

LONDON BOROUGH OF MERTON

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)

Use this form if you are applying for a permit to a Local Authority to operate a dry cleaning installation as defined in Schedule 1 of The Solvent Emissions (England and Wales) Regulations, 2004 SI 107.

A Process Guidance Note 6/46(04) has been issued by the government which details the standards expected of dry cleaners. You can download the document at:

www.defra.gov.uk/environment/airquality/lapc/pgnotes/pdf/pg6-46

Copies of Process Guidance Notes are also available from:

The Stationery Office,

☎ 0870 600 5522.

The Solvent Emissions (England and Wales) Regulations 2004, SI 107, can also be obtained from The Stationery office, or viewed at

www.legislation.hmso.gov.uk

The appropriate fee (£142.00) 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
London Borough Of Merton
14th Floor, Civic Centre,
London Road,
Morden,
Surrey
SM4 5DX

Telephone: 020 8545 3025

E mail : ehealth@merton.gov.uk

A1.1. **Name of the premises**

A1.2. Please give the **address of the premises**

Postcode _____ Telephone _____

A1.3. Do you have an existing permit for a dry cleaning installation? _____

A2.1. **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

Trading/business name (if different)

Registered Office address

Postcode _____ Telephone _____

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

Registered office address of ultimate holding company

Postcode _____

Telephone _____

B. The following information must be provided :

B1.2. A plan which shows:

- (a) The location of the premises
- (b) where the dry cleaning machine(s) is installed
- (c) where the dry cleaning solvents is stored
- (d) where the dry cleaning residue is 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

Attached Yes

B1.3. A description of the location and methods of storage of:

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

must be supplied.

Attached Yes

B1.4. Provide details of the make, model name/number, serial number, load capacity, date of installation of all dry cleaning machines on the premises and type of dry cleaning solvent used.

Make	Model	Serial Number	Load Capacity	Date of Installation	Dry Cleaning Solvent

B1.5. 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. **Attached Yes**

B1.6. Provide details of any other activities carried out within the premises which involve the use of organic solvents in particular spot clean solutions, water-proofing solutions and any other solvents or solvent borne preparations **Attached Yes**

B1.7. Provide details of the training and relevant qualifications regarding operating and maintaining the dry cleaning machine in accordance with this guidance. **Attached Yes**

B1.8. Specify how the product will be weighed and recorded weekly and annually. **Attached Yes**

B1.9. 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). **Attached Yes**

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 ?:

- 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.

Yes	No

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. **Attached Yes**

C1. Fees and Charges

The application fee is currently £142.00.

Your application cannot be processed unless the application fee is correct and enclosed.

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

£ _____

Cheques should be made payable to:

‘The London Borough Of Merton’

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. 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.

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?

Yes	No

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the PPC regulations (See the general guidance manual).

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 applicant(s)*

I / We certify that the information in this application is correct.

I / We hereby apply for a permit in respect of the particulars described in this application (including supporting documentation).

Please note that each individual applicant must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from:

Premises name: _____

Signature: _____

Name: _____

Position: _____

Date: _____

* Where more than one person is defined as the applicant, 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.

Please ensure that you have supplied all the additional information requested. If you fail to do so your application is likely to be returned to you to be completed.

Personal Information Policy

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council (“your information”) to:

- ◆ deal with your requests and administer its departmental functions in the processing of your application;
- ◆ meet its statutory obligations;
- ◆ prevent and detect fraud;
- ◆ conduct surveys and research.

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other Departments within the Council (including the elected members), central government Departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf.