



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

**Permit Number: 7.0/048903/JT**

**Installation Address:  
Elite Dry Cleaners  
11A Station Road  
Chapelton  
Sheffield  
S35 2XE**

**In accordance with Regulation 13 of the Pollution Prevention and Control Regulations (England and Wales) 2010 as amended. Elite Dry Cleaners of 11A Station Road, Chapelton, Sheffield, S35 2XE is hereby permitted to operate a scheduled activity at the Sheffield address detailed above, namely the use of dry cleaning solvents, as described in Schedule 1, Part 1, Chapter 1, Section 7, Part B, subsection (b) and subject to the following conditions of this Permit.**

**Signed**

**Dated this day**

**13<sup>th</sup> March 2013**

**Assistant Manager**

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

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The Secretary of States Guidance PG 6/46 (11) has provided the framework for the conditions in this permit.

**Name & Address of Operator: - Name and Address details in Sheffield**

Elite Dry Cleaners  
11A Station Road  
Chapelton  
Sheffield  
S35 2XE

**Registered Office: - Name and Address details**

Elite Dry Cleaners  
11A Station Road  
Chapelton  
Sheffield  
S35 2XE

**Address of Permitted Installation: - Name and Address details (Sheffield)**

Elite Dry Cleaners  
11A Station Road  
Chapelton  
Sheffield  
S35 2XE

**Talking to Us – Site Manager Name and telephone number:**

Jane and Patrick Lancaster

Telephone: 2460742

**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**

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

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## **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 Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (as amended), (“the EP Regulations”), to operate an installation carrying out activities covered by the description in 7.0 of Schedule 1 of those Regulations, to the extent authorised by the Permit:

### **Process Changes**

As part of your permit, 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.

### **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 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.

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## **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 Pollution Prevention and Control Regulations (England and Wales) 2000 as amended.

## **Appeals**

Under Regulation 31 of the EP Regulations operators have the right of appeal against the conditions attached to their permit. Schedule 6 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.

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## 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.

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(Insert name of company) is permitted to operate a dry cleaning installation containing the following dry cleaning machine(s):

Make	Model	Serial number	Load capacity	Date of installation	Dry cleaning solvent
MITO 22			22 K	25 YEARS AGO (ESTIMATE)	PERC

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 1 and 2 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 30th 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 4. A written record of the maintenance carried out shall be maintained.
- 6 The record of maintenance required by condition 4 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 in accordance with condition 3.
- 11 The dry cleaning machine shall be installed and operated in accordance with supplier 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 26.

In this condition abnormal emission will include any detectable solvent smell other than in the area of the dry cleaning material.



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- 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 only appropriately trained staff, and
  - the lids of the containers shall only be removed on 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.
- 16 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.
- 17 The dry cleaning machine loading door shall be kept closed when not in use.  
Note. Where an action fan is fitted to maintain a negative pressure within the machine during unloading, the exhaust from this fan should be directed to a carbon absorption filter prior to discharge to atmosphere.
- 18 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 the 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 machine and any of the following conditions
    - cooling waters shortage

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- failure of the cooling ability of the still condenser
  - failure of the cooling ability of the refrigeration, or
  - failure in the machine heating system, resulting in the inability to dry the load.
- 19 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 on 19 May 2005 shall have interlocks to automatically shut-down the machine if this still, button trap and lint filter doors and not properly closed.
- 20 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.
- 21 All new, and substantially refurbished machine, shall have a spillage tray with a volume greater than 110% of the volume of the largest single tank within the machine.
- 22 All machines installed 19 May 2005 shall have a secondary water separator to minimise potential losses.
- 23 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.
- 24 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.
- 25 Equipment to clean up spillages shall be quickly accessible in all solvent handling and storage areas
- 26 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.

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- 27 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.
- 28 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.

**New and substantially changed installations using PER only**

The following requirements apply to new or substantially changed installations using PER.

- 29 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. As a high reading on the monitor indicates leaks and other malfunctions which have led to the release of PER then this will also indicate potential non-compliance with the environmental requirements of this permit.

# Appendix - Solvent and Product Cleaned Inventory

## Schedule 1 - 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		Daily total weight (kg)	Solvent added (litres)	
Load Number	1	2	3	4	5	6	7	8	9	10	11	12
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 = Linens    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 2 - Monthly Inventory Sheet – All Installations

### Monthly Inventory Sheet: All installations

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

Week starting (date)

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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:

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## Schedule 3 - Annual Inventory Sheet – All Installations

### 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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## **Schedule 4 - Schedule of Procedures, Checks and Maintenance**

### **B 1.4 DETAILS OF SERVICING, CHECKING AND MAINTENANCE PROCEDURES FOR ALL MACHINERY**

#### **MACHINERY**

Dry Cleaning Machine  
Washing Machine  
Drying Machine  
Steam Cabinet  
Iron  
Spotting Machine

#### **SERVICING**

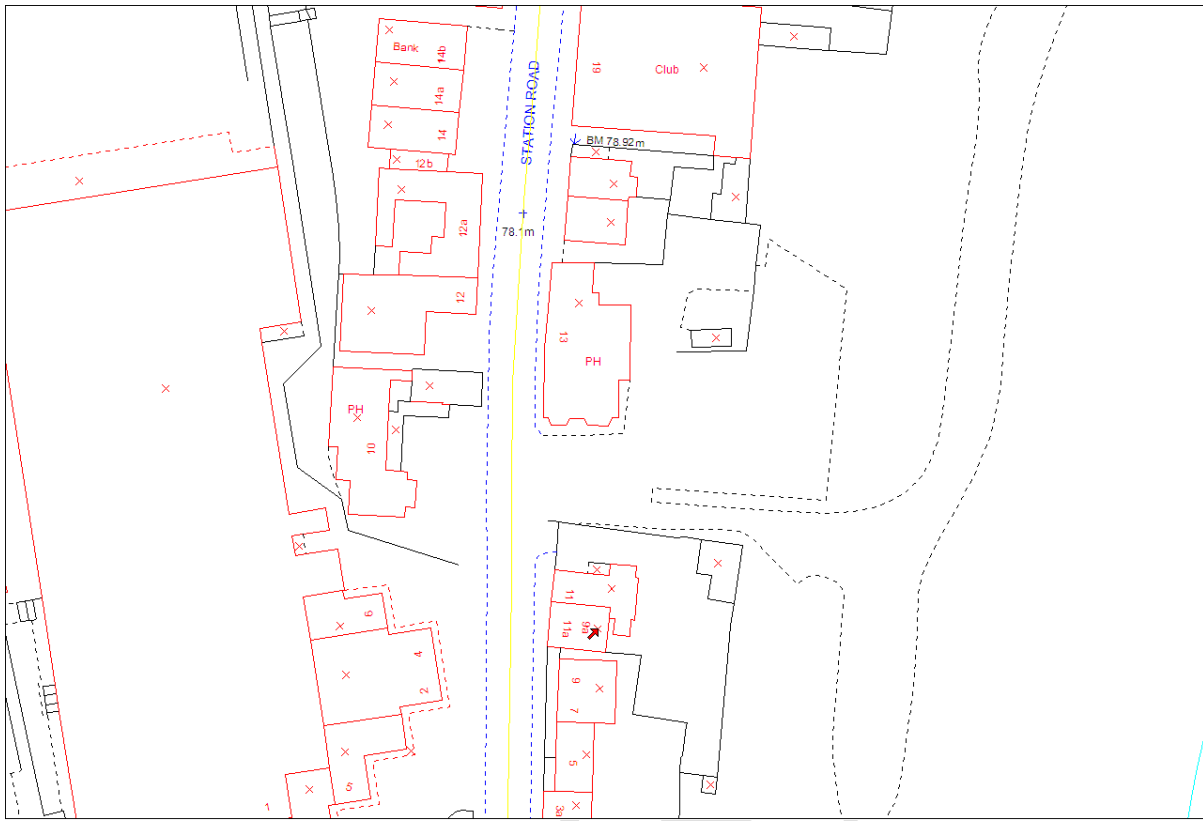
All machinery shall be serviced on a regular basis as per the manufacturers instructions. Servicing shall be carried out by qualified engineers.

#### **CHECKING AND MAINTENANCE**

All machinery shall be checked on a daily basis. Each morning the staff has set procedures for starting the machinery. During the start up procedures, all machines are checked to ensure that they are working properly and that they are safe to use.

Any maintenance of machinery shall be carried out by qualified engineers, not by staff members.

## Schedule 5 – Site Location Plan





**Schedule 6 – Site Layout**

