



# **MANCHESTER**

## **CITY COUNCIL**

### **Permit with introductory note**

Pollution Prevention and Control Regulations 2000

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**Alan Buckley**  
**Johnsons Cleaners UK Ltd.**  
**59 Cross Street**  
**Albert Square**  
**Manchester**  
**M2 4JW**

Permit Number

**PPC/DC/RM/12/07**

## Introductory Note

### **This introductory note does not form a part of the Permit**

The following Permit is issued under Regulation 10 of the Pollution Prevention and Control Regulations 2000 (S.I. 2000 No. 1973) ("the PPC Regulations") to operate an installation carrying out one or more of the activities listed in Part 1 to Schedule 1 of those Regulations, to the extent authorised by the Permit.

The Permit includes the conditions that have to be complied with. It should be noted that aspects of the operation of the installation which are not regulated by those conditions are subject to the condition implied by regulation 12 (10) of the PPC Regulations, that the Operator shall use the best available techniques for preventing or, where that is not practicable, reducing emissions from the installation.

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**

#### **Summary**

The above named company is permitted to operate a dry cleaning installation containing the dry cleaning machine detailed below subject to compliance with the conditions of this Permit.

<b>Make</b>	<b>Model</b>	<b>Serial Number</b>	<b>Load Capacity</b>	<b>Date of Installation</b>	<b>Dry Cleaning Solvent</b>
Duval	Mito 22E	18379	10Kg	1996	Perchloroethylene
Duval	Mito 28E	18440	13Kg	1997	Perchloroethylene

## **Confidentiality**

The permit requires the Operator to provide information to the Environmental Protection Group of the City Council ('the Council'), which it will place onto the public register in accordance with the requirements of the PPC 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 PPC 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.

## **Variations to the Permit**

This Permit may be varied in the future. The Status Log within the Introductory Note to any such variation will include summary details of this Permit, variations issued up to that point in time and state whether a consolidated version of the Permit has been issued.

## **Transfer of the Permit or part of the Permit**

Before the Permit can be wholly or partially transferred to another person, a joint application to transfer the Permit has to be made by both the existing and proposed holders, in accordance with Regulation 18 of the PPC Regulations. A transfer will not be allowed unless the Council considers that the proposed holder will not be the person who will have control over the installation or will not ensure compliance with the conditions of the transferred Permit. If the Permit authorises the carrying out of a specified waste management activity, then there is a further requirement that the transferee is considered to be a "fit and proper person" to carry out that activity.

**Status log**

<b>Detail</b>	<b>Date</b>	<b>Comment</b>
Request for Commercial Confidentiality	Not applicable	
Permit Granted	1 <sup>st</sup> February 2007	
Permit first review		

***End of introductory Note.***



# MANCHESTER CITY COUNCIL

**PERMIT**

**Pollution Prevention and  
Control Regulations 2000**

**Regulatory & Enforcement Services  
Hammerstone Road, Gorton, Manchester, M18 8EQ**

Permit Number

**PPC/DC/RM/12/07**

The Pollution Control Section, Environmental Health at Manchester City Council in exercise of its powers under Regulation 10 of the Pollution Prevention and Control (England and Wales) Regulations 2000 (S.I. 2000 No. 1973), hereby permits

**Alan Buckley (“the Operator”)**

Whose Registered Office is:-

**Midmay Road  
Bootle  
Merseyside  
L20 5EW**

Company registration number:-

To operate an installation at

**Johnsons Cleaners UK Ltd.  
59 Cross Street  
Albert Square  
Manchester  
M2 4JW**

to the extent permitted by and subject to the schedule of this Permit.

Signed

Dated:

Fiona Sharkey, Head of Regulatory & Enforcement Services

## Conditions

### 1 Emission Limits

- 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<sup>1</sup> (Calendar year ending 31 December). The 20 grams includes all organic solvents used within the installation e.g. dry cleaning solvent, water-proofing solutions and spot cleaning solutions.

### 2 Monitoring

- 2.1 A weekly inventory of solvent usage in kilograms (kg), 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 18 months.
- 2.2 The solvent management balance sheet for dry cleaning installations in Appendix 1 shall be used to demonstrate compliance with conditions (1) and (2). Alternative methodologies may only be used by agreement with the regulator.

### 3 Process Controls

- 3.1 The operator shall implement the schedule of procedures, checks and maintenance requirements to each dry cleaning machine as listed in section B1.5 of the permit application dated 31 July 2006. This should include the machine manufacturer's recommended operating procedures, checking and maintenance requirements.

### 4 General Operations

- 4.1 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 (3).
- 4.2 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.
- 4.3 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

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<sup>1</sup> Equal to: For PER 1litre/80 kilograms of product cleaned and dried, For HCS 1 litre/48.5 kilograms of product cleaned and dried, For Siloxane 1 litre/48.5 kilograms of product cleaned and dried.

suits. Delicates and heavy materials, such as, wedding dresses and blankets may need to be cleaned in part loads).

- 4.4 Before loading into the machine the load shall be weighed to optimise the loading of the machine and to ensure that the machine is not over loaded.
- 4.5 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.
- 4.6 The dry cleaning machine loading door shall be kept closed when not in use.
- 4.7 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.
- 4.8 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.
- 4.9 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.
- 4.10 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.
- 4.11 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.
- 4.12 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.
- 4.13 The heat source shall automatically switch off at the end of the distillation process.
- 4.14 The machine shall have a spillage tray with a volume greater than 110% of the volume of the largest single tank within the machine.
- 4.15 All machines installed after 19 May 2005 shall have a secondary water separator to minimise potential solvent losses.
- 4.16 Equipment to clean up spillages must be quickly accessible in all solvent handling and storage areas.

## 5 Abnormal Emissions

5.1 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.

5.2 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.

## 6 Solvent Storage

6.1 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.

6.2 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.

## 7 Maintenance

7.1 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 8. The records shall be available within 7 days upon request by the regulator.



- 7.2 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.

## **8 Training**

- 8.1 All operating staff must know where the operating manual for each dry cleaning machine can be found and have ready access to it.
- 8.2 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.

## **9 Solvent Contaminated Waste**

- 9.1 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.

- 9.2 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.

**10 APPENDIX 1 –**

**N.B. These forms have been provided as a separate ‘pack’ to operators  
Solvent and Product Cleaned Inventory**

**WEEKLY INVENTORY SHEET:  
INSTALLATIONS USING PER MACHINES ONLY**

**Name of the premises** \_\_\_\_\_

**Permit ref number** \_\_\_\_\_

**Start date of week** \_\_\_\_\_

**Week Number (1-52)** \_\_\_\_\_

Serial Number of Machines	Weight of products cleaned (kg)	Initial stock of solvent in machine at start date (litres)	Solvent added to machine over week (litres)	Final stock of solvent in machine at end of week (litres)
Totals	Kg (A)	Litres (B)	Litres (C)	Litres (D)

Still residues raked out (litres) and sent for recovery or disposal during week	Still residues pumped out (litres) and sent for recovery or disposal during week
Litres x 0.15	Litres x 0.6
Litres (E)	Litres (F)

**Solvent Input (I<sub>1</sub>)**

Solvent input for week (I<sub>1</sub>) = Initial solvent stock at start of accounting period (B) + Solvent purchased during the accounting period (C) - Final solvent stock at the end of the accounting period (D) - Solvent in waste sent for recovery, or disposal (E+F)

(I<sub>1week</sub>) = B + C - D - (E+F)

## ANNUAL INVENTORY SHEET: INSTALLATIONS USING PER MACHINES ONLY

Name of the premises \_\_\_\_\_

Permit ref number \_\_\_\_\_

Date \_\_\_\_\_

Week number (1-52)	Weight of products cleaned for week (kg) (A)	Solvent Input for week (I <sub>1 week</sub> )(litres)
1		
2		
3 etc		
52		
<b>Totals</b>	<b>A<sub>total</sub> kg</b>	<b>Litres (G)</b>

### Spot Cleaning Correction Factor

**Where 10 litres or less per annum are used of:**

- proprietary solvent borne purchased spot cleaning solutions, and/or
- solvent borne spot cleaning solutions made up from solvent other than the main dry cleaning fluid (PER).

The spot cleaning correction factor is 6.25 (litres) and is already entered into the table below.

**\*Where more than 10 litres per annum are used of:**

- proprietary solvent borne purchased spot cleaning solutions, and/or
- solvent borne spot cleaning solutions made up from solvent other than the main dry cleaning fluid (PER).

Then the method at the end of the Appendix should be used to calculate the correction factor to replace 6.25 in the table below.

Corrected solvent Input for year including solvent borne spot cleaners (I <sub>1 week</sub> )(litres)	Corrected solvent Input X Compliance Factor for PER 80kg/litre	Weight of product cleaned for compliance (J)(kg)	Actual weight of product cleaned and dried (A <sub>total</sub> )(kg)
6.25*+G litres	(6.25*+G)x80 →	= J kg	A <sub>total</sub> kg

**For PER Compliance the weight of products cleaned and dried in kgs should be at least: J kg**

## WEEKLY INVENTORY SHEET: INSTALLATIONS USING ALL OTHER SOLVENTS, AND A MIX OF SOLVENTS

Name of the premises \_\_\_\_\_

Permit ref number \_\_\_\_\_

Start date of week \_\_\_\_\_

Week Number (1-52) \_\_\_\_\_

Serial Number of Machines using Siloxane/HCS	Weight of products cleaned (kg)	Initial stock of solvent in machine at start date (litres)	Solvent added to machine over week (litres)	Final stock of solvent in machine at end of week (litres)
Totals	Kg (A)	Litres (B)	Litres (C)	Litres (D)

Still residues raked out (litres) and sent for recovery or disposal during week from machines using Siloxane/HCS	Still residues pumped out (litres) and sent for recovery or disposal during week from machines using Siloxane/HCS
Litres x 0.15	Litres x 0.6
Litres (E)	Litres (F)

### Solvent Input (I<sub>1</sub>) volume Siloxane/HCS machines (litres)

$$\begin{array}{r}
 \text{Solvent input for week (I}_{1\text{week}}\text{) Siloxane/ HCS machines (G) (litres)} \\
 \\
 \text{G(I}_{1\text{week}}\text{)(litres)}
 \end{array}
 =
 \begin{array}{r}
 \text{Initial solvent stock at start of accounting period (B)} \\
 \\
 \text{B}
 \end{array}
 +
 \begin{array}{r}
 \text{Solvent purchased during the accounting period (C)} \\
 \\
 \text{C}
 \end{array}
 -
 \begin{array}{r}
 \text{Final solvent stock at the end of the accounting period (D)} \\
 \\
 \text{D}
 \end{array}
 -
 \begin{array}{r}
 \text{Solvent in waste sent for recovery, or disposal (E+F)} \\
 \\
 \text{(E+F)}
 \end{array}$$

### Solvent Input (I<sub>1</sub>) mass Siloxane/HCS machines (grams)

$$\begin{array}{r}
 \text{Solvent input for week (I}_{1\text{week}}\text{) mass Siloxane/HCS machines} \\
 \\
 \text{H}_{\text{silox/HCS}}(\text{I}_{1\text{week}}\text{)(grams)}
 \end{array}
 =
 \begin{array}{r}
 \text{Solvent input for week volume (I}_{1\text{week}}\text{) Siloxane/HCS machines (G) (litres)} \\
 \\
 \text{G}
 \end{array}
 \times
 \begin{array}{r}
 \text{Specific gravity} \\
 \text{970 grams/litre*}
 \end{array}
 =$$

$$\begin{array}{r}
 \text{H}_{\text{silox/HCS}}(\text{I}_{1\text{week}}\text{)(grams)} \\
 \\
 \text{H}_{\text{silox/HCS}}(\text{I}_{1\text{week}}\text{)(grams)}
 \end{array}
 =
 \begin{array}{r}
 \text{G} \\
 \\
 \text{G}
 \end{array}
 \times
 \begin{array}{r}
 \text{970} \\
 \\
 \text{970}
 \end{array}$$

\*Note if solvents other than Siloxane or HCS are used the specific gravity of the solvent used should be used to convert the volume of solvent to mass

Page 2 - WEEKLY INVENTORY SHEET: INSTALLATIONS USING ALL OTHER SOLVENTS, AND A MIX OF SOLVENTS continued...

Start date of week \_\_\_\_\_

Week Number (1-52) \_\_\_\_\_

Serial Number of Machines using PER	Weight of products cleaned (kg)	Initial stock of solvent in machine at start date (litres)	Solvent added to machine over week (litres)	Final stock of solvent in machine at end of week (litres)
Totals	Kg (A)	Litres (B)	Litres (C)	Litres (D)

Still residues raked out (litres) and sent for recovery or disposal during week from machines using PER	Still residues pumped out (litres) and sent for recovery or disposal during week from machines using PER
Litres x 0.15	Litres x 0.6
Litres (E)	Litres (F)

**Solvent Input (I<sub>1</sub>) volume PER machines (litres)**

Solvent input for week (I<sub>1week</sub>) PER machines (G) (litres) = Initial solvent stock at start of accounting period (B) + Solvent purchased during the accounting period (C) - Final solvent stock at the end of the accounting period (D) - Solvent in waste sent for recovery, or disposal (E+F)

$$G(I_{1week})(\text{litres}) = B + C - D - (E+F)$$

**Solvent Input (I<sub>1</sub>) mass PER machines (grams)**

Solvent input for week (I<sub>1week</sub>) mass PER machines = Solvent input for week volume (I<sub>1week</sub>) PER machines (G) (litres) X Specific gravity = 1600 grams/litre

$$H_{PER}(I_{1week})(\text{grams}) = G \times 1600$$

**Total Solvent Input (I<sub>1</sub>) mass Siloxane/HCS and PER machines (grams)**

Total Solvent input for week (I<sub>1week</sub>) mass Siloxane/HCS and PER machines = Solvent input for week volume (I<sub>1week</sub>) mass Siloxane/HCS machines + Solvent input for week (I<sub>1week</sub>) mass PER machines

$$\text{Total solvent input for week}(I_{1week})(\text{grams})(J) = H_{\text{silox/HCS}}(I_{1week})(\text{grams}) + H_{PER}(I_{1week})(\text{grams})$$

## ANNUAL INVENTORY SHEET: INSTALLATIONS USING ALL OTHER SOLVENTS AND A MIX OF SOLVENTS

Name of the premises \_\_\_\_\_

Permit ref number \_\_\_\_\_

Date \_\_\_\_\_

Week number (1-52)	Weight of products cleaned for week (kg) (A)	Solvent Input for week (l <sub>1 week</sub> )(litres) (J)
1		
2		
3 etc		
52		
<b>Totals</b>	<b>A<sub>total</sub> kg</b>	<b>J grams</b>

### Spot Cleaning Correction Factor

#### **Where 10 litres or less per annum are used of:**

- proprietary solvent borne purchased spot cleaning solutions, and/or
- solvent borne spot cleaning solutions made up from solvent other than the main dry cleaning fluid (PER, HCS or Siloxane).

The spot cleaning correction factor is 10,000 (grams) and is already entered into the table below.

#### **\*Where more than 10 litres per annum are used of:**

- proprietary solvent borne purchased spot cleaning solutions, and/or
- solvent borne spot cleaning solutions made up from solvent other than the main dry cleaning fluid (PER, HCS or Siloxane).

Then the method at the end of the Appendix should be used to calculate the correction factor to replace 10,000 in the table below.

Total corrected solvent Input for year including solvent borne spot cleaners (l <sub>1 week</sub> )(grams)	Corrected solvent Input X Compliance Factor 20g/kg	Weight of product cleaned for compliance (M)(kg)	Actual weight of product cleaned and dried (A <sub>total</sub> )(kg)
J+10,000*	$[J+(10,000^*)] / 20 \rightarrow$	= M kg	A kg

**For PER Compliance the weight of products cleaned and dried in kgs should be at least: M kg**

## CALCULATION OF SPOT CLEANING CORRECTION FACTOR

*Where more than 10 litres of proprietary solvent borne spot cleaning solutions and/or solvent borne spot cleaning solutions made up from solvent other than the main dry cleaning fluid are used, the actual solvent content of each solvent borne spot cleaning solution has to be determined. For purchased spot solvent borne spot cleaners this information can be obtained from the supplier. For spot cleaners made up within the dry cleaning installation the recipe used should be used to determine the actual solvent content .*

Spot cleaner	Amount used (litres)(P)	Solvent content % (Q)	Specific Gravity of solvent within spot cleaner (grams/litre)(R)	Mass of solvent in spot cleaner used $S=(P \times Q/100) \times R$
<b>Totals</b>	<b>(P<sub>total</sub>)litres</b>			<b>(S<sub>total</sub>) grams</b>

**Installations using PER machines only solvent borne spot cleaning correction factor = (S<sub>total</sub>) grams x 0.000625**

**Installations using all other solvents and mixed solvents only solvent borne spot cleaning correction factor = (S<sub>total</sub>) grams**

## Interpretation

4.1 In this Permit, the following expressions shall have the following meanings:

***“Installation”***

shall mean a stationary technical unit where one or more activities falling within the scope defined in Article 1 of the Solvents Directive are carried out, and any other directly associated activities which have a technical connection with the activities carried out on that site and which could have an effect on emissions;

***“Input”***

means the quantity of organic solvents and their quantity in preparations used when carrying out an activity, including the solvents recycled inside and outside the installation, and which are counted every time they are used to carry out the activity.

***“Organic Solvent”***

means any VOC which is used alone or in combination with other agents, and without undergoing a chemical change, to dissolve raw materials, products or waste materials, or is used as a cleaning agent to dissolve contaminants, or as a dissolver, or as a dispersion medium, or as a viscosity adjuster, or as a surface tension adjuster, or a plasticiser, or as a preservative.

***“Organic Compound”***

means any compound containing at least the element carbon and one or more of hydrogen, halogens, oxygen, sulphur, phosphorus, silicon or nitrogen, with the exception of carbon oxides and inorganic carbonates and bicarbonates.

***“Permit”***

means the written permission to operate an installation prescribed for LAPPC (the replacement for authorisation under LAPC)

***“PPC Regulations”***

means the Pollution Prevention and Control Regulations 2000 (S.I. 2000 No. 1973) and words and expressions defined in the PPC Regulations shall have the same meanings when used in this Permit.

***“Reuse of Organic Solvents”***

means the use of organic solvents recovered from an installation for any technical or commercial purpose and including use as a fuel but excluding the final disposal of such recovered organic solvent as waste.

***“Risk Phrase”***

means the same as in Directive 67/548/EEC



- R40 - limited evidence of a carcinogenic effect
- R45 - may cause cancer
- R46 - may cause heritable genetic damage
- R49 - may cause cancer by inhalation
- R60 - may impair fertility
- R61 - may cause harm to the unborn child

***“Start up and shutdown operations”***

means operations whilst bringing an activity, an equipment item or a tank into or out of service or into or out of an idling state. Regularly oscillating activity phases are not to be considered as start-ups and shut-downs.

***“Daily”***

means a 24 hour period commencing at 00.00 hours

***“Staff”***

includes employees, directors or other officers of the Operator, and any other person under the Operator’s direct or indirect control, including contractors

***“year”***

means calendar year ending 31 December

***“VOC”***

Volatile Organic Compounds

***“Volatile Organic Compounds (VOC)”***

shall mean any organic compound having at 293.15 K a vapour pressure of 0,01 kPa or more, or having a corresponding volatility under the particular conditions of use.

### 3. Written agreement to changes

- 5.1 When the qualification “or as otherwise agreed in writing” is used in a condition of this Permit, the Operator shall seek such agreement in the following manner:
- a the Operator shall give the Council written notice of the details of the proposed change, indicating the relevant part(s) of this Permit; and
  - b such notice shall include an assessment of the possible effects of the proposed change (including waste production) on risks to the environment from the Permitted Installation.
- 5.2 Any change proposed and agreed in writing by the Council shall not be implemented until the Operator has given the Council prior written notice of the implementation date for the change. As from that date, the Operator shall operate the Permitted Installation in accordance with that change, and any relevant documentation referred to in this Permit shall be deemed as amended.
- 5.3 The address for writing to the Council shall be as follows,

Manchester City Council  
Regulatory & Enforcement Services  
Environmental Protection Group  
Hammerstone Road  
Gorton  
Manchester  
M18 8EQ

Telephone Number: 0161 234 4873  
Fax Number: 0161 234 4871

or as otherwise notified by the Council

## End of Permit

## Appeal Against Permit Conditions

Anyone who is aggrieved by the conditions attached to a Permit can appeal to the Secretary of State for Environment, Food and Rural Affairs. Written appeals must be sent to the State's delegate (the Planning Inspectorate) no later than six months from the date of issue of the Permit to the following address:

The Planning Inspectorate  
Environment Appeals Administration  
Room 4/19 – Eagle Wing  
Temple Quay House  
3 The Square  
Temple Quay  
Bristol BS1 6PN

The letter of appeal must include the following:

- A statement of the grounds of appeal;
- A statement indicating whether the appellant wishes the appeal to be dealt with by written representations or at a hearing;
- A copy of the relevant application;
- A copy of any relevant Permit;
- A copy of any relevant correspondence between the appellant and the and the regulator

At the same time, a copy of the appeal document including the first two items above must be sent to the Council at the following address

Manchester City Council  
Regulatory & Enforcement Services  
Environmental Protection Group  
Hammerstone Road  
Gorton  
Manchester  
M18 8EQ

Telephone Number: 0161 234 4873  
Fax Number: 0161 234 4871

### **Note:**

An appeal will not suspend the conditions of the Permit from coming into effect. In determining the appeal the Secretary of State, or the Planning Inspector, may direct the Local Authority to vary, remove or add conditions to the Permit and not solely make comment on those conditions that are the subject of the appeal itself.