

# Permit With Introductory Note



**IPSWICH**  
BOROUGH COUNCIL

The Pollution Prevention and Control Act 1999  
The Environmental Permitting (England and Wales) Regulations 2016

LENNOX BELSTEAD  
308 SHELDRAKE DRIVE  
IPSWICH  
IP2 9LF

LAPPC Permit Ref no:  
**EP41/04/BA**

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Detail	Date	Comments
LAPPC Application Duly made	25 <sup>TH</sup> October 2006	7/SR/1/06
Consultation Permit	3 <sup>rd</sup> August 2007	7/LK/8/07
Permit	18 <sup>th</sup> September 2007	7/LK/8/07
Permit Variation Issued	2 <sup>nd</sup> October 2013	EP41/3
Permit Variation Issued	21 <sup>st</sup> August 2019	EP41/04/BA

Permit issued by:

Environmental Protection Services  
Ipswich Borough Council  
Floor 3 West  
Grafton House  
15-17 Russell Road  
Ipswich  
IP1 2DE

Telephone: 01473 433115  
Fax: 01473 433062  
Website: [www.ipswich.gov.uk](http://www.ipswich.gov.uk)  
Email: [environmentalprotection@ipswich.gov.uk](mailto:environmentalprotection@ipswich.gov.uk)

## **INTRODUCTORY NOTE**

### ***This introductory note does not form part of the permit***

The following Permit is issued under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2016, to operate a scheduled installation carrying out an activity, or activities covered by the description in Schedule 14 of the EP regulations, to the extent authorised by the Permit.

Conditions within this Permit detail Best Available Techniques (BAT), for the management and operation of the installation, to prevent, or where that is not practicable, to reduce emissions.

In determining BAT, the Operator should pay particular attention to relevant sections of the Secretary of State's Process Guidance Note 6/46(11) and any other relevant guidance. Techniques include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

Note that the Permit requires the submission of certain information to the Regulator, and in addition, the Regulator has the power to seek further information at any time under Regulation 60 of the EP Regulations provided that the request is reasonable.

### **Public Registers**

Information relating to Permits, including the application, is available on public registers in accordance with the EP Regulations. Certain information may be withheld from the public registers where it is commercially confidential, or if it is in the interest of national security to do so.

### **Variations to the Permit**

The Regulator may vary the permit in the future, by serving a variation notice on the Operator. Should the Operator want any of the conditions of the Permit to be changed, a formal application must be submitted to the Regulator (the relevant forms are available from the Regulator). The Status Log that forms part of this introductory note 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.

### **Transfer of the Permit or Part of the Permit**

Before the Permit can be wholly or partially transferred to another Operator, an application to transfer the Permit has to be made jointly by the existing and proposed Operators. A transfer will not be approved if the Regulator is not satisfied that the proposed Permit holder will be the person having control over the operation of the installation, or will not comply with the conditions of the transferred Permit. In addition, if the Permit authorises the Operator to carry out a specified waste management activity, the transfer will not be approved if the Regulator does not consider the proposed Permit holder to be a 'fit and proper person' as required by the EP Regulations.

### **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(3) of the EP Regulations.

### **Responsibility under Workplace Health and Safety Legislation**

The permit is given in relation to the requirements of the EP Regulations. It must not be taken to replace any responsibilities an Operator may have under the workplace health and safety legislation.

## **Appeal Against Permit Conditions**

Any person who is aggrieved by the conditions attached to a Permit can appeal to the Secretary of State for Environment, Food & Rural Affairs. Appeals must be received by the Secretary of State no later than 6 months from the date of the decision (the date of the Permit).

Appeals relating to installations in England should be received by the Secretary of State for Environment, Food & Rural Affairs. The address is as follows:

**The Planning Inspectorate  
Environmental Appeals Administration  
Room 4/19 – Eagle Wing  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol, BS1 PN**

The appeal must be in the form of a written notice or letter stating that the person wishes to appeal and listing the condition(s) which is/are being appealed against. The following five items must be included:

- a) A statement of the grounds of appeal;
- b) A copy of any relevant application;
- c) A copy of any relevant Permit;
- d) A copy of any relevant correspondence between the person making the appeal and the Council;
- e) A statement indicating whether the appellant wishes the appeal to be dealt with
  - by a hearing attended by both parties and conducted by an inspector appointed by the Secretary of State; or
  - by both parties sending the Secretary of State written statements of their case (and having the opportunity to comment upon one another's statements).

At the same time, the notice of appeal and documents (a) and (e) must be sent to the Council, and the person making the appeal should inform the appropriate Secretary of State that this had been done.

- An appeal 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 to either vary any of these conditions or to add new conditions.

## **Copyright of any maps if provided with this Permit**

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## **Talking to us**

Please quote the Permit Number if you contact the Regulator about this permit. To give a notification, the Operator should telephone 01473 433115 or any other number notified in writing by the Regulator for that purpose.

*~ End of Introductory Note~*

# Permit

The Pollution Prevention and Control Act 1999  
The Environmental Permitting (England and Wales) Regulations 2016



LAPPC Permit Ref No: **EP41/04/BA**

**Ipswich Borough Council** (hereinafter known as the Regulator) in exercise of its powers under Regulation 13 of The Environmental Permitting (England and Wales) Regulations 2016, hereby authorises:

**Mr John and Mrs Gloria Helen Hercus trading as Lennox Belstead**  
(hereinafter known as the Operator)

whose Registered Office is:

**308 Belstead Road  
Ipswich  
IP2 9LF**

to operate an installation at:

**308 Belstead Road  
Ipswich  
IP2 9LF**

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

Signature:

Date: Wednesday 21<sup>st</sup> August 2019

Ben Atkinson  
Public Protection Officer  
The Authorised Officer for this purpose

Permit issued by:

Environmental Protection Services  
Floor 3 West  
Ipswich Borough Council  
Grafton House  
15-17 Russell Road  
Ipswich  
IP1 2DE

Telephone: 01473 433115  
Fax: 01473 433062  
Website: [www.ipswich.gov.uk](http://www.ipswich.gov.uk)  
Email: [environmentalprotection@ipswich.gov.uk](mailto:environmentalprotection@ipswich.gov.uk)

## **PERMIT**

### **INSTALLATION DETAILS**

Lennox Belstead located at 308 Sheldrake Drive, Ipswich, IP2 9LF is permitted to operate a dry cleaning installation using the dry cleaning machine described below subject to compliance with the conditions detailed in this permit and within the site boundary shown on the Site Plan in Appendix 2.

<b>Make</b>	<b>Model</b>	<b>Serial Number</b>	<b>Load Capacity</b>	<b>Date of Installation</b>	<b>Dry Cleaning Solvent</b>
Fibrimatic	F155TT	113HO0085	15 Kg	May 2012	Perchloroethylene

### **PERMIT CONDITIONS**

1. Operations shall be carried out in such a manner that no more than 20 grams of solvent per kilogram of product cleaned and dried shall be emitted as measured and reported annually. The 20 grams includes all organic solvents used within the installation e.g. dry cleaning solvent, water-proofing solutions and spot cleaning solutions.
2. 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 shall retain records of solvent purchased for at least 12 months.

Note: The solvent management balance sheet for dry cleaning installations found in Process Guidance Note 6/46(11) Appendix 4 can be used to demonstrated compliance with conditions 1 and 2 above.

3. The operator shall send a copy of the following to the Council at the frequency given below:

<b>Information to be sent to the council</b>	<b>Frequency at which this information should be sent</b>
The monthly inventory sheets	Once a year
The record of regular maintenance during the previous 12 months, referred to in Condition 4	
A list of staff nominated and trained in accordance with Conditions 6 and 7.	

4. The operator shall implement a schedule of procedures, checks and maintenance requirements to each dry cleaning machine as listed in Appendix 3.
5. The operator shall notify the regulator in writing within 14 days prior to any proposed significant alteration to the operation, or modification of the installation which may have an effect on emissions of volatile organic compounds from the installation, in particular changes to the matters in condition 4.
6. All operating staff shall know where the operating manual for each dry cleaning machine can be found and have ready access to it.

7. 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.
8. The machine shall be installed and operated in accordance with the supplier recommendations, so as to minimise the release of volatile organic compounds to air, land and water.
9. In the case of abnormal emissions, malfunction or breakdown leading to abnormal emissions the operator shall:
  - investigate immediately and undertake corrective action; and
  - adjust the process or activity to minimise those emissions; and
  - promptly record the events and actions taken
  - in this condition abnormal 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 informed within 24 hours.
11. 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).
12. Where cleaning solvents containing VOC's are not received in bulk they shall be stored:
  - in the containers they were supplied in with the lid securely fastened at all times other than when in use; and
  - within the spillage collectors, of suitable size and made of impervious and corrosion proof materials; and
  - away from sources of heat and bright light; and
  - with access restricted to only appropriately trained staff.
  - 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 not be carried unless they are the only method of treating a particular stain on a material to be cleaned.
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 absorption 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.

- The machine shall have interlocks to prevent start-up of the machine until the loading door is closed and to prevent opening of the loading door until the machine cycle has finished and the cage has stopped rotating.
  - The 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.
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.
17. The machine shall have interlocks to automatically shut down the machine if the still, button trap and lint filter doors are not properly closed.
18. 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.
19. All new and substantially refurbished machines shall have a spillage tray with a volume greater than 110% of the volume of the largest tank within the machine. (Note: This does not remove the need to comply with health and safety recommendations relating to the fitting of spill trays to existing machines.)
20. The machine shall have a secondary water separator to minimise potential solvent losses. Where this is not an integral part of the machine then the operator shall select and install a method that will achieve an equivalent degree of separation.
21. 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.)
22. Solvent contaminate 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 (such as a concrete floor, if necessary coated with flooring paint); 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.)
23. Equipment to clean up spillages shall be quickly accessible in all solvent handling and storage areas.
24. 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

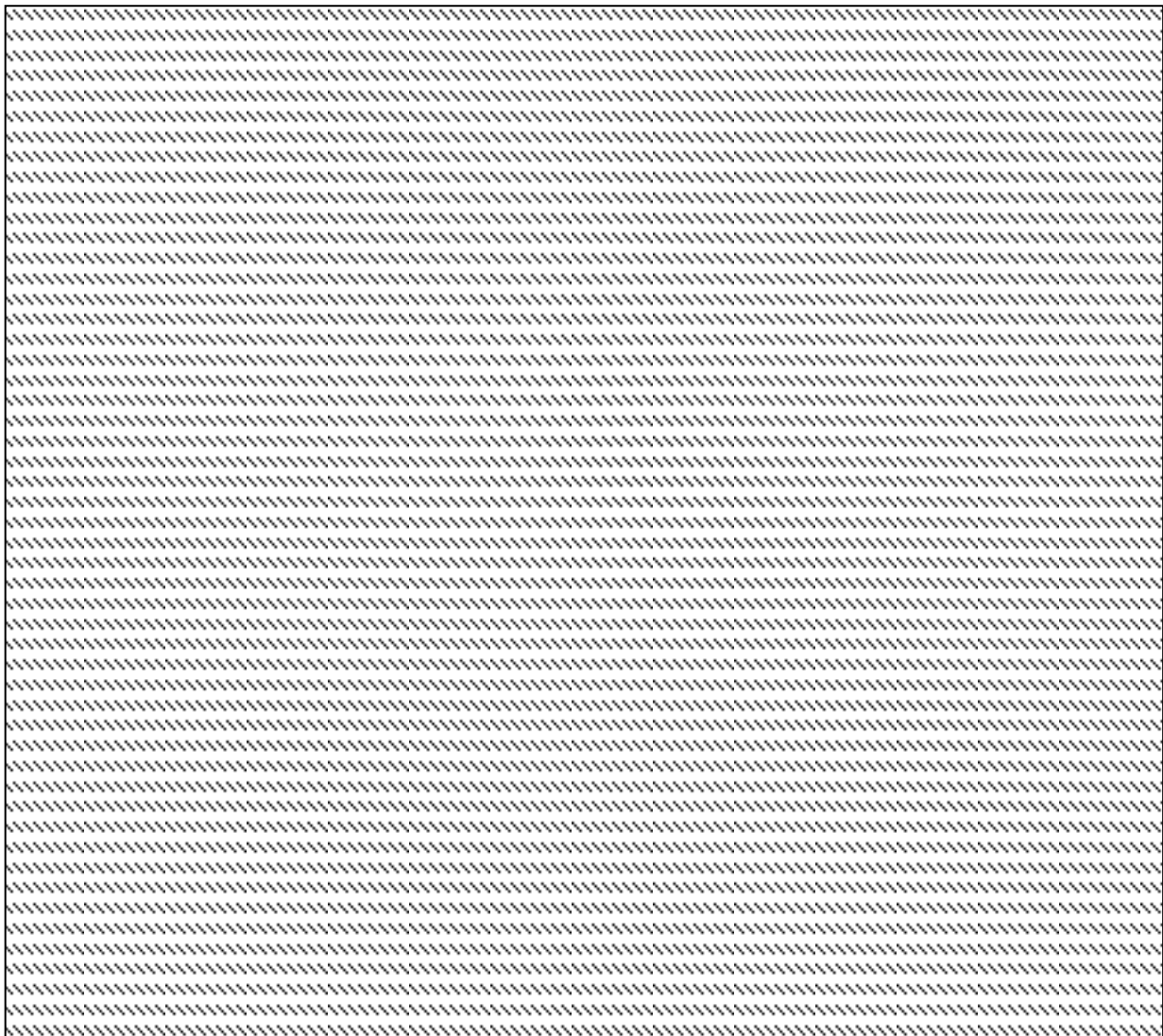
loads, along with details of training required under condition 7. The records shall be available within 7 days upon request by the regulator.

25. 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.

26. 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 the permit. (Note: 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).

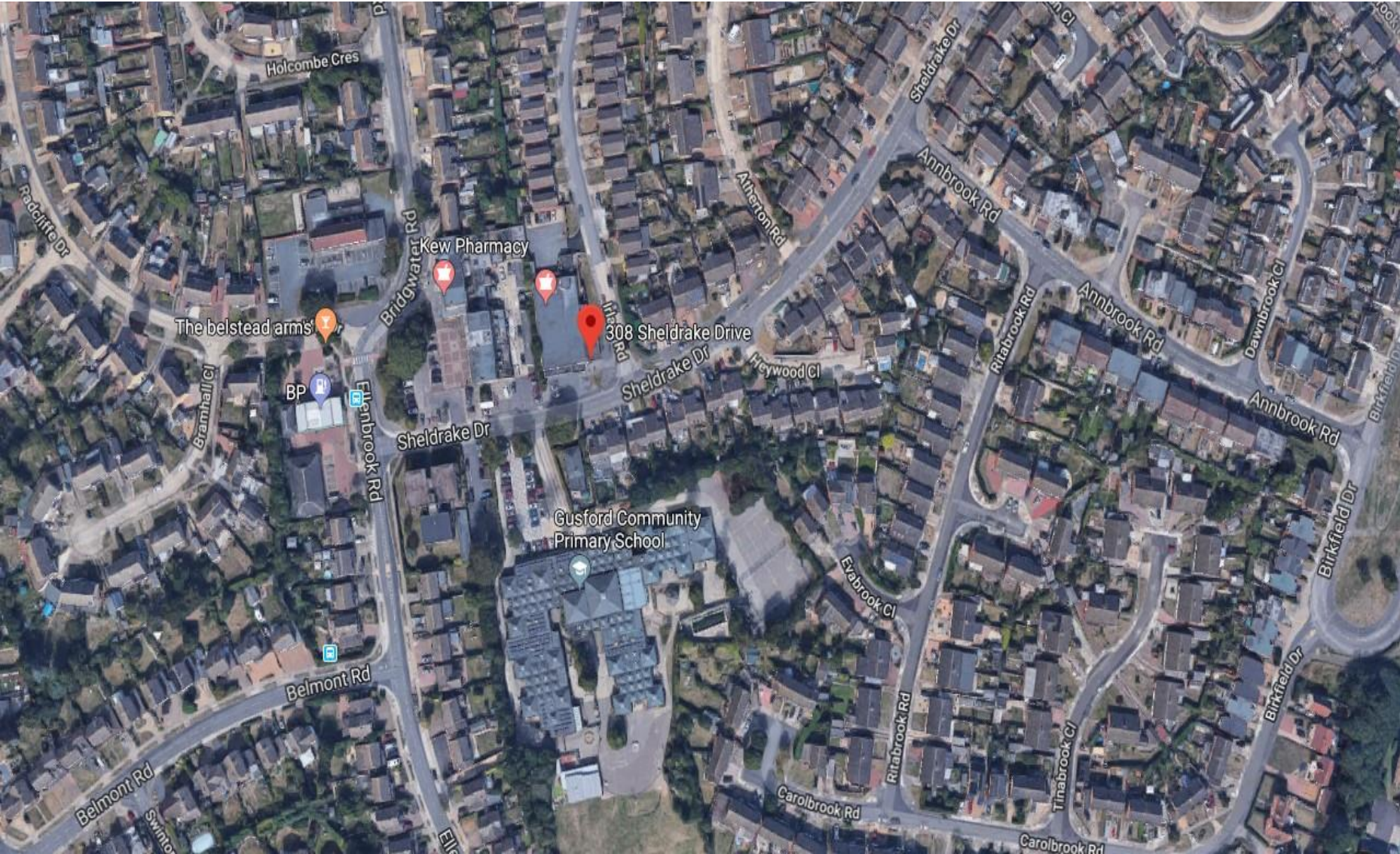
27. The best available techniques shall be used to prevent, or where that is not practicable, reduce emissions from the installation in relation to any aspect of the operation of the activity which is not specifically regulated by any condition of this permit.

**~END OF PERMIT~**



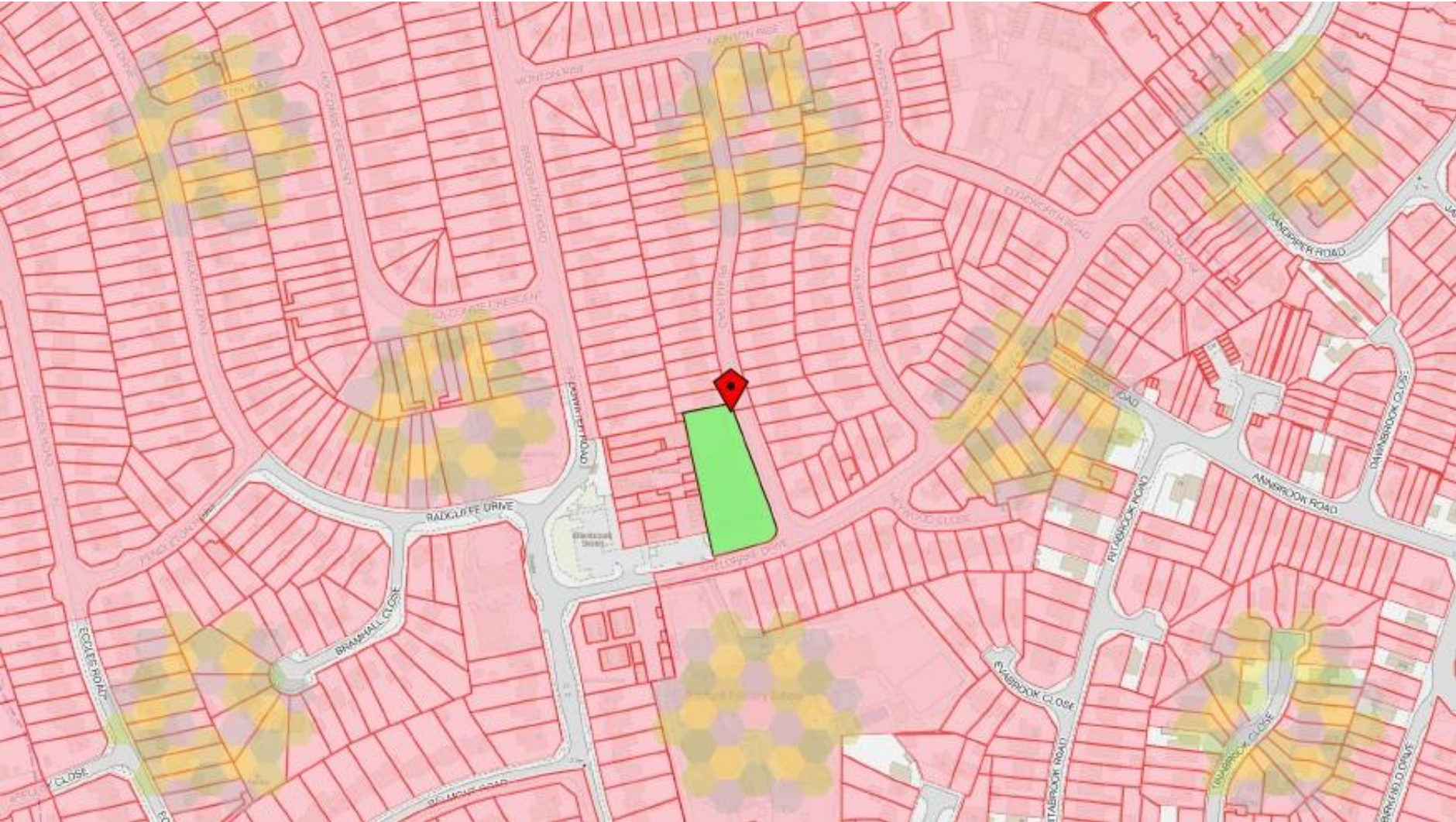


**Appendix 1 - Site location**





**Appendix 2 – Site plan/boundary**



## **Appendix 3 – Maintenance**

### **DAILY VAPOUR LEAK TESTS:**

- Cage door gasket
- Button trap
- Lint filter/screen
- Air duct inspection hatch
- Filter seals
- Main bearing seal
- Filter dump valve
- Heating coil battery
- Solvent valve
- Still doors (still removal door seal)
- Solvent tank sight glasses (solvent inspection glass seal)
- Recovery band

### **WEEKLY OPERATIONAL CHECKS:**

- All drying and still thermostats
- Level controls in the cage and still
- Draining line on the drum
- By-passing of the lint filter, which may lead to blocking of the drying circuit
- Button trap is functioning correctly and debris cannot pass the trap

### **CLEANING CHECKS:**

- Door seals: wipe and clean all door seals daily and replace annually
- Button trap (manual): clean sieve twice daily and after lint loads
- Lint filter (manual): clean twice daily
- Water separator: drain and clean every two weeks; drain excess water daily
- Solvent pump: check for leaks after repair or maintenance
- Filters: drain spent cartridges in the machine overnight; check for leaks after replacement
- Still: empty at least once per week
- Recovery condensers: clean condenser fins on air-cooled refrigeration systems on a monthly basis