



Part B Application form

APPLICATION FOR A PERMIT FOR A DRY CLEANER

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

Introduction

When to use this form

Use this form if you are applying for a permit to a regulator to operate a dry cleaning installation as defined in the appropriate legislation of the UK region in which the installation is sited.

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete return to:

***Environmental Protection Services, Ipswich Borough Council, Grafton House,
15-17 Russell Road, Ipswich, IP1 2DE***

Alternatively, email to: environmental.health@ipswich.gov.uk

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 address given above if you need any advice on how to set out the information we need.

For the purposes of Section C of the form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

For Local Authority use		
Application reference	Officer reference	Date received

LAPPC application form: to be completed by the operator

A The basics

A1 Name and address of the premises

FIRCROFT LAUNDRY & DRY CLEANERS
153 FIRCROFT ROAD
IPSWICH

Postcode: IP1 6PT Telephone: 01473 742890

A2 Ordnance survey national grid reference (8 characters)

(for example, SJ 123 456...there are a number of internet mapping sites which will convert a post code to a grid references.)

TM 15641 47388

A3 Details of any existing environmental permit or consent

(for waste operations, include planning permission for the site, plus established use certificates, a certificate of lawful existing use, or evidence why the General Permitted Development Order applies.)

THERE IS A CURRENT DRY CLEANING
PERMIT AT THE SITE.

WE HAVE CHANGED THE DRY CLEANING
MACHINE & UPDATED THE OPERATOR.

A3 ~~Do~~ you have an existing permit for a dry cleaning installation

☒ Yes ☐ No

A4 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

Name: **SCHOFFIELDS (LAUNDRY) LTD**

Trading name, if different:

T/A FIRCROFT LAUNDRY.

Registered office address:

**FOX BARN, HALL ROAD, LITTLE BEALINGS
IP13 6LG**

Principal office address, if different:

**FIRCROFT LAUNDRY
153 FIRCROFT ROAD, IPSWICH, IP1 6PT**

A4 Any holding company?

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006? If "yes" please fill in details of the ultimate holding company.

☐ Yes ☒ No

Name:

Trading name, if different:

Registered office address:

Principal office address, if different:

Company registration number:

13171806

B The installation

B1 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

SEE APPENDIX #1

B2 A description of the location and methods of storage of (a) or (b) must be supplied:

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

- a) SOLVENT IS PUT INTO MACHINE UPON DELIVERY
- b) RESIDUE STORED IN 'BOILER ROOM'

B3 Make, model name and number, serial number, load capacity, date of installation and type of dry cleaning solvent used, plus method of removal of residue from the machine.

- P15 BOWE • 15KG CAPACITY
- PERC SOLVENT.
- MANUAL RAKE-OUT OF SOLVENT
- 1688 09/04

B4 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)

SEE APPENDIX B.

B5 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

OCCASIONAL SPOT-CLEANING
SOLUTIONS.

B6 Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machine in accordance with this guidance.

ONLY 1 x OPERATOR OF D/C MACHINE,
WITH 13 YEARS EXPERIENCE OF
SIMILAR EQUIPMENT.

B7 Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machine in accordance with this guidance.

AS, ABOVE.
WITH YEARLY SERVICE BY D/C
ENGINEER

B8 Specify how the product will be weighed and recorded weekly and annually, including details of scales.

Part B Dry Cleaner application EACH LOAD WEIGHED BY
STANDARD HANGING SCALES & RECORDED

B9 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 need only be determined annually).

- WEEKLY / MONTHLY / YEARLY CHECKS OF VOLUME OF SOLVENT.
- RECORDED AGAINST WEIGHT CLEANED

C Fees and Charges

C1 For details of how to calculate the application fee please consult the appropriate charging scheme via the Defra web site, (England & Wales), the SEPA web site, (Scotland) or the DOENI web site, (Northern Ireland). 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.

£..... CURRENTLY PAY AN ANNUAL FEE.

Cheques should be made payable to Ipswich Borough Council.

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

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.

Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.

FIRCROFT LAUNDRY
153 FIRCROFT ROAD
IPSWICH, IP1 6PT

Postcode: *IP1 6PT* Telephone: *01473 742890*

C6 Commercial confidentiality

Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

If „Yes“, please provide full justification, considering the definition of commercial confidentiality within the Regulations (See the appropriate general guidance manual).

C7 Data Protection Declaration

The information you give will be used by the regulator 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 the relevant 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).

C8 Declaration

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: FIRCROFT LAUNDRY

Signature: K Waller

Name: KEVIN WALLER

Position: DIRECTOR

Date: 21/9/26

Signature: K Waller

Name: KEVIN WALLER

Position: DIRECTOR

Date: 21/9/26

* 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.

APPENDIX #.1

BACK DOOR



APPENDIX # 2.

Maintenance Of Bowe Dry Cleaning Machine

Daily.

Clean button trap
Clean lint filter
Check safety tray for solvent
Check solvent level in still

Weekly / Monthly.

Empty water separator into still
Clean strainer
Drop filters
Still Maintenance
Water Separator Maintenance

Any further maintenance should be beyond the capabilities of the cleaner and perhaps should be carried out by trained personnel. Repairs and servicing are carried out by trained personnel.