



THE ROYAL BOROUGH OF
**KENSINGTON
AND CHELSEA**

Permit with Introductory Note

**Environmental Permitting (England and Wales)
Regulations 2016 (as amended)**

Installation address

**Spic 'N' Span
103 Golborne Road
London
W10 5NL**

Permit Reference: 07/031971/P3

Permit and introductory note LA-PPC

Contact Details:

The Royal Borough of Kensington and Chelsea

Environment and Communities
Pembroke Road Council Offices
37 Pembroke Road
London
W8 6PW

Tel: 020 7361 3002

www.rbkc.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 2016 (as amended) (SI 2016 No 1154) ("the EP Regulations") to operate an installation carrying out one or more of the activities listed in Schedule 14 of those Regulations, to the extent authorised by the Permit.

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 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 Schedule 14 to the Environmental Permitting (England and Wales) Regulations 2016 (as amended) utilising the equipment as detailed in Schedule A of this permit, subject to the Permit conditions.

Superseded Licences/Consents/Permits relating to this installation		
Holder	Reference Number	Date of Issue
Mr M Sefti t/a Spic 'N' Span	07/031971	April 2008
Mr M Sefti t/a Spic 'N' Span	07/031971/P2	2013

Confidentiality

The Permit requires the Operator to provide information to The Royal Borough of Kensington and Chelsea. 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 Royal Borough of Kensington and Chelsea to have such information withheld from the register as provided in the EP Regulations. To enable The Royal Borough of Kensington and Chelsea to determine whether the information is commercially confidential, the Operator should clearly identify the information in question and should specify clear and precise reasons.

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 Regulator should be contacted.

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.

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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 Authority 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 Appropriate Authority, (Secretary of State for the Environment, Food and Rural Affairs, in England and the Welsh Ministers in Wales). 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 for Environment, Food and Rural Affairs or the Welsh Ministers at the following addresses:

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

Or for appeals in Wales:

The Planning Inspectorate
Crown Buildings
Cathays Park
CARDIFF
CF10 3NQ

Please Note

An appeal brought under Regulation 31 (1) (b), (c) 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 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 either to vary any of these other conditions or to add new conditions.

Our enforcement of this permit will be in accordance with the Regulators' Compliance Code. A copy is on the Business, Innovation and Skills Department website: <http://www.bis.gov.uk/files/file45019.pdf>.

End of introductory note

**Permit issued under the Environmental Permitting
(England and Wales) Regulations 2016 (as amended)**

Permit Reference: 07/031971/P3

The Royal Borough of Kensington & Chelsea (the Regulator) in exercise of its powers under Regulation 13(1) of the Environmental Permitting Regulations (England and Wales) 2016 (as amended) (SI 2016 No. 1154) hereby permits:

Mr M Sefti (the 'Operator') **t/a Spic 'N' Span**

Whose Principal office is:

**103 Golborne Road
London
W10 5NL**

Company Number: N/A

To operate an installation at:


**Spic 'N' Span
103 Golborne Road
London
W10 5NL**

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

Description of the installation regulated by this permit

Dry Cleaning Installation as prescribed by Schedule 14 to the Environmental Permitting (England and Wales) Regulations 2016 (as amended) utilising the equipment as detailed in Schedule A and within the boundaries of this permit, subject to the following conditions.

Signed



**Rebecca Brown
Authorised to sign on behalf of
The Royal Borough of Kensington and Chelsea**

Dated

5th December 2022

THE PERMITTED INSTALLATION

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 dry cleaning facility which is not regulated by any other 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

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 shall implement the schedule of procedures, checks and maintenance requirements to each dry cleaning machine as listed in the manufacturer's instructions and as outlined in The Secretary of State's Guidance for Dry Cleaning Process Guidance Note 6/46 paragraph 3.15.
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:
 - (a) investigate immediately and undertake corrective action;
 - (b) adjust the process or activity to minimise those emissions; and
 - (c) promptly record the events and actions taken.
 - (d) 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.

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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 delicate 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:
 - (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 (*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
 - (c) away from sources of heat and bright light; and
 - (d) 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 that 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.
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.
 - (a) All machines installed after 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.
 - (b) All machines installed after 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.
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.
 - (a) All machines installed after 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.
19. 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.
20. The heat source shall automatically switch off at the end of the distillation process. (Continuous distillation during operation is acceptable.)
21. 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. Note: this does not remove the need to comply with health and safety recommendations relating to the fitting of spill trays to existing machines.

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22. All machines installed after 19th May 2005 shall have a secondary water separator to minimise potential solvent losses.
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.
24. 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.

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 shall be available at short notice from guaranteed suppliers, so that plant breakdowns can be rectified rapidly.
28. 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 information should be sent <i>On the date stipulated by the regulator</i>
The monthly inventory sheets for the previous year. <i>(Collated using the annual inventory sheet in schedule C)</i>	Once a year by 31 st January
The record of regular maintenance during the previous 12 months, referred to in condition (5), once a year on 31 st January	Once a year on 31 st January
A list of staff nominated and trained, in accordance with conditions (7) and (8)	Once a year on 31 st January

End of Conditions

Schedule A

Make and Model	Serial Number	Load Capacity	Date of Installation	Dry Cleaning Solvent
L735E	SN107A40498-S	15kg	February 2004	Perchloroethylene

Location Plan



(Installation location indicated in red)

Schedule B

Appendix 3 Solvent and Product Cleaned Inventory

Weekly Inventory: All Installations

Premises Name												Machine Name or reference number			Week start date or week number		
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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													Total for Week		
Maintenance or testing required this week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday								
Still Maintenance															
Lint filter checked & cleaned															
Button Trap checked, cleaned															
Tank 1 level reading (litres)															
Tank 2 level reading (litres)															
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 record 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.

Note: Schedule B reproduced from Process Guidance Note PG 6/46(11) Dry Cleaning

Schedule B

Monthly Inventory Sheet: All Installations

Site: _____ Solvent: _____

Machine _____ Month & Year _____

Week Starting (date)

--	--	--	--	--

Weight of work processed (kg)

Monthly Total (A)

--	--	--	--	--	--

Solvent Added (litres)

Monthly Total (B)

--	--	--	--	--	--

Solvent sent for disposal

Monthly Total

Total waste drum volume (litres)	(C)
Still cleaning correction factor: 0.15 for powder filter rake out, or 0.35 for ecological filter rake out, or 0.5 for pump out	(D)

Compliance this month

Table A

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

** 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, if G > 80kg/l = on target
Siloxane is used, if G > 48.5kg/l = on target
Hydrocarbon are used, if G > 48.5 kg/l = on target

Notes:

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Schedule B

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)
Total	(A)	(B)	(C)	(D)	

Annual Compliance

Spot Cleaning correction factor (litres)*	(E)	
Corrected solvent input (litres)	(D + E = F)	
Solvent efficiency (kgs/litres)	(A ÷ F = G)	
Specific Gravity of Solvent being used: Perchloroethylene : 1600g/l Siloxane: 970g/l HCS 970g/l	(H)	
Solvent emission (g/kg)	(H ÷ G = I)	
Have you met the requirement of the regulations (Is ("I") <20g/kg?)		

*Spot Cleaning Correction Factor – A figure of 6.25 litres per annum should be used as the spot cleaning factor, whichever solvent is used for cleaning purposes

March 2011
Process Guidance Note 6/46(11) 31

Note: Schedule B reproduced from Process Guidance Note PG 6/46(11) Dry Cleaning

Schedule C

ANNUAL/ QUARTERLY INVENTORY SHEET

Business Name:

Permit Reference Number

Year

Date

	Installation Address

SUBMIT THIS FORM TO THE COUNCIL BY 31 JANUARY EACH YEAR
WITH MAINTENANCE RECORDS, & STAFF TRAINING LIST

Week No.	Weight of Dry Garments Cleaned for Week (Kg)	Solvent USED at end of week (Litres)	Solvent ADDED to machine during week (Litres)	Initial Tank Reading of Solvent in machine at <u>beginning</u> of year/period	Final Tank Reading of Solvent in machine at <u>end</u> of year/period
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
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33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
TOTAL	(X)	(Y)			

Tank Reading Quarter 1

Quarter 2

Quarter 3

Quarter 4

Waste Removed *	Date	Quantity (Litres)	Size of Drum (Litres)

*(If no waste has been removed during the reporting year please provide an estimate of the waste produced)

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End of Permit