



**Part B Application Form
Application for a Permit
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2010**

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 **Part B** installations under the Environmental Permitting Regulations 2010 ("the EP Regulations").

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 and Wales) Regulations, 2004 SI 107.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LAPPC, republished in 2010 and available at: <http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/manuals.htm> 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 Process Guidance ("PG") Note for your process: <http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/notes/pgnotes/>. The EP Regulations can be obtained from the link below: <http://www.legislation.gov.uk/ukxi/2010/675/contents/made>

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 completed return to:

**Coventry City Council, Environmental Protection
PO Box 15 Council House
Coventry
CV1 5RR**

Other documents you may need to submit

There are a number of other documents you will 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, it will be at the top of the form on page 3). 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.

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: _____

Ordnance Survey national grid reference 8 characters:

(For example, SJ 123 456)

There are a number of Internet mapping sites that will convert a Post Code to a grid references

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

Yes

No

If Yes please give installation address:

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: _____

A3.1. Who can we Contact about your Application?

It will help us 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: _____

Fax Number: _____

E-mail Address: _____

B. About the installation

B1.2. Please provide 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

Document Reference: _____

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

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

Document Reference: _____

B1.4. Please provide information regarding the:

- (a) Make
- (b) Model name/number
- (c) Serial number
- (d) Load capacity
- (e) Date of installation
- (f) Type of dry cleaning solvent used for each machine.

Document Reference: _____

B1.5. Maintenance

Please provide details, including a schedule, of checking and maintenance procedures for each machine. This should include the machine manufacturer's 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.

Document Reference: _____

B1.6. Other use of solvents

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

Document Reference: _____

B1.7. Staff Training

Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machines. This should include details of operation of dry cleaning machines, control and use of dry cleaning solvents and location of machine's operating manuals.

Document Reference: _____

B1.8. Product weight

Specify how the product will be weighed and recorded weekly and annually.

Document Reference: _____

B1.9. Determination of solvent consumption

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).

Document Reference: _____

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)*

B2.1 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
- R49 - May cause harm to the unborn child.

Your supplier should be able to advise you whether any such substances or preparations are being supplied.

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.

Document Reference: _____

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: Coventry 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 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 confidentiality?

Yes

No

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

Document Reference: _____

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
- Respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

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 Environmental Permitting Regulations 2010, 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 from: _____

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.*

PLEASE KEEP A PHOTOCOPY OF YOUR COMPLETED APPLICATION