

EP Permit ref: B02/97

Variation ref: PPC 08/08

## Variation Notice

From: Huntingdonshire District

Council ("the Council")

To: (1)

Hanson Aggregates Ltd  
St Ives Asphalt Plant  
Meadow Lane  
St Ives  
PE27 4LG

The Council, in the exercise of the powers conferred upon it by regulation 20 of the Environmental Permitting (England and Wales) Regulations 2007 <sup>(2)</sup> ('the 2007 Regulations') hereby gives you notice as follows-

The Council has decided to vary the conditions of permit reference B02/97 granted under [regulation 17(1) of the Pollution Prevention and Control (England and Wales) Regulations 2000] [~~regulation 13(1) of the 2007 Regulations~~] in respect of the operation of the installation/mobile plant at:

St Ives Asphalt Plant  
Meadow Lane  
St Ives  
PE27 4LG

The variation of the conditions of the permit and the date(s) on which they are to take effect are specified in [Schedule 1] to this notice. [A consolidated permit as varied by this notice [~~and by variation notices ref~~ is set out in Schedule 2].]

[~~You are hereby required to pay by no later than~~ the sum of £  
~~the fee prescribed in respect of a variation notice in the relevant charging scheme made under regulation 65 of the 2007 Regulations [and] [or] section 41 of the Environment Act 1995 for LA-IPPC only where there are separate charges in relation to water discharges<sup>(3)</sup>.]~~

Signed on behalf of Huntingdonshire District

Council

Dated 4th September 2008

Signed



MA

Designation Head of Environmental and Community Health Services

An authorised officer of the Council

(1) The operator at the address shown on permit / application.

(2) SI 2007/3538

(3) 1995 c.25.

EP Permit ref: B02/97  
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### Schedule 1

Variation to the conditions of the permit	Date(s) on which the variation is to take place
A variation of all permit conditions	4th September 2008

Signed on behalf of Huntingdonshire District

Dated 4th September 2008

Signed



Council



Designation Head of Environmental and Community Health Services

*An authorised officer of the Council*

PPC-DV

EP Permit ref: B02/97

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## Schedule 2

Permit reference  
variation notices

as varied by this notice and

(Insert amended or full consolidated permit).

## PERMIT

### Pollution Prevention and Control Act 1999

### Environmental Permitting (England and Wales) Regulations 2007

**Permit Reference No:** B02/97

Huntingdonshire District council (the regulator) hereby permits Hanson Aggregates Ltd to operate a Roadstone Coating process as defined in Part 2 of Schedule 1 to the EP Regulations Section 3.5(e), and as described below in accordance with the following conditions which shall apply forthwith.

Address of permitted activity: **St Ives Asphalt plant  
Meadow Lane  
St Ives  
PE27 4LG**

#### Description of Activity

The plant is an ACP Limited Modal Titan 2000 and has a maximum capacity of 170 tonnes per hour. B02/97(a) shows a location plan of the process and B02/97(b) shows a process flow diagram.

Aggregates for the process are stored in aggregate bays as shown on the plan B02/97(c). The aggregates are then transferred to the plant feed hoppers by means of a loading shovel. Two covered conveyors then feed the aggregate from the hoppers into a 2.5 diameter by 10m long dryer fitted with an ACP 0B 2000 burner capable of burning a maximum of 2000 litres of per hour of gas oil and/or reclaimed oil.

The aggregate is then transferred into a 5m long by 1.8m wide screen via a bucket elevator. The material is then graded into seven different sizes and a diverter valve beneath the screen allows for the material to be fed into one of two banks of seven bins, depending on whether the plant is running on granite or sand and gravel. Any rejected material is fed into a 10 tonne hopper.

The aggregate is weighed into a weigh hopper mounted on load cells. Bitumen is circulated in heated and lagged pipes from the bitumen tanks, this is weighed into a vessel mounted on load cells. Filler (imported and reclaimed), hydrated lime and fibre additive are transferred from their respective silos into a separate weigh hopper mounted on load cells via screw conveyors.

Recycled material can be fed into the plant via a hopper with feeder, conveyor and weigh hopper mounted on load cells.

All the above materials are fed by gravity into the mixer, where they are mixed to the correct specification. The coated material can then either be discharged directly into lorries or fed via a skip unit into any one of four mixed material hoppers. The hoppers are also mounted on load cells.

The weighing and mixing are controlled by a fully computerised system.

Bitumen is stored in four 70,000 litre electricity heated and thermally insulated tanks. It is pumped to the plant through electricity heated pipes that are also insulated.

Reclaimed fuel and gas oil are pumped from the main storage tanks adjacent to the plant. The tanks are 50,000 litres in capacity and are bunded.

The dust abatement unit comprises of a bag filtration unit which extracts exhaust gases from the dryer and air borne dust from the mixing section. Coarse dust is collected in a pre-skimmer and discharged into the dryer chute. Fine dust is collected in the base of the filter and then transferred into the reclaimed filter silo, this is then used in the process, excess filler is treated in pugmill.

High level indicators are provided in the filler silo and filter to prevent overfilling. The main drying and mixing plant is fully enclosed to prevent the release of dust. Filters are provided on the hydrated lime, additive and imported filler silos, the reclaimed filler silo is vented back to the filter bank.

## Conditions

### Emission limits and monitoring

Pollutant		Emission source	Emission limit	Type of monitoring	Monitoring frequency
1	Total particulate matter	Roadstone coating plant	50 mg/m <sup>3</sup> <sup>(1)</sup>	Manual extractive monitoring <sup>(3) (5) (6)</sup> in conjunction with continuously recorded indicative monitoring	Annual
			50 mg/m <sup>3</sup> or 100 mg/m <sup>3</sup> and written improvement programme <sup>(2)</sup>		
2	Total particulate matter	Silos	No visible emissions	Operator/driver observations including start and finish times	Every delivery
3	Total particulate matter	All authorised emission points	No abnormal emissions	Operator observations	At least daily
4	Chloride (expressed as hydrogen chloride)	Combustion process	100 mg/m <sup>3</sup>	Fuel analysis	3 months
				Manual extractive monitoring <sup>(4) (5) (6)</sup>	Annual

5	Fluoride (expressed as hydrogen fluoride)	Combustion process	5 mg/m <sup>3</sup>	Fuel analysis	3 months
				Manual extractive monitoring <sup>(4) (5) (6)</sup>	Annual
6	Lead	Combustion process	5 mg/m <sup>3</sup>	Fuel analysis	3 months
				Manual extractive monitoring <sup>(4) (5) (6) (7)</sup>	Annual
7	Cadmium	Combustion process	0.5 mg/m <sup>3</sup>	Fuel analysis	3 months
				Manual extractive monitoring <sup>(4) (5) (6) (7)</sup>	Annual
8	Nickel	Combustion process	1 mg/m <sup>3</sup>	Fuel analysis	3 months
				Manual extractive monitoring <sup>(4) (5) (6) (7)</sup>	Annual
9	Chromium, Copper & Vanadium	Combustion process	1.5 mg/m <sup>3</sup>	Fuel analysis	3 months
				Manual extractive monitoring <sup>(4) (5) (6) (7)</sup>	Annual
10	PCB's	Combustion process	10 ppm	Fuel analysis	3 months
				Manual extractive monitoring <sup>(4) (5) (6)</sup>	Annual
11	Sulphur dioxide	Combustion process	1% wt/wt	Fuel analysis	Annual
12	Sulphur dioxide	Gas oil	0.1% wt/wt	Certificate from supplier	

(1) For all new or replacement plant

(2) For existing plant

(3) In accordance with the relevant British Standard as seen in the Process Guidance Note 3/15a (04) or amended.

(4) Only applicable for combustion of recovered fuel oil where the net rated thermal input of the appliance is more than 3MW.

(5) The reference conditions for pollutant concentrations manual extractive monitoring shall be 273k, 101.3kPa without correction for water vapour content except for direct drying processes where recovered fuel oil is used as fuel. In this circumstance emissions shall be corrected to dry gas conditions.

(6) The introduction of dilution air to achieve emission concentration limits shall not be permitted.

(7) Where the percentage retention of metals, chlorides and fluorides in the appliance is found to be high, the requirement for annual testing may be dispensed with.

13. The operator shall notify the regulator at least 7 days before any periodic monitoring exercise to determine compliance with emission limit values. The operator shall state the provisional time and date of monitoring, pollutants to be tested and the methods to be used.

14. The results of non-continuous emission testing shall be forwarded to the regulator within 8 weeks of the completion of the sampling.

15. Adverse results from **any** monitoring activity (both continuous and non-continuous) shall be investigated by the operator as soon as the monitoring data has been obtained/received. The operator shall:
  - identify the cause and take corrective action
  - record as much detail as possible regarding the cause and extent of the problem, and the action taken by the operator to rectify the situation
  - re-test to demonstrate compliance as soon as possible; and
  - notify the regulator
16. In the case of abnormal emissions, malfunction or breakdown leading to abnormal emissions the operator shall:
  - investigate and undertake remedial action **immediately**
  - adjust the process or activity to minimise those emissions; and
  - promptly record the events and actions taken
17. The regulator shall be informed without delay:
  - if there is an emission that is likely to have an effect on the local community; or
  - in the event of the failure of key arrestment plant, for example, bag filtration plant or scrubber units.
18. The operator shall keep records of inspections, tests and monitoring, including all non-continuous monitoring, inspections and visual assessments. The records shall be:
  - kept on site
  - kept by the operator for at least two years; and
  - made available for the regulator to examine within one working week of any request by the regulator
19. Emissions from combustion processes shall in normal operation be free from visible smoke and in any case shall not exceed the equivalent of Ringelmann Shade 1 as described in British Standard BS 2742:1969.
20. All emissions to air shall be free from droplets.
21. All reasonably practicable steps shall be taken to minimise the duration and visibility of visible emissions during start-up and shut down, and changes of fuel or combustion load.
22. There shall be no visible emission of airborne dust from the process or its operations across the site boundary.
23. Visual and olfactory assessments of emissions shall be made frequently, at least once a day during operations and from silo inlet connections and silo arrestment plant throughout the duration of all bulk deliveries. The time, location and result of these assessments shall be recorded.
24. Where, in the opinion of the regulator, there is evidence of airborne dust from the process off the site, the operator shall make their own inspection and assessment, and where necessary undertake ambient monitoring with the aim of identifying those process operations giving rise to the dust. Once the source of the emission is known, corrective action shall be taken without delay.
25. All continuous monitoring readings shall be on display to an appropriately trained operating staff.

26. All continuous monitoring instruments shall be fitted with audible and visual alarms, situated appropriately to warn the operator of arrestment plant failure or malfunction. The activation of alarms shall be automatically recorded.
27. A fuel supplier's certificate of fuel analysis, together with the necessary calculations, shall be submitted to the regulator at least once every three months where the oil supplier remains constant; receipt of oils shall be logged.
28. For direct fired plant, during the annual stack gas sampling for metals, chlorides, sulphur and fluorides, a well blended representative sample of the oil being burnt shall also be sampled and analysed independently. The proportions of metals, chlorides, sulphur and fluorides that are retained in the appliance and subsequent arrestment plant shall then be established.
29. When the percentage retention in the appliance and subsequent arrestment plant is established, usually by one or two monitoring exercises, it will be possible to set maximum concentrations of metals, chlorides and fluorides which can be present in the waste or recovered oil burned.
30. In the event of a change in oil supplier, the regulator shall be notified in writing before being used.

#### **Maintenance and plant**

31. The operator shall provide a list of key plant and shall have a written procedure for dealing with its use, maintenance, cleaning and in the event of its failure, how the operator will minimise any adverse effects. Planned preventative maintenance schedules shall include conveyor systems.
32. A record of such maintenance shall be made available for inspection.
33. Spares and consumables - in particular, those subject to continual wear - shall be held on site, or shall be available at short notice from guaranteed local suppliers, so that plant breakdowns can be rectified rapidly.
34. All new or replacement silos shall be fitted with an automatic system to cut off delivery in the event of pressurisation or overfilling. Use of alternative techniques may be acceptable provided that they achieve an equivalent level of control with regard to potential for emissions to air. All new or replacement silo filtration plant shall be designed to operate to an emission standard of less than 10 mg/m<sup>3</sup> for particulate matter.
35. Exhaust gases discharged through a stack or vent shall achieve an exit velocity which is normally greater than 15 m/sec during normal operating conditions to achieve adequate dispersion.
36. Stacks or vents shall not be fitted with any restriction at the final opening such as a plate, cap or cowl, with the exception of a cone which may be necessary to increase the exit velocity of the emissions.

## Training

37. The operator shall maintain a statement of training requirements for each operational post and keep a record of the training received by each person whose actions may have an impact on the environment. These documents shall be made available to the regulator on request.
38. Training of all staff with responsibility for operating the process shall include:
- awareness of their responsibility under the permit
  - minimising emissions on start up and shut down
  - action to minimise emissions during abnormal conditions

## Silos

39. Silo arrestment plant and arrestment plant serving other process operations shall be inspected at the frequency specified below:

	Frequency of visual inspection
<b>Filters</b>	
• Fitted with reverse jets	at least once a month
• Fitted with mechanical shakers	at least once a week
• Requiring manual shaking	daily inspection or prior to any delivery being made if deliveries are not daily

40. When delivery to a silo or bulk storage tank takes place transfer lines shall be securely connected to the silo delivery inlet point and the tanker discharge point, in that order. Care shall be taken to avoid delivering materials to silos at rate which is likely to result in pressurisation of the silo. Tanker drivers shall be informed of the correct procedures to be followed. Displaced air shall either be vented to suitable arrestment plant (for example cartridge/bag filters). Arrestment plant fitted to silos shall be of sufficient size (and kept clean) to avoid pressurisation during delivery or back-vented to the delivery tanker
41. Bulk storage tanks and silos containing dry materials shall be equipped with audible and/ or visual high level alarms, or volume indicators, to warn of overfilling. The correct operation of such alarms shall be checked in accordance with manufacturers' instructions. If manufacturers instructions do not specify, then the check shall be weekly or before a delivery takes place, whichever is the longer interval.
42. If emissions of particulate matter are visible from ducting, pipework, the pressure relief device or dust arrestment plant during silo filling, the operation shall cease; the cause of the problem shall be rectified prior to further deliveries taking place. Tanker drivers shall be informed of the correct procedure to be followed.

## Dust control

43. The method of collection of product or waste from dry arrestment plant shall be such that dust emissions are minimised.
44. All dusty or potentially dusty materials and wastes shall be stored in silos, in confined storage areas within buildings, or in fully enclosed containers / packaging and handled in a manner that avoids emissions of dust.. Where the storage is open within a building, then suitable precautions shall be taken to prevent wind whipping.

45. Where dusty materials are conveyed, the conveyor (which might be a bucket elevator) and any transfer points shall be enclosed to such an extent as to minimise the generation of airborne dust.
46. Plant, process buildings, storage areas and operations, including crushing, grinding and size reduction, shall be designed and operated so that emission of dust is minimised.
47. Loading and unloading of product for transport shall be carried out so as to minimise the generation of airborne dust. Where road vehicles are used to transport potentially dusty materials, they shall be sheeted or otherwise totally enclosed as soon as possible after loading and before leaving the site.
48. Where dust emissions from conveyors, free fall of material or stockpiles are visible, dust suppression equipment, for example water bowsers or use of a chute shall be used or the plant shall be vented to suitable arrestment equipment, as agreed with the regulator.
49. All spillages which may give rise to dust emissions shall be cleaned up promptly, normally by wet handling methods. Dry handling of dusty spillages shall not be permitted other than in fully enclosed buildings. In the event of a major spillage it shall be dealt with on the same day that it occurs, and measures to minimise emissions, such as wetting the surface to create a crust, shall be taken immediately.

**Bitumen and hot storage bins**

50. The temperature gauge on all hot binder storage tanks shall be displayed. A high temperature trip device, to prevent the binder overheating, shall be operational at all times.
51. Where practicable in relation to the viscosity and temperature of material being handled, bulk bitumen and tar storage tanks shall be fitted with a high-level alarm or volume indicator to warn of overfilling. Where the fitting of such devices is not practicable, procedures to prevent overfilling shall be agreed with the regulator.
52. All hot storage bins shall have level indication and any overflow chutes shall have dust arrestment facilities fed into the main dust arrestment system.

Signed: ..... *Simon Lewis* ..... *PA* Date: *4 SEPTEMBER 2008*

Head of Environmental and Community Health Services

## **GENERAL NOTES**

### **1 Best available techniques**

The best available technique shall be used to prevent or, where that is not practicable, reduce emissions from the installation or mobile plant in relation to any aspect of the operation of the installation or mobile plant which is not regulated by any other condition of this permit.

### **2 Variation**

The regulator will ensure that the permit remains up to date in line with the requirements set out in Regulation 20(1). This may involve issuing a Variation Notice following amendment to the Secretary of State's Guidance Notes or following receipt of any direction from the Secretary of State.

### **3 Review of Conditions**

The regulator may at any time undertake a review of the conditions in this permit under Regulation 34(1). Where significant pollution is encountered or where there are changes in BAT or where the operational safety of the activity requires other techniques to be used an immediate review shall be undertaken.

### **4 Appeal**

The permitted operator can appeal in writing to the Secretary of State against the items listed in Regulation 31.

### **5 Transfer of Permit**

The permitted operator who wishes to transfer the whole or part of the permit to a person who proposes to carry out the activity in the holder's place may do so in accordance with Regulation 21. Both the operator and the proposed transferee shall jointly make an application to the regulator to effect the transfer. An application shall include the permit and any fee prescribed in respect of the transfer under Regulation 19 and shall contain the operator's and the proposed transferee's contact details.

### **6 Notification of Proposed Change of Operation**

If the operator proposes to make a change in operation of the installation, they 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. Change of operation means a change in the nature of functioning, or an extension, of the installation, which may have consequences for the environment.

### **7 Variation of Conditions of Permits**

Under Regulation 20, the operator may apply to the regulator to vary the conditions contained within the permit. Such application shall be made in accordance with Part 1 of Schedule 5 and shall be accompanied by any fee prescribed in respect of the application under Regulation 19; and paragraphs 8 of Part 1 of Schedule 5 and paragraphs 5(3) and (5) of schedule 5 shall have effect with respect to such applications.

## 8 Other Legal Requirements

This permit is issued solely for the purpose of the Pollution Prevention and Control Act and its associated Regulations and the operator must ensure that he complies with all other statutory requirements.

## 9 Annual Subsistence Charge

The Secretary of State has drawn up a charging scheme under Regulation 19. Under this scheme Local Authorities are required to levy an annual subsistence charge related to the permit. The Local Authority will invoice for the amount due which is subject to annual review by the Department of the Environment Food and Rural Affairs.

### Summary of best available techniques

Sources of particulate matter	Control technique
Loading and unloading processes Conveyor transfer points	<ul style="list-style-type: none"> <li>• Within buildings</li> <li>• Suppression</li> <li>• Reduced drop heights               <ul style="list-style-type: none"> <li>• use of variable height conveyors</li> <li>• use of chutes</li> </ul> </li> <li>• Dust arrestment (loading area)               <ul style="list-style-type: none"> <li>• bag filters</li> <li>• cartridge filters</li> </ul> </li> </ul>
Double handling transfer points	Site and process design
Delivery from road tanker to silo • it is common for overcharging of silos to cause the pressure relief valve to lift, thereby causing an unacceptable emission.	<ul style="list-style-type: none"> <li>• Process control, for example,</li> <li>• High level monitor with alarms.</li> <li>• Tanker delivery controls.</li> <li>• Automatic protection system.</li> </ul>
Silos	<ul style="list-style-type: none"> <li>• Dust arrestment               <ul style="list-style-type: none"> <li>• bag filters</li> <li>• cartridge filters</li> </ul> </li> </ul>
Raw material storage	<ul style="list-style-type: none"> <li>• Storage silos</li> <li>• Within buildings</li> </ul>
Conveyors, conveyor transfer points	<ul style="list-style-type: none"> <li>• Containment               <ul style="list-style-type: none"> <li>• wind boards</li> </ul> </li> <li>• Appropriate siting               <ul style="list-style-type: none"> <li>• away from site boundary especially for near residential or other sensitive receptors</li> </ul> </li> </ul>
Size reduction, drying and screening processes	<ul style="list-style-type: none"> <li>• Within process buildings</li> <li>• Dust arrestment               <ul style="list-style-type: none"> <li>• bag filters / cartridge filters</li> </ul> </li> </ul>
Roadways including haulage roads	<ul style="list-style-type: none"> <li>• Suppression               <ul style="list-style-type: none"> <li>• site and process design</li> </ul> </li> </ul>
External operations Conveyors Roadways	<ul style="list-style-type: none"> <li>• Appropriate siting               <ul style="list-style-type: none"> <li>• away from site boundary especially if near residential or other sensitive receptors</li> </ul> </li> <li>• Wind dynamics management               <ul style="list-style-type: none"> <li>• use of fencing, bunding, profiling etc</li> </ul> </li> </ul>
Vehicles - bodies and wheels	<ul style="list-style-type: none"> <li>• Wheel-wash and under-body vehicle wash</li> </ul>

Lorries, trains	<ul style="list-style-type: none"> <li>• Covering</li> <li>• dust covers</li> </ul>
<b>Bitumen fume and odour (volatile organic compounds)</b>	<b>Control techniques</b>
Storage and handling	<ul style="list-style-type: none"> <li>• Strategic siting of storage tanks</li> <li>• back venting deliveries</li> <li>• temperature controls</li> <li>• controls to prevent overfilling when filling storage tanks</li> </ul>
<b>Flue gas emissions</b>	<b>Control techniques</b>
Particulate matter	<ul style="list-style-type: none"> <li>• Abate emissions</li> </ul>
Sulphur oxides	<ul style="list-style-type: none"> <li>• Limit sulphur in fuel</li> </ul>
Nitrogen oxides	<ul style="list-style-type: none"> <li>• Low NOx burners or</li> <li>• Limit preheat temperatures</li> </ul>
Carbon monoxide	<ul style="list-style-type: none"> <li>• Good combustion</li> </ul>
Hydrogen chloride/fluoride	<ul style="list-style-type: none"> <li>• Limit chloride and fluoride in fuel</li> </ul>
Volatile organic compounds	<ul style="list-style-type: none"> <li>• Good combustion</li> </ul>
Metals and their salts	<ul style="list-style-type: none"> <li>• Limit metals in fuel</li> <li>• Particulate arrestment</li> </ul>
Dioxins	<ul style="list-style-type: none"> <li>• Good combustion</li> <li>• Particulate arrestment</li> </ul>

B02/97(a)



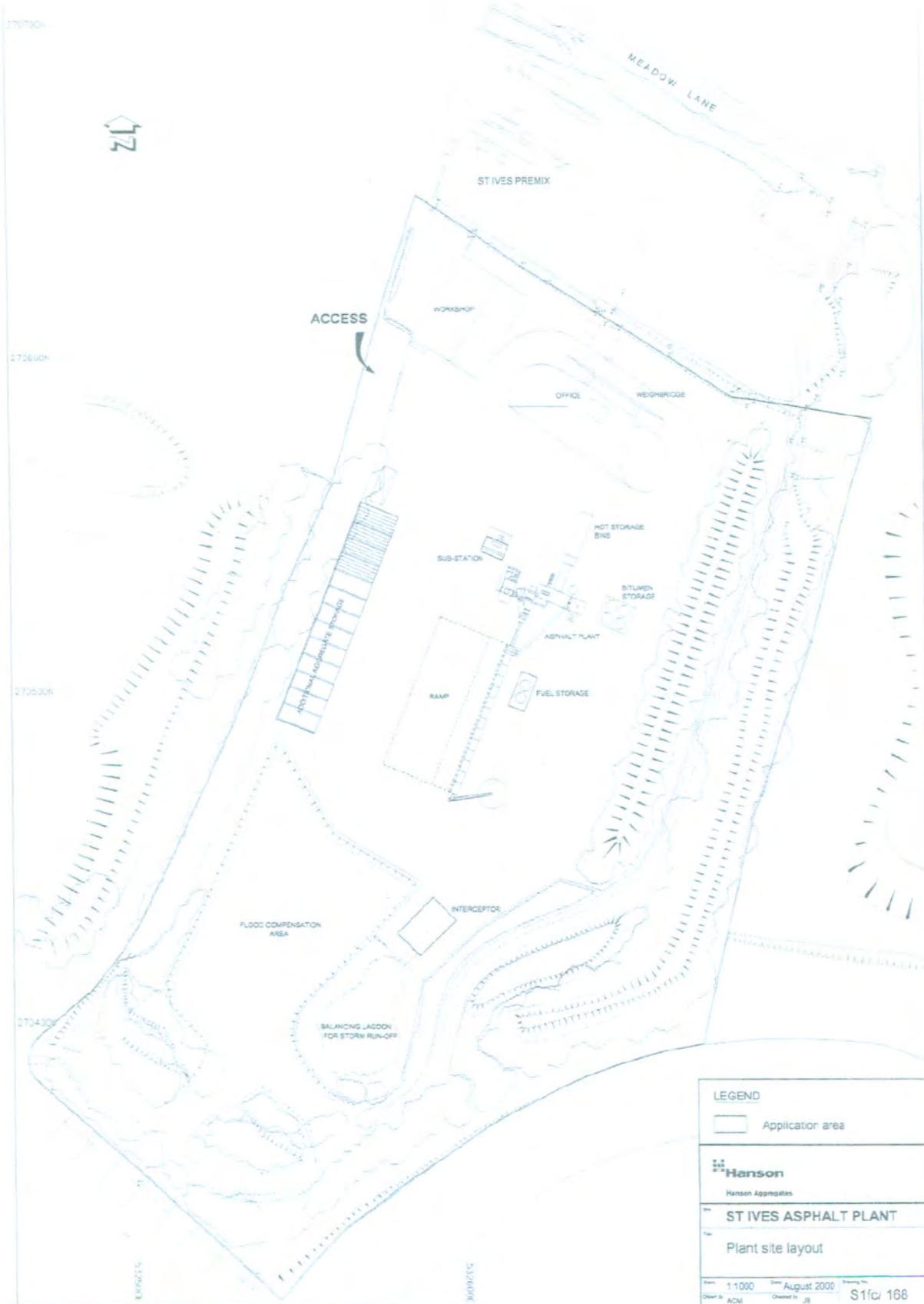
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B02/97(c)



<b>LEGEND</b>	
	Application area
 Hanson Aggregates	
<b>ST IVES ASPHALT PLANT</b>	
Plant site layout	
Scale: 1:1000	Date: August 2000
Drawn by: ACM	Checked by: JB
Sheet No: S1/c/ 166	

## Guidance for operators receiving a Variation Notice

(This guidance does not form part of the Variation 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](http://www.defra.gov.uk/environment/ppc).

### Dealing with a Variation Notice

This notice varies the terms of the permit specified in the Notice by amending or deleting certain existing conditions and/or adding new conditions. The Schedules attached to the notice explain which conditions have been amended, added or deleted and the dates on which these have effect.

The Council may have included a 'consolidated permit', which takes into account these and previous variations. Where a consolidated permit is not included this variation notice must be read in conjunction with your permit document.

### Offences

Failure to comply with a Variation Notice is an offence under regulation 38(1) (b) of the 2007 Regulations. A person guilty of an offence under this regulation could be liable to (i) a fine of up to £20,000 or imprisonment for a term not exceeding 6 months or both; or (ii) to an unlimited fine or imprisonment for a term not exceeding 5 years or both, depending on whether the matter is dealt with in the Magistrates or Crown Court.

### Appeals

Under regulation 31 and Schedule 6 of the 2007 Regulations operators have the right of appeal against the conditions attached to their permit by a variation notice. The right to appeal does not apply in circumstances where the notice implements a direction of the Secretary of State/Welsh Ministers given under regulations 61 or 62 or a direction or when determining an appeal.

Appeals against a Variation Notice do not have the effect of suspending the operation of the Notice. Appeals do not have the effect of suspending permit conditions, or any of the mentioned notices.

Notice of appeal against a Variation Notice must be given within two months of the date of the variation notification, which is the subject matter of the appeal. The Secretary of State/Welsh Ministers 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 forms or charges for appealing. However, for an appeal to be valid, appellants (the person/operator making the appeal) are legally required to provide (see paragraphs 2(1) and (2) of Schedule 6 of the 2007 Regulations):

- the appropriate authority written notice of the appeal
- a statement of the grounds of appeal;
- a copy of any relevant application;
- a copy of any relevant environmental 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; and
- a statement indicating whether the appellant wishes the appeal to be in the form of a hearing or dealt with by way of written representations.

Appellants should state whether any of the information enclosed with the appeal has been the subject of a successful application for confidentiality under regulation 48 of the 2007 Regulations, and provide relevant details – see below. 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 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

If an appeal is made, the main parties will be kept informed about the next steps, and will also normally be provided with additional copies of each other's 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 with 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 allowed 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 representatives.

### 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.