

SCHEDULE

INFORMATION TO BE SUPPLIED TO THE COUNCIL	FORMAT OF THE SUBMISSION	DEADLINE FOR THE SUBMISSION
All information required to be reported by operators of facilities in accordance with Article 5 of the Regulation (EC) No 166/2006 concerning the establishment of a European Pollutant Release and Transfer Register for the 2008 calendar reporting year.	To be submitted on the electronic E-PRTR Data Submission sheet attached with this Notice.	28th February 2009

Signed on behalf of Huntingdonshire District

Council

Dated 19th November 2008

Signed



Head of Environmental & Community Health Services

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An authorised officer of the Council

Guidance for operators receiving a Request for Information Notice

(This guidance does not form part of the Request for Information Notice, but it is for the guidance of those served with the notice. Further guidance can be found in the PPC General Guidance Manual at www.defra.gov.uk/environment/ppc.)

Dealing with a Request for Information Notice

This Notice requests information, which the Council considers it requires for the purposes of the discharge of its functions under Environmental Permitting (England and Wales) Regulations 2007.

The [legal person/individual] named in this Notice is required to supply the information detailed in the Notice or attached Schedule within the timescale specified.

Confidentiality

An operator may request certain information to remain confidential, ie not be placed on the public register. The operator must request the exclusion from the public register of 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 onus is on the operator to provide a clear justification for each item to be kept from the register. It will not simply be sufficient to say that the process is a trade secret.

The test of whether information is confidential for the purposes of being withheld from the public register is complex and is explained, together with the procedures, in chapter 8 of the PPC General Guidance Manual.

National security

Information may be excluded from the public register on the grounds of national security. If it is considered that the inclusion of information on a public register is contrary to the interests of national security, the operator may apply to the Secretary of State/Welsh Ministers, specifying the information and indicating the apparent nature of risk to national security. The operator must inform the local authority of such an application, who will not include the information on the public register until the Secretary of State/Welsh Ministers has decided the matter.

Offences

Failure to comply with a Request for Information Notice is an offence under regulation 38(d) of the 2007 Regulations. A person guilty of an offence under this regulation could be liable under regulation 39 either on conviction in the Magistrates Court, to a fine not exceeding the statutory maximum (currently £5000); or on conviction in the Crown Court to an unlimited fine or imprisonment for a term not exceeding two years, or both.