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* **Part B Application form**

Application for a dry cleaning permit

**Local Authority Pollution Prevention and Control**

**Pollution Prevention and Control Act, 1999**

**Environmental Permitting (England and Wales) Regulations 2016**

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| **Introduction** |

When to use this form

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control (‘LAPPC’). Installations permitted under this regime are known as Part ‘B’ installations. Use this form if you are sending a permit application for a ‘Part B’ dry cleaning installation as defined in Schedule 1 to the Environmental Permitting (England and Wales) Regulations 2016 (“the EP Regulations”).

**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, republished in 2017 and available at <http://www.defra.gov.uk/environment/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 note as relevant which can be found at: <https://www.gov.uk/government/collections/local-air-pollution-prevention-and-control-lappc-process-guidance-notes>

**The EP Regulations can be viewed at:** <http://www.legislation.gov.uk/uksi/2016/1154/contents/made> .Further information and online forms can also be found at <http://www.npt.gov.uk/> (follow Regulation of industry signposts).

**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 Permitting Officer
* Environmental Health Section
* Neath Port Talbot County Borough Council
* The Quays
* Brunel Way
* Baglan Energy Park
* Neath
* SA11 2GG

**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.

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

* [www.npt.gov.uk](http://www.npt.gov.uk/)
* Environment Directorate
* Environmental Health Section
* Neath Port Talbot County Borough Council
* The Quays
* Brunel Way
* Baglan Energy Park
* Neath
* SA11 2GG
* 01639 686595

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| --- | --- | --- |
| LAPPC application form: to be completed by the operator | | |
| **For Local Authority use** |  |  |
| **Application reference** | **Officer reference** | **Date received** |

#### A1 Applicant details

#### A1.1 Name of the installation

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

Postcode Telephone

The Ordnance Survey national grid reference *8 characters,*

*for example, SJ 123 456 (can be obtained from typing postcode into one of the on-line mapping sites).*

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**A1.3 Existing permits**

Please give details of any existing LAPPC permit(s) for a dry cleaning installation:

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

Trading/business name (if different)

Registered Office address

Postcode:

Principal Office address (if different)

Postcode:

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

Ultimate holding company Principal Office address (if different)

Postcode

Company registration number:

**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 can be an agent or consultant.*

Name

Position

Address

Postcode

Telephone number

Fax number

email address

##### B1 About the Installation

**B 1.1** Please attach a plan of the premises showing the location of;

1. the premises
2. where the dry cleaning machines(s) will be installed
3. where the dry cleaning solvents will be stored
4. where the dry cleaning residue will be stored
5. any drains within the installation and in the immediate area of the installation which may be affected as a results of any potential volatile organic compound (VOC) release from the dry cleaning operations

Doc Reference

#### B1.2 Please attach a description of the location and methods of storage of:

1. dry cleaning solvents
2. dry cleaning residue

Doc Reference

#### B1.3 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 of installation** | **Dry Cleaning solvent** |
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**B 1.4** 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)).

Doc Reference

#### B1.5 Provide details of any other actives carried out within the dry cleaning installations which involve the use of organic solvents in particular spot cleaning solutions, water proofing solutions and any other solvents or solvent borne preparations.

Doc Reference

#### B1.6 Provide details of the training and relevant qualifications regarding operating and maintaining the dry cleaning machine in accordance with this guidance.

Doc Reference

**B1.7** Specify how the product will be weighed and recorded weekly and annually.

Doc Reference

**B.1.8**  Provide details of how the mass or volume of the solvents used will be determined and recorded weekly and annually (due to the low use spot cleaning solvents they need only be determined annually).

Doc Reference

**B1.9** 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 phrase material used can be found on the original suppliers packaging and in the Materials Data safety sheets (MSDS) for the products).

Are any substances or preparations which because of their VOC content are required carry one or more of the following risk phrase used within the installations:

* 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

Yes No

If yes, provide full details of how and why these risk phrase materials are used and how the requirements of the Industrial Emissions Directive on substitution, control and limiting of emissions of risk phrase materials will be met.

#### Doc 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 Neath Port Talbot County 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 subsistence 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.

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?

No

Yes

If ‘Yes’ please provide full justification, considering the definition of commercial confidentiality within the EP regulations (see the General Guidance Manual).

Doc Reference

**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?

No

Yes

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/Welsh Ministers for a Direction on the issue of National Security.

#### 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:

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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.

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.*

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