

BEDFORD BOROUGH COUNCIL



LAPPC – Part B Application for a Permit Dry Cleaners

Local Air Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
The Environmental Permitting (England and Wales) Regulations 2007

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 Bedford Borough Council under the Environmental Permitting (England and Wales) Regulations 2007 ("the EP Regulations") to operate a dry cleaner installation.

Before you start to fill in this form

Please read the DEFRA Guidance 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. The Environmental Permitting (England and Wales) Regulations 2007 can be obtained from The Stationary Office, or viewed on their website at:

www.legislation.hmsso.gov.uk/si/si2000/20001973.htm

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 return to:

**Environmental Health
Bedford Borough Council
Town Hall
St Pauls Square
Bedford MK40 1SJ
01234 267422**

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, it 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.

Copies

Please send the original and 1 copy of the form and all other supporting material.

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 on this page if you need any advice on how to set out the information we need.

Current Application Fees:

The Permit application fee will be stated on the letter that accompanied this application form. Please make cheque payable to Bedford Borough Council at:

**Environmental Health
Bedford Borough Council
Town Hall
St Pauls Square
Bedford MK40 1SJ
01234 267422**

A1.1 Name of the premises

.....
.

A1.2 Address of the premises

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

Postcode

Telephone.....

Ordnance Survey national grid reference 8 characters

(for example SJ 123 456)

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

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

Postcode

Telephone.....

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?

Yes / No

Name of ultimate holding company

.....
.
Ultimate holding company Registered office address

.....
.....
.....
Postcode

Telephone.....

B1.1 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) and 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, must be attached.

B1.3 A description of the location and methods of storage of:

- (a) dry cleaning solvents,
- (b) and 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 No.	Load Capacity	Date of Installation	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)

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(s) in accordance with the 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 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
- ◆ 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 S1 107, substitution control and limiting of emissions of risk phrase materials will be met.

C1 Fees and Charges

The Permit application fee will be stated on the letter that accompanied this application form. Your application cannot be processed unless the correct fee is enclosed.

C1.1 Please state the amount enclosed as an application fee for this installation.

£

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 you say yes please provide full justification, considering the definition of commercial confidentiality within the PPC registration.

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

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

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?

Yes / No

If you say yes, then 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 Bedford Borough Council 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 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 environment 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 operator(s)

I/We certify that the information in the 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. Where more than one person is defined as the operator, all should sign. When 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.

Premises name

.....

Signature

.....

Name

.....

Position

.....

Date.....

Signature

.....

Name

.....

Position

.....

Date.....