




Dry cleaning permit application

For sites in Islington



Request to use solvents and volatile organic compounds hazardous to health & the environment

Introduction

When to use this form

Use this form if you are sending an application, to the London Borough of Islington, for a permit under Regulation 13(1) and Regulation 35(2) of the Environmental Permitting (England and Wales) Regulations 2016 (S.I 2016 No.1154) as amended (“the EPR”), to operate a solvent emission directive activity under Schedule 14 of the EPR.

I.e. you would like to run dry cleaners.

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control (‘LAPPC’).

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 2014, and available at:

www.gov.uk/government/collections/defra-guidance-on-local-authority-pollution-control-lapc-regime

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 email submissions are preferred: pollution@islington.gov.uk

Postal applications can be made to:

**Pollution Team
Islington Municipal Offices
3rd Floor
222 Upper Street
London
N1 1XR**

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 1 copy** of the form and all other supporting material, to assist consultation. If you are submitting your application electronically, a single paper copy of the application must accompany your electronic data.

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.

Why we regulate dry cleaners

Dry cleaning chemicals known as Volatile Organic Compounds (VOC) can cause health problems. In order to protect yourself, your staff and your customers the London Borough of Islington regulate establishments using polluting chemicals.

VOCs can have short- and long-term adverse health effects. You and your staff will be exposed to VOCs while you are using them, and, to some degree, when they are stored. There will also be emissions outside your premises in to the wider environment.

Adverse health effects may include:

- Eye, nose and throat irritation
- Headaches, loss of coordination and nausea
- Damage to liver, kidney and central nervous system
- Some are suspected or known to cause cancer in humans.

Key signs or symptoms associated with exposure to VOCs include:

- Conjunctival irritation
- Nose and throat discomfort
- Headache
- Allergic skin reaction
- Dyspnea
- Declines in serum cholinesterase levels
- Nausea
- Emesis
- Epistaxis
- Fatigue
- Dizziness

The ability of organic chemicals to cause adverse health effects varies greatly from those that are highly toxic, to those with no known health effect.

As with other pollutants, the extent and nature of the health effect will depend on many factors including level of exposure and length of time exposed. Among the immediate symptoms that some people have experienced soon after exposure to some organics include:

- Eye and respiratory tract irritation
- Headaches
- Dizziness
- Visual disorders and memory impairment

What does the permit charge pay for?

The charges for dry cleaning permits are set by central government and do not cover the cost to the London borough of Islington in regulating and monitoring your establishment. Therefore, the London Borough of Islington partially subsidises the financial cost of you operating a business and meeting the required regulations. Depending on the size of your operation and the risk it poses to the local environment and community you will be visited at different intervals. The London Borough of Islington will also process and record the regular returns from your business regarding the amounts of solvents you use.

LAPPC Application Form: to be completed by the operator		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

A1 About the Operator

A1.1 Name of the installation

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

Post Code Telephone

Email Address

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):

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

Trading/business name (if different)

Registered Office address

Post Code

Principal Office address (if different)

Post Code

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

Post Code

Principal Office address (if different)

Post Code

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)

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

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

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

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).

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

Address

Post Code

B2 Use of Solvents

B2.1 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.

B2.2 Do any of your cleaning units use Carbon dioxide?

No:

Yes:

C1. Fees and Charges

There is a one-time application fee and an annual subsistence fee.

Your application cannot be processed unless the application fee is correct and enclosed.
www.gov.uk/government/publications/permits-for-solvent-emission-fees-and-charges-for-applications

C1.1. Please state the amount enclosed as an application fee for this installation.

£._____ Cheques should be made payable to: **London Borough of Islington**

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 do not pay, your permit will be revoked and you will not be able to operate your installation.

The annual fee you pay depends on the risk rating (for example low, medium or high risk) we assign your dry cleaning operation. The risk rating is dependent on you fulfilling the requirements of your environmental permit, running a smooth operation and not causing a nuisance to your neighbours.

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

Post Code

Email Address

D Commercial confidentiality & Data Protection

D1 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.

Commercial confidentiality document reference _____

D2 National security

Is there any information in the application to transfer, or partially transfer your permit, that you believe should be kept from the public register on the grounds of national security?

No:

Yes:

National Security document reference _____

D3 Data Protection Statement

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 EPR, 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).

E Declarations

E1 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 EPR.

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:

Signature _____

Name _____

Position _____

Date _____

E2 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.

B1.1 – Site Plan