

Solihull Metropolitan Borough Council

Part B Application form

Application for a permit

Local Authority Pollution Prevention and Control

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

When to use this form

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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 an application for a 'Part B' permit to a Local Authority under 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, revised in 2012 and available at <http://www.defra.gov.uk/industrial-emissions/las-regulations/guidance/>. Chapter 4 is about making an application, Chapter 7 is about how permits are decided, and Chapter 12 gives the meaning of Best Available Techniques (BAT). Other chapters introduce the Regulations and give information about various issues.

You will also need to read the relevant Process Guidance note as relevant The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at:

Information entered onto this application form will be put into a public register available via our internet web pages. If you have any concerns about your personal information please contact us.

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 Health, Managed Growth and Communities, Council House, Solihull B91 9QB

Email. planning@solihull.gov.uk

Other documents you may need to submit

There are 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 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 3 copies of the form and all other supporting material, to assist consultation.

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.

This application form will be placed on a public register via the internet . If there is any information you do not wish to be placed on the public register please contact us prior to sending.

For Local Authority use		

Application Reference:

Officer Reference:

Date received:

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A1.1 Name of the installation

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A1.2 Please give the address of the installation

.....

.....

Postcode.....Telephone.....

Ordnance Survey national grid reference *8 characters, for example, SJ 123 456*

A1.3 Existing authorisations:

Please give details of any existing LAPC or IPC authorisation for the installation, including reference number(s):

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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

.....

Trading/business name (if different)

.....

Registered Office address

.....

.....

.....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 736 of the Companies Act 1985?

No

Yes name of ultimate holding company

.....

Registered office address

.....

.....

.....

.....Postcode.....

Principal Office address (if different)

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.....

.....

.....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 could be an agent or consultant rather than the operator.

Name.....

Position.....

Address.....

.....

.....Postcode.....

Telephone number.....

Fax number.....Email.....

B1 About the Installation

Please fill in the table below with details of all the current activities in operation at the whole installation.

B1.2. Please attach a plan of the premises 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

B1.3. Please supply a description of the location and methods of storage of:

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

B1.4. 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 installed	Dry cleaning solvent
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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.

(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)).

B1.6. 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.

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

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

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).

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 EU Solvent Emissions Directive on substitution, control and limiting of emissions of risk phrase materials will be met.

information

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

Doc Reference

C1 Fees and Charges

A cheque, payable to Solihull Metropolitan Borough Council, is enclosed for the requisite application fee of £_____.

Please note that your application cannot be processed unless the correct application fee is received. The fee is subject to change each year. The charging scheme is set by the Government Department for the Environment, Food and Rural Affairs and is published at www.defra.gov.uk .

We will confirm receipt of this fee when we write to you acknowledging your application.

C1.1 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 failure to do so will result in revocation of your permit and you will not be able to operate your installation.

For the year in which a permit is issued the charge is pro-rata for the remaining period of that year. The amount payable will be invoiced.

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 confidentiality?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the PPC regulations.

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 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,
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 that 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 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 himself or herself, 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.*