



## Part B Application form

### Application for a Permit to operate a Dry Cleaning process

#### Local Authority Pollution Prevention and Control

Pollution Prevention and Control Act, 1999

Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)

#### 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 permit to operate a Dry Cleaning Process to a Local Authority under the Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended) (“the PPC 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 Pollution Prevention and Control (England and Wales) Regulations 2000 can be obtained from The Stationary Office, or viewed on their website at: [www.legislation.hmso.gov.uk/si/si2000/20001973.htm](http://www.legislation.hmso.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:

**Woking Borough Council, Environmental Health Service, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL.**

##### 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.

<b>LAPPC Application Form: to be completed by the operator</b>		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

**A1.1 Name of the installation**

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**A1.2 Please give the address of the site of the installation**

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Postcode

Telephone

Ordnance Survey national grid reference *8 characters*,

for example, SJ 123 456 \_\_\_\_\_

**A1.3 Existing permits**

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

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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)

**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.**

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Trading/business name (if different)

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Registered Office address

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Postcode:

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Principal Office address (if different)

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Postcode:

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Company registration number

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**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*

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Registered office address

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Postcode

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Principal Office address (if different)

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Postcode

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Company registration number: \_\_\_\_\_

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**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 \_\_\_\_\_

Fax number \_\_\_\_\_

e-mail address \_\_\_\_\_

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**B. About the Installation**

Please provide:-

**B1.1 Plan of Premises**

You must attach a plan showing the location of:

- (a) the premises
- (b) where the dry cleaning machine(s) are (will be) installed
- (c) where the dry cleaning solvents are (will be) stored
- (d) where the dry cleaning residue is (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) from the dry cleaning operations

Doc Reference \_\_\_\_\_

**B1.2 Storage of materials**

You must attach a description of the location and methods of storage of:

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

Doc Reference: \_\_\_\_\_

**B1.3 Dry Cleaning Machines used**

You must provide details of the make, model name/number, serial number, load capacity, date of installation and type of dry cleaning solvent used for each dry cleaning machine at the premises.

Make	Model	Serial Number	Load Capacity	Date of installation	Solvent used

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**B1.4 Maintenance Procedures**

You must 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 the Process Guidance Note [PG6/46 (2004) - Secretary of State's Guidance for Dry Cleaning].

Doc Reference: \_\_\_\_\_

**B1.5 Additional solvent usage**

You must 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.

Doc Reference: \_\_\_\_\_

**B1.6 Staff Training**

You must provide details on the training and relevant qualifications of staff regarding operating and maintaining the dry cleaning machine in accordance with this guidance.

Doc Reference: \_\_\_\_\_

**B1.7 Recording of cleaned clothing and fabrics**

You must specify how your product will be weighed and recorded weekly and annually.

Doc Reference: \_\_\_\_\_

**B1.8 Recording of solvent use**

You must provide details on 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).

Doc Reference: \_\_\_\_\_

**C. 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).

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**C1.1 Use of Risk Phrase Solvents**

Are any substances or preparations which 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.

No

Yes

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.

Doc Reference \_\_\_\_\_

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**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 : **Woking Borough Council**

Payment			
You can pay the licence fee by enclosing a cheque made payable to <b>Woking Borough Council</b> or by supplying your card details below.			
Card number			
Expiry date		Issue number (if applicable)	
Cardholder's name (as shown on the card)			
Cardholder's statement address (including postcode)	..... .....		
Daytime telephone number (not a mobile)			
Authorised amount	£ _____	Is a receipt required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cardholder's signature			

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, 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 within your finance section.**

\_\_\_\_\_  
\_\_\_\_\_



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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

Please provide full justification, considering the definition of commercial confidentiality within the PPC regulations.

Doc 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.

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)\***

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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.*