Logo, company name

Description automatically generated

**STANDARD RULES PERMIT APPLICATION FORM FOR A NEW PERMIT**

**FOR DRY CLEANING ACTIVITIES**

**UNDER THE POLLUTION PREVENTION AND CONTROL (SCOTLAND) REGULATIONS 2012**

**The Data Protection Act 1998**

The Scottish Environment Protection Agency is responsible for maintaining and improving the environment and regulating environmental emissions. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Scottish Environment Protection Agency to deal with your application, monitor compliance with the licence/permit/registration conditions, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

Offering/providing you with our literature/services relating to environmental affairs

Consulting with the public, public bodies and other organisations on environmental issues

(e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive)

Carrying out statistical analysis, research and development on environmental issues

Providing public register information to enquirers

Investigating possible breaches of environmental law and taking any resulting action

Preventing breaches of environmental law

Assessing customer service satisfaction and improving our service.

We may pass it on to our agents/representatives to do these things on our behalf.

It should be noted that requests for Date of Birth are for identification purposes only.

**You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice.**

**Section 1 - Application and Charges**

A fee is required for this new permit application and you will also be required to pay an annual subsistence charge for which you will be billed annually. Should the operator of this dry cleaning activity change, you must apply to SEPA for a transfer of the permit. Should the dry cleaning activity close, the operator must inform SEPA in order that the permit can be surrendered, and the annual subsistence charging cease.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment Method:** | | | | |
| BACS  Proof of payment must be submitted. | Sort Code | 83 34 00 | | |
| A/C number | 00137187 | | |
| A/C Name | SEPA | | |
| Proof of payment submitted: | Yes | | No |
| Proof of payment reference: |  | | |
| Online Card Payment  Payment is accepted online at  <https://webpayments.sepa.org.uk/>  Proof of payment must be submitted. | Proof of payment submitted: | Yes | No | |
| Proof of payment reference: |  | | |
| Cheque | Payable to SEPA and submitted with your application | | | |

Please return this form together with all supporting information and correct payment, by email to [registry@sepa.org.uk](mailto:registry@sepa.org.uk) or to the following address:

SEPA Angus Smith Building  
6 Parklands Avenue   
Eurocentral  
Holytown  
NORTH LANARKSHIRE   
ML1 4WQ

**For any queries, please contact:** [ppcpermitting@sepa.org.uk](mailto:ppcpermitting@sepa.org.uk)

**Section 2 - Information Required for a Dry Cleaning Activities Standard Rules Permit**

This application form is for a standard rules permit for dry cleaning activities.

The information in this form will be used to determine your application. It will also be used to set appropriate limits on your operation.

**ONLY USE THIS FORM IF THE FOLLOWING APPLIES:**

* You wish to apply for a **standard rules permit** for your dry cleaning activity. You can view these standard rules at <http://www.sepa.org.uk/media/219238/dry_cleaner_standard_rules.pdf>
* You are applying for a new permit for your dry cleaning activity.
* The dry cleaning activity site does not lie within a Scottish Natural Heritage designated site.
* There is no other permitted installation on the site.
* You do not wish to claim commercial confidentiality for any part of your application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GENERAL QUESTIONS** |  |  | | |
|  |  |  | | |
| **Q1. Quick Pay receipt number:** |  |  | | |
|  |
| **Q2. Dry Cleaning Activity (Installation Site) details:** | | | | |
| **Name of Dry Cleaning Site** |  |  | | |
| **Address** |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
| **Postcode** |  |  | | |
|  | | | | |
| **Q3. Please supply Ordnance Survey national grid reference 8 characters for the dry cleaning activity location, e.g. SJ 123 456** | | |  |  |
|  | | |  |
| **Q4. Applicant contact/correspondence details – this is not necessarily the operator and should be the**  **person with whom SEPA may discuss the application:** | | | | |
| **Name** |  |  | | |
| **Relationship with Operator** |  |  | | |
| **Address** |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
| **Telephone Number** |  |  | | |
| **E-mail address** |  |  | | |
|  |  |
| **Q5. Please provide details of the address you wish invoices to be sent to:** | | | | |
| **Name** |  |  | | |
| **Address** |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
| **Postcode** |  |  | | |
| **Telephone Number** |  |  | | |
|  |  |  | | |
| **Q6. What is the legal status of the operator? This is the person who has control over the dry cleaning**  **activity and ensures that it is operated in accordance with the permit.** | | | | |
| **Individual or Group of Individuals** |  |  | | |
| **Partnership** |  |  | | |
| **Company or corporate body** |  |  | | |
|  |  |
| **For all individuals, groups of individuals or partnerships; please supply the following details:** | | | | |
| **Name** |  |  | | |
| **Date of Birth** |  |  | | |
| **Trading/Business/Partnership Name (if any)** |  |  | | |
| **Business Address & Postcode** |  |  | | |
| **Contact Telephone Number** |  |  | | |
| **E-mail Address** |  |  | | |
| **Principle Place of Business** |  |  | | |
| **For a company or corporate body, please supply the following details:** | | | | |
| **Full name of company or corporate body** |  |  | | |
| **Trading/business name (if different)** |  |  | | |
| **Registered office address & postcode** |  |  | | |
| **Principle office address (if different)** |  |  | | |
| **Company registration number** |  |  | | |
| **Date of company formation** |  |  | | |
| **Is the company a subsidiary of a holding company within the meaning of Section 1159 of the Companies Act 2006?** |  |  | | |
| **Name of ultimate holding company** |  |  | | |
| **Ultimate holding company registration number** |  |  | | |
| **Ultimate holding company registered address & postcode** |  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **TECHNICAL QUESTIONS** |  |  |  |
|  |  |  |  |
| **Q7. Are you applying for a new permit to allow you to operate a dry cleaning activity in accordance with the** [**Standard Rules SR3 (2016)**](http://www.sepa.org.uk/media/219238/dry_cleaner_standard_rules.pdf) | | | YES / NO |
|  | | |  |
| **Q8. Please provide details of the dry cleaning machine(s) within the installation, including the**  **manufacturer, name and model number, serial number, rated load capacity, date of installation and**  **dry cleaning solvent to be used** | | | |
|  | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Manufacturer make & model** | **Serial number** | **Rated Load Capacity (kg)** | **Date of Installation** | **Solvent Name including Hazard Statement reference** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | | |
|  | | |  |
| **Q9. Please describe the location and method of:** | | | |
| **Storage (eg drums, cans, tanks etc) within the installation for dry cleaning solvents (pending use)** | | | |
|  | | |  |
|  | | | |
|  | | |  |
| **Solvent contaminated residues (awaiting disposal)** | | |  |
|  | | |  |
|  | | | |
|  | | |  |
| **Q10. Will you be carrying out spot cleaning of clothes/textiles at the installation.**  **If “Yes”, please provide details below** | | | YES / NO |
|  |  |  |  |

|  |  |
| --- | --- |
| **Name of preparation** | **Solvent name** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | | | | | |  | |
| **Q11. Please detail the competency of all relevant staff to operate the dry cleaning activity**  **e.g. experience, training, relevant qualifications, supervision etc.** | | | | | | | | | | |
|  |  |  | | | | | | |  | |
| |  |  | | --- | --- | | **Staff Member** | **Competency demonstrated by** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | | | | | | | | | | |
|  |  |  | | | | | | |  | |
|  |  |  | | | | | | |  | |
| **Q12. Will you be using the checklist detailed in** [**Standard Rules SR3 (2016**](http://www.sepa.org.uk/media/219238/dry_cleaner_standard_rules.pdf)**) Appendix 1 “Typical Checks for Dry Cleaning Machines”?**  **If “No”, please provide a schedule of checking and maintenance procedures which you will implement.** | | | | | | | | | YES / NO (please provide a schedule which you will implement) | |
|  |  |  | | | | | | |  | |
| **Q13. To obtain a standard rules permit you must fully comply with the Process Guidance Note 6/46(11) Statutory Guidance For Dry Cleaning, which can be found on the** [**SEPA website**](http://www.sepa.org.uk/regulations/pollution-prevention-and-control/ppc-part-b-activities/dry-cleaners/)**.**  **Please confirm that you are able to meet these requirements.** | | | | | | | | | YES / NO | |
|  | | | | |  |  | | |  | |
| **Q14. Please select the local authority area in which your dry cleaning activity is located.** | | |  | Aberdeen City | | |  | Highland | |  |
| Aberdeenshire | | |  | Inverclyde | |  |
| Angus | | |  | Midlothian | |  |
| Argyll & Bute | | |  | Moray | |  |
| Comhairle nan Eilean Siar | | |  | North Ayrshire | |  |
| Clackmannanshire | | |  | North Lanarkshire | |  |
| Dumfries and Galloway | | |  | Orkney | |  |
| Dundee | | |  | Perth & Kinross | |  |
| East Ayrshire | | |  | Renfrewshire | |  |
| East Dunbartonshire | | |  | Scottish Borders | |  |
| Edinburgh | | |  | Shetland Islands | |  |
| East Lothian | | |  | South Ayrshire | |  |
| East Renfrewshire | | |  | South Lanarkshire | |  |
| Falkirk | | |  | Stirling | |  |
| Fife | | |  | West Dunbartonshire | |  |
| Glasgow | | |  | West Lothian | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | | | |  |
| **SIGNATURE/S** | | | | | | | |
|  | | | |  |  |  | |
| It is an offence under Regulation 67 of the Pollution Prevention and Control (Scotland) Regulations 2012 (as amended) to:   * Make a material statement which you know to be false or misleading; or * Recklessly make a material statement which is false or misleading   for the purposes of obtaining a permit (for yourself or anyone else) or seeking a variation or transfer of a permit.  If you make a false statement:   * We may prepare a report to the Procurator Fiscal who may prosecute you; and * If you are convicted, you may be liable to a fine or imprisonment, or both.   **Declaration**  \* I/We apply for a Permit  \* I/we certify that the information (including supporting documentation \*I/we have supplied) in this application is correct.  \* delete as appropriate  **Signature(s) of current operators**  Please note that **the operator must sign** the declaration, even if an agent is acting on their behalf. For groups of individuals or partnerships, all the persons should sign below. For a company or corporate body, an authorised person should sign below. | | | | | | | |
| **Name:** |  | | | | | | |
| **Position:** |  | | | | | | |
| **Date:** |  | | | | | | |

**Please now return this form together with all supporting information and correct payment by e-mail or to the address as listed in Section 1 of this form.**

|  |
| --- |
| **END OF FORM** |