

Pollution Prevention and Control Act 1999

Environmental Permitting (England and Wales)  
Regulations 2016



## Application for a permit to operate a Dry Cleaning Activity

### INTRODUCTION

#### When to use this form

Use this form if you are applying to a Local Authority for a permit to operate a dry cleaning activity as defined in the Environmental Permitting (England and Wales) Regulations 2016.

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

**Environmental Health Service  
Richmondshire District Council  
Mercury House  
Station Road  
Richmond  
North Yorkshire  
DL10 4JX**

Email: [environment@richmondshire.gov.uk](mailto:environment@richmondshire.gov.uk)  
Tel: 01748 829100

#### Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC available at:

<https://www.gov.uk/government/collections/defra-guidance-on-local-authority-pollution-control-lapc-regime>

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 note which for this process is **PG Note 6/46(14)**.

#### 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.

### **Other documents you may need to submit**

There are 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, 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.

### **Copies**

Please send the original and 2 copies of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process.

**For the purposes of Section F of the form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.**

<b>Dry Cleaning application form: to be completed by the operator</b>		
<b>For Local Authority use</b>		
<b>Application reference</b>	<b>Officer reference</b>	<b>Date received</b>

**A THE BASICS**

**A1 Name and address of the installation**

**Postcode:**  
**Telephone:**

**A2 Ordnance Survey national grid reference (8 characters)**

*(for example, SJ 123 456 there are a number of internet mapping sites which will convert a post code to a grid references.)*

**A3 Do you have an existing permit for a dry cleaning installation?**

**Yes**  **No**

If 'Yes' please provide details including reference numbers of any existing authorisation or permit.

**A4 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**

Name:
Trading name (if different):
Registered Office address:
Principal office address, if different:
Company registration number:

**A5 Any holding company?**

Is the operator a subsidiary of a holding company within the meaning of Section 1159 of the Companies Act 2006?

Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes' please fill in details of the ultimate holding company below.

Name:
Trading name (if different):
Registered Office address:
Principal office address, if different:
Company registration number:

**A6 Who can we contact about the 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:
Fax:
E-mail:

**B. ABOUT THE INSTALLATION**

B1 A plan of the premises must be attached 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

**Doc Reference:**

B2 A description of the location and methods of storage of (a) and (b) must be supplied:

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

**Doc Reference:**

B3. For each machine provide the make, model name and number, serial number, load capacity, date of installation and type of dry cleaning solvent used plus method of removal of residue from the machine.

Make	Model	Serial number	Load capacity	Date installed	Dry cleaning solvent	Method of removal of residue

B4 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 the 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)).

**Doc Reference:**

B5 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:**

B6 Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machine in accordance with this guidance.

**Doc Reference:**

B7 Specify how the product will be weighed and recorded weekly and annually, including details of scales.

**Doc Reference:**

B8 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).

**Doc Reference:**





## E DATA PROTECTION DECLARATION

The information you give will be used by the regulator 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 the relevant 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).

## **F Declarations 1 and 2 for signing**

*These declarations should be signed by the person listed in answer to question A4. Where more than one person is identified as the operator, all should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

### **Declaration 1:**

I/We certify

**EITHER** - As evidence of my/our competence to operate this installation in accordance with the EP Regulations, no offences have been committed in the previous five years relating to the environment or environmental regulation.

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

**Declaration 2:**

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 the listed 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 \_\_\_\_\_