

---

# SHEFFIELD CITY COUNCIL

## APPLICATION PACK

# Local Authority - Pollution Prevention and Control



## Dry Cleaning Installations

ENVIRONMENT & REGULATORY SERVICES  
**ENVIRONMENTAL PROTECTION SERVICE**



---

**SHEFFIELD CITY COUNCIL**  
Local Authority - Pollution Prevention and Control

**DRY CLEANERS APPLICATION PACK**

**Contents**

- **Useful Background Information**
- **Useful Contacts**
- **Application form**



**SHEFFIELD CITY COUNCIL**  
**Local Authority - Pollution Prevention and Control**  
**APPLICATION FOR A DRY CLEANING PERMIT**

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

**When to use this form**

This regime is known as Local Authority Integrated Pollution Prevention and Control, **LA-PPC**. Installations permitted under this regime are known as Part **B** installations. Use this form if you are sending an application for a 'Part B' dry cleaning installation to a Local Authority under the Environmental Permitting (England and Wales) Regulations 2016

**Before you start to fill in this form**

Please read the DEFRA Guidance issued for LAPPC. It can be found following the links to Pollution Prevention and Control at <http://ww2.defra.gov.uk/environment/quality/industrial/las-regulations/guidance>. The guidance contains a list of other documents you may need to refer to when you are preparing your application, and explains some of the technical terms used. You will also need to read the relevant Process Guidance note, PG 6/46(11). Environmental Permitting (England and Wales) Regulations 2016 can be obtained from The Stationery Office, or viewed on their website at <http://www.legislation.gov.uk/uksi/2016/1154/contents/made>. Note that there are several subsequent Statutory Instruments which amend these regulations.

**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 Protection Service**  
**Sheffield City Council**  
**5<sup>th</sup> Floor (North)**  
**Howden House**  
**1 Union Street**  
**Sheffield**  
**S1 2SH**

**Telephone (0114 273 4651 / 205 3588)**  
**E-mail : [epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk)**  
**[ippc@sheffield.gov.uk](mailto:ippc@sheffield.gov.uk)**

**Other documents you may need to submit**

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 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.

**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 hard copy to us and also an electronic copy of the form and all other supporting information**

**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 provided if you need any advice on how to set out the information we need. There is a charge per hour or part hour for pre-application advice. Please call us on Tel 273 4651 for further information.

---

## Useful Background Information

### The Legislation

By the 31 October 2007 all dry cleaners must comply with the Solvent Emissions Directive (1999/13/EC). The aim of the directive is to reduce and control the amount of solvents being emitted to atmosphere. In the UK this directive is being implemented through the Solvent Emissions Regulations 2004 and the Environmental Permitting (England and Wales) Regulations 2016.

These regulations require that all dry cleaners must have a permit to operate issued by the local authority.

### How to Comply

Dry cleaning operators must comply with the following:

- Use less than 20 grams of solvent per kilogram of work cleaned and dried (WCD) which is equal to 1 litre of Perchloroethylene per 80 kgs of WCD or 1 litre of Hydrocarbon or siloxane per 48.5 kgs of WCD;
- Produce and maintain a Solvent Management Plan that demonstrates compliance and keep solvent usage records available for inspection.

### Guidance

You are strongly advised to read the Process Guidance note on Dry Cleaning as this will help you fill in your application form and tell you what you need to do to comply with the law. You can print off your free process guidance note at:

<http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/notes/pgnotes/documents/pg6-46.pdf>

There are also versions in Greek, Turkish, Gujarati, and Urdu. These can all be downloaded **free of charge**. Paper copies of the guidance can be bought for £10 from Defra publications, Admail 6000, London SW1A 2XX, telephone 08459 556000.

### How Dry Cleaning Solvents Affect the Environment

The solvents used by dry cleaners are commonly known as 'volatile organic compounds' – VOCs. When VOCs are emitted they mix with nitrogen oxides in the atmosphere and, when there is sunlight, they react to form ground-level ozone. This is known as summer smog: the brownish haze that can be seen on the horizon on summer days.

---

Although action is being taken to plug the ozone hole in the high atmosphere, at ground level, ozone remains an unpleasant pollutant. It is the most irritating of the common pollutants. It causes impaired lung function and other respiratory problems: asthmatics and the elderly with respiratory disease can be the worst affected.

As well as affecting health, ozone can also affect the growth and yield of crops, alter sensitivity to frost tolerance and pest damage, and harm man-made materials such as rubber, paints, varnishes and textiles.

For more information on Air Quality in the Sheffield area visit the Council's Air Quality website at [www.cleanairsheffield.org/](http://www.cleanairsheffield.org/) or [www.care4air.org](http://www.care4air.org) or [www.sheffieldairmap.org/](http://www.sheffieldairmap.org/).

### **If You Need Help Completing the Form**

You can contact us on telephone number 0114 273 4651 or on [epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk).

You may also be able to seek advice and guidance from your Head Office (if you have one) or Trade Organisation on how to fill in the application form.

### **Training**

The following training providers are known to be offering training on PPC and dry cleaning:

- **EHRC** (Environmental Health Resource Centre Ltd) are providers of bespoke small group and one-to-one training sessions for regulators involved in permitting and regulating dry cleaners, including theory and practice at a dry cleaner of your choice ([www.ehrc.org.uk](http://www.ehrc.org.uk) or telephone Fay Rushby on 07802 349 581).
- **Martin Cranfield Associates** are running a number of courses around the country on inspecting dry cleaning installations. The course has been designed in association with Parrisianne Ltd, who are approved trainers to the Guild of Cleaners and Launderers (<http://www.cranfieldassociates.co.uk>).
- **SATRA**, based in Kettering, runs a Solvent Emissions Directive practical one-day course for regulators and cleaners. Their premises include working dry cleaning equipment (telephone 01536 410000, <http://www.satra.co.uk/>).
- **Parrisianne**, based in Lower Kingswood, Surrey, offer a variety of training courses and packages for both cleaners and regulators (telephone 0870 264 0002, <http://www.parrisianne.com/>).

- 
- **The Guild of Cleaners and Launderers** offer a competence-based certificate on “Handling Dry Cleaning Solvents Safely” following a 75-minute exam. Its aim is to qualify dry cleaners and regulators in the requirements of SED, but also includes understanding and optimisation of the dry cleaning operation (telephone 0161 483 4655, <http://www.gcl.org.uk/>).

---

### **What happens after I have applied?**

Once you have submitted your application form and application fee you will receive a letter from us within 14 days to confirm receipt.

If your application contains all the necessary information it will be deemed “duly made” and we will send you a letter and a receipt to confirm this. If we need more details so we can process your permit we will write to you and ask you to send in more information. It is important that you send this as if we do not receive it we cannot give you a permit to operate.

### **When will I get my Permit?**

When your application has been “duly made” and we have sent you a letter to confirm this, you will receive your permit within four months. Before this we may send you a draft for comments.

### **Will I be visited?**

Throughout the application and permitting process and thereafter you may be visited by an officer who may want to inspect your dry cleaning process and records.

---

## Useful Contacts

**Environmental Protection Service**  
**Sheffield City Council**  
5<sup>th</sup> Floor (North)  
Howden House  
1 Union Street  
Sheffield  
S1 2SH

Telephone: 0114 273 4651 / 205 3388

Email: [epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk)

Department for Environment Food and Rural Affairs  
Zone 4/G9  
Ashdown House  
123 Victoria Street  
London  
SW1 6DE  
[www.defra.gov.uk](http://www.defra.gov.uk)

Textile Services Association  
7 Churchill Court  
58 Station Road  
North Harrow  
Middlesex  
HA2 7SA  
Telephone: 020 8863 7755  
Fax: 020 8861 2115  
Email: [tsa@tsa-uk.org](mailto:tsa@tsa-uk.org)

Guild of Dry Cleaners and Launderers  
Yorkshire Region  
Doug Coates, Telephone 01132 864 251

## Useful Websites

Print off your free process guidance note at:

<http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/notes/pgnotes/documents/pg6-46.pdf>

[www.glc.org.uk](http://www.glc.org.uk)

[www.laundryandcleaningnews.com/](http://www.laundryandcleaningnews.com/)

[www.laundryandcleaningtoday.com](http://www.laundryandcleaningtoday.com)

[www.tsa-uk.org/](http://www.tsa-uk.org/)

<http://www.defra.gov.uk/environment/ppc/dryclean-update/index.htm>

[www.enviowise.gov.uk](http://www.enviowise.gov.uk)

---

**Sheffield City Council  
Application Form for Dry Cleaners**

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

**When to use this form**

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

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete send the form and fee and any information to:

**Environmental Protection Service  
Sheffield City Council  
5<sup>th</sup> Floor (North)  
Howden House  
1 Union Street  
Sheffield  
S1 2SH**

Tel: 0114 273 4651  
Fax: 0114 273 6464  
Email: [epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk)

**SECTION A – OPERATOR DETAILS**

<b>A1.1</b>	<b>Name of the premises</b> .....
<b>A1.2</b>	<b>Address of the premises</b> ..... ..... Postcode..... Telephone Number..... Fax No..... Email.....  Ordnance Survey national grid reference      -- -- -- -- -- -- -- -- <i>(8 characters, for example, SJ 123 456. There are a number of internet mapping sites which will convert a Post Code to a grid reference.)</i>
<b>A1.3</b>	Do you have an existing permit for a dry cleaning installation? .....

<b>A2</b>	<b>The Applicant</b>
	<p>Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners</p> <p>.....</p> <p>Trading/business name (if different) .....</p> <p>Registered Office address .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode.....Telephone Number.....</p>
<b>A2.2</b>	<p><b>Holding Companies</b></p> <p>Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?</p> <p>No?.....</p> <p>Yes? Name of ultimate holding company .....</p> <p>Ultimate holding company Registered Office address .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode: ..... Telephone: .....</p>

## SECTION B – ABOUT THE INSTALLATION

<b>B1.1</b>	<p>A plan of the premises showing the location of:</p> <p>The premises:</p> <ul style="list-style-type: none"> <li>(a) Where the dry cleaning machine(s) will be installed;</li> <li>(b) Where the dry cleaning solvents will be stored;</li> <li>(c) Where the dry cleaning residue will be stored;</li> <li>(d) 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,</li> </ul> <p>must be attached.</p>																																				
<b>B1.2</b>	<p>A description of the location and methods of storage of:</p> <ul style="list-style-type: none"> <li>(a) Dry cleaning solvents;</li> <li>(b) Dry cleaning residue,</li> </ul> <p>must be supplied.</p>																																				
<b>B1.3</b>	<p>Make, model name/number, serial number, load capacity, date of installation and type of dry cleaning solvent used.</p> <table border="1" data-bbox="331 949 1340 1397"> <thead> <tr> <th data-bbox="331 949 496 1048">Make</th> <th data-bbox="502 949 667 1048">Model</th> <th data-bbox="673 949 837 1048">Serial number</th> <th data-bbox="844 949 1008 1048">Load capacity</th> <th data-bbox="1015 949 1179 1048">Date of installation</th> <th data-bbox="1185 949 1340 1048">Dry cleaning solvent</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Make	Model	Serial number	Load capacity	Date of installation	Dry cleaning solvent																														
Make	Model	Serial number	Load capacity	Date of installation	Dry cleaning solvent																																
<b>B1.4</b>	<p>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.</p>																																				
<b>B1.5</b>	<p>Provide details of any other activities carried out within the dry cleaning installation which involve the use of organic solvents in particular spot cleaning solutions, water-proofing solutions and any other solvents or solvent-bourne preparations.</p>																																				
<b>B1.6</b>	<p>Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machine in accordance with this guidance.</p>																																				
<b>B1.7</b>	<p>Specify how the product will be weighed and recorded weekly and annually.</p>																																				

<b>B1.8</b>	<p><b>Risk Phrase Solvents</b></p> <p>At the time of writing and in the future it is believed unlikely that these materials will be used within the dry cleaning industry. (<i>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</i>)</p> <p>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:</p> <ul style="list-style-type: none"> <li>• R45 – May cause cancer</li> <li>• R46 – May cause heritable genetic damage</li> <li>• R49 – May cause cancer by inhalation</li> <li>• R60 – May impair fertility</li> <li>• R49 – May cause harm to the unborn child</li> </ul> <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 50px;">Yes</td> <td style="width: 50px;"></td> </tr> <tr> <td>No</td> <td></td> </tr> </table> <p>If <b>yes</b>, provide full details of how any 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.</p>	Yes		No	
Yes					
No					

**SECTION C – FEES AND CHARGES**

Your application cannot be processed unless the correct application fee has been paid. Please call us on Tel 273 4651 to check the current fee and to pay by card over the phone. We do not accept cheques. When you submit your application form please also ensure you include evidence of payment of the application fee

<b>C1.1</b>	The fee for a Dry Cleaning application is £155.00. Please pay by card over the phone by calling Tel 2734651 and include evidence of your payment when you submit your application form.
<b>C1.2</b>	<p><b>Please give any company purchase order number or other reference you wish to be used in relation to this fee:</b></p> <p>.....</p>

<b>C2</b>	<p><b>Annual Charges</b></p> <p>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.</p>
<b>C2.1</b>	<p>Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.</p> <p>.....</p> <p>.....</p> <p>Postcode..... Telephone Number.....</p>

<b>C3</b>	<p><b>Commercial confidentiality</b></p>				
<b>C3.1</b>	<p>Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial confidentiality?</p> <table border="1" data-bbox="384 927 552 1003"> <tr> <td data-bbox="384 927 467 965"><b>Yes</b></td> <td data-bbox="467 927 552 965"></td> </tr> <tr> <td data-bbox="384 965 467 1003"><b>No</b></td> <td data-bbox="467 965 552 1003"></td> </tr> </table> <p>If <b>yes</b>, please provide full justification, considering the definition of commercial confidentiality within the Pollution Prevention and Control Regulations (see the general guidance manual).</p>	<b>Yes</b>		<b>No</b>	
<b>Yes</b>					
<b>No</b>					

<b>C4</b>	<b>Data Protection</b>
	<p>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:</p> <ul style="list-style-type: none"> <li>• Consult with the public, public bodies and other organisations,</li> <li>• Carry out statistical analysis, research and development on environmental issues,</li> <li>• Provide public register information to enquirers,</li> <li>• Investigate possible breaches of environmental law and take any resulting action,</li> <li>• Prevent breaches of environmental law,</li> <li>• Assess customer service satisfaction and improve our service.</li> </ul> <p>We may pass on the information to agents/representatives who we ask to do any of these things on our behalf.</p> <p>It is an offence under Regulation 32 of the Pollution Prevention and Control Regulations 2000, for the purpose of obtaining a permit (for yourself or anyone else) to:</p> <ul style="list-style-type: none"> <li>• Make a false statement which you know to be false or misleading in a material particular,</li> <li>• Recklessly make a statement which is false or misleading in a material particular.</li> </ul> <p>If you make a false statement:</p> <ul style="list-style-type: none"> <li>• We may prosecute you, and</li> <li>• If you are convicted, you are liable to a fine or imprisonment (or both)</li> </ul>

<b>C5</b>	<b>Declaration</b>
<b>C5.1</b>	<p>Signature of current applicant(s)*</p> <p>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.</p> <p>Please note that each individual applicant must sign the declaration themselves, even if an agent is acting on their behalf.</p> <p>For the application from:</p> <p>Premises name:  .....</p> <p>Signature: .....</p> <p>Name: .....</p> <p>Position: .....</p> <p>Date: .....</p> <p>Signature: .....</p> <p>Name: .....</p> <p>Position: .....</p> <p>Date: .....</p> <p>* 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.</p>