

# INSTALLATION PERMIT

Ref. EP2008/13



Pollution  
Prevention and  
Control Act 1999

Environmental  
Permitting  
(England and  
Wales)  
Regulations 2007

**The Dry Cleaning and Laundry  
Centre  
128 Oxford Road,  
Hartlepool.  
TS25 5RH**

**Pollution Prevention and Control Act 1999  
The Environmental Permitting (England and Wales)  
Regulations 2007**

**Permit Reference No. EP2008/13**

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# **Section One**

## **Introductory Note**

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## **Description of**

# **Permitted Installation**

**Pollution Prevention and Control Act 1999  
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**Introductory Note**

<b>Permit Holder: Northgate Cleaners</b>	
Installation Address:	The Dry Cleaning and Laundry Centre. 128 Oxford Road, Hartlepool TS25 5RH  Tel 01429 274924
Registered Address of Company:	The Stanland Group Ltd Ashbank House 1 Sadler Forster Way Teesside Industrial Estate Thornaby TS17 9JY  Tel 0845 230 4300

<b>Provenance</b>	<b>Date</b>
Permit 'deemed' application	18 <sup>th</sup> October 2006
Permit issued	31 <sup>st</sup> October 2007
PPC Permit transferred automatically to EP Permit	6th April 2008

The Dry Cleaning and Laundry Centre is hereby permitted by the Hartlepool Borough Council to carry on a Dry Cleaning Process as prescribed in Section 7, of Schedule 1, Environmental Permitting (England and Wales) Regulations and in accordance with the conditions detailed in Section 2 of this Permit.

**Signed..... Date.....**  
**Assistant Director (Regeneration & Planning)**

## **Process Description**

1.1 Products to be dry cleaned are received; ticketed, checked for foreign bodies (coins etc.), loose items (buttons), sorted by colour (lights and darks) and material (woollen blankets, suits etc.). Sorting of the materials and colours enables the optimum loads to be made up which will minimise solvent consumption, as a result of materials within the load needing similar drying times. Certain items should not be dry cleaned in PER machines due to their high solvent retention e.g. duvets.

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

1.3 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 over loaded. Overloading and under loading of the machine will increase solvent consumption.

1.3 The products to be cleaned are taken to the machine and the door of the machine is then opened and the products loaded in. Care is required to ensure that door seal is not damaged in anyway during the loading operation. The door of the machine is then closed and not opened again until the cycle has finished.

1.4 The process uses the organic solvent perchloroethylene (PER).

1.5 Once the cleaning and drying cycle is completed the products are removed from the machine. If there is a solvent odour associated with the products this indicates that the solvent recovery process may not have been optimised. This may be due to a number of reasons: poor loading of the machine (over loading or inadequate sorting of materials to be cleaned); use of the wrong programme for the particular load, leading to poor solvent recovery, as a result of insufficient drying time, or a possible fault within the machine.

1.6 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 out within the water separator. This water is likely to contain small quantities of the dry cleaning solvent. Careful disposal of the water may be required, particularly if secondary treatment of the water separator water has not been carried out. Water contaminated with solvent will often appear cloudy.

1.7 After a number of cleaning operations the residues which collect in the still of the dry cleaning machine must be removed. On dry systems this is done by distilling to dry the contents of the still. Once cooled the residues are then raked out and disposed of via a licensed waste contractor. The residues with any residual solvent are then sent for specialist recovery of the solvent prior to disposal of the solid residues.

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1.8 Manufacturers of machines supply operating and maintenance manuals for their machines in order to optimise the machine performance. Good practice and common requirements in these manufacturers' manuals are checks daily, weekly and at other intervals in the following areas: (particularly for PER machines).

Daily leak tests from areas such as: (Vapour leaks are best detected during the early stages of the drying cycle.)

- Cage door gasket
- Button trap lid
- Air duct inspection hatch
- Filter seals
- Lint filter
- Main bearing seal
- Vapour line
- Filter dump valve
- Fan housing inspection hatch
- Heating coil battery
- Fresh air dampers
- Solvent valves
- Recovery head
- Cooling coil battery
- Still doors
- Solvent tank sight glasses
- Solvent pipe flanges

Weekly checks of common components:

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

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Common parts on machines which may need replacement or cleaning include:

- Door seals: wipe 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.

1.9 The current machine specifications are:

<b>Make</b>	<b>Model</b>	<b>Serial Number</b>	<b>Load Capacity</b>	<b>Date of Installation</b>	<b>Dry Cleaning Solvent</b>
FIRBIMATIC	F155T2	054ILO10053	15KG	2010	PERC



# **Section Two**

# **Permit Conditions**

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The conditions contained within this authorisation are based upon Guidance Note PG 6/46(04), "Secretary of State's Guidance for Dry Cleaning."

The requirements of the conditions attached to this permit shall come into effect on the date indicated in the individual condition or if no date is indicated shall take effect forthwith.

Permit Conditions

- 2.1 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. For PER, equal to 1 litre/ 80 kilograms of product cleaned and dried.
- 2.2 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
- 2.3 Monthly inventory sheets of solvent usage, product cleaned and solvent waste sent for recovery or disposal for the previous year shall be forwarded annually to Hartlepool Borough Council, the first year beginning the 1st January. The annual reports will take the following form:

Month	Weight cleaned <i>kg</i>	Solvent added <i>litres</i>	Solvent disposed <i>litres</i>	New solvent use <i>litres</i>	Consumption <i>kg/litres</i>
Month 1					
Month 2					
Month 3					

- 2.4 The operator shall implement the schedule of procedures, checks and maintenance requirements to each dry cleaning machine. This should include the machine manufacturers' recommended operating procedures, checking and maintenance requirements and any other additional procedures undertaken by the operator.
- 2.5 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 (2.3).
- 2.6 All operating staff must know where the operating manual for each dry cleaning machine can be found and have ready access to it.
- 2.7 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.
- 2.8 A list of staff nominated and trained must be forwarded to Hartlepool Borough Council annually by the 1<sup>st</sup> January.
- 2.9 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.
- 2.10 In the case of abnormal emissions, malfunction or breakdown leading to abnormal emissions the operator must:
- Investigate immediately and undertake corrective action;
  - Adjust the process or activity to minimise those emissions; 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.

2.11 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.

2.12 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).

2.13 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, of suitable impervious and corrosion-proof materials and capable of containing 110% of the largest container; 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.

2.14 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 readily 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.

2.15 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 the material to be cleaned.

2.16 The dry cleaning machine loading door shall be kept closed when not in use.

2.17 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.

2.18 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.

2.19 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.

2.20 The heat source shall automatically switch off at the end of the distillation process.

2.21 The machine shall have a spillage tray with a volume greater than 110% of the volume of the largest single tank within the machine.

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

2.23 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 those who handle them are aware of their contents.

2.24 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; 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.

2.25 Equipment to clean up spillages must be quickly accessible in all solvent handling and storage areas.

2.26 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 2.6. The records shall be available within 7 days upon request by the regulator

2.27 The record of regular maintenance during the previous 12 months shall be forwarded onto Hartlepool Borough Council annually by the 1st January.

2.28 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.



# **Section Three**

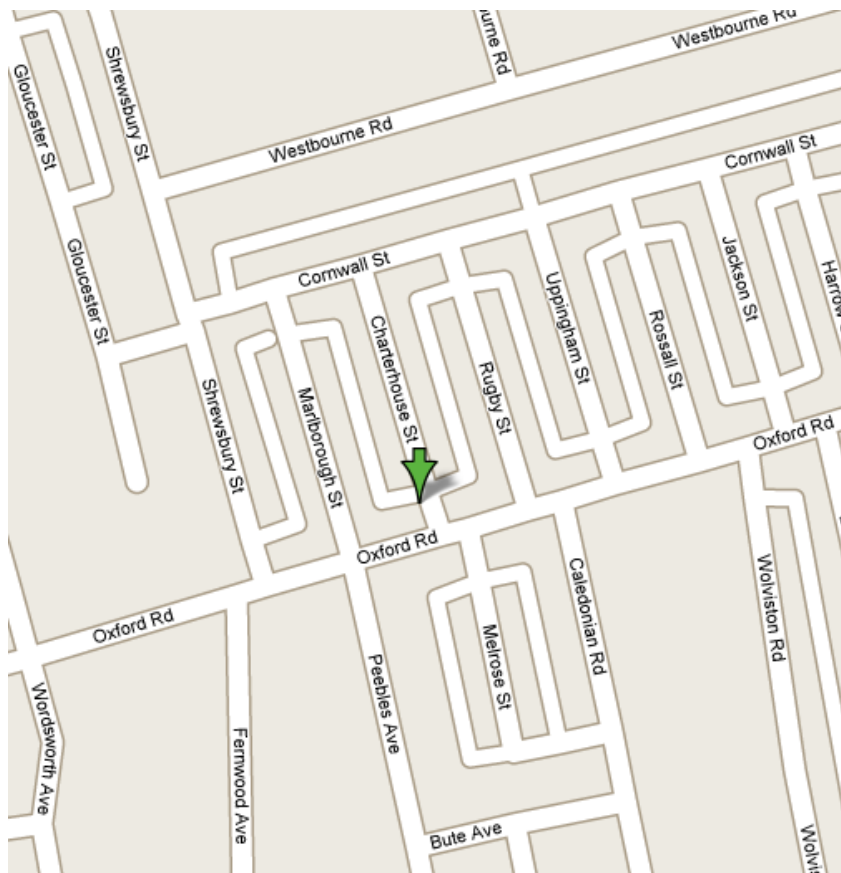
## **Location of Permitted Installation and Site Plan**

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**Site Location Map (EP2008/13/02)**

The Dry Cleaning and Laundry Centre  
128 Oxford Road  
Hartlepool  
TS25 5RH



# **Section Four**

## **Explanatory Notes And Appeals Procedure**

Hartlepool Borough Council  
The Pollution Prevention Control Act 1999  
The Environmental Permitting (England & Wales) Regulations 2007

## **EXPLANATORY NOTE**

*These notes are provided for the operator of an installation or mobile plant to assist in the interpretation of their duties under the provisions of the above-mentioned legislation, with particular reference to the permit issued by Hartlepool Borough Council. These notes do not form part of the Permit or conditions attached to it.*

### **1. BAT CONDITION**

Article 2(11) of the IPPC Directive defines “best available techniques” as follows:

“Best available techniques’ shall mean the most effective and advanced stage in the development of activities and their methods of operation which indicate the practical suitability of particular techniques for providing in principle the basis for emission limit values designed to prevent and, where that is not practicable, generally to reduce emissions and the impact on the environment as a whole.

- **BEST** shall mean most effective in achieving a high general level of protection of the environment as a whole.
- **AVAILABLE** techniques shall mean those developed on a scale which allows implementation in the relevant industrial sector, under economically and technically viable conditions, taking into consideration the costs and advantages, whether or not the techniques are used or produced inside the Member State in question, as long as they are reasonably accessible to the operator,
- **TECHNIQUES** shall include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

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The installation and mobile plant should be operated such that -

(a) all the appropriate preventative measures are taken against pollution, in particular through application of the best available techniques; and

(b) no significant pollution is caused.

In relation to the Permit you should be aware that, amongst other aspects of the installation operation and management, this residual duty will apply to:-

- the control of emissions to ensure that offensive odours are not caused beyond the installation boundary,
- maintenance, service and repair of equipment,
- keeping of spares and consumables,
- the training of installation operators, and supervision of workers
- management of the installation in relation to maintenance of a high standard of housekeeping.

## **2. STATUTORY REQUIREMENTS**

This Permit does not detract from any of the following statutory requirements where applicable:-

- (a) The requirement to obtain Planning Permission for the installation and any new construction.
- (b) The requirement to obtain discharge consent from the Environment agency.
- (c) The requirement to obtain Building Regulation approval for any construction work.
- (d) The requirement of a Waste Disposal Licence.
- (e) The requirement to comply with the Health and Safety at Work etc Act 1974.

## **3. PUBLIC REGISTER**

Local authorities are required by EP regulation 46 to maintain a Public Register containing information on all the LA-IPPC and LAPPC installations and mobile plant they are responsible for. The register is available for inspection by the public free of charge during office hours (Monday to Friday 9.00am to 5.00pm) at

**Hartlepool Borough Council,  
Neighbourhood Services Department  
Public Protection & Housing  
Victoria Road  
Civic Centre  
Hartlepool  
TS25 8AY**

Subject to exclusions of commercially confidential information and information affecting national security, registers will contain the following:

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- a. Applications for a permit;
- b. Notices asking for information and responses to such;
- c. Advertisements and representations in response to such (unless requested not to by the person responding)
- d. In the case of c) above, a statement to the effect that representations were made but have been omitted – must not identify the person making the representation;
- e. Statutory consultee responses to applications or applications for variations;
- f. Permits;
- g. Notifications of changes in the operation of installations;
- h. Applications for variations, transfers or surrenders of permits;
- i. Variations, transfers and surrenders granted;
- j. Revocations;
- k. Enforcement or suspension notices;
- l. Notices withdrawing enforcement and suspension notices;
- m. notice of an appeal including the grounds of the appeal, relevant correspondence between the appellant and the regulator, and the decision/notice which is the subject of the appeal;
- n. Representations in response to appeal (unless requested not to by the person responding);
- o. In the case of n) above, a statement to the effect that representation were made but have been omitted – must not identify the person making the representations;
- p. The appeal decision and any accompanying report;
- q. Convictions, formal cautions; to include the name of the person, date of conviction/caution, and (where appropriate) penalty and name of court. This requirement does not override the Rehabilitation of Offenders Act 1974 regarding spent conditions, and authorities must take care to remove relevant entries at the appropriate time;
- r. Monitoring data obtained by the authority from its own monitoring, or sent to the authority on accordance with a permit condition or regulation 28(2) notice;
- s. If any monitoring information is omitted because it is commercially confidential, the authority must put a statement on the register indicating whether relevant permit conditions are being complied with, based on the withheld information;

### **Commercial Confidentiality**

An operator may request certain information to remain confidential i.e. not be placed on the public register. The operator must request the exclusion from the public register of commercially confidential information at the time of supply of the information requested by this notice or any other notice. The operator should provide clear justification for each item wishing to be kept from the register. The amount of information excluded from the register should be kept to the minimum necessary to safeguard the operator's commercial advantage.

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The general principle is that information should be freely available to the public. An operator may request certain information in relation to a LA-IPPC or LAPPC permit to remain confidential, i.e. not be placed on the public register. The onus is on the operator to provide a clear justification for each item he or she wishes to be kept from the register. EP regulation 45 defines 'commercial information' as "information that is commercially or industrially confidential in relation to any person".

Local authorities will also take into account whether the information at issue could be obtained or inferred from other publicly accessible sources.

The local authority will determine this request within 28 days of the date of such an application and will issue a Determination Notice detailing their decision. The notice may specify a time period over which the information is to remain commercially confidential (if not specified, it will be four years beginning with the date of the determination). The operator may appeal to the Secretary of State within 21 days of the notification of the decision.

If the application is granted the local authority will place a statement on the public register stating that certain information has been withheld and stating the reasons why, plus whether this information is relevant to a permit condition, and whether the permit condition has been complied with.

Further guidance on commercial confidentiality can be found in Chapter 8 of the LA-IPPC and LAPPC manual.

### **National Security**

EP regulation 47 allows for information to be kept from public registers for reasons of national security. For this to happen, the Secretary of State/Welsh Ministers must determine that placing the information on the register would be contrary to the interests of national security. An operator who believes any information meets this test may apply to the Secretary of State/Welsh Ministers.

The operator must notify the local authority that he or she has asked for this determination, but must not exclude the information from any submission to the authority, such as a permit application. The Secretary of State/Welsh Ministers may direct the authority on what information, if any, to exclude from the register.

Any such applications must be made to either:

Secretary of State for Environment,  
Food and Rural Affairs  
Nobel House  
17 Smith Square  
LONDON  
SW1P 3JR

and should be marked "application under the Environmental Permitting Regulations".

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#### **4. UPGRADING PROGRAMMES**

The following information does not comprise part of the Permit, but contains guidance, which should be noted when considering the upgrading programme.

##### **Aim of Upgrading Programme**

To identify the areas where the existing installation does not meet the required standards ("new process" standards), as detailed in the relevant Secretary of State's Process Guidance Note, the steps to be taken to meet these standards, and the time-table of dates by which these steps are to be implemented. (You are advised to refer to the Department of Environment, General Guidance Note 4 - Interpretation of terms used in Process Guidance Notes (available from H.M. Stationery Office)).

##### **Content of Upgrading Programme**

There is not a specified format for an upgrading programme but, wherever possible, it should identify reasonably precise actions to be taken and the dates on which these actions will be instigated. If abatement plant is to be installed technical specifications and schematic drawings along with operational procedures should be detailing in the upgrading plan.

##### **Council Action upon receipt of Upgrading Programmes**

It is an offence not to submit the upgrading programme by the date specified in the Permit.

The Council will assess the adequacy of the submission and if satisfied with the content, will place it on the Public Register (operators may apply for matters which are considered to be commercially confidential to be excluded from the Register).

The Council will bring the upgrading programme within the terms of the Permit by issuing a Variation Notice to add the programme as a condition to the initial Permit. This will ensure that commitments given are made into enforceable conditions (this may not preclude changes to the programme where there are sound reasons for such a change).

#### **5. FEES**

(EP regulation 65).

Operators must pay an annual subsistence charge to cover local authorities' continuing regulatory costs once a permit has been issued. It will cover such things as checking monitoring data or carrying out inspections. The level of subsistence charge is contained in the relevant charging scheme and will become due on 1st April each year. The operator is liable for the full subsistence charge for the year of operation. You are advised that if you fail to pay the fee due promptly, the Council may revoke the Permit.

The risk-based charging scheme was introduced in 2006/7 for all standard activities. The risk-based method applies a low, medium or high risk rating to activities



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operating at an installation. The resulting subsistence fees are proportionate to the risk rating. This risk-assessment method uses a “point scoring” approach which combines the indicative environmental impact assessment (EIA) of the activity itself and the Operator Performance Assessment (OPA) covering the operational aspects of the installation. This is outlined in the Risk-Based Inspection Methodology which is available on the PPC web pages

## **6. TRANSFER OF PERMITS**

LA-IPPC and LAPPC installations may change hands through normal business transactions. EP regulation 21 therefore allows for permit transfers either for the whole installation, or for one or more parts of it through partial transfer arrangements. New operators should have the appropriate management systems and the competence to run installations properly in compliance with the conditions of the existing permits.

When an operator wants to transfer all or part of a permit to someone else, he/she and the proposed transferee must make a joint application and also pay a fee. They must both sign the application form. The joint application should contain their telephone numbers and addresses plus any additional correspondence address. The application should be accompanied by the current permit document and must include the appropriate transfer fee.

## **7. PROCESS VARIATIONS**

A local authority may decide that the existing permit conditions require amendment without receiving any notification or application from the operator (EP regulation 20(1)). This is most likely to occur when the authority decides that the conditions need varying having conducted a periodic review in accordance with EP regulation 34, or in the light of revised guidance from Defra/WAG, or because of the transfer of a permit to another operator. Other instances could be the revision of a relevant environmental quality standard, the declaration of an area as an air quality management area, or (in the case of LA-IPPC) a requirement from the Environment Agency to revise a water-related condition.

If there is no such condition included in their permit, operators should be aware that there are risks to them should they fail to notify the relevant local authority of a change. The risks are that the authority decides that the change means that the operator is either carrying on the activity beyond the extent authorised by the existing permit, or is doing so in contravention of an existing permit condition. Both are offences under EP regulation 38. On the positive side, some changes could result in a lowering (as well as, potentially, raising) of an installation’s risk rating. These could include alterations to management or training practices, or technical changes such as the use of less toxic chemicals.

Many changes will not have consequences for the environment and notification will be unnecessary; although there may be cases where it is nonetheless good practice for an operator to do so in order to keep the authority informed. It is also good practice to notify authorities of any administrative changes, such as the name or

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address of the operator (where the installation has not changed ownership), and authorities can simply amend the permit without going through any formal procedures.

The IPPC Directive definition of 'substantial change', which is incorporated by the EP Regulations, is "a change in operation which, in the opinion of the regulator, may have significant negative effects on human beings or the environment". For installations subject to the Solvent Emissions Directive, further criteria may be relevant.

If an operator has any doubt over whether a particular change is substantial, he/she should ask the opinion of the relevant local authority.

## **8. APPEALS**

Under EP regulation 31 operators have the right of appeal against the enforcing authority in the following circumstances:

- 1 refusal or deemed refusal to grant a permit;
- 2 refusal of an application to vary a permit;
- 3 if the operator disagrees with the conditions imposed by the authority as a result of a permit application or an application for a variation notice;
- 4 refusal of an application to transfer a permit, or if the operator disagrees with the conditions imposed by the authority to take account of such a transfer;
- 5 refusal of an application to surrender a permit, or if the operator disagrees with the conditions imposed by the authority to take account of the surrender;
- 6 the service of a variation notice (not following an application by the operator), a revocation notice, an enforcement notice, or a suspension notice on the operator;
- 7 the deemed withdrawal by a local authority of a duly-made application because the operator has not provided further information (paragraph 4 of Schedule 5 to the EP Regulations).

Under EP regulation 53(1) operator has the right of appeal against a decision that information will not be withheld from the public register for reasons of commercial confidentiality.

The rights to appeal listed in 1-6 above do not apply where the decision or notice implements a direction given by the Secretary of State or Welsh Ministers. There is also no right of appeal if a revocation notice has been served for non-payment of subsistence fees (EP regulation 31(3)).

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Appeals under 3-6 above do not stop the conditions coming into effect. Appeals against variation, enforcement and suspension notices do not stop the notices coming into effect. However, appeals against revocation notices suspend the operation of the notices coming into effect until the appeal is decided or withdrawn.

Notice of appeal against the conditions attached to the permit must be given within six months of the date of the notice, which is the subject matter of the appeal. The Secretary of State may in a particular case allow notice of appeal to be given after the expiry of this period, but would only do so in the most compelling circumstances.

### **How to appeal**

There are no charges for appealing and there is no statutory requirement to submit an appeal form. However, an appeal form has been prepared and is available for use at <http://www.planning-inspectorate.gov.uk/pins/environment/environment/index.htm>. For an appeal to be valid, appellants (the person/operator making the appeal) are legally required to provide all of the following (see EP Regulations Schedule 6, paragraph 2(2)):

- 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 at a hearing - a hearing must be held if either the appellant or local authority requests this, or an appointed person or the Secretary of State/Welsh Ministers decide 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
- a copy of any decision or notice, which is the subject matter of the appeal.

Appellants should state whether any of the information enclosed with the appeal has been the subject of a successful application for commercial confidentiality under EP regulation 49 and provide relevant details. Unless such information is provided all documents submitted will be open to inspection.

### **Where to send your appeal documents**

Appeals should be despatched on the day they are dated, and addressed to:

**The Planning Inspectorate  
Environment Team, Major & Specialist Casework  
Room 4/04 Kite Wing  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol BS1 6PN  
Tel: 0117 372 8726  
Fax: 0117 372 8139**

On receipt of an appeal and during the appeal process both main parties will be informed by the Inspectorate about the next steps, which will explain the procedures and submission timetable for representations. To withdraw an appeal – which may be done at any time - the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority who must in turn notify anyone who has expressed an interest in the appeal.

### **Costs**

The operator and local authority will normally be expected to pay their own expenses during an appeal. Where a hearing or inquiry is held as part of the appeal process, by virtue of paragraph 5(6) of Schedule 6, either the appellant or the authority can apply for costs. Applications for costs are normally heard towards the end of the proceedings and will only be considered if the party claiming them can show that the other side behaved unreasonably and put them to unnecessary expense. There is no provision for costs to be awarded where appeals are dealt with by written representations.

Following an application for costs, the Inspector or the Secretary of State/Welsh Ministers will act in the spirit of DOE Circular 8/93 – The Award of Costs in Planning and Other Proceedings. Schedule 6, paragraph 5(6) of the EP Regulations applies section 250 (as modified) of the Local Government Act 1972 to hearings and inquiries. Under section 250, persons may be summonsed to appear to give evidence, the appointed person may seek recovery of his or her certified costs from either party and may make a costs order so that one party pays part of the other side's costs.

### **9. Secretary of State's Guidance**

This permit is covered by Secretary of State's Guidance:

**Pollution Prevention and Control Act 1999  
The Environmental Permitting (England and Wales) Regulations 2007  
Permit Reference No. EP2008/13**

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<b>Process Guidance Note 6/46 (04) Secretary of State's Guidance for Dry Cleaning</b>	<a href="http://www.defra.gov.uk/environment/ppc/localauth/public/guidance/notes/pgnotes/index.htm">http://www.defra.gov.uk/environment/ppc/localauth/public/guidance/notes/pgnotes/index.htm</a>
<b>Pollution Prevention and Control Act 1999</b>	<a href="http://www.defra.gov.uk/environment/index.htm">www.defra.gov.uk/environment/index.htm</a>
<b>Environmental Permitting (England &amp; Wales) Regulation 2007</b>	<a href="http://www.defra.gov.uk/environment/index.htm">www.defra.gov.uk/environment/index.htm</a>
<b>General Guidance Manual on Policy and Procedures for A2 and B Installations</b>	<a href="http://www.defra.gov.uk/environment/index.htm">www.defra.gov.uk/environment/index.htm</a>

**10. Reporting Requirements and Contact Details**

Where a Permit condition imposes a requirement to forward documents to the Local Authority or to report a specified occurrence the following address and telephone number shall be used:

**By Post**

**Hartlepool Borough Council,  
Neighbourhood Services Department  
Public Protection & Housing  
Victoria Road  
Civic Centre  
Hartlepool  
TS25 8AY**

**By Telephone**

During office hours: 01429 254143  
Facsimile No.: 01429 523169