



## Application for a Dry Cleaning Permit

Pollution Prevention and Control Act, 1999  
Environmental Permitting (England and Wales) Regulations 2016

### Introduction

#### When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a dry cleaning activity as defined in the Environmental Permitting Regulations. **Internet search “PG 6/46 dry cleaning” for specific guidance.**

#### 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.

Applications should be emailed to:

[ecp@dacorum.gov.uk](mailto:ecp@dacorum.gov.uk) and should be marked for the attention of David Carr, Lead Scientific Officer.  
*Payment details and arrangements will be communicated by reply.*

Postal correspondence address:

*David Carr  
Lead Scientific Officer  
Environmental Health  
Environmental and Community Protection  
Dacorum Borough Council  
The Forum, Marlowes  
Hemel Hempstead  
HP1 1DN*

#### Other documents you may need to submit

There are a number of other documents, or extension pages to enable you to answer the following questions, which you may need to send us with your application. Please label these clearly and refer to them in the application. Existing information can be submitted as part of the application provided that it is relevant.

#### 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 About the Operator**

**A1.1 Name of the shop**

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

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Postcode Telephone

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Ordnance Survey national grid reference (8 characters)

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**A1.3 Existing authorisations:**

Please give details of any existing LAPPC or LA-IPPC authorisation for the installation, or any waste management licences or water discharge consents, including reference number(s) and type(s):

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**A2.1 The Operator – Please provide the full name of each partner, sole trader, company or corporate body**

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Trading/business name (if different)

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Registered Office address

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Postcode:

Principal Office address (if different)

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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* \_\_\_\_\_

\_\_\_\_\_  
Registered office address

\_\_\_\_\_  
Postcode

Principal Office address (if different)

\_\_\_\_\_  
Postcode

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

**B1. About the installation**

**B1.1.** 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.

**B1.2.** A description of the location and methods of storage must be supplied for:

(a) Dry cleaning solvents \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Dry cleaning residue \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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

**B1.4.** 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 there frequencies)

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**B1.5.** 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

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

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

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**B1.8.** 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).

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**B1.9.** If dry-cleaning is sent to other premises give name address and telephone number of each drycleaners.

Address

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Postcode:

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**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 carry one or more of the following risk phrases used within the installation?

Risk Phrase	Yes	No
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.		

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.

**B2.1** Do any of your cleaning units use Carbon dioxide?

Cleaning Unit	Yes	No
Carbon Dioxide CO <sub>2</sub>		

**C1. Fees and Charges**

You must enclose the relevant fee with your application.

£ \_\_\_\_\_ Payment can be made by credit/debit card or by bank transfer. Details will be provided upon receipt of your application.

**C1.2.** Please give any company purchase order number or other reference you wish to be used in relation to this fee.

Purchase order/ Reference \_\_\_\_\_

**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.

Address

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Postcode:

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**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 EPR.

**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 not applicable)

I/We certify that:

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 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.



**B1.2 – Site Plan**