



**POLLUTION PREVENTION AND CONTROL ACT 1999**

**ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2010**

**LOCAL AUTHORITY POLLUTION PREVENTION AND CONTROL (LAPPC)**

**PART B INSTALLATION PERMIT (with Introductory Note)**

**Installation Address:** Autocoin Laundrette and Dry Cleaners  
331 High Street  
Berkhamsted  
Hertfordshire  
HP4 1AL

**Permit Reference Number:** DBC/EP/47

**Issued By:** Dacorum Borough Council  
Environmental Health Division  
Civic Centre  
Marlowes  
Hemel Hempstead  
Hertfordshire  
HP1 1HH  
Tel: 01442 228455  
Fax: 01442 228477  
Email: [environmental.health@dacorum.gov.uk](mailto:environmental.health@dacorum.gov.uk)

**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) (as amended) (“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 must 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 utilising the equipment as detailed in Schedule A of this permit, subject to the following conditions.

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Superseded Licences / Consents / Permits relating to this installation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

**Confidentiality**

The permit requires the operator to provide information to Dacorum Borough 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 Council to have such information withheld from the register as provided in the EP Regulations. To enable the 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.

**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.

**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 Council shall be contacted.

### **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 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.

### **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 Secretary of State. 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 at the following address:

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

**Please Note:** An appeal brought under Regulation 31 (1) (b) 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 also allows the Secretary of State 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.

### **References**

1. Process Guidance Note 6/46 (11): Statutory Guidance for Dry Cleaning; Department for Environment Food and Rural Affairs; Revised March 2011.
2. Environmental Permitting General Guidance Manual on Policy and Procedures for A2 and B Installations; Department for Environment Food and Rural Affairs; April 2012.
3. Environmental Permitting (England and Wales) Regulations 2010, Statutory Instrument 2010 No. 675.

**End of introductory note**

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

**Permit**

**Permit Reference Number: DBC/EP/47**

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

**Autocoin Laundrette and Dry Cleaners** (“the operator”)

Whose registered office is:

**Autocoin Laundrette and Dry Cleaners  
331 High Street  
Berkhamsted  
Hertfordshire  
HP4 1AL**

To operate an installation at:

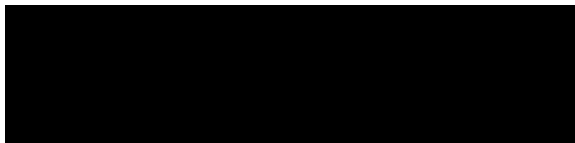
**Autocoin Laundrette and Dry Cleaners  
331 High Street  
Berkhamsted  
Hertfordshire  
HP4 1AL**

To the extent authorised by and subject to the description and boundaries within the conditions of the permit.

**Application details:**

Application received	14 March 2012
Date of issue of permit	09 May 2012

**Signed**



**Rita McGinlay  
Group Manager – Regulatory Services  
On behalf of Dacorum Borough Council**

**Date**            **09 May 2012**

**PERMIT CONDITIONS**

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 activity which is not specifically regulated by any 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. Further, the operator should retain records of solvent purchased 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, (or a suitably qualified engineer), 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 (11) 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:

- investigate immediately and undertake corrective action;
- adjust the 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.

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.

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 delicates 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:

- in the containers they were supplied in with the lid securely fastened at all times other than when in use; and
- 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
- away from sources of heat and bright light;
- 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 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.

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.

*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.*

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.

- 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.
  - 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.
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.
- 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.
19. The still shall have a thermostatic control device or equivalent with which to set a maximum temperature, in accordance with the manufacturer's 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.

*Note: This condition applies to new and most refurbished machines only – see AQ10(06). This does not remove the need to comply with health and safety recommendations relating to the fitting of spill trays to existing machines.*

22. 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.
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.

*Note: Empty containers should, where possible, be returned to the supplier.*

24. 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 (e.g. 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; 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.*

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 should be available at short notice from guaranteed suppliers, so that plant breakdowns can be rectified rapidly.

**New and Substantially Changed Installations Using PER Only**

The following requirements only apply to new or substantially changed installations using PER.

28. 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 lead to the release of PER, then this will also indicate potential non-compliance with the environmental requirements of this 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.*

29. A copy of the following shall be sent to the Council at the frequency given below:

<b>Information to be sent to the Council</b>	<b>Frequency at which information should be sent</b>
The monthly inventory sheets for the previous quarter. Or With the written agreement of the Council	Once a quarter on 31 January, 30 April, 31 July, 31 October.  Once a year on 31 January
The record of regular maintenance during the previous 12 months referred to in condition 5	Once a year on 31 January
A list of staff nominated and trained, in accordance with conditions 7 and 8	Once a year on 31 January

**End of Conditions**

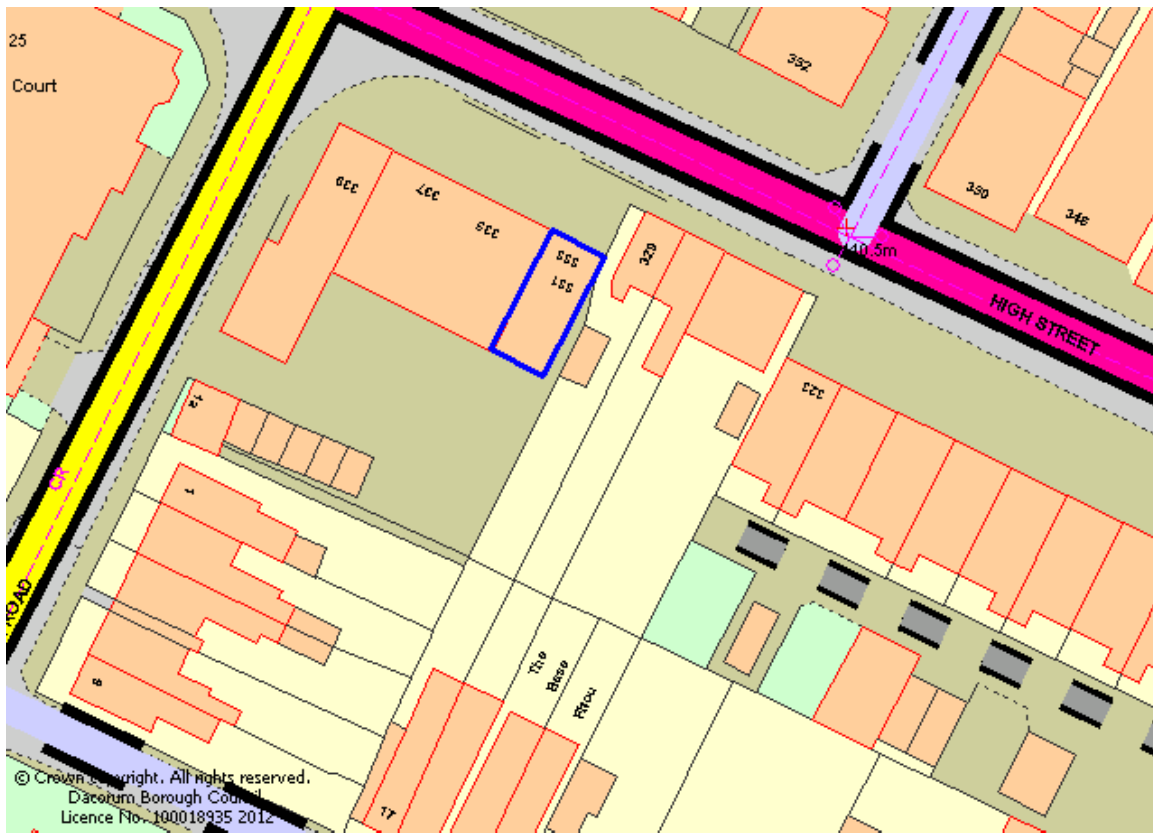


**SCHEDULE A: EQUIPMENT SPECIFICATION AND INSTALLATION LOCATION**

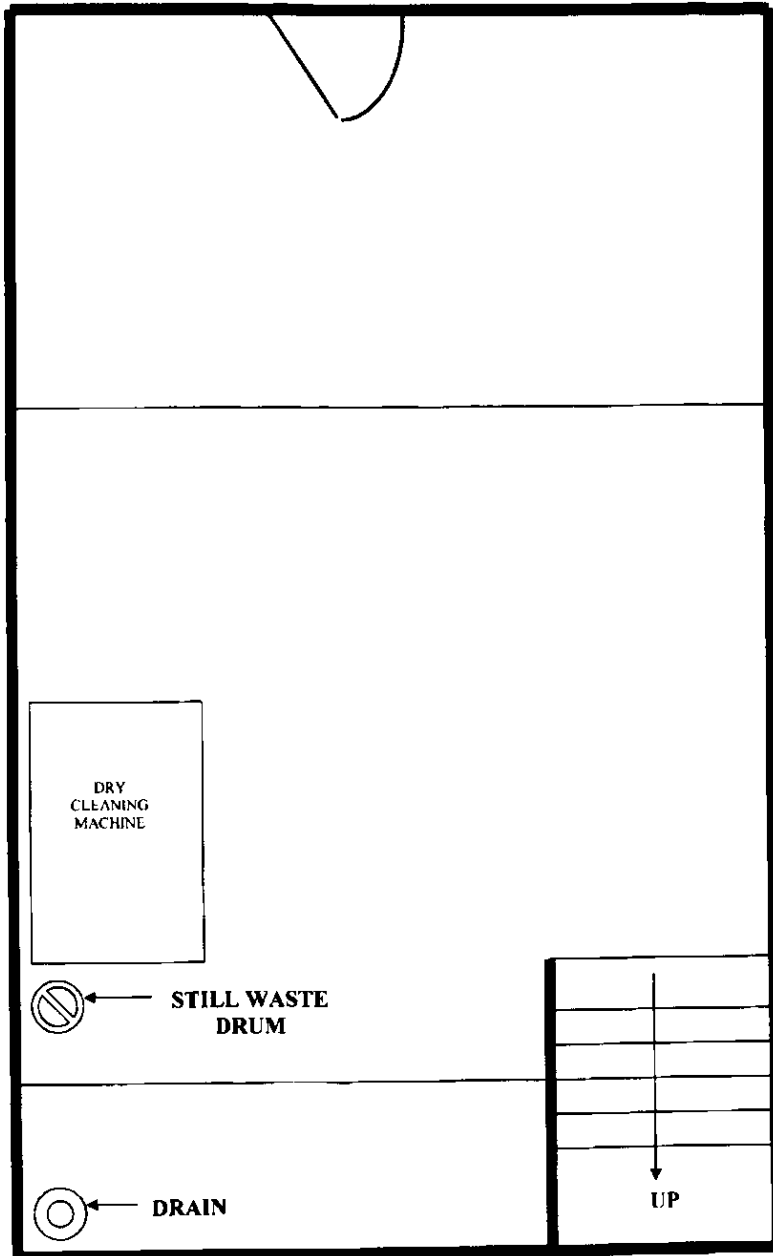
**Equipment Specification**

Make	Model	Serial Number	Load Capacity	Age of Machine	Date of Installation	Dry Cleaning Solvent
Renzacci	Progress 35 Club	22630	15kgs	New	March 2012	Perchloroethylene

**Location Plan**



**Site Plan**



**SCHEDULE B: SOLVENT AND PRODUCT CLEANED INVENTORY**

**Reproduced from Process Guidance Note 6/46 (11)**

**Weekly Inventory Sheet: All installations**

Premises name:		Machine name or reference number:						Solvent Used:				Week start date or week number:			
Load Number		1	2	3	4	5	6	7	8	9	10	11	12	Daily total weight (kg)	Solvent added (litres)
Monday	Weight (kg)														
Tuesday	Weight (kg)														
Wednesday	Weight (kg)														
Thursday	Weight (kg)														
Friday	Weight (kg)														
Saturday	Weight (kg)														
Sunday	Weight (kg)														

Make a note of the reason why any under-weight load was cleaned:  
 B = Blankets    D = Delicates    L = Lights    O = Other    W = Wedding dress

<b>Total for week:</b>		
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Maintenance or testing required this week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Still maintenance - where waste is raked out, record this herein estimated litres							
Lint filter checked & cleaned							
Button trap checked & cleaned							

Notes:

List your planned preventative maintenance in the 'maintenance or testing required this week' boxes. Record what you have done for each maintenance item with a tick. Make notes about Solvent tank 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.

**Monthly Inventory Sheet: All installations**

Site: \_\_\_\_\_

Solvent: \_\_\_\_\_

Machine: \_\_\_\_\_

Month and Year: \_\_\_\_\_

Week starting (date)

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<b>Weight of work processed (kg)</b>					<b>Monthly Total (A)</b>

<b>Solvent added (litres)</b>					<b>Monthly Total (B)</b>

<b>Solvent sent for disposal</b>					<b>Monthly Total</b>

<b>Total waste drum volume (litres)</b>					<b>(C)</b>
<b>Still cleaning correction factor :</b> 0.15 for powder filter rake-out 0.35 for ecological filter rake out 0.5 for pump out					<b>(D)</b>

**Compliance this month**

**Table A:**

<b>Weight cleaned (kg) (A)</b>	<b>Solvent added (litres) (B)</b>	<b>Solvent disposed (litres) (C x D = E)</b>	<b>Net solvent use (litres) (B - E = F)</b>	<b>Consumption (kg/litres) (A ÷ F = G)</b>	<b>On target? (Yes / No)</b>

\*\* The monthly result should only be used to provide a guide as to the performance of the machine. Solvent input and waste recovered will vary each month affecting the Consumption (G). Where:  
 Perchloroethylene is used, on target if G >80 kg/l  
 Siloxane is used, on target if G >48.5 kg/l  
 Hydrocarbons are used, on target if G >48.5 kg/l

**Notes:**

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**Annual Inventory Sheet: All installations**

Site: \_\_\_\_\_

Year: \_\_\_\_\_

Machine: \_\_\_\_\_

Solvent: \_\_\_\_\_

**Monthly Compliance** (complete "Table 1" with results from "Table A" from monthly inventory sheet)

**Table 1:**

Month	Weight cleaned (kg)	Solvent added (litres)	Solvent disposed (litres)	Net solvent use (litres)	Consumption (kg/litres)
<b>Total</b>	<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	

**Annual Compliance**

<b>Spot cleaning correction factor (litres)</b> A figure of 6.25 litres per annum should be used as the spot cleaning factor, whichever solvent is used for cleaning purposes	<b>(E)</b>	
<b>Corrected solvent input (litres)</b>	<b>(D + E = F)</b>	
<b>Solvent efficiency (kg/litre)</b>	<b>(A ÷ F = G)</b>	
<b>Specific Gravity of solvent being used:</b> Perchloroethylene : 1600g/l Siloxane : 970 g/l Hydrocarbons : 970 g/l	<b>(H)</b>	
<b>Solvent emission (g/kg)</b>	<b>(H ÷ G = I)</b>	
<b>Have you met the requirement of the regulations? ( Is "I" &gt;20g/kg ?)</b>		