



Permit with Introductory Note

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

Installation address

**New Look Dry Cleaners
4 Sun Street
Baldock
Hertfordshire
SG7 6QF**

Permit Reference: EPA/02730/10/P1

Permit and introductory note LA-PPC



Contact Details:

North Hertfordshire District Council
Council Offices
Gernon Road
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Martin Cranfield
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This Permit has been drafted by Martin Cranfield Associates Limited who are working on behalf of the Local Authority. Any queries regarding the content of this document should be addressed first to Martin Cranfield (Martin@cranfieldassociates.co.uk) on 01825 767686, Fax: 01825 768687. Suite 3 Quarry House, Mill Lane, Uckfield East Sussex TN22 5AA



Introductory Note

This introductory 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 (S.I.2010 No. 675) (“the EP Regulations”) to operate an installation carrying out one or more of the activities listed in Part B to Schedule 1 of those Regulations, to the extent authorised by the Permit.

The Permit includes conditions that have to be complied with. It should be noted that aspects of the operation of the installation which are not regulated by specific conditions are subject to the Best Available Techniques condition placed in the permit, that the Operator shall use the best available techniques for preventing or, where that is not practical, reducing emissions from the installation.

Please note techniques include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

Brief description of the installation regulated by this permit

Dry Cleaning Installation as prescribed by Section 7 Schedule 1 to the Environmental Permitting (England and Wales) Regulations 2010 (as Amended) utilising the equipment as detailed in Schedule A of this permit, subject to the following conditions.

Superseded Licences/Consents/Permits relating to this installation		
Holder	Reference Number	Date of Issue
N/A	N/A	N/A

Confidentiality

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

Variations to the permit

Your attention is drawn to the Variation Notification Procedure condition in the permit. This Permit may be varied in the future. If at any time the activity or any aspect of the activity regulated by the following conditions changes such that the conditions no longer reflect the activity and require alteration, the Regulator should be contacted.

Surrender of the permit

Where an Operator intends to cease the operation of an installation (in whole or in part) the regulator should be informed in writing, such notification must include the information specified in regulation 24, or in accordance with Regulation 25 of the EP Regulations for Permits to which Regulation 24 does not apply.



Transfer of the permit or part of the permit

Before the Permit can be wholly or partially transferred to another person, a joint application to transfer the Permit has to be made by both the existing and proposed holders, in accordance with Regulation 21 of the EP Regulations. A transfer will be allowed unless the Authority 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.

Responsibility under workplace health and safety legislation

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

Appeal against permit conditions

Anyone who is aggrieved by the conditions attached to a Permit can appeal to the Appropriate Authority, (Secretary of State for the Environment, Food and Rural Affairs, in England and the Welsh Ministers in Wales). Appeals must be made in accordance with the requirements of Regulation 31 and Schedule 6 of the EP Regulations.

Appeals should be received by the Secretary of State for Environment, Food and Rural Affairs or the Welsh Ministers at the following addresses:

Or for appeals in Wales:

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

The Planning Inspectorate
Crown Buildings
Cathays Park
CARDIFF
CF10 3NQ

Please Note

An appeal brought under Regulation 31 (2) (b), (c) and Schedule 6, in relation to the conditions in a permit will not suspend the effect of the conditions appealed against; the conditions must still be complied with.

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

End of introductory note



**Permit issued under the Environmental Permitting
(England and Wales) Regulations 2010 (as Amended)**

Permit Reference: EPA/02730/10/P1

North Hertfordshire District Council (the Regulator) in exercise of its powers under Regulation 13(1) of the Environmental Permitting Regulations (England and Wales) 2010 (S.I. 2010 No. 675) (as Amended) hereby permits:

Mr J S Kirwin
Trading As New Look Dry Cleaners (“the operator”)

Whose principal office is:

4 Sun Street
Baldock
Hertfordshire
SG7 6QF

To operate an installation at:

New Look Dry Cleaners
4 Sun Street
Baldock
Hertfordshire
SG7 6QF

to the extent authorised by and subject to the description and boundaries within the conditions of this Permit.

Signed

David Carr
Environmental Protection Officer
Authorised to sign on behalf of
North Hertfordshire District Council

Dated



PERMIT CONDITIONS

THE PERMITTED INSTALLATION

1. If the operator proposes to make a change in the operation of the installation, he must, at least 14 days before making the change, notify the regulator in writing. The notification must contain a description of the proposed change in operation. It is not necessary to make such a notification if an application to vary this permit has been made and the application contains a description of the proposed change. In this condition "change in operation" means a change in the nature or functioning, or an extension, of the installation, which may have consequences for the environment.
2. 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 dry cleaning facility which is not regulated by any other condition of this permit.
3. 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.
4. A weekly inventory of solvent usage, product cleaned and solvent waste sent for recovery or disposal shall be maintained and held on site for inspection by the regulator for at least 12 months

Note: The solvent management balance sheet for dry cleaning installations in schedule B to this permit can be used to demonstrate compliance with conditions (3) and (4) (above).
5. The operator shall implement the schedule of procedures, checks and maintenance requirements to each dry cleaning machine as listed in the manufacturers instructions and as outlined in The Secretary of State's Guidance for Dry Cleaning Process Guidance Note 6/46 paragraph 3.14.
6. The regulator shall be advised in writing 14 days prior to any proposed significant alteration to the operation, or modification of the installation which may have an effect on emissions of VOC from the installation, in particular changes to the matters listed in condition (5).
7. All operating staff must know where the operating manual for each dry cleaning machine can be found and have ready access to it.
8. 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.
9. The machine shall be installed and operated in accordance with supplier recommendations, so as to minimise the release of VOC to air, land and water.
10. In the case of abnormal emissions, malfunction or breakdown leading to abnormal emissions the operator must:
 - (a) investigate immediately and undertake corrective action;
 - (b) adjust the process or activity to minimise those emissions; and
 - (c) promptly record the events and actions taken.
 - (d) In this condition abnormal emission will include any detectable solvent smell other than in the area of the dry cleaning machine.
11. In cases of non-compliance causing immediate danger to human health, operation of the activity must be suspended; and the regulator informed within 24 hours.



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12. 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 materials such as suits. Delicates and heavy materials, such as wedding dresses and blankets may need to be cleaned in part loads).
13. Where cleaning solvents containing VOC are not received in bulk they shall be stored:
 - (a) in the containers they were supplied in with the lid securely fastened at all times other than when in use; and
 - (b) within spillage collectors (*where fitted*), of suitable impervious and corrosion-proof materials and capable of containing 110% of the largest container or, where no spillage collector is fitted or required, away from any drains which may become contaminated as a result of spillage; and
 - (c) away from sources of heat and bright light; and
 - (d) with access restricted to only appropriately trained staff.

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

14. Where cleaning solvents containing VOC are not received in bulk, 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 that 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.
15. Spot cleaning with organic solvents or organic solvent borne preparations shall not be carried out unless they are the only method of treating a particular stain on the material to be cleaned.
16. The dry cleaning machine loading door shall be kept closed when not in use.
17. 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.
 - (a) All machines installed after 19th May 2005 shall have interlocks to prevent start-up of the machine until the loading door is closed and to prevent opening of the loading door until the machine cycle has finished and the cage has stopped rotating.
 - (b) All machines installed after 19th May 2005 shall have interlocks to automatically shut down the machine under any of the following conditions: cooling water shortage, failure of the cooling ability of the still condenser, failure of the cooling ability of the refrigeration system or failure in the machine heating system resulting in the inability to dry the load.
18. 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.
 - (a) All machines installed after 19th May 2005 shall have interlocks to automatically shut down the machine if the still, button trap and lint filter doors are not properly closed.
19. 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.
20. The heat source shall automatically switch off at the end of the distillation process. (Continuous distillation during operation is acceptable.)
21. Any spillage tray serving the dry cleaning machine shall have a volume greater than 110% of the volume of the largest single tank within the machine. (*This condition applies to new and most refurbished machines only – see AQ10(06). This does not remove the need to comply with Health & Safety recommendations relating to the fitting of spill trays*)



- 22. All machines installed after 19th May 2005 shall have a secondary water separator to minimise potential solvent losses.
- 23. Prior to disposal, containers contaminated with solvent shall be stored with the lids securely fastened to minimise emissions from residues during storage, and labelled so that all who handle them are aware of their contents.
- 24. Solvent contaminated waste, for example still residues, shall be stored:
 - (a) in suitable sealed containers with the lid securely fastened at all times other than when in use; and
 - (b) on a suitable impervious floor; and
 - (c) away from any drains which may become contaminated with residues as a result of spillage,
 - (d) away from sources of heat and bright light; and
 - (e) 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 must be quickly accessible in all solvent handling and storage areas.
- 26. The operator shall maintain records incorporating details of all maintenance, testing and repair work carried out on each dry cleaning machine and the scales used to weigh the loads, along with details of training required under condition 8. The records shall be available within 7 days upon request by the regulator.
- 27. Spares and consumables, in particular those subject to continual wear, shall be held on site, or shall be available at short notice from guaranteed suppliers, so that plant breakdowns can be rectified rapidly.
- 28. A copy of the following shall be sent to the Council at the frequency given below:

Information to be sent to the Council	Frequency at which information should be sent <i>On the date stipulated by the regulator</i>
(1) the monthly inventory sheets for the previous quarter. <i>(Using the annual inventory sheet in schedule C)</i> Or (2) with the written agreement of the Council	Once a quarter on 31 st January, 30 th April, 31 st July, 31 st October
The record of regular maintenance during the previous 12 months, referred to in condition (5), once a year on 31 st January	Once a year on 31 st January
A list of staff nominated and trained, in accordance with conditions (7) and (8)	Once a year on 31 st January

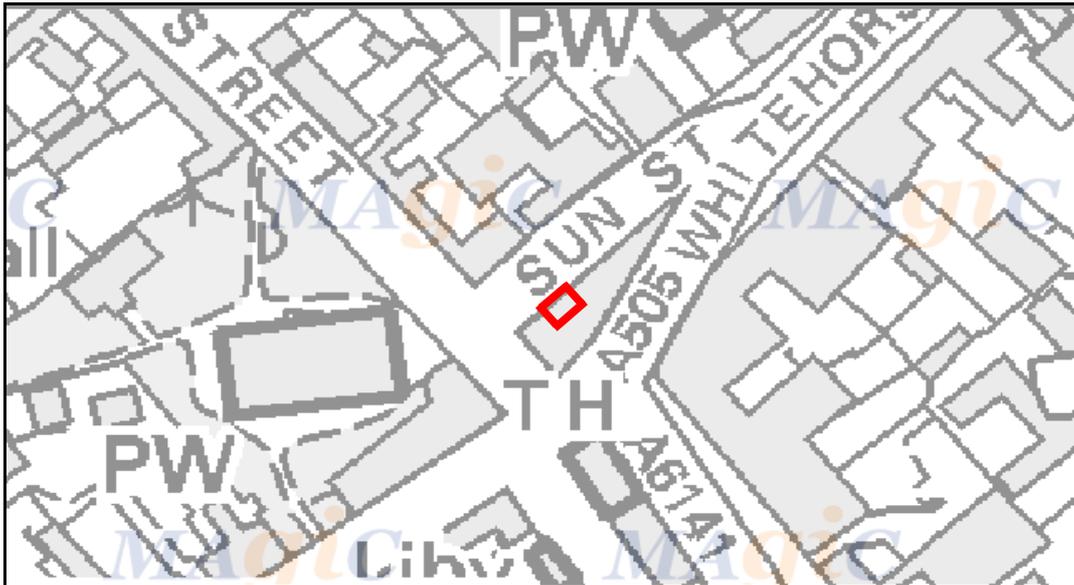
End of Conditions



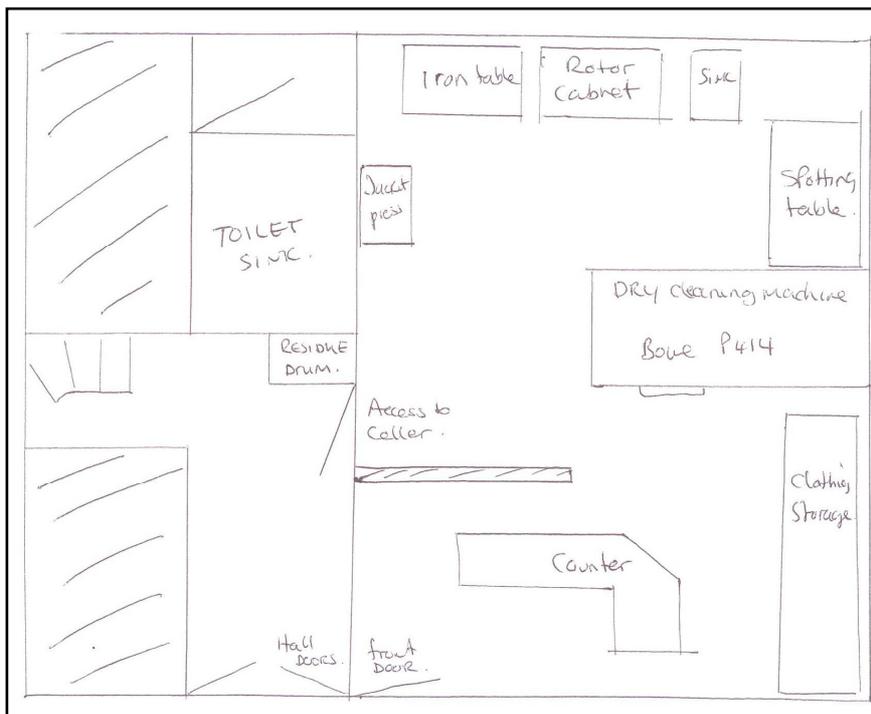
Schedule A

Make	Model	Serial Number	Load Capacity (kg)	Age of Machine	Date of Installation	Dry Cleaning Solvent
Bowe	P414	249/8704	20kg	Unknown	1987	Perchloroethylene

Location Plan



Site Plan





Schedule B

LAPPC and LAPC

Appendix 4: Solvent and Product Cleaned Inventory

Weekly Inventory Sheet: installations using PER machines only

Name of the premises

.....

Permit ref number.....

Start date of week.....

Week Number (1-52).....

Serial Number of machines	Weight of products cleaned (kg)	Initial stock of solvent in machine at start date (litres)	Solvent added to machine over week (litres)	Final stock of solvent in machine at end of week (litres)
Totals	kg(A)	litres(B)	litres(C)	litres(D)

Still residues raked out (litres) and sent for recovery or disposal during week	Still residues pumped out (litres) and sent for recovery or disposal during week
Litres X 0.15	Litres X 0.6
litres(E)	litres(F)

Solvent Input(I₁)

$$\begin{array}{rclclcl}
 \text{Solvent input for week (I}_1\text{)} & = & \text{Initial solvent stock at start of accounting period(B)} & + & \text{Solvent purchased during the accounting period(C)} & - & \text{Final solvent stock at the end of the accounting period(D)} & - & \text{Solvent in waste sent for recovery, or disposal(E+F)} \\
 \text{(I}_{1\text{week}}\text{)} & = & \text{B} & + & \text{C} & - & \text{D} & - & \text{(E+F)}
 \end{array}$$

Note: Schedule B reproduced from Process Guidance Note PG 6/46(04) Dry Cleaning



Schedule B

LAPPC and LAPC

Annual Inventory Sheet: installations using PER machines only

Name of the premises

.....

Permit ref number.....

Date.....

Week number (1-52)	Weight of products cleaned for week (kg) (A)	Solvent Input for week (I _{1week}) (litres)
1		
2		
3 etc		
52		
Totals	A_{total} kg	litres(G)

Spot Cleaning Correction Factor

Spot Cleaning 10 litres or less

Where 10 litres or less per annum are used of:

- proprietary solvent borne purchased spot cleaning solutions, and/or
- solvent borne spot cleaning solutions made up from solvent other than the main dry cleaning fluid (PER).

The spot cleaning correction factor is 6.25 (litres) and is already entered into the table below.

Spot Cleaning more than 10 litres

***Where more than 10 litres per annum are used of:**

- proprietary solvent borne purchased spot cleaning solutions, and/or
- solvent borne spot cleaning solutions made up from solvent other than the main dry cleaning fluid (PER).

Then the method at the end of the Appendix should be used to calculate the correction factor to replace 6.25 in the table below.

Corrected solvent Input for year including solvent borne spot cleaners (I ₁) (litres)	Corrected solvent Input X Compliance Factor for PER 80kg/litre	Weight of product cleaned for compliance (J) (kg)	Actual weight of product cleaned and dried (A _{total}) (kg)
6.25*+G litres	(6.25*+G) X 80	=J kg	A _{total} kg

For PER Compliance the weight of products cleaned and dried in kgs should be at least : J kg

Note: Schedule B reproduced from Process Guidance Note PG 6/46(04) Dry Cleaning



Schedule B

Calculation of Spot Cleaning Correction Factor

Calculation of Spot Cleaning Correction Factor

Where more than 10 litres of proprietary solvent borne spot cleaning solutions and/or solvent borne spot cleaning solutions made up from solvent other than the main dry cleaning fluid are used, the actual solvent content of each solvent borne spot cleaning solution has to be determined. For purchased spot solvent borne spot cleaners this information can be obtained from the supplier. For spot cleaners made up within the dry cleaning installation the recipe used should be used to determine the actual solvent content .

Spot Cleaner	Amount used (litres) (P)	Solvent content %(Q)	Specific Gravity of solvent within spot cleaner (grams/litre) (R)	Mass of solvent in spot cleaner used $S=(P \times Q / 100) \times R$
Totals	(P_{total}) litres			(S_{total}) grams

Installations using PER machines only solvent borne spot cleaning correction factor $= (S_{total})$ grams x 0.000625

Note: Schedule B reproduced from Process Guidance Note PG 6/46(04) Dry Cleaning

Schedule C

ANNUAL/ QUARTERLY INVENTORY SHEET

Business Name:

Permit Reference Number

Year

Date

	Installation Address

**SUBMIT THIS FORM TO THE COUNCIL BY 31 JANUARY EACH YEAR
WITH MAINTENANCE RECORDS, & STAFF TRAINING LIST**

Week No.	Weight of Dry Garments Cleaned for Week (Kg)	Solvent USED at end of week (Litres)	Solvent ADDED to machine during week (Litres)	Initial Tank Reading of Solvent in machine at <u>beginning</u> of year/period	Final Tank Reading of Solvent in machine at <u>end</u> of year/period
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
TOTAL	(X)	(Y)			

Tank Reading Quarter 1

Quarter 2

Quarter 3

Quarter 4

Waste Removed	Date	Quantity (Litres)	Size of Drum (Litres)

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End of Permit