



PPC Permit ref: **009**  
Variation ref: **002**

Coventry City Council  
The Pollution Prevention and Control (England and Wales) Regulations 2000 Regulation 17

**Variation Notice**

H Burbidge & Son Ltd  
Burnsall Road  
Canley  
Coventry  
CV5 6BS

Coventry City Council ("the Council"), in the exercise of the powers conferred upon it by regulation 17 of the Pollution Prevention and Control (England and Wales) Regulations 2000<sup>1</sup> ("the 2000 Regulations") hereby gives you a notice as follows-

The Council has decided to vary the conditions of permit reference **009** granted under regulation 9(1) of the 2000 Regulations in respect of the operation of the installation at:

**H Burbidge & Son Ltd**  
**Burnsall Road**  
**Canley**  
**Coventry**  
**CV5 6BS**

The variation of the conditions of the permit and date on which they are to take effect are specified in Schedule 1 to this notice. A consolidated permit as varied by this notice is set out in Schedule 2.

Signed on behalf of Coventry City Council

.....  
Principal Environmental Health Officer  
An authorised officer of the Council

Date.....

<sup>1</sup> S.I 2000 No. 1973 to which there are amendments not relevant to this suspension notice.

**Schedule 1**

Variation to the Conditions of the Permit	Date(s) on which the variations are to take place
<p><b>In document B section 6.0:General Operations, Delete:</b></p> <p>6.4, The operator shall undertake regular cleaning and preventative maintenance including inspection and repair/replacement on all plant and equipment concerned with the emission, capture, transport and control of emissions to atmosphere. Where necessary manufacturers guidelines shall be used to determine the regularity of maintenance. Records of preventative maintenance including inspections and any works undertaken shall be kept on site and made available to the local authority inspector on request.</p> <p>6.6, Staff at all levels shall receive the necessary training and instruction in their duties relating to control of the activities and emissions to air. Records shall be kept which details all relevant training provided to staff, and these records shall be kept for a minimum of 23 years.</p> <p><b>And Insert:</b></p> <p>6.4, Effective preventative maintenance shall be employed on all aspects of the activity including all plant, buildings and the equipment concerned with the control of emissions to air. In particular; a written maintenance programme shall be available to the regulator with respect to pollution control equipment. And a record of such maintenance shall be made available for inspection by the regulator.</p> <p>6.6(i) The operator shall maintain a statement of the training requirements for each operational post and keep a record of the training received, by each person whose action may have an impact on the environment. These documents shall be made available to the regulator on request.</p> <p>6.6(ii) The training of all staff with responsibility for operating the activity shall include;</p> <ul style="list-style-type: none"> <li>• Awareness of their responsibilities under the permit; in particular hoe to deal with conditions likely to give rise to emissions, such as in the event of spillage.</li> <li>• Minimising emissions on the start and shut down, and</li> <li>• Action to minimise emissions during abnormal conditions.</li> </ul> <p>6.8 Operators shall put in place some form of structured environmental management system (EMS), whether by adopting published standards ISO 14001 or the EU Eco Management and Audit</p>	<p>Immediately</p>

Scheme [EMAS] or by setting up an EMS tailored to the size of the particular process.	
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Signed on behalf of Coventry City Council

..... Date.....

Principal Environmental Health Officer  
An authorised officer of the Council

**POLLUTION PREVENTION & CONTROL ACT 1999  
POLLUTION PREVENTION & CONTROL (ENGLAND AND WALES)  
REGULATIONS 2000**

**DOCUMENT A : PERMIT**

**H Burbidge & Son Ltd**

Reference Number **PPC/009**

Coventry City Council (“the Council”) in accordance with Section 10(2) of the Pollution Prevention & Control (England and Wales) Regulations 2000 (“The Regulations”), hereby permits:

**H Burbidge & Son Ltd**

Whose registered office is:

**Burnsall Road  
Canley  
Coventry  
CV5 6BS**

to operate a Part B installation involving the manufacture of timber and wood based products as prescribed in Section 6.6 Part B (a) of Schedule 1 to The Regulations, at:

**Burnsall Road  
Canley  
Coventry  
CV5 6BS**

The permit is subject to the conditions specified in this document consisting of 11 pages and comprising documents A, B and C, plans PPC/009/A, PPC/009/B and Appendix 1.

Signed.....

Alan Bennett, Head of Environmental Health  
A person authorised to sign on behalf of the Council

Dated .....

## **SCOPE**

The installation comprises not just any relevant unit carrying out a Part B activity listed in Schedule 1 to the Regulations, but also directly associated activities which have a technical connection with that activity and which could have an effect on pollution.

All pollutant concentrations shall be expressed at reference conditions of 273K and 101.3kPa, without correction for water vapour content.

Technical Guidance documents used in the preparation of this document:

- Secretary of States Guidance Note PG6/2(95) – Manufacture of Timber and Wood Based Products. ISBN 0-11-7531987
- Secretary of State's Guidance – General Guidance Manual on Policy and Procedures for A2 and B installations. ISBN 0-85521-028-1

Date Annual Fee Required: 1st April of each financial year

Date For Full Compliance: Date of Permit Issue

Permit Prepared By: Rachel King

## **LEGISLATION**

1. Pollution Prevention and Control Act 1999.
2. Pollution Prevention and Control Regulations 2000 as amended, schedule 1 as amended

## **BRIEF DESCRIPTION OF THE INSTALLATION REGULATED BY THIS PERMIT**

Definitions referred to in this permit

- An **Activity** is an industrial activity forming part of an installation. Different types of activity are listed within Schedule 1 of the PPC Regulations and are broadly broken down into industrial sectors. Other “associated” activities may also form part of an installation.
- An **Installation** comprises not just any relevant unit carrying out a B activity listed within Schedule 1 to the PPC Regulations, but also directly associated activities which have a technical connection with a schedule 1 activity and which could have an effect on pollution.
- An **Operator** is the person (eg a company or individual) who has control over the operation of an installation.
- **Authorised Officer** shall mean an officer authorised to carry out duties under the Pollution Prevention and Control Act 1999 and subordinate regulations
- **Logbook** shall mean any electronic or paper means of storage of the required information as agreed by the regulator
- **Local Authority** shall mean Coventry City Council

The general location of the Authorised Process is shown on the attached plan PPC/009/A. Plan PPC/009/B shows the layout of the plant on site in addition to the installation boundary that is marked by a red hatched line.

### **Description of Installation**

Timber and wood based products are manufactured using sawing, drilling, sanding, shaping, turning and planing using a variety of individual wood working machines.

All woodworking machines are served by the local extract ventilation system for the removal of wood dust and shavings to wood dust storage trailers marked on the attached plan numbered PPC/009/B. The extraction system is fitted with filter bags/socks

The trailers when full to capacity are attached to lorry cabs and removed from site for disposal, being replaced with empty ones.

**Table 1**

### **List of Process Areas within the Installation and Associated Emission Points, Pollutants of Concern and Abatement Plant Required**

<b>Row</b>	<b>Area/Machinery Identification</b>	<b>Pollutants Emitted</b>	<b>Emission Limits</b>	<b>Abatement Plant Required</b>
1	Main dust extraction system	Particulates	None	Dust discharged into enclosed storage trailers Filter socks/bags

## **DOCUMENT B**

### **CONDITIONS**

**All conditions shall have immediate effect unless stated otherwise.**

#### **1. EMISSION LIMITS**

- 1.1 There shall be no particulate matter outside of the installation boundary.

#### **2.0 MONITORING SAMPLING AND MEASUREMENT OF EMISSIONS**

- 2.1 A visual assessment of wood dust being emitted from the wood dust extraction equipment shall be carried out at least once a day from the yard where the dust extraction plant is located. Remedial action shall be taken immediately in the case of abnormal emissions.

- 3.3 The results of all monitoring and inspections shall be recorded in a log book which shall include: date, time, wind, weather conditions, assessment and identification of observer. This book shall be retained at the works for a minimum of 2 years and made available by the operator for examination by the local authority. Adverse results must be investigated immediately and in all cases should be recorded in the log book. The operator should ensure that the cause has been identified and corrective action taken and this action also recorded in the log book.

#### **4. MATERIALS HANDLING**

- 4.1 Arisings of wood waste shall be stored in lidded containers so as to prevent emissions of these materials to air.
- 4.2 Wood dust and wood chip shall only be stored in wood dust trailers marked B on Plan PPC/009/B.
- 4.3 The wood dust trailers marked B on plan PPC/009/B shall be fitted with side windows and the remaining capacity shall be monitored during loading to prevent overfilling.
- 4.4 Any spillage of dusty materials shall be cleared up promptly using a vacuum or wet methods. Dry sweeping shall not be employed.
- 4.5 All ductwork and piping to and from the silo marked A on plan PPC/009/B shall be leakproof.
- 4.6 All bag filters and housing in the dust extraction equipment shall be visually inspected at least once a month and any defects rectified as soon as is practicable. The results of the inspections shall be entered in the log book detailed in clause 3.3 above.
- 4.7 All bag filters in the dust extraction equipment shall be replaced every 4 years. A timetable for replacement shall be submitted to this authority for approval.
- 4.8 When the silo marked A on plan PPC/009/B is full to capacity the wood dust shall be transferred to the wood dust trailers marked B on plan PPC/009/B

through enclosed leakproof pipework. Wood dust shall only removed from site within these trailers.

**5. VENTS AND PROCESS EXHAUSTS**

5.1 The dust extraction system must only be vented to atmosphere through the dust extraction plant indicated on Plan PPC/009/B.

**6. GENERAL OPERATIONS**

6.1 The local authority shall be notified immediately of any process malfunction or Incident which is likely to give rise to adverse emissions that may affect the local community.

6.2 A copy of this permit shall be located on site such that all operatives involved in the process have unrestricted access to it.

6.3 The operator shall supply to this Authority, on demand and without charge, a copy of all or part of the records required to be kept by this permit.

6.4 Effective preventative maintenance shall be employed on all aspects of the activity including all plant, buildings and the equipment concerned with the control of emissions to air. In particular; a written maintenance programme shall be available to the regulator with respect to pollution control equipment. And a record of such maintenance shall be made available for inspection by the regulator.

6.4 Spares and consumables for plant and equipment used in the installation in particular that subject to continual use or wear shall be held on site or shall be available at short notice. Such plant or equipment shall not be used unless that plant or equipment is capable of working in accordance with the conditions of this permit.

6.5(i) The operator shall maintain a statement of the training requirements for each operational post and keep a record of the training received by each person whose action may have an impact on the environment. These documents shall be made available to the regulator on request.

6.6(ii) The training of staff with responsibility for operating the activity shall include:

- Awareness of their responsibilities under the permit; in particular how to deal with conditions likely to give rise to emissions, such as in the event of spillage.
- Minimising emissions on the start and shut down, and
- Action to minimise emissions during abnormal conditions.

6.7 If there is any intention to change any aspect of the prescribed installation from the description contained in the beginning of this permit, or any other aspect which may affect the substances or concentration or amount of substances being emitted to atmosphere, the operator shall notify the regulator of the proposed changes at least 4 weeks in advance before the changes take place.

6.8 Operators shall put in place some form of structured environmental management system (EMS), whether by adopting published standards ISO 14001 or the EU Eco management and Audit Scheme [EMAS] or by setting up an EMS tailored to the size of the particular process.



## DOCUMENT C

### RESIDUAL DUTY

In relation to any aspect of the process not regulated by specific conditions in this permit, then Best Available Techniques shall be used:

For the purposes of the Pollution Prevention and Control (England and Wales) Regulations 2000, “best available techniques” means the most effective and advanced stage in the development of activities and their methods of operation which indicates the practical suitability of particular techniques for providing in principle the basis for emission limit values designed to prevent and, where practicable, generally to reduce emissions and the impact on the environment as a whole; and for the purpose of this definition –

- a) “available techniques” means those techniques which have been developed on a scale which allows implementation in the relevant industrial sector, in the 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 the operator;
- b) “best” means, in relation to techniques, the most effective in achieving a high general level of protection of the environment as a whole;
- c) “techniques” includes both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

## **Appendix 1**

### **SUPPLEMENTARY NOTES**

These notes do not comprise part of the Permit PPC/009 but contain guidance relevant to the Permit.

#### **Inspections**

Regular inspections will be carried out by officers of the Council to check and ensure full compliance with the Permit. These inspections may be carried out without prior notice.

#### **Health and Safety**

This Permit is given in relation to the requirements of the Pollution Prevention and Control (England and Wales) Regulations 2000. It must not be taken to replace any workplace responsibilities the operator has under Health & Safety legislation. Whenever emission limits quoted in this Permit conflict with occupational exposure limits set under the Health and Safety at Work Act 1974 to secure the health, safety or welfare of persons at work, the tighter limit should prevail.

Installation must be operated in order to protect persons at work as well as the environment. In achieving conditions in this Permit the operator must not adopt any course of action that would put at risk the health, safety or welfare of persons at work.

#### **Other Statutory Requirements**

This Permit does not detract from any other statutory requirement, such as the need to obtain planning permission, hazardous substances consent, discharge consent from the Environment Agency, building regulations approval, or a waste disposal licence.

This Permit does not authorise a contravention of any other enactment or any order made, granted or issued under any enactment, nor does it authorise a contravention of any rule or breach of any agreement.

The Operator is advised to consult the relevant Planning Department regarding changes that may be required as a result of this Permit (e.g. stack heights) as they may require planning permission.

#### **Transfer of Permits**

Where the operator of an installation wishes to transfer, in whole or in part, his permit to another person, the operator and the proposed transferee shall jointly make an application to the regulator to effect the transfer. Such an application shall be accompanied by the permit and any fee prescribed in respect of the transfer.

In the case of partial transfer, where the original operator retains part of the permit, the application must make clear who will retain control over the various parts of the installation. The application must include a plan identifying which parts of the site and which activities the operator proposes transferring.

The local authority will then determine whether to allow the transfer within a two-month period, unless the local authority and the applicants agree a longer period. Where the local authority approves the transfer, the transfer will take effect from the date requested by the operator or a date that may be agreed by the local authority and the applicants.

## Variation to Permits

Variation to permits may be initiated either by the local authority or the operator, either in response to changes in the operation of an installation or if new conditions are needed to deal with new matters. Variations may be required in response to the following.

- Change of operation of the installation. (The operator shall notify the local authority under Section 16(1) of the Regulations.)
- In response to the findings of a periodic review of conditions.
- In response to the findings of an inspection.
- New or revised sector guidance notes

The operator should apply to the Local Authority in order to vary a permit under regulation 17 of the Regulations. The application must be in writing and, in accordance with Part 1 of Schedule 7 to the Regulations contain:

- The name, address and telephone number of the operator.
- The address of the installation.
- A correspondence address.
- A description of the proposed changes.
- An indication of the variations the operator would like to make.
- Any other information the operator wants the authority take account of.

## Substantial Change

A substantial change means, in relation to an installation, a change in operation, which in the opinion of the local authority may have significant negative effects on human beings or the environment.

Where the local authority deems that a proposed variation constitutes a substantial change, the operator will be informed of the process to follow.

## Noise

This Permit does not include reference to noise. Statutory noise nuisance is regulated separately under the provisions of Part III of the 1990 Act.

## Appeals

An Appeal can be made against the conditions in, or variations to this Permit as per Part IV of the Regulations. Appeals are made to the Planning Inspectorate who acts on behalf of the Secretary of State. Appeals against conditions within a Permit must be submitted within 6 months of the date of issue of the permit. Appeals against variation notices must be submitted within 2 months of the date of issue of the notice. Appeals should be despatched on the day they are dated and sent to:

The Planning Inspectorate  
Environmental Appeals Administration  
Room 4/19 – Eagle Wing  
Temple Quay House  
2 The Square  
Temple Quay  
BRISTOL  
BS1 6PN

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