



**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: 6.4/041791/LR2

**Installation Address:
A & R Motor Services Limited
33-35 Bold Street
Attercliffe
Sheffield
S9 2LR**

In accordance with Regulation 20 of the Environmental Permitting (England and Wales) Regulations 2016, as amended, A & R Motor Services Limited, is hereby permitted to operate a scheduled activity at the address detailed above, namely the respraying of road vehicles using over 1 tonne of organic solvents as described in Schedule 1, Part 2, Chapter 6, Section 6.4, Part B(b).

This activity is also an Industrial Emissions Directive Chapter V Activity, namely the coating of truck cabins, vans and trucks and trailers using over 0.5 tonnes of solvent as described in Annex VII, Part 1, Section 3(a), (ii), (iii) and (v).

The permit is subject to the following conditions.

Signed

Dated this day: 03.09.2025

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

The Secretary of State's Process Guidance Note 6/47(11), revised June 2014, "Original Coating of Road Vehicles and Trailers" has provided the framework for the conditions in this Permit.

Name & Address of Operator:

A & R Motor Services Limited
33-35 Bold Street
Sheffield
S9 2LR

Site Contact: Paul Hobson
Tel: 0114 256 0473
Email address: accounts@armotorservices.co.uk

Registered Office:

A & R Motor Services Limited

33-35 Bold Street
Sheffield
S9 2LR

Company Registration Number: **01856688**

Address of Permitted Installation:

A & R Motor Services Limited
33-35 Bold Street
Sheffield
S9 2LR

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

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

The following Permit is issued under Regulation 20 of the Environmental Permitting (England and Wales) Regulations 2016, as amended (Statutory Instrument 1154), ("the EP Regulations") and Chapter V of the Industrial Emissions Directive to operate an installation carrying out activities covered by the EP Regulations, Schedule 1, Part 2, Chapter 6, Section 6.4, Part B, (b) and the Industrial Emissions Directive, Annex VII, Part 1, Section 3(a), Parts (ii),(iii) and (v) to the extent authorised by the Permit:

Environmental Permitting Regulations, Chapter 6, Other Activities, Section 6.4 Coating activities, printing and textile treatments, Part B(b) Unless falling within Part A(2) of this Section, re-painting road vehicles or parts of them if the activity may result in the release into the air of particulate matter or of any volatile organic compound and the carrying on of the activity is likely to involve the use of 1 or more tonnes of organic solvents in any 12-month period.

And the Industrial Emissions Directive, Annex VII, Part 1, Section 3, Coating Activity; any activity in which a single or multiple application of a continuous film of a coating is applied to: (a) either of the following vehicles: (ii) truck cabins; (iii) vans and trucks, and (v) trailers where the solvent consumption is greater than 0.5 tonnes/year.

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

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

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:

“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.

“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.

“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

The re-spraying (refinishing) of trucks, truck cabins, vans and trailers in two Spraybooth Technology Limited commercial vehicle re-circulatory spraybooths, referenced STL/CC/05/97/1022A and STL/CC/05/97/1022B; one Dalby commercial vehicle spraybooth and one Spraybake 800 car spraybooth. The spray booths are served by extraction units.

Re-spraying can be for refurbishment of a vehicle or during accident repairs.

The process includes the preparation of vehicles for spraying using orbital sanders served by mobile dust extractors which exhaust internally within the bodyshop. Coatings are mixed in the paint mixing room or spraybooth prior to being applied in the spraybooth under negative pressure. Waste gun wash thinner is recycled for re-use on site with sludge residue collected by a licensed waste contractor with other solvent-containing waste products for recycling.

No materials with Hazard Statements H340, H350, H350i, H360D, H360F, H341 or H351 are used.

Coatings containing isocyanates are used.

Conditions of Permit

1 Upgrading

- 1.1 Within 12 weeks of the date of issue of this permit, the emissions of isocyanates shall be monitored.
- 1.2 If the emissions of isocyanates exceed the emission limit value in condition 4.13, an abatement plan shall be submitted within 12 weeks of the Operator receiving the monitoring results.

2 Plant and Equipment

- 2.1 The activities at the installation shall be carried out within the installation boundary outlined in red as indicated on the Installation Location and Boundary plan shown in Schedule 1 of this Permit.
- 2.2 Permitted activities shall only be carried out using the plant and equipment as detailed in the Description of Activities and on the Installation Layout reproduced in Schedule 2 of this Permit.
- 2.3 The Operator shall notify Sheffield City Council's Environmental Protection Service, hereafter referred to as "the Regulator" of any proposed operational changes including any alterations to the process involving the provision of new plant or equipment which may affect emissions or have consequences for the environment. The information shall be submitted at least 14 days before the changes take place.
- 2.4 No plant or equipment used for any activity shall be operated with an extraction point to atmosphere unless specifically noted within this Permit or specifically agreed in writing with the Regulator.

3 Designated Hazard Statement Materials

- 3.1 Designated Hazard Statement materials¹ used in the installation shall be replaced, or controlled and limited, as set out in Process Guidance Note 6/47(11) Original Coating of Road Vehicles, SE Box 7 (Industrial Emissions Directive Articles 58, 59, 80(7)).
- 3.2 The Operator shall maintain a register of designated Hazard Statement materials used in the installation. The register shall be made available for inspection by the Regulator upon request.
- 3.3 The Operator shall inform the Regulator in writing of any proposed changes to the Hazard Statement register at least 7 days prior to the changes taking place.
- 3.4 Where Hazard Statement materials are used, annual manual extractive testing shall be carried out to determine compliance with the emission limits in Section 4 of this permit.

¹ Materials designated because of their VOC content: Hazard Statements H340, H350, H350i, H360D or H360F.
Materials designated because of their halogenated VOC content: Hazard Statements H341 or H351

4 Emission Limits and Controls

- 4.1 No visible dust, fume or particulate matter shall be emitted beyond the installation boundary. The installation boundary is detailed in Schedule 1.
- 4.2 There shall be no burning of materials, including waste, in the open air, inside buildings or in any form of incinerator in connection with the activities within the installation boundary, without permission in writing from the Regulator.
- 4.3 All reasonably practicable steps shall be taken to minimise the duration and visibility of emissions during start up and shut down.
- 4.4 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.
- 4.5 Emissions to air shall be free of offensive odour beyond the installation boundary as perceived by the Regulator.
- 4.6 Except for condensed water vapour, all releases to air shall be free from persistent visible emissions.
- 4.7 In the reporting of monitoring results, all pollutant concentrations shall be expressed at reference conditions 273k and 101.3kPa. The oxygen and water references shall be those which correspond to the normal operating conditions in the process.
- 4.8 The introduction of dilution air into duct systems in order to comply with emission limits shall not be permitted.
- 4.9 When using materials designated because of their Volatile Organic Compound content as Hazard Statement H340, H350, H350i, H360D or H360F, and the sum of the mass flows of all the compounds causing the designated labelling is greater than or equal to 10g/h, an emission limit of 2mg/Nm³ shall apply to the mass sum of the individual compounds.
- 4.10 When using materials designated because of their halogenated Volatile Organic Compound content as Hazard Statement H341 or H351, and the sum of the flows of all the compounds causing the designated labelling is greater or equal to 100g/h, an emission limit of 20mg/Nm³ shall apply to mass sum of the individual compounds.
- 4.11 Emissions of particulate matter from each spraybooth shall not exceed 10mg/m³ (by manufacturer's guarantee).
- 4.12 Emissions of particulate matter from other processes and activities where the source is contained shall not exceed 50mg/Nm³.
- 4.13 Emissions from processes and activities using isocyanates shall not exceed 0.1mg/Nm³ as a 15-minute mean for contained sources excluding particulate and expressed as NCO.

- 4.14 Emissions shall be tested at least once in every twelve-month period unless otherwise agreed in writing with the Regulator.
- 4.15 Emission limit values, type of monitoring and frequency are reproduced in Schedule 3 of this permit.

5. Monitoring, Sampling and Measurement of Emissions

- 5.1 At least 7 days prior to any non-continuous monitoring being carried out, the Operator shall ensure that site specific monitoring protocols are submitted to the Regulator for approval. The monitoring protocols shall include the proposed date and time of the testing, the method to be used and the pollutants to be monitored.
- 5.2 The results of annual non-continuous monitoring tests shall be forwarded to the Regulator within 8 weeks of completion of the testing.
- 5.3 The Operator shall ensure that adequate facilities for sampling are provided on vents or ducts. Sampling points on new plant shall be designed to comply with the British or equivalent standards.
- 5.4 Monitoring shall be carried out in accordance with methods described in M1 "Sampling requirements for monitoring stack emissions to air from industrial installations" and Monitoring Stack Emissions: Environmental Permits (formerly part of M2), or by another method agreed in writing by the Regulator.
- 5.5 For batch processes the extractive sampling shall take place over a complete cycle of activity.
- 5.6 Where the results of any non-continuous monitoring breach the emission concentration limit, the Operator shall investigate the matter as soon as possible. The investigation shall include the following steps:
- a) Close down the process or plant responsible for the breach.
 - b) Identify the cause of the breach.
 - c) Carry out any necessary works or repairs to ensure compliance with the emission concentration limit.
 - d) Re-test the plant to check compliance with the emission concentration limit specified as soon as possible.
 - e) Submit the re-test emissions monitoring report to the Regulator within 7 days of receipt of the results.
 - f) Record details of investigation and outcomes in the logbook or recording system.
- 5.7 Where the results of any non-continuous monitoring exceed the emission concentration limit, the Operator shall inform the Regulator no later than 10:00 hours the following working day after receipt of the results of the emissions testing.

5.8 The Operator shall ensure that a logbook or suitable recording system containing the details and results of all visual and olfactory assessments, records of all inspections, checks and assessments made in accordance with Permit conditions is kept. These records shall include the time and date of inspection, the nature, colour, persistency and intensity of any emission and the name of the person carrying out the assessment. The logbook or recording system shall be kept on the premises and made available for inspection by the Regulator. Such records shall be kept for a minimum of two years and shall be furnished in writing to the Regulator on demand.

5.9 The Operator shall inform the Regulator within one day in cases where:

- An emission is likely to have an effect on neighbouring premises; or
- There is a failure of any arrestment plant.

The report to the Regulator shall include:

- a) The date and time of the incident
- b) The cause and nature of the incident
- c) Details of any abnormal emissions
- d) Remedial action taken.

6. Solvent Management Plan

6.1 The Operator shall produce and submit a Solvent Management Plan on an annual basis. It shall provide detail on solvent inputs and outputs and determine the “annual actual solvent consumption” and the “annual actual solvent emission”. The Solvent Management Plan shall be produced in accordance with clauses 4.11 and 4.12 of Process Guidance Note PG6/47, as reproduced in Schedule 4. It shall be submitted to the Regulator by 31st January each year.

6.2 The Operator shall ensure that a detailed inventory of organic solvent usage is kept. This shall include cleaning solvent usage, diluent solvent usage (thinners), solvent or VOC content of coatings, and the quantity of coating purchased. The inventory shall also include all solvents removed from the site as waste and any quantities recovered for re-use both on and off-site. An annual summary of the inventory shall be forwarded to the Regulator within one month of the closing date to which the inventory relates, namely January 31st each year.

7. Solvent Reduction Scheme

7.1 The operator shall demonstrate VOC emissions compliance through a solvent reduction scheme in accordance with Schedule 5 of this permit. Compliance with the scheme shall be achieved if the “annual actual solvent emission” determined from the solvent management plan in Section 6 is less than or equal to the “Target Emission”:

Target Emission value = Total mass of solids x 1.2`

7.2 The Operator shall ensure that a detailed inventory of the solid content of coatings, and quantity of solids used is kept. An annual summary of the inventory shall be forwarded to the Regulator within one month of the closing date to which the inventory relates, namely January 31st each year

- 7.3 The Operator shall provide an annual emissions reduction plan; this shall include in particular:
- a) Mechanisms to decrease the average solvent content of the total input;
 - b) Target Emissions value calculations.

The emissions reduction plan shall be reviewed annually and submitted by 31st January every subsequent year.

- 7.4 In following the solvent reduction scheme compliance route, the Operator shall not:
- a) replace a low or no organic solvent coating system with a conventional high organic solvent coating system; or
 - b) introduce a conventional high solvent coating system into a process/activity; or
 - c) introduce a conventional high solvent coating system onto a product where it was not in use before; or
 - d) introduce high solids formulations which have no beneficial effect on the product but increase the solids used, except where a reduction in the overall VOC emissions can be demonstrated;

unless prior notification of any proposal to introduce one of these systems has been submitted to and agreed in writing by the Regulator. Such prior notification shall include reasons why lower organic solvent systems are not considered technically appropriate or practicable.

8. VOC (Volatile Organic Compound) Control Techniques

- 8.1 All solvent-containing coatings, thinners and related materials and equipment-cleaning materials shall be stored
- In the containers in which they were supplied, with the lid securely fastened at all times other than when in use.
 - Within spillage containers, of suitable impervious and corrosion-proof materials and capable of holding 110% of the capacity of the largest container.
 - Away from sources of heat.
- 8.2 All solvent-containing wastes shall be stored
- In suitable sealed containers with a securely fastened lid and labelled so that all that handle them are aware of their contents.
 - Within spillage collectors, of suitable impervious and corrosion-proof materials and capable of holding 110% of the capacity of the largest container.
 - Away from sources of heat.
- 8.3 Waste drums shall be kept tight shut or any funnel in the opening shall be covered.
- 8.4 Empty tins shall be kept closed or dried in a spray booth bake cycle.

- 8.5 All spray guns and equipment cleaning shall be carried out in an automatic, totally enclosed equipment cleaning machine or any other equipment cleaning machine which can achieve comparable or lower emissions. The cleaning machine shall be provided with the minimum of exhaust ventilation that is necessary to prevent the fugitive emission of organic solvent vapour when the machine is opened for introduction or removal of equipment, or for the changing of cleaning solvent.
- 8.6 All spray gun testing and spray out following cleaning shall be carried out in either an equipment cleaning machine with the extraction running or into a separate chamber which is provided with extraction.
- 8.7 Cleaning solvents shall be dispensed by a piston-type dispenser or similar contained device when used on wipes.
- 8.8 Pre-impregnated solvent wipes shall be held within an enclosed container prior to use.
- 8.9 Cleaning operations involving organic solvents shall be reviewed every two years, to identify opportunities for reducing VOC emissions. This will include identification of cleaning steps that can be eliminated or alternative cleaning methods. The Regulator shall be provided with a report on the conclusions of the review, within eight weeks of it being completed.
- 8.10 Dirty solvent and waste paint shall be recycled, on or off site; copies of receipts shall be kept for three years.
- 8.11 Organic solvent containment and spillage equipment shall be readily available in all organic solvent handling areas.

9 Spraybooths

- 9.1 All paint-spraying operations shall be carried out in a totally enclosed booth under negative pressure so as to prevent fugitive emissions of VOCs and particulates.
- 9.2 Spraybooths shall be designed to meet the emission limit for particulate matter of 10mg/m³ in condition 4.11.
- 9.3 Spray applied coatings shall be applied using one of the following techniques:
- High-volume low-pressure (HVLP) spraying (maximum atomisation pressure 67.5kPa)
 - Air-assisted airless spraying
 - Electrostatic spraying
 - Airless spraying; or
 - A system capable of achieving a transfer efficiency of at least 65% as determined by European Standard BS EN 13966-1 2003.

10 Non-VOC (Volatile Organic Compound) Control Techniques

- 10.1 Waste skips shall be covered with tarpaulin or other suitable material, to prevent emissions of particulate matter to the air.
- 10.2 The Operator shall ensure that any accumulation or spillage of dusty materials is cleaned up immediately by a wet method or vacuum cleaning. Dry sweeping is not permitted.
- 10.3 Dusty wastes shall be stored in closed containers.

11 Chimneys and Process Vents

- 11.1 Extraction chimneys serving each of the spray booths shall not be fitted with any restriction at the final opening such as a plate, cap or cowl, with the exception of a cone which has been fitted to increase the efflux velocity with prior written approval of the Regulator.
- 11.2 The efflux velocity from the extraction chimneys shall be a minimum of 15m/s.
- 11.3 Stack flues and duct work shall be inspected at least once a year and cleaned as necessary to prevent an accumulation of materials. This shall be written into the site Maintenance Programme and a record of the check and clean made in the logbook or recording system.

12 General Conditions

- 12.1 External surfaces of the process buildings, ancillary plant and open yards and storage areas shall be inspected at least annually and cleaned if necessary to prevent the accumulation of dusty material. Particular attention shall be paid to roofs, guttering, roadways, external storage areas and yards. Cleaning operations shall be carried out by wet sweeping methods or vacuuming in order to minimise emissions of particulate matter to air.
- 12.2 Effective preventative maintenance shall be employed on all plant and equipment concerned with the control of emissions to air. Essential spares and consumables shall be stored on site or be readily available in 24 hours from guaranteed suppliers, in order to rectify break downs rapidly.
- 12.3 The Operator shall keep a written maintenance programme in relation to permitted pollution control equipment. The programme shall be made available to the Regulator upon request.
- 12.4 The Operator shall keep a record of maintenance that has been undertaken.
- 12.5 The Operator shall maintain a list of key abatement plant and have a written procedure for dealing with its failure.

- 12.6 All malfunctions or breakdowns leading to visible emissions shall be investigated and rectified immediately. Process operations shall be adjusted until normal operations are restored. Details of the malfunction shall be recorded in the logbook or recording system. If an effect on the local community is likely, the Operator shall inform the Regulator within one working day.
- 12.7 An Environmental Management System shall be put in place to cover all activities relating to the control of the process and emissions to air. The EMS shall be regularly reviewed and reported on to the Regulator at least annually.

13 Records and Training

- 13.1 Staff at all levels shall receive the necessary training in their duties relating to the control of the process and emissions to air. The training shall include:
- a) Responsibilities under the Permit
 - b) Minimisation of emissions during start-up and shut-down
 - c) Actions to take when there are abnormal conditions, or accidents or spillages that could if not controlled result in emissions.
- 13.2 The Operator shall keep and maintain a statement of training requirements for each operational post. A training record shall be kept for each employee whose actions may have an impact on emissions. These documents shall be made available to the Regulator on demand.
- 13.3 The Operator shall ensure that all records required to be made by this Permit and any other records made by it in relation to the operation of the permitted process shall:
- a) be made available for inspection by the Regulator at any reasonable time.
 - b) be supplied to the Regulator on demand and without charge.
 - c) be legible.
 - d) be made as soon as reasonably practicable.
 - e) indicate any amendments which have been made and shall include the original record wherever possible, and be retained at the Permitted installation, or other location agreed by the Regulator in writing, for a minimum period of 2 years from the date when the records were made, unless otherwise agreed in writing.
- 13.4 The Operator shall notify the following to the Regulator, in writing, within 14 days of their occurrence: -
- a) Any change in the trading name, registered name or registered office address
 - b) A change to any particulars of any ultimate holding company (including details of an ultimate holding company where the company has become a subsidiary)
 - c) Any steps taken with a view to going into administration, entering into a company voluntary arrangement or being wound up.

13.5 The Operator shall notify the Regulator **without delay** of:

- a) The detection of an emission of any substance, which exceeds any limit or criterion in this Permit, specified in relation to the substance.
- b) The detection of any fugitive emission that has caused, is causing or may cause significant pollution, unless the quantity emitted is so trivial that it would be incapable of causing significant pollution.
- c) The detection of any malfunction, breakdown or failure of plant or techniques which has caused, is causing or has the potential to cause significant pollution.
- d) Any accident, which has caused, is causing or has the potential to cause significant air pollution.

13.6 The Operator shall give written notification to the Regulator in the following instances:

- a) Permanent cessation of the operation of any part of, or all of the Permitted Installation
- b) Cessation of the operation of any part of, or all of the
- c) Permitted Installation for a period, likely to exceed 1 year.
- d) Resumption of the operation of any part of, or all of the permitted installation after a cessation notified under (b) above.

13.7 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 or 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.

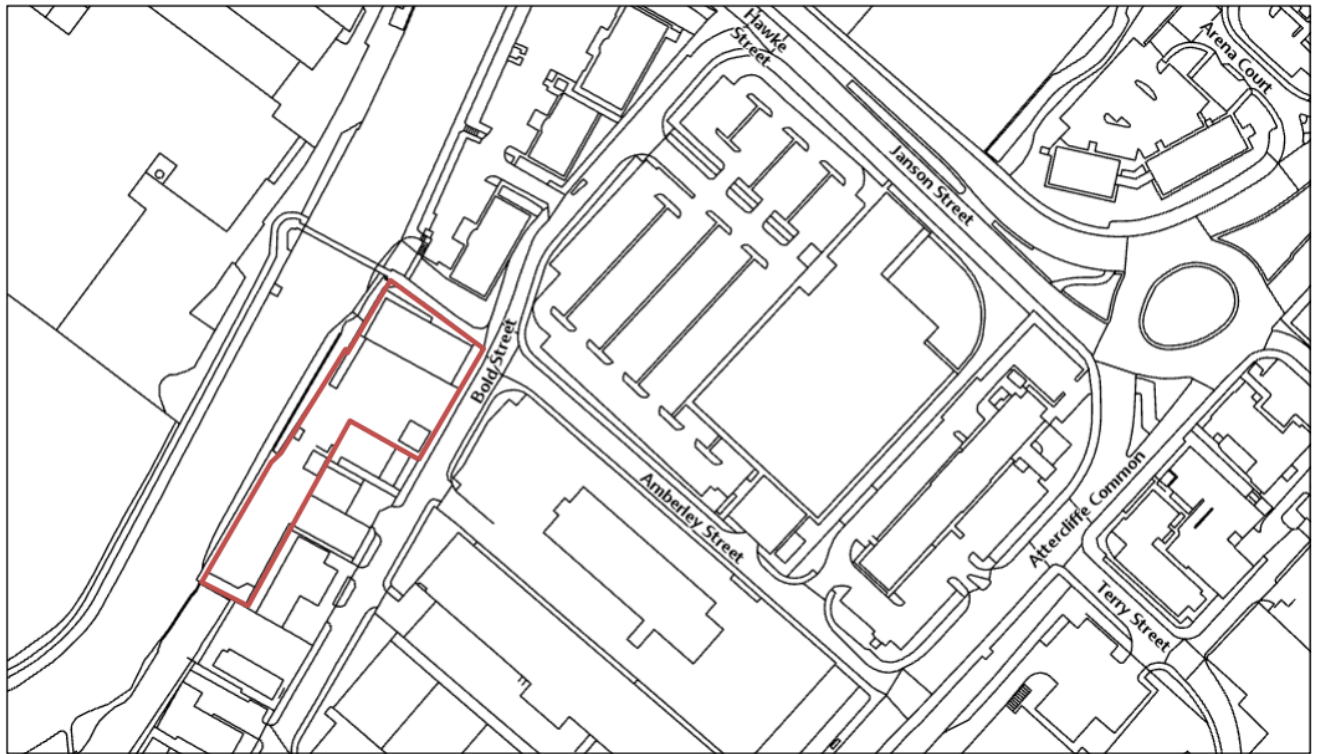
An annual subsistence fee as prescribed by the Secretary of State for the Environment shall be payable, for this Permit, by the process Operator, to this Authority within 2 weeks of the 1st of April of each year.

In the event that the Permit has been issued after the 1st 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

A&R Motor Services Limited

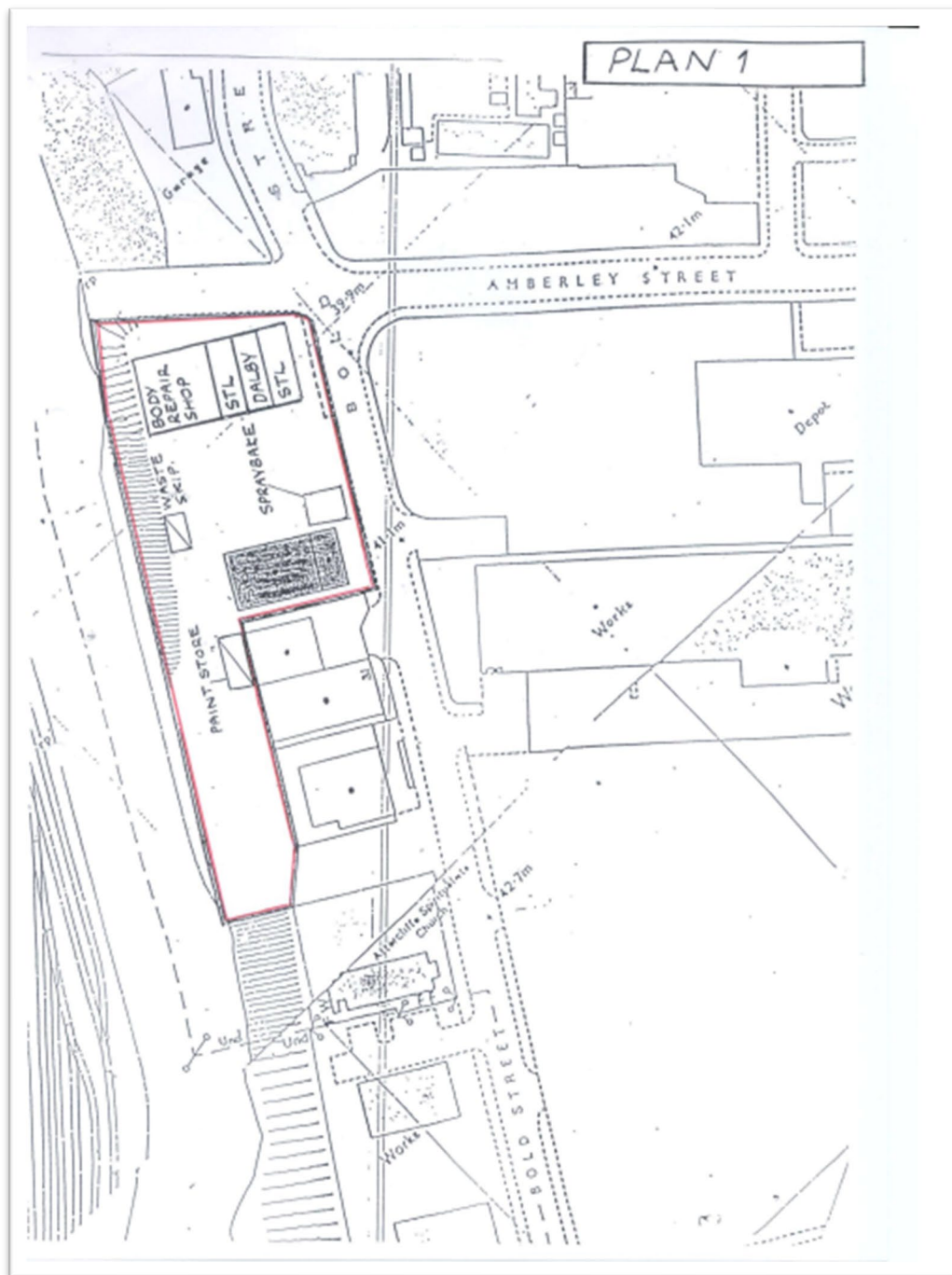


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0 0.02 0.04 0.08 km

Sheffield City Council
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Schedule 2 Installation Layout



Schedule 3 Emission Limits

The following table is reproduced from Process Guidance Note 6/47

Emission limits, monitoring and other provisions for non-VOC releases

Table 4.1 - Emission limits, monitoring and other provisions for non-VOC releases					
Row	Substance	Source	Emission limits/provisions	Type of monitoring	Monitoring frequency
1	Carbon Monoxide	Oxidation plant	100mg/Nm ³ as a 15-minute mean for contained sources	Catalytic oxidiser Monitoring and recording plus Manual extractive testing	Continuous plus Annual
		From turbines, reciprocating engines or boilers used as VOC abatement equipment.	500 mg/Nm ³ at 5% oxygen dry gas, as 15-minute mean for contained sources.	All other types of abatement Manual extractive testing	Annual
2	Particulate matter	Spraybooths	10mg/m ³	By guarantee	
		All processes / activities	50 mg/Nm ³ as 15-minute mean for contained sources	Manual extractive testing	Annual
3	Oxides of Nitrogen (measured as nitrogen dioxide)	Oxidation plant	100mg/Nm ³ as a 15-minute mean for contained sources.	Manual extractive testing	Annual
		From turbines, reciprocating engines or boilers used as VOC abatement equipment	500 mg/Nm ³ as 15-minute mean for contained sources		
4	Isocyanates	All processes / activities using isocyanates	0.1mg/Nm ³ as a 15-minute mean for contained sources excluding particulate and expressed as NCO.	Manual extractive testing	Annual
5	Sulphur dioxide	All activities using heavy fuel oil or other residual type /comparable Quality Protocol Processed Fuel Oil	1% wt/wt sulphur in fuel	Sulphur content of fuel is regulated under the Sulphur Content of Liquid Fuels Regulations	
		All activities using gas oil / comparable Quality Protocol Processed Fuel Oil	0.1% wt/wt sulphur in fuel		

Schedule 4 Solvent Management Plan

Inputs:

How much solvent is:

- bought, whether in pure form or contained in products
- recycled back into the process

Outputs:

How much solvent is:

- emitted to air, whether directly or via abatement equipment;
- discharged to water, whether directly or via water treatment;
- sent away in waste;
- lost by spills, leaks etc;
- leaving the installation in the product.

The definitions in Annex VII, Part 7 of the Industrial Emissions Directive are as follows and shown diagrammatically in Figure 4.1

Inputs of Organic Solvent in the time frame over which the mass balance is being calculated (I)

I1 The quantity of organic solvents or their quantity in mixtures purchased which are used as input into the process/activity

I2 The quantity of organic solvents or their quantity in mixtures recovered and reused as solvent input into the process/activity. (The recycled solvent is counted every time it is used to carry out the activity).

Outputs of Organic Solvents in the time frame over which the mass balance is being calculated (O)

O1 Emissions in waste gases.

O2 Organic solvents lost in water, if appropriate taking into account wastewater treatment when calculating O5.

O3 The quantity of organic solvents which remains as contamination or residue in products output from the process/activity.

O4 Uncaptured emissions of organic solvents to air. This includes the general ventilation of rooms, where air is released to the outside environment via windows, doors, vents and similar openings.

O5 Organic solvents and/or organic compounds lost due to chemical or physical reactions (including for example those which are destroyed, e.g. by thermal oxidation or other waste gas or wastewater treatments, or captured, e.g. by adsorption, as long as they are not counted under O6, O7 or O8).

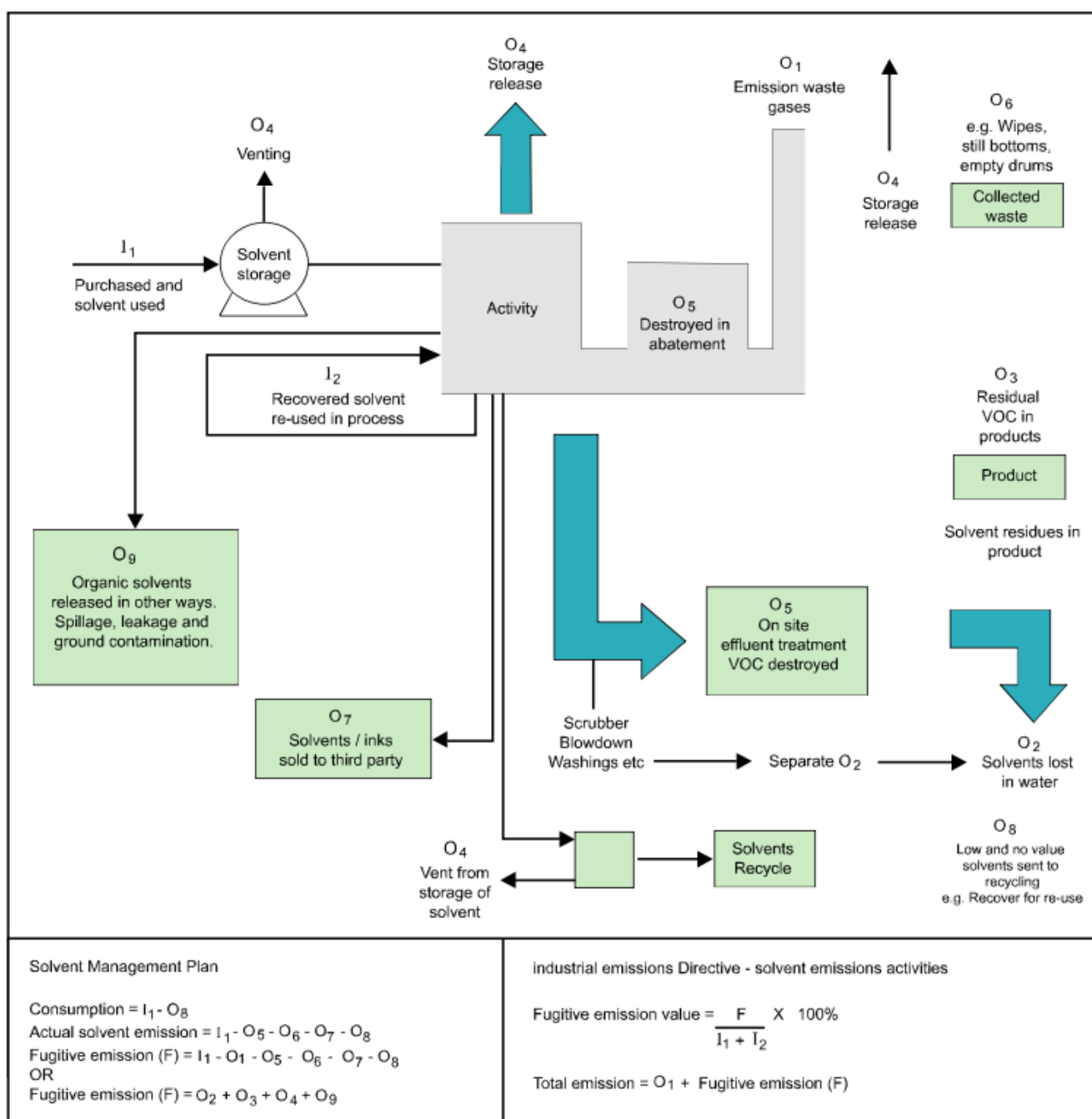
O6 Organic solvents contained in collected waste.

O7 Organic solvents, or organic solvents contained in mixtures, which are sold or are intended to be sold as a commercially valuable product.

O8 Organic solvents contained in mixtures recovered for reuse but not as input into the process/activity, as long as not counted under O7.

O9 Organic solvents released in other ways.

Figure 4.1 Solvent Management Plan Inputs and Outputs



Schedule 5 Solvent Reduction Scheme

The Solvent Reduction Scheme is the preferred method of preventing and minimising emissions of VOCs (Volatile Organic Compounds) using non-abatement techniques such as:

- water-borne coatings (low organic solvent content);
- higher-solids content coatings;
- powder coatings;
- organic-solvent free liquids;
- radiation-cured coatings (e.g. ultraviolet and electron beam).

An Operator may choose to use the Reduction Scheme for an installation to achieve emissions reductions to a "Target Emission" equivalent to those which would have been achieved if the concentration emissions limits had been applied.

The scheme should operate for installations for which a constant solid content of product can be assumed and used to define the reference point for emission reductions.

The Target Emission from an installation should be calculated by multiplying the total mass of solids in the quantity of coatings used in a year by 1.2.

In determining the mass of solids:

- all ingredients other than water and organic solvents should be assumed to form part of the solid coating;
- solids are all materials in coatings that become solid as a result of curing, polymerisation or the evaporation of the water or solvent. This figure is usually available from the suppliers in g/L or for non-volatiles, % mass by weight.
- In cases of doubt, the reference standard for the determination of non-volatile % mass by weight is BS EN ISO 3251 (also numbered BS 3900:B18).

Compliance with the reduction scheme is achieved if the annual actual solvent emission determined from the solvent management plan is less than or equal to the target emission.