



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

**PERMIT OF PROCESS**

THIS IS TO CERTIFY THAT the Dry Cleaning Activity

at: **Town Tub, 52 Swan Street Loughborough  
 Leicestershire. LE11 5BL**

(National Grid Ref: SK 535197 and shown in appendix I of this permit).

has been duly permitted in accordance with Regulation 13(1) of the Environmental Permitting (England and Wales) Regulations 2010 subject to the conditions outlined in this document.

**Name of Operator: Town Tub Dry Cleaning (Loughborough) Ltd**

**Registered Office. 4 Pine Croft Court, Pine Croft, Hemel Hempstead, Herts.  
 HP3 8AW**

This Permit shall apply only to the installation detailed above. This Permit, consisting of twelve pages, shall be subject to replacement, variation or amendment, as may be considered appropriate by Charnwood Borough Council at any time, according to provisions of Regulations, 18, 20, and 34 of the Environmental Permitting (England and Wales) Regulations 2010.

The conditions contained herein shall apply from the date of the Permit unless otherwise stated.

Signed on behalf of Charnwood borough Council

.....  
 Ann Green. Specialist Environmental Health Officer  
 (Delegated officer for the purpose)

Dated 3<sup>rd</sup> March 2011

Counter-signed.....

Directorate of Strategic, Housing and Health, Environmental Protection, Southfields, Southfield Road  
 Loughborough LE11 2TX

## 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 (SI 2010/675), as amended, (“the EP Regulations”) to operate an installation carrying out one or more of the activities listed in Part 7 of Schedule 1 of the EP Regulations, to the extent authorised by the Permit:

Schedule 1 of the Solvent Emission ( England and Wales) Regulations 2004 requires the following activities to be permitted:

“dry cleaning activities using volatile organic compounds to clean garments, furnishing and similar consumer goods excluding the manual removal of stains and spots in the textile and clothing industry.”

### **Status Log**

<b>Detail</b>	<b>Date</b>	<b>Comment</b>
Permit issued	08 October 2007	
Variation Notice	03 March 2011	Revised permit issued

### **Origins of the conditions contained in the permit**

The Secretary of State has issued various guidance notes to local authorities to assist with determining those conditions which represent ‘best available technique’ in the different circumstances which apply to each installation. The conditions within this permit have largely been derived from the following guidance note;

PG 6/46 (04) Dry Cleaning Processes

### **Process Description**

The above named company is permitted to operate a dry cleaning installation containing the dry cleaning machine as detailed in part B.1.4 of the application. Namely: -

<b>Make</b>	<b>Model</b>	<b>Serial Number</b>	<b>Load Capacity</b>	<b>Date of Installation</b>	<b>Dry cleaning solvent</b>
BOWE PASSAT	P520	791	30 Lb (13.5Kg)	1991	PER

Subject to compliance with the following conditions.

## Permit Conditions

### Emission limits, monitoring and other provisions

- (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 to Charnwood Borough Council by 30 November each year. The 20 grams includes all organic solvents used within the installation e.g. dry cleaning solvent, water-proofing solutions and spot cleaning solutions.
- (2) 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 Appendix 4 of the process guidance Note PG6/45(04), extract provided in appendix 3 of this permit, can be used to demonstrate compliance with conditions (1) and (2) above.*
- (3) The operator shall implement a schedule of procedures, checks and maintenance requirements to the dry cleaning machine as detailed in the manufacturer's instruction manual.

### General conditions

- (4) 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.
- (5) All operating staff must know where the operating manual for the dry cleaning machine can be found and have ready access to it.
- (6) All operating staff must be trained in the operation of the dry cleaning machine and the control and use of dry cleaning solvents. The training received must be recorded.
- (7) 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.
- (8) In the case of abnormal emissions, malfunction or breakdown leading to abnormal emissions the operator must:
  - 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 emission will include any detectable solvent smell other than in the area of the dry cleaning machine.**

- (9) 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 by telephone.
- (10) Whenever possible the dry cleaning machine shall be operated as full as the type of materials to be cleaned will allow. (e.g. Full loads for light non delicates materials such as suits. Delicates and heavy materials, such as, wedding dresses and blankets may need to be cleaned in part loads). Part loads will only be allowed if the emission limit stipulated in condition (1) is complied with.
- (11) Where cleaning solvents containing VOC are not received in bulk and no spillage trays are fitted they shall be stored:
- in the containers they where supplied in with the lid securely fastened at all times other than when in use; and
  - away from any drain which may become contaminated as a result of the spillage; and
  - 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*

- (12) 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 readily 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.
- (13) Spot cleaning with organic solvents or organic solvent borne preparations shall not be carried unless they are the only method of treating a particular stain on the material to be cleaned.
- (14) The dry cleaning machine loading door shall be kept closed when not in use.
- (15) 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.

- (16) The dry cleaning 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.
- (17) The dry cleaning machine 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.
- (19) The dry cleaning machine shall have interlocks to automatically shut down the machine if the still, button trap and lint filter doors are 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) The heat source shall automatically switch off at the end of the distillation process.
- (22) The machine shall have a spillage tray with a volume greater than 110% of the volume of the largest single tank within the machine.
- (23) The dry cleaning machines shall have a secondary water separator to minimise potential solvent losses.
- (24) 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.
- (25) 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.*

- (26) Equipment to clean up spillages must be quickly accessible in all solvent handling and storage areas.
- (27) The operator shall maintain a record incorporating details of all maintenance, testing, 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 6 above. The records shall be available within 7 days upon request by the regulator.
- (28) Spares and consumables in particular, those subject to continual wear shall be held on site, or should be available at short notice from guaranteed suppliers, so that plant breakdowns can be rectified rapidly.
- (29) No designated risk phrase materials with risk phrases R45, R46, R49, R60 and R61 shall be introduced into this process/ activity without the prior notification and permission of an Authorised Officer from Charnwood Borough Council.
- (30) A copy of the following shall be sent to Charnwood Borough Council at the frequency given below:

<b>Information to be sent to the Council</b>	<b>Frequency</b>
monthly solvent inventory sheets for the previous 12 months	once a year by end of November
The record of regular maintenance during the previous 12 months, referred to in condition 3 above	once a year by end of November
A list of staff nominated and trained in accordance with conditions (5) and (6)	once a year by end of November

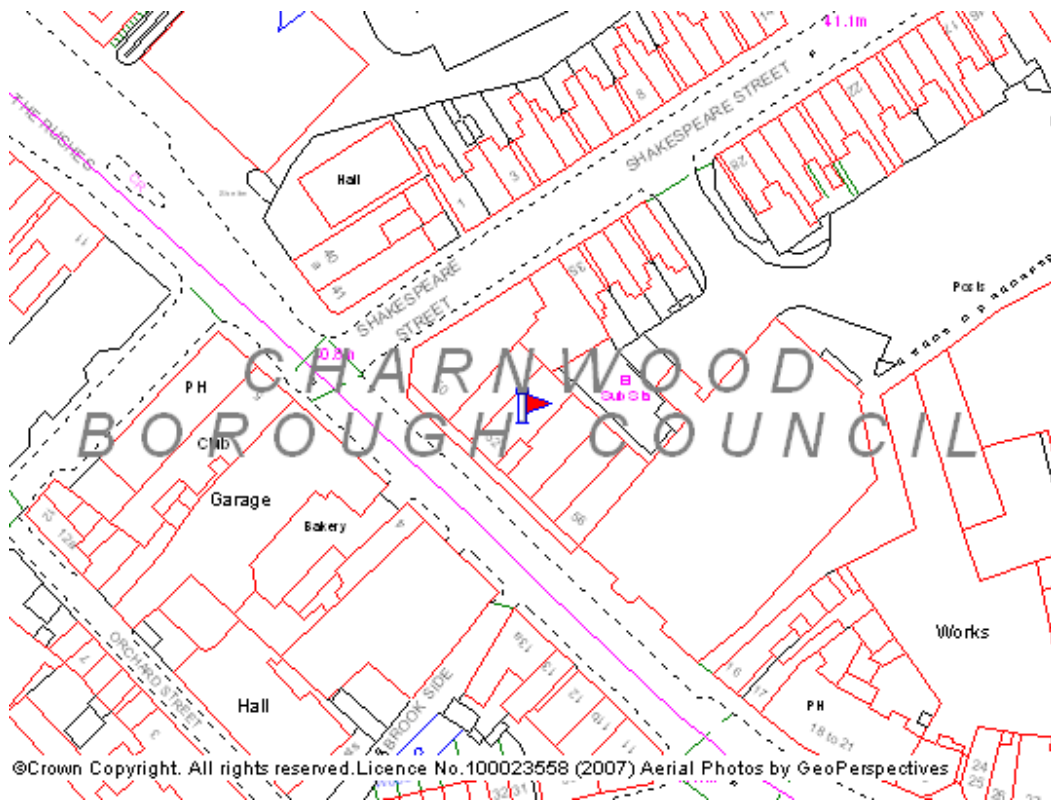
- (31) The best available techniques shall be used to prevent or, where that is not practicable, reduce emissions from the installation which is not regulated by any other condition of this permit.

**End of Conditions**

**Appendix I**

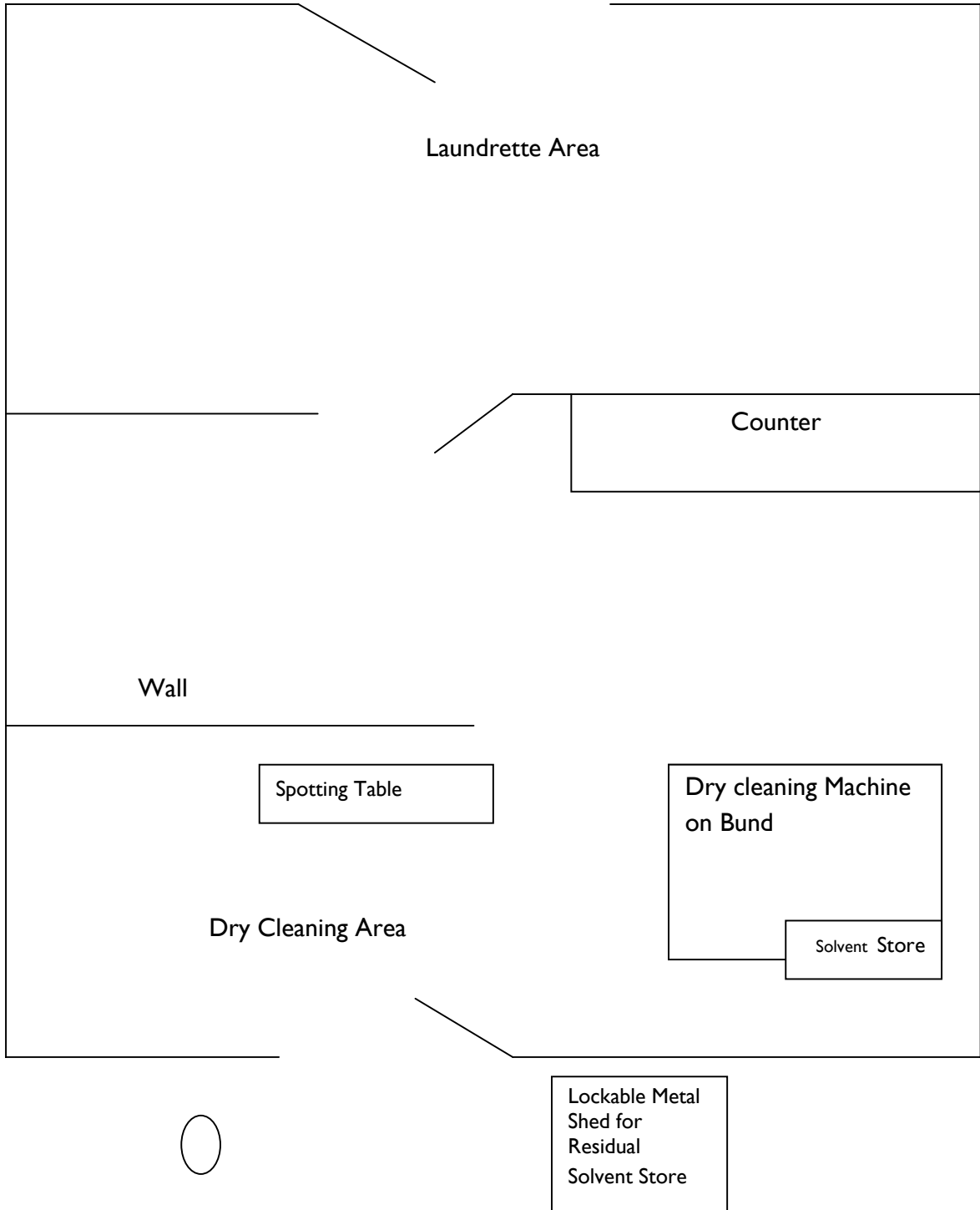
**Site Location**

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Appendix 2

Site Layout



### Appendix 3: 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 machines 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 residue rake 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 (I<sub>1</sub>)

Solvent input for week	Initial solvent stock at start of accounting period (B)	Solvent purchased during the accounting period (C)	Final solvent stock at the end of the accounting period (D)	Solvent in waste sent for recovery or disposal (E+F)
(I <sub>1 week</sub> ) litres	= B	+ C	- D	- (E+F)

**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)	Total solvent Input for week (I <sub>week</sub> ) (Litres) (J)
1		
2		
3 etc		
52		
Totals	A <sub>total</sub> Kg	Litres(G)

**Spot Cleaning Correction Factor**

**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.

**\*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 this Appendix on page 11 should be used to calculate the correction factor to replace 6.25 in the table below.

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Total correction solvent input for year including solvent borne spot cleaners (I <sub>1</sub> ) (Litres)	Corrected solvent Input x compliance Factor for PER 80Kg/litre	Weight of produce cleaned for compliance (J) (Kg)	Actual weight of product cleaned and dried (A <sub>total</sub> ) (Kg)
6.25* + G litres	(6.25* + G) x 80	= J Kg	A <sub>total</sub> Kg

**For PER compliance the weight of products cleaned and dried in Kgs should be at least; J (Kg)**

## 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 $S=(P \times Q / 100) \times R$
<b>Totals</b>	<b>(P<sub>total</sub>) Litres</b>			<b>(S<sub>total</sub>) grams</b>

**Installations using PER machines only solvent borne spot cleaning correction factor = (S<sub>total</sub>) grams × 0.000625**

**Installations using all other solvents and mixed solvents only solvent borne spot cleaning correction factor = (S<sub>total</sub>) grams**

## **Explanatory Notes**

These notes do not comprise part of the permit but contain guidance relevant to it.

### Inspections

Regular inspections will be made by officers of Charnwood Borough Council (without prior notice), in order to check and ensure full compliance with this permit.

### BAT ( Best Available Techniques)

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 conditions of the Permit are subject to the implied condition that the Operator shall use the best available techniques for preventing or, where that is not practicable, reducing emissions from the installation. Techniques include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

### Health and Safety at Work and Other Statutory Requirements

The responsibility you have under legislation for Health, Safety and Welfare in the workplace remains in force. In addition, the Permit does not relieve you of your obligations to obtain planning permission, hazardous substances consent, discharge consent from the Environment Agency, Building Regulations approval, or some Waste Disposal Licences.

### Submission of Information

Note that the Permit requires the submission of certain information to the Local Authority (LA). In addition, the LA has the power to seek further information at any time under Regulation 60(1) EP Regulations provided that it acts reasonably.

### Public Registers

Considerable information relating to Permits including the Application is available on public registers in accordance with Requirement 46(1) EP Regulations. Certain information may be withheld from public registers where it is commercially confidential or contrary to national security.

### Variations to the Permit

This Permit may be varied in the future (by the LA serving a Variation Notice on the Operator). If the Operator itself wants any of the Conditions of the Permit to be changed, it must submit a formal Application. The Status Log within the Introduction will include summary details of this Permit, variations issued up to that point in time and state whether a consolidated version of the Permit has been issued.

### Surrender of the Permit

Where the Operator intends to cease the operation of an installation (in whole or in part) The LA should be informed in writing, such notification must include the information specified in Regulation 24 or Regulation 25 and Part 1 of Schedule 5 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, an Application to transfer the Permit has to be made jointly by the existing and proposed holders. A transfer will be allowed unless the LA considers that the proposed holder will not be the person who will have control over the operation of the installation or will not comply with the conditions of the transferred Permit.

### Annual Subsistence Fee

In accordance with Regulation 65(1) of the EPR 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 22 of the EPR Regulations, if you fail to pay the fee due promptly, Charnwood Borough Council may revoke the permit. You will be contacted separately each year in respect to this payment.

### Talking to us

Please quote the Permit Number if you contact Charnwood Borough Council about this Permit. To give a Notification under Condition 9 the Operator should use the telephone number 01509 634636 or any other number notified in writing to the Operator by Charnwood Borough Council for that purpose.

### **Appeals in relational to Environmental Permits**

1. Anyone who is aggrieved by the conditions attached to a Permit can appeal to the Secretary of State for the Environment, Food and Rural Affairs within 6 months from the date of the permit issue.
2. Appeals must be made in accordance with the requirements of Regulation 31 and Schedule 6 of the EP Regulations and should be addressed as follows:

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

3. An appeal brought under Regulation 31(b) 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.
4. There are no forms or charges for appealing. However for an appeal to be valid, appellants are legally required to provide information as detailed in paragraphs 2(1) and (2) of Schedule 6 of the EP Regulations., namely:
  - I. A statement of the grounds of appeal
  - II. A copy of any relevant permit
  - III. A copy of any relevant correspondence between the appellant and the regulator
  - IV. A statement indicating whether the appellant wishes the appeal to be in the form of a hearing or dealt with by way of written representations.
5. 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, to direct the local authority either to vary any of these other conditions or to add new conditions.