Variation Notice

The Borough Council of Bolton

The Environmental Permitting (England and Wales) Regulations 2010,

Regulation 20 and Regulation 18

To De La Rue International Ltd, De La Rue House, Jays Close, Viables, Basingstoke, Hampshire, RG22 4BS

Bolton Council ("the Council") , in the exercise of the powers conferred upon it by regulation 20 of the Environmental Permitting (England and Wales) Regulations 2010[1] ("the 2010 Regulations") hereby gives you notice as follows-

The Council has decided to vary the conditions of permit reference PPC/CPP/47/VN2 granted under regulation 13(1) of the 2010 Regulations in respect of the operation of the installation at De La Rue Security Threads, Unit 2004, Wingates Industrial Estate, Elland Close, Westhoughton, Bolton, BL4 3XE.

The variation of the conditions of the permit and the dates 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 PPC/CPP/47/VN2/08 and PPC/CPP/47/VN1/07 is set out in Schedule 2.

Signed on behalf of Bolton Council

…… Date……..

Katherine A. L. King
Principal Environmental Health Officer
(Pollution Control Unit)
An authorised officer of the Council

[1] SI675

Schedule 1

Variation to the conditions of the permit	Date(s) on which the variation is to take place
Deletion of all permit conditions 1 to 36 and replacement with new conditions 1 to 56 to reflect new Secretary of State Guidance Note PG 6/17(11) and changes within the process.	11th January 2013

Signed on behalf of Bolton Council

…… Date……..

Katherine A. L. King
Principal Environmental Health Officer
(Pollution Control Unit)
An authorised officer of the Council

Schedule 2

Permit reference PPC/CPP/47/VN2 as varied by this notice and variation notices PPC/CPP/47/VN2/08 and PPC/CPP/47/VN1/07.

Pollution Prevention and Control Act 1999

Environmental Permitting (England and Wales) Regulations 2010 (S.I.2010/675)

PERMIT FOR AN INSTALLATION FOR THE PRINTING OF FLEXBLE PACKAGING

DATE OF PERMIT: 11TH JANUARY 2013

APPLICANT:	De La Rue International Ltd
REGISTERED OFFICE:	De La Rue House Jays Close Viables Basingstoke Hampshire RG22 4BS
PERMITTED INSTALLATION:	De La Rue Security Threads Unit 2004 Elland Close Wingates Industrial Estate Westhoughton Bolton Lancashire BL5 3XE
PERMIT REFERENCE NUMBER:	**PPC/CPP/47/VN3**

Bolton Council

BOLTON COUNCIL hereby permits **De La Rue International Limited, De La Rue House, Jays Close, Viables, Basingstoke, Hampshire, RG22 4BS** to operate an installation for the printing of flexible packaging**, at** De La Rue Security Threads, Unit 2004 Elland Close, Wingates Industrial Estate, Westhoughton, Bolton, Lancashire, BL5 3XE **within the site boundaries marked in red on the attached Figure 1.**

This permit comprises 17 pages numbered 1 to 17 inclusive, conditions numbered 1 to 56 inclusive, and the attached Figure 1 – Site Location and Figure 2 - Process Layout.

The conditions contained within this permit shall be read in conjunction with: -

The Secretary of State's Guidance Process Guidance Note Printing of Flexible Packaging PG6/17 (11)

DESCRIPTION OF THE INSTALLATION REGULATED BY THIS PERMIT

The above named company has a permit to operate an installation for the printing of flexible packaging involving less than 200 tonnes of organic solvents in any 12-month period.

The process carried out at the installation involves a number of printing and ancillary processes that are detailed below: -

1. Roto-Gravure Printing
2. Laminating
3. De-Metallising
4. Ink Preparation
5. Clean Down Procedure
6. Caustic Preparation
7. Caustic Clean Down
8. Step and Repeat
9. Silvering
10. Electro Plating
11. Embossing

1. Roto-Gravure Printing

Gravure is an operation where the image lies recessed in the surface of the printing cylinder. The cylinder is flooded with ink and the surface scraped clean (using a doctor blade) to leave ink in the recessed image areas only. The image is then transferred to the substrate by the use of an impression roller that sandwiches the substrate between itself and the engraved cylinder containing the ink.

Immediately after the substrate being printed the film passes through a heated chamber, which removes the solvents contained in the ink, fixing the inks. The exhaust gases from this operation are abated using one of 2 thermal oxidisers where volatile organic solvents (VOC's) are heat treated and removed from the waste gas stream. The waste gas is then discharged via the stack to atmosphere.

2. Laminating

This process is similar to the Roto-Gravure printing except that the engraving covers the whole of the surface of the cylinder and an adhesive is used instead of ink. After the adhesive has been applied to the substrate, another piece of substrate is put to it and they are both passed through a pair of compression rollers to complete the adhesion.

The laminated substrates are then passed through the heated chamber and the waste gases from this operation are abated using one of the thermal oxidiser where volatile organic solvents (VOC's) are heat treated and removed from the waste gas stream. The waste gas is then discharged via the stack to atmosphere.

3. De-Metallising

This process involves picking up a caustic solution with a rubber coated steel roller that transfers it to an engraved metal roller. This in turn transfers the caustic onto a rubber covered steel roller, the rubber containing the design to be etched out of the metallised film substrate.

The film is sandwiched between the rubber design roller containing the caustic and a steel impression roller. Once de-metallised the film is passed through water jets to wash off the caustic and arrest the de-metallising process. It is then passed over a heated roller and though a heated chamber to dry the film.

The water is neutralised by adding acetic acid in a controlled manner and is then disposed off into the sewer.

4. Ink Preparation

Solvent is transferred into the ink by hand and mixed by means of a compressed air driven paddle. The can of ink is then taken to the printing press and poured into a standing ink tank that is connected to the press by a flexible hose. The ink is then pumped through the hose into an ink tray in which the rubber roller is rotating.

Mobile Ink Mixing Machines are used to mix ink next to the machine prior to the ink being dispensed into a printing machine. It utilises the inks own 20kg container for the mixing process.

5. Clean Down Procedure

Any excess ink is drained from the tray back into the ink tank. Any residual ink is cleaned from the tray and rollers using a cloth to which solvent has been added via a dispenser. The ink from the tank is then pumped to the original can and stored for future use. Sonic baths use a product called Caresol 8820, which contains a mixture of 5% sodium hydroxide, which is mixed with 9 parts water and heated to a temperature of between 50/60^{o}C and then the ultra sonic is turned on.

6. Caustic Preparation

Caustic is pumped from the bulk container into a suitable container by means of an air-operated pump. This is then taken to the de-metallising press and pumped into the tray in which the rubber–covered roller is rotating.

7. Caustic Clean Down

Any excess caustic is flushed during the washing down of the de-metallising head by means of copious supplies of water applied by a pressurised hose. The rollers are then wiped dry by using a cleaning cloth.

8. Step and Repeat
This process uses ultra violet curable resin to produce large plastic shims which can be made into nickel masters

9. Silvering
This process sprays liver onto the plastic so it can conduct electricity so a nickel master can be grown.

10. Electro plating
This process produces nickel shims for embossing from the nickel master

11. Embossng
This process is used to emboss the image into the foil by using a nickel shim on a roller and using heat and pressure.

EQUIPMENT

A list of all the equipment at the installation used in the process operations are detailed below and sited in accordance with Figure 2.

Process	Equipment Details
Embossing	801 / 802 embossing machine Manufacturer Double R 700 embossing machine Manufacturer Double R 730 embossing machine Manufacturer
Plating -	3 x Plating tanks Manufacturer Digital Matrix 1 x wash tank - Manufacturer Digital Matrix Roller Build rig - Manufacturer DLR Guillotine - Manufacturer DLR

Narrow embossing 6 x small embossing machines - Manufacturer De La Rue

Metaliser I x Metaliser to treat embossed film - Manufacturer General Vacuum

THE PERMIT IS GRANTED SUBJECT TO THE FOLLOWING CONDITIONS.

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

CONDITIONS

Emission limits, monitoring and other provisions

Emission and fugitive limits

1. All activities shall comply with the emission limits and provisions with regard to non-VOC releases in Table 1.

Table 1: Non VOC emission Limits, monitoring and other provisions

Substance	**Source**	Emission limits / provisions	Type of Monitoring	Monitoring Frequency
Carbon monoxide	From oxidation plant	100mg/Nm^3 as 15 minute mean for contained sources	Catalytic oxidiser Monitoring and recording Plus Manual extractive tesing	Continuous Plus Annual
Particulate Matter	All process activities	50 mg/Nm^3 as 15 minute mean for contained sources	Manual extractive testing	Annual
Oxides of Nitrogen (measured as nitrogen dioxide)	From oxidation plant	100mg/Nm^3 as 15 minute mean for contained sources	Manual Extractive Testing	Annual

2. All processes/activities shall comply with the emission limits and provisions in Table 2

Table 2: Emission limits for VOC in Waste gases

VOC in waste gases	Emission Limits/Requirement	Fugitive Emission Values	**Monitoring**
Waste gases from oxidation plant used as abatement	50mg Carbon/Nm3	20% of organic solvent input	Abated releases continuous monitoring and recording plus annual manual extractive testing Non abated releases Annual manual extractive testing Fugitive emissions using Solvent Management Plan
Any other waste gases	100mg Carbon/Nm3		

3. The reference conditions are 273.15K, 101.3kPa, without correction for water vapour content, unless stated otherwise.

4. The operator shall not use any substance or preparation that is assigned one, or more, of the risk phrases R45, R46, R49, R60 or R61. Nor should any substance or product used cause a release to atmosphere of halogenated VOC assigned the risk phrase R40. See SED Box 7 within PG 6/17(11).

5. The operator shall not introduce or re-introduce any coating/ printing materials that have a higher organic solvent content than existing products in use in any process/activity carried out at the installation.

6. Determination of the organic solvent consumption, the total mass of organic solvent inputs minus any solvents sent for reuse/recovery off-site, shall be made and submitted to Bolton Council, Pollution Control Unit annually, preferably to coincide with the operators stocktaking requirements, in the form of a mass balance in order to determine the annual actual consumption of organic solvent.

7. Where: C = I1 – O8 See Definitions within PG 6/17(11).

8. Where the operator is using emission limits and fugitive limits for compliance purposes, the operator shall provide a Solvent Management Plan (SMP) to determine the fugitive emissions. Once completed, it need not be done until the equipment is modified. Guidance is provided in PG6/17(11) on production of a SMP.

9. Where the operator identifies that more than 175 tonnes of solvents is being used the operator shall write to the Bolton Council, Pollution Control Unit and inform them of the level of solvent use, within 2 months of the exceedence of 175 tonnes.

Monitoring, Investigation and Recordings

10. The operator shall renew the risk assessment of the danger to human health from key abatement plant failure/non-compliance of the installation in the event of changes to the report provided on 9th January 2008. This report shall be provided within 2 months of the date of any changes.

11. The operator shall keep records of inspections, tests and monitoring, including all non-continuous monitoring, inspections and visual assessments. In such cases:

    a. Current records shall be kept on site and made available to an authorised officer of Bolton Council Pollution Control Unit to examine.

    b. The operator shall keep records for at least two years.

12. The operator shall notify Bolton Council Pollution Control Unit 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 methods to be used.

13. The results of non-continuous emission testing shall be forwarded to Bolton Council Pollution Control Unit within 8 weeks of the completion of the sampling.

14. 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:

    a. Identify the cause and take corrective action

    b. Record as much detail as possible regarding the cause and extent of the problem, and remedial action taken

c. Re-test to demonstrate compliance as soon as possible; and

d. Notify Bolton Council Pollution Control Unit

Visible and odorous emissions

15. Emissions from combustion processes shall in normal operation be free from visible smoke. During start up and shut down the emissions shall not exceed the equivalent of Ringelmann Shade 1 as described in British Standard BS 2742:1969

16. All emissions to air, other than condensed water vapour, shall be free from persistent visible emissions.

17. All emissions to air shall be free from droplets

18. There shall be no offensive odour beyond the site boundary, as perceived by an authorised officer of Bolton Council Pollution Control Unit.

19. In the case of abnormal emissions, malfunction or breakdowns leading to abnormal emissions the operator shall:

- Investigate and undertake corrective action **immediately**
- Adjust the process or activity to minimise those emissions; and
- Promptly record the events and actions taken

20. Bolton Council Pollution Control Unit 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 thermal oxidiser.

21. The operator shall provide a list of key arrestment plant and shall have written procedures for dealing with its failure in order to minimise any adverse effects. Details shall be provided to the Bolton Council Pollution Control Unit with 6 months of the date of this permit.

22. The number of start-ups and shut-downs shall be kept to the minimum that is reasonably practicable.

23. The introduction of dilution air to achieve emission concentration limits shall not be permitted.

Continuous Monitoring

24. Continuous monitoring provided by the Honeywell solvent detector located in the bypass exhaust ductwork and CO monitor to the thermal oxidisers shall be carried out as follows:

- All continuous monitoring readings shall be on display to appropriately trained operating staff
- Instruments shall be fitted with audible and visual alarms, situated appropriately to warn operator of abatement plant failure or malfunction. The level at which the alarms will be activated shall be 75% of the limit value, i.e. 75mg Carbon/Nm^3 or less.
- The activation of alarms shall be automatically recorded.
- All continuous monitors shall be operated, maintained and calibrated (or referenced in the case of indicative monitors) in accordance with the

manufacturers' instructions. The relevant maintenance and calibration (or referencing in the case of indicative monitoring) shall be recorded, and such records made available for inspection by an authorised officer of Bolton Council Pollution Control Unit.

- Emissions concentrations may be reported as zero when the plant is off and there is no flow in the stack. If required a competent person should confirm that zero is more appropriate than the measured stack concentration if there is no flow.

- Any continuous monitor (CEM) used shall provide reliable data > 95 % of the operating time (i.e. available > 95 %). A manual or automatic procedure should be in place to detect instrument malfunction and to monitor instrument availability.

Calibration and Compliance Monitoring

25. Compliance monitoring shall be carried out either by use of a continuous monitor (CEM), or by a specific extractive test carried out at a frequency agreed with the regulator.

26. Where a CEM is used for compliance purposes it must be periodically checked, (calibrated), to ensure the readings being reported are correct. This calibration is normally done by carrying out a parallel stand-alone extractive test and comparing the results with those provided by the CEM

27. For extractive testing the sample shall meet the following requirements:

    - For batch processes, where the production operation is complete within, say, 2 hours, then the extractive sampling shall take place over a complete cycle of the activity, and

    - For all activities the sampling period shall be sufficient such that at least 3 results are obtained.

28. Should the activity either be continuous, or have a batch cycle that is not compatible with the time available for sampling, then the data required shall be obtained over a minimum period of 5 hours in total:

    - For demonstration of compliance where a CEM is used no daily mean of all 15-minute mean emission concentrations should exceed the specified emission concentration limits during normal operation (excluding start-up and shut-down); and

    - No 15-minute mean emission concentration should exceed twice the specified emission concentration limits during normal operation (excluding start-up and shut-down).

    - For extractive testing, no result of monitoring should exceed the emission limit concentrations specified

Calibration and compliance monitoring test methods

29. Calibration and compliance monitoring for all substances shall be carried out using methods below or methods which can be demonstrated to be equivalent to those stated.

    - Stationary source emissions – Determination of the mass concentration of total gaseous organic carbon in flue gases from organic solvent using processes – Continuous flame ionisation detector method. EN 13526

- Stationary source emissions – Determination of mass concentration of individual gaseous organic compounds EN 13649
- Emission monitoring of nitrogen dioxide should be carried out in accordance with ISO 10849
- Emission monitoring of carbon monoxide should be carried out in accordance with ISO 12039

30. The operator shall ensure that adequate facilities for sampling are provided on vents or ducts.

VOC Control Techniques

31. All potentially odorous waste materials should be stored in suitable closed containers or bulk storage vessels, where appropriate vented to suitable abatement plant.

32. All new static bulk organic solvent storage tanks containing organic solvent with a composite vapour pressure that is likely to exceed 0.4kPa at 20oC (293K) should be fitted with pressure vacuum relief valves. Pressure vacuum relief valves should be examined at regular intervals for signs of contamination, incorrect seating and be cleaned and/or corrected as required. The normal minimum examination frequency should be once every six months, but less frequent examination may be justified having regard for the tank contents and the potential emissions as a result of valve failureDelivery connections to bulk storage tanks should be located within a bunded area.

33. Bunding shall:

- completely surround the bulk liquid storage tanks
- be impervious and resistant to the liquids in storage; and
- be capable of holding 110% of the capacity of the largest storage tank.

34. Inks/coatings containing VOC shall be stored in closed storage containers.

35. All measures shall be taken to minimise VOC emissions during mixing, i.e. the use of covered or closed mixing vessels.

36. Emissions from the emptying of mixing vessels and transfer of materials shall be achieved by the use of closed transfer systems. This may be achieved by the use of closed mobile containers, containers with close fitting lids, or, preferably, closed containers with pipeline delivery

37. Cleaning operations involving organic solvents should be periodically reviewed, normally at least once every two years, to identify opportunities for reducing VOC emissions (e.g. cleaning steps that can be eliminated or alternative cleaning methods). The regulator should be provided with a report on the conclusions of the review, initially within 6 months of the date of this permit and then every 2 years.

38. Application of cleaning solvents should be:

- from a contained device or automatic system when applied directly on to machine rollers; and
- dispensed by piston type dispenser or similar contained device, when used on wipes.

39. When organic solvent is used on wipes:

- Pre-impregnated wipes shall be held within an enclosed container prior to use.

- Where practicable no organic solvent cleaning fluids or significantly less volatile organic solvents cleaning fluids shall be used (with or without the addition of mechanical, chemical or thermal enhancements).

40. Where practicable, fixed equipment should be cleaned in-situ, and such equipment should, where practicable, be kept enclosed whilst cleaning is carried out.

41. Where equipment is cleaned off-line (such as screens, plates, drums, rollers and coating / ink trays) cleaning should be carried out using enclosed cleaning systems, wherever possible. Enclosed cleaning systems should be sealed to prevent emissions whilst in operation, except during purging at the end of the cleaning cycle. If this is not practicable emissions should be contained and vented to abatement plant where necessary.

42. Residual ink/coating contained in parts of the application equipment shall be removed prior to cleaning.

VOC Control Operational

43. Programmable scales should be used during the mixing and preparation of inks/coatings to reduce organic solvent usage.

44. A programme to monitor and record the consumption of inks/coatings/ organic solvent against product produced should be used to minimise the amount of excess organic solvent / coating / ink used.

VOC Control Waste

45. All reasonably practicable efforts should be made to minimise the amount of residual organic solvent bearing material left in drums and other containers after use. All organic solvent contaminated waste should be stored in closed containers.

46. Prior to disposal, empty drums and containers contaminated with organic solvent should be closed to minimise emissions from residues during storage prior to disposal and labelled, so that all that handle them are aware of their contents and hazardous properties.

47. Nominally empty drums or drums containing waste contaminated with VOC awaiting disposal should be stored in accordance with the requirements for full or new containers.

48. Prior to disposal used wipes and other items contaminated with organic solvent should be placed in a suitably labelled metal bin fitted with a self-closing lid.

49. The solvent cleaning bath in the drum storage area shall be fitted with an interlock device to ensure the fan only operates when the lid to the tank is open. This device shall be maintained and operated in accordance with the manufacturers recommendations.

50. For materials that may undergo spontaneous combustion special bins that allow air to circulate beneath and around them to aid cooling are advised or other bins specifically designed for this purpose.

Dust and spillage control

51. Dusty wastes should be stored in closed containers and handled in a manner that avoids emissions.

52. Suitable organic solvent containment and spillage equipment should be readily available in all organic solvent handling areas

Dispersion and Dilution from Stacks

53. Stacks and ductwork shall be cleaned to prevent accumulation of materials, as part of the routine maintenance programme.

General Operations

54. Spares and consumables – in particular, those subject to continual wear – shall be held on site, or shall be available at short notice from guaranteed suppliers, so that plant breakdowns can be rectified rapidly.

55. Staff at all levels shall receive the necessary training and instruction in their duties relating to control of the process/activity and emissions to air. In order to minimise risk of emissions, particular emphasis shall be given to control procedures during start-up, shut down and abnormal conditions. It shall include:

- Awareness of their responsibilities under the permit; in particular how to deal with conditions likely to give rise to VOC emissions, such as in the event of spillage
- Steps necessary to minimise emissions on start up and shut down
- Action to minimise emissions during abnormal conditions.
- The operator shall maintain a statement of training requirements for each operational post and keep a record of training received by each person whose actions may have an impact on the environment. These documents shall be made available to an authorised officer of Bolton Council Pollution Control Unit on request.

56. Effective preventative maintenance shall be employed on all aspects of the process/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 an authorised officer of Bolton Council Pollution Control Unit with respect to pollution control equipment; and
- A record of such maintenance shall be made available for inspection by an authorised officer of Bolton Council Pollution Control Unit.

Figure 1: Site Plan

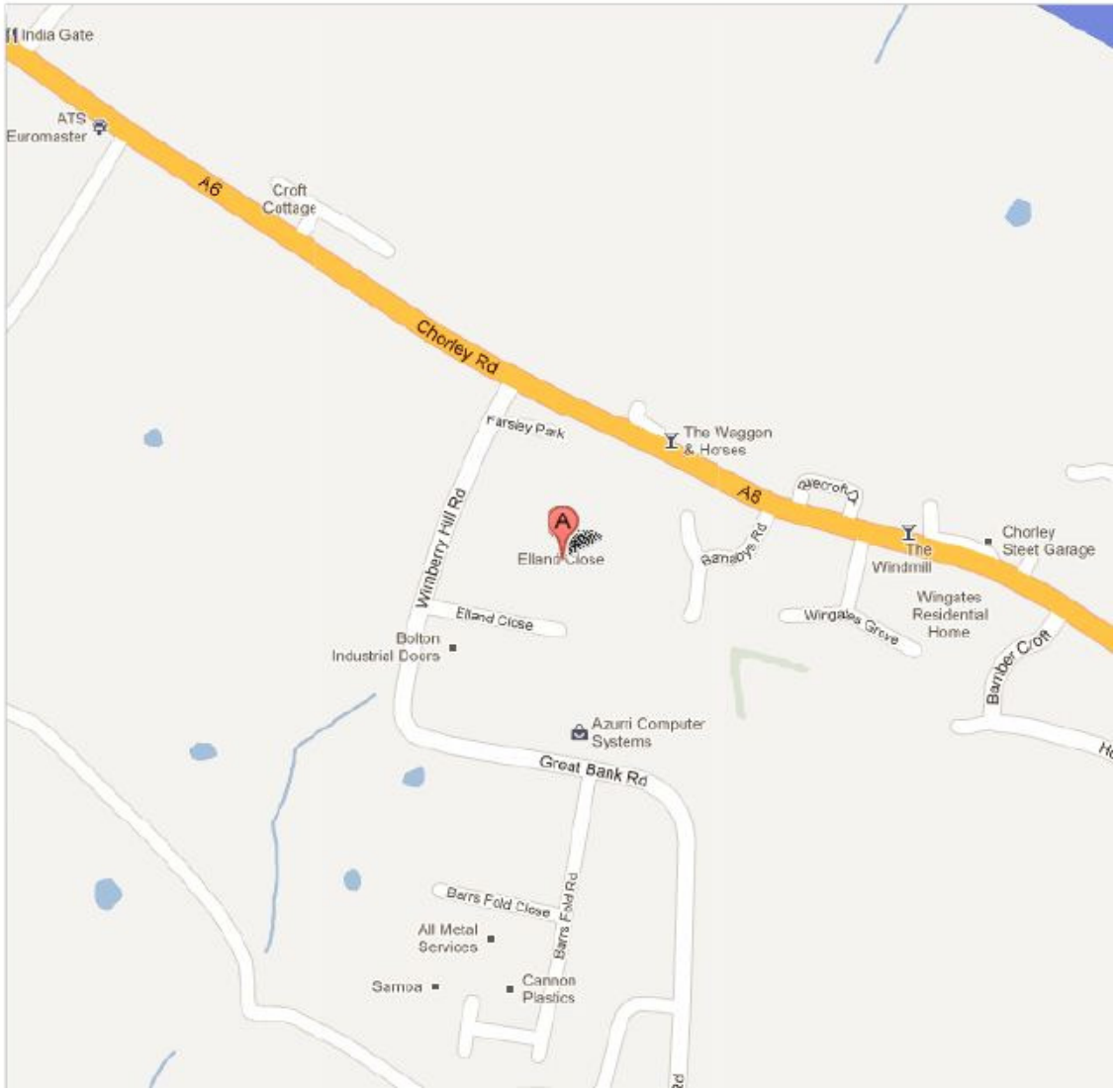
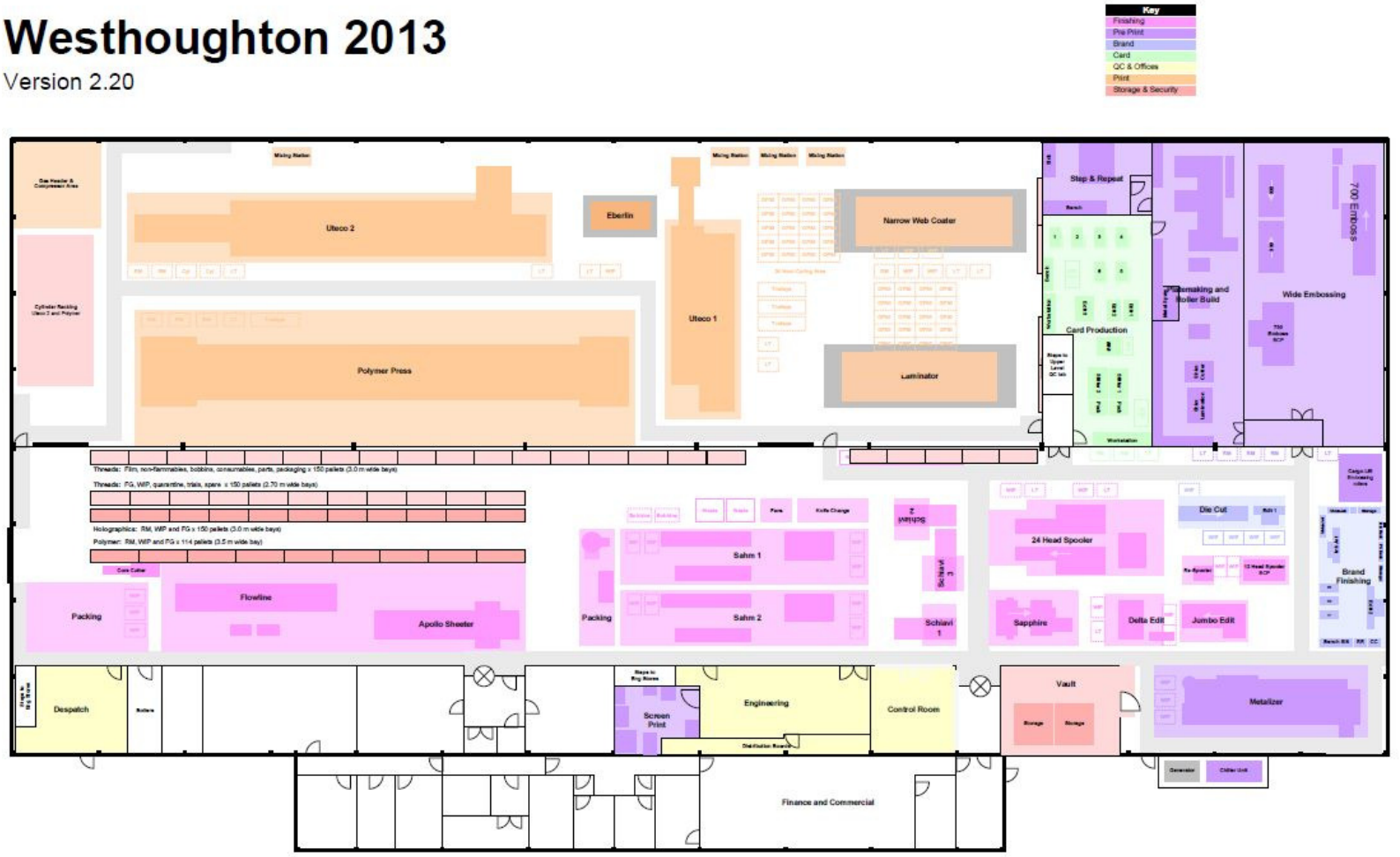


Figure 1 Location of the Installation

SITE RELOCATION PROJECT - Westhoughton

Westhoughton 2013

Version 2.20



RB SENSITIVE Thursday, October 18, 2012

DATE: _____ SIGNATURE:_____

Katherine A. L. King
Principal Environmental Health Officer
(Pollution Control Unit, Authorised Officer)

Address to which all communication be sent: -

Pollution Control Unit

Castle Hill Centre
Castleton Street
Tonge Moor
Bolton
BL2 2JW

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 http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/manuals.htm.

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(2) of the 2010 Regulations. A person guilty of an offence under this regulation could be liable to (i) a fine of up to £50,000 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 2010 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 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 or 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 forms or charges for appealing. However, for an appeal to be valid, appellants (the person/operator making the appeal) are legally required to provide the Secretary of State or Welsh Minister with the following (see paragraphs 2(1) and (2) of Schedule 6 of the 2010 Regulations):

- 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 2010 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

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, 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 has decided the matter.