



WOKINGHAM
BOROUGH COUNCIL

Part B Application form

Application for a permit for a dry cleaning process

**Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2010 (as
amended)**

Introduction

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 Section 7 of Schedule 1 to the Environmental Permitting Regulations.

When complete, send the form and the fee and any additional information to:

Email: licensing@wokingham.gov.uk

Licensing, Wokingham Borough Council, Civic Offices, Shute End, Wokingham
RG40 1BN

Phone 0118 974 6000

Fees

The appropriate fee must be paid with the application to enable it to be processed further. For fees and payment methods please see the licensing page on the council's website www.wokingham.gov.uk

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.

LAPPC application form: to be completed by the operator

For Local Authority use		
Application reference	Officer reference	Date received

A1.1. Name of the premises

.....

A1.2. Please give the address of the premises

.....
.....
.....

PostcodeTelephone.....

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

.....
.....
.....

PostcodeTelephone.....

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

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? Name of ultimate holding company

Ultimate holding company registered office address

.....
.....
.....

PostcodeTelephone.....

A3 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 can be an agent or consultant.

Name

Position

Address

.....
.....
.....

PostcodeTelephone.....

Fax number email address

B. About the installation

B1.2. Please attach 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

B1.3. Please supply a description of the location and methods of storage of:

- (a) dry cleaning solvents
- (b) dry cleaning residue

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 installed	Dry cleaning 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 of PG6/46(13)).

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 borne 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 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 because of their VOC content are required carry one or more of the following risk phrases 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* .

*H340, H350, H350i, H360D or H360F under the Globally Harmonised System of Classification and Labelling of Chemicals
http://ec.europa.eu/enterprise/sectors/chemicals/files/ghs/ghs_comparison_classifications_dec07_en.pdf

Yes	No

If **Yes**, provide full details of how and why these risk phrase materials are used and how the requirements of the EU Solvent Emissions Directive on substitution, control and limiting of emissions of risk phrase materials will be met.

C1. Fees and Charges

For fees and payment methods please see the licensing page on the council's website www.wokingham.gov.uk

C2. Annual charges

If we grant you a permit, you will be required to pay an annual subsistence charge. 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 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?

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the EP 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,
- 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).

C5 Declaration: previous offences (delete whichever is inapplicable)

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

6 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:

Premises 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.*

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.