

Pollution Prevention and Control Act 1999

**Environmental Permitting
(England and Wales) Regulations 2010**



INSTALLATION PERMIT

REF – PPC 39/12

**Permit to operate an installation for the
manufacture of mushroom substrate**

**Tunnel Tech North Ltd
Newington Farm
Newington
Doncaster
DN10 6DJ**

Permit Reference No. PPC 39/12

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Section One

Introductory Note & Description of Permitted Installation

**Pollution Prevention and Control Act 1999
Environmental Permitting (England and Wales) Regulations 2010**

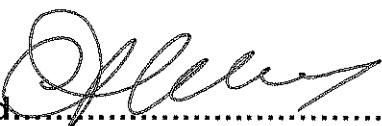
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Introductory Note

Installation Address:	Newington Farm Newington Doncaster DN10 6DJ
Registered Address of Company:	Tunnel Tech North Limited The Old Airfield Winchester Street Leckford Stockbridge Hampshire SO20 6JF

Application for Authorisation	16 th September 1992
Authorisation issued	24 th September 1993
Permit Deemed application	1 st April 2003
Permit Issued	10 th April 2006
Permit Varied & Re-issued	29 th September 2010
Permit Varied & Re-issued	6 th June 2012

Tunnel Tech North Ltd is hereby permitted by the Bassetlaw District Council to operate an installation for the manufacture of mushroom substrate under section 6.8 Part B(a) of Schedule 1 of the Environmental Permitting (England and Wales) Regulations 2010 at the above Installation and within the installation boundary marked red on the attached plan reference PPC/39/PLAN and in accordance with the conditions detailed in Section 2 of this Permit.

Signed  Date 6th June 2012

Mark Ladyman, Director of Community Services

Process Description

1 General Description

- 1.1 The process operated at the installation is the production of compost substrate on which mushrooms will be grown. The process is prescribed for local authority pollution prevention and control (LAPPC) under section 6.8 Part B(a) of Schedule 1 of the Environmental Permitting (England and Wales) Regulations 2010
- 1.2 The raw materials used in the process to make mushroom substrate are rape straw, wheat straw, chicken manure, horse manure, gypsum, urea and ammonium sulphate.
- 1.3 Straw is delivered and stored at the site in bales. The bales are stacked in the open air on the concrete yard surface. Chicken manure and horse manure is delivered to the site in sheeted tipper trucks. This is stored inside the old composting bunkers which have three concrete sides, a concrete roof and door.
- 1.4 The start of the process involves submersing the straw bales into a below ground-level tank of goody water. The tank is constructed of concrete and the straw bales remain in the goody water for up to two minutes, depending upon the quality and type of straw. This increases the moisture content of the straw which is crucial for starting the bacteriological composting process.

Goody water is also added to the blended materials at this same stage. Goody water is a blend of rain water, washing water and excess production water which is high in bacterial nutrients and nitrates. These nutrients are an essential part of activating the thermophilic composting process.

The bales are then stacked on the yard where they are then left for up to 3 days for the straw to absorb the goody water. During summer months many bales are processed after one day but during very cold winter months the bales have to be left for up to three days for the moisture to fully penetrate the straw.

If any offensive odours are beginning to be emitted from the soaked straw bales whilst they are standing on the yard then the bales are processed as soon as practicably possible.

- 1.5 After standing the straw bales are placed by forked loading vehicle onto the mechanical conveyor system. The conveyor system passes the bale along a set of blades which cuts the nylon ties holding the bale together. The cut bale then passes through

the bale breaker which completely breaks and chops the bale down.

At this stage chicken manure, gypsum and any inorganic supplements (such as ammonium sulphate) is added onto the conveyor belt through a controlled amount via a feed hopper. Chicken or horse manure is fetched as required by loading shovel from the storage bunkers to be piled on the concrete pad next to the mechanical conveyor belt.

- 1.6 The mixed materials are transported by a long covered conveyor to the corner part of the yard area where the horse manure is added via a hopper at a controlled amount. The contents then drop onto another conveyor belt which elevates the materials up to the bunker tops.
- 1.7 Once the materials reach the top of the elevating conveyor they drop onto a transverse conveyor which runs along the top of the roof structure of the bunkers. The transverse conveyor is controlled so that it can be positioned over the appropriate composting bunker which requires filling.

2 Composting - (Phase 1)

- 2.1 The first phase of the composting processes takes place in the large concrete bunkers. The material is dropped through a hatch in the roof via the transverse conveyor where it falls onto another conveyor which runs inside the bunker where it is supported from the bunker roof. This conveyor moves steadily along the length of the bunker evenly distributing the blended straw materials to fill the bunker. This process takes approximately 4 hours and fills a bunker to a capacity of 1000 tonnes. Once full the hatch is replaced over the fill hole located in the top of the bunker roof.
- 2.2 Air is forced through the composting materials via an aerated floor inside the bunker. The floor contains approximately 2000 small holes evenly spread over the area of the bunker. The forced air provides the oxygen necessary for the thermophilic composting process to take place. The temperature of the composting materials inside the bunker rises to 75+°C as the thermophilic process proceeds. The air blown through the bunker floor is carefully controlled to keep the compost at the optimum conditions. Temperature and oxygen probes are inserted into the bunkers which continually record data and send this information back to a computer which then constantly adjusts the air supply to the bunker.

Excess air is drawn from the bunker, captured and extracted through stainless steel duct work which runs at the rear of the bunkers.█

- 2.3 The phase one composting stage lasts between 10-14 days depending upon the season and the quality/type of straw being used. During the phase 1 composting stage each bunker will be fully emptied and placed in an empty adjacent bunker up to four times during the cycle. This operation is important to ensure that the composting material is homogeneously mixed and fully oxygenated.

The bunker is emptied using mechanical loading shovels and placed in the adjacent feed hopper. Additional water is added to the material as it moves along the conveyor belt to ensure the compost still remains moist enough for the thermophilic bacteriological process to proceed correctly. The feed hopper drops the compost on to the elevating conveyor belt which takes the compost back up to the bunker roof where it is discharged into a bunker as described in 1.7. Usually 2 bunkers are transferred into one single bunker as the composting process reduces the volume of the materials.

- 2.4 Whilst the materials are being unloaded and re-loading into an adjacent bay a second extract system serving the bunkers is operated. This second extract system utilises a higher powered fan unit and is used to try and keep a negative air pressure up to the perimeter of the main doors of the bunkers whilst the material is being removed using the mechanical loading shovel. The extracted air is ducted through a second run of stainless steel duct work which vents to atmosphere next to the first bunker extract ductwork

3 Pasteurisation - (Phase 2)

- 3.1 After the phase one composting stage is complete the substrate will have become a homogeneous mass dark brown in colour which would have a mild earthy smell. It is removed from the concrete bunker by mechanical loading shovel onto the feed hopper which transports the substrate material along an elevated conveyor belt to the phase two stage.

The Phase two part of the process involves pasteurisation of the compost. This takes place in the pasteurisation tunnels. The substrate is placed inside the long narrow pasteurisation tunnel via a cassette conveyor filler which is fed by the above described elevated conveyor. There are 9 pasteurisation tunnels.

- 3.2 The pasteurisation process requires the substrate to be kept between 57°C -60°C for a period of at least 10 hours. The substrate is kept for a further 4 days in the pasteurisation tunnel at a temperature between 40°C -50°C.

- 3.3 The control of the temperature is critical as the process is still thermophilic. Similar to the phase one the correct temperature is maintained by controlling the amount of air is drawn into the halls and extracted via small roof vents. This is done by a computer which constantly monitors temperatures, extraction fan speeds and moisture content. Should the temperature rise above the set pasteurisation level the substrate can very quickly spoil. The conditions of the substrate at this stage are highly aerobic.
- 3.4 Once the phase two stage is completed the substrate is cooled down and transferred through the clean hall into a sterilised tunnel prior to substrate colonisation.

4 Substrate colonisation - (Phase 3)

- 4.1 Phase three of the substrate production involves the substrate compost being fully colonised by mushroom mycelium. This involves the substrate to remain in the sterilised tunnel for a further 2-3 weeks as colonisation takes place. The temperature of the tunnels would be reduced to approximately 25 °C during colonisation. The living mushroom mycelium growing on the substrate would be dispatched to growers immediately ready for casing and the start of the mushroom growing cycle.

5 Process Water

- 5.1 Two water tanks are used to store water for use in the process. The smaller of the two tanks contains a clean water supply for the second tank. Recycled water from the process is collected and stored in the dirty water tank (goody water). Clean water is added to the dirty water tank as required. The goody water is used to wet the straw at the raw material mixing stage. The main dirty water tank is fitted with aerators to oxygenate the Goody water to maintain aerobic conditions.

6 Principal sources of emissions

- 6.1 The principal sources of air emissions from the process are odours emanating from:
- The delivery, storage and mixing of raw materials
 - Anaerobic conditions from the pre-mixing
 - Anaerobic conditions during the phase 1 stage
 - Odourous emissions during the unloading and re-loading operations when material is transferred to another bunker
 - Storage and irrigation of process water

Section Two

Permit Conditions

**Pollution Prevention and Control Act 1999
Environmental Permitting (England and Wales) Regulations 2010**

Permit Reference No. PPC39/12

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.

In formulating this Permit Bassetlaw District Council has had regard to Process Guidance Note 6/30(06)

1 Raw Material Selection and storage

1.1 Maintaining the quality of incoming raw materials will assist to reduce the potential for release of offensive odours during their delivery and storage. The following points shall be considered when selecting raw materials for the process.

1.1.1 Good quality, long straw shall be utilised

1.1.2 Where possible poultry manure is substituted with other locally available source of nitrogen e.g. urea, brewers grains, local sourced horse manure or additional inorganic supplements.

1.2 All potentially malodorous raw materials such as poultry manure and horse manure shall be delivered to the site only in sheeted or covered vehicles. If these materials are excessively wet and likely to give rise to excessive odours during storage the operator shall reject the materials and send the vehicle back to the supplier.

1.3 All potentially malodorous raw materials such as poultry manure and horse manure shall be stored under cover in the old phase 1 concrete bunkers. At all times the materials shall be prevented from getting wet.

Only the amount of material required for blending that days production may be stored on the external concrete pad next to the mechanical mixing conveyor. At all times the material shall be sheeted and prevented from getting wet.

1.4 Stockpiles of raw materials shall be kept to a minimum and all potentially malodorous materials shall be used as soon as possible after delivery to the site.

1.5 Poultry manure shall be premixed with gypsum (where used) before adding to the straw.

2 Emission limits, monitoring, sampling, investigation, measurement and controls

- 2.1 The best available techniques shall be used to prevent or, where that is not practicable, reduce emissions from the installation in relation to any aspect of the operation of the installation, which is not regulated by any other condition of this Permit.
- 2.2 Emissions from the permitted installation, other than steam or condensed water vapour, shall be free from persistent mist and free from persistent fume.
- 2.3 The use of odour masking agents and counteractants (other than as arrestment equipment additives permitted by a specific permit condition) are not permitted.
- 2.4 The Operator is required to plan, design and implement effective engineering and odour abatement systems across the Phase 1 composting process that will provide effective control of the off-site odour impact of the permitted activity to a level which has been demonstrated by the use of a suitable dispersion modelling to be capable of achieving 98th percentile hourly mean odour concentrations not greater than $2.5 \text{ou}_E/\text{m}^3$ at the nearest sensitive receptor when totalling the emissions from the Site (including but not limited to the Phase 1 Bunker Emissions, the Outdoor Activities, and the Goody Water Tank) so as to render harmless the resultant emissions so they no longer cause harm, concern or annoyance to local residents ("the Site Odour Limit").
- 2.5 The Operator shall take the following steps to ensure compliance with the Site Odour Limit:
- 2.5.1 In relation to the emissions from the Phase 1 bunkers ("the Phase 1 Bunker Emissions"):
- 2.5.1.1 Following the grant of planning permission for construction of a pre-acid scrubber and bio-filter (application reference 32/11/00030), the Operator will construct and implement the odour abatement facilities permitted by that application by 30 July 2012.
- 2.5.1.2 By 30 November 2012 the Operator will commission odour sampling and analysis from the open surface of the newly constructed biofilter and apply suitable dispersion modelling calculations to the measurements to determine the levels of residual odour emanating from the biofilter. This work shall be carried out by a specialist odour consultant using a method agreed in advance by

Bassetlaw District Council. A written report will be submitted to Bassetlaw District Council by 30 November 2012 for approval.

2.5.2 In relation to the emissions from the storage tank containing goody water ("the Goody Water Tank"):

2.5.2.1 Following the grant of planning permission for construction of a new Goody Water Tank (application reference 32/11/00030), the Operator will use its best endeavours to by 30 September 2012, either:

2.5.2.1.1 Construct the Goody Water Tank as permitted by the planning permission including securely lidding the tanks in accordance with the methods specified in the statements completed by HJ Wiefferink BV and as submitted to Bassetlaw District Council on 30th March 2011 and the Operator will remove the Goody Water Tank currently situated on the Site; or

2.5.2.1.2 Securely lid the Goody Water Tank that is currently situated on the Site in accordance with the methods specified in the statements completed by HJ Wiefferink BV and as submitted to Bassetlaw District Council on 30th March 2011.

2.5.2.2 By 30 November 2012 the Operator will commission odour sampling and analysis of the Goody Water Tank (constructed in accordance with 2.5.2.1.1 or 2.5.2.1.2) and apply suitable dispersion modelling calculations to the measurements to determine the levels of residual odour emanating from the Goody Water Tank. This work shall be carried out by a specialist odour consultant using a method agreed in advance by Bassetlaw District Council. A written report will be submitted to Bassetlaw District Council by 30 November 2012 for approval.

2.5.3 In relation to the emissions resulting from the delivery, movement and storage of raw materials and the loading, un-loading and re-loading of compost and partially composted material from the Phase 1 bunker operations (the "Outdoor Activities") the Operator shall:

2.5.3.1 By 30 November 2012 commission odour sampling and analysis detailing the type and volume of gaseous emissions from the Outdoor Activities and apply suitable dispersion modelling calculations to the measurements to determine the odour levels emanating from the Outdoor Activities. This work should be produced by a specialist odour consultant using a method agreed in advance by Bassetlaw District Council. A written report shall be submitted to Bassetlaw District Council by 30 November 2012 for approval.

2.5.4 If the results of sampling required by conditions 2.5.1.2, 2.5.2.2 and 2.5.3.1 when taken in combination result in an emission total that is higher than the level permitted by the Site Odour Limit the Operator shall submit a report to Bassetlaw District Council for approval by 30 November 2012 detailing the engineering and/or abatement measures that will be required to achieve compliance with the Site Odour Limit ("the Combined Odour Report").

2.5.4.1 For the avoidance of doubt the Combined Odour Report should include (but not be limited to) whether the following are required to achieve compliance with the Site Odour Limit:

2.5.4.1.1 a dispersion stack or carbon polishing stage at the Phase 1 Bunker emissions point,

2.5.4.1.2 the enclosure, capture and abatement of emissions from the Outdoor Activities

2.5.4.1.3 the extraction of odours from the Goody Water Tank to a suitable abatement plant

2.5.4.2 The Combined Odour Report shall include plans and designs for any proposed installations (except that plans and designs for abatement measures related to the Outdoor Activities (if required) shall be submitted to Bassetlaw District Council by 30 May 2013 for approval)

2.5.4.3 The Combined Odour Report should be produced by a specialist odour consultant using a method agreed in advance by Bassetlaw District Council.

- 2.5.5 The reports required by condition 2.5.1 to 2.5.4 can be produced separately or as a single report.
- 2.5.6 If a Combined Odour Report is required in accordance with condition 2.5.4 above the Operator shall construct and implement all engineering and/or abatement measures required as set out in the Combined Odour Report to ensure compliance with the Site Odour Limit. Such measures shall be taken:-
- 2.5.6.1 Abatement measures related to the Phase 1 Bunker Emissions and the Goody Water Tank shall be constructed and implemented by 30 April 2013.
- 2.5.6.2 All other works (including but not limited to abatement measures relating to the Outdoor Activities) shall be constructed and implemented by the 30 November 2013
- 2.5.7 If required to carry out works in accordance with condition 2.5.6.1 above, the Operator will by 30 July 2013 (or if work is required under 2.5.6.2 then by the 28 February 2014) commission odour sampling and analysis of all engineering and/or abatement measures including dispersion modelling to demonstrate compliance with the Site Odour Limit. This work shall be carried out by a specialist odour consultant using a method agreed in advance by Bassetlaw District Council. A written report will be submitted to Bassetlaw District Council by 30 July 2013 (or if work is required under 2.5.6.2 then by the 28 February 2014).
- 2.6 Odour management plan ("OMP") :
- 2.6.1 Within 6 weeks of issue date of this variation to the permit, the Operator shall draw up an OMP following, and complying with the guidance set out at Section Three of this permit, and shall submit the OMP to Bassetlaw District Council for approval.
- 2.6.2 the Operator shall comply with the conditions as set out in the approved OMP
- 2.7 By 30 November 2012 (except that where a Combined Odour Report is required the date shall be 30 April 2013 where works are required under 2.5.6.1, or 30 November 2013 where works are required under 2.5.6.2) the emissions from the activities shall be free from odour at levels likely to cause harm, concern or annoyance outside the site, as perceived by an authorised officer of Bassetlaw District Council, unless the Operator has used

appropriate measures, including but not limited to, those specified in the approved Odour Management Plan and as required by Condition 2.5, to prevent or where that is not practicable to minimise the odour.

- 2.8 Such abatement facilities as are constructed pursuant to condition 2.5 above shall be the subject of annual emissions testing (“the Annual Emissions Test”) from 30 November 2013 (except that where a Combined Odour Report is required the date shall be 30 April 2014 where works are required under 2.5.6.1, or 30 November 2014 where works are required under 2.5.6.2) to demonstrate compliance with the Site Odour Limit. by means of benchmark emissions levels to be agreed in advance with Bassetlaw District Council (“the Emissions Benchmark”). This work shall be carried out by a specialist odour consultant using a method agreed in advance by Bassetlaw District Council. The results of the Annual Emissions Test shall be reported to Bassetlaw District Council by 30 November each year (or by 30 April each year where in accordance with the Combined Odour Report works have only been required under condition 2.5.6.1.
- 2.9 The Operator shall maintain the abatement equipment constructed pursuant to clause 2.5 to ensure compliance at all times with the Emissions Benchmark
- 2.10 Where the Annual Emissions Test demonstrates that the emissions levels have breached the Emissions Benchmark, the Operator shall take immediate action to ensure the efficiency levels of the abatement equipment are restored to ensure compliance with the Emissions Benchmark.
- 2.11 The Operator shall carry out the emissions monitoring as listed in Table 1.1

Table 1.1

Source	Substances	Emission Limits/ provisions	Type of Monitoring required	Monitoring Frequency
Prewet and phase 1 compost stage	Oxygen	Oxygen content of substrate is not to fall below 3%	Oxygen probes	Continuous except during turning (unloading/loading of bunkers)
	Temperature	Temperature to be monitored for +75°C	Temperature probes	Continuous except during turning

Goody Water Tank And other water tanks liable to go anaerobic	Redox potential of water	-280Vm Minimum redox potential	Redox probes	Continuous and in accordance with condition 4.6
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2.12 An electronic data logging weather station shall be maintained at the site. The station shall provide real time information for at least the following parameters for wind direction, wind speed and temperature. The records shall be stored by electronic means for at least two years and shall be available for inspection at the request of the local enforcing officer.

2.13 An assessment of the potential for odour impact beyond the installation boundary shall be undertaken at least four times per day and shall take account of wind direction, wind speed, weather conditions and potential receptors. Assessments shall be made over the 24hour day period and shall include observations between the hours of 7pm and 7am and at the weekends. The assessments shall be made downwind of the locations marked on the ordinance survey map detailed in appendix one of this permit. The assessment shall be reviewed by the operator in response to any significant changes in weather conditions or process conditions. Each olfactory assessment shall consist of a three minute assessment of odours and a record shall be kept detailing the following parameters:-

- Date and time
- Location
- Wind direction and wind speed
- Prevailing weather conditions
- Installation operating conditions at the time
- Name of person undertaking the assessment
- Nature and strength of any odours detected

2.14 A logbook shall be established and maintained which contains a record of all olfactory observations made in accordance with conditions 2.13. The logbook shall be kept available for inspection by an authorised officer from the regulating authority at the premises occupied by the Operator, and the records shall be retained for at least two years. The log may be paper based or electronic.

2.15 In the case of malfunction or breakdown leading to abnormal odour emissions to air, the operator shall:-

- 2.15.1 Investigate and undertake remedial action immediately;
- 2.15.2 Adjust the process or activity to minimise those emissions;
- 2.15.3 Where abnormal operating conditions leading to offensive odour beyond the installation boundary are identified and may persist for more than 24 hours the local authority shall be notified immediately and consideration be given to suspending compost production until the sources of the odour is identified and remedial action taken.
- 2.16 Bassetlaw District Council shall be notified as soon as practicable (within one hour, or by 9:00am the next day working day if out of normal office hours) with details of the nature of the problem, the action taken so far and the proposed action to deal with the situation. If the odour incident is at a weekend and there is the potential for a significant effect upon the local community the operator shall notify the Council's out of hours service. A record of odour incidences shall be kept and emailed to Bassetlaw District Council at the end of each month
- 2.17 Where there is a requirement in any condition contained in this permit to notify Bassetlaw District Council the following methods shall be used:-
- By telephone to 01909 533164 or 01777 713764 (during office hours of 9:00am to 5:00pm, Mon to Fri)
 - And/or by email to environmental.health@bassetlaw.gov.uk
 - Out of hours contact (from 5:00pm to 8:00am, weekends and bank holidays) on 01909 533164
- 2.18 A record of all complaints received by the operator regarding odours emanating from the installation shall be recorded by the operator along with details of the investigation into the source and corrective action taken to remedy the problem and may include a record by the Operator of whether it detected an odour in breach of the Site Odour Limit. The records shall be available for inspection at any time by the regulating authority.

3 Pre-wet and Phase One

- 3.1 The water used in the below ground straw bale dunking tank shall be monitored on a daily basis to ensure that the water quality is not anaerobic and is not causing any offensive odours. The records shall be stored by electronic or paper means for at least two years and shall be available for inspection at the request of the local enforcing officer.

- 3.2 The immersion tank(s) shall on a regular basis be fully emptied, cleaned and refilled with aerated water.
- 3.3 Wetted straw bales shall only be left to stand for a maximum of 2 days before they are processed. Only in very cold weather conditions shall pre-immersed bales be left for a third day before being processed.
- If there are any offensive odours being emitted from pre-immersed straw bales stored on site, these shall be processed **immediately**.
- 3.4 The incorporation of goody water and liquors into the substrate on the blending conveyor belt shall be achieved by heavy droplet spray bar fitted with splash guards.
- 3.5 All poultry or horse manure shall only be added to the pre-wet production conveyor by purpose built steel hopper where the correct quantity of material can be satisfactorily controlled.
- 3.6 All pre-wet and mixing conveyors shall where possible be enclosed on either sides of the conveyor and also be covered over the top of the conveyor belt with a suitable constructed material
- 3.7 The mechanical mixing of horse manure and poultry manure on the main pre-wet production feed belt shall be undertaken so as not to cause spillage of quantities of these raw materials on the ground around the conveyor belt.
- 3.8 All liquor run off from mixing, blending and conveyor belts shall be captured and piped to the waste water drainage system
- 3.9 All Phase One composting operations shall only take place in the purpose built enclosed concrete bunkers. Bunkers shall be fully enclosed on all four sides, including a roof and fitted with a suitable forced aeration and extraction system.
- 3.10 The raw material feed hatch's located on the roof of each of the phase one concrete composting bunkers shall be kept covered/closed at all times when bunker loading is not taking place.
- 3.11 The forced aeration of the concrete bunkers shall be controlled by a computerised monitoring and control system which is able to monitor and adjust the flow of air through the floor aeration system and the amount of extraction of polluted air from inside the bunker. If there is any fault on the aeration system and audible/visual alarm shall activate.

- 3.12 Each bunker shall be continuously monitored and recorded for oxygen concentration and temperature and this data shall be fed to the computer controlled aeration system to ensure that optimum composting conditions are maintained inside the bunker ensuring that the phase one process always remains aerobic.
- 3.13 The level of oxygen within the substrate whilst in the phase 1 bunker shall not drop below 3% at any time. If the oxygen content of the bunker drops below 2.5% a visual/audible alarm shall activate to warn of potential anaerobic conditions occurring. The temperature inside the bunker shall be monitored and recorded too achieve a temperature of +75°C during the phase one stage.
- Operating conditions shall be adjusted immediately to ensure the above normal composting parameters are restored immediately.
- 3.14 The extraction system capturing the emissions from the phase one concrete bunkers shall be continuously monitored and controlled to ensure that the gases produced by the composting process are adequately extracted so as to maintain optimum conditions inside the bunker. If there is a failure of the extraction system an audible/visual alarm shall activate.
- 3.15 The second more powerful bunker extraction system shall be operated to capture emissions from inside a bunker when it is undergoing the physical process of removal and re-loading of substrate to another bunker.
- 3.16 The pre-wet and phase one compost stages shall be regularly checked during the composting cycle to ensure that the substrate is of the optimum moisture content. This shall involve a visual assessment of the consistency of the compost by a competent person and also include a dried moisture content calculated as a percentage. The check shall ensure that the compost substrate does not become excessively wet during the cycle leading to potential odours.

4 Goody Water and process water control

- 4.1 All potentially malodorous liquids, such as goody water, shall be stored in tanks. All tanks shall be fully lidded and checked on a monthly basis for any signs of leakage or damage. Any odours captured from the fitting of tank lids shall be satisfactorily abated to prevent offensive odours beyond the process boundary.
- 4.2 Collected rainwater from building roofs and yard surfaces shall be stored separately to the goody water until needed to top up the goody water. The content of all surface water storage tanks

shall be checked to ensure that they always remain aerobic and not a source of offensive odours.

- 4.3 The drainage system for the site shall be designed so as to separate the goody water and process water from surface water sources such as building roofs and yard surfaces
- 4.4 All pipe work and channelling which carries leachate from the pre-wet and phase one stage to storage shall be totally enclosed and maintained free from any leaks. All such pipe work and channelling shall be able to be fully cleaned and flushed with clean water.
- 4.5 Liquid run off from any hoppers, conveyor belts and belt scrapers shall be effectively collected and piped to the drainage system so as to prevent the run off spilling over yard areas.
- 4.6 The Operator shall continuously monitor the Goody Water Tank(for the redox potential limits as detailed in Table 1.1. An audible alarm shall sound when the redox potential exceeds the limit value stated in Table 1.1. The alarm shall be investigated immediately and corrective action taken to ensure the correct redox potential is restored to the tank.
- 4.7 All incidences of alarms or equipment malfunctions shall be recorded in a log book together with details of the corrective action taken. The records shall be stored by electronic or paper means for at least two years and shall be available for inspection at the request of the local enforcing officer.
- 4.8 Submersed pipe work shall be used for aeration in the tanks. The surface of the Goody Water Tank shall not be agitated.
- 4.9 Solids shall not be allowed to build up in the Goody Water Tanks to more than a dry matter content of 8% w/w, solids shall be drawn off regularly.
- 4.10 Sludge from the Goody Water Tank and other malodorous waste materials shall be held in enclosed storage pending removal from site, or preferably drawn straight into road tankers ready for removal from site.
- 4.11 Fixed draw-off points shall be provided to liquid storage facilities to facilitate the drawing-off of accumulated sludge without the need to open the storage container

5 Cleaning and drainage

- 5.1 All yard surfaces, storage areas, equipment, conveyors and hoppers liable to come into contact with raw materials or waste shall be impervious, be capable of being readily cleansed and shall be kept clean at all times particularly after production operations have completed such as pre-wet blending and

unloading and re-loading of bunkers.

- 5.2 Yard surfaces shall be impervious, laid to drain and be free from surface imperfections to ensure free flow of effluent and rainwater and avoid the collection and possible stagnation of liquids.
- 5.3 All floors of processing and storage areas shall be of impervious construction laid to fall to the effluent collection system and trapped drainage inlets should be provided where necessary, with sedimentation tanks and interceptors to prevent the transmission of material likely to impair the free flow of any receiving effluent system.
- 5.4 Good housekeeping shall be practised at all times. A written cleaning programme shall be instituted. This shall cover all structures, equipment and internal surfaces and containers used for animal matter processing and collection and waste storage. The cleaning of all drainage areas and collecting tanks, yards and roads shall be undertaken regularly and at least once a week.
- 5.5 When the phase one composting cycle is completed and the substrate is removed from the bunker to go to the pasteurisation halls the concrete bunker shall be thoroughly cleaned using pressurised water cleaning. Particular emphasis shall be paid to ensuring that the floor and the small aeration holes/grids located on the floor of the bunker are clean and not blocked.
- 5.6 All duct work, flues and local exhaust ventilation shall be cleaned and maintained in a satisfactory working state as part of the regular preventative maintenance programme. No accumulations of materials shall be allowed to build up in any duct work or flues.

6 Maintenance

- 6.1 All plant and equipment used in operating the Permitted Installation, the failure of which could lead to an adverse impact on the environment, shall be maintained in good condition.
- 6.2 A preventative maintenance programme shall be implemented. Written records of inspections and maintenance shall be kept at the installation for a minimum period of two years and made available for inspection to Bassetlaw District Council on request.
- 6.3 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 logbook.
- 6.4 Effective preventative maintenance shall be employed on all aspects of the process including all plant, buildings and the

equipment concerned with the control of emissions to air In particular:

6.4.1 a written maintenance programme shall be implemented

6.4.2 a record of such maintenance shall be made available for inspection.

6.4.3 all external pipework used for cleaning water, irrigation water and process liquid transfer shall be protected against frost.

7 General Operations

7.1 The Permitted Installation shall be supervised by staff who are suitably trained and fully conversant with the requirements of this Permit. A copy of the Permit shall be made available to all staff that have responsibilities under any of the conditions and a copy shall be available at all times at the installation.

7.2 All staff shall be fully conversant with those aspects of the Permit conditions which are relevant to their duties and shall be provided with adequate professional technical development and training, and written operating instructions to enable them to carry out their duties.

7.3 Staff at all levels need the necessary training and instruction in their duties relating to control of the process and emissions to air. In order to minimise risk of emissions, particular emphasis shall be given to control procedures during start-up, shut down, breakdowns and any abnormal conditions

7.4 Training of all staff with responsibility for operating the process shall include:

- awareness of their responsibilities under the permit;
- minimising emissions on start up and shut down
- action to minimise emissions during abnormal conditions

7.5 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 should be made available to Bassetlaw District Council on request.

7.6 A senior manager shall be nominated to act of behalf of the Operator, who will be responsible for ensuring that the process can fully comply with the conditions of this permit. That person shall be responsible for all aspects of liaison with Bassetlaw District Council and where necessary with the general public over odour issues. The responsible person shall be named in the

logbook together with arrangements for deputising in the event of absence of the nominated senior manager

- 7.7 Complete and immediate access to the premises shall be granted to a duly authorised officer of the Local Authority upon request.
- 7.8 If there is any intention to change any aspect of the prescribed installation from the description contained in the beginning of this permit, or any other aspect which may affect the substances or concentration or amount of substances being emitted to atmosphere, the operator shall notify Bassetlaw District Council of the proposed changes at least 4 weeks in advance before the changes take place.
- 7.9 The Operator shall give written notification as soon as practicable (and at least 30 days) prior to any of the following:
- 7.9.1 permanent cessation of the operation of part or all of the Permitted installation;
 - 7.9.2 cessation of operation of part or all of the Permitted Installation for a period likely to exceed 1 year; and
 - 7.9.3 resumption of the operation of part or all of the Permitted Installation after a cessation notified under condition 7.9.1 or 7.9.2.
- 7.10 The Operator shall notify the following matters to Bassetlaw District Council in writing within 14 days of their occurrence:
- 7.10.1 any change in the Operator's trading name, registered name or registered office address;
 - 7.10.2 any change to particulars of the Operator's ultimate holding company (including details of an ultimate holding company where the operator has become a subsidiary);
 - 7.10.3 any steps taken with a view to the Operator going into administration, entering into a company voluntary agreement or being wound up.
- 7.11 Where possible the process shall operate and adhere to the provisions of an appropriate Environmental Management System such as ISO 14001
- 7.12 A copy of this permit shall be located on site such that all operatives involved in the process have unrestricted access to it.

Section Three

Odour Management Plan Guidance

Odour Management Plan Guidance

This appendix discusses the purpose of an Odour Management Plan (OMP) and outlines the elements we consider to be essential. Odour management at some sites which have a high potential for odour pollution can be a major challenge. Accordingly, OMPs for these sites will need to be detailed and robust. Conversely, sites with a low odour potential will require comparatively simple and concise OMPs.

Objectives

OMP should be designed to:

- employ appropriate methods, including monitoring and contingencies, to control and minimise odour pollution;
- prevent unacceptable odour pollution at all times;
- reduce the risk of odour releasing incidents or accidents by anticipating them and planning accordingly.

All OMPs will need to consider sources, releases and impacts, and use these to identify cost-effective opportunities for odour management. For a particular activity, some methods may be more effective/applicable than others. Sample OMPs, templates or plans produced for other sites are often helpful starting points.

Primary odour control measures

Source materials

The OMP must include an inventory, with descriptions and quantities, of all potentially odorous solid, liquid and gaseous materials held on site across the full range of operating conditions. These should not be confused with emissions to atmosphere, which are considered under the Releases heading. Understanding the nature and extent of the stock of odorous materials held on site is key to recognising and exploiting control opportunities. Management of these materials may involve total quantity limits or holding conditions designed to reduce the material's odour potential. Holding times or conditions for feedstock materials before they arrive at the site are frequently very important for waste management activities.

Releases

Management of releases includes reducing evaporation and, if needed, containment and abatement. Where odorous gasses are finally released, controlling the height of release through a stack or the timing of releases through management of activities can influence dispersion before there is an impact on people.

Impacts

Minimising the impacts of odour pollution requires an understanding of the surrounding community. What activities are people engaged in and how does

this influence their sensitivity? What is the pattern of these activities over time? How do odours from the site affect exposed community members and what concerns do they raise? How is the tolerance of the community towards odour pollution affected by broader perceptions of the company, the site, the activity or individual employees?

General

The best OMPs will include a number of simple measures which each make a significant contribution to the overall objectives. OMPs which rely on single measures, such as containment and abatement systems, can be vulnerable to minor failures and may not provide the most cost effective solution.

Where appropriate, control measures should be backed up by professional engineering assessments. This is particularly important for complex processes or containment and abatement systems. Where pollution management depends upon enhanced dispersion, the choice of measures should normally be backed up with modelling to show the difference made by the enhancement.

Monitoring

All monitoring should clearly relate to the assessment of odour control and complete records must be kept in an auditable format. Appropriate monitoring must be undertaken for every stage of process control (i.e. emissions, dispersion and impacts). The interpretation of monitoring results should be considered in advance and, where appropriate, trigger values should be specified for contingency measures.

Process

The only way to determine whether the processes on site are under control, and to keep them under control, is to do appropriate monitoring. This may involve sophisticated analysis used by highly qualified individuals. However, visual assessments or simple measurements of weights and volumes may be equally important.

For example, monitoring of a composting site should seek to ensure that parameters such as moisture, texture, oxygen levels and temperature are all within suitable ranges and used to inform process management decisions. Process monitoring will often need to include parameters relating to feedstock materials before they even arrive at the site. Factors such as holding times and conditions can have a profound impact on the odour potential of feedstock materials. The quantity of material held on site, compared to the capacity limit, is often a key indicator of whether a composting process is under control and likely to cause odour problems.

Process monitoring should reflect a thorough understanding of the process in question and factors which could influence odorous releases.

Emissions

As with sources, releases monitoring must provide good evidence that emissions are well managed and that any control measures are working as intended. Particularly in cases where emissions are released through one or more vents or stacks, it is often appropriate to specify performance criteria for any abatement equipment. This may be in the form of odour units through

dilution olfactometry (taking volumes into account) or, where available, suitable surrogate measurements which can be more easily monitored.

Dispersion

Meteorological monitoring can identify when dispersion conditions are poor, or help to interpret exposure or impact monitoring data. Particular attention should be paid to the location of instruments. Knowing when dispersion conditions are poor can also inform decisions to implement additional short-term odour control contingency measures. The OMP should demonstrate that poor dispersion conditions can be identified and dealt with.

Exposure / impact

While complaints are never a substitute for comprehensive process and emissions monitoring, they are a valuable indicator of offsite odour impact. Procedures should be in place to receive comments from the community and act upon them. The receipt of a complaint may be an appropriate trigger for an internal investigation into the efficacy of current control measures.

Undertaking additional odour observations in the community may be useful, but this must be well planned and its limitations need to be recognised. People who work on odorous sites may be uniquely unqualified to undertake this assessment, either because of adaptation or personal assessments of offensiveness. Also, odours can be highly local and transient. They may have passed by the time an investigator arrives so the mere failure to confirm the observation would not alone justify a decision to take no further action.

For sites with ongoing odour problems, it may be beneficial to recruit individuals in the community to undertake periodic offsite odour surveys or to keep odour diaries. This can be done either on a voluntary or paid basis.

It is not possible to use instruments to measure odour in ambient air directly. However, very occasionally it may be possible to undertake surrogate measurements which are indicative of odours. This may be through direct measurement of chemicals which are themselves odorous, such as hydrogen sulphide. In other cases, odourless chemicals such as methane may be associated with odorous emissions of landfill gas.

Contingency control measures

Where trigger values have been exceeded or observations indicate odour pollution an operator will be required to take appropriate contingency measures. These measures may be aimed at:

- investigating the pollution incident and its cause(s);
- bringing the process back under control;
- temporary or permanent establishment or reinstatement of emissions controls; and/or
- minimising exposure or annoyance effects.

There are several key factors in preparing for effective contingency management

- anticipate what might go wrong;
- consider how problems might be revealed in monitoring;
- decide how incidents should be managed; and

- make appropriate preparations in advance.

In many cases it is reasonable to expect that the site will experience times when there are poor dispersion conditions and/or where the community is likely to be more sensitive. Under these conditions, contingency measures may be used to enhance the performance of existing controls and additional short-term measures can be used to further control odour pollution.

Contingencies will need to build upon an understanding of your process, emissions and dispersion, as already discussed. Where appropriate, we will also expect to see an escalation of contingency measures where more moderate methods are not successful. This may involve the use of a backstop contingency measure which results in the temporarily cessation of relevant activities, such as waste acceptance, until the process and emissions can be brought back under control.

There should also be a method of determining when contingency measures are no longer needed.

Repeated or long-term problems will need to be dealt with through more permanent changes to process controls or abatement measures.

Incidents and emergencies

Operators must consider what incidents or emergencies might adversely affect the control of odour pollution. With this knowledge, they must then plan and take appropriate steps to reduce the likelihood of the incident occurring, minimise any impacts if the incident were to occur, and recover control of the process as quickly as possible. This analysis and approach must all be documented in the OMP.

It is not necessary to consider events which are either very unlikely to occur or where odour would be a minor element of the overall environmental impact. For example, if there were to be a major flooding event which affected the site and prevented staff from getting to work, then odours would be a relatively minor aspect of the overall disruption and environmental impact.

However, events that are uncommon but reasonably foreseeable which could affect the running of the site and cause odour problems should be addressed e.g. deliveries may be affected from time to time or staff (internal and external) may be unavailable for some reason e.g. illness. The OMP should contain measures to deal with such eventualities. Other examples of reasonably foreseeable events are on-site breakdowns or loss of process control.

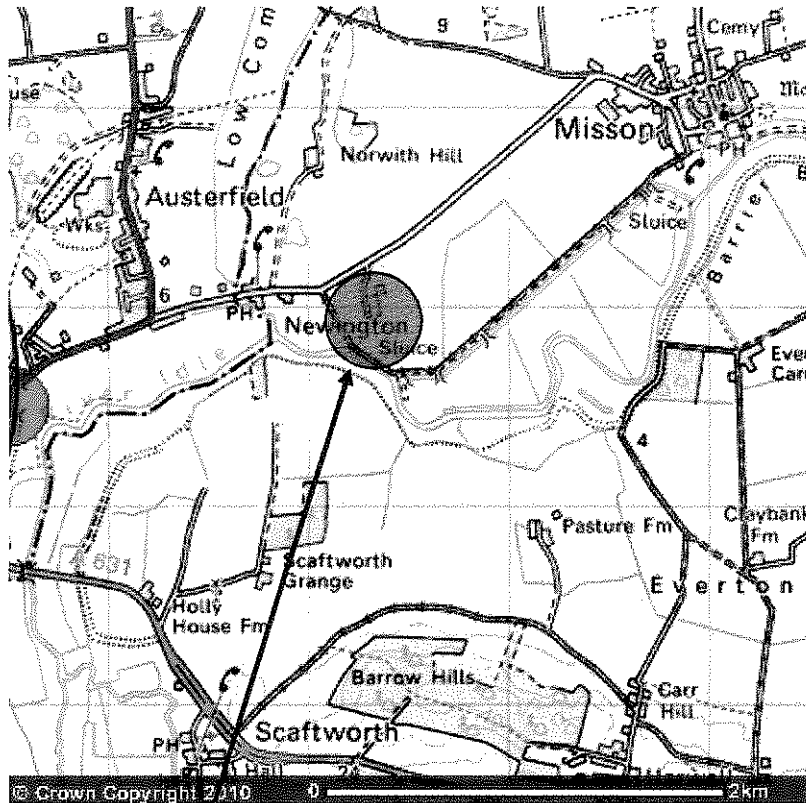
Organisation

Once we have reviewed and approved an OMP an operator will be required to implement it faithfully. We recommend that operators structure an OMP carefully to ensure that all the issues highlighted in this guidance are addressed and that the resulting document can be used effectively and with ease by relevant employees. It effectively forms part of your environmental management system.

Section Four

Location of Permitted Installation and Site Plan

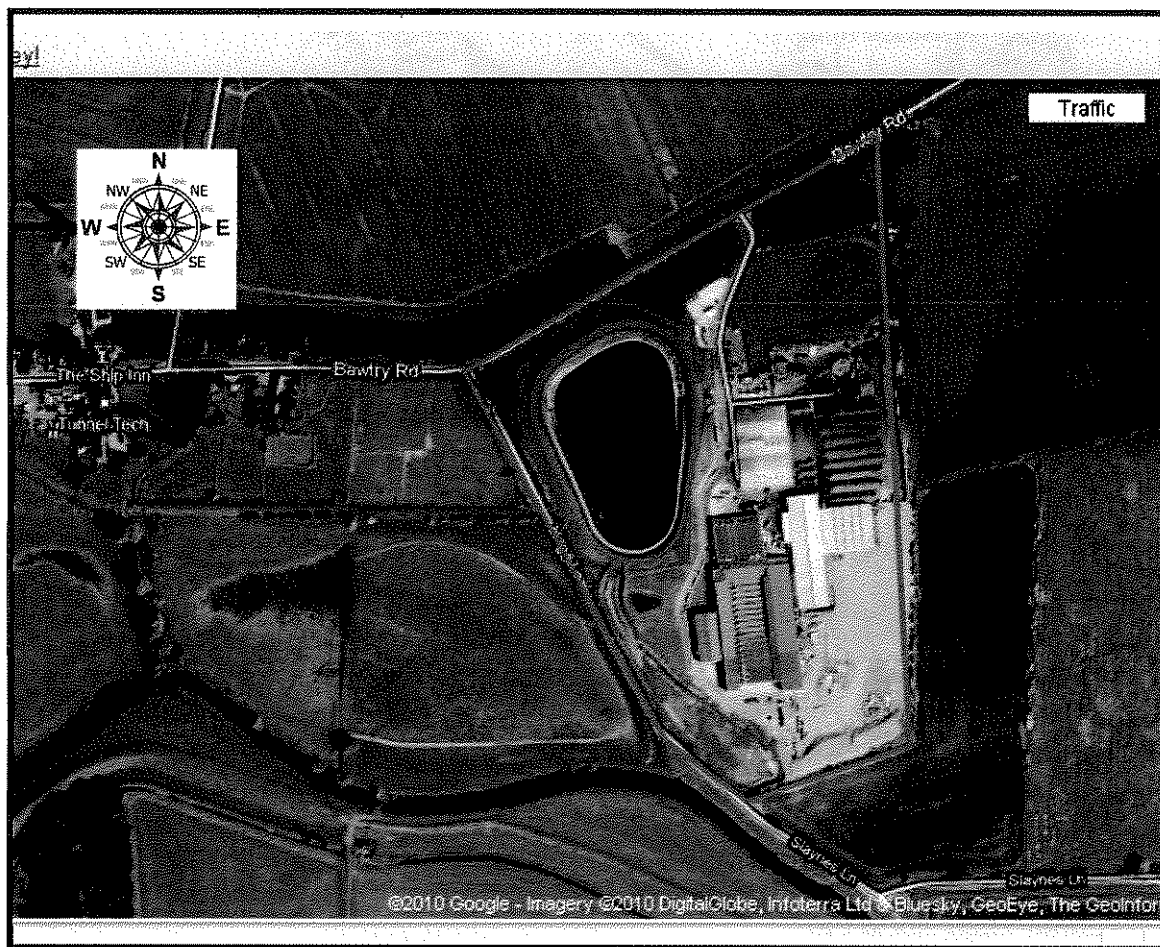
Location of Permitted Installation



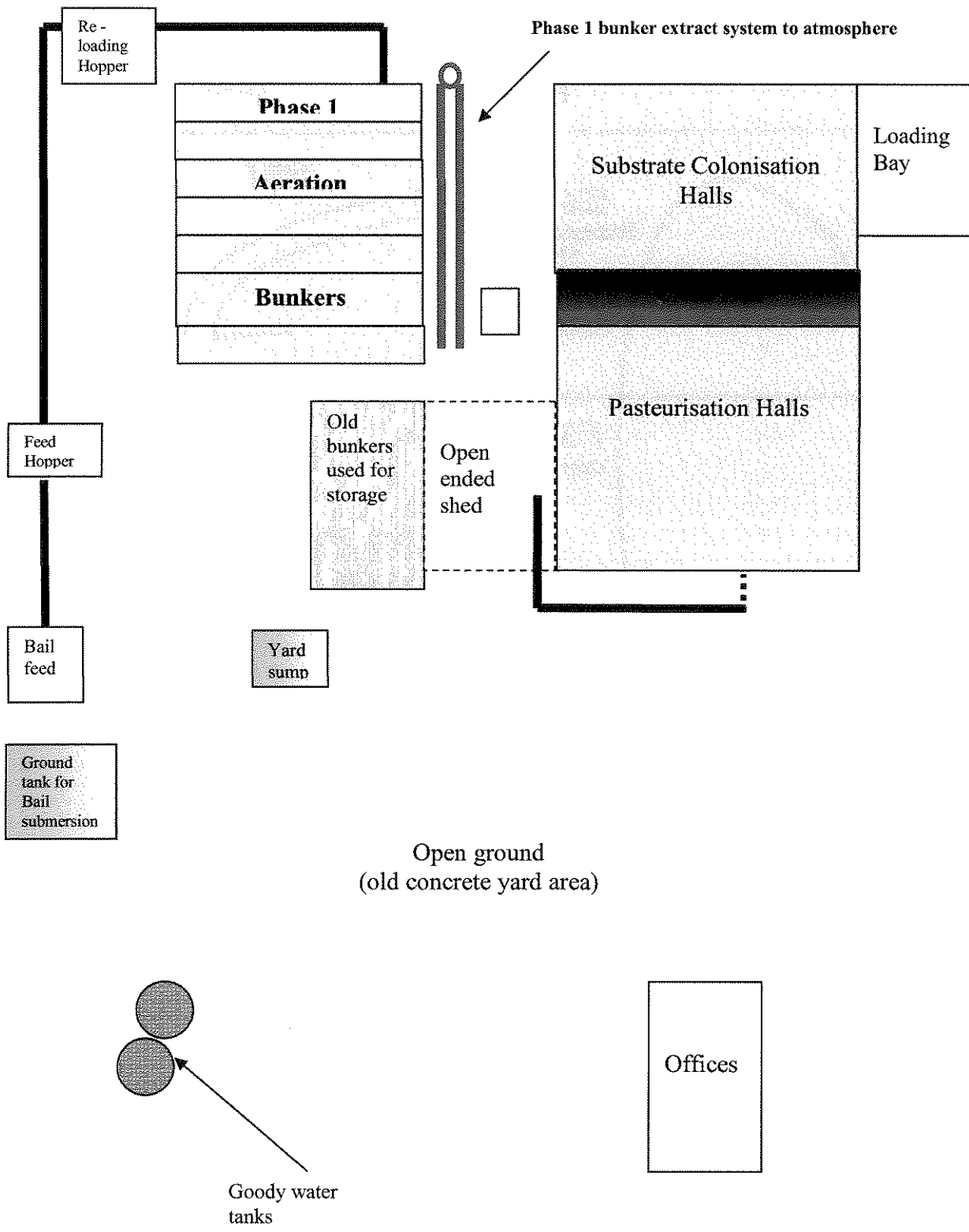
Tunnel Tech North Ltd
Newington Farm
Newington
Doncaster
DN10 6DJ

PPC/39/PLAN

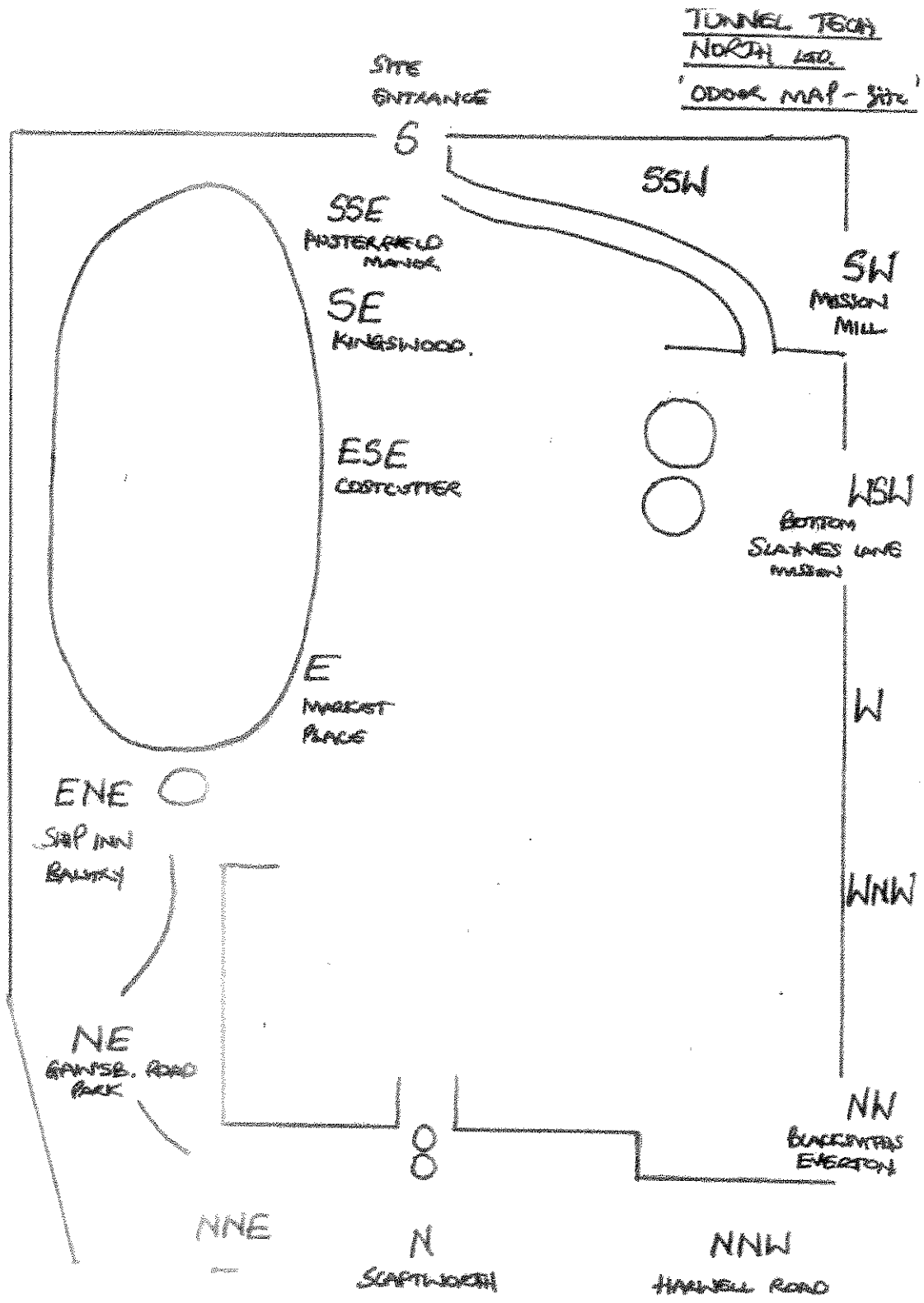
————— Installation Boundary



Site Schematic



Appendix One – Odour assessment locations



Section Five

Explanatory Notes & Appeals Procedure

Bassetlaw District Council
The Pollution Prevention Control Act 1999
The Environmental Permitting (England & Wales) Regulations 2010

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 Bassetlaw District Council. These notes do not form part of the Permit or conditions attached to it.

1. RESIDUAL BAT CONDITION (BEST AVAILABLE TECHNIQUES)

You should note that a fundamental principle of the LAPPC regime is the application controlling pollution by using "Best Available Techniques". The BAT approach requires that the cost of applying techniques is not excessive in relation to the environmental protection they provide.

Article 2(11) of the IPPC Directive defines – Best Available Techniques as:-

'Best available techniques' shall mean the most effective and advanced stage in the development of activities and their methods of operation which indicate the practical suitability of particular techniques for providing in principle the basis for emission limit values designed to prevent and, where that is not practicable, generally to reduce emissions and the impact on the environment as a whole.

- **'techniques'** shall include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned,

- **'available'** techniques shall mean those developed on a scale which allows implementation in the relevant industrial sector, under economically and technically viable conditions, taking into consideration the costs and advantages, whether or not the techniques are used or produced inside the Member State in question, as long as they are reasonably accessible to the operator,

'best' shall mean most effective in achieving a high general level of protection of the environment as a whole.

2. STATUTORY REQUIREMENTS

This Permit is issued under regulation 13 of the EPR 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 46 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

**Bassetlaw District Council
Environment and Housing Services
Queens Building
Potter Street
Worksop, Notts
S80 2AH**

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 60(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 51(2) of the 2010 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 (Regulation 47(1)). 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 timetable 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 65(1)c of the EPR 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 65(5) 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 65 of the EPR 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. SURRENDER OF PERMITS

Under the provisions of regulation 24 of the EPR, where you wish to surrender the Permit in whole or in part then you are required to notify the Council in writing. A formal Surrender Application Form is available upon request. For further details on this please contact the Council

8. PROCESS CHANGES

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 20(1), 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.

9. APPEALS

Under regulation 31(1)c of the 2010 Regulations operators have the right of appeal to the Secretary of State against the conditions attached to their permit. The right to appeal does not. The rights to appeal do not apply where the decision or notice implements a direction given by the Secretary of State or Welsh Ministers. There is also no right of appeal if a revocation notice has been served for non-payment of subsistence fees (EP regulation 31(3)).

Appeals against a variation notices, enforcement notices and suspension notices 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. However, appeals against revocation notices suspend the operation of the notices coming into effect until the appeal is decided or withdrawn.

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 6 of the 2010 Regulations, paragraph (2)2):

- 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 49 of the 2010 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 4/04 - Kite 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 Paragraph 5(6) of schedule 6 of the 2010 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.

10. **SECRETARY OF STATES GUIDANCE**

Pollution Prevention and Control Act 1999 http://www.opsi.gov.uk/acts/acts1999/ukpga_19990024_en_1
The Environmental Permitting (England and Wales) Regulations 2010 http://www.opsi.gov.uk/si/si2010/uksi_20103538_en_1
General Guidance Manual on Policy and Procedures for A2 and B Installations http://www.defra.gov.uk/environment/ppc/regs/index.htm

11. **Reporting Requirements and Contact Details**

Where 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

**Senior Pollution Control Officer
Bassetlaw District Council
Environment and Housing Services
Queens Building
Potter Street
Worksop, Notts
S80 2AH**

By Telephone

Tel: (01909) 533164

Fax: (01777) 713865

email: environmental.health@bassetlaw.gov.uk