



**CHARNWOOD BOROUGH COUNCIL**

**POLLUTION PREVENTION AND CONTROL ACT 1999**

**ENVIRONMENTAL PERMITTING (ENGLAND AND WALES)  
REGULATIONS 2016**

**PERMIT REF. NO. 038**

Charnwood Borough Council hereby permits, under regulation 13 of the of the Environmental Permitting (England and Wales) Regulations 2016

Name: **DONALDSON FILTRATION (GB) LTD (the 'Operator')**

Address: **HUMBERSTONE LANE, THURMASTON, LEICESTERSHIRE, LE4 8HP**

Whose registered office is:

**CITADEL HOUSE, 58 HIGH STREET, HULL, HU1 1QE**  
(Registration Number: 03914641)

To operate a metal coating activity at:

**DONALDSON FILTRATION (GB) LTD**  
**HUMBERSTONE LANE, THURMASTON, LEICESTERSHIRE, LE4 8HP**

subject to the conditions outlined in this document. The conditions contained herein shall apply from the date of the Permit unless otherwise stated.

Name	Date
Beverley Green	16 October 2018

Authorised on behalf of Charnwood Borough Council

Permit issued by:  
Regulatory Services, Environmental Protection Southfields, Southfields Road,  
Loughborough, Leicestershire LE11 2TX

## **Introductory Note**

### ***This introductory note does not form a part of the permit***

The following Permit is issued under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2016 (SI 2016/1154), as amended, (“the EP Regulations”) to operate an installation carrying out one or more of the activities listed in Part 2 of Schedule 1 of the EP Regulations, to the extent authorised by the Permit:

"Any process for applying to a substrate, or drying or curing after such application, printing ink or paint or any other coating material as, or in the course of, a manufacturing activity, where the process may result in the release into the air of particulate matter or of any VOC and is likely to involve the use in any period of 12 months of 5 tonnes or more of organic solvents”.

## **Status Log**

The status log of the permit sets out the permitting history, including any variations issued.

<i>Detail</i>	<i>Date</i>	<i>Comment</i>
Permit issued	21 October 1993	
Variation Notice	15 March 2006	Draft only
Variation Notice	1 March 2010	Varied permit issued
Variation Notice	1 April 2014	Varied permit issued
Variation Notice	16 October 2018	New spray booths

## **Origins of the conditions contained in the permit**

The Secretary of State has issued various guidance notes to local authorities to assist with determining conditions. The conditions within this permit have been derived from the following guidance note;

PG 6/23 (11) Statutory Guidance for Coating of Metal and Plastic Processes (as amended).

## **Process Description**

The process coats steel components and finished sheet steel cabinets with paint. All components go through a six-stage pre-treatment process and then pass on to a four-stage primer-painting process.

### **Pre-Treatment**

The six-stage Oxsilan process involves the parts being dipped in turn into the following chemical tanks:-

- A3 Alkali degreasing tank – sodium hydroxide heated to 75°C.
- A4 Cold water rinse
- A5 Demin water rinse, less than 150 ms.
- A6 Oxsilan coating tank 0°C.
- A7 Cold water rinse
- A8 De-mineralised water wash, less than 20 ms.

**Primer-Painting**

The four stage primer painting process involves:-

- B1 Electrophoretic painting – A water based epoxy resin paint (75% water, 21% resin and pigment and 2% solvent) is applied by subjecting components to a 250 volt DC current during submersion.
- B2 Ultra-filtrate rinse
- B3 Repeat ultra-filtrate rinse
- B4 De-mineralised water wash, less than 80 ms.

The process utilises computer controlled transporters for the dipping tanks as part of the pre-treatment and prime paint application. The main electrophoretic painting tank contains 9000 litres of the water based epoxy resin. This solution is continuously circulated to prevent settlement of the pigment. Any waste material from the primer process is pumped into the effluent treatment plant. Chemical additives promote settlement and the treated effluent is discharged into the sewerage system, as per Severn Trent consent limits. The settled sludge is contained and every six months the tank is pumped out and removed licensed hazardous waste contractor for disposal.

**Stoving**

Primed components are cured at 180°C for 20 minutes. The stoving oven is fired by natural gas with a fully modulating burner and electronic temperature control. The oven incorporates forced air circulation with forced air curtains at both entrance and exit of the oven tunnel. There is an extract hood to the front of the oven with a ducted discharge to atmosphere. The oven exhaust is via a thermal incinerator.

The incinerator is fired by natural gas using a fully modulating burner. It operates at 500°C max in the combustion zone. The incinerator outlet is via an air/air heat exchanger system prior to discharge. The heat exchanger allows preheated air to be supplied to the stoving oven. The incinerator is equipped with continuous emissions monitoring of temperature to ensure that the correct combustion conditions are maintained.

**Surface Preparation**

Surface preparation is undertaken in one of two bead blast booths to clean the surface of the uncoated item prior to the application of the coating to remove any contaminants. This is an enclosed system with no external emissions.

**Finish painting process**

This is by spray application in one of two enclosed dry filter booths. The fan extraction on each booth draws air and overspray into the paper filters at the back. Paint is applied by HVLP guns. Prior to paint application degreasing is carried out by hand using pre-impregnated wipes of water-based solution. After painting the unit is left within the booth to allow partial drying. For final drying the unit is removed from the booth and taken to an open drying area within the factory and left for 24 hours.

**Washdown/Drying Room**

Welded units are washed and dried in an enclosed wash/drying room. A Karcher pressure washer is used before the units are dried. Emissions from this area are mainly steam, discharged through two stacks.

**Principle Emissions**

The key emissions from the installation consist of:

VOC,  
Particulates  
Carbon monoxide and  
Oxides of nitrogen

These emissions are likely from handling, loading and mixing processes involving organic solvents, cleaning operations, handling and storage of waste and combustion gases.

The installation boundary and key items of equipment mentioned in permit conditions are shown in the Appendices attached to this permit.

**End of Introductory Note.**

The above named company is permitted to operate the activities and /or associated activities as specified in table 1 below: -

Table 1- Activities

Description of specified activity	Limits of specified activity
Metal coating activity	From the receipt of raw materials via production of intermediates to dispatch of finished products, including the treating, handling and storage of all materials and wastes relating to the coating process.

Subject to compliance with the following conditions:

### Permit Conditions

#### Emission Limits, monitoring and other provisions

#### Non – VOC Emissions

- The following non-VOC emission limits and monitoring frequencies shall apply.

**Table 2: Emission Limits, monitoring and other provisions for non-voc releases**

Substance	Source	Emission Limit	Monitoring Method	Type of monitoring	Monitoring Frequency
Particulate matter	New spray booths	50mg/Nm <sup>3</sup> as 30 minute mean for contained sources	By guarantee supplied by the spray booth constructor		
Particulate matter	Stacks from: Oven hood Incinerator Lip Extraction	50mg/Nm <sup>3</sup> as 30 minute mean for contained sources	In accordance with BS EN13284-1 (or equivalent) with averages taken over operating periods excluding start-up and shutdown	Manual extractive testing.	Annual
Carbon monoxide	Incinerator	100mg/Nm <sup>3</sup> as 30 minute mean for contained sources	In accordance BS EN 150585 2006 or equivalent	monitoring and recording <b>Plus</b> manual extractive testing	Continuous  <b>Plus</b> annual extractive testing
Nitrogen oxides measured as NO <sub>2</sub>	Incinerator	100mg/Nm <sup>3</sup> as 30 minute mean for contained sources	In accordance BS EN 147925 2005 or equivalent	Manual extractive testing.	Annual

*Note: The reference conditions for emission limits in this section are: 273.15K, 101.3kPa, without correction for water vapour content, unless stated otherwise.*

## VOC Emissions

2. The following VOC emission limits and monitoring frequencies shall apply for annual compliance monitoring.

**Table 3: Emission Limits, monitoring and other provisions for VOC releases**

VOC in waste gases	Source	Emission Limit	Fugitive Emission Values	Monitoring frequency
Coating installation solvent consumption 5-15 tonnes	Stacks from: Oven hood Incinerator Lip Extraction	50 mg Carbon/Nm <sup>3</sup>	25% of organic solvent input	Annual manual extractive testing. Box 9 of PG 6/18
Waste gases from oxidation plant used as abatement				

## Solvent Reduction Scheme- Target Emission Calculation

3. VOC emissions from the installation shall comply with the Target Emission calculated for the activity. The target emission shall be calculated by multiplying the total mass of solids in the coatings used, over the time frame in which the emission is being calculated (that is annually), with the figure given in Table 4 below. Compliance shall be achieved if the Annual Actual Solvent Emission of the installation is less than or equal to the "Target Emission". Details of this calculation and evidence of compliance shall be submitted to Charnwood Borough Council by the 31 August each year.

**Table 4: Reduction Scheme: Target Emission Figure**

Target Emission Value	
Solvent Consumption 5-15 tonnes	Total Mass of Solids X 0.6

*Note: A summary of the calculation required is given below:*

*The target emission shall be calculated as follows:-*

*a) Total mass of solids in the quantity of coatings consumed in the activity in the inventory period (Aug – July)*

*b) The target emission over the same period is equal to :-*

***the result of paragraph (a) x 0.6.***

## Determination of Solvent Consumption

4. An inventory of the organic solvent consumption, (that is, the total mass or organic solvent inputs minus any solvents sent for reuse/recovery off site), shall be made by the operator and submitted to Charnwood Borough Council annually by the 31 August (to coincide with the operators stocktaking requirements). The inventory shall be devised using the guidance set out in

PG 6/23 (11) and reproduced in Schedule A, to determine the annual actual consumption of organic solvent at the installation.

$$\text{Where } C = I_1 - O_8$$

### **Solvent Management Plan**

5. A Solvent Management Plan (SMP) shall be produced annually by the operator and submitted to Charnwood Borough Council by 31 August. This shall be used to determine the actual consumption of organic solvent (the total mass of organic solvent inputs minus any solvents sent for reuse/recovery off-site) and fugitive emissions from the installation. The SMP shall cover the period of 1 August to 31 July. The SMP shall include an emission reduction plan detailing how the operator intends to reduce solvent consumption. The SMP shall be forwarded to Charnwood Borough Council annually by the date stated above.

*Further details on the definitions and calculations required are set out in Schedules A & B of this permit.*

### **Designated Risk Phrase Materials, Emission Limits and Conditions**

6. No substances or materials which because of their VOC content have hazard statement H340, H350, H350i, H360D, or H360F assigned to them shall be introduced at the installation without the prior notification and permission of Charnwood Borough Council.
7. Designated materials because of their halogenated VOC content have hazard statement H341 or H351 assigned to them shall be controlled under contained conditions as far as is technically and economically feasible.

### **Monitoring, Investigating And Reporting**

8. The operator shall keep written or computer records of all inspections, tests and monitoring, (including all non-continuous monitoring and visual assessments) of the permitted activity. Records and continuous monitoring charts shall be kept on site, retained by the operator for a minimum of two years and made available for examination by an authorised officer of Charnwood Borough Council.

### **Information required by the regulator**

9. The operator shall maintain a list of key abatement plant and shall have a written procedure for dealing with its failure.
10. The operator shall notify Charnwood Borough Council at least 7 days in advance of any periodic monitoring exercise to determine compliance with emission limit values. This shall state the provisional time and date of monitoring, pollutants to be tested and the methods to be used.
11. The results of all non-continuous emission monitoring shall be forwarded to Charnwood Borough Council within 8 weeks of the completion of sampling.

12. In the event of any adverse results from any monitoring activity (both continuous and non-continuous) the Operator shall investigate as soon as the monitoring data has been obtained. The Operator shall:
- ) Identify the cause and take corrective action;
  - ) Clearly record as much detail as possible regarding the cause and extent of the problem;
  - ) Record the remedial action taken by the Operator to rectify the situation;
  - ) Re-test to demonstrate compliance as soon as possible; **and**
  - ) Notify Charnwood Borough Council of the steps taken and the re-test results.

### Visible and Odorous Emissions

13. Emissions from combustion processes shall in normal operation be free from visible smoke. During start up and shut down the emissions shall not exceed the equivalent of Ringelmann Shade 1, as described in British Standard BS 2742:2009.
14. There shall be no visible airborne emissions from any part of the process. All releases to air, other than condensed water vapour, shall be free from persistent visible emissions and droplets.
15. A visual assessment of visible airborne emissions from the installation shall be made at least once per day. The results of all such observations shall be recorded.
16. There shall be no offensive odour beyond the site boundary, as perceived by an authorised officer from Charnwood Borough Council (the regulator). Where there are problems that, in the opinion of the regulator may be attributable to the installation the operator shall undertake an inspection and assessment to determine which operation(s) is the cause. Once the source of the emission is known, corrective action shall be taken by the operator to rectify the problem without delay.

### Abnormal Events

17. When any visible airborne emission is observed or when any abnormal emission, malfunction or breakdown leading to a significant escape of particulate matter, odour or fume occurs, the operator shall:-
- i. Investigate and undertake remedial action **immediately**;
  - ii. Adjust the process or activity to minimise the emissions; **and**
  - ii. Promptly record (within 1 working day) the events and actions taken.
18. All malfunctions or breakdowns leading to an abnormal emission likely to have an effect on the local community or failure of key arrestment plant (for example, the incinerator) shall be notified to Charnwood Borough Council immediately by telephone. A record shall be made of the incident.



19. In cases where non-compliance is likely to cause an immediate danger to human health or threatens to cause an immediate significant adverse affect upon the environment, the operation of the activity must be suspended.

### **Continuous monitoring**

20. The Stoving oven incinerator shall be provided with continuous monitoring and recording of the combustion chamber temperature to demonstrate adequate VOC destruction.
21. All continuous monitoring readings shall be on display to appropriately trained staff.
22. All continuous monitoring instruments shall be fitted with audible and visual alarms, situated to warn the operator of abatement plant failure or malfunction. The alarm shall be set to trigger when the output level corresponds to 75% of the emission limit.
23. The activation of alarms shall be recorded.
24. All continuous monitors shall be operated, maintained and referenced in accordance with the manufacturers' instructions. These instructions shall be made available for inspection by the regulator. Documented evidence of the relevant maintenance and referencing shall be recorded and made available for inspection.
25. All continuous monitoring equipment shall provide data for greater than 95% of the operating time. A manual or automatic procedure shall be in place to detect instrument malfunction and to monitor instrument availability.

### **Calibration and Compliance Monitoring**

26. For extractive testing the sampling shall meet the following requirements:
- a. Batch processes, where the production operation is completed within 2 hours, then extractive sampling shall take place over a complete cycle of the activity.
  - b. For activities that are continuous or have a batch cycle that is not compatible with the time available for sampling, then the data shall be obtained over a minimum period of 2 hours in total.
27. For extractive testing, no result of monitoring shall exceed the emission limit concentrations specified in conditions 1 & 2.
28. The introduction of dilution air to achieve the emissions concentration limits specified in Table 2 above is not be permitted.

**Representative Sampling**

29. Stacks or duct-work that require access for extractive monitoring shall be fitted with facilities for sampling which allow compliance with the sampling standards.

**Control Techniques****Particulate Matter Control Techniques**

30. Emissions from the stoving oven shall be contained, and for this purpose the plant generating the air curtains at the exit and the entrance to the oven shall be in operation whenever the oven is in use and be subject of preventative maintenance.
31. All stoving oven emissions shall be exhausted to the thermal incinerator.

**VOC and odour control - storage**

32. The receipt, handling and storage of organic solvents shall be carried out so as to minimise the emission of volatile organic compounds to air.
33. Raw materials (including thinners and cleaning solvents), pigments, resins and coatings containing VOC shall be delivered and stored in closed storage containers, such as IBC's.
34. All VOC storage containers shall be stored within bunded enclosed areas, except for point of use containers. The bunding shall be impervious, resistant to liquids and capable of holding 110% of the capacity of the largest stored container.

**VOC control – handling**

35. All vessels or containers containing materials with an organic solvent content shall be lidded or enclosed when not in use.
36. All mixing, emptying and transfer of coatings or raw materials containing VOC's shall be undertaken in covered or closed containers.

**VOC control – spray booths**

37. All paint spraying operations shall be carried out in one of the two spray booths.
38. The spray booths shall be serviced and maintained in accordance with the manufacturers' recommendations to ensure the emission limit for particulate matter in condition 1 is achieved. Records shall be kept of this maintenance.
39. Spray booth filters shall be inspected at least weekly and replaced as necessary. Records of filter replacement shall be kept on site.

40. Spray gun cleaning shall be directed into a receptacle to collect the solvent. When not in use, the receptacle shall be kept lidded to prevent the evaporation and fugitive emission of solvent vapour.

#### **VOC Control – cleaning (including surface cleaning)**

41. Cleaning operations involving organic solvents shall be reviewed, at least once every 2 years, to identify opportunities for reducing VOC emissions (e.g. cleaning steps that can be eliminated, or alternative cleaning methods). A copy of this review shall be provided to an authorised officer of Charnwood Borough Council on request.
42. The application of cleaning solvents shall be from a contained device, such as a piston type dispenser. Alternatively, pre-impregnated wipes shall be used which shall be stored in an enclosed container prior to use.

#### **VOC Control – Operational**

43. A programme to monitor and record the consumption of coatings/organic solvents against product produced shall be used to minimise the amount of excess organic solvent used.

#### **VOC Control-Waste**

44. All organic solvent contaminated waste materials, including wipes, shall be stored in closed containers.
45. Prior to disposal, empty drums and containers contaminated with organic solvent shall be kept closed and labelled so that all personnel who handle them are aware of their content and hazardous properties.
46. Prior to disposal, used wipes or other items contaminated with organic solvent shall be placed in suitably lidded bins.

#### **Dust and spillage control**

47. Organic solvent containment and spillage equipment shall be readily available in all organic solvent handling areas. All spillages and leaks of VOC shall be cleaned up immediately and the collected material held in an enclosed container pending removal from site.
48. Dusty wastes shall be stored in closed containers and their handling and transfer shall be subject to suppressions and management techniques to minimise dust emissions.

#### **Stacks, Vents and Process Exhausts**

49. Stacks or vents shall not be fitted with any restriction at the final opening, for example, a plate, cap or cowl.

**Management****Training**

50. Staff at all levels shall receive the necessary training and instructions in their duties relating to control of the process and emissions to air. Particular emphasis shall be given to;
- ) Awareness of their responsibilities under this permit in dealing with conditions likely to give rise to VOC emissions, such as in the event of spillage;
  - ) Minimising emissions during start up and shut down;
  - ) Action to take to minimise emissions during abnormal conditions, accidents or spillages.
51. The operator shall maintain a statement of training requirements for each operational post and keep a record of the training received by each person. These documents shall be made available for inspection to an authorised officer of Charnwood Borough Council on request.

**Maintenance**

52. The operator shall have available for inspection by an authorised officer from Charnwood Borough Council:
- ) A Written maintenance and inspection programme for all pollution control equipment; **and**
  - ) A record of all maintenance that has been undertaken.

**End of Conditions**

**Schedule A**      **Reproduced from PG 6/23(11) Statutory Guidance for Coating of Metal and Plastic processes**

Solvent Reduction Scheme

- 4.7 Compliance with Reduction Scheme is achieved if the annual actual solvent emission determined from the Solvent Management Plan is less than or equal to the Target Emission.

Where Annual Actual Solvent Emission =  $I_1 - O_8 - O_7 - O_6$  ( $-O_5$  if abatement used)

Determination of Solvent Consumption

- 4.10 A determination of the organic solvent consumption, the total mass of organic solvent inputs minus any solvents sent for reuse/recovery off-site, should be made and submitted to the regulator annually, preferably to coincide with the operators stocktaking requirements. This should be in the form of a mass balance in order to determine the annual actual consumption of organic solvent (c).

Where:  $C = I_1 - O_8$

The definitions in Annex VII, Part 7 of the industrial emissions Directive are as follows:

- $I_1$**  Is the quantity of organic solvents, or their quantity in mixtures purchased which are used as input into the process/activity (including organic solvents used in the cleaning of equipment).

A calculation of the purchased organic solvent Input ( $I_1$ ) to the process/activity, is carried out by recording:

- (i) The mass of organic solvent contained in raw materials and preparations in the initial stock (IS) at the start of the accounting period; plus
- (ii) The mass of organic solvent contained in raw materials and preparations in the purchased stock (PS) during the accounting period.
- (iii) Minus the mass of organic solvent contained in raw materials and preparations in the final stock (FS) at the end of the accounting period.

Total Organic Solvent Input ( $I_1$ ) = IS + PS – FS

- $O_8$**  Is the quantity of organic solvents contained in mixtures recovered for reuse.

Solvent Management Plan

- 4.11 The industrial emissions Directive requires a solvent management plan to be produced to demonstrate compliance with fugitive emissions (SE Box 5), identify future reduction options and give the public access to information about solvent consumption.
- 4.12 The definitions in Annex VII Part 7 of the industrial emissions Directive are as follows and are shown diagrammatically below:

**Inputs of Organic Solvent** in the time frame over which the mass balance is being calculated (**I**).

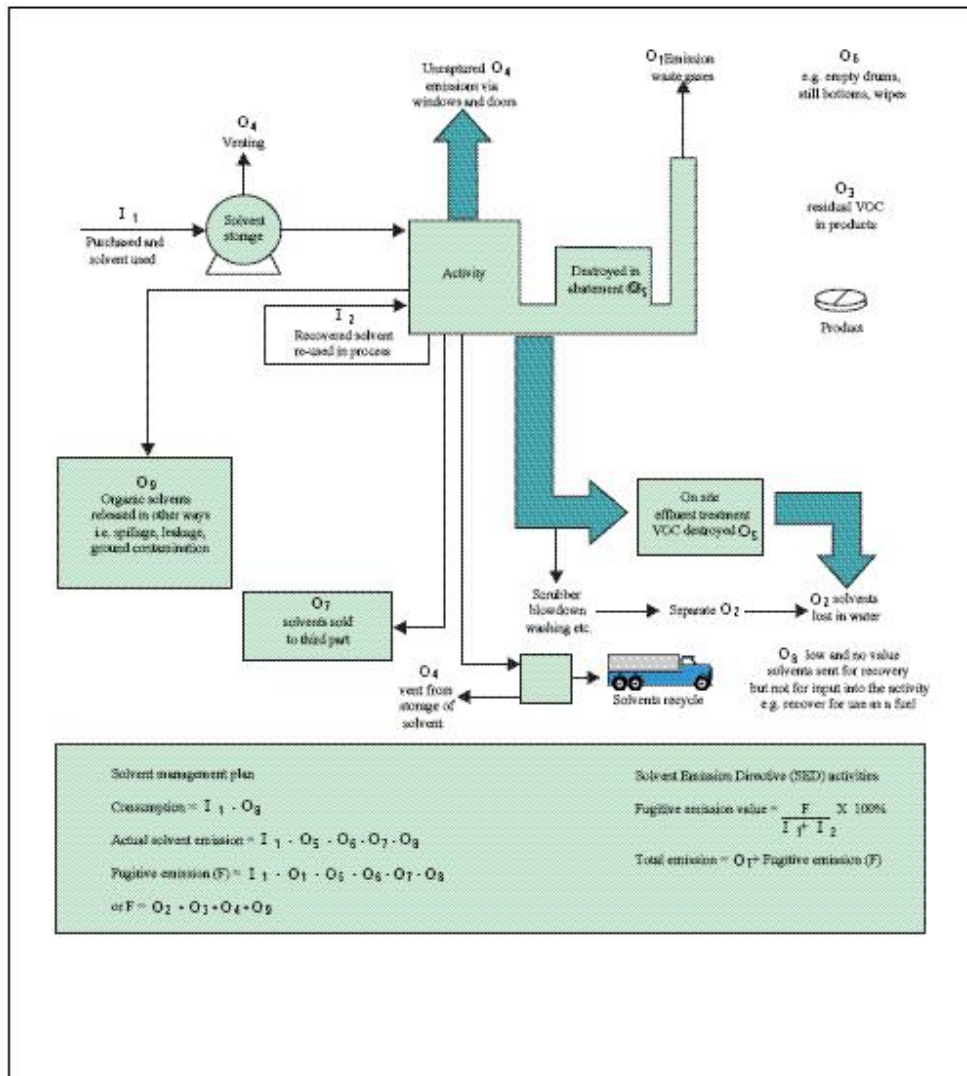
- I<sub>1</sub>** The quantity of organic solvents, or their quantity in raw materials and preparations purchased which are used as input into the process/activity (including organic solvents used in the cleaning of equipment, but not those used for the cleaning of the products).
- I<sub>2</sub>** The quantity of organic solvents or their quantity in raw materials and preparations recovered and reused as solvent input into the process/activity. (The recycled solvent is counted every time it is used to carry out the activity.)

**Outputs of Organic Solvents** in the time frame over which the mass balance is being calculated (O).

- O<sub>1</sub>** Emissions in waste gases.
- O<sub>2</sub>** Organic solvents lost in water, if appropriate taking into account waste water treatment when calculation **O<sub>5</sub>**.
- O<sub>3</sub>** The quantity of organic solvents which remains as contamination or residue in products output from the process/activity.
- O<sub>4</sub>** Uncaptured emissions of organic solvents to air. This includes the general ventilation of rooms, where air is released to the outside environment via windows, doors, vents and similar openings.
- O<sub>5</sub>** Organic solvents and/or compounds lost due to chemical or physical reactions (Including for example those which are destroyed, e.g. by thermal oxidation or other waste gas or waste water treatments, or captured, e.g. by adsorption, as long as they are not counted under **O<sub>6</sub>, O<sub>7</sub> or O<sub>8</sub>**).
- O<sub>6</sub>** Is Organic solvent contained in collected waste.
- O<sub>7</sub>** Is Organic solvent contained in preparations, which are sold or are intended to be sold as commercially valuable product.
- O<sub>8</sub>** Is Organic solvent contained in preparations recovered for reuse but not as input into the process/activity, as long as not counted under **O<sub>7</sub>**.
- O<sub>9</sub>** Organic solvents released in other ways.

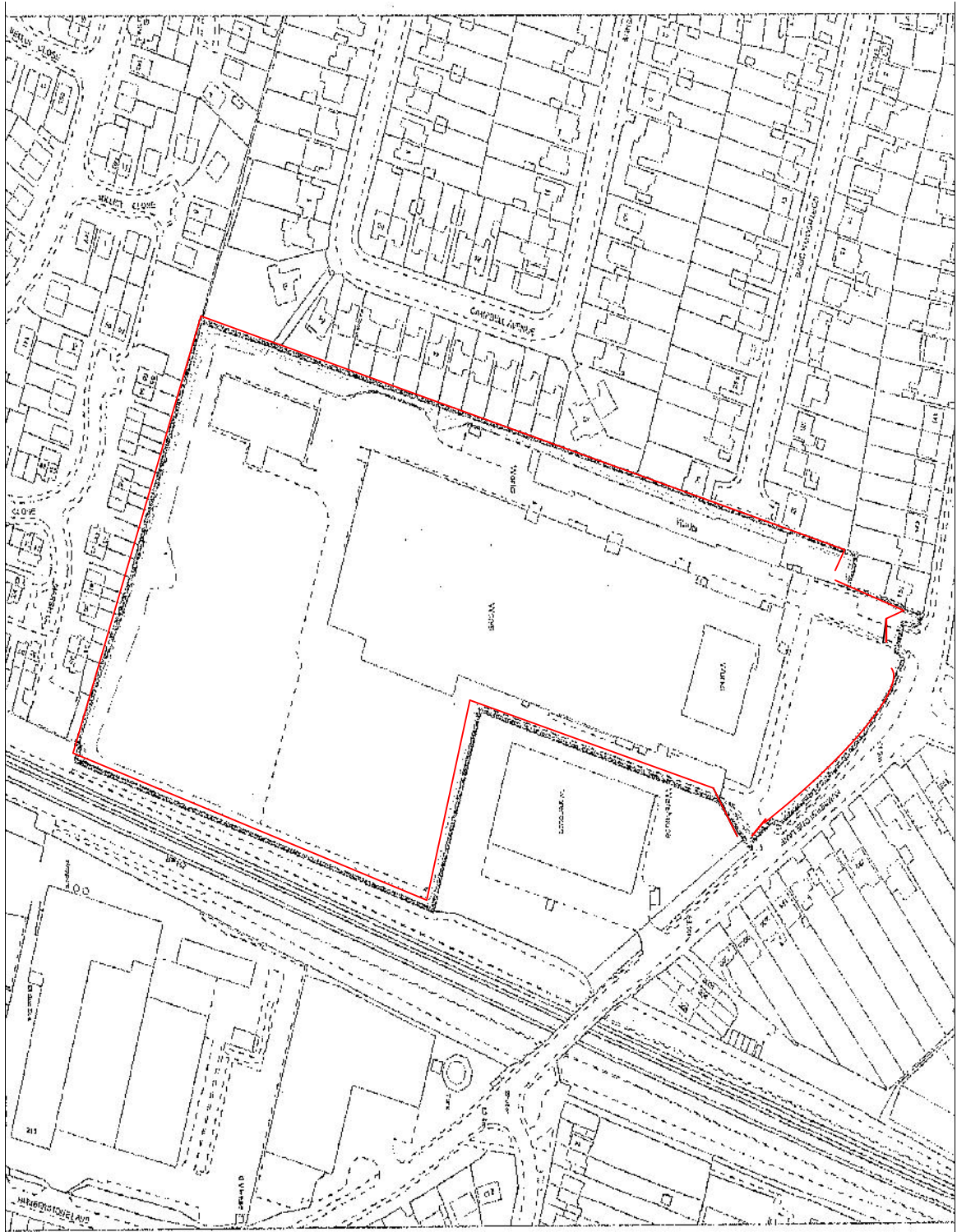
LAPPC and LARC

Figure 5.1: Solvent Management Plan Inputs and Outputs



**Appendix 1**

**Site Location Plan**

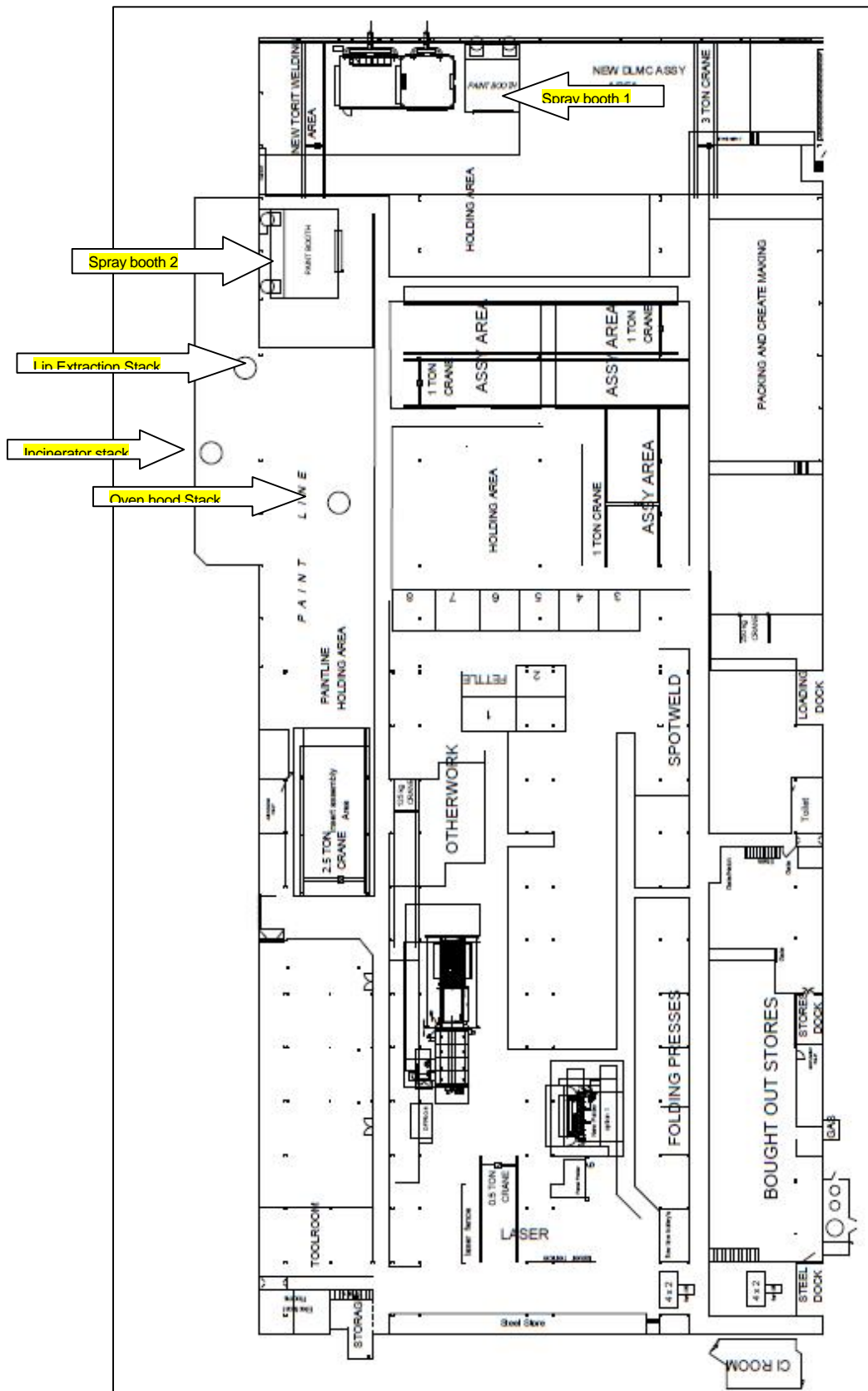


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Appendix 2

Site Layout



## Explanatory Notes

**These notes do not comprise part of the permit but contain guidance relevant to it.**

### Inspections

Regular inspections will be made by officers of Charnwood Borough Council (without prior notice), in order to check and ensure full compliance with this permit.

### BAT ( Best Available Techniques)

The Permit includes conditions that have to be complied with. It should be noted that aspects of the operation of the installation which are not regulated by conditions of the Permit are subject to the implied condition that the Operator shall use the best available techniques for preventing or, where that is not practicable, reducing emissions from the installation. Techniques include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

### Change in Operation of the Installation

If you, the operator proposes to make a change in operation of the installation you must at least 14 days before making the change, notify Charnwood Borough Council in writing. The notification must contain a description of the proposed change in operation. It is not necessary to make such a notification if an application to vary this permit has been made and the application contains a description of the proposed change. A 'change in operation' means a change in the nature or functioning, or an extension, of the installation, which may have consequences for the environment.

### Health and Safety at Work and Other Statutory Requirements

The responsibility you have under legislation for Health, Safety and Welfare in the workplace remains in force. In addition, the Permit does not relieve you of your obligations to obtain planning permission, hazardous substances consent, discharge consent from the Environment Agency, Building Regulations approval, or some Waste Disposal Licences.

### Submission of Information

Note that the Permit requires the submission of certain information to the Local Authority (LA). In addition, the LA has the power to seek further information at any time under the EP Regulations provided that it acts reasonably.

### Public Registers

Considerable information relating to Permits including the Application is available on public registers in accordance with the EP Regulations. Certain information may be withheld from public registers where it is commercially confidential or contrary to national security. The onus is on the Operator to provide a clear justification for each item to be kept from the register. Applications for information to be excluded from the Public Register on grounds of National Security should be made to the Secretary of State.

### Variations to the Permit

This Permit may be varied in the future (by the LA serving a Variation Notice on the Operator). If the Operator itself wants any of the Conditions of the Permit to be changed, it must submit a formal Application. The Status Log within the Introduction will include summary details of this Permit, variations issued up to that point in time and state whether a consolidated version of the Permit has been issued.

### Surrender of the Permit

Where the Operator intends to cease the operation of an installation (in whole or in part) The LA should be informed in writing, such notification must include the information specified in the EP Regulations.

### Transfer of the Permit or part of the Permit

Before the Permit can be wholly or partially transferred to another person, an Application to transfer the Permit has to be made jointly by the existing and proposed holders. A transfer will be allowed unless the LA considers that the proposed holder will not be the person who will have control over the operation of the installation or will not comply with the conditions of the transferred Permit.

### Annual Subsistence Fee

Under the EP Regulations 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 the EP Regulations, if you fail to pay the fee due promptly, Charnwood Borough Council may revoke the permit. You will be contacted separately each year in respect to this payment.

### Talking to us

Please quote the Permit Number if you contact Charnwood Borough Council about this Permit. To contact Charnwood Borough Council please use the telephone number 01509 634636 or any other number notified in writing to the Operator by Charnwood Borough Council for that purpose.

### **Right To Appeal**

Anyone who is aggrieved by the conditions attached to a Permit can appeal to the Secretary of State. Appeals must be sent within 6 months from the date of the permit (normally the date on the bottom of the permit).

Appeals should be addressed as follows:-

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

An appeal will not suspend the effect of the conditions appealed against; the conditions must still be complied with.

There are no forms or charges for appealing. However for an appeal to be valid, appellants are legally required to provide information detailed below:

- i. A statement of the grounds of appeal
- ii. A copy of any relevant permit
- iii. A copy of any relevant correspondence between the appellant and the regulator
- iv. A statement indicating whether the appellant wishes the appeal to be in the form of a hearing or dealt with by way of written representations.

At the same time, the notice of appeal and documents (i) and (iv) must be sent to the Council.

In determining an appeal against one or more conditions, the Regulations allow the Inspector or Secretary of State to affirm or quash conditions or to add new conditions

You will be liable for prosecution if you fail to comply with the conditions of this permit. If found guilty, the maximum penalty for each offence if prosecuted in a magistrates Court is an unlimited fine and/or 12 months imprisonment. In a Crown Court it is an unlimited fine and/or a 5 years imprisonment.

Our enforcement of your permit will be in accordance with the Regulator's Compliance Code.