



**POLLUTION PREVENTION AND CONTROL ACT 1999  
ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2010  
(AS AMENDED)  
INDUSTRIAL EMISSIONS DIRECTIVE 2010/75/EU**

**Permit Number: 14/084456/LT1**

**Installation Address:  
ELEMENTS DRY CLEANERS  
364a HANDSWORTH ROAD  
HANDSWORTH  
SHEFFIELD  
S13 9BY**

**In accordance with Regulation 13(1) of the Environmental Permitting (England & Wales) 2010, as amended, Elements Ltd. is hereby permitted to operate a solvent emissions activity at the address detailed above, namely the operation of a dry cleaner in accordance with Regulation 35 (2)(h) and Schedule 14, and subject to the conditions of this Permit.**

**Signed:**

**Dated this day:**

\_\_\_\_\_

**Assistant Manager**

**Authorised by Sheffield City Council to sign on their behalf**

---

The Secretary of States Guidance PG 6/46(11) Revised June 2014, Statutory Guidance for Dry Cleaning has provided the framework for the conditions in this Permit.

**Name & Address of Operator:** Elements Dry Cleaners  
364a Handsworth Road  
Handsworth  
Sheffield  
S13 9BY

**Registered Office:** Elements LDC Ltd  
T/A Elements  
6 Wostenholm Road  
Sharrow  
Sheffield  
S7 1LJ

**Address of Permitted Installation:** Elements Dry Cleaners  
364a Handsworth Road  
Handsworth  
Sheffield  
S13 9BY

### Talking to Us

Any communication with Sheffield City Council should be made to the following address quoting the Permit Number:

**ENVIRONMENTAL PROTECTION SERVICE  
SHEFFIELD CITY COUNCIL  
2-10 CARBROOK HALL ROAD  
CARBROOK  
SHEFFIELD  
S9 2DB**

**Telephone: 273 4651**

Alternatively Email: [epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk) or [ippc@sheffield.gov.uk](mailto:ippc@sheffield.gov.uk)

---

## Contents

	PAGE
Explanatory Note	4
Conditions of Permit	9
Schedule 1 Site Location Plan	13
Schedule 2 Site Layout	14
Schedule 3 Weekly Inventory Sheet	15
Schedule 4 Monthly Inventory Sheets	16
Schedule 5 Annual Inventory Sheet	17
Schedule 6 Schedule of Procedures, Checks and Maintenance Site Layout	18

---

## **Explanatory Note to Pollution Prevention and Control Permit for Part B Installations.**

**(This note does not form a part of the Permit)**

The following Permit is issued under Chapter V of the Industrial Emissions Directive and Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (as amended) 'EP Regulations', to operate an installation carrying out activities covered by Annex VII Parts 1 and 2, to the extent authorised by the Permit:

### **Process Changes**

Under the provisions of the EP Regulations, you are required to notify the Council of any proposed change in operation at least 14 days before making the change. This must be in writing and must contain a full description of the proposed change in operation and the likely consequences. Failure to do so is an offence.

If you consider that a proposed change could result in the breach of the existing permit conditions or is likely to require the variation of permit conditions then you may apply in writing under Regulation 20(1) of the EP Regulations. Additionally, if this involves a SUBSTANTIAL CHANGE to the installation you will be required to submit an application, pay the relevant fee and advertise the application accordingly. You may serve a Notice on the Council requesting that they determine whether any change that is proposed would constitute a substantial change before you proceed with application.

### **Variations to the Permit**

The Permit may be varied in the future (by the Council serving a Variation Notice on The Operator). If The Operator itself wants any of the Conditions of the Permit to be changed, a formal Application must be submitted.

### **Surrender of the Permit**

Where The Operator of a Part B installation or mobile plant ceases or intends to cease the operation of the activity The Operator may notify the regulator of the surrender of the whole permit, in any other case, notify the regulator of the surrender of the permit in so far as it authorises the operation of the installation or mobile plant which he/she has ceased or intends to cease operating. The notification shall contain information as described in Regulation 24 or 25 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 Sheffield City Council 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.

## **Annual Subsistence Fee**

In accordance with Regulation 65 of the EP Regulations, the holder of a permit is required to pay a fee for the subsistence of the Permit. This fee is payable annually on 1st April. You are advised that under the provisions of Regulation 65 (5) of the EP Regulations, if you fail to pay the fee due promptly, Sheffield City Council may revoke the Permit. You will be contacted separately each year in respect to this payment.

## **Public Register**

The Council is required by Regulation 46 of the EP Regulations to maintain a Public Register containing information on all LAPPC installations and mobile plant. The register is available for inspection by the public free of charge during office hours (Monday to Friday 9.00 am to 5.00 pm) at the following address:

Environmental Protection Service  
Sheffield City Council  
2-10 Carbrook Hall Road  
Carbrook  
Sheffield  
S9 2DB

Tel: 0114 273 4651

## **Confidentiality**

Sheffield City Council has a duty to consider the question of confidentiality of information supplied to it. If any information supplied is considered confidential, a statement of which information this applies to and the reasons why it is considered confidential should be specified. The Operator is reminded that he may apply to Sheffield City Council for the exclusion of information from the public register under the provisions of the Environmental Permitting (England and Wales) Regulations 2010, as amended.

---

## Appeals

Under Regulation 31 of the EP Regulations operators have the right of appeal against the conditions attached to their permit. Chapter 5 of the EP Regulations sets out the detailed procedures.

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.

Notice of appeal against the conditions attached to the permit must be given within six months of the date of the Notice, which is the subject matter of the appeal.

## 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:

- Written notice of the appeal;
- A statement of the grounds of appeal;
- A statement indicating whether the appellant wishes the appeal to be dealt with by written representations procedure or a hearing - a hearing must be held if either the appellant or enforcing authority requests this, or if the Planning Inspector or the Secretary of State decides to hold one.
- (Appellants must copy the above three items to the local authority when the appeal is made)
- A copy of any relevant application;
- A copy of any relevant permit;
- A copy of any relevant correspondence between the appellant and the regulator; and
- A copy of any decision or notice, which is the subject matter of the appeal.

## Where to Send Your Appeal Documents

Appeals should be addressed to:

**The Planning Inspectorate  
Environmental Appeals Administration  
Room 4/19 - Eagle Wing  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol BS1 6PN**

---

In the course of an Appeal process the main parties will be informed of procedural steps by the Planning Inspectorate.

To withdraw an appeal the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority.

An **Enforcement Notice** may be served if the Local Authority believes an Operator has contravened, is contravening or is likely to contravene any condition of his Permit.

A **Suspension Notice** may be served if in the opinion of the Local Authority the operation of an installation involves an imminent risk of serious pollution. This applies whether or not The Operator has breached a Permit condition.

The Local Authority can revoke a Permit by written notice at any time by serving a **Revocation Notice**. The Permit then ceases to authorise the operation of the installation.

## **Offences**

A limited summary of the offences is listed below:

- a) operation of an installation without a Permit
- b) failure to comply with or contravene a Permit condition
- c) failure to comply with the requirements of an enforcement or suspension notice

A full list is available under Regulation 38 of the Environmental Permitting (England & Wales) Regulations 2010 as amended.

## **Penalties**

The maximum penalties for the above offences are a fine not exceeding £50,000 and/or up to twelve months imprisonment per offence for a summary conviction (in a Magistrates Court); and a fine and/or up to five years imprisonment for conviction on indictment (in a Crown Court).

---

Description of Activities.

Elements Dry Cleaners is permitted to operate a dry cleaning installation using the following dry cleaning machine;

<b>Make</b>	<b>Model</b>	<b>Serial number</b>	<b>Load capacity</b>	<b>Date of installation</b>	<b>Dry cleaning solvent</b>
<b>Union</b>	<b>P735</b>	<b>S/N 101-22-1052-F</b>	<b>15Kg</b>	<b>1/9/2015</b>	<b>PERC</b>

subject to compliance with the following conditions:



## Conditions of Permit.

- 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 and spot cleaning solutions.
- 2 The Operator shall ensure that a weekly inventory of solvent usage, product cleaned and solvent waste sent for recovery or disposal shall be maintained and held on site for at least 12 months. The Operator shall retain records of solvent purchased for at least 12 months.  
Note – the solvent management balance sheet for dry cleaning installations in Schedules 3 and 4 can be used for this purpose.
- 3 A copy of the information detailed in the table below shall be sent to Sheffield City Council's Environmental Protection Service.

Information to be sent to the Council	Frequency at which information should be sent
The monthly inventory sheets for the previous quarter	Once a quarter
The record of regular maintenance during the previous 12 months, referred to in condition 5, once a year on 30 <sup>th</sup> April.	Once a year
A list of staff nominated and trained in accordance with condition (9) and (10), once a year on 30 <sup>th</sup> April.	Once a year

- 4 The Operator shall ensure that monthly inventory sheets for the previous quarter are submitted to Sheffield City Council's Environmental Protection Service once in every 3 month period, by the dates in the table below, in order to demonstrate compliance with condition 1 of this Permit.

Quarter	Submission date deadline
First	30 <sup>th</sup> April
Second	30 <sup>th</sup> July
Third	30 <sup>th</sup> October
Fourth	30 <sup>th</sup> January

- 5 The Operator shall implement the schedule of procedures, checks and maintenance requirements to each dry cleaning machine as detailed in Schedule 6. A written record of the maintenance carried out shall be maintained.
- 6 The record of maintenance (Schedule 6 ) required by condition 5 shall be submitted to Sheffield City Council's Environmental Protection Service once in every twelve month period by 30<sup>th</sup> April in accordance with condition 3.

- 
- 7 The Operator shall advise Sheffield City Council's Environmental Protection Service 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.
  - 8 All operating staff must know where the operating manual for each dry cleaning machine can be found and have ready access to it.
  - 9 All operating staff must have been trained in the operation of each dry cleaning machine and the control and use of dry cleaning solvents. The training received must be recorded. Records shall be kept on site.
  - 10 The Operator shall ensure that a list of staff nominated and trained in the operation of the dry cleaning machine and the control and use of dry cleaning solvents is submitted to Sheffield Council's Environmental Protection Service once in every twelve month period by 30<sup>th</sup> April.
  - 11 The dry cleaning machine shall be installed and operated in accordance with manufacturer's recommendations, so as to minimise the release of Volatile Organic Compounds (solvents) to air, land and water.
  - 12 In the case of abnormal emissions the Operator must:
    - Investigate immediately and undertake corrective action;
    - Adjust the process or activity to minimise those emissions; and
    - Adjust the process or activity to minimise those emissions; and
    - Promptly record the events and actions taken in the log book kept in accordance with condition 29.

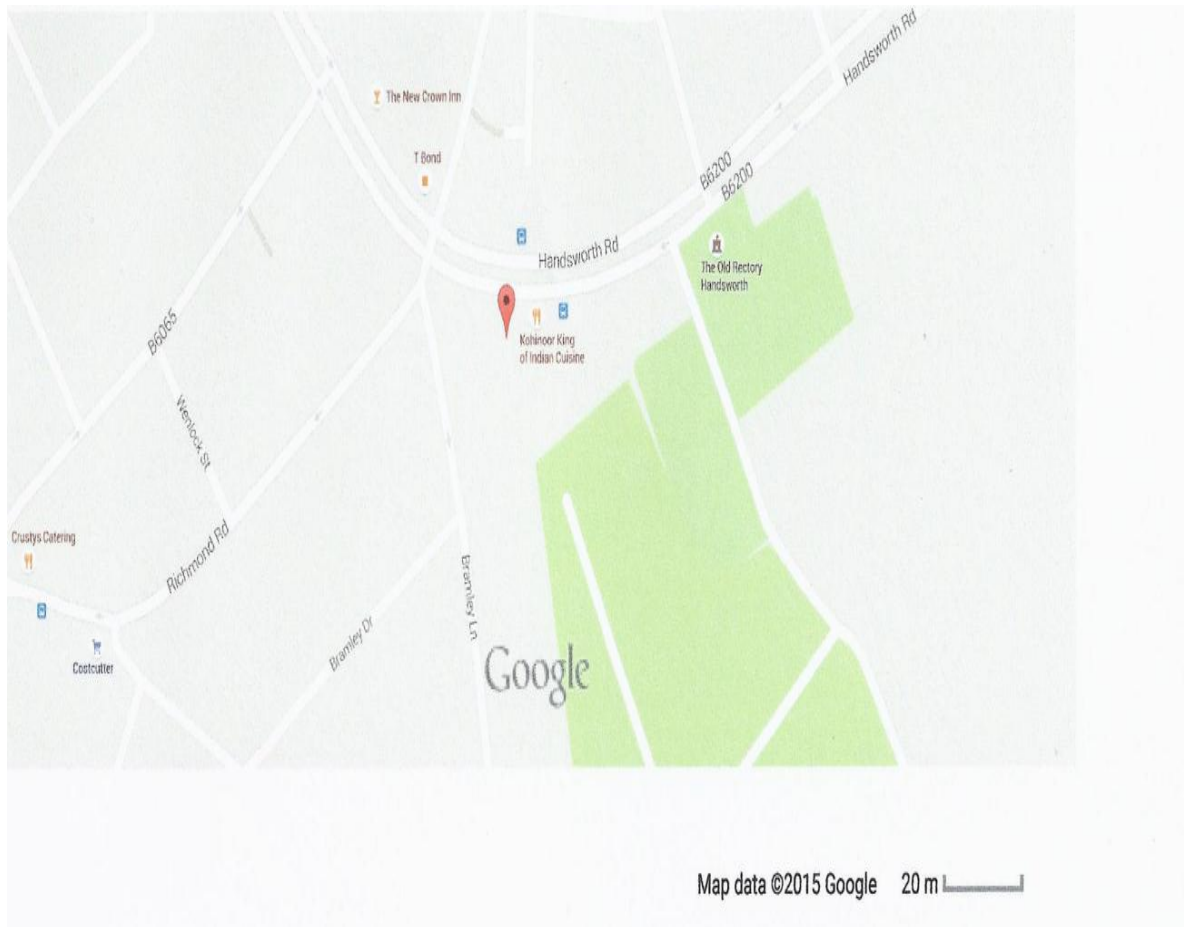
In this condition abnormal emission will include any detectable solvent smell other than in the area of the dry cleaning machine.
  - 13 In cases of non-compliance causing immediate danger to human health, operation of the activity must be suspended and Sheffield City Council's Environmental Protection Service informed within 24 hours.
  - 14 The Operator shall ensure that 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-delicate material such as suits. Delicates and heavy materials, such as wedding dresses and blankets, may need to be cleaned in part loads.

- 
- 15 Where cleaning solvents containing Volatile Organic Compounds (solvents) 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 impervious and corrosion-proof materials and capable of containing 110% of the largest container; and
  - Away from sources of heat and safety point of view: a well-ventilated area shall be used with access restricted to appropriately trained staff.
- 16 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.
- 17 Spot cleaning with organic solvents or organic solvent-borne preparations shall not be carried out unless it can be demonstrated that it is the only available method of treating a particular stain on the material to be cleaned.
- 18 The dry cleaning machine loading door shall be kept closed when not in use.
- 19 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.
- 20 The machine shall have interlocks to prevent start-up of the machine until the loading door is closed and the opening of the loading door until the machine cycle has finished and the cage has stopped rotating.
- 21 The machine shall have interlocks to automatically shut-down machine during any of the following conditions;
- cooling waters shortage or
  - failure of the cooling ability of the still condenser or
  - failure of the cooling ability of the refrigeration, or
  - failure in the machine's heating system, resulting in the inability to dry the load.
- 22 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. The machine shall have interlocks to automatically shut-down the machine if this still, button trap and lint filter doors and not properly closed.

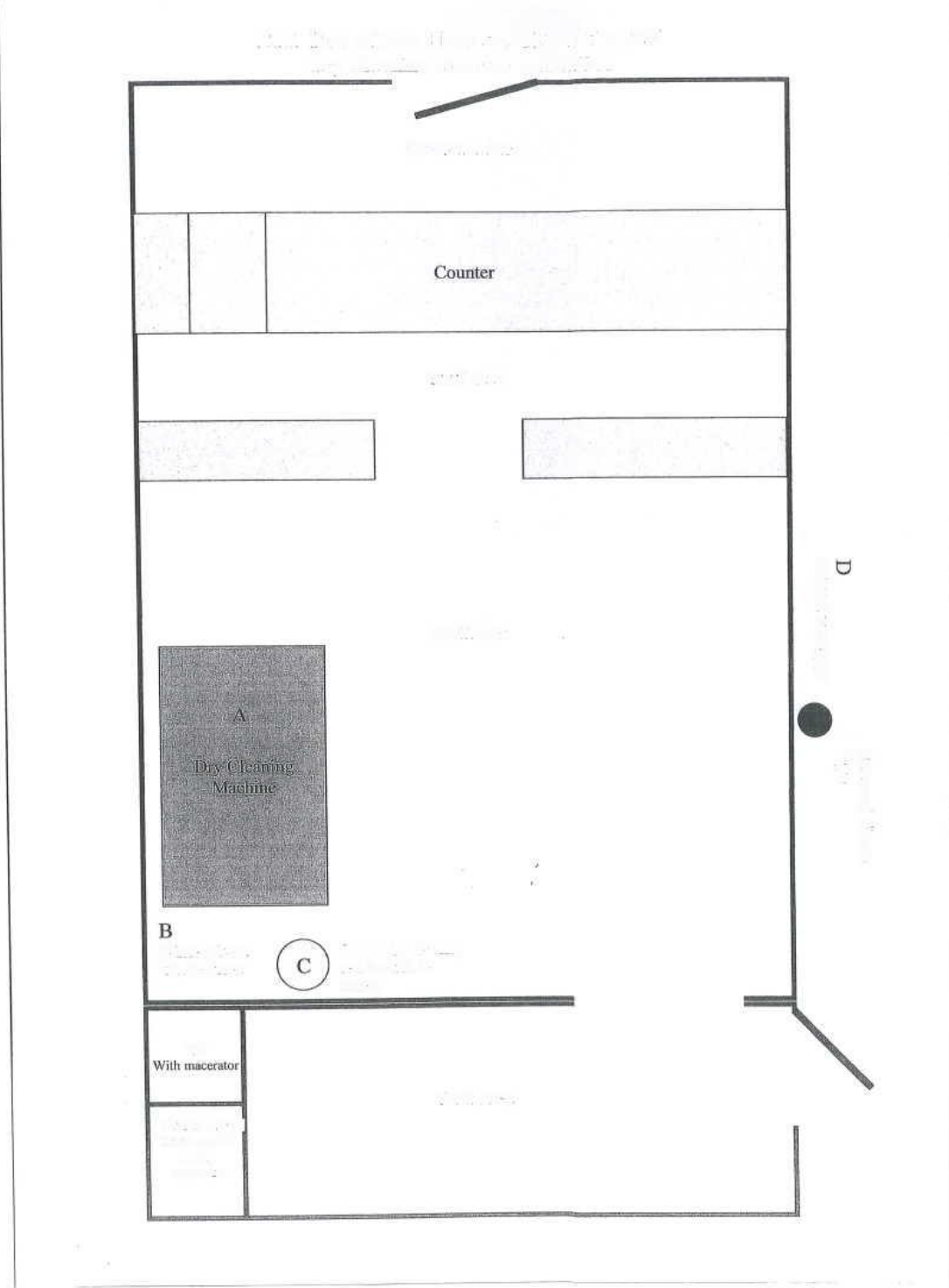
- 
- 23 The still shall have a thermostatic control device or equivalent with which to set a maximum temperature, in accordance with manufacturers' recommendations for the solvent used.
- 24 The machine shall have a spillage tray with a volume greater than 110% of the volume of the largest single tank within the machine.
- 25 The machine shall have a secondary water separator to minimise potential losses.
- 26 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 those who handle them are aware of their contents.
- 27 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.
- 28 Equipment to clean up spillages shall be quickly accessible in all solvent handling and storage areas
- 29 The Operator shall maintain a log book or record incorporating details of all maintenance, testing and repair work carried out on the dry cleaning machine and the scales used to weigh the loads, along with details of training required under condition 9. The records shall be made available for inspection by officers of Sheffield City Council's Environmental Protection Service on demand.
- 30 Spares and consumables, in particular those subject to continual wear, shall be held on site, or be available at short notice from guaranteed suppliers, so that plant breakdowns can be rectified rapidly.
- 31 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 installation which is not regulated by any other condition of this Permit.

- 
- 32 Where a continuous PER monitoring device has been fitted for health and safety reasons it shall be maintained and calibrated in accordance with manufacturer's recommendations. Any high readings shall be recorded in the log book kept in accordance with condition 29

## Schedule 1 : Site Location



**Schedule 2: Site Internal Layout**



## Schedule 3 - Weekly Inventory Sheet – All Installations

### 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.



## Schedule 4 - Monthly Inventory Sheet – All Installations

### Monthly Inventory Sheet: All installations

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

Week starting (date)

--	--	--	--	--	--

Weight of work processed (kg)

					Monthly Total (A)

Solvent added (litres)

					Monthly Total (B)

Solvent sent for disposal

					Monthly Total
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:

--



## Schedule 6 - Schedule of Procedures, Checks and Maintenance

YEAR \_\_\_\_\_ DRY CLEANING MACHINE MAINTENANCE CHECK LIST

Week Number	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Day/Week																										
LOAD																										
Lint Screen																										
Button Trap																										
Solvent Condition/Balance																										
HAULY/Every other Day																										
Drain and Water Filter																										
Detergent Level in Drum																										
WEEKLY																										
Sill (no pump out) 12 Inside																										
Wash Lint Screen Foam																										
Check Air (1/16 1/11 Level)																										
Check Lint Screen Strainer																										
Wipe Door Gaskets Lubricating/Bottom Seal																										
Filter Maintenance (291 Inside)																										
MONTHLY																										
Check Water Separator																										
Water Strainer																										
Leak Test Machine																										
6 MONTHLY																										
Sill Safety Valve																										
YEARLY																										
Full Service																										

**Schedule 6 - Schedule of Procedures, Checks and Maintenance**

**Daily Checklist**

Elements Dry Cleaning Machine Daily Check List							
Daily Checks W.C. Date:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Button Trap							
Lint Screen							
Detergent Level							
Drain Decanter							
Solvent Level							
Daily Checks W.C. Date:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Button Trap							
Lint Screen							
Detergent Level							
Drain Decanter							
Solvent Level							
Daily Checks W.C. Date:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Button Trap							
Lint Screen							
Detergent Level							
Drain Decanter							
Solvent Level							
Daily Checks W.C. Date:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Button Trap							
Lint Screen							
Detergent Level							
Drain Decanter							
Solvent Level							
Daily Checks W.C. Date:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Button Trap							
Lint Screen							
Detergent Level							
Drain Decanter							
Solvent Level							