ENVIRONMENTAL PERMIT

Chelmsford City Council Permit:

Chelmsford Crematorium
Writtle Road
Chelmsford
Essex, CM1 3BL

To Operate a Part B Installation At:

Chelmsford Crematorium
Writtle Road
Chelmsford
Essex, CM1 3BL

Under the Provisions of:

Pollution Prevention and Control Act 1999

Environmental Permitting (England and Wales)
(Amendment) Regulations 2018

Permit Reference Number: EPR/CR/15

Permit Issue Date: 12th February 2018

Paul Brookes
Public Health & Protection Services Manager
(The Authorised Officer for this purpose)

CONTENTS

STATUS LOG

Detail	Reference	Date
Permit Issued		21st February 2005
Variation	Mercury Abatement	5th May 2010
Variation		27th March 2012
Variation		18th August 2016
Variation	EP Regulations (2016)	12th February 2018

DESCRIPTION OF THE INSTALLATION

Two 'Shelton' Cremators are used for the cremation of human remains. The cremator and the associated abatement system are PLC controlled to ensure consistent efficient operation and have inbuilt corrective response programming to maintain control of all aspects of the operating conditions within to achieve a safe, clean and efficient cremation process.

Before a coffin is charged the cremator is preheated to the required operating temperatures - the main precondition being that the secondary combustion zone maintains a minimum temperature of 800°C (850°C when the cremators operate without abatement plant) throughout the cremation process. The volume of the secondary chambers is 4.43m^3.

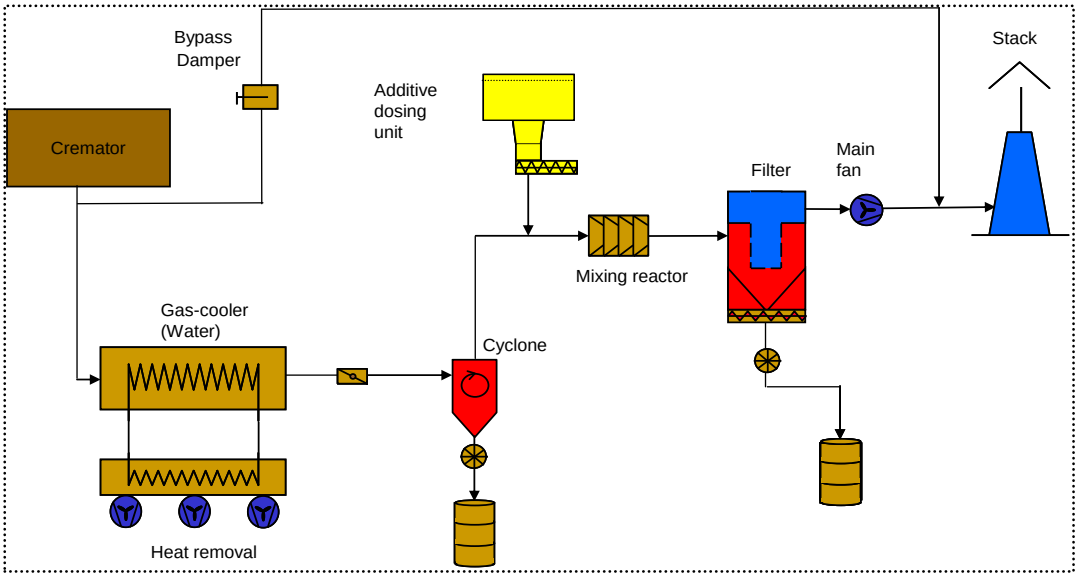
Once achieved the coffin is charged into the main combustion chamber and cremation, under controlled conditions, takes place over a typical average time of 75 to 100 minutes – some cremations may take in excess of these times. On completion of the cremation cycle and in accordance with existing codes of practice, the cremated remains are manually raked from the main combustion chamber into a lower section of the cremator for refinement and cooling.

The cooled ashes are subsequently removed in a container and placed in an ash processor where the ashes are reduced to a finer and clean condition before placement into an appropriate container for collection/burial.

During the cremation process the products of combustion (waste gases) are drawn out of the cremator and from there pass into the waste gas abatement system. Initially they pass through a heat exchanger which reduces flue gas temperature to around 150°C for the remaining abatement process, then through a cyclone dust extraction unit for the removal of the heavier/larger dust and particulates before then passing through a reactor duct into which a mixture of activated carbon and sodium bicarbonate is injected, leading to a bag filter unit where the finer/smaller dust material, together with the dosed and extracted material is captured.

The treated waste gases then pass through an induced draught fan and discharge at a high level through the chimney.

During ash handling and treatment the equipment used is equipped with a dust extraction system which utilises an internal high efficiency fabric filter to capture all particulate material during the process.



The permitted installation shall be comprised of the activities and associated activities specified in the table below:

Activity listed in Part 2 of Schedule 1 of the Environmental Permitting Regulations 2016 or Associated Activity	Description of specified activity	Emission point
Section 5.1 Part B(b)	The cremation of human remains	Emissions to stack
Directly associated activity	The processing of cremated remains	No external emissions therefore emission limits do not apply to releases from this associated activity

The activities authorised in the table above shall not extend beyond the site, being the area shown on the Site Plan in Appendix 1.

CONDITIONS

1.0 Emissions Limits and Control

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

1.2 All emissions to air shall be free from droplets.

1.3 All emissions shall be free from offensive odour beyond the process site boundary as perceived by an authorised officer of the Council.

1.4 The introduction of dilution air to achieve concentration emission limits contained with this Permit is not permitted.

1.5 Emissions to air from sources identified in Table 1 - Monitoring Requirements shall not exceed the relevant pollutant emission concentration limits stated.

1.6 Mercury abatement plant shall be operational and shall be capable of meeting the mercury emission limit given in Table 1.

2.0 Monitoring, Sampling and Measurement of Emissions

2.1 Emissions from the stacks serving the cremators shall be monitored for concentrations of carbon monoxide, total particulate matter, hydrogen chloride (excluding particulate matter), mercury, organic compounds (excluding particulate matter) expressed as carbon and dioxin and furans (PCDD/F) so as to demonstrate compliance with the emission limits stipulated in Table 1.

2.2 Emissions from the stacks serving the cremators shall be monitored at a frequency stipulated in Table 1.

2.3 The Operator shall notify the Council in writing at least 7 days before the commencement of any periodic monitoring exercise undertaken in accordance with Condition 2.1. The notification shall include the provisional time and date on which the monitoring exercises are scheduled to begin, together with a full specification of the monitoring programme including the proposed sampling and analysis techniques.

2.4 During periodic monitoring exercises the process being monitored must be operated under normal conditions, at full capacity and unless otherwise instructed by authorised Officers of the Council, the monitoring shall be undertaken over the whole cremation cycle.

2.5 The results of periodic monitoring undertaken in accordance with Condition 2.1, including process conditions at the time of testing, shall be forwarded to the Council within 8 weeks of completion of the testing unless otherwise agreed. Records of the monitoring results shall be maintained in accordance with Condition 15.1 of this Permit. Adverse monitoring results shall be reported without delay, and investigated in accordance with Condition 2.6.

2.6 Adverse results from any monitoring (both continuous and non-continuous) shall be investigated as soon as the monitoring data has been obtained/received. The investigation shall include:

a. Identification of the cause and any corrective action;

b. A record detailing the cause and extent of the problem, and the action taken to rectify the situation;

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

d. Notification to the Council.

2.7 Sampling points on new plant shall be designed to comply with the British or equivalent standards.

2.8 The Operator shall ensure that relevant stacks or ducts are fitted with facilities for sampling which allow compliance with the sampling standards.

3.0 Continuous Monitoring

3.1 All continuous emissions monitoring readings, as referred to in Table 1, shall be carried out as follows:

i. All continuous monitoring readings shall be on display to appropriately trained operating staff.

ii. Instrumentation shall be fitted with a visual alarm to warn the operator of arrestment plant failure.

iii. The activation of alarms shall be automatically recorded.

iv. Continuous emissions monitoring equipment shall provide reliable data >95% of the operating time (i.e. >95% availability), with a procedure in place to detect instrument malfunction and to monitor instrument availability.

3.2 The inlet and outlet temperatures of the secondary combustion chambers shall be continuously monitored, displayed and recorded. A visual alarm shall be activated and corrective action shall be taken to increase the temperature of the secondary chamber if it drops below 800°C at any time during the cremation cycle (850°C when operating under emergency conditions without abatement plant). Any such events shall be automatically recorded.

3.3 The concentration of oxygen at the outlet of the secondary combustion zone shall be continuously recorded. A visual alarm shall be activated and corrective action taken if the oxygen level falls below that given in Table 1. Alarm events shall be automatically recorded.

3.4 All Continuous Emission Monitoring devices (CEMS) shall be operated, maintained and calibrated (or referenced in the case of filter leak devices) in accordance with the manufacturer's instructions, which shall be made available for inspection by the Council and with reference to Table 1.

3.5 All details of the maintenance, calibration and referencing of Continuous Emissions Monitoring devices shall be recorded in accordance with Condition 15.1.

3.6 A summary shall be submitted to the Council every month for the preceding calendar months continuous monitoring data and shall contain the following details for each cremator:

a. Values that exceed the 95% of the limit for carbon monoxide;

b. Values that exceed the 95% of the limit for particulate matter;

c. 60 minute mean emission values that exceed the 100% limit for carbon monoxide in that period;

d. 60 minute mean emission values that exceed the 100% limit for particulate matter in that period;

e. List of the highest 60 minute mean emission values for the period for carbon monoxide and particulate matter; and

f. The 95th percentile value for each period.

3.7 For temperature and oxygen, the operator shall report the following continuous monitoring values to the regulator every 6 months:

a. Secondary chamber entrance temperatures: monthly maximum and minimum (of 5 minute averages);

b. Secondary chamber exit temperatures: monthly maximum and minimum (of 5 minute averages); and

c. Oxygen concentrations: monthly maximum and minimum (of 5 minute averages).

3.8 Where any values have been exceeded in any reporting period, records shall be kept that identify the number of times that the limit was exceeded during the reporting period, the levels of exceedance, the time, the date and cremation reference. This data shall be kept available as referred to in Condition 15.1. The information must be presented in the format that enables the Council to check compliance. It is recommended that example report template as issued by DEFRA in June 2013 is used.

4.0 Additive Dosing Unit

4.1 The additive dosing unit shall be operated in accordance with the manufacturer's instructions.

4.2 Records of the date, time and amount of additive placed into the additive dosing unit shall be maintained in accordance with Condition 15.1.

5.0 Visual Emissions

5.1 When there are visible emissions that in the opinion of the Council might be attributable to the installation, the operator shall inspect in order to ascertain which activity is the cause of the emissions and will take such corrective action as is necessary to remedy the problem. Records of any such inspection and corrective action shall be notified to the Council at the earliest opportunity and shall be maintained in accordance with Condition 15.1.

5.2 While such issues as referred to in Condition 5.1 are ongoing, visual boundary checks shall be made once per day when the installation is being operated. The date, time, location and results of these observations, along with weather conditions such as indicative wind direction and strength shall be recorded, notified to the Council at the earliest opportunity and maintained in accordance with Condition 15.1.

6.0 Abnormal Events

6.1 Following any incident involving malfunction or breakdown leading to abnormal emissions, the following measures shall be taken:

a. Adjust the process to minimise those emissions,

b. Investigate and undertake remedial action immediately, and

c. Promptly record the events and actions taken in accordance with Condition 15.1

6.2 The Council shall be informed without delay regardless of there being a related adverse monitoring result:

a. If there is an emission that is likely to have an effect on the local community; or

b. In the event of the failure of key arrestment plant; or

c. In the event of the abatement plant being bypassed.

In addition, the failure, its cause and remedial measures shall be recorded in accordance with Condition 15.1

6.3 The operator shall provide a list of key arrestment plant and shall have a written procedure for dealing with its failure in order to minimise any adverse effects.

6.4 In the event of abatement plant failure, or heat removal plant failure leading to desisted use of the abatement plant, cremations shall not continue beyond a 48 hour period from the initial point of failure without the necessary repairs having been completed. The Council shall be notified of such events immediately by email to the following address: envpermits@chelmsford.gov.uk

6.5 Bypass of the abatement plant shall only be used:

(a) When the heat removal plant has failed and the abatement plant would be damaged, or

(b) During warm-up and shutdown, provided that compliance can be demonstrated with the carbon monoxide limit.

6.6 Bypass of the abatement plant during cremation occurring more than once in a 12 month period shall be investigated and remedial action taken. Records of these actions shall be maintained in accordance with Condition 15.1.

7.0 Gas Usage, Carbon Dioxide Emissions and Carbon Footprint

7.1 Records shall be kept of quarterly gas consumption; converted to CO_2 equivalent emissions using the following conversion equation:

Gas usage (kWh) x conversion factor* = $kgCO_2e$

*The current conversion factor for natural gas (gas supplied through the national gas network) is published on the DEFRA website. The operator shall check for updates before calculating the carbon dioxide equivalent emissions.

8.0 Waste Materials

8.1 All dusty materials and dusty wastes including those containing mercury shall be kept in tightly closed containers and shall be disposed of in accordance with the appropriate waste legislation.

9.0 Coffin Materials and Cremator Design

9.1 All cremators shall be designed and operated in order to prevent the discharge of smoke, fumes or other substances during charging.

9.2 Coffins or furnishing to be cremated shall not contain PVC, melamine, chlorinated plastics, lead or zinc.

9.3 Cardboard coffins shall not contain chlorine in the wet-strength agent. (i.e. not using polyamidoamine-epichlorhydrin based resins (PAA-E)).

9.4 Packaging for stillbirth, neonatal and foetal remains shall not include any chlorinated plastics.

9.5 The charging system shall be interlocked, only allowing access to the primary combustion zone when the secondary combustion zone temperature exceeds 800°C (automatically increased to 850°C in the event of unabated cremator operation).

9.6 The cremator, the abatement system and all ductwork shall be maintained so as to prevent the unintentional escape of gases from the ductwork or cremator.

9.7 The volume of the secondary combustion zone, shall be supplied by the manufacturer upon commissioning of the cremators, and is stated in the Description of Installation to this Permit.

9.8 When re-bricking/re-lining a cremator, the convolutions of the secondary combustion chamber shall be maintained and the volume of the chamber recalculated and restated.

10.0 Cremated Remains

10.1 The removal of ash and non-combustible residues from the cremator shall be undertaken carefully. Cremated remains shall be moved and stored in covered containers.

11.0 Stacks and Process Exhausts

11.1 Flues and ductwork shall be cleaned every 12 months to prevent accumulation of materials as part of the routine maintenance program.

11.2 The final discharge velocity shall be 15m/sec during peak operating conditions.

11.3 The final point for emissions for the stacks serving the cremators shall not be fitted with any restrictive cap or cowl, with the exception of a cone to increase the exit velocity of the emissions.

11.4 Adequate insulation shall be provided to all ductwork and flues to minimise the cooling of waste gases by keeping the temperature of the exhaust gases above dew point and to prevent liquid condensation on internal services that might lead to corrosion and ductwork failure or to droplet emissions.

12.0 Maintenance

12.1 The Operator shall maintain and implement written procedures to ensure that regular inspection, cleaning and effective preventative maintenance in accordance with the manufacturer's instructions is employed on all plant, and equipment concerned with the

production, capture, transport, control and exhaust of emissions which could lead to an adverse impact on the environment. These procedures shall be kept in accordance with Condition 15.1.

12.2 A record of completed inspections and maintenance shall be kept in accordance with Condition 15.1.

12.3 Essential spares and consumables shall be held on site or shall be available from a guaranteed supplier at short notice so that plant breakdowns can be rectified rapidly.

13.0 Management and Training

13.1 A copy of this permit shall be kept at the permitted installation and shall be made readily available for examination by all staff.

13.2 The operation of the cremators shall be supervised by suitably trained staff who are fully conversant with the requirements of this Permit which are relevant to their duties.

13.3 A statement of training requirements for each operational post shall be maintained and a record kept in accordance with Condition 15.1 of the training received by each person whose actions could have an impact on the environment. This will include:

a. Awareness of their responsibilities under the permit;

b. Steps that are necessary to minimise emissions during start up and shut down; and

c. Actions to taken when there are abnormal conditions, or accidents or spillages that could, if not controlled, result in emissions.

14.0 Cremation Standards in the Event of Mass Fatalities

14.1 A simple plan shall be drawn up for dealing with emergencies which give rise to mass fatalities. The plan shall mainly address the holding of additional spares and consumables, and the training and availability of suitable numbers of staff in the event of prolonged operation of the cremators. Documents pertaining to such a plan shall be kept in accordance with Condition 15.1.

15.0 Records

15.1 The Operator shall ensure that all records required to be made by this Permit and any other records made in relation to the operation of the Installation shall:-

a. Be made available for inspection by an authorised officer of the Council at any reasonable time;

b. Be supplied to the Council on demand and without charge;

c. Be legible;

d. Be made as soon as reasonably practicable;

e. Indicate any amendments which have been made and shall include the original record wherever possible; and

f. Be retained at the Permitted installation, or other location agreed by the Council in writing, for a minimum period of 2 years from the date when the records were made, unless otherwise agreed in writing.

16.0 Abate Mercury Emissions and / or Burden Share

16.1 The operator shall send the regulator, by no later than 1st April in each year, a certificate issued by the CAMEO Burden Sharing Scheme or appropriate evidence from a comparable audited burden sharing arrangement or scheme[1] which specifies (excluding those cremations involving stillbirths, perinatal deaths and deaths of infants under 5 years old):

a. The total number of cremations in the previous 12 months;

b. The number of cremations undertaken in the previous 12 months in cremators fitted with operational mercury abatement equipment;

c. The proportion of cremations undertaken in the previous 12 months subject to burden sharing arrangements under which money is paid for the benefit of abated crematoria; and

d. In cases where operational mercury abated is fitted but fewer than 50% of cremations at the installation were undertaken in cremators fitted with such equipment in the previous 12 months, the relevant information in both (b) and (c).

1 Statutory guidance is produced as PG5/2(12). Paragraphs 4.28 to 4.32 set out the burden sharing options.

17.0 Best Available Techniques

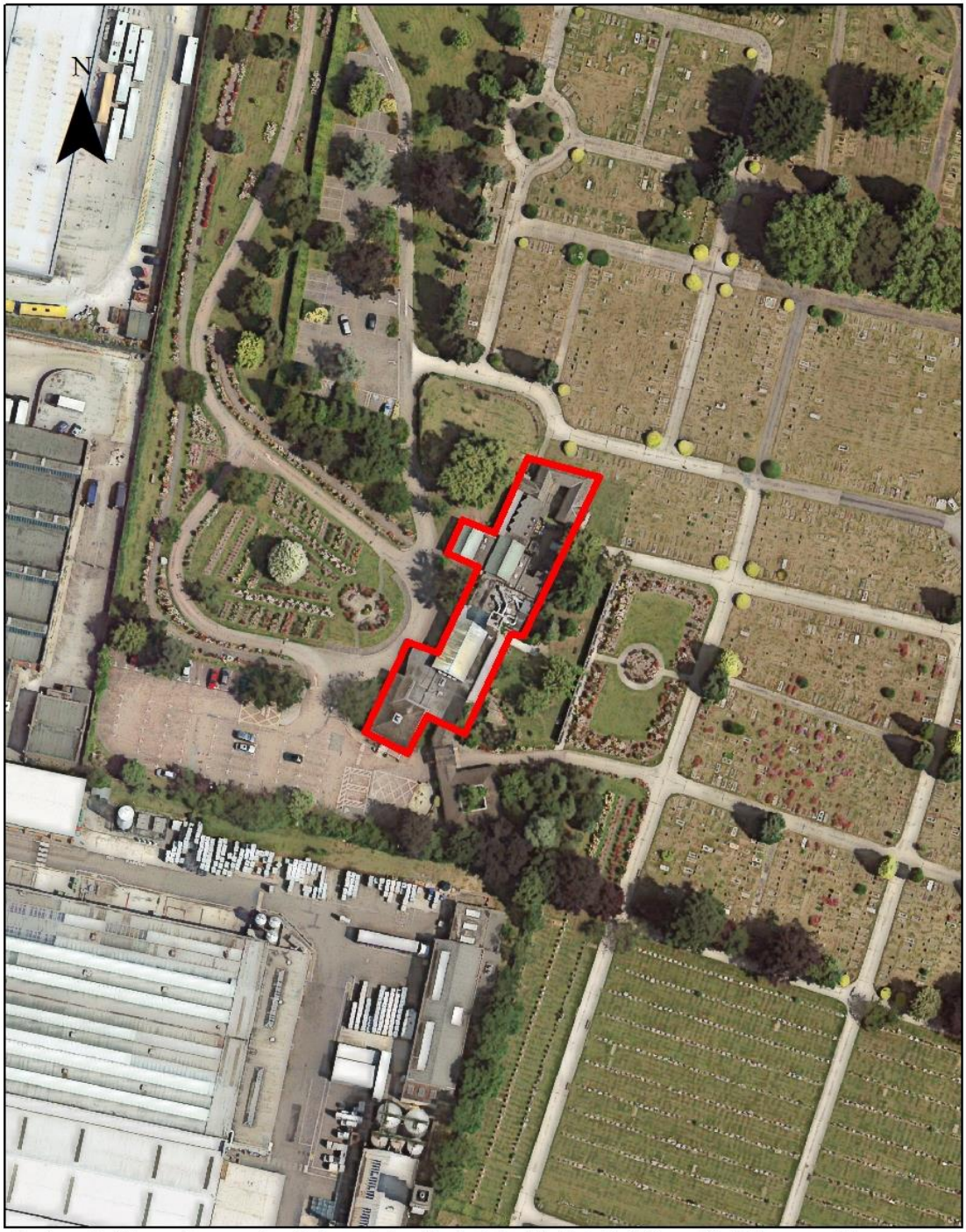
17.1 The best available techniques shall be used to prevent or, where that is not practicable, reduce emissions from the installation in relation to any aspect of the operation of the installation which is not regulated by any other condition of this permit.

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

Table 1 Emission Sources and Pollutant Concentration Limits				
Row	Pollutant	Emission Concentration Limit	Type of Monitoring	Monitoring Frequency
1	Mercury	50 micrograms/m^3	Periodic Monitoring	Annual
2	Hydrogen Chloride (excluding particulate matter)	30mg/m^3 hourly average	Periodic Monitoring	Annual
3	Total Particulate Matter	20mg/m^3 hourly average	Qualitative Monitoring • Provide visual alarms and record levels and alarms **Plus** Instrument health check in accordance with manufacturer's instructions **Plus** Periodic monitoring • Set reference levels for continuous emission monitor (CEM) (i.e. set levels at which alarms will activate)	Continuous **Plus** Annual **Plus** Every 3 years
4	Carbon Monoxide	100 mg/m^3 reported as 2 x 30- minute averages	Qualitative Monitoring • Record data at 15 second intervals or less • Provide visual alarms and record alarm events **Plus** Periodic test: • Validation or continuous emissions monitor (CEM) output through comparison with periodic test results	Continuous **Plus** Annual
5	Organic compounds (excluding particulate matter) expressed as carbon	20 mg/m^3 averaged over an hour of cremation	Periodic Monitoring	Annual
All pollutant concentrations shall be expressed at reference conditions: 237.1K, 101.3kPa, 11% oxygen v/v, dry gas unless otherwise stated				

If combustion provisions in Rows 7 – 9 are ***not*** met, then the dioxin emission limit and monitoring provision in Row 6 should be applied.				
6	PCDD/F (if the combustion provisions from rows 7-9 are not met)	0.1 nanogram/m^3 as ITEQ	Periodic monitoring • Continuous monitoring of any temperature, oxygen and flow parameters that apply during the dioxin tests should be required by the permit • Interlock to prevent cremator loading unless those parameters are met	Upon commissioning of new or replacement cremators or if the combustion provisions in rows 7-9 are not met.
Row	**Parameter**	**Combustion Provision**	**Type of Monitoring**	**Monitoring Frequency**
7	Temperature	• Minimum of 800°C (1073K) in the secondary combustion chamber • Minimum of 850°C (1123K) in the secondary combustion chamber when operating under emergency conditions without abatement Measuring point should be at the last thermocouple	• Measured at the exit of the secondary combustion zone; measuring point should be at the last measuring thermocouple • Automatically record temperatures; • Visual alarm when temperature falls below 1073K (800°C); • Record alarm activations; • Interlock to prevent cremator loading below 800°C (850°C if operating unabated)	Continuous
8	Residence Time	2 seconds residence time (minimum) in the secondary combustion chamber without correction for temperature, oxygen or water vapour	Measurement and calculation of the volume rate of the flue gases throughout the cremation cycle at the cremator exit.	Upon commissioning of new or replacement cremators
9	Oxygen	At the end of the secondary combustion chamber: • measured wet or dry, minimum average 6% and minimum 3%	• Record of concentration at outlet of secondary combustion zone; • Visual alarm and record alarm activations; • During discontinuous tests, continuous reference oxygen measurements should be at the same sampling location as the parameters tested.	Continuous
All pollutant concentrations shall be expressed at reference conditions: 237.1K, 101.3kPa, 11% oxygen v/v, dry gas unless otherwise stated				

Appendix 1 – Plan of the Installation



0 25 50 100 Meters

Explanatory Note to Environmental Permit
(This note does not form a part of the Permit)

The enclosed Permit is issued under Regulation 13 of the Environmental Permitting (England and Wales) (Amendment) Regulations 2018 (EP Regulations), to operate an installation carrying out activities covered by the description in Schedule 1 Part B of the EP Regulations.

Best Available Techniques (BAT)

Aspects of the operation of the installation which are not regulated by specific conditions of the Permit are subject to the general condition included in the Permit requiring the operator to use BAT to prevent or reduce emissions that are not covered by specific permit conditions.

The determination of what constitutes BAT is made on a case-by-case basis however where Process Guidance Notes are available these will be used as the baseline for what is BAT. Formal definitions of BAT can be found in the IPPC Directive.

Process Changes

The Permit contains a condition requiring you 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 to the permitted activity. Failure to do so is an offence. It is also good practice to notify the Council of any administrative changes, such as the name or address of the operator.

Variations to the Permit

If you consider that a proposed change could result in the breach of the existing permit conditions or is likely to require the variation of permit conditions then you may apply in writing under Regulation 20 of the EP Regulations. Additionally, if this involves a SUBSTANTIAL CHANGE (A change in operation which, in the opinion of the Council may have significant negative effects on human health or the environment) to the installation you will be required to submit an application, pay the relevant fee and the application will be subject to publicity and consultation.

The Council may decide that the existing permit conditions require amendment without receiving any notification or an application for variation from the operator. This is most likely to occur when the Council has conducted a periodic review in accordance with EP regulation 34 or in the light of revised guidance from Defra. The Council will serve a Variation Notice under EP Regulation 20 on the Operator and may issue a consolidated Permit under EP Regulation 18.

Transfer of the Permit or Part of the Permit

Before the Permit can be wholly or partially transferred to another person, a joint application to transfer the Permit has to be made by both the existing and proposed holders, in accordance with EP Regulation 21. A transfer will be allowed unless Chelmsford City Council considers that

the proposed holder will not be the person who will have control over the operation of the installation or will not operate the installation in accordance with the Permit.

Annual Subsistence Fee

Operators must pay an annual subsistence fee for the Permit in accordance with EP Regulation 65. This fee is payable annually on 1st April and the level of the subsistence fee payable is contained within the relevant charging scheme issued annually by the Secretary of State. The charging scheme is risk based for all standard activities (i.e. not dry cleaning, petrol stations, small waste oil burners and vehicle refinishers). The risk-based method uses a point scoring method and applies a low, medium or high risk rating to activities operating at an installation. The resulting subsistence fees are proportionate to the risk rating. You will receive an invoice each year with respect to this payment and you are advised that if prompt payment of the fee is not forthcoming, Chelmsford City Council may revoke your Permit under EP Regulation 22.

Public Register

The Council is required by Regulation 46 of the EP Regulations to maintain a Public Register containing information on all LA-IPPC and LAPPC installations and mobile plant.

Confidentiality

An operator may request certain information in relation to the Permitted installation to remain confidential and not to be placed on the Public Register for reasons of National Security or commercial or industrial confidentiality. The operator must provide clear justification for each item he or she wishes to be kept form the register. Chelmsford City Council must consider and determine all requests of confidentiality of information in accordance with EP Regulation 51.

Talking to Us

Any communication with Chelmsford City Council with respect to this Permit should quote the Permit Reference Number, and should be made to:

Chelmsford City Council
Public Health & Protection Services
Civic Centre,
Duke Street,
Chelmsford,
Essex, CM1 1JE
Tel: 01245 606606
Email: envpermits@chelmsford.gov.uk

Appeals

Under Regulation 31 of the EP Regulations operators have the right of appeal against the conditions contained within their permit. An appeal does not have the effect of suspending the Permit conditions. Notice of appeal against the conditions attached to the permit must be given within six months of the issue date of the Permit, which is the subject matter of the appeal.

How to Appeal

There are no charges for making an appeal, application forms can be obtained from http://www.planning-inspectorate.gov.uk/pins/environment/environmeny/index.htm.

For an appeal to be valid, appellants (the person/operator making the appeal) are legally required to provide:

- 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.

Where to Send Your Appeal Documents

Appeals should be addressed to:

The Planning Inspectorate
Environment Team, Major and Specialist Casework
Room 4/04 – Kite Wing
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PN
0117 372 8726

In the course of an appeal process, the main parties will be informed of procedural steps by the Planning Inspectorate. To withdraw an appeal the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority.