

**Pollution Prevention and Control Act 1999
Pollution Prevention and Control (England and Wales)
Regulations 2000 (as amended) Schedule 1**

Permit Reference No. PPC/2

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Section One

Introductory Note & Description of Permitted Installation

**Pollution Prevention and Control Act 1999
Pollution Prevention and Control (England and Wales) Regulations 2000
(as amended) Schedule 1**

Permit Reference No. PPC/2

Introductory Note

Permit Holder:	Eastbourne Borough Council
Installation Address:	Eastbourne Crematorium, Hide Hollow, Langney, Eastbourne. BN23 8AE
Registered Address of Company:	Eastbourne Borough Council, Environmental Health Department, 1 Grove Road, Eastbourne East Sussex BN21 4TW

Provenance	Date
Application for Authorisation (EPA 90)	28/08/1992
Authorisation issued	29/09/1992
Permit 'deemed' application	1 st April 2003
Permit issued	1 st March 2005

Eastbourne Crematorium is hereby permitted by Eastbourne Borough Council to carry on a cremation of human remains process as prescribed in Section 5.1 Part B(c) of Schedule 1, SI No. 1973, Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended) as described below and within the installation boundary as marked red on the attached plan reference PPC2/1 and in accordance with the conditions detailed in Section 2 of this Permit.

Signed..... Date.....

Head of Environmental Health

Process Description

Eastbourne Crematorium is serviced by 4 , Facultatieve Cremators The coffins are charged into the main chamber when the appropriate temperatures reach 850 c, at which point the computer take control of the cremation.

The cremated remains are removed from the cremator once they have cooled sufficiently and are then placed into a facultatieve cremulator before being transferred in to a recyclable cardboard container to await collection. On average a cremation takes 180 minutes.

The Federation of British Cremation Authorities produces a specification for coffin manufacture, and these instructions are issued to all Funeral Directors.

Potential Releases

The process has the potential to emit the following prescribed substances:

Volatile organic compounds (VOC)
Chlorides
Carbon monoxide
Odour
Particulates

Section Two

Permit Conditions

**Pollution Prevention and Control Act 1999
Pollution Prevention and Control (England and Wales) Regulations 2000
(as amended) Schedule 1**

Permit Reference No. PPC/2

The conditions contained within this Permit are based upon the Process Guidance Note for Crematoria PG5/2 (04)

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

1.0 Emission Limits and Controls

- 1.1. All emissions to air, other than steam or water vapour, shall be colourless and free from persistent mist. All emissions to air shall be free from persistent fume and free from droplets.
- 1.2. Emissions from the cremators must in normal operation (which includes start-up / shutdown), be free from visible smoke and no emission from the cremators shall exceed the equivalent of shade number one on the Ringelmann chart of smoke densities. For the purpose of this condition, “dark smoke” shall mean smoke which, if compared in the appropriate manner with a Ringelmann chart as described in B.S. 2742: 1969, would appear to be as dark or darker than shade 2 on the chart. “Black smoke” shall mean smoke which would appear as dark or darker than shade 4 on this chart.
- 1.3. All emissions shall be free from offensive odour beyond the process boundary as perceived by the Inspector.
- 1.4. All pollutant concentrations shall be expressed at reference conditions; 273K, 101.3 kPa and 11% oxygen, dry gas.
- 1.5. As continuous monitoring is undertaken:
 - a) No more than 5% of all 60 minute mean emission concentrations shall exceed the specified emission concentration limits, and
 - b) No 60 minute mean emission concentration shall exceed twice the specified emission concentration limits in condition 1.6.

Note: The 60 minute period shall relate to the first 60 minutes of each cremation or such shorter period where the cremation is less than a 60 minute duration.

- 1.6. The following are the specified emission concentration limits and no results obtained from non-continuous monitoring shall exceed the following emission concentration limits:

Emission	Concentration
Hydrogen Chloride (excluding particulate matter)	200 mg/m ³
Total particulate matter from cremator	80 mg/m ³
Carbon monoxide	100 mg/m ³
Organic compounds (excluding particulate matter)	20 mg/m ³ (expressed as total carbon)
Particulate matter from cremated remains treatment plant	50 mg/m ³

2. Monitoring, Sampling and Measurement of Emissions.

- 2.1. Emissions from cremators shall be continuously monitored for particulate matter, and the results shall be continuously recorded. An alarm shall be fitted to activate a visual warning if the emission concentration limit for total particulate matter specified in condition 1.6 is exceeded.
- 2.2. The instruments used for monitoring in accordance with condition 2.1 shall be checked daily and comparatively assessed against emission test data obtained in accordance with condition 2.17 at least once a year.
- 2.3. Emissions from the cremators shall be continuously monitored for carbon monoxide using dedicated analysers which monitor each cremator. Data collection from the carbon monoxide analysers shall be retained for inspection by an Officer of the Local Authority. The results shall be maintained in such a manner to display the 60 minute mean emission of the cremation.
- 2.4. The oxygen concentration at the outlet from the secondary combustion zone and at the point of continuous measurement of parameters referred to in condition 1.6 above shall be continuously monitored.
- 2.5. All continuous monitoring instruments shall be checked daily and calibrated in accordance with the manufacturers recommendations at least once a year.
- 2.6. All continuous monitor readings shall be continuously recorded and readings shall be on immediate display to operating staff. Emission monitor readings shall be observed at least every 30 minutes. The instruments shall be fitted with visual alarms which activate whenever the 60 minute mean value exceeds the emission concentration limits in condition 1.6. Emission events which result in the alarm being activated shall be electronically recorded.
- 2.7. Cremator emissions shall be tested at least once a year for hydrogen chloride and organic compounds excluding particulate matter, total particulate matter, carbon monoxide and oxygen in accordance with conditions 2.17 and 2.18.
- 2.8. The local authority shall be notified at least 7 days in advance of any periodic monitoring exercise to determine compliance with emission limit values of the provisional time and date of monitoring, pollutants to be monitored and the methods to be used.
- 2.9. Visual assessments of emissions shall be made frequently and at least once a day. Remedial action shall be taken immediately in the case of abnormal emissions.
- 2.10. Olfactory assessments of emissions shall be made frequently and at least once a day. Remedial action shall be taken immediately in the case of abnormal emissions.

2.11. Results of the visual and olfactory assessments shall be recorded in the log book referred to in condition 2.12.

2.12. A log book shall be kept containing a record of:-

- A the results of all visual and olfactory assessments
- B details of corrective action taken in the event of abnormal emissions
- C any malfunction or breakdown likely to cause, or lead to, abnormal emissions together with details of corrective action taken.
- D The date and time of all assessments, observations, tests and any corrective actions
- E The signature against each entry of the person undertaking those assessments, observations, tests or corrective actions.

The pages in the log book shall be consecutively numbered and all entries must be made legible.

The log book shall be available for inspection by a duly authorised officer of the local authority and shall be retained for a minimum period of two years commencing with the date of the final entry in the book.

2.13. The results of all monitoring and inspections, including continuous monitor charts and records, shall be recorded in a log book, retained at the crematorium for a minimum of two years and made available by the operator for examination by the Local Authority Inspector. The operator shall investigate any adverse results and take any corrective action immediately, and the action taken recorded in the log book. In addition any continuous monitor or process malfunction or failure shall be recorded in this log book as well as the steps taken to deal with any such recorded incident.

2.14. A summary of all continuous emission monitoring results should be kept on site and available for inspection at any time. This information shall include monthly averages, a list of 60-minute mean emission values exceeding the relevant limit in condition 1.6, maximum emission concentrations and the weekly 95 percentile of 60 minute mean emission concentrations (that emission concentration exceeded for 5% of 60-minute periods each week).

2.15. In any case where the emission measurement exceeds the concentration limits specified in condition 1.6 above, the results shall be forwarded to the Local Authority. Where any emission concentration is more than twice the specified emission concentration limit, the Local Authority shall be advised immediately by telephone.

- 2.16. The results of all non-continuous emission testing shall be forwarded to the Local Authority within 8 weeks of the completion of the sampling.
- 2.17. The reference test method for particulate matter emissions in chimneys or ducts is that of British Standard BS 6909: 1992 and tests shall be carried out according to the main procedural requirements of that standard. The method chosen shall be capable of collecting particulate matter of 0.1 microns diameter or less with an efficiency of at least 75%.
- 2.18. The following reference test methods shall be used for the non-continuous monitoring of the following emissions:

Pollutant	Test Method
Hydrogen chloride	US EPA 26A
Organic compounds excluding particulate matter	US EPA 25A
Carbon monoxide	US EPA 10
Oxygen	US EPA 3A

Where other test methods are proposed, then the prior approval from the council shall be sought at least 21 days prior to the commencement of the sampling and testing shall not commence until the council approves the test method in writing.

3. Materials, Handling and Storage

- 3.1. Coffins that are to be cremated shall:-
- a) Not contain lead or zinc.
 - b) Not contain products made of polyvinyl chloride (PVC) in the construction of the coffin or its furnishings.
 - c) Not contain polystyrene except the coffin nameplate which shall not exceed 90 grams in weight.
 - d) If made of chipboard comply with the NAFD and Funeral Furnishing Manufacturer's Association Joint Specification for Chipboard Based Coffins.
 - e) Not contain sawdust or cotton wool in the lining.

- f) Not have as a sealant material metal, rubber, pitch or any similar substance.
- 3.2. The operator shall ensure that Funeral Directors are aware of the requirements for the construction of confines to be cremated.
 - 3.3. PVC and melamine shall not be cremated except when human remains are delivered in PVC body bags. Packaging for stillbirths, neonatal and foetal remains shall not include chlorinated plastics. The emission limits specified in this document may only be achieved by careful use of materials in coffin construction and by cremator design. For this purpose, the guidance sheet entitled 'Instructions for Funeral Directors' produced by the Institute of Cemetery and Crematorium Management shall be issued to all funeral directors using this facility and reasonable checks shall be made to ensure that they are complied with.
 - 3.4. The remains in the cremator shall only be moved once calcination is completed i.e. when there is no combustible material left and the last flicker of flame has died out.

4. Flue Gas Treatment

- 4.1. All cremators shall be designed to ensure complete combustion and shall be fitted with a secondary combustion zone. The temperature of gases at the entrance to and exit from the secondary combustion zone shall be continuously monitored and continuously recorded. Audible or visual alarms shall be triggered when the temperature in the secondary combustion zone falls below that specified in condition 4.2 below.
- 4.2. The gases shall be held at 1123K (850oC) for 2 seconds in the secondary combustion zone as calculated in accordance with British Standard BS3316, Part 2: 1987. The concentration of oxygen at the outlet of the secondary combustion zone shall not be less than 6% by volume.
- 4.3. The charging system shall be interlocked to prevent the introduction of a coffin to the primary combustion zone unless the secondary combustion zone temperature exceeds that specified in condition 4.2 relevant to the cremator residence time of gases in the secondary combustion zone.

5. Disposal of Residues

- 5.1. The removal of ash and non-combustible residues shall be undertaken with care to prevent dust emissions. The remains shall be stored in covered containers.
- 5.2. Dust emissions from the cremulator arising from the treatment of cremated remains shall be minimised by the use of close hooding and local extraction venting to suitable arrestment plant, such as the bag filtration system currently deployed.
- 5.3. The cremated remains shall be cremulated (ground up) only within the cremulator, with the cover on/door closed. This door of the cremulator shall be interlocked to ensure that it can only be operated with the door shut.
- 5.4. Associated filtration plant shall be operated at all times when the cremulator is being used.
- 5.5. The cremulator must only be operated under negative pressure, extracting dust via suitable arrestment plant, such as a bag filtration system.
- 5.6. The cremulator arrestment plant / bag filter(s) shall be inspected on at least a weekly basis for good condition and shall be serviced on at least an annual basis or more frequent if required by the manufacturers specification.
- 5.7. Grounded ash shall be carefully dispensed and transported in sealed containers.

6. Chimneys

- 6.1. The chimney flue shall be cleaned annually to prevent accumulation of material.
- 6.2. Chimneys or vents shall have an efflux velocity of not less than 15 m/sec in normal operation. Care shall be taken to avoid generating positive pressure zones within the chimney unless the chimney wall is impervious or lined.
- 6.3. The chimney shall not be fitted with any restriction at the final opening, for example, a plate, cap or cowl.
- 6.4. The stack height shall be 14.5m metres above ground level.
- 6.5. The cremator flues shall be adequately insulated to minimise condensation on internal surfaces and to minimise the cooling of waste gases.
- 6.6. Flues must discharge vertically and shall not be fitted with any restriction at the final opening, such as a cap or cowl.

7. General Operations

- 7.1. The cremators shall be designed and operated in such a way so as to prevent the discharge of smoke, fumes or other prescribed substances above their appropriate emission limit, during charging.
- 7.2. Staff at all levels shall receive proper training and instruction in their duties relating to control of the process and emissions to atmosphere and shall at all times follow the Council's operating procedure. Particular emphasis shall be given to training for start-up, shut down and abnormal conditions. Records of training shall be kept available for inspection by duly authorised officers of the local authority
- 7.3. All operating staff must hold certification from a recognised organisation of their proficiency in operating the process or, in the case of unqualified staff, must be under the direct control of an experienced certified technician, (i.e. ICCM Certificate of Proficiency from the Institute of Cemetery and Crematorium Management) or equivalent.
- 7.4. Effective control of emissions requires the maintenance and proper use of equipment in accordance with the manufacturer's instructions, and the proper supervision of process operations. Effective preventive maintenance shall be employed on all plant and equipment concerned with the control of emissions to air. There shall be adequate provisions for the supply of essential spares and consumables.
- 7.5. Any malfunction or breakdown leading to abnormal emissions shall be dealt with promptly and process operations adjusted until normal operations can be restored. All such malfunctions shall be recorded in the log book. If there is

likely to be an effect on the local community the Local Authority shall be informed without delay. The Local Authority may need to identify key arrestment plant the failure of which shall be notified to them immediately.

- 7.6. A list shall be displayed at or near the cremator control panels which identifies all operators who hold such certification.
- 7.7. All operating staff must hold certification from a recognised organisation of their proficiency in operating the process or, in the case of unqualified staff, must be under the direct control of an experienced certified technician, (i.e. ICCM Certificate of Proficiency from the Institute of Cemetery and Crematorium Management) or equivalent.
- 7.8. The telephone number of the appropriate Environmental Health Officer must be displayed near the cremator control panel.
- 7.9. A member of the staff nominated to operate the process shall be present at all times when the process is in operation.
- 7.10. The Council shall be notified at least 28 days before any of the following changes are made to the installation:-
 - a) Any change to the chimney stack arrangements.
 - c) The installation of new or replacement equipment including cremators where this will increase the installation capacity or involve an increase or change in the nature of emissions into the air.
 - d) Any new or replacement air pollution control equipment

Section Three

Location of Permitted Installation and Site Plan

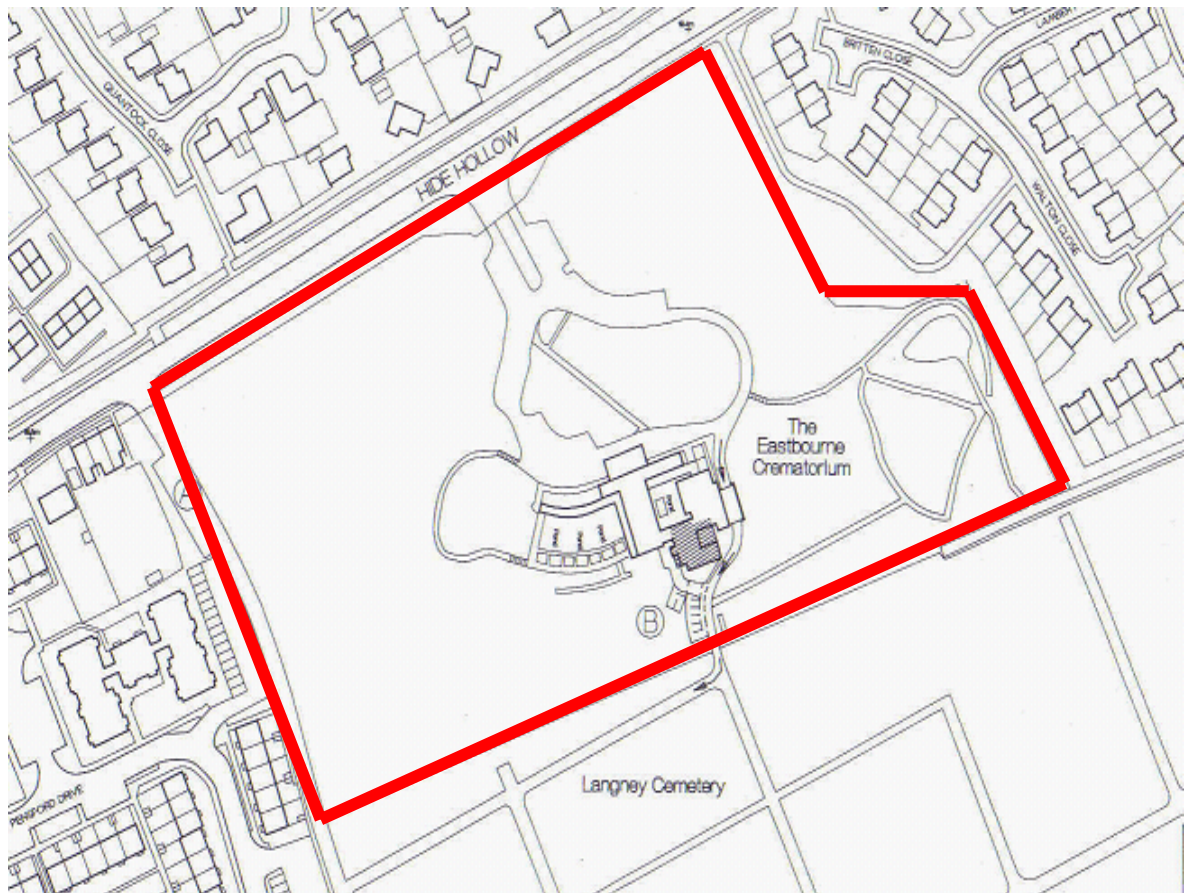
Site Location Map



**Hide Hollow –
Eastbourne**

Site Plan PPC2/1

— Site boundary in red



Section Four

Explanatory Notes And Appeals Procedure

Eastbourne Borough Council
The Pollution Prevention Control Act 1999
The Pollution Prevention & Control (England & Wales) Regulations 2000 SI 1973
(As Amended)

EXPLANATORY NOTE

These notes are provided for the operator of an installation or mobile plant to assist in the interpretation of their duties under the provisions of the above-mentioned legislation, with particular reference to the permit issued by North Tyneside Council. These notes do not form part of the Permit or conditions attached to it.

1. RESIDUAL BAT CONDITION

You should note that regulation 11(2) of the Pollution Prevention & Control (England & Wales) Regs 2000 (the PPC Regs) require that installation and mobile plant should be operated in accordance with the general principles such that -

(a) all the appropriate preventative measures are taken against pollution, in particular through application of the best available techniques; and

(b) no significant pollution is caused.

Schedule 2 of the PPC Regs describes the concept BAT and the special requirements.

In relation to the Permit you should be aware that, amongst other aspects of the installation operation and management, this residual duty will apply to:-

- the control of emissions to ensure that offensive odours are not caused beyond the installation boundary,
- maintenance, service and repair of equipment,
- keeping of spares and consumables,
- the training of installation operators, and supervision of workers
- management of the installation in relation to maintenance of a high standard of housekeeping.

2. STATUTORY REQUIREMENTS

This Permit is issued under regulation 10 of the PPC Regs and does not detract from any of the following statutory requirements where applicable:-

- (a) The requirement to obtain Planning Permission for the installation and any new construction.
- (b) The requirement to obtain discharge consent from the Environment agency.
- (c) The requirement to obtain Building Regulation approval for any construction work.
- (d) The requirement of a Waste Disposal Licence.
- (e) The requirement to comply with the Health and Safety at Work etc Act 1974.

3. PUBLIC REGISTER

The Council is required by regulation 29 to maintain a Public Register containing information on all LAPPC installations and mobile plant. The register is available for inspection by the public free of charge during office hours (Monday to Friday 9.00am to 5.00pm) at

**Eastbourne Borough Council,
Environmental Health Department
1 Grove Road
Eastbourne
East Sussex
BN21 4TW**

Subject to exclusions of commercially confidential information and information affecting national security, registers will contain the following:

- a. Applications for a permit;
- b. Notices asking for information and responses to such;
- c. Advertisements and representations in response to such (unless requested not to by the person responding)
- d. In the case of c) above, a statement to the effect that representations were made but have been omitted – must not identify the person making the representation;
- e. Statutory consultee responses to applications or applications for variations;
- f. Permits;
- g. Notifications of changes in the operation of installations;
- h. Applications for variations, transfers or surrenders of permits;
- i. Variations, transfers and surrenders granted;
- j. Revocations;
- k. Enforcement or suspension notices;
- l. Notices withdrawing enforcement and suspension notices;
- m. notice of an appeal including the grounds of the appeal, relevant correspondence between the appellant and the regulator, and the decision/notice which is the subject of the appeal;
- n. Representations in response to appeal (unless requested not to by the person responding);
- o. In the case of n) above, a statement to the effect that representation were made but have been omitted – must not identify the person making the representations;
- p. The appeal decision and any accompanying report;
- q. Convictions, formal cautions; to include the name of the person, date of conviction/caution, and (where appropriate) penalty and name of court. This requirement does not override the Rehabilitation of Offenders Act 1974 regarding spent conditions, and authorities must take care to remove relevant entries at the appropriate time;

- r. Monitoring data obtained by the authority from its own monitoring, or sent to the authority on accordance with a permit condition or regulation 28(2) notice;
- s. If any monitoring information is omitted because it is commercially confidential, the authority must put a statement on the register indicating whether relevant permit conditions are being complied with, based on the withheld information;

Commercial Confidentiality

An operator may request certain information to remain confidential i.e. not be placed on the public register. The operator must request the exclusion from the public register of commercially 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 amount of information excluded from the register should be kept to the minimum necessary to safeguard the operator's commercial advantage

The general principle is that information should be freely available to the public. Information that maybe considered commercially confidential is that which if it "were being contained within the register would prejudice to an unreasonable degree the commercial interests of an individual or any other person" (regulation 31(12) of the 2000 Regulations).

Local authorities will also take into account whether the information at issue could be obtained or inferred from other publicly accessible sources.

The local authority will determine this request within 28 days of the date of such an application and will issue a Determination Notice detailing their decision. The notice may specify a time period over which the information is to remain commercially confidential (if not specified, it will be four years beginning with the date of the determination). The operator may appeal to the Secretary of State within 21 days of the notification of the decision.

If the application is granted the local authority will place a statement on the public register stating that certain information has been withheld and stating the reasons why, plus whether this information is relevant to a permit condition, and whether the permit condition has been complied with.

Further guidance on commercial confidentiality can be found in Chapter 8 of the LA-IPPC and LAPPC 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.

4. UPGRADING PROGRAMMES

The following information does not comprise part of the Permit, but contains guidance, which should be noted when considering the upgrading programme.

Aim of Upgrading Programme

To identify the areas where the existing installation does not meet the required standards ("new process" standards), as detailed in the relevant Secretary of State's Process Guidance Note, the steps to be taken to meet these standards, and the time-table of dates by which these steps are to be implemented. (You are advised to refer to the Department of Environment, General Guidance Note 4 - Interpretation of terms used in Process Guidance Notes (available from H.M. Stationery Office)).

Content of Upgrading Programme

There is not a specified format for an upgrading programme but, wherever possible, it should identify reasonably precise actions to be taken and the dates on which these actions will be instigated. If abatement plant is to be installed technical specifications and schematic drawings along with operational procedures should be detailing in the upgrading plan.

Council Action upon receipt of Upgrading Programmes

It is an offence not to submit the upgrading programme by the date specified in the Permit.

The Council will assess the adequacy of the submission and if satisfied with the content, will place it on the Public Register (operators may apply for matters which are considered to be commercially confidential to be excluded from the Register).

The Council will bring the upgrading programme within the terms of the Permit by issuing a Variation Notice to add the programme as a condition to the initial Permit. This will ensure that commitments given are made into enforceable conditions (this may not preclude changes to the programme where there are sound reasons for such a change).

5. FEES

In accordance with regulation 22(2)c of the PPC Regs, the holder of a permit is required to pay a fee for the subsistence of the Permit. This fee is payable annually on 1st April. You are advised that under the provisions of regulation 21 of the PPC Regs, if you fail to pay the fee due promptly, the Council may revoke the Permit.

6. TRANSFER OF PERMITS

Under the provisions of regulation 18 of the PPC Regs, where you wish to transfer the Permit to another person (the proposed transferee) then the operator and the proposed transferee shall jointly make an application to the Council. The council will determine the transfer application within 2 months. A fee is also available. For further details on this please contact the Council.

7. PROCESS CHANGES

Under the provisions of regulation 16 of the PPC Regs, you are required to notify the Council of any proposed change in operation at least 14 days before making the change. This must be in writing and must contain a full description of the proposed change in operation and the likely consequences.

If the change could result in the breach of the existing permit conditions or is likely to require the variation of permit conditions then you must apply in writing under regulation 17(2), or involves a SUBSTANTIAL CHANGE to the installation you will be required to submit an application, pay the relevant fee and advertise the application accordingly. You should notify the Council 28 days before undertaking such changes in the installation operation. You may serve a Notice on the Council requesting that they determine whether any change, which is proposed, would constitute a substantial change before you proceed with application.

8. APPEALS

Under regulation 27(1)c of the 2000 Regulations operators have the right of appeal against the conditions attached to their permit. The right to appeal does not apply in circumstances where the notice implements a direction of the Secretary of State given under regulations 12(15) (directions to regulators), 36 (general directions to regulators), paragraph (4) of regulation 27 (Appeals), paragraph 14(6) of Schedule 4 (directions determining applications for permits) or 6(6) of Schedule 7 (directions determining variation of permits).

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 the conditions attached to the permit must be given within six months of the date of the notice, which is the subject matter of 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 (see Schedule 8 of the 2000 Regulations, paragraph 1):

- written notice of the appeal;
- a statement of the grounds of appeal;
- a statement indicating whether the appellant wishes the appeal to be dealt with by written representations procedure or a hearing - a hearing must be held if either the appellant or enforcing authority requests this, or if the Planning Inspector or the Secretary of State decides to hold one.
- (appellants must copy the above three items to the local authority when the appeal is made)
 - a copy of any relevant application;
 - a copy of any relevant permit;

- a copy of any relevant correspondence between the appellant and the regulator; and
- a copy of any decision or notice, which is the subject matter of the appeal.

Appellants should state whether any of the information enclosed with the appeal has been the subject of a successful application for commercial confidentiality under regulation 31 of the 2000 Regulations, and provide relevant details. Unless such information is provided all documents submitted will be open to inspection. Further guidance on commercial confidentiality can be found in chapter 8 of the LA-IPPC and LAPPC manual.

Where to send your appeal documents:

Appeals should be despatched on the day they are dated, and addressed to:

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

On receipt of an appeal and during the appeal process the main parties will be 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

Guidance from the Planning Inspectorate states that operator and regulator would be normally expected to pay their own expenses during an appeal. Where a hearing or enquiry is held as part of the appeal process, by virtue of Schedule 8, paragraph 4(10) of the 2000 Regulations, either the appellant or the local 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.

9. Secretary of State's Guidance

This permit is covered by the relevant Secretary of State's Guidance and :

Pollution Prevention and Control Act 1999	
Pollution Prevention and Control (England & Wales) Regs 2000	ISBN – 0- 099621 -6
General Guidance Manual on Policy and Procedures for A2 and B Installations	ISBN – 0-85521-028-1

10. Reporting Requirements and Contact Details

Were a Permit condition imposes a requirement to forward documents to the Local Authority or to report a specified occurrence the following address and telephone number shall be used:

By Post

**Eastbourne Borough Council,
Environmental Health Department
1 Grove Road
Eastbourne
East Sussex
BN21 4TW**

By Telephone

During office hours: 01323 415379
Facsimile No.: 01323 415997

Email :- environmentalhealth@eastbourne.gov.uk