



POLLUTION PREVENTION AND CONTROL ACT 1999

PERMIT

**Environmental Permitting (England and Wales) Regulations 2010
(SI 2010 No. 675)**

PERMIT NUMBER: H/97/DC(B)

North West Leicestershire District Council (hereinafter referred to as the “Council”) in the exercise of the powers conferred upon it by Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 hereby authorises

Harlequin Express

Registered Office Address: 64 Brixton Road, London, SW9 6BP

Company Registration Number: 05513326

Ordnance Survey Grid Reference: SK424143

To Operate the Installation at: 34 High Street, Coalville, Leicestershire, LE67 3ED

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

This Permit shall come into effect on the 8th November 2010

Signed: _____ **Date:** _____

G.E. Crossley
Environmental Services Manager
(an Authorised Officer of the Council)

Environmental Health
North West Leicestershire District Council
Council Offices
Coalville
Leicestershire. LE67 3FJ

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1.0 General Conditions

1.1 Information Notes

1.1.1 This Permit is issued under Regulation 13 of the Environmental Permitting (EP) Regulations 2010 to operate an installation carrying out activities covered by the description in Schedule 1 to the Solvent Emissions (England and Wales) Regulations 2004:

“dry cleaning” means any industrial or commercial activity 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.

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

1.1.3 Please note that other activities may take place on the site of this installation which are not regulated under this Permit.

1.1.4 The activities Permitted under Clause 1.1.1 shall not extend beyond the site boundary.

1.2 Records

1.2.1 Harlequin Express shall ensure that all records required to be made by this Permit and any other records made by it in relation to the operation of the Permitted Installation shall:-

- (a) Be made available for inspection by North West Leicestershire District Council at any reasonable time;
- (b) Be supplied to North West Leicestershire District Council on demand and without charge;
- (c) Be legible;
- (d) Be made as soon as reasonably practicable;
- (e) Indicate any amendments which have been made and shall include the original record wherever possible;
- (f) Be retained at the Permitted Installation, or other location agreed by North West Leicestershire District Council in writing, for a minimum period of four years from the date when the records were made, unless otherwise agreed in writing; and

- (g) Where they concern the condition of the site of the Installation or are related to the implementation of the Site Protection and Monitoring Programme, be kept at the Permitted Installation, or other location agreed by North West Leicestershire District Council in writing, until all parts of the Permit have been surrendered.

1.3 Reporting

- 1.3.1 All reports and written and/or oral notifications required by this Permit shall be made or sent to North West Leicestershire District Council using the contact details notified in writing to Harlequin Express by North West Leicestershire District Council.
- 1.3.2 Harlequin Express shall, unless otherwise agreed in writing, submit reports of the monitoring and assessment carried out in accordance with the conditions of this Permit to North West Leicestershire District Council within twenty-eight days of the publication of the results.
- 1.3.3 Harlequin Express shall review fugitive emissions, having regard to the application of Best Available Techniques, on an annual basis, or such other period as shall be agreed in writing by North West Leicestershire District Council and a summary report on this review shall be sent to North West Leicestershire District Council detailing such releases and the measures taken to reduce them within three months of the end of such period.
- 1.3.4 Where Harlequin Express has a formal environmental management system applying to the Permitted Installation which encompasses annual improvement targets, Harlequin Express shall, not later than 31st January in each year, provide a summary report of the previous year's progress against such targets.
- 1.3.5 Harlequin Express shall, within six months of receipt of written notice from North West Leicestershire District Council, submit to North West Leicestershire District Council a report assessing whether all appropriate preventative measures continue to be taken against air pollution, in particular through the application of the Best Available Techniques, at the Installation. The report shall consider any relevant published technical guidance current at the time of the notice which is either supplied with or referred to in the notice and shall assess the costs and benefits of applying techniques described in that guidance, or otherwise identified by Harlequin Express, that may provide environmental improvement.

1.4 Notifications

- 1.4.1 Harlequin Express shall notify North West Leicestershire District Council **without delay** of:-
 - (a) The detection of an emission of any substance which exceeds any limit or criterion in this Permit specified in relation to the substance;

- (b) The detection of any fugitive emission which has caused is causing or may cause significant pollution unless the quantity emitted is so trivial that it would be incapable of causing significant pollution;
 - (c) The detection of any malfunction, breakdown or failure of plant or techniques which has caused, is causing or has the potential to cause, significant pollution; and
 - (d) Any accident which has caused is causing or has the potential to cause, significant pollution.
- 1.4.2 If any of the above could result in adverse health effects to the local population then Harlequin Express shall additionally report this matter directly to the Primary Care Trust.
- 1.4.3 Harlequin Express shall submit written confirmation to North West Leicestershire District Council and the Primary Care Trust of any notification.
- 1.4.4 Harlequin Express shall give written notification as soon as practicable prior to any of the following:-
- (a) Permanent cessation of the operation of part or all of the Permitted Installation;
 - (b) Cessation of operation of part or all of the Permitted Installation for a period likely to exceed one year; and
 - (c) Resumption of the operation of part or all of the Permitted Installation after a cessation as notified above.
- 1.4.5 Harlequin Express shall notify the following matters to North West Leicestershire District Council in writing within fourteen days of their occurrence:-
- (a) Any changes to the details of the “nominated person”
- and where Harlequin Express is a registered company:-
- (a) Any change in Harlequin Express’s trading name, registered name or registered office address;
 - (b) Any change to particulars of Harlequin Express’s ultimate holding company (including details of an ultimate holding company where an Operator has become a subsidiary); and
 - (c) Any steps taken with a view to Harlequin Express going into administration, entering into a company voluntary arrangement or being wound up;
- and where Harlequin Express is a corporate body other than a registered company:-
- (a) Any change in Harlequin Express’s name or address; and

- (b) Any steps taken with a view to the dissolution of Harlequin Express.

1.4.6 In any other case:-

- (a) The death of any of the named Operators (where Harlequin Express consists of more than one named individual);
- (b) Any change in Harlequin Express's name(s) or address(es); and
- (c) Any steps taken with a view to Harlequin Express, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case of them being in a partnership, dissolving the partnership.

1.5 Confidentiality

- 1.5.1 Regulation 46 requires North West Leicestershire District Council to maintain a register of all installations and mobile plant for which it is the regulator. A considerable amount of information is contained on the register, including the application. If this Permit requires Harlequin Express to provide information to North West Leicestershire District Council, the Council shall place that information on to the Public Register in accordance with the requirements of Regulation 46. If Harlequin Express 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 Regulations. To enable the Council to determine whether or not the information is commercially confidential, Harlequin Express should clearly specify the information in question and provide clear and precise reasons for its confidentiality.

1.6 Variation to the Permit

- 1.6.1 This Permit may be varied in future (by the Council serving a Variation Notice on Harlequin Express) as per Regulation 20 of the EP Regulations. If Harlequin Express wishes to make a change in the operation of the installation he shall notify the Council. The notification must include a description of the proposed changes. If any changes to the conditions in the Permit are required a formal application to vary them must be submitted.
- 1.6.2 Any such change shall not be implemented until agreed in writing by North West Leicestershire District Council. As from the agreed implementation date, Harlequin Express shall operate the Permitted Installation in accordance with that change and relevant provisions in the application shall be deemed to be amended.

1.7 Surrender of the Permit

- 1.7.1 Before this Permit can be wholly or partially surrendered, an application to surrender the Permit has to be made. For the application to be successful, the application must contain the information required by Regulation 25 of the EP Regulations.

1.8 Transfer of the Permit or Part of the Permit

- 1.8.1 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, 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 comply with the conditions of the transferred Permit. If however the Permit authorises the carrying out of a specified waste management activity then the transfer will only be allowed if the proposed holder is considered to be a “fit and proper person”.
- 1.8.2 There are no off-site conditions.

1.9 Contact Details

- 1.9.1 If you require any further details or application forms mentioned above please contact North West Leicestershire District Council on 01530 454545 and ask to speak to an Environmental Health Officer.

1.10 Permit Conditions

- 1.10.1 The requirements of the conditions attached to this Permit shall come into effect immediately unless otherwise stated.
- 1.10.2 The activity of dry cleaning shall comply with the standard of the Secretary of State’s Guidance Note **PG 6/46 (04)** “Dry Cleaning”.
- 1.10.3 Without prejudice to the other conditions of this Permit, Harlequin Express shall implement and maintain a management system, organisational structure and allocate resources that are sufficient to achieve compliance with the limits and conditions of this Permit.
- 1.10.4 A nominated person shall, at all times, be responsible for the implementation of the conditions of this Permit. North West Leicestershire District Council shall be informed within twenty-one days of the issue of this Permit of the name of the nominated person.

1.11 Interpretation

- 1.11.1 In this Permit, the following expressions shall have the following meanings:-

“Application” means the application for this Permit, together with any response to a notice served under Schedule 4 to the EP Regulations and any operational change agreed under the conditions of this Permit.

“BAT” Best Available Techniques, means the most effective and advanced stage of development of activities and their methods of operation which indicates the practical suitability of particular techniques to prevent, and where that is not practicable, to reduce, emissions and the impact on the environment as a whole. For these purposes: “available techniques” means “those techniques which have been developed on a scale which allows implementation in the relevant industrial sector, under economically and technically viable conditions, taking into consideration the cost and advantages, whether or not the techniques are used or produced inside the United Kingdom, as long as they are reasonably accessible to Harlequin Express”: “best” means “in relation to techniques, the most effective in achieving a high general level of protection of the environment as a whole” and “techniques” “includes both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned”.

“Fugitive emission” means an emission to air from the Permitted Installation which is not controlled by an emission or background concentration limit in Part 3 of this Permit.

“Monitoring” includes the taking and analysis of samples, instrumental measurements (periodic and continual), calibrations, examinations, tests and surveys.

“EP Regulations” means the Environmental Permitting (England and Wales) Regulations SI 2010 No. 675 and words and expressions defined in the EP Regulations shall have the same meanings when used in this Permit save to the extent they are specifically defined in this Permit.

“Staff” includes employees, directors or other officers of Harlequin Express and any other person under Harlequin Express’s direct or indirect control, including contractors.

“Year” means calendar year ending 31st December.

- 1.11.2 Where any condition of this Permit refers to the whole or parts of different documents, in the event of any conflict between the wording of such documents, the wording of the document(s) with the most recent date shall prevail to the extent of such conflict.

2.0 Installation Details

2.1 The Activity

2.1.1 The activity is described in Schedule 1 to the Solvent Emissions (England and Wales) Regulations 2004:

“dry cleaning” means any industrial or commercial activity using volatile organic compounds to clean garments, furnishings and similar consumer goods excluding the manual removal of stains and spots in the textile and clothing industry.

2.2 Process Description

2.2.1 Products to be dry cleaned are received at the installation; ticketed, checked for foreign bodies (coins etc.), loose items (buttons), sorted by colour (lights and darks) and material (woollen blankets, suits, etc.).

2.2.2 Before or after sorting of the products for cleaning, stains which may require addition treatment are treated with spot cleaning solutions.

2.2.3 Before loading into the machine the load should be weighed to optimise the loading of the machine and to ensure that the machine is not overloaded.

2.2.4 Once the cleaning and drying cycle is completed the products are removed from the machine. During the drying cycle of the machine, water which was present in the garments to be cleaned and within the atmosphere of the dry cleaning machine is condensed within the water separator.

2.2.5 After a number of cleaning operations the residues which collect in the still of the dry cleaning machine must be removed.

2.2.5 All operations will take place to the standards set out in Secretary of State’s Guidance Note **PG 6/46 (04)** “Dry Cleaning”.

2.3 Plant Detail

2.3.1 Harlequin Express is permitted to operate a dry cleaning installation containing the dry cleaning machine detailed in 2.3.2.

2.3.2

Make	Model	Serial Number	Load Capacity	Date of Installation	Dry Cleaning Solvent
DONINI			10kg		Perchloroethylene

2.3.3 The activities authorised by this Permit shall not extend beyond the installation boundary as described in the Permit application. The layout of the installation is detailed within the site plans in Schedule 1.

2.4 Operational Changes

2.4.1 Harlequin Express shall seek North West Leicestershire District Council's written agreement under condition 2.4.2 to any operational changes to this Permit, by way of variation, and shall include:

- (a) A description of the nature of the proposed change;
- (b) Any increase in the storage of raw materials;
- (c) The nature and quantity of any emission;
- (d) Details of the technology being applied to reduce such emissions, and associated emissions monitoring;
- (e) Any other relevant information.

Minor plant modifications are permissible as long as they do not contravene the operational requirements of the application or the Permit, do not affect releases to air, and are notified to North West Leicestershire District Council 14 days prior to making that change.

2.4.2 Any such change shall not be made until agreed in writing by North West Leicestershire District Council. From the implementation date, Harlequin Express shall operate the Permitted Installation in accordance with that change, and the relevant provisions of the application shall be deemed to have been amended.

3.0 Operational Conditions

3.1 Emission Limits and Controls

- 3.1.1 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.

3.2 Operational Controls

- 3.2.1 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 North West Leicestershire District Council for at least 12 months.
- 3.2.2 A copy of the following shall be sent to the North West Leicestershire District Council at the following frequency given below:

Information to be sent to the Council	Frequency at which information should be sent
the monthly inventory for the previous 12 months, once a year by the 31 st January	Once a year
the record or regular maintenance during the previous 12 months, referred to in condition 3.2.3, once a year by the 31 st January	Once a year
a list of staff nominated and trained, in accordance with conditions 3.4.3 and 3.4.4	Once a year

- 3.2.3 Harlequin Express shall implement the schedule of procedures, checks and maintenance requirements to each dry cleaning machine listed in 2.3.2.
- 3.2.4 All machine(s) listed in 2.3.2 shall be installed and operated in accordance with supplier recommendations, so as to minimise the release of VOC to air, land and water.
- 3.2.5 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).
- 3.2.6 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 impervious and corrosion-proof materials and capable of containing 110% of the largest container; and
 - (c) Away from sources of heat and bright light; and
 - (d) With access restricted to only appropriate trained staff.
- 3.2.7 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.
- 3.2.8 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.
- 3.2.9 The dry cleaning machine loading door shall be kept closed when not in use.
- 3.2.10 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.
- 3.2.11 All machines installed after the 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.
- 3.2.12 All machines installed after the 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.
- 3.2.13 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 the 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.
- 3.2.14 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.
- 3.2.15 The heat source shall automatically switch off at the end of the distillation process.
- 3.2.16 The machine shall have a spillage tray with a volume greater than 110% of the volume of the largest single tank within the machine.

- 3.2.17 All machines installed after the 19th May 2005 shall have a secondary water separator to minimise potential solvent losses.
- 3.2.18 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.
- 3.2.19 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.
- 3.2.20 Equipment to clean up spillages must be quickly accessible in all solvent handling and storage areas.

3.3 Abnormal Events

- 3.3.1 North West Leicestershire District Council needs to be notified about certain events, whether or not there is related monitoring showing an adverse result, and Harlequin Express respond to problems, which may have an adverse effect on emissions to air. Abnormal emissions include any detectable solvent smell other than in the area of the dry cleaning machine.
- 3.3.2 In the case of abnormal emissions, malfunction or breakdown leading to abnormal emissions Harlequin Express should:
- (a) Investigate immediately and undertake corrective action; adjust the process or activity to minimise those emissions; and
 - (b) Adjust the process or activity to minimise those emissions, and
 - (c) Promptly record the events and actions taken.
- 3.3.3 In the case of non-compliance causing immediate danger to human health, operation of the activity must be suspended; and North West Leicestershire District Council informed within 24 hours.

3.4 General

- 3.4.1 North West Leicestershire District Council are statutorily obliged to include conditions in any Permit they issue which are designed to ensure that the process is operated using the Best Available Techniques (BAT) to prevent and minimise emissions of prescribed substances and to render harmless any substance that may be emitted.
- 3.4.2 In addition to the specified conditions included in this Permit, a duty is implicitly imposed on Harlequin Express to use BAT in relation to any aspect of the installation that is not covered by the specific conditions. This is the so-called 'residual' BAT duty. The Secretary of State's Process Guidance Notes (PGs) contain the Secretary of State's views on the techniques appropriate, in order to achieve the BAT objectives.
- 3.4.3 All operating staff must know where the operating manual for each dry cleaning machine can be found and have ready access to it.
- 3.4.4 All operating staff must be trained in the operation of each dry cleaning machine and the control and use of dry cleaning solvents. The training received must be recorded and all records made available for inspection upon request by North West Leicestershire District Council.
- 3.4.5 Harlequin Express shall maintain records incorporating details of all maintenance, testing, repair work carried out on each dry cleaning machine detailed in 2.3.2, and the scales used to weigh the loads, along with details of training required in 3.4.4. The records shall be made available within 7 days upon request by North West Leicestershire District Council.
- 3.4.4 Staff employed on the premises shall be given such information, training and supervision, as is necessary for the achievement of compliance with this Permit. Adequate arrangements shall be made for deputising for the nominated person in the event of a holiday, sickness or other absence.
- 3.4.5 Nothing in this Permit shall be taken to imply a standard lower than that required under the provisions of the Health and Safety at Work etc. Act 1974, or under the relevant statutory provisions as defined in Section 53 of that Act.
- 3.4.6 Safe access shall be provided to enable monitoring to be carried out by employees or contractors of the company, an authorised officer of North West Leicestershire District Council or any consultants employed by them.
- 3.4.7 Effective control of emissions requires the maintenance and proper use of equipment, the proper supervision of process operations, good housekeeping standards and, where appropriate, checking for visible and odorous emissions. Effective preventative maintenance shall be employed on all plant and the equipment concerned with the control of emissions to air.
- 3.4.8 Essential spares and consumables – in particular those subject to continual wear – shall be held on site or be available at short notice from suppliers, in order to rectify breakdowns rapidly.

3.4.10 A high standard of housekeeping shall be maintained.