



PPC Permit ref: PPC 042
Variation ref: 004

Coventry City Council
The Environmental Permitting (England and Wales) Regulations 2010, Regulation 20
and Regulation 18 ***in relation to consolidated permits***

Variation Notice

To Nationwide Crash Repair Centres Limited
17a Thorney Leys Park,
Witney
Oxfordshire
OX28 4GE

Coventry City Council ("the Council"), in the exercise of the powers conferred upon it by Regulation 20 of the Environmental Permitting (England and Wales) Regulations 2010¹ ("the 2010 Regulations") hereby gives you a notice as follows-

The Council has decided to vary the conditions of permit reference PPC 042 granted under Regulation 13(1) of the 2010 Regulations in respect of the operation of the installation at:

Nationwide Crash Repair Centres Limited
Stonehouse Industrial Estate
Rowley Drive
Coventry
CV3 4FG

A consolidated permit as varied by this notice is set out in Schedule 1.

Signed on behalf of Coventry City Council

.....
Senior Environmental Protection Officer
An authorised officer of the Council

Date.....

¹ SI 2010 No.675

PPC Permit ref: PPC 042
Variation ref: 004

Schedule 1

Permit reference PPC 042 as varied by this notice

All conditions contained within Permit reference number PPC 042 issued on 24th March 2005 shall be deleted. All amendments to Permit reference number PPC 042 listed in all previous variation notices shall be deleted. Permit Reference number PPC 042 shall be varied to read as follows:

(Please see attached consolidated permit 004)

Guidance for operators receiving a Variation Notice

(This guidance does not form part of the Variation Notice, but it is for the guidance of those served with the notice.) Further guidance can be found in the PPC [General Guidance Manual](#).

Dealing with a Variation Notice

This notice varies the terms of the permit specified in the Notice by amending or deleting certain existing conditions and/or adding new conditions. The Schedules attached to the notice explain which conditions have been amended, added or deleted and the dates on which these have effect.

The Council may have included a 'consolidated permit', which takes into account these and previous variations. Where a consolidated permit is not included this variation notice must be read in conjunction with your permit document.

Offences

Failure to comply with a Variation Notice is an offence under regulation 38(2) of the 2010 Regulations. A person guilty of an offence under this regulation could be liable to (i) a fine of up to £50,000 or imprisonment for a term not exceeding 6 months or both; or (ii) to an unlimited fine or imprisonment for a term not exceeding 5 years or both, depending on whether the matter is dealt with in the Magistrates or Crown Court.

Appeals

Under regulation 31 and Schedule 6 of the 2010 Regulations operators have the right of appeal against the conditions attached to their permit by a variation notice. The right to appeal does not apply in circumstances where the notice implements a direction of the Secretary of State/Welsh Ministers given under regulations 61 or 62 or a direction when determining an appeal.

Appeals against a Variation Notice do not have the effect of suspending the operation of the Notice. Appeals do not have the effect of suspending permit conditions, or any of the mentioned notices.

Notice of appeal against a Variation Notice must be given within **two months** of the date of the variation notification, which is the subject matter of the appeal. The Secretary of State/Welsh Ministers may in a particular case allow notice of appeal to be given after the expiry of this period, but would only do so in the most compelling circumstances.

How to appeal

There are no forms or charges for appealing. However, for an appeal to be valid, appellants (the person/operator making the appeal) are legally required to provide the Secretary of State or Welsh Minister with the following (see paragraphs 2(1) and (2) of Schedule 6 of the 2010 Regulations):

- **written notice of the appeal**
- **a statement of the grounds of appeal;**
- **a copy of any relevant application;**
- **a copy of any relevant environmental permit;**

- **a copy of any relevant correspondence between the appellant and the regulator;**
- **a copy of any decision or notice which is the subject matter of the appeal; and**
- **a statement indicating whether the appellant wishes the appeal to be in the form of a hearing or dealt with by way of written representations.**

Appellants should state whether any of the information enclosed with the appeal has been the subject of a successful application for confidentiality under regulation 48 of the 2010 Regulations, and provide relevant details – see below. Unless such information is provided all documents submitted will be open to inspection.

Where to send your appeal documents

Appeals should be despatched on the day they are dated, and addressed to:

The Planning Inspectorate
Environment Team, Major and Specialist Casework
Room 4/04 Kite Wing
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PN

If an appeal is made, the main parties will be kept informed about the next steps, and will also normally be provided with additional copies of each other's representations.

To withdraw an appeal – which may be done at any time - the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority who must in turn notify anyone with an interest in the appeal.

Costs

The operator and local authority will normally be expected to pay their own expenses during an appeal. Where a hearing or inquiry is held as part of the appeal process, by virtue of paragraph 5(6) of Schedule 6, either the appellant or the authority can apply for costs. Applications for costs are normally heard towards the end of the proceedings and will only be allowed if the party claiming them can show that the other side behaved unreasonably and put them to unnecessary expense. There is no provision for costs to be awarded where appeals are dealt with by written representatives.

Confidentiality

An operator may request certain information to remain confidential, i.e. not be placed on the public register. The operator must request the exclusion from the public register of confidential information at the time of supply of the information requested by this notice or any other notice. The operator should provide clear justification for each item wishing to be kept from the register. The onus is on the operator to provide a clear justification for each item to be kept from the register. It will not simply be sufficient to say that the process is a trade secret.

The test of whether information is confidential for the purposes of being withheld from the public register is complex and is explained, together with the procedures, in chapter 8 of the PPC General Guidance Manual.

National security

Information may be excluded from the public register on the grounds of National Security. If it is considered that the inclusion of information on a public register is contrary to the interests of national security, the operator may apply to the Secretary of State/Welsh Ministers, specifying the information and indicating the apparent nature of risk to national security. The operator must inform the local authority of such an application, who will not include the information on the public register until the Secretary of State/Welsh Ministers has decided the matter.

**POLLUTION PREVENTION AND CONTROL ACT 1999
ENVIRONMENTAL PERMITTING (ENGLAND AND WALES)
REGULATIONS 2010**

DOCUMENT A : PERMIT

NATIONWIDE CRASH REPAIR CENTRES LIMITED

Reference Number: **PPC/042**

Coventry City Council ("the Council") in accordance with Section 13(1) of the Environmental Permitting (England & Wales) Regulations 2010 ("The Regulations") hereby permits:

Nation Wide Crash Repair Centres Limited

Whose registered office is:

**Nationwide Crash Repair Centres Limited
17a Thorney Leys Park,
Witney
Oxfordshire
OX28 4GE**

To operate a Part B installation involving a coating activity, as prescribed in Section 6.4 Part B (b) of Schedule 1 Part 2 to The Regulations, at:

**Nationwide Crash Repair Centres Limited
Stonehouse Industrial Estate
Rowley Drive
Coventry
CV3 4FG**

The permit is subject to the conditions specified in this document consisting of 15 pages and comprising documents A, B and C, plans PPC/042/A and PPC/042/B

Signed:

Alan Bennet, Head of Environmental Health
A person authorised to sign on behalf of the Council

Dated:

SCOPE

The installation comprises not just any relevant unit carrying out a Part B activity listed in Schedule 1 Part 2 to the Regulations, but also directly associated activities which have a technical connection with that activity and which could have an effect on pollution.

All pollutant concentrations shall be expressed at reference conditions of 273K and 101.3kPa, without correction for water vapour content.

Technical Guidance documents used in the preparation of this document:

- Secretary of States Guidance Note PG 6/34 (11) – Respraying of Road Vehicles
- Secretary of State’s Guidance – Environmental Permitting General Guidance Manual on Policy and Procedures for A2 and B installations.

Date Annual Fee Required: 1st April of each financial year

Date For Full Compliance: Date permit issued

Permit Prepared By: Ayeisha Mann

Permit Checked By: Rachel King

LEGISLATION

1. Pollution Prevention and Control Act 1999.
2. Environmental Permitting (England and Wales) Regulations 2010

VARIATIONS

The Secretary of State issues various guidance notes to the local authorities. This is to assist with determining those conditions which represent 'best available technique' in the different circumstances which apply to each installation. These guidance notes are subject to review and change.

The Local Authority may also vary the permit to reflect local circumstances, or changes in operational procedures. These changes will be reflected in variations to the permit under Regulation 13(1) of the 2010 Regulations.

Variation Log

Details	Date	Comment
Permit Determined	30 th March 2005	
Variation Notice 001	11 th August 2005	Consolidated permit issued
Variation Notice 002	18 th April 2007	Consolidated permit issued
Variation Notice 003	29 th November 2010	Consolidated permit issued
Variation Notice 004	14 th February 2013	Permit Varied to reflect Model Permit PG6/34 (11)

BRIEF DESCRIPTION OF THE INSTALLATION REGULATED BY THIS ENVIRONMENTAL PERMIT

Definitions referred to in this permit

- An **Activity** is an industrial activity forming part of an installation. Different types of activity are listed within Schedule 1 Part 2 of the Regulations and are broadly broken down into industrial sectors. Other “associated” activities may also form part of an installation.
- An **Installation** comprises not just any relevant unit carrying out a B activity listed within Schedule 1 Part 2 to the Regulations, but also directly associated activities which have a technical connection with a Schedule 1 Part 2 activity and which could have an effect on pollution.
- An **Operator** is the person (e.g. a company or individual) who has control over the operation of an installation.
- **Volatile organic compound (VOC)** shall mean any organic compound having at 293K a vapour pressure of 0.01 kPa or more, or having a corresponding volatility under the particular conditions of use.
- **Organic solvent** shall mean any VOC which is used alone or in combination with other agents, and without undergoing a chemical change, to dissolve raw materials, products or waste materials, or is used as a cleaning agent to dissolve contaminants, or as a dissolver, or as a dispersion medium, or as a viscosity adjuster, or as a surface tension adjuster, or a plasticiser, or as a preservative.
- **Stack** includes structures and openings of any kind from or through which substances may be emitted to air.
- **Duct** includes enclosed structures through which gaseous substances may be conveyed.
- **Process vent** includes open terminations of ducts.
- **Authorised Officer** shall mean an officer authorised to carry out duties under the Pollution Prevention and Control Act 1999 and subordinate regulations
- **Logbook** shall mean any electronic or paper means of storage of the required information as agreed by the regulator
- **Local Authority** shall mean Coventry City Council
- "m" means metre
- "m/s" means metres per second

The general location of the permitted process is shown on the attached plan PPC/042/A, in addition to the Installation boundary that is marked in red. The internal layout is shown on the attached plan PPC/ 042/B

Description of Installation

- This permit is for the respraying of motor vehicles within the installation boundary outlined in red on the attached plan referenced PPC/042/A.
- The process commences with the delivery and storage of paints, diluents and cleaning solvents used for the preparation and spraying of motor vehicles.
- Vehicle preparation involves dry sanding employing slot and dot sanding discs, which are connected to a dust extraction system.
- Vehicles are sprayed, baked and cured in one of three combined spraybooths and ovens indicated as spraybooths A, B and C on plan PPC/042/B. The spraying is undertaken using High Volume Low Pressure spray guns.

Table 1**List of Process Areas within the Installation and Associated Emission Points, Pollutants of Concern and Abatement Plant Required**

Row Number	Area/Machinery Identification	Pollutants Emitted	Emission Limit in Permit	Abatement Plant Required
1	Booth A	VOC Particulate	5	Dry filters
2	Booth B	VOC Particulate	5	Dry filters
3	Booth C	VOC Particulate	5	Dry filters
4	Dust Extraction System	Particulate	3 & 4	Bag collection (not emitted to atmosphere)

DOCUMENT B**CONDITIONS**

1. The introduction of dilution air to achieve emission concentration limits shall not be permitted. Dilution air may be added for waste gas cooling or improved dispersion where justified, but this must not be considered when determining the mass concentration of the pollutant in the waste gases.
2. The operator shall implement a maintenance schedule a copy of which shall be made available to the regulator upon request.
3. Dusty wastes shall be stored in closed containers.
4. Dry sweeping of dusts and dusty wastes shall not be used.
5. The operator shall keep records of inspections, tests and monitoring in relation to the provision of the table below. In such cases:
 - Current records shall be kept on site and made available for the regulator to examine.
 - Records shall be kept by the operator for at least two years
 - If emissions monitoring is carried out it shall follow the protocol outlined in Document C (Emissions Monitoring Protocol) of the permit.

Pollutant	Source	Emission Limits	Type of Monitoring	Monitoring Frequency
Particulate Matter	From Spray Booths	10 mg/m ³	Manufactures Guarantee Or Emissions Monitoring	Annually

6. The operator shall notify the regulator at least 7 days before any periodic monitoring exercises to determine the compliance with the particulate emission limit values. The operator shall state the provisional time and date of monitoring, pollutants to be tested and the methods to be used.
7. Within 8 weeks of the completion of monitoring activities, the results of non-continuous emission testing shall be forwarded to the regulator.
8. In the event of any adverse results from any monitoring activity in relation to the provisions of the above table (Condition 5), the operator shall investigate as soon as the results are obtained / received. The operator shall:
 - Identify the cause and take corrective action
 - Record as much detail as possible regarding the cause and extent of the problem.
 - Record the action taken by the operator to rectify the situation.
 - Re-test to demonstrate compliance as soon as possible and notify the regulator.
9. In the case of abnormal emissions, or malfunction or breakdown leading to abnormal emissions, the operator shall:

- Investigate immediately and undertake corrective action.
- Adjust the process or activity to minimise those emissions and promptly record the events and actions taken.
- Notify the regulator without delay, if the emission is likely to have an effect on the local community.

VOC EMISSIONS

10. Surface preparation and painting operations shall be carried out using only coating materials, which are placed on the market for use in vehicle refinishing bodyshops (as identified by a label on the container containing the following information: Description of the product by identification of the contents as a subcategory of Directive 2004/42/CE. The relevant VOC limit values in g/l as referred to in Annex II of Directive 2004/42/CE and the maximum content of VOC in g/l as referred to in Annex II of Directive 2004/42/CE and the maximum content of VOC in g/l of the product in a ready to use condition). For information, the individual bodyshop products that are covered by this permit are listed in Appendix 3 of Process Guidance Note 6/34 (11).
11. The products used in coating shall be prepared and applied in accordance with the suppliers' instructions. Under no circumstances shall the product be thinned with more than the supplier's stated quantity or percentage of thinner. For information, the maximum, application-ready VOC contents for individual categories of products are listed in Appendix 4 of Process Guidance Note 6/34 (11).
12. All paint spraying operations shall be carried out in a totally enclosed booth under negative pressure, to prevent fugitive emissions of VOCs.
13. Spray applied coatings shall be applied to vehicles using High volume low pressure (HVLP) (maximum atomisation pressure 67.5kPa) spraying equipment.
14. Spray applied castings shall be applied to commercial vehicles using one of the techniques in Condition 3.5 of PGN 6/34 (11) or using airless spraying equipment.
15. All spray guns and equipment cleaning shall be carried out in an automatic, totally-enclosed equipment cleaning machine. The cleaning machine shall be provided with the minimum of exhaust ventilation that is necessary to prevent the fugitive emission of organic solvent vapour when the machine is opened for introduction or removal of equipment, or for the changing of cleaning solvent.
16. All spray gun testing and sprayout following cleaning shall be carried out in either an equipment cleaning machine with extraction running or into a chamber which is provided with extraction which is running in accordance with a written producer a copy of which shall be made available to the regulator upon request.
17. Cleaning solvents shall be dispensed by a piston type dispenser or similar contained device, when used on wipes.
18. Pre-impregnated solvent wipes shall be held within an enclosed container prior to use.

19. Solvent contaminated wipes and other wastes shall be handled in accordance with a written procedure a copy of which shall be made available to the regulator upon request.
20. Organic solvent containment and spillage equipment shall be readily available in all organic solvent handling areas.
21. All solvent containing coatings, thinners and related materials and equipment cleaning materials shall be stored in the containers in which they were supplied, with the lid securely fastened at all times other than when in use within spillage collectors, of suitable impervious and corrosion-proof materials capable of containing 110% of the largest container away from sources of heat.
22. All solvent containing wastes shall be stored:
 - a. In suitable sealed containers with a securely fastened lid, and labelled so that all that handle them are aware of their contents.
 - b. Within spillage collectors, of suitable impervious and corrosion-proof materials and capable of containing 110% of the largest container.
23. Cleaning operations involving organic solvents shall be reviewed every two years to identify opportunities for reducing VOC emissions. This will include identification of cleaning steps that can be eliminated or alternative cleaning methods. The regulator shall be provided with a report on the conclusions of the review, within eight weeks of it being completed.
24. Spares and consumables, particularly those subject to continual wear shall be held on site, or shall be available at short notice from guaranteed suppliers, so that spraybooth and abrasive blasting plant breakdowns can be rectified rapidly.
25. Waste solvents and waste coating shall be recycled off site.

Visible and Odourous Emissions

26. All releases to air, other than condensed water vapour, shall be free from persistent visible emissions.
27. All emissions to air shall be free from droplets.
28. There shall be no offensive odour beyond the site boundary, as perceived by the regulator.
29. Emissions from combustion processes shall in normal operation be free from visible smoke and in any case shall not exceed the equivalent Ringelmann Shade 1 as described in British Standard BS 2742:1969.
30. All emissions of particulate material shall be emitted from the external stacks.
31. The activity shall operate in accordance with an Environmental Management System – preferably IS14001 or similar.
32. Staff at all levels shall receive the necessary training and instructions which are involved in processes that may have an atmospheric impact.

33. A record of staff training and instruction shall be maintained by the operator and shall be available to the regulator on request.
34. A written record of all maintenance carried out in accordance with Condition 2 shall be made available for inspection by the regular.

Information Only

DOCUMENT C**RESIDUAL DUTY**

In relation to any aspect of the process not regulated by specific conditions in this permit, then Best Available Techniques shall be used:

For the purposes of the Environmental Permitting (England & Wales) Regulations 2010 “best available techniques” means the most effective and advanced stage in the development of activities and their methods of operation which indicates the practical suitability of particular techniques for providing in principle the basis for emission limit values designed to prevent and, where that is not practicable, generally to reduce emissions and the impact on the environment as a whole; and for the purpose of this definition –

- a) “available techniques” means those techniques which have been developed on a scale which allows implementation in the relevant industrial sector, in the economically and technically viable conditions, taking into consideration the cost and advantages, whether or not the techniques are used or produced inside the United Kingdom, as long as they are reasonably accessible to the operator;
- b) “best” means, in relation to techniques, the most effective in achieving a high general level of protection of the environment as a whole;
- c) “techniques” includes both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

Further guidance can be obtained from the Secretary of State’s Guidance - Environmental Permitting General Guidance Manual on Policy and Procedures for A2 and B Installations.

SUPPLEMENTARY NOTES

These notes do not comprise part of the Permit PPC/042 but contain guidance relevant to the Permit.

Inspections and Powers of Entry

Regular inspections will be carried out by officers of the Council (the Local Authority Inspectors) to check and ensure full compliance with the Permit conditions and residual duties. These inspections may be carried out without prior notice.

Under section 108(6) of the Environment Act 1995 authorised Local Authority Inspectors have been granted powers of entry into any premises for the purposes of discharging relevant duties.

Reviews

The Local Authority has a statutory duty to review the permit at least once every 6 years or in the following circumstances set out in Regulation 34(1) of the Environmental Permitting (England and Wales) Regulations 2010:

- a) The pollution from the installation is of such significance that the existing emission limit values for the permit need to be revised or new emission limit values need to be included in the permit
- b) Substantial changes in BAT make it possible to reduce emissions from the installation or mobile plant significantly without imposing excessive costs; or
- c) Operational safety of the activities carried out in the installation or mobile plant requires other techniques to be used

Health and Safety

This Permit is given in relation to the requirements of the Environmental Permitting (England and Wales) Regulations 2010. It must not be taken to replace any workplace responsibilities the operator has under Health & Safety legislation. Whenever emission limits quoted in this Permit conflict with occupational exposure limits set under the Health and Safety at Work Act 1974 to secure the health, safety or welfare of persons at work, the tighter limit should prevail. The Installation must be operated in order to protect persons at work as well as the environment. In achieving conditions in this Permit the operator must not adopt any course of action that would put at risk the health, safety or welfare of persons at work.

Other Statutory Requirements

This Permit does not detract from any other statutory requirement, such as the need to obtain planning permission, hazardous substances consent, discharge consent from the Environment Agency, building regulations approval, or a waste disposal licence.

This Permit does not authorise a contravention of any other enactment or any order made, granted or issued under any enactment, nor does it authorise a contravention of any rule or breach of any agreement. The Operator is advised to consult the relevant Planning Department regarding changes that may be required as a result of this Permit (e.g. stack heights) as they may require planning permission.

Transfer of Permits

Where the operator of an installation wishes to transfer, in whole or in part, his permit to another person, the operator and the proposed transferee shall jointly make an application to the regulator to effect the transfer. Such an application shall be accompanied by the permit and any fee prescribed in respect of the transfer.

In the case of partial transfer, where the original operator retains part of the permit, the application must make clear who will retain control over the various parts of the installation. The application must include a plan identifying which parts of the site and which activities the operator proposes transferring.

The local authority will then determine whether to allow the transfer within a two-month period, unless the local authority and the applicants agree a longer period.

Where the local authority approves the transfer, the transfer will take effect from the date requested by the operator or a date that may be agreed by the local authority and the applicants.

Variation to Permits

Variation to permits may be initiated either by the local authority or the operator, either in response to changes in the operation of an installation or if new conditions are needed to deal with new matters. Variations may be required in response to the following.

- Change of operation of the installation. (The operator shall notify the local authority under Condition 5.6 of this Permit)
- In response to the findings of a periodic review of conditions.
- In response to the findings of an inspection.
- New or revised sector guidance notes

The operator should apply to the Local Authority in order to vary a permit under Regulation 20(1) of the Regulations. The application must be in writing and, in accordance with Part 1 of Schedule 5 to the Regulations contain:

- The name, address and telephone number of the operator.
- The address of the installation.
- A correspondence address.
- A description of the proposed changes.
- An indication of the variations the operator would like to make.
- Any other information the operator wants the authority take account of.

Substantial Change

A substantial change means, in relation to an installation, a change in operation, which in the opinion of the local authority may have significant negative effects on human beings or the environment.

Where the local authority deems that a proposed variation constitutes a substantial change, the operator will be informed of the process to follow.

Noise

This Permit does not include reference to noise. Statutory noise nuisance is regulated separately under the provisions of Part III of the 1990 Act.

Appeals

An Appeal can be made against the conditions in, or variations to this Permit as per Part IV of the Regulations. Appeals are made to the Planning Inspectorate who acts on behalf of the Secretary of State. Appeals against conditions within a Permit must be submitted within 6 months of the date of issue of the permit.

Appeals against variation notices must be submitted within 2 months of the date of issue of the notice. Appeals should be despatched on the day they are dated and sent to:

The Planning Inspectorate

Environment Team, Major and Specialist Casework
Room 4/19 – Kite Wing
Temple Quay House, 2 The Square
Temple Quay
BRISTOL
BS1 6PN

HMSO Publications

All HMSO publications can be ordered by telephone on Tel: 0870 600 5522,
Fax: 0870 600 5533 or e-mail: book.orders@tso.co.uk

Emission Monitoring Protocol

The documented procedure by which reliable and comparable results are obtained from measurements at source is known as a Protocol. Protocols ensure that the sampling procedures are carried out correctly and that the results obtained accurately characterise the process.

The main components of a Protocol are as follows:-

1. Calibre and quality of the sampling team.
2. A reference measurement method (standard methods may not always be available)
3. A standard methodology setting out:
 - Health and safety considerations
 - Pollutants of interest
 - Plant operating conditions required
 - Selection and location of sampling position
 - Sampling characteristics (e.g. isokinetic etc) and techniques
 - Sampling frequency
 - Sampling duration
 - Number of samples
 - Type (including make and model), condition and suitability of sampling equipment
 - Required accuracy
 - Variability of emissions
 - Analytical methods including laboratory competence and NAMAS accreditation certificate copy for each pollutant of interest
 - Analytical precision
 - Procedures to be adopted if standard methods unavailable
 - Calibration certificate(s) for sampling equipment
 - Quality Control and Quality Assurance procedures
 - Presentation of results and associated information.