

# Part B Application Form



## Application for a Permit for a Dry Cleaners

### 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**

Use this form if you are applying for a permit to operate a dry cleaning activity as defined in the Environmental Permitting Regulations. Please read the relevant sector guidance note to see what standards and requirements are likely to be expected of your installation. You can access Process Guidance Note 'PG 6/46 dry cleaning' [here](#).

We have made this application form as straightforward as possible but please contact our pollution control officers if you wish to discuss any aspect of your application before you complete and submit this form.

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

Environmental Protection Team  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

Email: [environmental.protection@hartlepool.gov.uk](mailto:environmental.protection@hartlepool.gov.uk)  
Telephone: 01429 284024.

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**

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

Postcode .....Telephone.....

**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.....

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?

No

Yes  Name of ultimate holding company .....

Ultimate holding company registered office address

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

Postcode .....Telephone.....

**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

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

Postcode .....Telephone.....

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(04)).

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 to 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

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**

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.

£.....

Cheques should be made payable to Hartlepool Borough 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. 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?

Yes

No

**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 .....

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.

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.