



**POLLUTION PREVENTION AND CONTROL ACT 1999  
ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2016  
as amended (S.I. 1154)  
INDUSTRIAL EMISSIONS DIRECTIVE 2010/75/EU**

**Permit Number: 14/048774/LR5  
Installation Address:**

**Mortons Dry Cleaners  
29-35 Huntingtower Road  
Sheffield  
S11 7GS**

**In accordance with Regulation 20 of the Environmental Permitting (England and Wales) Regulations 2016, as amended, Mortons Dry Cleaners, is hereby permitted to operate a solvent emissions activity at the address detailed above, namely the operation of a dry cleaning installation as described in Schedule 14, and subject to the following Permit conditions.**

**Signed**

**Dated this day: 13.05.2025**

**Commercial Team Manager  
Authorised by Sheffield City Council to sign on their behalf.**

The Secretary of State's Process Guidance Notes 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:**

Mortons Dry Cleaners  
29-35 Huntingtower Road  
Sheffield  
S11 7GS

**Address of Permitted Installation:**

Mortons Dry Cleaners  
29-35 Huntingtower Road  
Sheffield  
S11 7GS

Site Contacts: Karen Morton and Claire Morton  
Tel: 0114 268 0225  
Email address: mortonsdrycleaning@btconnect.com

## 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

4th Floor (South)

Howden House

1 Union Street

Sheffield

S1 2SH

Telephone: (0114) 273 4651

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

## Contents

Contents.....	4
Explanatory Note.....	5
Definitions .....	8
Description of Activities .....	9
Conditions of Permit.....	10
Schedule 1 Installation Location and Boundary .....	15
Schedule 2 Installation Layout .....	16
Schedule 3 - Weekly Inventory Sheet .....	17
Schedule 4 - Monthly Inventory Sheet.....	18
Schedule 5 - Annual Inventory Sheet.....	19
Schedule 6 – Procedures, Checks and Maintenance.....	20

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

The following Permit is issued under Chapter V of the Industrial Emissions Directive and Regulation 20 of the Environmental Permitting (England and Wales) Regulations 2016 as amended (S.I. 1154), referred to in this Permit as 'EP Regulations', to operate an installation carrying out activities covered by the Industrial Emissions Directive, Annex VII Parts 1 and 2, to the extent authorised by the Permit:

Annex VII, Part 1, 5 Dry Cleaning

Any industrial or commercial activity using volatile organic compounds in an installation to clean garments, furnishings, and similar consumer goods with the exception of the manual removal of stains and spots in the textile and clothing industry.

### **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. 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 66 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 66 (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  
4th Floor (South)  
Howden House  
1 Union Street  
Sheffield  
S1 2SH  
Telephone: (0114) 273 4651  
Email: [ippc@sheffield.gov.uk](mailto:ippc@sheffield.gov.uk)

## **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 2016, 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.

### **How to Appeal**

There are forms available to lodge an appeal here:

<https://www.gov.uk/government/publications/environmental-permit-appeal-form>

There is no fee to appeal.

### **Where to Send Your Appeal Documents**

Appeals should be addressed to:

The Planning Inspectorate  
Environment Appeals Team  
3A Eagle Wing  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol BS1 6PN

Phone: 0303 444 5584

Email: [etc@planninginspectorate.gov.uk](mailto:etc@planninginspectorate.gov.uk)

**You must also send a copy of your appeal to the relevant regulator.**

In the course of an Appeal process, the main parties will be informed of the 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.

## Definitions

In relation to this Permit, the following expressions shall have the following meanings:

*“Application”* means the application for this Permit, together with any response to a notice served under Schedule 4 to the EPR Regulations and any operational change agreed under the conditions of this Permit.

*“EPR Regulations”* means the Environmental Permitting (England and Wales) Regulations S.I.2016 No. 1154 (As Amended) and words and expressions defined in the EPR Regulations shall have the same meanings when used in this Permit save to the extent they are explicitly defined in this Permit.

*“Permitted Installation”* means the activities and the limits to those activities described in this Permit.

*“Monitoring”* includes the taking and analysis of samples, instrumental measurements (periodic and continual), calibrations, examinations, tests and surveys.

*“Regulator”* means any officer of Sheffield City Council who is authorised under section 108(1) of the Environment Act 1995 to exercise, in accordance with the terms of any such authorisation, any power specified in Section 108(1) of that Act.

*“BAT”* 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 bases for emission limit values designed to prevent, and where that is not practical, generally to reduce emissions and the impact on the environment as a whole. For those purposes:

*“best”* means, in relation to techniques, the most effective in achieving a high general level of protection of the environment as a whole; *“techniques”* include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned. Schedule 2 of the Regulations shall have effect in relation to the determination of best available techniques, and;

*“available techniques”* means those techniques which have been developed on a scale which allows implementation in the relevant industrial sector, under 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.

*“Fugitive Emission”* means an emission to air from the permitted installation that is not controlled by an emission limit imposed by a condition of this Permit.



## Description of Activities

**Mortons Dry Cleaners** is permitted to operate a dry cleaning installation using the following dry cleaning machine(s);

Make	Model	Serial number	Load capacity	Date of installation	Dry cleaning solvent
Firbimatic	915 S	104G30786	15Kg	2014	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, water-proofing solutions 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.
3. A copy of the information detailed in the table below shall be sent to the Regulator:

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 the Regulator 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

Note – the solvent management balance sheets for dry cleaning installations in Schedules 3, 4 and 5 can be used to demonstrate compliance with conditions (1), (2) and (4) above

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 4) required by condition 5 shall be submitted to the Regulator once in every twelve-month period by 30<sup>th</sup> April in accordance with condition 3.
7. The Operator shall advise the Regulator 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 shall know where the operating manual for each dry-cleaning machine can be found and have ready access to it.
9. All operating staff shall 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 the Regulator 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 shall:
  - Investigate immediately and undertake corrective action; and
  - Adjust the process or activity to minimise those emissions; and
  - Promptly record the events and actions taken.

In this condition abnormal emissions 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 or threatening to cause an immediate significant adverse effect upon the environment, operation of the activity shall be suspended and the Regulator informed within 24 hours.
14. The Operator shall ensure that dry cleaning machines are 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. Delicate 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 machine 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.
20. The machine shall have interlocks to automatically shut-down the machine during 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
  - Failure in the machine's heating system, resulting in the inability to dry the load
21. 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 the still, button trap and lint filter doors are not properly closed.
22. 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.
23. The machine shall have a spillage tray with a volume greater than 110% of the volume of the largest single tank within the machine.
24. The machine shall have a secondary water separator to minimise potential losses.
25. 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.

26. 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.
27. Equipment to clean up spillages shall be quickly accessible in all solvent handling and storage areas.
28. The Operator shall maintain a logbook 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 the Regulator on demand.
29. 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.
30. 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.
31. 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 logbook kept in accordance with condition 28.
32. All reports and notifications required by this Permit, or under any Regulation under the Environmental Permitting Regulations 2016, as amended, shall be sent to the Regulator. Unless notified in writing, all reports, notifications and communications in respect of this Permit shall be sent to:

[epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk) or [jppc@sheffield.gov.uk](mailto:jppc@sheffield.gov.uk)

or

**Sheffield City Council  
Environmental Protection Service  
Floor 4 Howden House  
1 Union Street  
Sheffield  
S1 2SH.**

**End of Conditions**

## **Please Note**

Where complaint is attributable to the operation of the installation and is, in the opinion of the Local Authority, justified, or if new knowledge develops on the potential for harmful effects from emissions, an immediate review of the Permit shall be undertaken. The Local Authority shall subsequently specify any new requirements and compliance time scales.

An annual subsistence fee as prescribed by the Secretary of State for the Environment shall be payable, for this Permit, by the process Operator, to this Authority within 2 weeks of the 1<sup>st</sup> of April of each year.

In the event that the Permit has been issued after the 1<sup>st</sup> of April in the initial year then the subsistence fee shall be pro rata for the complete months remaining and shall be due within 2 weeks of the Permit issue date.

If the relevant payment is not received by the Regulator, Sheffield City Council's Environmental Protection Service, then Permit revocation procedures may be initiated.

# Schedule 1 Installation Location and Boundary



13/03/2025, 16:15:14

1:827  
0 0.01 0.01 0.02 mi  
0 0.01 0.02 0.04 km  
© Crown copyright and database rights 2024 OS licence number AC0000805013.

Sheffield City Council  
© Crown copyright and database rights 2023 OS licence number AC0000805013.

PLAN 2.

Open Area

MT = 12.2 mm.

Tank

BOILER ROOM

AREA OCCUPIED BY MORTONS DRY CLEANERS + LAUNDRY WITHIN THE MAIN BUILDING + LOCATION OF MACHINES, PERC STORAGE + STILL RESIDUE STORAGE.

SHOP

OFFICE

STEAM BED

CLOSET + VAC

PRESS

D D W W

MACHINE TANK

DRY CLEANING MACHINE

PERC STORE

Office

Mezzanine over local storage only

up dn



## Schedule 3 - Weekly Inventory Sheet

### 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

### 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  $G > 80 \text{ kg/l}$  = on target

Siloxane is used, if  $G > 48.5 \text{ kg/l}$  = on target

Hydrocarbons are used, if  $G > 48.5 \text{ kg/l}$  = on target

Notes:

--

## Schedule 5 - Annual Inventory Sheet

### 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 ?)	
--	--

\* 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.

## Schedule 6 – Procedures, Checks and Maintenance

WEEKLY INVENTORY & MAINTENANCE SHEET for Mortons Dry Cleaners - Machine MITO 245 - Week Ending :													
Load No.	1	2	3	4	5	6	7	8	9	10	Daily Total Weight (Kg.)	Solvent Added (litres)	
Monday													
Load Checks													
Tuesday													
Load Checks													
Wednesday													
Load Checks													
Thursday													
Load Checks													
Friday													
Load Checks													
Saturday													
Load Checks													
Sunday													
Load Checks													
<b>LOAD CHECKS:</b> Before each load the following items must be checked and the relevant box initiated: * LINT TRAP - BUTTON TRAP - SOLVENT BALANCE - LOAD DOOR GASKET													
Total for Week													
<b>DAILY MAINTENANCE</b> Initial the Day box above to confirm when done													
<b>WEEKLY OR LOAD CYCLE DEPENDANT MAINTENANCE</b>													
TASK	TASK								Freq	Done By	Date	TASK	INITIAL & DATE
Air Pressure Regulator Drain	Rake Out Still prior to dropping Filters								20 Loads			Clean Water Inlet Filter	
Waste & Air Filter Cleaning	Drop Filter Medium and Rake Out Still								20 Loads			Clean Steam Inlet Filter	
Water Discharge from Separator	Total Drainage of Water Separator								weekly			Securing Bolts Control	
Additive (Soap) Level O.K.	Air Pressure Regulator Oil Check								weekly			Separator Drain & Clean	
Check Filter Pressure	Waste Filter Float								weekly				
Lint & Button Trap Door Gaskets	FCA Drying Cycle Float Cleaning								weekly				
ENGINEER SERVICE/MAINTENANCE:													
Form Ref: WIMS 0601													