



**Part B Application Form
Application for a Permit
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2010**

INTRODUCTION

When to use this form

This regime is known as Local Authority Pollution Prevention and Control, **LAPPC**. Installations permitted under this regime are known as **Part B** installations under the Environmental Permitting Regulations 2010 ("the EP Regulations").

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.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LAPPC, republished in 2010 and available at: <http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/manuals.htm> This 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 ("PG") Note for your process: <http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/notes/pgnotes/>. The EP Regulations can be obtained from the link below: <http://www.legislation.gov.uk/ukSI/2010/675/contents/made>

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 completed return to:

**Environmental Protection, Coventry City Council
Room 314 Broadgate House
Broadgate, Coventry
CV1 1NH**

Other documents you may need to submit

There are a number of other documents you will 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, it will be at the top of the form on page 3). 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.

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.



LAPPC Application Form: to be Completed by the Operator

For Local Authority use		
Application Reference:	Officer Reference:	Date Received:

A1.1. Name of the premises

BRIGHTLY PROFESSIONAL DRY CLEANING

A1.2. Please give the address of the premises

70 EARLSDON ST

EARLSDON

COVENTRY

Postcode: CV5 6EJ Telephone: 024 76679636

Ordnance Survey national grid reference 8 characters:

(For example, SJ 123 456)

S	2	3	9	8	6	9	7
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- Appendix 3

There are a number of Internet mapping sites that will convert a Post Code to a grid references

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

Yes

No

If Yes please give installation address:

45 WOODLANDS ROAD, BINLEY WOODS

COVENTRY CV3 2JL (CRUGBY BOROUGH COUNCIL)

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

BRIGHTLY LIMITED

Trading/business name (if different):

T/A BRIGHTLY PROFESSIONAL DRY CLEANING

Registered Office address:

75 HOLBORN AVENUE, HOLBROOKS COVENTRY

Postcode: CV6 4GA Telephone: 024 76679636

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: _____

Ultimate holding company Registered office address:

Postcode: _____ Telephone: _____

A3.1. 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. This could be an agent or consultant rather than the operator.

Name: ANKA ANNA JEVREMONIC (Anna)

Position: MANAGING OWNER

Address: Brightly 70 Earlsdon St Earlsdon Coventry
CV5 6EJ 024 76679636 (workcontact)

Registered Office is my home address.

Postcode: _____

Telephone Number: 024 7667 9636 / [REDACTED]

Fax Number: _____

E-mail Address: brightly@ntlworld.com.

B. About the installation

B1.2. Please provide 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

Document Reference: APPENDIX 1

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

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

Document Reference: APPENDIX 2

B1.4. Please provide information regarding the:

- (a) Make
- (b) Model name/number
- (c) Serial number
- (d) Load capacity
- (e) Date of installation
- (f) Type of dry cleaning solvent used for each machine.

Document Reference: APPENDIX 2

B1.5. Maintenance

Please provide details, including a schedule, of checking and maintenance procedures for each machine. This should include the machine manufacturer's 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.

Document Reference: APPENDIX 2

B1.6. Other use of solvents

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 bourne preparations

Document Reference: APPENDIX 2

B1.7. Staff Training

Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machines. This should include details of operation of dry cleaning machines, control and use of dry cleaning solvents and location of machine's operating manuals.

Document Reference: APPENDIX 2

B1.8. Product weight

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

Document Reference: APPENDIX 2

B1.9. Determination of solvent consumption

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).

Document Reference: APPENDIX 2

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)*

B2.1 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 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.

Your supplier should be able to advise you whether any such substances or preparations are being supplied.

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.

Document Reference: APPENDIX 2

C1. Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

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

£ 148-00 Cheques should be made payable to: Coventry City Council

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.

NA

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.

Anna Terremonic, Brightly Professional Dry Cleaning
70 Earlston St, Earlston, Coventry
CV5 6EJ

Postcode: CV5 6EJ Telephone: 024 7667 9636

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 EP Regulations.

Document Reference: _____

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 ✓
- Respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows). ✓

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 Environmental Permitting Regulations 2010, 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~~ 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 applicant must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from:  _____

Premises Name: Brightly Professional Dry Cleaning

Signature:  _____

Name: Anna Terremone

Position: Managing Owner

Date: 8th February 2013

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.*

Our Ref : MJM/05022013/Brightly/Coventry
Your Ref :

05 February 2013

Re: Drycleaning Application Permit for: Brightly Dry Cleaners, 70 Earlsdon Street, Earlsdon, Coventry, CV5 6EJ

Please find below the details required regarding the above application:

Paragraph B1.2:

- (a) Please find attached the map of the location of the premises
- (b) Please find attached a plan of the installation at the above address.
- (c) The drycleaning solvent will be stored within the base tanks of the drycleaning machine, with the solvent containment tray of the drycleaning machine having a capacity exceeding 110% of the total maximum storage capacity of these base tanks. Any additional solvent will be stored within suitable 9 litre containers direct from the manufacturer and these boxes will be kept within the solvent containment tray of the drycleaning machine.
- (d) The waste from the drycleaning machine will be pumped out into a sealed container with the lid secured at all times, which will be located immediately behind the drycleaning machine away from any drainage and on an impervious floor. When this container is full, it will be removed by Accredited Waste Companies and a new drum attached.
- (e) The plan of the installation which is attached shows the location of the drains. Please find plan attached Please note that there will not be any areas that you will dispose of the Perchloroethylene solvent (VOC) other than in the correct waste disposal drums you will use.

Paragraph B1.3:

- (a) The dry cleaning solvent will be stored within the base tanks of the drycleaning machine, with the solvent containment tray of the drycleaning machine having a capacity exceeding 110% of the total maximum storage capacity of these base tanks. Any additional solvent will be stored within suitable 9 litre containers direct from the manufacturer and these boxes will be kept within the solvent containment tray of the drycleaning machine.
- (b) The waste from the drycleaning machine will be pumped out into a sealed container with the lid secured at all times, which will be located immediately behind the drycleaning machine away from any drainage and on an impervious floor. When this container is full, it will be removed by Accredited Waste Companies and a new drum attached.

Our Ref : MJM/05022013/Brightly/Coventry

Your Ref :

05 February 2013

Paragraph B1.4:

- (a) Renzacci
- (b) Progress 35 Club
- (c) 22930-2013
- (d) 15-17kg
- (e) TBA
- (f) Perchloroethylene

Paragraph 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 the form of a list of activities carried out and their frequencies.
 - Per load
 - Check and clean air filter and inspect secondary air filter.
 - Check and if necessary clean the button trap basket.
 - Daily
 - Ensure all gaskets are fitted correctly.
 - General inspection of the machine.
 - Every 3 days or every 20 loads
 - Perform distillation bake out and pump out still when the still is cold after bake out.
 - Weekly
 - Check oil in the air lubricator and if necessary top up.
 - Ensure that oil has been used from that air lubricator since the previous check and if not adjust oil dispenser accordingly.
 - Drain air compressor.
 - Check the air compressor oil level using the dip stock and top up if necessary.
 - Overall check on the condition of the drycleaning machine, still door and sight glass gaskets, loading door gasket, refrigeration battery gasket, air filter and button trap gaskets
 - Monthly
 - Thoroughly clean the water separator – use protective mask and wear suitable gloves. Dispose of the water and Perchloroethylene in the waste drum and record the volume on your Daily Solvent Management Sheet.
 - Six Monthly
 - Call Renzacci UK Plc for Six Monthly Service.

Our Ref : MJM/05022013/Brightly/Coventry
Your Ref :

05 February 2013

Paragraph B1.6:

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

- **None.**

Paragraph B1.7:

Provide details on the training and relevant qualifications regarding operating and maintaining the drycleaning machine in accordance with the guidance.

- Renzacci UK Plc (the supplier of the drycleaning machinery) is to provide training on the correct and safe maintenance of the drycleaning machine to the manufacturer's guidance.

Paragraph B1.8:

Specify how the product will be weighed and recorded weekly and annually

- The loads will be weighed using weighing baskets and the load weight recorded on weekly, monthly and annual load weight sheets will be kept, examples of which are attached.

Paragraph B1.9:

Provide details on how the mass or volume of solvent will be determined and recorded weekly and annually (due to the low use of spot cleaning solvents they only need to be determined annually).

- The volume of solvent usage will be carried out utilising the weekly, monthly and annual solvent consumption sheets which will be kept, examples of which are attached.

Paragraph B2.0:

- Risk Phrase Solvents
 - None Applicable.

2. Solvent Management Spreadsheets-single (for operators with only one machine)

You must make a return for each site, covering all the machines on the site. You need to record the weight of work processed and the amount of solvent added for each machine as well as the estimated still residue. If you have more than one machine on site then, in order to claim the correct allowance for still residue, keep the residue obtained from each solvent type and each still cleaning method separately. For the Annual Inventory the total weight of solvent used, corrected for solvent sent for recycling and the 'Annual spot cleaning factor', and total weight of work processed, are used to calculate a site emission figure. To help you keep a check on your machines performance a monthly estimate is made of solvent emissions for each machine.

If you have a single machine on site you can use the 'Annual (Single machine)' spreadsheet or printed sheet. The spreadsheet version will automatically transfer the monthly totals across and calculate the solvent emissions, you just need to add in the relevant 'Annual Spot Cleaning Correction Factor'.

If you have a multiple machines on site you can use the 'Annual (Multiple machines)' spreadsheet or printed sheet. The spreadsheet version will automatically transfer the monthly totals for each machine across and calculate the solvent emissions, you just need to add in the relevant 'Annual Spot Cleaning Correction Factor'.

Before starting to record solvent usage ensure that the machine is filled to its normal operating level. This is particularly important if you are installing a new machine.

If you anticipate changing or adding a machine during the annual period you should use the multiple machine sheet and show each machine for the period that it is in use. If you are using the spreadsheet version, you need to fill in the following fields in the first (i.e. furthest left on the spreadsheet) monthly sheet as they transfer automatically to all the following months: 'Machine' (top left of sheet), put a cross in the relevant box for 'Method of still cleaning' (centre left of sheet) and put a cross in the relevant box for 'Type of Solvent' (lower left of sheet).

1. Weekly Inventory Sheet:

It is suggested, that for practical purposes, the 'Weekly' Sheet is filled in manually. This must be carried out for each load on each machine.

1.1 Print off copies of the 'Weekly Inventory Sheet', one for each machine, and fill in the details for the 'Site', 'Machine' and 'Week' at the top.

1.2 For each load, record the weight (kg) on the relevant daily line. Total this up and complete the 'Daily Total Weight' column.

1.3 When you add solvent to the machine, record the volume (litres) in the right hand column. This is the 'Solvent Used'.

1.4 At the end of the week total the daily and then weekly weight of work processed and the amount of solvent added.

1.5 Select the method of still cleaning (tick or mark the appropriate box). Enter any other information you may wish to record. Sign and date the sheet.

2. Monthly Inventory Sheet:

The 'Monthly' Sheet may be completed, either using this spreadsheet, or filled out manually each month. This should be done at the end of each month. If you have more than one machine on site you need to complete a form or separate spreadsheet every month for each machine.

2.1 Use the spreadsheet or print out a copy of the 'Monthly Sheet', complete the details for 'Site', 'Machine' and 'Month and Year' at the top of the sheet.

2.2 Enter the 'Week ending / Week No.', transfer the weekly totals for 'Weight of work processed' and 'Solvent Used' to the relevant lines under the appropriate week column.

2.3 Estimate the amount of Still residue you have collected from each machine over the month and enter into the relevant line under the appropriate week column. You need this figure so that the monthly solvent usage can be calculated reasonably accurately. When still waste is collected, you may need to adjust the monthly figure so that the total for the preceding period is correct.

2.4 At the end of the month, if you are filling in the sheets manually total up the 'Weight of work processed' and 'Solvent used'.

2.5 Select the method of still cleaning the machine uses and place an 'X' in the relevant box. If you are filling in the sheets manually copy down the 'Estimated still residue for month' to the relevant box and calculate the 'Allowance' using the formula shown. You can now calculate your 'Nominal Monthly Solvent Use' for the machine using the formula provided.

2.6 Select the type of solvent you are using and place an 'X' in the relevant box. If you are filling in the sheets manually you can now calculate the 'Weight of work / litre of solvent', 'the Solvent emitted' and 'Weight of solvent used' for the month.

3. Annual Inventory Sheet - Solvent Management Plan

The 'Annual' Sheet - Solvent Management Plan may be completed, either using the relevant spreadsheet, or filled out manually. If you do this at the end of each month you will see how you are progressing with compliance. If you use the spreadsheet version, either the 'Annual (Single machine)' or 'Annual (Multiple machine)' spreadsheet, will be completed automatically based on the entries in the Monthly sheets. You just need to insert the 'Site' name and 'Year' at the top of the sheet and the 'Annual Spot Cleaning Correction Factor' in the box provided on the lower left of the spreadsheet.

To complete the sheet manually:

3.1 Print out a copy of the 'Annual Sheet', complete the details for 'Site' and 'Year' at the top of the sheet.

3.2 Record the month and year in the left hand column.

3.3 Enter the 'Annual Spot Cleaning Correction Factor' in the box provided on the lower left of the spreadsheet.

3.4 Transfer the monthly totals for 'Weight of work processed' and 'Weight of solvent used' to columns 'a' and 'b'. Do this for each machine if you have more than one machine and are using the 'Annual (Multiple machines)' spreadsheet.

3.5 You can also transfer the monthly totals for 'Estimated still residue' to the columns on the right if you wish, so that you can manually check that the totals for the year for each still cleaning method and solvent type to ensure that they correspond to your waste collection transfer note totals.

3.6 If you want to check your ongoing solvent mileage then total the 'Monthly weight of work processed' and 'Weight of solvent used' for all the months and calculate the 'Monthly solvent emitted per kg of work processed' using the formula provided.

3.7 To obtain the annual result, sum the 'Total annual weight of work processed' and then the 'Total annual weight of solvent used' which should include the 'Annual spot cleaning correction factor'.

3.8 Using the formula provided calculate the 'Annual total of solvent emitted per kg of work processed'. The result should be 20 g/kg or less.

Cells in the spreadsheets, highlighted like this, contain the results that are transferred to the next sheet i.e. Weekly results to transfer to Monthly sheet or Monthly results to transfer to Annual sheet.

For spreadsheet users:

Cells in the spreadsheets, highlighted like this, should have data entered in them where applicable

Cells in the spreadsheets, highlighted like this, contain formulas, DO NOT ENTER DATA IN THEM

WEEKLY INVENTORY SHEET

Site Machine Week ending / Week No.

Load No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Daily Total Weight (kg)	Solvent Added (litres)
Monday	Weight																
Tuesday	Weight																
Wednesday	Weight																
Thursday	Weight																
Friday	Weight																
Saturday	Weight																
Sunday	Weight																

Total for Week

Indicate as appropriate	Method of still cleaning	Date still cleaned
	Manual rake out	
	Pumped out	

Activity	Date
Water separator cleaned	

Signed Date

Maintenance and/or service carried out (enter date)
Details:

The Total Weight for Week figure and details of Solvent Added should be transferred to your MONTHLY INVENTORY SHEET

MONTHLY INVENTORY SHEET

Site:

Month and year:

Machine:

Week ending / Week No.

--	--	--	--

Weight of work processed (kg)

Monthly Total
Weight (kg)

a

				0
--	--	--	--	---

Solvent used (litres)

Monthly Total
(litres)

c

				0
--	--	--	--	---

Estimated still residue for month (litres)

d

Note: Estimate the amount of residue collected so that a draft solvent usage figure can be obtained. You will need to adjust this figure from time to time so that the total for the year corresponds to your waste collection transfer notes.

Still type / Allowance factor

Method of still cleaning		Waste Allowance Factor	Total	Allowance
		e	d	f = e × d
Manual rake out		0.15	0	0
Pumped out		0.6	0	0

Select a method of still cleaning (see Instruction 2.5)

Nominal Monthly Solvent Use	(litres)	g = c - f	0
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Solvent emission calculation

Type of Solvent	Factor: specific gravity of solvent	Weight of work / litre of solvent	Solvent emitted (should be 20g/kg or less)	Weight of solvent used
	(g/l)	(kg / l)	g / kg	(kg)
	h	j = a ÷ g	k = h ÷ j	b = g × (h ÷ 1000)
Perc	1600			
Siloxane	970			
Hydrocarbon	970			
Other				

Select a solvent type (see Instruction 2.6)

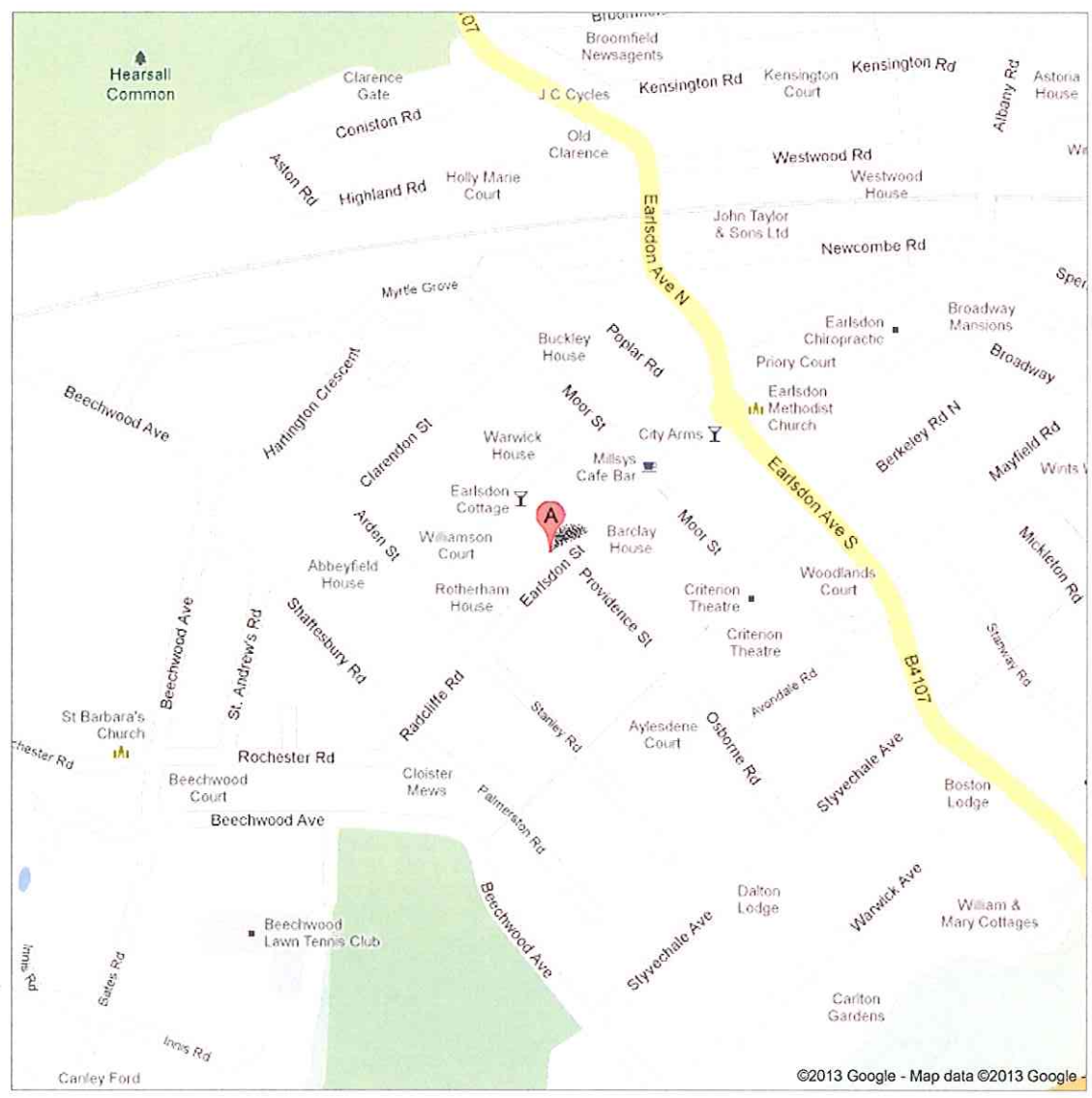
Solvent Usage Check :

OK

Appendix 3

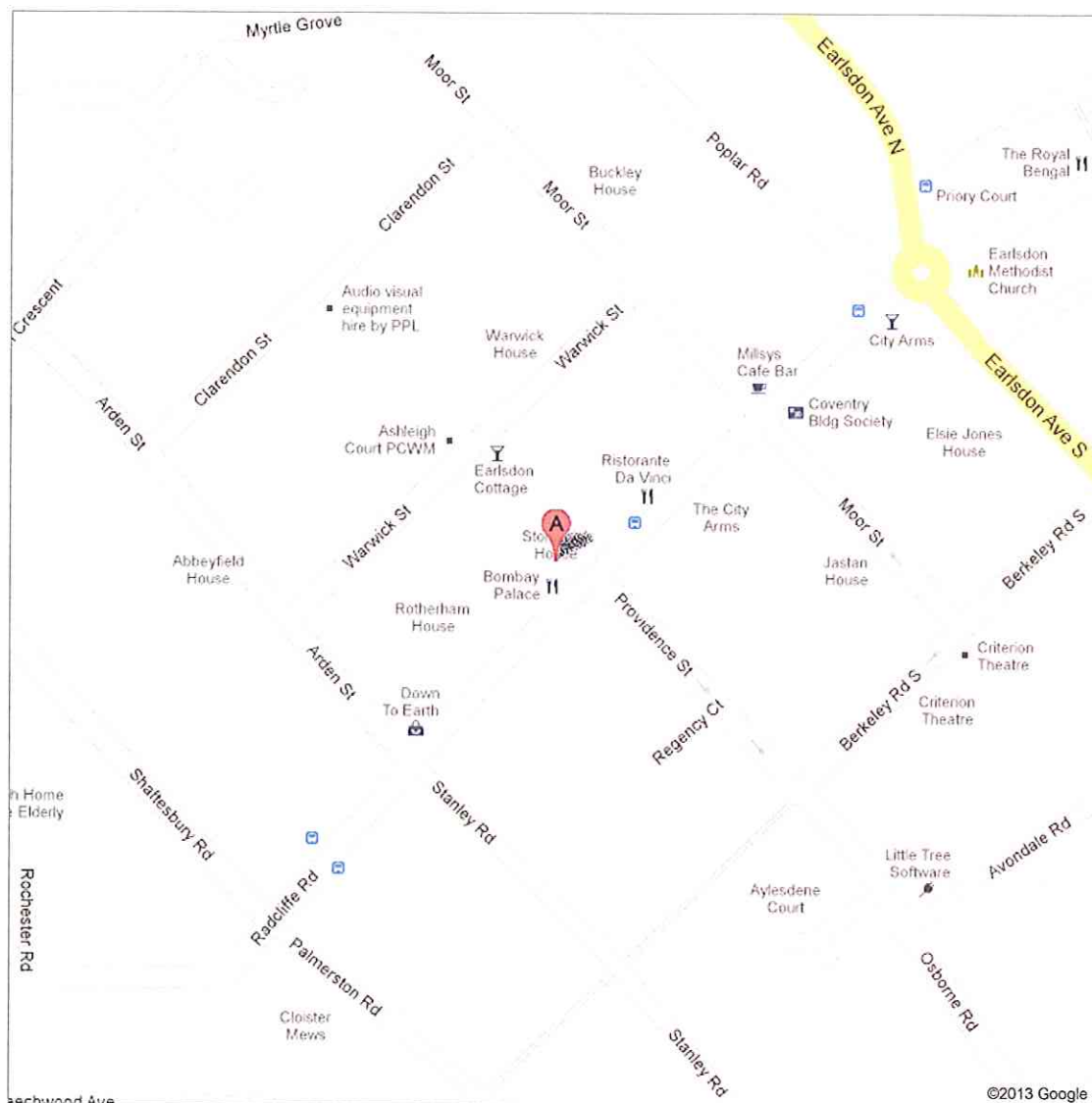


Address Coventry, West Midlands CV5 6EJ
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