

APPLICATION FORM (DRY CLEANERS)

LOCAL AUTHORITY POLLUTION PREVENTION AND CONTROL



POLLUTION PREVENTION AND CONTROL ACT 1999

POLLUTION PREVENTION AND CONTROL (ENGLAND AND WALES) REGULATIONS 2000 (AS AMENDED)

This is the application form for a permit to operate a dry cleaning installation (dry cleaners), as defined in Schedule 1 of The Solvent Emissions (England and Wales) Regulations, 2004 SI 107.

Before filling in this form please read the DEFRA guidance.

There are a 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 reference number for the document or documents you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number.

Please send the **ORIGINAL and ONE COPY** of this form and all other documentation to assist in the processing of your application. We have made the application form as straightforward as possible, but if you need to contact us you can do so in the following ways:

IN WRITING: The Environmental Protection Team
 Environmental Health Services
 Reigate and Banstead Borough Council
 Town Hall
 Castlefield Road
 Reigate
 Surrey
 RH2 0SH

BY TELEPHONE: 01737 2764000

BY EMAIL: environmental.protection@reigate-banstead.gov.uk

WEBSITE: www.reigate-banstead.gov.uk/public/Environment/EH/EP

The application documents must be accompanied by a cheque for £138, the correct application fee for the year 2007/2008.

The completed application form and application fee will need to be submitted to the Council at the above address. We recommend that you do so either by hand and obtain a receipt, or by post using special delivery.

1. OPERATOR DETAILS

1.1 Name of the dry cleaners

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1.2 Please give the address of the dry cleaners

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.....
.....

Telephone number of the dry cleaners:

Email Address: (this is not compulsory, but will help us to get information to you quickly)

.....

Ordnance Survey national grid reference 8 characters; _ _ _ _ _

(for example SJ123 456, there are a number of internet mapping sites which will convert a Post Code to a grid reference)

1.3 Existing authorisations or permits

Do you have an existing authorisation or permit for the dry cleaners?

.....
.....

1.4 The Operator (The person who it is proposed will have control over the dry cleaners, in accordance with the permit (if granted))

Please provide the full name of the company or corporate body or the name of the sole trader or the name of the partners.

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Trading/business name (if different)

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.....

Registered Office address (or for sole traders and partnerships, your usual address for business correspondence)

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.....
.....

Telephone number of the Registered Office

Company registration number

1.5 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)

.....

Ultimate holding company Registered Office address

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.....
.....

Telephone number:

Company registration number:

1.6 Who can we contact about your application?

It will help us 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 of the dry cleaners. This could be an agent or consultant, if you have appointed one, rather than the operator.

Name

Position

Address
.....
.....
.....

Telephone number Fax number

Email Address: (this is not compulsory, but will help us to get information to you quickly)

.....

2. ABOUT THE DRY CLEANERS

2.1 Please provide a plan, showing the location of the dry cleaners.

Document Reference

2.2 A plan of sufficient scale to show the internal layout of the dry cleaners, with the following clearly marked:

- (a) where the dry cleaning machines will be/are installed
- (b) where the dry cleaning solvents will be/are stored
- (c) where the dry cleaning residue will be/are stored

Document Reference

2.3 A plan showing the location and run of any drains within the dry cleaners and in the immediate area of the dry cleaners, which may be affected as a result of any potential Volatile Organic Compound (VOC) release from the dry cleaning operations

Document Reference

3. DRY CLEANING MATERIALS STORAGE AND EQUIPMENT

The following information is required to enable us to determine whether you will operate the dry cleaners in such a way so as to ensure that all environmental requirements of the Pollution Prevention and Control (PPC) Regulations are met.

3.1 Provide a description of the location and methods of storage of:

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

Document Reference

3.2 Provide details of the 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

3.3 Provide details, including a schedule of checking and maintenance procedures for each dry cleaning machine. This should include the machine manufacturers' recommended operating procedures, checking and maintenance requirements and any other additional procedures undertaken by the operator. **See attached sheet headed "Guidance for Routine Maintenance"**.

Document Reference

3.4 Provide details of any other activities carried out within the dry cleaners which involve the use of organic solvents, in particular spot clean solutions, water proofing solutions and any other solvents or solvent borne preparations.

Document Reference

3.5 Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machine in accordance with relevant guidance (see Process Guidance Note 6/46 - Secretary of State's Guidance for Dry Cleaning)

Document Reference

3.6 Specify how the product will be weighed and recorded both weekly and annually.

Document Reference

3.7 Provide details on how the mass or volume of solvent will be determined and recorded both weekly and annually. *(With regard to spot cleaning, the amount of solvent used will only need to be determined annually, because the amount used is so low.)*

Document Reference

3.8 Risk Phrase Solvents

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 dry cleaners:

- 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
- No
- Yes

(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).

3.9 If your answer to 3.8 is Yes, please provide 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.

Document Reference

4. ADDITIONAL INFORMATION

Please supply any additional information you would like us to take account of in considering this application

Document Reference

5. APPLICATION FEE

5.1 Please state the amount enclosed as an application fee for this installation

£

Cheques should be made payable to **Reigate and Banstead Borough Council**

We will confirm receipt of the application fee when we write to you acknowledging your application. Your application cannot be processed unless the application fee is enclosed.

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

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6. ANNUAL CHARGES

If we grant you a permit, you will be required to pay an annual subsistence charge. Failure to pay this charge will result in the revocation of your permit and you will not be able to operate the Dry Cleaners

6.1 Please provide details of the address you wish invoices to be sent to, and details of someone we may contact about fees and charges.

Name:

Position:

Address:

Telephone number:

Email address: (this is not compulsory, but will help us to get information to you quickly)

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7. COMMERCIAL CONFIDENTIALITY

7.1 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.

Document Reference

8. DATA PROTECTION

The information you give will be used by this 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 provide in order to:

- consult with the public, public bodies and other organisations,
- carry out statistical analysis, research and development of 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 satisfaction and improve our service.
- Information that does not need to be on the public register may be released under the Environmental Information Regulations 2004.

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 you 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 do make a false statement

- we may prosecute you, and
- if you are convicted, you are liable to a fine or imprisonment (or both).

9. DECLARATION

9.1 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.*

FOR LOCAL AUTHORITY USE

Installation Reference

Officer Reference **Date received**

GUIDANCE FOR ROUTINE MAINTENANCE (QUESTION 3.3)

Manufacturers of machines supply operating and maintenance manuals for their machines in order to optimise the machine performance. Good practice and common requirements in these manufacturer's manuals are checks daily, weekly and at other intervals in the following areas (particularly for PER machines). The following describes typical checks found in machine manufacturer's manuals.

Daily leak tests from areas such as:

- cage door gasket
- button trap lid
- air duct inspection hatch
- filter seals
- lint filter
- main bearing seal
- vapour line
- filter dump valve
- fan housing inspection hatch
- heating coil battery
- fresh air dampers
- solvent valves
- recovery head
- cooling coil battery
- still doors
- solvent tank sight glasses
- solvent pipe flanges

Weekly checks of common components:

- all drying and still thermostats
- level controls in the cage and still
- the still pressure relief device
- draining line on the drum
- for by-passing of the lint filter, which may lead to blocking of the drying circuit
- button trap is functioning correctly and debris cannot pass the trap

Common parts on machines which may need replacement or cleaning include:

- door seals: wipe clean all door seals daily and replace annually
- button trap (manual): clean sieve twice daily and after lint loads
- lint filter (manual): clean twice daily
- water separator: drain and clean every two weeks; drain excess water daily
- solvent pump: check for leaks after repair or maintenance
- filters: drain spent cartridges in the machine overnight; checks for leaks after replacement
- still: empty at least once per week
- recovery condensers: clean condenser fins on air cooled refrigeration systems on a monthly basis.

APPLICANT'S SUBMISSION SEPARATOR SHEET

Paragraph Reference:

Document Reference:

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