1 A plan of the premises must be attached showing the location of:

- a. The premise;
- b. Where the dry cleaning machine(s) will be installed;
- c. Where the dry cleaning solvents will be stored;
- d. Where the dry cleaning residues will be stored;
- e. Waste storage areas; and
- f. 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.

Document Reference Number: _____

B1.2 A description of the location and methods of storage of (a) and (b) must be supplied:

(a) Dry Cleaning Solvents: _____

(b) Dry Cleaning Residue: _____

B1.3 Dry cleaning machine details:

Make: _____ Model: _____

Serial Number: _____ Load Capacity: _____

Date of Installation: _____ Type of Solvent used: _____

Method of Residue Removal: _____

B1.4 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:

B1.5 Provide details of any other activities carried out within the dry cleaning installation, which involve the use of organic solvents in particular spot cleaning solutions, water-proofing solutions and any other solvents or solvent borne preparations:

B1.6 Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machine:

B1.7 Specify how the product will be weighed and recorded weekly and annually, including details of scales:

B1.8 Provide details how the mass or volume of solvent used will be determined and recorded weekly and annually (due to the low use, spot cleaning solvents need only be determined annually):

C1 FEES AND CHARGES

- C1 For details of how to calculate the application fee, please consult the appropriate charging scheme via the Defra website. Your application cannot be processed unless the application fee is correct and enclosed.

Please state the amount enclosed as an application fee for the installation:

£ _____

Cheques should be made payable to Chelmsford City Council

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

- C1.1 Please give any company purchase order numbers 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:

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 confidentiality?

No

Yes

If yes, please provide full justification, considering the definition of commercial confidentiality within the EP regulation.

Document Reference: _____

When providing information you should ensure that any information which you consider is commercially confidential is readily identifiable. It may assist the Council if any information you wish to be excluded from publication is submitted in a way which will allow it to be easily removed should your claim be granted. For example on separate pages marked "claimed confidential".

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

Document Reference: _____

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 for a Direction on the issue 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 that 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).

C5 DECLARATION: Previous Offences (delete whichever is not applicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

OR

The following offences have been committed in the previous five years which may be relevant to my/our competence to operating this installation in accordance with the Regulations:

Signature: _____

Name: _____

Position: _____

Date: _____

C6 DECLARATION

C6.1 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.*