

## ENVIRONMENTAL PERMIT

Chelmsford City Council Permit:

Mr Nigel Hubbard  
Monarch Cleaners  
9 Havengore  
Springfield  
Chelmsford  
CM1 6JP

To Operate a Part B Installation


Under the Provisions of:

Pollution Prevention and Control Act, 1999

Environmental Permitting (England and Wales)  
(Amendment) Regulations 2018

Permit Reference Number: EPR/DC/034

Permit Issue Date: 12<sup>th</sup> February 2018



**Paul Brookes**  
**Public Health & Protection Services Manager**  
(The Authorised Officer for this purpose)

## CONTENTS

Status Log

Introductory Note

Description of Installation

Conditions

Emissions Limits & Control

Monitoring Sampling & Measurement of Emissions

Process Controls

Records

Best Available Technique

Appendix 1 – Location Plan

Appendix 2 – Site Plan

Appendix 3 – Weekly Solvent & Product Clean Inventory Sheet/Annual Inventory Returns

## STATUS LOG

Detail	Reference	Date
Permit Issued		30 <sup>th</sup> August 2007
Permit Variation	Update EPR	June 2009
Permit Variation	Update EPR Guidance	16 <sup>th</sup> November 2015
Permit Variation	Update EPR 2018	12 <sup>th</sup> February 2018

---

## INTRODUCTORY NOTE OF PERMIT

A Permit is issued by Chelmsford City Council (the Council) under Regulation 13(1) of the Environmental Permitting (England and Wales) (Amendment) Regulations 2018 (EP Regulations) to operate and installation carrying out activities covered by the description in Schedule 1 of the EP Regulations, to the extent authorised by the Permit.

The requirement of this Permit shall be effective from the date of service unless otherwise specified within the Permit. Where a Variation Notice has been served the conditions contained within that Variation Notice shall be effective from the date that the Notice is served, unless a specific implementation date is allocated to specific conditions.

For the purpose of this Permit, the legal operator of the installation is Mr Nigel Hubbard trading as Monarch Cleaners, 9 Havengore, Springfield, Chelmsford, Essex, CM1 6JP.

## DESCRIPTION OF INSTALLATION

Monarch Dry Cleaners operate the following dry cleaning machine:

- Make – AMA Universal.
- Model – Mito 232.
- Serial Number – 18765.
- Loading Capacity – 14kg.
- Date of Installation – January 1999.
- Dry Cleaning Solvent – Perchloroethylene.

Clothes are spot cleaned when necessary prior to being dry cleaned using proprietary solutions dispensed from dropper bottles.

The installation falls within the definition of Schedule 14 of the EP Regulations. The attached location plan "Appendix 1 – Location Plan" shows the designated site and the site plan "Appendix 2 – Site Plan" shows the location of the dry cleaning machine and the waste storage drum.

---

## CONDITIONS

### Emission Limits & Control

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.

### Monitoring, Sampling & Measurement of Emissions

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. Further, the operator should retain records of solvent purchased for at least 12 months. (The solvent management balance sheet for dry cleaning installations in Appendix 3 can be used to demonstrate compliance with Condition 1 above).
3. Information shall be submitted to Chelmsford City Council in accordance with the requirements of Condition 26 below.

### Process Controls

4. The operator, (or a suitably qualified engineer), shall implement the schedule of procedures, checks and maintenance requirements to each dry cleaning machine.
5. All operating staff shall know where the operating manual for each dry cleaning machine can be found and have ready access to it.
6. All operating staff shall be trained in the operation of each dry cleaning machine and the control and use of dry cleaning solvents. The training received shall be recorded in accordance with Condition 25.
8. 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.
9. In the case of abnormal emissions, malfunction or breakdown leading to abnormal emissions the operator shall:
  - a) Investigate immediately and undertake corrective action; adjust the activity to minimise those emissions; and
  - b) Adjust the activity to minimise those emissions; and
  - c) 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.

- 
10. In cases of non-compliance causing immediate danger to human health, or threatens to cause an immediate significant adverse effect upon the environment, operation of the activity shall be suspended; and the regulator within 24 hours.
  11. Dry cleaning machines shall be operated as full as the type of materials to be cleaned will allow. (for instance, 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).
  12. 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, of suitable size, made of impervious and corrosion-proof materials; and
    - c) Away from sources of heat and bright light; and
    - d) With access restricted to only appropriately trained staff, **and**
    - e) 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.

*(Note: from a health and safety point of view: a well-ventilated area should be used).*
  13. Spot cleaning with organic solvents or organic solvent borne preparations shall only be carried out if no other method of treating a particular stain on the material to be cleaned is available.
  14. The dry cleaning machine loading door shall be kept closed when not in use.

*(Note - Where an extract fan is fitted to maintain a negative pressure within the machine during unloading, the exhaust from this fan should be directed to a carbon adsorption filter prior to discharge to atmosphere).*
  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.
    - a) All machines installed after 19 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 19 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.
-

16. The still, button trap and lint filter doors shall be closed before the start-up of the machine and kept closed at all times through the drying and cleaning cycle.
  - All machines installed after 19 May 2005 shall have interlocks to automatically shut down the machine if the still, button trap and lint filter doors are not properly closed.
17. 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.
18. All new, and substantially refurbished machines, shall have a spillage tray with a volume greater than 110% of the volume of the largest single tank within the machine.
19. All machines installed after 19 May 2005 shall have a secondary water separator to minimise potential solvent losses. Where this is not an integral part of the machine then the operator should select and install a method that will achieve an equivalent degree of separation. [Where this is followed by an activated carbon unit then the operator will need to demonstrate adequate procedures are in place to detect when the unit requires disposal via an acceptable route].
20. 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.

*(Note - Empty containers should, where possible, be returned to the supplier.)*
21. 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;
  - b) On a suitable impervious floor;
  - 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 1 - From a health and safety point of view: a well ventilated area should be used.)*

*(Note 2 - A concrete floor, (if necessary coated with flooring paint), is seen as sufficient to demonstrate compliance with 'suitable impervious floor'.)*

22. Equipment to clean up spillages shall be quickly accessible in all solvent handling and storage areas.
23. 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.

24. Where a continuous PER monitoring device has been fitted for Health and Safety reasons it shall be maintained and calibrated in accordance with the manufacturer’s recommendations. As a high reading on the monitor indicates leaks and other malfunctions which have led to the release of PER then this will also indicate potential non-compliance with the environmental requirements of this permit. (An alternative is to use a hand-held device to detect leaks, as this can be used in close proximity to the machine to detect minor leaks that would not be detected by a remote monitor).

**Records**

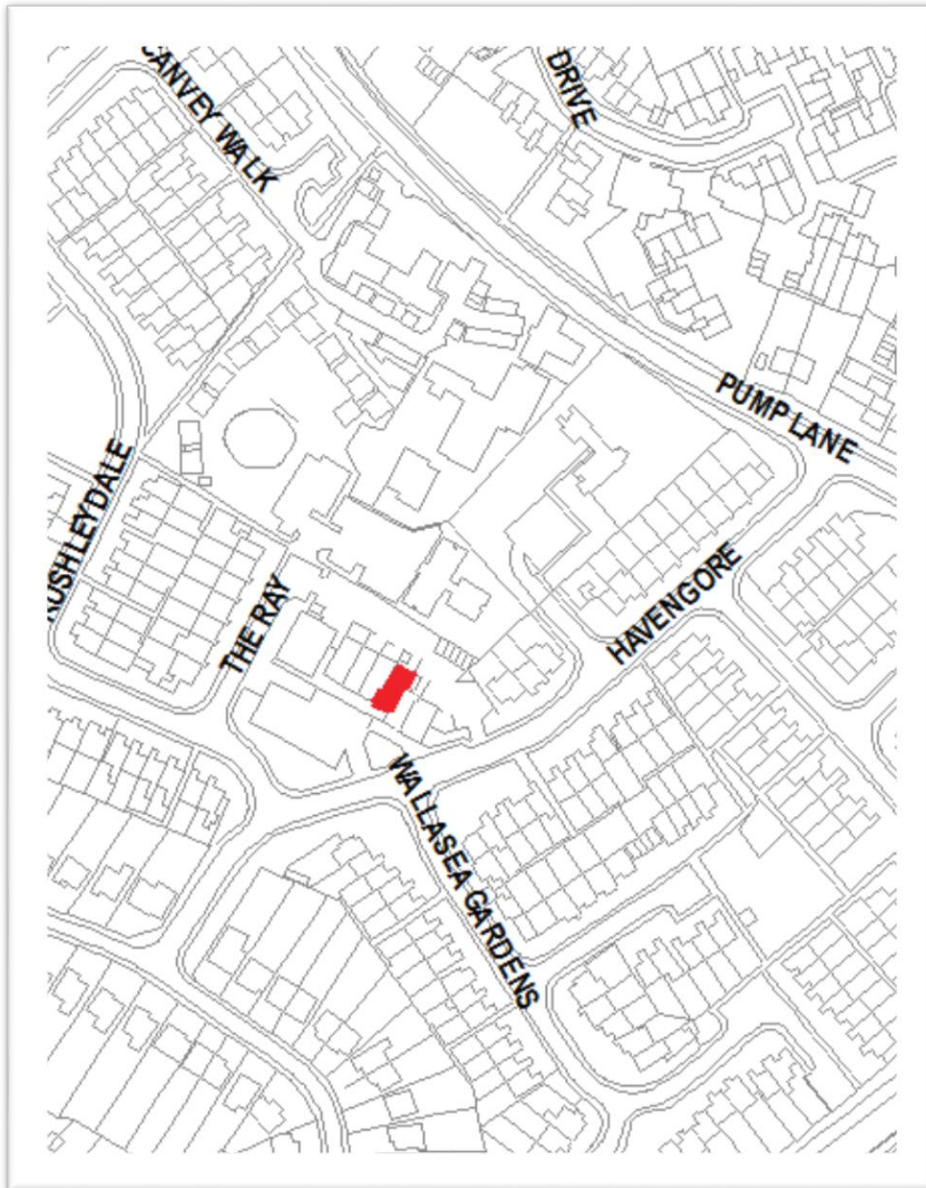
25. The operator shall maintain records incorporating details of all maintenance, testing, repair work carried out on each dry cleaning machine and the scales used to weigh the loads, along with details of training required under Condition 6. The records shall be available within 7 days upon request by the regulator.
26. 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 the information must be sent
Yearly inventory sheet for the previous calendar year (with the written agreement of the Council)	Once a year (by 31st January)
The record of regular maintenance during the previous 12 months, referred to in Condition 3, once a year on 31 <sup>st</sup> January.	Once a year
A list of staff nominated and trained, in accordance with Condition 6.	Once a year

**Best Available Technique**

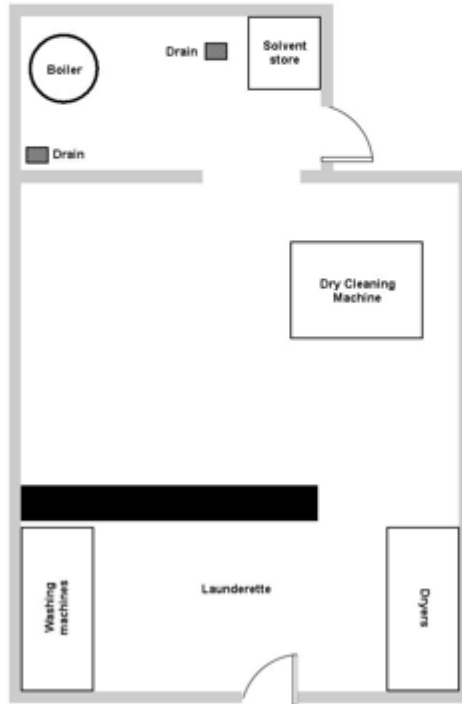
27. The best available techniques shall be used to prevent or, where that is not practicable, reduce emissions from the installation in relation to any aspect of the operation of the installation which is not regulated by any other condition of this permit.
28. If the operator proposes to make a change in 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.

## APPENDIX 1 – LOCATION PLAN



Based upon the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office (c) Crown copyright.  
Unauthorized reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Chelmsford CC Licence No. 100023562 2014

## APPENDIX 2 – SITE PLAN



APPENDIX 3  
WEEKLY SOLVENT & PRODUCT CLEAN INVENTORY SHEET



Premises Name:		Machine Name:		Solvent Used:		Week Beginning:	
----------------	--	---------------	--	---------------	--	-----------------	--

Load Number	1 (weight in kg)	2 (weight in kg)	3 (weight in kg)	4 (weight in kg)	5 (weight in kg)	6 (weight in kg)	7 (weight in kg)	8 (weight in kg)	9 (weight in kg)	10 (weight in kg)	Total Weight (kg)	Solvent Added (Litres)
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
<b>Total for Week:</b>												

Maintenance	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" boxes. Record what you have done for each item with a tick.  
Make notes about solvent 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.

# Dry Cleaners Annual Inventory Return



Installation Name:		Phone Number:	
Installation Address:		Email Address:	
		Reporting Year:	

Month	Weight Cleaned (kg)	Solvent Added (Litres)	Solvent Disposed (Litres)
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Total</b>			

Photocopies of waste collection consignment notes attached:

Maintenance documents attached:

*(These are required to support your returns)*

Additional Information *(Details of trained operatives, changes in machine etc.):*

Name:		Signed:		Date:	
-------	--	---------	--	-------	--

## Explanatory Note to Environmental Permit (This note does not form a part of the Permit)

The enclosed Permit is issued under Regulation 13 of the Environmental Permitting (England and Wales) (Amendment) Regulations 2018 (EP Regulations), to operate an installation carrying out activities covered by the description in Schedule 1 Part B of the EP Regulations.

### Best Available Techniques (BAT)

Aspects of the operation of the installation which are not regulated by specific conditions of the Permit are subject to the general condition included in the Permit requiring the operator to use BAT to prevent or reduce emissions that are not covered by specific permit conditions.

The determination of what constitutes BAT is made on a case-by-case basis however where Process Guidance Notes are available these will be used as the baseline for what is BAT. Formal definitions of BAT can be found in the IPPC Directive.

### Process Changes

The Permit contains a condition requiring you 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 to the permitted activity. Failure to do so is an offence. It is also good practice to notify the Council of any administrative changes, such as the name or address of the operator.

### Variations to the Permit

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 of the EP Regulations. Additionally, if this involves a SUBSTANTIAL CHANGE (A change in operation which, in the opinion of the Council may have significant negative effects on human health or the environment) to the installation you will be required to submit an application, pay the relevant fee and the application will be subject to publicity and consultation.

The Council may decide that the existing permit conditions require amendment without receiving any notification or an application for variation from the operator. This is most likely to occur when the Council has conducted a periodic review in accordance with EP regulation 34 or in the light of revised guidance from Defra. The Council will serve a Variation Notice under EP Regulation 20 on the Operator and may issue a consolidated Permit under EP Regulation 18.

### 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 EP Regulation 21. A transfer will be allowed unless Chelmsford 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 operate the installation in accordance with the Permit.

## Annual Subsistence Fee

Operators must pay an annual subsistence fee for the Permit in accordance with EP Regulation 65. This fee is payable annually on 1st April and the level of the subsistence fee payable is contained within the relevant charging scheme issued annually by the Secretary of State. The charging scheme is risk based for all standard activities (i.e. not dry cleaning, petrol stations, small waste oil burners and vehicle refinishers). The risk-based method uses a point scoring method and applies a low, medium or high risk rating to activities operating at an installation. The resulting subsistence fees are proportionate to the risk rating. You will receive an invoice each year with respect to this payment and you are advised that if prompt payment of the fee is not forthcoming, Chelmsford City Council may revoke your Permit under EP Regulation 22.

## Public Register

The Council is required by Regulation 46 of the EP Regulations to maintain a Public Register containing information on all LA-IPPC and LAPPC installations and mobile plant.

## Confidentiality

An operator may request certain information in relation to the Permitted installation to remain confidential and not to be placed on the Public Register for reasons of National Security or commercial or industrial confidentiality. The operator must provide clear justification for each item he or she wishes to be kept from the register. Chelmsford City Council must consider and determine all requests of confidentiality of information in accordance with EP Regulation 51.

## Talking to Us

Any communication with Chelmsford City Council with respect to this Permit should quote the Permit Reference Number, and should be made to:

Chelmsford City Council  
Public Health & Protection Services  
Civic Centre,  
Duke Street,  
Chelmsford,  
Essex,  
CM1 1JE

Tel: 01245 606606

Email: [envpermits@chelmsford.gov.uk](mailto:envpermits@chelmsford.gov.uk)

## Appeals

Under Regulation 31 of the EP Regulations operators have the right of appeal against the conditions contained within their permit. An appeal does not have the effect of suspending the Permit conditions. Notice of appeal against the conditions attached to the permit must be given within six months of the issue date of the Permit, which is the subject matter of the appeal.

## How to Appeal

There are no charges for making an appeal, application forms can be obtained from <http://www.planning-inspectorate.gov.uk/pins/environment/environmeny/index.htm>.

For an appeal to be valid, appellants (the person/operator making the appeal) are legally required to provide:

- Written notice of the appeal;
- A statement of the grounds of appeal;
- A statement indicating whether the appellant wishes the appeal to be dealt with by written representations procedure or a hearing - a hearing must be held if either the appellant or enforcing authority requests this, or if the Planning Inspector or the Secretary of State decides to hold one.

*(appellants must copy the above three items to the local authority when the appeal is made)*

- A copy of any relevant application;
- A copy of any relevant permit;
- A copy of any relevant correspondence between the appellant and the regulator; and
- A copy of any decision or notice, which is the subject matter of the appeal.

## Where to Send Your Appeal Documents

Appeals should be addressed to:

The Planning Inspectorate  
Environment Team, Major and Specialist Casework  
Room 4/04 – Kite Wing  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol BS1 6PN  
0117 372 8726

In the course of an appeal process, the main parties will be informed of procedural steps by the Planning Inspectorate. To withdraw an appeal the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority.