



**Pollution Prevention and Control Act 1999**

**Environmental Permitting (England and Wales) Regulations  
2010**

**DOCUMENT A: PERMIT FOR PART B INSTALLATION**

**Reference Number: PPC/169**

Coventry City Council ("the Council") in accordance with Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 ("the Regulations") hereby permits:

**Timpson Limited**

Whose Registered Office is:

**Timpson House  
Claverton Road  
Manchester  
M23 9TT**

Is hereby permitted to carry on a 'Part B' activity listed under the heading 'Part B' of Part 2, Chapter 6, Section 7 of Schedule 1 to the Regulations, namely

**Dry Cleaning** at:

**Alvis Retail Park  
Holyhead Road  
Coventry  
CV5 8BX**

As described below, subject to compliance with the following conditions specified in this document consisting of 13 pages and comprising documents A, B and C, Appendices 1, 2 and 3 and Plans PPC/169/A, Plan PPC/169/ B.

Signed .....(*Authorised from previously issued permit, signature not required*)  
Andrew Walster, Assistant Director, Streetscene & Green Space  
A person authorised to sign on behalf of the Council

Dated .....3<sup>rd</sup> June 2016.....

## **Scope**

Technical Guidance documents used in the preparation of this document:

- Secretary of State's Guidance Note 6/46(11) – Guidance for Dry Cleaning

Date Annual Fee Required: 1<sup>st</sup> April of each financial year

Date for full compliance: Date permit issued

Permit prepared by: Steven Dewar

## **Legislation**

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

## **Process Description**

Dry cleaning, meaning an industrial or commercial activity using volatile organic compounds to clean garments, furnishings and similar consumer goods excluding the manual removal of stains and spots in the textile and clothing industry.

The dry cleaning installation permitted by this Permit contains the following dry cleaning machines.

<b>Make</b>	<b>Model</b>	<b>Serial Number</b>	<b>Load Capacity</b>	<b>Date of Installation</b>	<b>Dry Cleaning Solvent Used</b>
Firbimatic	2018	192F500064	18 kg	2005	Perchloroethylene
Firbimatic	2018	192F500065	18kg	2005	Perchloroethylene

## **DOCUMENT B**

### **Residual BAT condition**

The best available techniques shall be used to prevent, or where that is not practicable, reduce emissions from the installation in relation to any aspect of the operation of the activity which is not specifically regulated by any condition of this permit.

### **Permit Conditions**

- (1) Operations must be carried out in such a manner that no more than 20 grams of solvent per kilogram of product cleaned and dried shall be emitted as measured and reported annually. The 20 grams includes all organic solvents used within the installation e.g. dry cleaning solvent, water-proofing solutions and spot cleaning solutions.
- (2) A weekly inventory of solvent usage, product cleaned and solvent waste sent for recovery or disposal shall be maintained and held on site for inspection by the regulator for at least 12 months. Further, the operator should retain records of solvent purchased for at least 12 months.

– Note: The solvent management balance sheet for dry cleaning installations in Appendix 1 can be used to demonstrate compliance with conditions (1) and (2) (above).

- (3) On a date stipulated by the local authority regulator a copy of the following shall be sent to the Council at the frequency given below:

<b>Information to be sent to the Council</b>	<b>Frequency at which information should be sent</b>
(i) the monthly inventory sheets for the previous quarter <b>or</b>	Once a quarter
(ii) with the written agreement of the Council	Once a year
the record of regular maintenance during the previous 12 months, referred to in condition (4) once a year on 1 <sup>st</sup> April	Once a year
a list of staff nominated and trained, in accordance with conditions (6) and (7)	Once a year

- (4) The operator, (or a suitably qualified engineer), shall implement the schedule of procedures, checks and maintenance requirements to each dry cleaning machine as per manufacturer's instructions.
- (5) The regulator shall be advised in writing 14 days prior to any proposed significant alteration to the operation, or modification of the installation which may have an effect on emissions of VOC from the installation, in particular changes to the matters listed in condition (4).
- (6) All operating staff shall know where the operating manual for each dry cleaning machine can be found and have ready access to it.
- (7) All operating staff shall be trained in the operation of each dry cleaning machine and

the control and use of dry cleaning solvents. The training received shall be recorded.

- (8) The machine shall be installed and operated in accordance with supplier recommendations, so as to minimise the release of VOC to air, land and water.
- (9) In the case of abnormal emissions, malfunction or breakdown leading to abnormal emissions the operator shall:
  - investigate immediately and undertake corrective action; adjust the activity to minimise those emissions;
  - and
  - adjust the activity to minimise those emissions; and
  - promptly record the events and actions taken.– In this condition abnormal emission will include any detectable solvent smell other than in the area of the dry cleaning machine.
- (10) In cases of non-compliance causing immediate danger to human health, operation of the activity shall be suspended; and the regulator informed within 24 hours.
- (11) Dry cleaning machines shall be operated as full as the type of materials to be cleaned will allow. (e.g. Full loads for light non delicates materials such as suits. Delicates and heavy materials, such as, wedding dresses and blankets may need to be cleaned in part loads).
- (12) Where cleaning solvents containing VOC are not received in bulk they shall be stored:
  - in the containers they were supplied in with the lid securely fastened at all times other than when in use;
  - and
  - within spillage collectors, of suitable size, made of impervious and corrosion-proof materials; and
  - away from sources of heat and bright light; and
  - with access restricted to only appropriately trained staff, and
  - the lids of the containers shall only be removed when the container is next to the cleaning machine ready for filling. Cleaning solvents shall be obtained in containers of a size which allows the entire container to be emptied into the machine at each topping up. Once emptied the lid of the container shall be replaced securely.

Note: from a health and safety point of view: a well ventilated area should be used.

- (13) Spot cleaning with organic solvents or organic solvent borne preparations shall only be carried out if no other method of treating a particular stain on the material to be cleaned is available.
- (14) The dry cleaning machine loading door shall be kept closed when not in use. (Note - Where an extract fan is fitted to maintain a negative pressure within the machine during unloading, the exhaust from this fan should be directed to a carbon adsorption filter prior to discharge to atmosphere).
- (15) The dry cleaning machine loading door shall be closed before the start-up of the machine, and kept closed at all times through the drying and cleaning cycle.
  - All machines installed after 19 May 2005 shall have interlocks to prevent start-up of the machine until the loading door is closed and to prevent opening of the loading door until the machine cycle has finished and the cage has stopped rotating.
  - All machines installed after 19 May 2005 shall have interlocks to automatically shut down the machine under any of the following conditions: cooling water shortage,

failure of the cooling ability of the still condenser, failure of the cooling ability of the refrigeration system or failure in the machine heating system resulting in the inability to dry the load.

- (16) The still, button trap and lint filter doors shall be closed before the start-up of the machine and kept closed at all times through the drying and cleaning cycle.
  - All machines installed after 19 May 2005 shall have interlocks to automatically shut down the machine if the still, button trap and lint filter doors are not properly closed.
- (17) The still shall have a thermostatic control device or equivalent with which to set a maximum temperature, in accordance with manufacturers' recommendations for the solvent used. (In those cases where several machines are supplied by a steam supply, where the operator can demonstrate that the maximum temperature can be controlled via the steam pressure controller, then this should be accepted by the local authority).
- (18) All new, and substantially refurbished machines, shall have a spillage tray with a volume greater than 110% of the volume of the largest single tank within the machine.
- (19) All machines installed after 19 May 2005 shall have a secondary water separator to minimise potential solvent losses. Where this is not an integral part of the machine then the operator should select and install a method that will achieve an equivalent degree of separation. [Where this is followed by an activated carbon unit then the operator will need to demonstrate adequate procedures are in place to detect when the unit requires disposal via an acceptable route].
- (20) Prior to disposal, containers contaminated with solvent shall be stored with the lids securely fastened to minimise emissions from residues during storage prior to disposal, and labelled so that all that handle them are aware of their contents.  
Note - Empty containers should, where possible, be returned to the supplier.
- (21) Solvent contaminated waste, for example still residues, shall be stored:
  - in suitable sealed containers with the lid securely fastened at all times other than when in use; and
  - on a suitable impervious floor; and
  - away from any drains which may become contaminated with residues as a result of spillage,
  - away from sources of heat and bright light; and
  - with access restricted to only appropriately trained staff.

Note: from a health and safety point of view: a well ventilated area should be used.

- (22) Equipment to clean up spillages shall be quickly accessible in all solvent handling and storage areas.
- (23) The operator shall maintain records incorporating details of all maintenance, testing, repair work carried out on each dry cleaning machine and the scales used to weigh the loads, along with details of training required under condition 7. The records shall be available within 7 days upon request by the regulator.
- (24) Spares and consumables in particular, those subject to continual wear shall be held on site, or should be available at short notice from guaranteed suppliers, so that plant breakdowns can be rectified rapidly.

**END OF PERMIT CONDITIONS**

## DOCUMENT C

### Supplementary Notes

**These notes do not comprise part of the Permit but contain guidance relevant to the Permit.**

This Permit is issued under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (EP Regulations) to operate an installation carrying out one or more of the activities listed in Part B of Part 2, Chapter 6, Section 7 of Schedule 1 of those Regulations, to the extent authorised by the Permit.

<b>Previous Permit or Authorisation superseded by this Permit</b>		
<b>Holder</b>	<b>Reference Number</b>	<b>Date of Issue</b>
WM Morrisons Supermarkets Plc	PPC 169	26 <sup>th</sup> January 2011

<b>Variations from previous Permit or Authorisation</b>	
<b>Condition</b>	<b>Variation Made</b>
All conditions	New conditions in line with outline permit from PG 6/46(11)

<b>Upgrading requirements within this permit</b>		
<b>Relevant Condition</b>	<b>Provision</b>	<b>Compliance Date</b>
None	Not Applicable	Not Applicable

### **The Regulator**

In the context of this permit, the “Regulator” is Coventry City Council. All necessary contact should be made with the Environmental Protection section.

In the case of a serious release requiring notification to the regulator, telephone contact can be made on **0500 834333** both inside and outside office hours.

### **Definitions – in the context of this permit:**

An ‘activity’ is an industrial activity forming part of an ‘installation’. Different types of activities are listed within Schedule 1 of the EP Regulations. They are broadly broken down into industrial sectors, grouping similar activities into chapters within this

schedule. Other 'associated' activities (not described in Schedule 1) may also form part of an installation.

An 'installation' comprises not just any relevant unit carrying out Part A2 or Part B activities listed in Schedule 1 to the EP Regulations, but also directly associated activities which have a technical connection with the Schedule 1 activities and which could have an effect on pollution. Once the extent of an installation has been established, each activity (if listed in Schedule 1 or constituting an 'associated activity' with an effect on pollution) shall be included in the permit.

'PER' is perchloroethylene

### **Health, safety and other statutory requirements**

This permit is given in relation to the requirements of the EP Regulations. It must not be taken to replace any responsibilities you may have under Workplace Health and Safety legislation.

This permit does not detract from any other statutory requirement such as any need to obtain planning permission, hazardous substances consent, discharge consent from the Environment Agency, building regulations approval or a Waste Disposal Licence.

Disposal of waste should be carried out in a safe and proper manner at a waste disposal facility, the operator of which holds a licence to dispose of this type of waste.

### **Confidentiality**

Where this Permit requires the Operator to provide information to the Regulator, the Regulator will place the information onto the public registers in accordance with the requirements of the EP Regulations. If the Operator considers that any information provided is commercially confidential, it may apply to the regulator to have such information withheld from the register as provided in the EP Regulations. To enable the regulator to determine whether the information is commercially confidential, the Operator should clearly identify the information in question and should specify clear and precise reasons.

### **Changes to the installation**

If at any time the installation, or any aspect of the installation regulated by this Permit changes such that the Permit no longer reflects the installation and requires alteration, the regulator must be notified. Advice on notification of changes to the installation, which may either be relevant or substantial, can be found in Chapter 24 of the General Guidance Manual.

Operators will be liable to enforcement action if they make a change without approval, which is such that either the installation (as changed) is no longer the installation that is authorised in the Permit or a condition of the Permit is not being complied with as a result of the change being made.

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.

### **Surrender of the permit**

Where an Operator intends to cease the operation of an installation (in whole or in part) the Regulator should be informed in writing. Such notification must include the information specified in regulation 24(3) of the EP Regulations.

### **Transfer of the permit or part of the permit**

Before the Permit can be wholly or partially transferred to another person, a joint application to transfer the Permit has to be made by both the existing and proposed holders, in accordance with Regulation 21 of the EP Regulations. A transfer will be allowed unless the regulator considers that the proposed holder will not be the person who will have control over the operation of the installation or will not ensure compliance with the conditions of the transferred Permit.

### **Appeal against permit conditions**

Anyone who is aggrieved by the conditions included in a Permit can appeal to the Secretary of State for the Environment, Food and Rural Affairs. Appeals must be made in accordance with the requirements of Regulation 31 and Schedule 6 of the EP Regulations.

Appeals should be received by the Secretary of State for Environment, Food and Rural Affairs. The address is as follows:

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

An appeal brought under paragraph (1) (c) or (d) in relation to the conditions in a permit will not suspend the effect of the conditions appealed against; the conditions must still be complied with.

In determining an appeal against one or more conditions, the Act allows the Secretary of State in addition to quash any of the other conditions not subject to the appeal and to direct the local authority either to vary any of these other conditions or to add new conditions.

### **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](mailto:book.orders@tso.co.uk)



## Appendix I : Solvent and Product Cleaned Inventory

### Weekly Inventory Sheet: All installations

Premises name:				Machine name or reference number:				Solvent Used				Week start date or week number			
Load Number	1	2	3	4	5	6	7	8	9	10	11	12	Daily total weight (kg)	Solvent added (litres)	
Monday	Weight (kg)														
Tuesday	Weight (kg)														
Wednesday	Weight (kg)														
Thursday	Weight (kg)														
Friday	Weight (kg)														
Saturday	Weight (kg)														
Sunday	Weight (kg)														
Make a note of the reason why any under-weight load was cleaned: B = Blankets    D = Delicates    L = Lights    O = Other    W = Wedding dress												Total for week:			
Maintenance or testing required this week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday								
Still maintenance															
Lint filter checked & cleaned															
Button trap checked & cleaned															
Notes:															
List your planned preventative maintenance in the 'maintenance or testing required this week' boxes. Record what you have done for each maintenance item with a tick. Make notes about Solvent tank levels, other maintenance, servicing or solvent leaks / spills in the space above.												Signed:			

Note – where the weight of clothes added is recorded in units other than kilograms, then all other measurements must be made using units that are compatible with the unit used for the weight of clothes.

Appendix 2

**Monthly Inventory Sheet: All installations**

Site: \_\_\_\_\_ Solvent: \_\_\_\_\_  
 Machine: \_\_\_\_\_ Month and Year: \_\_\_\_\_

Week starting (date)

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Weight of work processed (kg)

					<b>Monthly Total (A)</b>

Solvent added (litres)

					<b>Monthly Total (B)</b>

Solvent sent for disposal

	<b>Monthly Total</b>
Total waste drum volume (litres)	(C)
Still cleaning correction factor : 0.15 for powder filter rake-out, or 0.35 for ecological filter rake out, or 0.5 for pump out	(D)

Compliance this month

Table A:

Weight cleaned (kg) (A)	Solvent added (litres) (B)	Solvent disposed (litres) (C x D = E)	Net solvent use (litres) (B - E = F)	Consumption (kg/litres) (A ÷ F = G)	On target? ** (Yes / No)

\*\* The monthly result should only be used to provide a guide as to the performance of the machine. Solvent input and waste recovered will vary each month, affecting the Consumption (G).

Where:  
 Perchloroethylene is used, if G >80 kg/l = on target  
 Siloxane is used, if G >48.5 kg/l = on target  
 Hydrocarbons are used, if G >48.5 kg/l = on target

Notes:

Appendix 3

## Annual Inventory Sheet: All installations

Site: \_\_\_\_\_

Year: \_\_\_\_\_

Machine: \_\_\_\_\_

Solvent: \_\_\_\_\_

### Monthly Compliance

(complete "Table 1" with results from "Table A" from monthly inventory sheet)

Table 1:

Month	Weight cleaned (kg)	Solvent added (litres)	Solvent disposed (litres)	Net solvent use (litres)	Consumption (kg/litres)
Total	(A)	(B)	(C)	(D)	

### Annual Compliance

Spot cleaning correction factor (litres)*	(E)	
Corrected solvent input (litres)	(D + E = F)	

Solvent efficiency (kgs/litre)	(A ÷ F = G)	
Specific Gravity of Solvent being used :	(H)	
Perchloroethylene : 1600g/l		
Siloxane : 970 g/l		
HCS : 970 g/l		
Solvent emission (g/kg)	(H ÷ G = I)	

Have you met the requirement of the regulations? ( Is "I" >20g/kg ?)	
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\* Spot Cleaning Correction Factor - A figure of 6.25 litres per annum should be used as the spot cleaning factor, whichever solvent is used for cleaning purposes.





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 Environmental Protection, Broadgate House,  
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PPC/1691B

