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Environmental Information:

Issues of Access, Policy and Information Resources Management

Volume II

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September 2002

**Submitted in partial fulfilment of the
requirements for the degree of
Doctor of Philosophy (Information Science)**

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**Appendix 1. European Directive on Freedom of Access to
Information on the Environment (90/313/EEC)**

**Council Directive 90/313/EEC of 7 June 1990
on the Freedom of Access to
Information on the Environment¹**

(Official Journal L 158 , 23/06/1990 P. 0056 – 0058_

Article 1

The object of this Directive is to ensure freedom of access to, and dissemination of, information on the environment held by public authorities and to set out the basic terms and conditions on which such information should be made available.

Article 2

For the purposes of this Directive:

(a) 'information relating to the environment' shall mean any available information in written, visual, aural or data-base form on the state of water, air, soil, fauna, flora, land and natural sites, and on activities (including those which give rise to nuisances such as noise) or measures adversely affecting, or likely so to affect these, and on activities or measures designed to protect these, including administrative measures and environmental management programmes;

(b) 'public authorities' shall mean any public administration at national, regional or local level with responsibilities, and possessing information, relating to the environment with the exception of bodies acting in a judicial or legislative capacity.

Article 3

1. Save as provided in this Article, Member States shall ensure that public authorities are required to make available information relating to the environment to any natural or legal person at his request and without his having to prove an interest. Member States shall define the practical arrangements under which such information is effectively made available.

2. Member States may provide for a request for such information to be refused where it affects:

- the confidentiality of the proceedings of public authorities,

Appendix 1. European Directive on Freedom of Access
to Information on the Environment (90/313/EEC)

- international relations and national defence,
- public security,
- matters which are, or have been, sub judice, or under enquiry (including disciplinary enquiries), or which are the subject of preliminary investigation proceedings,
- commercial and industrial confidentiality, including intellectual property,
- the confidentiality of personal data and/or files,
- material supplied by a third party without that party being under a legal obligation to do so,
- material, the disclosure of which would make it more likely that the environment to which such material related would be damaged.

Information held by public authorities shall be supplied in part where it is possible to separate out information on items concerning the interests referred to above.

3. A request for information may be refused where it would involve the supply of unfinished documents or data or internal communications, or where the request is manifestly unreasonable or formulated in too general a manner.

4. A public authority shall respond to a person requesting information as soon as possible and at the latest within two months. The reasons for a refusal to provide the information requested must be given.

Article 4

A person who considers that his request for information has been unreasonably refused or ignored, or has been inadequately answered by a public authority, may seek a judicial or administrative review of the decision in accordance with the relevant national legal system.

Article 5

Member States may make a charge for supplying the information, but such charge may not exceed a reasonable cost.

Article 6

Member States shall take the necessary steps to ensure that information relating to the environment held by bodies with public responsibilities for the environment and under the control of public authorities is made available on the same terms and conditions as those set

¹ Taken from:
http://europa.eu.int/smartapi/cgi/sga_doc?smartapi!celecapi!prod!CELEXnumdoc&lg

out in Articles 3, 4 and 5 either via the competent public authority or directly by the body itself.

Article 7

Member States shall take the necessary steps to provide general information to the public on the state of environment by such means as the periodic publication of descriptive reports.

Article 8

Four years after the date referred to in Article 9 (1), the Member States shall report to the Commission on the experience gained in the light of which the Commission shall make a report to the European Parliament and the Council together with any proposal for revision which it may consider appropriate.

Article 9

1. Member States shall bring into force the laws, regulations and administrative provisions necessary to comply with this Directive by 31 December 1992 at the latest. They shall forthwith inform the Commission thereof.
2. Member States shall communicate to the Commission the main provisions of national law which they adopt in the field governed by this Directive.

Article 10

This Directive is addressed to the Member States.

Done at Luxembourg, 7 June 1990.

For the Council

The President

P. FLYNN

Appendix 2. The Environmental Information Regulations 1992

STATUTORY INSTRUMENTS

1992 No. 3240

ENVIRONMENTAL PROTECTION

The Environmental Information Regulations 1992¹

Approved by both Houses of Parliament

Made 18th December 1992

Coming into force 31st December 1992

Whereas a draft of these Regulations has been approved by resolution of each House of Parliament in pursuance of paragraph 2(2) of Schedule 2 to the European Communities Act 1972[1];

Now, therefore, the Secretary of State, being a Minister designated[2] for the purposes of subsection (2) of section 2 of that Act in relation to freedom of access to, and the dissemination of, information on the environment held by public authorities or bodies with public responsibilities for the environment and which are under the control of a public authority, in exercise of the powers conferred on him by that subsection and of all other powers enabling him in that behalf, hereby makes the following Regulations:

Citation, commencement and extent

1.

- (1) These Regulations may be cited as the Environmental Information Regulations 1992.
- (2) These Regulations shall come into force on 31st December 1992.
- (3) These Regulations shall extend to Great Britain only.

Construction of Regulations

2.

- (1) These Regulations apply to any information which—
 - (a) relates to the environment;

¹ Taken from:

http://www.hmso.gov.uk/si/si1992/Uksi_19923240_en_1.htm

(b) is held by a relevant person in an accessible form and otherwise than for the purposes of any judicial or legislative functions; and

(c) is not (apart from these Regulations) either—

(i) information which is required, in accordance with any statutory provision, to be provided on request to every person who makes a request; or

(ii) information contained in records which are required, in accordance with any statutory provision, to be made available for inspection by every person who wishes to inspect them.

(2) For the purposes of these Regulations information relates to the environment if, and only if, it relates to any of the following, that is to say—

(a) the state of any water or air, the state of any flora or fauna, the state of any soil or the state of any natural site or other land;

(b) any activities or measures (including activities giving rise to noise or any other nuisance) which adversely affect anything mentioned in sub-paragraph (a) above or are likely adversely to affect anything so mentioned;

(c) any activities or administrative or other measures (including any environmental management programmes) which are designed to protect anything so mentioned.

(3) For the purposes of these Regulations the following are relevant persons, that is to say—

(a) all such Ministers of the Crown, Government departments, local authorities and other persons carrying out functions of public administration at a national, regional or local level as, for the purposes of or in connection with their functions, have responsibilities in relation to the environment; and

(b) any body with public responsibilities for the environment which does not fall within sub-paragraph (a) above but is under the control of a person falling within that sub-paragraph.

(4) In these Regulations "information" includes anything contained in any records; "records" includes registers, reports and returns, as well as computer records and other records kept otherwise than in a document; and "statutory provision" means any provision made by or under any enactment.

Obligation to make environmental information available

3.

(1) Subject to the following provisions of these Regulations, a relevant person who holds any information to which these Regulations apply shall make that information available to every person who requests it.

(2) It shall be the duty of every relevant person who holds information to which these

Regulations apply to make such arrangements for giving effect to paragraph (1) above as secure—

- (a) that every request made for the purposes of that paragraph is responded to as soon as possible;
 - (b) that no such request is responded to more than two months after it is made; and
 - (c) that, where the response to such a request contains a refusal to make information available, the refusal is in writing and specifies the reasons for the refusal.
- (3) Arrangements made by a relevant person for giving effect to paragraph (1) above may include provision entitling that person to refuse a request for information in cases where a request is manifestly unreasonable or is formulated in too general a manner.
- (4) The arrangements made by a relevant person for giving effect to paragraph (1) above may—
- (a) include provision for the imposition of a charge on any person in respect of the costs reasonably attributable to the supply of information to that person in pursuance of that paragraph; and
 - (b) make the supply of any information in pursuance of that paragraph conditional on the payment of such a charge.
- (5) The obligation of a relevant person to make information available in pursuance of paragraph (1) above shall not require him to make it available except in such form, and at such times and places, as may be reasonable.
- (6) Without prejudice to any remedies available apart from by virtue of this paragraph in respect of any failure by a relevant person to comply with the requirements of these Regulations, the obligation of such a person to make information available in pursuance of paragraph (1) above shall be a duty owed to the person who has requested the information.
- (7) Subject to regulation 4 below, where any statutory provision or rule of law imposes any restriction or prohibition on the disclosure of information by any person, that restriction or prohibition shall not apply to any disclosure of information in pursuance of these Regulations.

Exceptions to right to information

4.

- (1) Nothing in these Regulations shall—
- (a) require the disclosure of any information which is capable of being treated as confidential; or
 - (b) authorise or require the disclosure of any information which must be so treated.
- (2) For the purposes of these Regulations information is to be capable of being treated as confidential if, and only if, it is—

- (a) information relating to matters affecting international relations, national defence or public security;
 - (b) information relating to, or to anything which is or has been the subject matter of, any legal or other proceedings (whether actual or prospective);
 - (c) information relating to the confidential deliberations of any relevant person or to the contents of any internal communications of a body corporate or other undertaking or organisation;
 - (d) information contained in a document or other record which is still in the course of completion; or
 - (e) information relating to matters to which any commercial or industrial confidentiality attaches or affecting any intellectual property.
- (3) For the purposes of these Regulations information must be treated as confidential if, and only if, in the case of any request made to a relevant person under regulation 3 above—
- (a) it is capable of being so treated and its disclosure in response to that request would (apart from regulation 3(7) above) contravene any statutory provision or rule of law or would involve a breach of any agreement;
 - (b) the information is personal information contained in records held in relation to an individual who has not given his consent to its disclosure;
 - (c) the information is held by the relevant person in consequence of having been supplied by a person who—
 - (i) was not under, and could not have been put under, any legal obligation to supply it to the relevant person;
 - (ii) did not supply it in circumstances such that the relevant person is entitled apart from these Regulations to disclose it; and
 - (iii) has not consented to its disclosure; or
 - (d) the disclosure of the information in response to that request would, in the circumstances, increase the likelihood of damage to the environment affecting anything to which the information relates.
- (4) Nothing in this regulation shall authorise a refusal to make available any information contained in the same record as, or otherwise held with, other information which is withheld by virtue of this regulation unless it is incapable of being separated from the other information for the purpose of making it available.
- (5) In this regulation "legal or other proceedings" includes any disciplinary proceedings, the proceedings at any local or other public inquiry and the proceedings at any hearing conducted by a person appointed under any enactment for the purpose of affording an opportunity to persons to make representations or objections with respect to any matter.

Existing rights to information

5. Where any information which is not information to which these Regulations apply is required under any statutory provision to be made available to any person, the arrangements made by any relevant person for giving effect to the requirements of that provision shall be such as to secure—

- (a) that every request for information relating to the environment which is made for the purposes of that provision is responded to as soon as possible;
- (b) that no such request is responded to more than two months after it is made;
- (c) that, where the response to such a request contains a refusal to make information available, the refusal is in writing and specifies the reasons for the refusal; and
- (d) that no charge that exceeds a reasonable amount is made for making information relating to the environment available in accordance with that provision.

Department of the Environment

Michael Howard

Secretary of State for the Environment

18th December 1992

Appendix 3. Environmental Protection Act 1990¹

Part I

Integrated Pollution Control and Air Pollution

Control by Local Authorities

Preliminary

1.

(1) The following provisions have effect for the interpretation of this Part.

(2) The "environment" consists of all, or any, of the following media, namely, the air, water and land; and the medium of air includes the air within buildings and the air within other natural or man-made structures above or below ground.

(3) "Pollution of the environment" means pollution of the environment due to the release (into any environmental medium) from any process of substances which are capable of causing harm to man or any other living organisms supported by the environment.

(4) "Harm" means harm to the health of living organisms or other interference with the ecological systems of which they form part and, in the case of man, includes offence caused to any of his senses or harm to his property; and "harmless" has a corresponding meaning.

(5) "Process" means any activities carried on in Great Britain, whether on premises or by means of mobile plant, which are capable of causing pollution of the environment and "prescribed process" means a process prescribed under section 2(1) below.

(6) For the purposes of subsection (5) above—

"activities" means industrial or commercial activities or activities of any other nature whatsoever (including, with or without other activities, the keeping of a substance);

"Great Britain" includes so much of the adjacent territorial sea as is, or is treated as, relevant territorial waters for the purposes of Chapter 1 of Part III of the [1989 c. 15.] Water Act 1989 or, as respects Scotland, Part II of the [1974 c. 40.] Control of Pollution Act 1974; and

"mobile plant" means plant which is designed to move or to be moved whether on roads or otherwise.

(7) The "enforcing authority", in relation to England and Wales, is the chief inspector or the local authority by whom, under section 4 below, the functions conferred or imposed by this Part otherwise than on the Secretary of State are for the time being exercisable in relation

¹ Taken from:

http://www.hmso.gov.uk/acts/acts1990/Ukpga_19900043_en_1.htm

respectively to releases of substances into the environment or into the air; and "local enforcing authority" means any such local authority.

(8) The "enforcing authority", in relation to Scotland, is—

(a) in relation to releases of substances into the environment, the chief inspector or the river purification authority (which in this Part means a river purification authority within the meaning of the [1951 c. 64.] Rivers (Prevention of Pollution) (Scotland) Act 1951),

(b) in relation to releases of substances into the air, the local authority, by whom, under section 4 below, the functions conferred or imposed by this Part otherwise than on the Secretary of State are for the time being exercisable; and "local enforcing authority" means any such local authority.

(9) "Authorisation" means an authorisation for a process (whether on premises or by means of mobile plant) granted under section 6 below; and a reference to the conditions of an authorisation is a reference to the conditions subject to which at any time the authorisation has effect.

(10) A substance is "released" into any environmental medium whenever it is released directly into that medium whether it is released into it within or outside Great Britain and "release" includes—

(a) in relation to air, any emission of the substance into the air;

(b) in relation to water, any entry (including any discharge) of the substance into water;

(c) in relation to land, any deposit, keeping or disposal of the substance in or on land; and for this purpose "water" and "land" shall be construed in accordance with subsections (11) and (12) below.

(11) For the purpose of determining into what medium a substance is released—

(a) any release into—

(i) the sea or the surface of the seabed,

(ii) any river, watercourse, lake, loch or pond (whether natural or artificial or above or below ground) or reservoir or the surface of the riverbed or of other land supporting such waters, or

(iii) ground waters, is a release into water;

(b) any release into—

(i) land covered by water falling outside paragraph (a) above or the water covering such land; or

(ii) the land beneath the surface of the seabed or of other land supporting waters falling within paragraph (a)(ii) above, is a release into land;

(c) any release into a sewer (within the meaning of the [1936 c. 49.] Public Health Act 1936 or, in relation to Scotland, of the [1968 c. 47.] Sewerage (Scotland) Act 1968) shall be treated as a release into water; but a sewer and its contents shall be disregarded in determining whether there is pollution of the environment at any time.

(12) In subsection (11) above "ground waters" means any waters contained in underground strata, or in—

(a) a well, borehole or similar work sunk into underground strata, including any adit or passage constructed in connection with the well, borehole or work for facilitating the collection of water in the well, borehole or work; or

(b) any excavation into underground strata where the level of water in the excavation depends wholly or mainly on water entering it from the strata.

(13) "Substance" shall be treated as including electricity or heat and "prescribed substance" has the meaning given by section 2(7) below

Prescribed processes and prescribed substances.

2.

(1) The Secretary of State may, by regulations, prescribe any description of process as a process for the carrying on of which after a prescribed date an authorisation is required under section 6 below.

(2) Regulations under subsection (1) above may frame the description of a process by reference to any characteristics of the process or the area or other circumstances in which the process is carried on or the description of person carrying it on.

(3) Regulations under subsection (1) above may prescribe or provide for the determination under the regulations of different dates for different descriptions of persons and may include such transitional provisions as the Secretary of State considers necessary or expedient as respects the making of applications for authorisations and suspending the application of section 6(1) below until the determination of applications made within the period allowed by the regulations.

(4) Regulations under subsection (1) above shall, as respects each description of process, designate it as one for central control or one for local control.

(5) The Secretary of State may, by regulations, prescribe any description of substance as a substance the release of which into the environment is subject to control under sections 6 and 7 below.

(6) Regulations under subsection (5) above may—

(a) prescribe separately, for each environmental medium, the substances the release of which into that medium is to be subject to control; and

(b) provide that a description of substance is only prescribed, for any environmental medium, so far as it is released into that medium in such amounts over such periods, in such concentrations or in such other circumstances as may be specified in the regulations;

and in relation to a substance of a description which is prescribed for releases into the air, the regulations may designate the substance as one for central control or one for local control.

(7) In this Part "prescribed substance" means any substance of a description prescribed in regulations under subsection (5) above or, in the case of a substance of a description prescribed only for releases in circumstances specified under subsection (6)(b) above, means any substance of that description which is released in those circumstances.

Emission etc. limits and quality objectives.

3.

(1) The Secretary of State may make regulations under subsection (2) or (4) below establishing standards, objectives or requirements in relation to particular prescribed processes or particular substances.

(2) Regulations under this subsection may—

(a) in relation to releases of any substance from prescribed processes into any environmental medium, prescribe standard limits for—

(i) the concentration, the amount or the amount in any period of that substance which may be so released; and

(ii) any other characteristic of that substance in any circumstances in which it may be so released;

(b) prescribe standard requirements for the measurement or analysis of, or of releases of, substances for which limits have been set under paragraph (a) above; and

(c) in relation to any prescribed process, prescribe standards or requirements as to any aspect of the process.

(3) Regulations under subsection (2) above may make different provision in relation to different cases, including different provision in relation to different processes, descriptions of person, localities or other circumstances.

(4) Regulations under this subsection may establish for any environmental medium (in all areas or in specified areas) quality objectives or quality standards in relation to any substances which may be released into that or any other medium from any process.

(5) The Secretary of State may make plans for—

(a) establishing limits for the total amount, or the total amount in any period, of any substance which may be released into the environment in, or in any area within, the United Kingdom;

(b) allocating quotas as respects the release of substances to persons carrying on processes in respect of which any such limit is established;

(c) establishing limits of the descriptions specified in subsection (2)(a) above so as progressively to reduce pollution of the environment;

(d) the progressive improvement in the quality objectives and quality standards established by regulations under subsection (4) above;

and the Secretary of State may, from time to time, revise any plan so made.

(6) Regulations or plans under this section may be made for any purposes of this Part or for other purposes.

(7) The Secretary of State shall give notice in the London, Edinburgh and Belfast Gazettes of the making and the revision of any plan under subsection (5) above and shall make the documents containing the plan, or the plan as so revised, available for inspection by members of the public at the places specified in the notice.

(8) Subject to any Order made after the passing of this Act by virtue of subsection (1)(a) of section 3 of the [1973 c. 36.] Northern Ireland Constitution Act 1973, the making and revision of plans under subsection (5) above shall not be a transferred matter for the purposes of that Act but shall for the purposes of subsection (2) of that section be treated as specified in Schedule 3 to that Act.

Discharge and scope of Functions.

4.

(1) This section determines the authority by whom the functions conferred or imposed by this Part otherwise than on the Secretary of State are exercisable and the purposes for which they are exercisable.

(2) Those functions, in their application to prescribed processes designated for central control, shall be functions of the chief inspector appointed for England and Wales by the Secretary of State under section 16 below and, in relation to Scotland, of the chief inspector so appointed for Scotland or of the river purification authority, as determined under regulations made under section 5(1) below, and shall be exercisable for the purpose of preventing or minimising pollution of the environment due to the release of substances into any environmental medium.

(3) Subject to subsection (4) below, those functions, in their application to prescribed processes designated for local control, shall be functions of—

(a) in the case of a prescribed process carried on (or to be carried on) by means of mobile plant, the local authority in whose area the person carrying on the process has his principal place of business; and

(b) in any other cases, the local authority in whose area the prescribed processes are (or are to be) carried on;

and the functions applicable to such processes shall be exercisable for the purpose of preventing or minimising pollution of the environment due to the release of substances into the air (but not into any other environmental medium).

(4) The Secretary of State may, as respects the functions under this Part being exercised by a local authority specified in the direction, direct that those functions shall be exercised instead by the chief inspector while the direction remains in force or during a period specified in the direction.

(5) A transfer of functions under subsection (4) above to the chief inspector does not make them exercisable by him for the purpose of preventing or minimising pollution of the environment due to releases of substances into any other environmental medium than the air.

(6) A direction under subsection (4) above may transfer those functions as exercisable in relation to all or any description of prescribed processes carried on by all or any description of persons (a "general direction") or in relation to a prescribed process carried on by a specified person (a "specific direction").

(7) A direction under subsection (4) above may include such saving and transitional provisions as the Secretary of State considers necessary or expedient.

(8) The Secretary of State, on giving or withdrawing a direction under subsection (4) above, shall—

(a) in the case of a general direction—

(i) forthwith serve notice of it on the chief inspector and on the local enforcing authorities affected by the direction; and

(ii) cause notice of it to be published as soon as practicable in the London Gazette or, as the case may be, in the Edinburgh Gazette and in at least one newspaper circulating in the area of each authority affected by the direction;

(b) in the case of a specific direction—

(i) forthwith serve notice of it on the chief inspector, the local enforcing authority and the person carrying on or appearing to the Secretary of State to be carrying on the process affected, and

(ii) cause notice of it to be published as soon as practicable in the London Gazette or, as the case may be, in the Edinburgh Gazette and in at least one newspaper circulating in the authority's area; and any such notice shall

specify the date at which the direction is to take (or took) effect and (where appropriate) its duration.

(9) It shall be the duty of the chief inspector or, in Scotland, of the chief inspector and river purification authorities to follow developments in technology and techniques for preventing or reducing pollution of the environment due to releases of substances from prescribed processes; and the local enforcing authorities shall follow such of those developments as concern releases into the air of substances from prescribed processes designated for local control.

(10) It shall be the duty of the chief inspector, river purification authorities and the local enforcing authorities to give effect to any directions given to them under any provision of this Part.

(11) In this Part "local authority" means, subject to subsection (12) below—

(a) in Greater London, a London borough council, the Common Council of the City of London, the Sub-Treasurer of the Inner Temple and the Under Treasurer of the Middle Temple;

(b) outside Greater London, a district council and the Council of the Isles of Scilly; and

(c) in Scotland, an islands or district council.

(12) Where, by an order under section 2 of the [1984 c. 22.] Public Health (Control of Disease) Act 1984, a port health authority has been constituted for any port health district, the port health authority shall have by virtue of this subsection, as respects its district, the functions conferred or imposed by this Part and no such order shall be made assigning those functions; and "local authority" and "area" shall be construed accordingly.

Authorisations: general provisions.

6.

(1) No person shall carry on a prescribed process after the date prescribed or determined for that description of process by or under regulations under section 2(1) above (but subject to any transitional provision made by the regulations) except under an authorisation granted by the enforcing authority and in accordance with the conditions to which it is subject.

(2) An application for an authorisation shall be made to the enforcing authority in accordance with Part I of Schedule 1 to this Act and shall be accompanied by the fee prescribed under section 8(2)(a) below.

(3) Where an application is duly made to the enforcing authority, the authority shall either grant the authorisation subject to the conditions required or authorised to be imposed by section 7 below or refuse the application.

(4) An application shall not be granted unless the enforcing authority considers that the applicant will be able to carry on the process so as to comply with the conditions which would be included in the authorisation.

(5) The Secretary of State may, if he thinks fit in relation to any application for an authorisation, give to the enforcing authority directions as to whether or not the authority should grant the authorisation.

(6) The enforcing authority shall, as respects each authorisation in respect of which it has functions under this Part, from time to time but not less frequently than once in every period of four years, carry out a review of the conditions of the authorisation.

(7) The Secretary of State may, by regulations, substitute for the period for the time being specified in subsection (6) above such other period as he thinks fit.

(8) Schedule 1 to this Act (supplementary provisions) shall have effect in relation to authorisations.

Conditions of authorisations.

7.

(1) There shall be included in an authorisation—

(a) subject to paragraph (b) below, such specific conditions as the enforcing authority considers appropriate, when taken with the general condition implied by subsection (4) below, for achieving the objectives specified in subsection (2) below;

(b) such conditions as are specified in directions given by the Secretary of State under subsection (3) below; and

(c) such other conditions (if any) as appear to the enforcing authority to be appropriate; but no conditions shall be imposed for the purpose only of securing the health of persons at work (within the meaning of Part I of the [1974 c. 37.] Health and Safety at Work etc. Act 1974).

(2) Those objectives are—

(a) ensuring that, in carrying on a prescribed process, the best available techniques not entailing excessive cost will be used—

(i) for preventing the release of substances prescribed for any environmental medium into that medium or, where that is not practicable by such means, for reducing the release of such substances to a minimum and for rendering harmless any such substances which are so released; and

(ii) for rendering harmless any other substances which might cause harm if released into any environmental medium;

(b) compliance with any directions by the Secretary of State given for the

implementation of any obligations of the United Kingdom under the Community Treaties or international law relating to environmental protection;

(c) compliance with any limits or requirements and achievement of any quality standards or quality objectives prescribed by the Secretary of State under any of the relevant enactments;

(d) compliance with any requirements applicable to the grant of authorisations specified by or under a plan made by the Secretary of State under section 3(5) above.

(3) Except as respects the general condition implied by subsection (4) below, the Secretary of State may give directions to the enforcing authorities as to the conditions which are, or are not, to be included in all authorisations, in authorisations of any specified description or in any particular authorisation.

(4) Subject to subsections (5) and (6) below, there is implied in every authorisation a general condition that, in carrying on the process to which the authorisation applies, the person carrying it on must use the best available techniques not entailing excessive cost—

(a) for preventing the release of substances prescribed for any environmental medium into that medium or, where that is not practicable by such means, for reducing the release of such substances to a minimum and for rendering harmless any such substances which are so released; and

(b) for rendering harmless any other substances which might cause harm if released into any environmental medium.

(5) In the application of subsections (1) to (4) above to authorisations granted by a local enforcing authority references to the release of substances into any environmental medium are to be read as references to the release of substances into the air.

(6) The obligation implied by virtue of subsection (4) above shall not apply in relation to any aspect of the process in question which is regulated by a condition imposed under subsection (1) above.

(7) The objectives referred to in subsection (2) above shall, where the process—

(a) is one designated for central control; and

(b) is likely to involve the release of substances into more than one environmental medium; include the objective of ensuring that the best available techniques not entailing excessive cost will be used for minimising the pollution which may be caused to the environment taken as a whole by the releases having regard to the best practicable environmental option available as respects the substances which may be released.

(8) An authorisation for carrying on a prescribed process may, without prejudice to the generality of subsection (1) above, include conditions—

- (a) imposing limits on the amount or composition of any substance produced by or utilised in the process in any period; and
 - (b) requiring advance notification of any proposed change in the manner of carrying on the process.
- (9) This section has effect subject to section 28 below and, in relation to Scotland, to any regulations made under section 5(2) above.
- (10) References to the best available techniques not entailing excessive cost, in relation to a process, include (in addition to references to any technical means and technology) references to the number, qualifications, training and supervision of persons employed in the process and the design, construction, lay-out and maintenance of the buildings in which it is carried on.
- (11) It shall be the duty of enforcing authorities to have regard to any guidance issued to them by the Secretary of State for the purposes of the application of subsections (2) and (7) above as to the techniques and environmental options that are appropriate for any description of prescribed process.
- (12) In subsection (2) above "the relevant enactments" are any enactments or instruments contained in or made for the time being under—
- (a) section 2 of the [1968 c. 62.] Clean Air Act 1968;
 - (b) section 2 of the [1972 c. 68.] European Communities Act 1972;
 - (c) Part I of the [1974 c. 37.] Health and Safety at Work etc. Act 1974;
 - (d) Parts II, III or IV of the [1974 c. 40.] Control of Pollution Act 1974;
 - (e) Part III of the [1989 c. 15.] Water Act 1989; and
 - (f) section 3 of this Act.

Fees and charges for authorisations.

8.

- (1) There shall be charged by and paid to the enforcing authority such fees and charges as may be prescribed from time to time by a scheme under subsection (2) below (whether by being specified in or made calculable under the scheme).
- (2) The Secretary of State may, with the approval of the Treasury, make, and from time to time revise, a scheme prescribing—
- (a) fees payable in respect of applications for authorisations;
 - (b) fees payable by persons holding authorisations in respect of, or of applications for, the variation of authorisations; and
 - (c) charges payable by such persons in respect of the subsistence of their authorisations.

(3) The Secretary of State shall, on making or revising a scheme under subsection (2) above, lay a copy of the scheme or of the alterations made in the scheme or, if he considers it more appropriate, the scheme as revised, before each House of Parliament.

(4) The Secretary of State may make separate schemes for fees and charges payable to the chief inspector or, as the case may be, river purification authority and fees and charges payable to local enforcing authorities under this Part.

(5) A scheme under subsection (2) above may, in particular—

(a) make different provision for different cases, including different provision in relation to different persons, circumstances or localities;

(b) allow for reduced fees or charges to be payable in respect of authorisations for a number of prescribed processes carried on by the same person;

(c) provide for the times at which and the manner in which the payments required by the scheme are to be made; and

(d) make such incidental, supplementary and transitional provision as appears to the Secretary of State to be appropriate.

(6) The Secretary of State, in framing a scheme under subsection (2) above, shall, so far as practicable, secure that the fees and charges payable under the scheme are sufficient, taking one financial year with another, to cover the relevant expenditure attributable to authorisations.

(7) The "relevant expenditure attributable to authorisations" is the expenditure incurred by the enforcing authorities in exercising their functions under this Part in relation to authorisations together with the expenditure incurred by the National Rivers Authority in exercising the Authority's functions in relation to authorisations for processes which may involve the release of any substance into water.

(8) If it appears to the enforcing authority that the holder of an authorisation has failed to pay a charge due in consideration of the subsistence of the authorisation, it may, by notice in writing served on the holder, revoke the authorisation.

(9) The Secretary of State may make to the National Rivers Authority payments of such amounts as appear to him to be required to meet the estimated relevant expenditure of the Authority attributable to authorisations.

(10) Subsections (7) and (9) above shall not apply to Scotland, but in relation to Scotland the "relevant expenditure attributable to authorisations" is the expenditure incurred by the enforcing authorities in exercising their functions under this Part or in relation to consultation carried out under regulations made under section 5(2) above.

(11) In Scotland, the chief inspector may make to a river purification authority and a river purification authority may make to the chief inspector payments of such amounts as are appropriate to meet their estimated relevant expenditure attributable to authorisations, such

amounts to be determined by the Secretary of State if the chief inspector and the authority fail to agree on an appropriate amount of payment.

Transfer of authorisations.

9.

(1) An authorisation for the carrying on of any prescribed process may be transferred by the holder to a person who proposes to carry on the process in the holder's place.

(2) Where an authorisation is transferred under this section, the person to whom it is transferred shall notify the enforcing authority in writing of that fact not later than the end of the period of twenty-one days beginning with the date of the transfer.

(3) An authorisation which is transferred under this section shall have effect on and after the date of the transfer as if it had been granted to that person under section 6 above, subject to the same conditions as were attached to it immediately before that date.

Variation of authorisations by enforcing authority.

10.

(1) The enforcing authority may at any time, subject to the requirements of section 7 above, and, in cases to which they apply, the requirements of Part II of Schedule 1 to this Act, vary an authorisation and shall do so if it appears to the authority at that time that that section requires conditions to be included which are different from the subsisting conditions.

(2) Where the enforcing authority has decided to vary an authorisation under subsection (1) above the authority shall notify the holder of the authorisation and serve a variation notice on him.

(3) In this Part a "variation notice" is a notice served by the enforcing authority on the holder of an authorisation—

(a) specifying variations of the authorisation which the enforcing authority has decided to make; and

(b) specifying the date or dates on which the variations are to take effect; and, unless the notice is withdrawn, the variations specified in a variation notice shall take effect on the date or dates so specified.

(4) A variation notice served under subsection (2) above shall also—

(a) require the holder of the authorisation, within such period as may be specified in the notice, to notify the authority what action (if any) he proposes to take to ensure that the process is carried on in accordance with the authorisation as varied by the notice; and

(b) require the holder to pay the fee (if any) prescribed by a scheme under section 8

above within such period as may be specified in the notice.

(5) Where in the opinion of the enforcing authority any action to be taken by the holder of an authorisation in consequence of a variation notice served under subsection (2) above will involve a substantial change in the manner in which the process is being carried on, the enforcing authority shall notify the holder of its opinion.

(6) The Secretary of State may, if he thinks fit in relation to authorisations of any description or particular authorisations, direct the enforcing authorities—

(a) to exercise their powers under this section, or to do so in such circumstances as may be specified in the directions, in such manner as may be so specified; or

(b) not to exercise those powers, or not to do so in such circumstances or such manner as may be so specified; and the Secretary of State shall have the corresponding power of direction in respect of the powers of the enforcing authorities to vary authorisations under section 11 below.

(7) In this section and section 11 below a "substantial change" , in relation to a prescribed process being carried on under an authorisation, means a substantial change in the substances released from the process or in the amount or any other characteristic of any substance so released; and the Secretary of State may give directions to the enforcing authorities as to what does or does not constitute a substantial change in relation to processes generally, any description of process or any particular process.

(8) In this section and section 11 below—

"prescribed" means prescribed in regulations made by the Secretary of State;

"vary", in relation to the subsisting conditions or other provisions of an authorisation, means adding to them or varying or rescinding any of them;

and "variation" shall be construed accordingly.

Variation of conditions etc: applications by holders of authorisations.

11.

(1) A person carrying on a prescribed process under an authorisation who wishes to make a relevant change in the process may at any time—

(a) notify the enforcing authority in the prescribed form of that fact, and

(b) request the enforcing authority to make a determination, in relation to the proposed change, of the matters mentioned in subsection (2) below; and a person making a request under paragraph (b) above shall furnish the enforcing authority with such information as may be prescribed or as the authority may by notice require.

(2) On receiving a request under subsection (1) above the enforcing authority shall determine—

- (a) whether the proposed change would involve a breach of any condition of the authorisation;
 - (b) if it would not involve such a breach, whether the authority would be likely to vary the conditions of the authorisation as a result of the change;
 - (c) if it would involve such a breach, whether the authority would consider varying the conditions of the authorisation so that the change may be made; and
 - (d) whether the change would involve a substantial change in the manner in which the process is being carried on; and the enforcing authority shall notify the holder of the authorisation of its determination of those matters.
- (3) Where the enforcing authority has determined that the proposed change would not involve a substantial change, but has also determined under paragraph (b) or (c) of subsection (2) above that the change would lead to or require the variation of the conditions of the authorisation, then—
- (a) the enforcing authority shall (either on notifying its determination under that subsection or on a subsequent occasion) notify the holder of the authorisation of the variations which the authority is likely to consider making; and
 - (b) the holder may apply in the prescribed form to the enforcing authority for the variation of the conditions of the authorisation so that he may make the proposed change.
- (4) Where the enforcing authority has determined that a proposed change would involve a substantial change that would lead to or require the variation of the conditions of the authorisation, then—
- (a) the authority shall (either on notifying its determination under subsection (2) above or on a subsequent occasion) notify the holder of the authorisation of the variations which the authority is likely to consider making; and
 - (b) the holder of the authorisation shall, if he wishes to proceed with the change, apply in the prescribed form to the enforcing authority for the variation of the conditions of the authorisation.
- (5) The holder of an authorisation may at any time, unless he is carrying on a prescribed process under the authorisation and wishes to make a relevant change in the process, apply to the enforcing authority in the prescribed form for the variation of the conditions of the authorisation.
- (6) A person carrying on a process under an authorisation who wishes to make a relevant change in the process may, where it appears to him that the change will require the variation of the conditions of the authorisation, apply to the enforcing authority in the prescribed form for the variation of the conditions of the authorisation specified in the application.
- (7) A person who makes an application for the variation of the conditions of an

authorisation shall furnish the authority with such information as may be prescribed or as the authority may by notice require.

(8) On an application for variation of the conditions of an authorisation under any provision of this section—

(a) the enforcing authority may, having fulfilled the requirements of Part II of Schedule 1 to this Act in cases to which they apply, as it thinks fit either refuse the application or, subject to the requirements of section 7 above, vary the conditions or, in the case of an application under subsection (6) above, treat the application as a request for a determination under subsection (2) above; and

(b) if the enforcing authority decides to vary the conditions, it shall serve a variation notice on the holder of the authorisation.

(9) Any application to the enforcing authority under this section shall be accompanied by the applicable fee (if any) prescribed by a scheme made under section 8 above.

(10) This section applies to any provision other than a condition which is contained in an authorisation as it applies to a condition with the modification that any reference to the breach of a condition shall be read as a reference to acting outside the scope of the authorisation.

(11) For the purposes of this section a relevant change in a prescribed process is a change in the manner of carrying on the process which is capable of altering the substances released from the process or of affecting the amount or any other characteristic of any substance so released.

Revocation of authorisation.

12.

(1) The enforcing authority may at any time revoke an authorisation by notice in writing to the person holding the authorisation.

(2) Without prejudice to the generality of subsection (1) above, the enforcing authority may revoke an authorisation where it has reason to believe that a prescribed process for which the authorisation is in force has not been carried on or not for a period of twelve months.

(3) The revocation of an authorisation under this section shall have effect from the date specified in the notice; and the period between the date on which the notice is served and the date so specified shall not be less than twenty-eight days.

(4) The enforcing authority may, before the date on which the revocation of an authorisation takes effect, withdraw the notice or vary the date specified in it.

(5) The Secretary of State may, if he thinks fit in relation to an authorisation, give to the enforcing authority directions as to whether the authority should revoke the authorisation under this section.

Enforcement notices.

13.

(1) If the enforcing authority is of the opinion that the person carrying on a prescribed process under an authorisation is contravening any condition of the authorisation, or is likely to contravene any such condition, the authority may serve on him a notice ("an enforcement notice").

(2) An enforcement notice shall—

- (a) state that the authority is of the said opinion;
- (b) specify the matters constituting the contravention or the matters making it likely that the contravention will arise, as the case may be;
- (c) specify the steps that must be taken to remedy the contravention or to remedy the matters making it likely that the contravention will arise, as the case may be; and
- (d) specify the period within which those steps must be taken.

(3) The Secretary of State may, if he thinks fit in relation to the carrying on by any person of a prescribed process, give to the enforcing authority directions as to whether the authority should exercise its powers under this section and as to the steps which are to be required to be taken under this section.

Prohibition notices.

14.

(1) If the enforcing authority is of the opinion, as respects the carrying on of a prescribed process under an authorisation, that the continuing to carry it on, or the continuing to carry it on in a particular manner, involves an imminent risk of serious pollution of the environment the authority shall serve a notice (a "prohibition notice") on the person carrying on the process.

(2) A prohibition notice may be served whether or not the manner of carrying on the process in question contravenes a condition of the authorisation and may relate to any aspects of the process, whether regulated by the conditions of the authorisation or not.

(3) A prohibition notice shall—

- (a) state the authority's opinion;
- (b) specify the risk involved in the process;
- (c) specify the steps that must be taken to remove it and the period within which they must be taken; and
- (d) direct that the authorisation shall, until the notice is withdrawn, wholly or to the extent specified in the notice cease to have effect to authorise the carrying on of the

- process; and where the direction applies to part only of the process it may impose conditions to be observed in carrying on the part which is authorised to be carried on.
- (4) The Secretary of State may, if he thinks fit in relation to the carrying on by any person of a prescribed process, give to the enforcing authority directions as to—
- (a) whether the authority should perform its duties under this section; and
 - (b) the matters to be specified in any prohibition notice in pursuance of subsection (3) above which the authority is directed to issue.
- (5) The enforcing authority shall, as respects any prohibition notice it has issued to any person, by notice in writing served on that person, withdraw the notice when it is satisfied that the steps required by the notice have been taken.

Appeals as respects authorisations and against variation, enforcement and prohibition notices.

15.

- (1) The following persons, namely—
- (a) a person who has been refused the grant of an authorisation under section 6 above;
 - (b) a person who is aggrieved by the conditions attached, under any provision of this Part, to his authorisation;
 - (c) a person who has been refused a variation of an authorisation on an application under section 11 above;
 - (d) a person whose authorisation has been revoked under section 12 above; may appeal against the decision of the enforcing authority to the Secretary of State (except where the decision implements a direction of his).
- (2) A person on whom a variation notice, an enforcement notice or a prohibition notice is served may appeal against the notice to the Secretary of State.
- (3) Where an appeal under this section is made to the Secretary of State—
- (a) the Secretary of State may refer any matter involved in the appeal to a person appointed by him for the purpose; or
 - (b) the Secretary of State may, instead of determining the appeal himself, direct that the appeal or any matter involved in it shall be determined by a person appointed by him for the purpose; and a person appointed under paragraph (b) above for the purpose of an appeal shall have the same powers under subsection (5), (6) or (7) below as the Secretary of State.
- (4) An appeal under this section shall, if and to the extent required by regulations under subsection (10) below, be advertised in such manner as may be prescribed by regulations under that subsection.

(5) If either party to the appeal so requests or the Secretary of State so decides, an appeal shall be or continue in the form of a hearing (which may, if the person hearing the appeal so decides, be held, or held to any extent, in private).

(6) On determining an appeal against a decision of an enforcing authority under subsection (1) above, the Secretary of State—

(a) may affirm the decision;

(b) where the decision was a refusal to grant an authorisation or a variation of an authorisation, may direct the enforcing authority to grant the authorisation or to vary the authorisation, as the case may be;

(c) where the decision was as to the conditions attached to an authorisation, may quash all or any of the conditions of the authorisation;

(d) where the decision was to revoke an authorisation, may quash the decision;

and where he exercises any of the powers in paragraphs (b), (c) or (d) above, he may give directions as to the conditions to be attached to the authorisation.

(7) On the determination of an appeal under subsection (2) above the Secretary of State may either quash or affirm the notice and, if he affirms it, may do so either in its original form or with such modifications as he may in the circumstances think fit.

(8) Where an appeal is brought under subsection (1) above against the revocation of an authorisation, the revocation shall not take effect pending the final determination or the withdrawal of the appeal.

(9) Where an appeal is brought under subsection (2) above against a notice, the bringing of the appeal shall not have the effect of suspending the operation of the notice.

(10) Provision may be made by the Secretary of State by regulations with respect to appeals under this section and in particular—

(a) as to the period within which and the manner in which appeals are to be brought;
and

(b) as to the manner in which appeals are to be considered.

Appointment of chief inspector and other inspectors.

16.

(1) The Secretary of State may appoint as inspectors (under whatever title he may determine) such persons having suitable qualifications as he thinks necessary for carrying this Part into effect in relation to prescribed processes designated for central control or for the time being transferred under section 4(4) above to central control, and may terminate any appointment made under this subsection.

(2) The Secretary of State may make to or in respect of any person so appointed such

payments by way of remuneration, allowances or otherwise as he may with the approval of the Treasury determine.

(3) In relation to England and Wales the Secretary of State shall constitute one of the inspectors appointed under subsection (1) above to be the chief inspector for England and Wales and in relation to Scotland the Secretary of State shall constitute one of the said inspectors to be the chief inspector for Scotland.

(4) The functions conferred or imposed by or under this Part on the chief inspector as the enforcing authority may, to any extent, be delegated by him to any other inspector appointed under subsection (1) above.

(5) A river purification authority may appoint as inspectors (under whatever title the authority may determine) such persons having suitable qualifications as the authority thinks necessary for carrying this Part into effect in relation to prescribed processes designated for central control and may terminate any appointment made under this subsection.

(6) Any local authority may appoint as inspectors (under whatever title the authority may determine) such persons having suitable qualifications as the authority think necessary for carrying this Part into effect in the authority's area in relation to prescribed processes designated for local control (and not so transferred), and may terminate any appointment made under this subsection.

(7) An inspector shall not be liable in any civil or criminal proceedings for anything done in the purported performance of his functions under section 17 or 18 below if the court is satisfied that the act was done in good faith and that there were reasonable grounds for doing it.

(8) In the following provisions of this Part "inspector" means a person appointed as an inspector under subsection (1), (5) or (6) above.

Powers of inspectors and others.

17.

(1) An inspector may, on production (if so required) of his authority, exercise any of the powers in subsection (3) below for the purposes of the discharge of the functions of the enforcing authority.

(2) Those powers, so far as exercisable in relation to premises, are exercisable in relation—

(a) to premises on which a prescribed process is, or is believed (on reasonable grounds) to be, carried on; and

(b) to premises on which a prescribed process has been carried on (whether or not the process was a prescribed process when it was carried on) the condition of which is believed (on reasonable grounds) to be such as to give rise to a risk of serious pollution of the environment.

(3) The powers of an inspector referred to above are—

(a) at any reasonable time (or, in a situation in which in his opinion there is an immediate risk of serious pollution of the environment, at any time) to enter premises which he has reason to believe it is necessary for him to enter;

(b) on entering any premises by virtue of paragraph (a) above to take with him—

(i) any person duly authorised by the chief inspector, the river purification authority or, as the case may be, the local enforcing authority and, if the inspector has reasonable cause to apprehend any serious obstruction in the execution of his duty, a constable; and

(ii) any equipment or materials required for any purpose for which the power of entry is being exercised;

(c) to make such examination and investigation as may in any circumstances be necessary;

(d) as regards any premises which he has power to enter, to direct that those premises or any part of them, or anything in them, shall be left undisturbed (whether generally or in particular respects) for so long as is reasonably necessary for the purpose of any examination or investigation under paragraph (c) above;

(e) to take such measurements and photographs and make such recordings as he considers necessary for the purpose of any examination or investigation under paragraph (c) above;

(f) to take samples of any articles or substances found in or on any premises which he has power to enter, and of the air, water or land in, on, or in the vicinity of, the premises;

(g) in the case of any article or substance found in or on any premises which he has power to enter, being an article or substance which appears to him to have caused or to be likely to cause pollution of the environment, to cause it to be dismantled or subjected to any process or test (but not so as to damage or destroy it unless this is necessary);

(h) in the case of any such article or substance as is mentioned in paragraph (g) above, to take possession of it and detain it for so long as is necessary for all or any of the following purposes, namely—

(i) to examine it and do to it anything which he has power to do under that paragraph;

(ii) to ensure that it is not tampered with before his examination of it is completed;

(iii) to ensure that it is available for use as evidence in any proceedings for an offence under section 23 below or any other proceedings relating to a variation notice, an enforcement notice or a prohibition notice;

(i) to require any person whom he has reasonable cause to believe to be able to give any information relevant to any examination or investigation under paragraph (c) above to answer (in the absence of persons other than a person nominated to be present and any persons whom the inspector may allow to be present) such questions as the inspector thinks fit to ask and to sign a declaration of the truth of his answers;

(j) to require the production of, or where the information is recorded in computerised form, the furnishing of extracts from, any records which are required to be kept under this Part or it is necessary for him to see for the purposes of an examination or investigation under paragraph (c) above and to inspect and take copies of, or of any entry in, the records;

(k) to require any person to afford him such facilities and assistance with respect to any matters or things within that person's control or in relation to which that person has responsibilities as are necessary to enable the inspector to exercise any of the powers conferred on him by this section;

(l) any other power for the purpose mentioned in subsection (1) above which is conferred by regulations made by the Secretary of State; and in so far as any of the powers specified above are applicable in relation to mobile plant an inspector shall have, in circumstances corresponding to those specified in subsection (2) above, powers corresponding to those powers.

(4) The Secretary of State may by regulations make provision as to the procedure to be followed in connection with the taking of, and the dealing with, samples under subsection (3)(f) above.

(5) Where an inspector proposes to exercise the power conferred by subsection (3)(g) above in the case of an article or substance found on any premises, he shall, if so requested by a person who at the time is present on and has responsibilities in relation to those premises, cause anything which is to be done by virtue of that power to be done in the presence of that person.

(6) Before exercising the power conferred by subsection (3)(g) above in the case of any article or substance, an inspector shall consult such persons as appear to him appropriate for the purpose of ascertaining what dangers, if any, there may be in doing anything which he proposes to do under the power.

(7) Where under the power conferred by subsection (3)(h) above an inspector takes

possession of any article or substance found on any premises, he shall leave there, either with a responsible person or, if that is impracticable, fixed in a conspicuous position, a notice giving particulars of that article or substance sufficient to identify it and stating that he has taken possession of it under that power; and before taking possession of any such substance under that power an inspector shall, if it is practical for him to do so, take a sample of it and give to a responsible person at the premises a portion of the sample marked in a manner sufficient to identify it.

(8) No answer given by a person in pursuance of a requirement imposed under subsection (3)(i) above shall be admissible in evidence in England and Wales against that person in any proceedings, or in Scotland against that person in any criminal proceedings.

(9) The powers conferred by subsection (3)(a), (b)(ii), (c), (e) and (f) above shall also be exercisable (subject to subsection (4) above) by any person authorised for the purpose in writing by the Secretary of State.

(10) Nothing in this section shall be taken to compel the production by any person of a document of which he would on grounds of legal professional privilege be entitled to withhold production on an order for discovery in an action in the High Court or, in relation to Scotland, on an order for the production of documents in an action in the Court of Session.

Power to deal with cause of imminent danger of serious harm.

18.

(1) Where, in the case of any article or substance found by him on any premises which he has power to enter, an inspector has reasonable cause to believe that, in the circumstances in which he finds it, the article or substance is a cause of imminent danger of serious harm he may seize it and cause it to be rendered harmless (whether by destruction or otherwise).

(2) Before there is rendered harmless under this section—

(a) any article that forms part of a batch of similar articles; or

(b) any substance, the inspector shall, if it is practicable for him to do so, take a sample of it and give to a responsible person at the premises where the article or substance was found by him a portion of the sample marked in a manner sufficient to identify it.

(3) As soon as may be after any article or substance has been seized and rendered harmless under this section, the inspector shall prepare and sign a written report giving particulars of the circumstances in which the article or substance was seized and so dealt with by him, and shall—

(a) give a signed copy of the report to a responsible person at the premises where the article or substance was found by him; and

(b) unless that person is the owner of the article or substance, also serve a signed copy of the report on the owner; and if, where paragraph (b) above applies, the inspector cannot after reasonable inquiry ascertain the name or address of the owner, the copy may be served on him by giving it to the person to whom a copy was given under paragraph (a) above.

Obtaining of information from persons and authorities.

19.

(1) For the purposes of the discharge of his functions under this Part, the Secretary of State may, by notice in writing served on an enforcing authority, require the authority to furnish such information about the discharge of its functions as an enforcing authority under this Part as he may require.

(2) For the purposes of the discharge of their respective functions under this Part, the following authorities, that is to say—

(a) the Secretary of State,

(b) a local enforcing authority,

(c) the chief inspector, and

(d) in relation to Scotland, a river purification authority, may, by notice in writing served on any person, require that person to furnish to the authority such information which the authority reasonably considers that it needs as is specified in the notice, in such form and within such period following service of the notice as is so specified.

(3) For the purposes of this section the discharge by the Secretary of State of an obligation of the United Kingdom under the Community Treaties or any international agreement relating to environmental protection shall be treated as a function of his under this Part.

Public registers of information.

20.

(1) It shall be the duty of each enforcing authority, as respects prescribed processes for which it is the enforcing authority, to maintain, in accordance with regulations made by the Secretary of State, a register containing prescribed particulars of or relating to—

(a) applications for authorisations made to that authority;

(b) the authorisations which have been granted by that authority or in respect of which the authority has functions under this Part;

(c) variation notices, enforcement notices and prohibition notices issued by that authority;

(d) revocations of authorisations effected by that authority;

(e) appeals under section 15 above;

- (f) convictions for such offences under section 23(1) below as may be prescribed;
 - (g) information obtained or furnished in pursuance of the conditions of authorisations or under any provision of this Part;
 - (h) directions given to the authority under any provision of this Part by the Secretary of State; and
 - (i) such other matters relating to the carrying on of prescribed processes or any pollution of the environment caused thereby as may be prescribed; but that duty is subject to sections 21 and 22 below.
- (2) Subject to subsection (4) below, the register maintained by a local enforcing authority shall also contain prescribed particulars of such information contained in any register maintained by the chief inspector or river purification authority as relates to the carrying on in the area of the authority of prescribed processes in relation to which the chief inspector or river purification authority has functions under this Part; and the chief inspector or river purification authority shall furnish each authority with the particulars which are necessary to enable it to discharge its duty under this subsection.
- (3) In Scotland, the register maintained by—
- (a) the chief inspector shall also contain prescribed particulars of such information contained in any register maintained by a river purification authority as relates to the carrying on in the area of the authority of prescribed processes in relation to which the authority has functions under this Part, and each authority shall furnish the chief inspector with the particulars which are necessary to enable him to discharge his duty under this section;
 - (b) each river purification authority shall also contain prescribed particulars of such information contained in any register maintained by the chief inspector as relates to the carrying on in the area of the authority of prescribed processes in relation to which the chief inspector has functions under this Part, and the chief inspector shall furnish each authority with the particulars which are necessary to enable them to discharge their duty under this section.
- (4) Subsection (2) above does not apply to port health authorities but each local enforcing authority whose area adjoins that of a port health authority shall include corresponding information in the register maintained by it; and the chief inspector shall furnish each such local enforcing authority with the particulars which are necessary to enable it to discharge its duty under this subsection.
- (5) Where information of any description is excluded from any register by virtue of section 22 below, a statement shall be entered in the register indicating the existence of information of that description.

(6) The Secretary of State may give to enforcing authorities directions requiring the removal from any register of theirs of any specified information not prescribed for inclusion under subsection (1) or (2) above or which, by virtue of section 21 or 22 below, ought to have been excluded from the register.

(7) It shall be the duty of each enforcing authority—

(a) to secure that the registers maintained by them under this section are available, at all reasonable times, for inspection by the public free of charge; and

(b) to afford to members of the public facilities for obtaining copies of entries, on payment of reasonable charges.

(8) Registers under this section may be kept in any form.

(9) For the purpose of enabling the National Rivers Authority to discharge its duty under section 117(l)(f) of the [1989 c. 15.] Water Act 1989 to keep corresponding particulars in registers under that section, the chief inspector shall furnish the Authority with the particulars contained in any register maintained by him under this section.

(10) In this section "prescribed" means prescribed in regulations under this section.

Exclusion from registers of information affecting national security.

21.

(1) No information shall be included in a register maintained under section 20 above if and so long as, in the opinion of the Secretary of State, the inclusion in the register of that information, or information of that description, would be contrary to the interests of national security.

(2) The Secretary of State may, for the purpose of securing the exclusion from registers of information to which subsection (1) above applies, give to enforcing authorities directions—

(a) specifying information, or descriptions of information, to be excluded from their registers; or

(b) specifying descriptions of information to be referred to the Secretary of State for his determination; and no information referred to the Secretary of State in pursuance of paragraph (b) above shall be included in any such register until the Secretary of State determines that it should be so included.

(3) The enforcing authority shall notify the Secretary of State of any information it excludes from the register in pursuance of directions under subsection (2) above.

(4) A person may, as respects any information which appears to him to be information to which subsection (1) above may apply, give a notice to the Secretary of State specifying the information and indicating its apparent nature; and, if he does so—

(a) he shall notify the enforcing authority that he has done so; and

(b) no information so notified to the Secretary of State shall be included in any such register until the Secretary of State has determined that it should be so included.

Exclusion from registers of certain confidential information.

22.

(1) No information relating to the affairs of any individual or business shall be included in a register maintained under section 20 above, without the consent of that individual or the person for the time being carrying on that business, if and so long as the information—

(a) is, in relation to him, commercially confidential; and

(b) is not required to be included in the register in pursuance of directions under subsection (7) below; but information is not commercially confidential for the purposes of this section unless it is determined under this section to be so by the enforcing authority or, on appeal, by the Secretary of State.

(2) Where information is furnished to an enforcing authority for the purpose of—

(a) an application for an authorisation or for the variation of an authorisation;

(b) complying with any condition of an authorisation; or

(c) complying with a notice under section 19(2) above; then, if the person furnishing it applies to the authority to have the information excluded from the register on the ground that it is commercially confidential (as regards himself or another person), the authority shall determine whether the information is or is not commercially confidential.

(3) A determination under subsection (2) above must be made within the period of fourteen days beginning with the date of the application and if the enforcing authority fails to make a determination within that period it shall be treated as having determined that the information is commercially confidential.

(4) Where it appears to an enforcing authority that any information (other than information furnished in circumstances within subsection (2) above) which has been obtained by the authority under or by virtue of any provision of this Part might be commercially confidential, the authority shall—

(a) give to the person to whom or whose business it relates notice that that information is required to be included in the register unless excluded under this section; and

(b) give him a reasonable opportunity—

(i) of objecting to the inclusion of the information on the ground that it is commercially confidential; and

(ii) of making representations to the authority for the purpose of justifying any such objection; and, if any representations are made, the enforcing

authority shall, having taken the representations into account, determine whether the information is or is not commercially confidential.

(5) Where, under subsection (2) or (4) above, an authority determines that information is not commercially confidential—

(a) the information shall not be entered on the register until the end of the period of twenty-one days beginning with the date on which the determination is notified to the person concerned;

(b) that person may appeal to the Secretary of State against the decision; and, where an appeal is brought in respect of any information, the information shall not be entered on the register pending the final determination or withdrawal of the appeal.

(6) Subsections (3), (5) and (10) of section 15 above shall apply in relation to appeals under subsection (5) above.

(7) The Secretary of State may give to the enforcing authorities directions as to specified information, or descriptions of information, which the public interest requires to be included in registers maintained under section 20 above notwithstanding that the information may be commercially confidential.

(8) Information excluded from a register shall be treated as ceasing to be commercially confidential for the purposes of this section at the expiry of the period of four years beginning with the date of the determination by virtue of which it was excluded; but the person who furnished it may apply to the authority for the information to remain excluded from the register on the ground that it is still commercially confidential and the authority shall determine whether or not that is the case.

(9) Subsections (5) and (6) above shall apply in relation to a determination under subsection (8) above as they apply in relation to a determination under subsection (2) or (4) above.

(10) The Secretary of State may, by order, substitute for the period for the time being specified in subsection (3) above such other period as he considers appropriate.

(11) Information is, for the purposes of any determination under this section, commercially confidential, in relation to any individual or person, if its being contained in the register would prejudice to an unreasonable degree the commercial interests of that individual or person.

Offences.

23.

(1) It is an offence for a person—

(a) to contravene section 6(1) above;

(b) to fail to give the notice required by section 9(2) above;

- (c) to fail to comply with or contravene any requirement or prohibition imposed by an enforcement notice or a prohibition notice;
 - (d) without reasonable excuse, to fail to comply with any requirement imposed under section 17 above;
 - (e) to prevent any other person from appearing before or from answering any question to which an inspector may by virtue of section 17(3) require an answer;
 - (f) intentionally to obstruct an inspector in the exercise or performance of his powers or duties;
 - (g) to fail, without reasonable excuse, to comply with any requirement imposed by a notice under section 19(2) above;
 - (h) to make a statement which he knows to be false or misleading in a material particular, or recklessly to make a statement which is false or misleading in a material particular, where the statement is made—
 - (i) in purported compliance with a requirement to furnish any information imposed by or under any provision of this Part; or
 - (ii) for the purpose of obtaining the grant of an authorisation to himself or any other person or the variation of an authorisation;
 - (i) intentionally to make a false entry in any record required to be kept under section 7 above;
 - (j) with intent to deceive, to forge or use a document issued or authorised to be issued under section 7 above or required for any purpose thereunder or to make or have in his possession a document so closely resembling any such document as to be likely to deceive;
 - (k) falsely to pretend to be an inspector;
 - (l) to fail to comply with an order made by a court under section 26 below.
- (2) A person guilty of an offence under paragraph (a), (c) or (l) of subsection (1) above shall be liable:
- (a) on summary conviction, to a fine not exceeding £20,000;
 - (b) on conviction on indictment, to a fine or to imprisonment for a term not exceeding two years, or to both.
- (3) A person guilty of an offence under paragraph (b), (g), (h), (i) or (j) of subsection (1) above shall be liable—
- (a) on summary conviction, to a fine not exceeding the statutory maximum;
 - (b) on conviction on indictment, to a fine or to imprisonment for a term not exceeding two years, or to both.
- (4) A person guilty of an offence under paragraph (d), (e), (f) or (k) of subsection (1) above shall be liable, on summary conviction, to a fine not exceeding the statutory maximum.

(5) In England and Wales an inspector, if authorised to do so by the Secretary of State, may, although not of counsel or a solicitor, prosecute before a magistrates' court proceedings for an offence under subsection (1) above.

Enforcement by High Court.

24.

If the enforcing authority is of the opinion that proceedings for an offence under section 23(1)(c) above would afford an ineffectual remedy against a person who has failed to comply with the requirements of an enforcement notice or a prohibition notice, the authority may take proceedings in the High Court or, in Scotland, in any court of competent jurisdiction for the purpose of securing compliance with the notice.

Onus of proof as regards techniques and evidence.

25.

(1) In any proceedings for an offence under section 23(1)(a) above consisting in a failure to comply with the general condition implied in every authorisation by section 7(4) above, it shall be for the accused to prove that there was no better available technique not entailing excessive cost than was in fact used to satisfy the condition.

(2) Where—

(a) an entry is required under section 7 above to be made in any record as to the observance of any condition of an authorisation; and

(b) the entry has not been made; that fact shall be admissible as evidence that that condition has not been observed.

Power of court to order cause of offence to be remedied.

26.

(1) Where a person is convicted of an offence under section 23(1)(a) or (c) above in respect of any matters which appear to the court to be matters which it is in his power to remedy, the court may, in addition to or instead of imposing any punishment, order him, within such time as may be fixed by the order, to take such steps as may be specified in the order for remedying those matters.

(2) The time fixed by an order under subsection (1) above may be extended or further extended by order of the court on an application made before the end of the time as originally fixed or as extended under this subsection, as the case may be.

(3) Where a person is ordered under subsection (1) above to remedy any matters, that

person shall not be liable under section 23 above in respect of those matters in so far as they continue during the time fixed by the order or any further time allowed under subsection (2) above.

Power of chief inspector to remedy harm.

27.

(1) Where the commission of an offence under section 23(1)(a) or (c) above causes any harm which it is possible to remedy, the chief inspector or, in Scotland, a river purification authority may, subject to subsection (2) below—

(a) arrange for any reasonable steps to be taken towards remedying the harm; and

(b) recover the cost of taking those steps from any person convicted of that offence.

(2) The chief inspector or, as the case may be, the river purification authority shall not exercise their powers under this section except with the approval in writing of the Secretary of State and, where any of the steps are to be taken on or will affect land in the occupation of any person other than the person on whose land the prescribed process is being carried on, with the permission of that person.

Authorisations and other statutory controls.

28.

(1) No condition shall at any time be attached to an authorisation so as to regulate the final disposal by deposit in or on land of controlled waste (within the meaning of Part II), nor shall any condition apply to such a disposal; but the enforcing authority shall notify the authority which is the waste regulation authority under that Part for the area in which the process is to be carried on of the fact that the process involves the final disposal of controlled waste by deposit in or on land.

(2) Where any of the activities comprising a prescribed process are regulated both by an authorisation granted by the enforcing authority under this Part and by a registration or authorisation under the [1960 c. 34.] Radioactive Substances Act 1960, then, if different obligations are imposed as respects the same matter by a condition attached to the authorisation under this Part and a condition attached to the registration or authorisation under that Act, the condition imposed by the authorisation under this Part shall be treated as not binding the person carrying on the process.

(3) Where the activities comprising a prescribed process designated for central control include the release of any substances into water included in waters which are controlled waters for the purposes of Chapter I of Part III of the [1989 c. 15.] Water Act 1989, then—

(a) the enforcing authority shall not grant an authorisation under this Part if the National Rivers Authority certifies to the enforcing authority its opinion that the

release will result in or contribute to a failure to achieve any water quality objective in force under Part III of that Act; and

(b) any authorisation that is granted shall, as respects such releases, include (with or without others appearing to the enforcing authority to be appropriate) such conditions as appear to the National Rivers Authority to be appropriate for the purposes of this Part as that Authority requires by notice in writing given to the enforcing authority; but the enforcing authority may, if it appears to be appropriate to do so, make the authorisation subject to conditions more onerous than those (if any) notified to it under paragraph (b) above.

(4) Where the activities comprising a prescribed process carried on under an authorisation include the release of any substances into water as mentioned in subsection (3) above then, if at any time it appears to the National Rivers Authority appropriate for the purposes of this Part that the conditions of the authorisation should be varied, the enforcing authority shall exercise its powers under section 10 above so as to vary the conditions of the authorisation as required by the National Rivers Authority by notice in writing given to the enforcing authority.

**Appendix 4. The Environmental Protection (Applications, Appeals
and Registers) Regulations 1991**

**STATUTORY INSTRUMENTS
1991 No. 507**

**ENVIRONMENTAL PROTECTION
The Environmental Protection (Applications, Appeals and Registers)
Regulations 1991¹**

Made 6th March 1991

Coming into force in England 1st April 1991

Coming into force in Scotland 1st April 1992

The Secretary of State for the Environment as respects England, the Secretary of State for Wales as respects Wales and the Secretary of State for Scotland as respects Scotland, in exercise of the powers conferred on them by sections 10(8), 11(1), (3) to (7), 15(10), 20(1) to (3), (10) and 22(6) of and paragraphs 1 to 3, 6 and 7 of Schedule 1 to the Environmental Protection Act 1990^[1] and of all other powers enabling them in that behalf, hereby make the following Regulations:

Citation, commencement and interpretation

1.

(1) These Regulations may be cited as the Environmental Protection (Applications, Appeals and Registers) Regulations 1991 and shall come into force in England and Wales on 1st April 1991 and in Scotland on 1st April 1992.

(2) In these Regulations, "the 1990 Act" means the Environmental Protection Act 1990.

Applications for an authorisation

2.

(1) An application to an enforcing authority for an authorisation under section 6 of the 1990 Act shall be in writing and, subject to paragraphs (2) and (3) below, shall contain the following information—

- (a) the name of the applicant, his telephone number and address and, if different, any address to which correspondence relating to the application should be sent and, if the applicant is a body corporate, the address of its registered or principal office;

¹ Taken from:

- (b) in a case where the prescribed process will not be carried on by means of mobile plant—
- (i) the name of any local authority in whose area the prescribed process will be carried on;
 - (ii) the address of the premises where the prescribed process will be carried on;
 - (iii) a map or plan showing the location of those premises; and
 - (iv) if only part of those premises will be used for carrying on the process, a plan or other means of identifying that part;
- (c) in a case where the prescribed process will be carried on by means of mobile plant—
- (i) the name of the local authority in whose area the applicant has his principal place of business; and
 - (ii) the address of that place of business;
- (d) a description of the prescribed process;
- (e) a list of prescribed substances (and any other substances which might cause harm if released into any environmental medium) which will be used in connection with, or which will result from, the carrying on of that process;
- (f) a description of the techniques to be used for preventing the release into any environmental medium of such substances, for reducing the release of such substances to a minimum and for rendering harmless any such substances which are released;
- (g) details of any proposed release of such substances into any environmental medium and an assessment of the environmental consequences;
- (h) proposals for monitoring any release of such substances, the environmental consequences of any such release and the use of any techniques described in accordance with sub-paragraph (f) above;
- (i) the matters on which the applicant relies to establish that the objectives mentioned in section 7(2) of the 1990 Act (including the objective referred to in section 7(7)) will be achieved and that he will be able to comply with the general condition implied by section 7(4);
- (j) any additional information which he wishes the enforcing authority to take into account in considering his application.
- (2) Paragraph (1) above shall apply in relation to an application to a local enforcing authority for an authorisation in respect of a prescribed process designated for local control (other than

that mentioned in paragraph (3) below) as if the words in brackets in sub-paragraph (i) were omitted and references to the release of substances into any environmental medium were references to the release of substances into the air.

(3) Paragraph (1) above shall apply in relation to an application to a local enforcing authority for an authorisation to carry on any prescribed process involving only the burning of waste oil in an appliance with a net rated thermal input of less than 0.4 megawatts as if the following sub-paragraphs were substituted for sub-paragraphs (d) to (i)—

- "(d) the name and number of the appliance (if any) and the name of its manufacturer;
- (e) the net rated thermal input of the appliance and whether or not it is constructed or adapted so as to comply with the specification for fixed, flued fan-assisted heaters in Part 2 of the specification for oil-burning air heaters published by the British Standards Institution and numbered BS 4256 1972;
- (f) details of the type of fuel to be used and its source;
- (g) details of the height and location of any chimney through which waste gases produced by the appliance would be carried away;
- (h) details of the efflux velocity of the waste gases leaving such a chimney produced by the appliance in normal operation;
- (i) details of the location of the fuel storage tanks of the appliance;"

(4) In this regulation—

"net rated thermal input" is the rate at which fuel can be burned at the maximum continuous rating of the appliance multiplied by the net calorific value of the fuel and expressed as megawatts thermal;

"waste oil" means any mineral based lubricating or industrial oil which—

(a) has become unfit for the use for which it was intended and, in particular, used combustion engine oil, gearbox oil, mineral lubricating oil, oil for turbines and hydraulic oil; and

(b) is generated only as a result of activities carried out by the applicant on the premises where the process is to be carried on.

Variation of conditions of an authorisation

3.

(1) Any notice given to an enforcing authority under section 11(1)(a) of the 1990 Act of a proposed relevant change in a prescribed process shall be in writing.

(2) An application to an enforcing authority under any provision of section 11 of the 1990 Act for the variation of the conditions of an authorisation shall be in writing.

(3) A person making—

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(a) a request to an enforcing authority under section 11(1)(b) of the 1990 Act for a determination of the matters mentioned in section 11(2); or

(b) an application to such an authority under any provision of section 11 for the variation of the conditions of an authorisation,

shall furnish the authority with his name, address and telephone number and shall also furnish the authority—

(i) in a case where the prescribed process will not be carried on by means of mobile plant, with the address of the premises where the prescribed process will be carried on;

(ii) in a case where the process will be carried on by means of mobile plant, with the address of his principal place of business;

(iii) in all cases, with a statement of any changes as respects any information supplied under regulation 2(1)(a) to (c) above.

(4) Subject to paragraph (5) below, a person making—

(a) a request to an enforcing authority under section 11(1)(b) of the 1990 Act for a determination of the matters mentioned in section 11(2); or

(b) an application to such an authority under section 11(5) for the variation of the conditions of an authorisation, shall also furnish the authority with—

(i) a description of any proposed change in the manner in which the prescribed process will be carried on;

(ii) a statement of any changes as respects the matters dealt with in regulation 2(1)(e) to (i) above which would result if any proposed change in the manner of carrying on the prescribed process were made;

(iii) any additional information which he wishes the authority to take into account in considering his application; and

(iv) in the case of an application under section 11(5) of the 1990 Act, an indication of the variations which he wishes the authority to make.

(5) Paragraph (4) above shall apply in relation to a process mentioned in regulation 2(3) above as if sub-paragraph (ii) were omitted.

(6) A person making an application to an enforcing authority under section 11(3)(b) or (4)(b) of the 1990 Act to an enforcing authority for the variation of the conditions of an authorisation shall also furnish the authority with—

(a) an indication of the variations which he wishes the authority to make;

(b) a statement of any changes in any information supplied to the authority under paragraph (3) above; and

(c) any additional information which he wishes the authority to take into account in considering his application.

(7) A person making an application to an enforcing authority for the variation of the conditions of an authorisation under section 11(6) of the 1990 Act shall also furnish the authority with—

- (a) an indication of the variations which he wishes the authority to make; and
- (b) any additional information which he wishes the authority to take into account in considering his application.

Consultation

4.

(1) Subject to regulations 6 and 7(2) below, the persons to be consulted under paragraph 2, 6 or 7 of Schedule 1 to the 1990 Act are—

- (a) the Health and Safety Executive, in all cases;
- (b) the Minister of Agriculture, Fisheries and Food, in the case of all prescribed processes designated for central control which will be carried on in England;
- (c) the Secretary of State for Wales, in the case of all prescribed processes designated for central control which will be carried on in Wales;
- (d) the Secretary of State for Scotland, in the case of all prescribed processes designated for central control which will be carried on in Scotland;
- (e) the National Rivers Authority, in the case of all prescribed processes designated for central control which will be carried on in England and Wales and which may result in the release of any substance into waters which are controlled waters for the purposes of Chapter I of Part III of the Water Act 1989⁽²¹⁾;
- (f) the sewerage undertaker or, in relation to Scotland, the regional or islands council, in the case of all prescribed processes designated for central control which may involve the release of any substance into a sewer vested in the undertaker or the council;
- (g) the Nature Conservancy Council for England, the Nature Conservancy Council for Scotland or the Countryside Council for Wales—
 - (i) in the case of all prescribed processes designated for central control which may involve a release of any substance;
 - (ii) in the case of all prescribed processes designated for local control which may involve a release of any substance into the air, which may affect a site of special scientific interest within the Council's area;
- (h) the harbour authority, in the case of all prescribed processes designated for central control which may involve a release of any substance into a harbour managed by the harbour authority.

(2) Subject to regulation 7(5)(a) below, the period for notification under paragraph 2(1), 6(2) or 7(2) of Schedule 1 to the 1990 Act shall be the period of 14 days beginning with—

(a) in the case of a notification under paragraph 2(1), the day on which the enforcing authority receives the application for an authorisation;

(b) in the case of a notification under paragraph 6(2), the day on which the authority notifies the holder of an authorisation in accordance with section 10(5) of that Act; and

(c) in the case of a notification under paragraph 7(2), the day on which the authority receives the application for a variation of an authorisation.

(3) In paragraph (1)(h) above and regulation 7(3)(c) below, "harbour authority" has the same meaning as in section 57(1) of the Harbours Act 1964^[3].

Advertisements

5.

(1) Subject to paragraph (4) and regulation 6 below, an advertisement—

(a) by an applicant under paragraph 1(2) of Schedule 1 to the 1990 Act; or

(b) by the holder of an authorisation under paragraph 6(2) or 7(2) of that Schedule, shall be published in one or more newspapers circulating in the locality in which the prescribed process will be carried on.

(2) Subject to regulation 7(5)(b) below, any such advertisement as is mentioned in paragraph (1) above shall be published within a period of 28 days beginning 14 days after—

(a) in the case of an advertisement under paragraph 1(2) of Schedule 1 to the 1990 Act, the day on which the application for an authorisation is made;

(b) in the case of an advertisement under paragraph 6(2) of that Schedule, the day on which the holder of the authorisation is notified in accordance with section 10(5) of that Act;

(c) in the case of an advertisement under paragraph 7(2) of that Schedule, the day on which the application for a variation is made.

(3) Subject to regulation 7(4) below, any such advertisement as is mentioned in paragraph (1) above shall—

(a) state the name of the applicant or, as the case may be, of the holder of the authorisation;

(b) give the address of the premises on which the prescribed process will be carried on;

(c) describe briefly the prescribed process;

(d) state where any register which contains particulars of the application or of the action to be taken may be inspected and that it may be inspected free of charge; and

(e) explain that any person may make representations in writing to the enforcing authority within the period of 28 days beginning with the date of the advertisement and give the authority's address.

(4) The preceding provisions of this paragraph do not apply in relation to any prescribed process which will be carried on by means of mobile plant.

Exemption for waste oil burners

6.

(1) The requirements of paragraph 1(2), 2, 6 or 7 of Schedule 1 to the 1990 Act shall not apply in relation to any process involving only the burning of waste oil in an appliance with a net rated thermal input of less than 0.4 megawatts.

(2) In this regulation—

"net rated thermal input" has the same meaning as in regulation 2(4) above; and

"waste oil" means any mineral based lubricating or industrial oil which has become unfit for the use for which it was intended and, in particular, used combustion engine oil, gearbox oil, mineral lubricating oil, oil for turbines and hydraulic oil.

National security and confidential information

7.

(1) This regulation applies where in relation to an application or an authorisation—

(a) a direction given by the Secretary of State under section 21(2) of the 1990 Act applies;

(b) notice is given to the Secretary of State under section 21(4) of that Act;

(c) an application is made to an enforcing authority under section 22(2) of that Act; or

(d) an objection is made to such an authority under section 22(4) of that Act.

(2) Subject to paragraph (3) below, the requirements of paragraph 2(1), 6(2) or 7(2) of Schedule 1 to the 1990 Act shall not apply in so far as they would require a person mentioned in regulation 4(1)(f), (g), or (h) above to be consulted on information which is not to be included in the register by virtue of section 21 or 22 of that Act.

(3) Information which is not to be included in the register by virtue of section 22 of the 1990 Act shall not be excluded by paragraph (2) above if—

(a) in the case of any person mentioned in regulation 4(1)(f) above, it is information about the release of any substance into a sewer vested in that person;

(b) in the case of any person mentioned in regulation 4(1)(g) above, it is information about the release of any substance—

(i) designated for central control;

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- (ii) designated for local control which may involve a release of any substance into the air, which may affect a site of special scientific interest in that person's area; or
 - (c) in the case of any person mentioned in regulation 4(1)(h) above, it is information about the release of any substance into a harbour managed by a harbour authority.
- (4) The requirements of paragraph 1(2), 6(2) or 7(2) of Schedule 1 to the 1990 Act shall not apply in so far as they would require the advertisement of information mentioned in regulation 5(3) above which is not to be included in the register by virtue of section 21 or 22 of that Act.
- (5) Where a matter falls to be determined under section 21 or 22 of the 1990 Act—
- (a) the period for notification under paragraph 2(1), 6(2) or 7(2) of Schedule 1 to that Act shall be the period of 14 days beginning 14 days after the day on which the matters to be determined under section 21 or 22 of that Act are finally disposed of;
 - (b) the period within which an advertisement is to be published in the manner specified in regulation 5(1) above shall be the period of 28 days beginning 14 days after the day on which the matters to be determined under section 21 or 22 of the 1990 Act are finally disposed of.
- (6) For the purposes of paragraph (5) above, the matters to be determined under section 21 or 22 of the 1990 Act are finally disposed of—
- (a) on the date on which the Secretary of State determines under section 21 of that Act whether or not information is to be included in the register;
 - (b) on the date on which the enforcing authority is treated under section 22(3) of that Act as having made a determination;
 - (c) in a case where the enforcing authority determines under section 22(2) or (4) of that Act that the information in question is commercially confidential, on the date of the authority's determination;
 - (d) in a case where the enforcing authority determines under section 22(2) or (4) of that Act that the information in question is not commercially confidential, on the date on which the period for bringing an appeal expires without an appeal being brought or, if such an appeal is brought within that period, on the date of the Secretary of State's final determination of the appeal or, as the case may be, the date on which the appellant withdraws his appeal.

Transmitted applications

8.

Where an application for an authorisation is transmitted under paragraph 3(1) of Schedule 1 to the 1990 Act to the Secretary of State for determination, a request by the applicant or the

enforcing authority concerned that the Secretary of State exercise one of the powers under paragraph 3(3) of that Schedule shall be made to him in writing within the period of 21 days beginning with the day on which the applicant is informed that the application is being transmitted to the Secretary of State.

Notice of appeal

9.

(1) A person who wishes to appeal to the Secretary of State under section 15 or 22(5) of the 1990 Act shall give to the Secretary of State written notice of the appeal together with the documents specified in paragraph (2) below and shall at the same time send to the enforcing authority a copy of that notice together with the documents specified in paragraph (2)(a) and (f) below.

(2) The documents mentioned in paragraph (1) above are—

- (a) a statement of the grounds of appeal;
- (b) a copy of any relevant application;
- (c) a copy of any relevant authorisation;
- (d) a copy of any relevant correspondence between the appellant and the enforcing authority;
- (e) a copy of any decision or notice which is the subject-matter of the appeal;
- (f) a statement indicating whether the appellant wishes the appeal to be in the form of a hearing or to be disposed of on the basis of written representations.

(3) If the appellant wishes to withdraw an appeal he shall do so by notifying the Secretary of State in writing and shall send a copy of that notification to the enforcing authority.

Time limit for bringing appeal

10.

(1) Subject to paragraph (2) below, notice of appeal in accordance with regulation 9(1) above is to be given—

- (a) in the case of an appeal by a person who has been refused the grant of an authorisation under section 6 of the 1990 Act, before the expiry of the period of six months beginning with—
 - (i) the date of the decision which is the subject-matter of the appeal; or
 - (ii) in the case Of an appeal against a deemed refusal of an application for an authorisation, the date on which the application is deemed under the provisions of paragraph 5(2) of Schedule 1 to the 1990 Act to have been refused;

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- (b) in the case of an appeal by a person who is aggrieved by the conditions attached to his authorisation or who has been refused a variation of an authorisation on an application under section 11 of the 1990 Act, before the expiry of the period of six months beginning with the date of the decision which is the subject-matter of the appeal;
 - (c) in the case of an appeal in respect of a decision of an enforcing authority to revoke an authorisation, before the date on which the revocation of the authorisation takes effect;
 - (d) in the case of an appeal by a person on whom a variation notice, an enforcement notice or a prohibition notice is served, before the expiry of the period of two months beginning with the date of the notice which is the subject-matter of the appeal;
 - (e) in the case of an appeal in respect of a decision of an enforcing authority that Information is not commercially confidential, before the expiry of the period of 21 days beginning with the date of the notice of determination.
- (2) The Secretary of State may in a particular case allow notice of appeal to be given after the expiry of the periods mentioned in paragraph (1)(a), (b) or (d) above.

Action upon receipt of notice of appeal

11.

(1) Subject to paragraph (4) below, the enforcing authority shall, within 14 days of receipt of the copy of the notice of appeal in accordance with regulation 9(1) above—

(a) in the case of an appeal by a person in respect of a decision of an enforcing authority to revoke an authorisation or on whom a variation notice, an enforcement notice or a prohibition notice is served, give written notice of it to any person who appears to the enforcing authority likely to have a particular interest in the subject-matter of the appeal; and

(b) in any other case give written notice of it—

(i) to any person who made representations to the authority with respect to the grant or variation of the authorisation; and

(ii) to any person who was required to be consulted on the application under paragraph 2, 6 or 7 of Schedule 1 to the 1990 Act pursuant to regulation 4(1) above.

(2) A notice under paragraph (1) above shall—

(a) state that an appeal has been lodged;

(b) give the name of the appellant and—

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- (i) where the prescribed process will not be carried on by means of mobile plant, the address of the premises where the prescribed process will be carried on;
 - (ii) where the prescribed process will be carried on by means of mobile plant, the address of this principal place of business;
 - (c) describe the application or authorisation to which the appeal relates;
 - (d) state that a copy of any representations made to the enforcing authority by any person mentioned in paragraph (1)(b) above will be sent to the Secretary of State and the appellant and will be considered by the Secretary of State when determining the appeal unless, within 21 days of the date of the notice, the person who made the representations requests the Secretary of State to disregard them;
 - (e) state that representations with respect to the appeal may be made to the Secretary of State in writing by any recipient of the notice within a period of 21 days beginning with the date of the notice; and
 - (f) state that if a hearing is to be held wholly or partly in public, a person mentioned in paragraph (1)(a) or b(i) above who makes representations with respect to the appeal and any person mentioned in paragraph (1)(b)(ii) above will be notified of the date of the hearing.
- (3) The enforcing authority shall, within 14 days of sending a notice under paragraph (1) above, send to the Secretary of State a copy of any representations made to that authority by any person mentioned in paragraph (1)(b) above and shall notify the Secretary of State of the persons to whom and the date on which the notice was sent.
- (4) The preceding provisions of this regulation do not apply in the case of an appeal brought under section 22(5) of the 1990 Act.

Written representations

12.

- (1) Where the appellant informs the Secretary of State that he wishes the appeal to be disposed of on the basis of written representations, the enforcing authority shall submit any written representations to the Secretary of State not later than 28 days after receiving a copy of the documents mentioned in regulation 9(2)(a) and (f) above.
- (2) The appellant shall make any further representations by way of reply to any representations from the enforcing authority not later than 17 days after the date of submission of those representations by the enforcing authority.
- (3) Any representations made by the appellant or the enforcing authority shall be dated and submitted to the Secretary of State on the date they bear.
- (4) When the enforcing authority or the appellant submits any representations to the Secretary

of State they shall at the same time send a copy of them to the other party.

(5) The Secretary of State shall send to the appellant and the enforcing authority a copy of any representations made to him by the persons mentioned in regulation 11(1) above and shall allow the appellant and the enforcing authority a period of not less than 14 days in which to make representations thereon.

(6) The Secretary of State may in a particular case—

- (a) set later time limits than those mentioned in this regulation;
- (b) require exchanges of representations between the parties in addition to those mentioned in paragraphs (1) and (2) above.

Hearings

13.

(1) The Secretary of State shall give the appellant and the enforcing authority at least 28 days written notice (or such shorter period of notice as they may agree) of the date, time and place fixed for the holding of any hearing in respect of an appeal under section 15 or 22(5) of the 1990 Act.

(2) Subject to paragraph (4) and (5) below, in the case of a hearing which is to be held wholly or partly in public, the Secretary of State shall, at least 21 days before the date fixed for the holding of the hearing, publish a copy of the notice mentioned in paragraph (1) above—

- (a) in a case where the prescribed process will not be carried on by means of mobile plant, in a newspaper circulating in the locality in which the prescribed process which is the subject of the appeal will be carried on; and
- (b) in a case where the appeal is in respect of a decision of an enforcement authority to revoke an authorisation or against a variation notice, an enforcement notice or a prohibition notice in respect of a prescribed process carried on by means of mobile plant, in a newspaper circulating in the locality in which the prescribed process was carried on at the time when the notice of revocation, variation notice, enforcement notice or prohibition notice was served, and shall serve a copy of the notice mentioned in paragraph (1) above on every person mentioned in regulation 11(1)(a) and (b)(i) above who has made representations in writing to the Secretary of State and on any person who was required under regulation 11(1)(b)(ii) above to be notified of the appeal.

(3) The Secretary of State may vary the date fixed for the holding of any hearing and paragraphs (1) and (2) above shall apply to the variation of a date as they applied to the date originally fixed.

(4) The Secretary of State may also vary the time or place for the holding of a hearing but shall give such notice of any such variation as appears to him to be reasonable.

(5) Paragraph (2) above shall not apply in the case of a hearing in respect of an appeal brought under section 22(5) of the 1990 Act.

(6) The persons entitled to be heard at a hearing are—

- (a) the appellant;
- (b) the enforcing authority; and
- (c) any person required under regulation 11(1)(b)(ii) above to be notified of the appeal.

(7) Nothing in paragraph (6) above shall prevent the person appointed to conduct the hearing of the appeal from permitting any other person to be heard at the hearing and such permission shall not be unreasonably withheld.

(8) After the conclusion of a hearing, the person appointed to conduct the hearing shall make a report in writing to the Secretary of State which shall include his conclusions and his recommendations or his reasons for not making any recommendations.

Notification of determination

14.

(1) The Secretary of State shall notify the appellant in writing of his determination of the appeal and shall provide him with a copy of any report mentioned in regulation 13(8) above.

(2) The Secretary of State shall at the same time send—

- (a) a copy of the documents mentioned in paragraph (1) above to the enforcing authority and to any persons required under regulation 11(1)(b)(ii) above to be notified of the appeal; and
- (b) a copy of his determination of the appeal to a person mentioned in regulation 11(1)(a) and (b)(i) above who made representations to the Secretary of State and, if a hearing was held, to any other person who made representations in relation to the appeal at the hearing.

Registers

15.

Subject to sections 21 and 22 of the 1990 Act, a register maintained by an enforcing authority under section 20 of that Act shall contain—

- (a) all particulars of any application for an authorisation made to the Authority;
- (b) all particulars of any notice to the applicant by the authority under paragraph 1(3) of Schedule 1 to that Act and of any information furnished in response to such a notice;

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- (c) all particulars of any representations made by any person required to be consulted under paragraph 2, 6 or 7 of Schedule 1 to the 1990 Act pursuant to regulation 4(1) above;
- (d) all particulars of any authorisation granted by the authority;
- (e) all particulars of any variation notice, enforcement notice or prohibition notice issued by the authority;
- (f) all particulars of any notice issued by the authority withdrawing a prohibition notice;
- (g) all particulars of any notification given to the holder of an authorisation by the authority under section 10(5) of that Act;
- (h) all particulars of any application for the variation of the conditions of an authorisation under section 11(4)(b) of that Act;
- (i) all particulars of any revocation of an authorisation effected by the authority;
- (j) all particulars of any notice of appeal under section 15 of that Act against a decision by the authority, the documents relating to the appeal mentioned in regulation 9(2)(a), (d) and (e) above, any written notification of the Secretary of State's determination of such an appeal and any report accompanying any such written notification;
- (k) details of any conviction of any person for any offence under section 23(1) of that Act which relates to the carrying on of a prescribed process under an authorisation granted by the authority, including the name of the offender, the date of conviction, the penalty imposed and the name of the Court;
- (l) all particulars of any monitoring information relating to the carrying on of a prescribed process under an authorisation granted by the authority obtained by the authority as a result of its own monitoring or furnished to the authority in writing by virtue of a condition of the authorisation or section 19(2) of that Act;
- (m) in a case where any such monitoring information is omitted from the register by virtue of section 22 of that Act, a statement by the authority, based on the monitoring information from time to time obtained by or furnished to them, indicating whether or not there has been compliance with any relevant condition of the authorisation;
- (n) all particulars of any report published by an enforcing authority relating to an assessment of the environmental consequences of the carrying on of a prescribed process in the locality of premises where the prescribed process is carried on under an authorisation granted by the authority; and
- (o) all particulars of any direction (other than a direction under section 21(2) of the 1990 Act) given to the authority by the Secretary of State under any provision of Part I of that Act.

16.

(1) A register maintained by a local enforcing authority which is not a port health authority shall (in addition to the particulars required by regulation 15 above) contain all particulars of such information contained in any register maintained by the chief inspector or river purification authority as relates to the carrying on in the area of the local enforcing authority of prescribed processes in relation to which the chief inspector or river purification authority has functions under Part I of the 1990 Act.

(2) In Scotland, a register maintained by—

(a) the chief inspector shall (in addition to the particulars required by regulation 15 above) contain all particulars of such information contained in any register maintained by a river purification authority as relates to the carrying on in the area of the authority of prescribed processes in relation to which the authority has functions under Part I of the 1990 Act;

(b) each river purification authority shall (in addition to the particulars required by regulation 15 above) contain all particulars of such information contained in any register maintained by the chief inspector as relates to the carrying on in the area of the authority of prescribed processes in relation to which the chief inspector has functions under Part I of that Act.

17.

Nothing in regulation 15 or 16 above shall require an enforcing authority, to keep in a register maintained by them—

(a) monitoring information four years after that information was entered in the register; or

(b) information which has been superseded by later information four years after that later information was entered in the register.

Michael Heseltine

Secretary of State for the Environment

6th March 1991

David Hunt

Secretary of State for Wales

6th March 1991

James Douglas-Hamilton

Parliamentary Under Secretary of State, Scottish Office

6th March 1991

Appendix 5. The United State's Emergency Planning and Community Right-to-Know Act, 1986¹

In 1986, the US Congress introduced Title III of the Superfund Amendments and Reauthorisation Act (SARA), as a response to the toxic cloud incidents that had occurred both in Bhopal, India and Institute, West Virginia.² This would become known as the Emergency Planning and Community Right-to-Know Act (EPCRA) and was designed to give local planners and citizens access to information about the hazardous substances in their communities, so that plans could be made for a similar chemical emergency. In addition to this, it also gave the public additional information on the release of hazardous substances into the environment. (Levin & Spence:1989)

The main provisions of the Emergency Planning and Community Right-to-Know Act

The Act imposed a number of new obligations on the regulated community which related to two main areas: firstly, to emergency planning and secondly, to the general reporting of toxic releases to the environment. Subtitle A of the Act set up a new structure for emergency planning. This created a number of regional and local emergency planning committees which would co-ordinate the development of emergency response plans for those facilities with hazardous chemicals on their premises.³ It also required that the local and regional planning committees be notified immediately, by a facility, of any substance release and the hazards posed by that release and that this be confirmed, as soon as possible, in writing stating what actions had been taken in response to that release. (Levin & Spence: 1989)

Secondly, Subtitle B of the Act provided for a number of additional reporting requirements that covered the routine storage, handling and release of hazardous or toxic chemicals to the

¹ This section provides a brief overview of the United State's Emergency Planning and Community Right-to-Know Act 1986. It is used only to highlight a number of important differences in the implementation of the information provisions of this Act, compared with the Environmental Protection Act 1990 in the UK and so a detailed examination is beyond the scope of this study. Further information on EPCRA can however, be found in Bass and MacLean: 1993, Gray & Pike: 1989, Levin & Spence: 1989, Lewis: 1990, Maclean: 1996 and Rich, Conn & Owens: 1993.

² In 1984, the leak from the Union Carbide chemical plant in Bhopal, India killed more than 2500 people. Whilst in 1985, over 100 people were hospitalised following a leak from another Union Carbide plant in Institute, West Virginia. (Jobe: 1999)

³ These provisions applied to a number of designated chemicals which were split into three groups: extremely hazardous substances; 'toxic chemicals' and 'hazardous chemicals'. The latter formed the largest group and contained most common industrial substances. (Levin & Spence: 1989)

environment, from various facilities. This required firstly, that a material safety data sheet (MSDS), which contained specific information for each chemical kept on the premises, be given to the local and regional emergency planning committees and the local fire department, as well as federal and state bodies. Secondly, it also required that an annual Emergency and Hazardous Chemical Inventory form be submitted to these bodies. Whilst the MSDS gave information on specific chemicals, the inventory form was designed to give local planners a record of the total amounts, types and location of hazardous chemicals within a premises and whether or not those chemicals were being released. Finally, it required that an annual Toxic Chemical Release (TCR) form be submitted to the United State's Environment Protection Agency (US EPA). The information filled in on this TCR form was intended to inform both the US EPA and local communities about the total amounts of toxic chemicals that were routinely released, from a premises, into the environment each year. (Levin & Spence: 1989)

The implementation of the Emergency Planning and Community Right-to-Know Act 1986

The implementation of EPCRA, by the US Environmental Protection Agency, underlined the usefulness of making more pollution information available to the public, as it soon became apparent that this had a number of positive benefits. Firstly it was shown that the public, once fully informed, could play a vital role in helping to reduce industrial pollution and secondly, that the employment of new technologies, such as information communication technologies (ICT's), could prove particularly valuable both in helping to develop the effective management of information resources and in encouraging public participation in the democratic process, through more equitable access to this information. (Bass & MacLean: 1993)

The Emergency Planning and Community Right-to-Know Act became the first statute in the United States to require that information be made available via a publicly accessible computer database, as well as by other means. This database was called the Toxic Release Inventory (TRI) and contained national statistics for the annual releases of a number of listed chemicals to air, land and water and their transfer to other sites for disposal or incineration. (Jobe: 1999) The TRI's computerised database finally went on-line on 19th June 1989 and since then American citizens have been able to use it to access a wide range of pollution data. In addition to this, the TRI has also been made available through magnetic media copies and

printed reports, all of which have helped increase access to this important source of information on industrial pollution.⁴ (Bass & MacLean: 1993)

The Act's requirement to develop an electronic database containing the TRI information, dramatically changed the way in which information was collected, stored and disseminated, as much of this work was now carried out on-line. One of the results of this, was the creation of a number of database management systems that were designed specifically to meet the reporting requirements of EPCRA and aid companies in filing their returns. This software provided companies with an individually tailored template, which they could then use to enter their data on-site and would also allow them to manipulate the data so that the necessary calculations and unit conversions could be carried out. In addition to this, it also contained a report generator, so that data could be extracted from the database in a number of different ways. The results once fed into the template could then be sent, using communication technology, directly to the central database held by the US EPA where, in time, it could then be accessed by the public. (Esry: 1993)

There were a number of benefits from employing this type of computerised database, to collect and make the TRI data available. For companies, the main benefit was that it created a standardised system that provided consistency and accuracy in their data collection, calculations and compliance reporting. (Esry: 1993) Whilst for the public and environmental researchers it provided a number of advantages. Firstly, it removed many of the physical barriers to information access, as through a computer, the user could easily obtain pollution data for the whole country, rather than just visiting that for their immediate locality. Secondly, one of the largest benefits of the system was its flexibility, as it allowed users to access a wide range of chemical information which simply would not have been practical using a manual system. Finally, it meant that information from the database could be accessed in a variety of different ways, so that users could obtain anything from the most basic of summaries to reports containing advanced chemical analysis. (Hurley & Goins: 1990) In addition to this, the collection and storage of TRI data on-line also offered the US Environmental Protection Agency the opportunity to cross-link it with a number of other databases,⁵ thereby providing a range of integrated data which could be used to aid environmental and public health protection. (Bass & MacLean: 1993)

⁴ Public access to the TRI data and other environmental databases is offered by the Right-to-Know Network (RTKNET) which can be found at <http://www.rtk.net>

⁵ Linking the TRI data with demographic information for example offered the opportunity to study the impact of toxic releases on different segments of the population.

Use of the Toxic Release Inventory

Initially access to the TRI database was through a system called TOXNET, maintained by the National Library of Medicine, but this database was soon criticised for restricting access to a small number of people who possessed the necessary sophisticated search skills and could afford the Library's connect fees. These criticisms however, were removed with the creation of the Right-to-Know Network (RTKNET) which was set up to provide free access to the TRI data.⁶ The RTKNET rapidly increased the number of users of the TRI data and played an important role in making this information more understandable to members of the public. (Jobe: 1999)

In the Right-to-Know Network's initial evaluation of the TRI database, it found that information was being used in three main ways: firstly, it was being used to study and target individual companies and their premises; secondly, it was used to study general pollution policy issues and finally, it was used to promote the work of local groups in preventing pollution. This research also highlighted a number of improvements that could be made to the database, which included the incorporation of additional information and the development of different ways in which the data could be used. As a result of this, improvements were made that led to a database that contained far more information than it did in 1986 and information which could be accessed,⁷ searched and manipulated in more creative and useful ways. (Jobe: 1999)

The success of the Toxic Release Inventory

The implementation of the TRI has, despite some problems,⁸ been viewed as a resounding success. The original aim of the US Congress to provide a database which could be used to access information on toxic emissions and help manage their risk, had definitely been met, but

⁶ The RTKNET was the joint venture between OMB Watch (A group who promoted public participation in federal government), The US EPA, the Unison Institute and a number of other private foundations. (Jobe: 1999)

⁷ As well as the original methods of access it is now also made available on CD Rom and via the Web.

⁸ There were for example, a number of limits to EPCRA such as the large number of facilities, industry sectors and chemicals not covered and to the TRI data itself such as the failure of a large number of companies not to report the necessary information. (Bass & MacLean: 1993) In addition to this, some companies were able to play the system and achieve large pollution reductions simply by moving their chemicals around to different non-manufacturing sites. (Jobe: 1999)

even they did not appreciate the total impact that giving the public access to TRI data would have. It was expected that the analysis of TRI data would give the media, researchers and environmental groups more leverage when tackling industry about pollution, but its widespread impact on industry emission levels had not been anticipated.⁹ (Jobe: 1999) This reduction in emission levels was due to a number of things; firstly, the TRI data provided industry bosses, for the first time, with a comprehensive picture both of the levels of pollution generated by their businesses and the associated costs, which led to many companies starting their own voluntary pollution reduction programmes in an attempt to reduce these costs. In addition to this, national environmental groups also started compiling lists of the top polluters in the US, which created an additional pressure on industry to reduce its pollution, particularly when the release of this information began to have an effect on stock market values. (Hearne: 1996) Research increasingly identified a link between stock market performance and overall emissions, with high levels of pollution, identified from the TRI data, leading to falls in stock market values which again put pressure on companies to reduce their emissions voluntarily.¹⁰ The development of the Toxic Release Inventory had therefore, had a profound effect on pollution control in the United States. The Emergency Planning and Community Right-to-Know Act, whilst not actually forcing industry to reduce pollution, had shown that providing the public with effective access to meaningful information could play an important role in encouraging pollution reduction and was a further tool to be used in a comprehensive environmental regulatory framework. (Jobe: 1999)

Lessons from the Emergency Planning and Community Right-to-Know Act

The enactment of EPCRA and the introduction of the TRI had radically changed the role of the US EPA. In addition to its primary role as a regulatory body, it also became a large scale disseminator of information and this was to have a profound effect on many of its operations. The implementation of the TRI had highlighted the positive benefits that could result from making more information available to the public, such as the significant reduction in emissions, and so paved the way for greater access to many of the US EPA's other environmental information holdings. (Jobe: 1999)

⁹ For example, the US EPA reported that the release in May 1997 of the 1995 TRI data showed a reported fall in industrial releases of 45.6 percent from 1988. (United States Environmental Protection Agency: 1997)

¹⁰ For more information on the correlation between high emissions and stock market performance see Hamilton; 1995 and Konar & Cohen: 1997.

By examining the implementation of the Toxic Release Inventory by the US EPA, Bass and MacLean, identified six principles, which they thought had been central to the success of this information access policy and which they called on the US EPA to adopt in relation to all their information holdings. They argued that it was only by meeting these six principles that a successful right-to-know agenda could be established, for government-held environmental information, in the United States. The six principles were:

1. That the Environmental Protection Agency had an affirmative responsibility to collect and disseminate information which furthered public health and environmental goals;
2. That the Environmental Protection Agency needed to revise its trade secret and confidential business information policies to promote greater public understanding of environmental and health risks;
3. That government, industry and the public should all participate in the design, evaluation and ongoing modification of information access programmes and activities;
4. That the Environmental Protection Agency must be committed to making environmental data available in a variety of formats and through systems that permit widespread use and analysis;
5. That public access must be co-ordinated within the Environmental Protection Agency to maximise the power of data linkage and integration;
6. That, as far as is possible, the Environmental Protection Agency should co-ordinate its data collection and dissemination efforts with other relevant federal and state agencies.

For Bass and MacLean these six principles were the key to the TRI's success and they were to argue that they could also make an important difference to the US EPA's other public access information programmes. (Bass & MacLean: 1993)

From examining these principles, in relation to the Emergency Planning and Community Right-to-Know Act and the TRI, it soon becomes clear that the success of an information access policy is the result of more than the enactment of the information provisions set out in the legislation. Whilst the commitment from a government agency to collect and make more information available to the public lay at the heart of any information access policy, it did not necessarily mean that the public would be able to acquire and use that information in a meaningful way. For an information access policy to be truly successful, its objective had to be more than to make the required information available, but to make it available in a way that encouraged its widespread application and use. Therefore effective access to information

could only really be achieved if information management techniques also formed a central part of that policy.

In relation to EPCRA, decisions made by the US EPA as to how the TRI data would be managed and made available to the public, formed a key part of the policy's eventual success. For example, the involvement of government, industry, non-governmental organisations and the public both in the creation and development of the TRI database, resulted in a number of positive changes to the way in which TRI data could be accessed. Firstly, it led to the creation of the RTKNET, which meant that TRI data was made available to the public free of charge, secondly, it resulted in more information being added to the database and thirdly, it led to changes in the way in which the data could be searched and analysed, all of which were to make a substantial difference to users. In addition to this, the US EPA also made the TRI data available in a number of different forms. As well as through the electronic database, copies of the TRI data were also supplied in paper reports, in microfiche to state and county libraries, on magnetic tape and later on CD-ROMs. The result of this has been that users knew that TRI data could be easily accessed in a way that was convenient for them. Finally, access to TRI data was further enhanced when it was linked to other data sets, held by the US EPA and other federal agencies, which gave users the opportunity to carry out detailed analysis of the TRI in relation to other data-sets. Therefore whilst EPCRA gave the public the right of access to TRI data, the actual success of this policy was largely due to the information management measures put in place by the US EPA, which resulted in the public being able to access and use this information in an effective way.

The successful implementation of the information provisions contained in EPCRA provide a marked contrast to the implementation of the IPC registers in England and Wales. The Environmental Protection Act 1990, like EPCRA, gave the British public the right to information on industrial pollution, but unlike it, failed to introduce many of the information management measures that were needed to make this information access policy a success. One result of this, has been the incredibly low take up by the British public, of their rights of access, which in turn has meant that many of the positive benefits that emerged from EPCRA in the United States, such as the large scale reduction in industrial emissions, have failed to materialise in the UK. The relationship between information access and information management is, therefore, central to many of the problems that have occurred in relation to the IPC registers and the connection between these two areas must be examined further, if a solution to these problems is to be found.

Appendix 6. Rowlands' Five Approaches to Information Policy Research

Type of Approach	Description of Approach
Classification-based approaches	This approach usually attempts to categorise information policies using a classification scheme or categorise the information policy literature using bibliographies. Widely used by the library and information science community.
Issue identification and options	This approach seeks to identify the issues and concerns raised by the adoption (or possible adoption) of a policy and then suggest possible actions to deal with potential problems or conflicts. The most prevalent methodology in information policy research.
Reductionist approaches	This approach seeks to reduce the ambiguity or complexity of a specific policy problem by constraining the data collection, analysis and interpretation, within the framework of a specific discipline. Used by a number of researchers who have adopted narrow legal or economic perspectives.
Scenario-based approaches	This approach is usually based on forecasting studies or scenario-building which allows different 'visions' to be examined. This approach is also widely employed by the library and information science community.
Process-orientated approaches and case studies	This approach conceptualises policy as a process, so that the complexities of policy making emerge over a period of time. This allows detailed analysis to be carried out of policy making process and examine a number of fundamental issues, such as the role of stakeholders and institutions on policy. While widely used in general public policy research, there are few examples of this in the information policy literature.

(Adapted from Rowlands: 1996: 18 –23)

Appendix 7. LISA search results examining the relationship between information access and information resources management

Search Term 1	Search Term 2	Documents retrieved using the 'OR' connective	Documents retrieved using the 'AND' connective	Dice's Coefficient
Access to Information	Information Management	6252	67	0.021
Access to Information	Information Resources Management	4265	9	0.001
Access to Information	Records Management	5616	26	0.009
Information Access	Information Management	5098	43	0.016
Information Access	Information Resources Management	1005	1	0.001
Information Access	Records Management	2835	8	0.005
Freedom of Information	Information Management	4191	10	0.004
Freedom of Information	Information Resources Management	517	2	0.007
Freedom of Information	Records Management	1872	15	0.016

Appendix 8. SSCI Search Results into Freedom of Information

The following online search and analysis was conducted using Social SciSearch on Dialog and were carried out on 30.4.2002. Social SciSearch is a version of the Social Science Citation Index and is numbered file seven on the Dialog database. This search and analysis was designed to shed further light on the relationship between information access and information management and was carried out by looking specifically at those articles which addressed the subject of freedom of information. The following analysis was designed to achieve a number of goals. The first was to identify in which journals articles on freedom of information were being published and to see if there were any information management titles that were dealing with this subject area. The second was to identify what disciplines were publishing articles on freedom of information and the third was to see which journals, individual articles on freedom of information were citing.

However, before any of this analysis could be conducted, it was first necessary to carry out a search to identify those articles that dealt with the subject of freedom of information. These retrieved articles would then form the basis for the later analysis. A time limit of ten years was introduced into this basic search, so that only more recently published articles on freedom of information were retrieved. The search was carried out using the search string `s{freedom wn2 information}/1992:2001`. This identified 103 records which were then analysed further.

The first goal of the analysis was to identify which journals were publishing articles on freedom of information. To achieve this, the original search results were ranked by journal title, using the command `rank jn`. This analysis identified 66 different journal titles which contained articles on freedom of information. The results of this search, ranked according to the number of articles on freedom of information found in each journal, can be seen below.

SSCI search results: journals freedom of information articles are found (1992 – 2001)

<u>Rank</u>	<u>Items</u>	<u>Subject</u>
1.	14	Government Information Quarterly
2.	05	Parliamentary Affairs
3.	04	Administrative Law Review
4.	03	George Washington Law Review
5.	03	Journal of Information Science
6.	03	Journalism and Mass Communication Quarterly

Appendix 8. LISA search results into
Freedom of Information

7.	02	Australian Journal of Political Science
8.	02	Duke Law Journal
9.	02	Economic and Political Weekly
10.	02	European Journal of Communication
11.	02	Harvard Journal on Legislation
12.	02	Journal of Blacks in Higher Education
13.	02	Journal of Government Information
14.	02	Journal of Law and Society
15.	02	New Scientist
16.	02	Public Administration
17.	02	University of Cincinnati Law Review
18.	01	American Archivist
19.	01	Annals of Pharmacotherapy
20.	01	Aslib Proceedings
21.	01	Australian Journal of Public Administration
22.	01	Australian Journal of Social Issues
23.	01	Biological Psychiatry
24.	01	Canadian Public Administration
25.	01	Computing in Science and Engineering
26.	01	Forbes
27.	01	Georgetown Law Journal
28.	01	Governance – An International Journal of Policy
29.	01	Hastings Center Report
30.	01	Human Organization
31.	01	Information and Management
32.	01	Interlending and Document Supply
33.	01	International and Comparative Law Quarterly
34.	01	International Forum on Information and Documentation
35.	01	Internationale Politik
36.	01	Iowa Law Review
37.	01	Journal for the Education of the Gifted
38.	01	Journal of Academic Librarianship
39.	01	Journal of Criminal Law and Criminology
40.	01	Journal of Documentation
41.	01	Journal of Japanese Studies
42.	01	Journal of Librarianship and Information Science
43.	01	Journal of Money Credit and Banking

Appendix 8. LISA search results into
Freedom of Information

44.	01	Journal of Political and Military Sociology
45.	01	Journal of Public Health Medicine
46.	01	Journal of the American Medical Informatics Association
47.	01	Journal of Women's Health
48.	01	Korean Journal of Defence Analysis
49.	01	Lancet
50.	01	Language Speech and Hearing Services in School
51.	01	Law Library Journal
52.	01	Library Quarterly
53.	01	Libri
54.	01	Medical Journal of Australia
55.	01	Political Quarterly
56.	01	Political Science and Politics
57.	01	Public Administration Review
58.	01	Public Choice
59.	01	Public Relations Review
60.	01	Scientist
61.	01	Social Science Computer Review
62.	01	Social Work
63.	01	Telecommunications Policy
64.	01	Trial
65.	01	Washington Law Review
66.	01	Zygon

Having examined these search results it can be seen that the only specific information management title found was Information and Management ranked at number 31.

The second stage of the analysis was then to see what disciplines were publishing articles on freedom of information. To achieve this, the original search results were then ranked according to subject area. This was carried out using the command rank sc and the results were once again ordered according to the number of articles written by each discipline. The results of this search are set out below.

SSCI search results: journals where freedom of information articles (1992 – 2001) appear ranked by subject

Appendix 8. LISA search results into
Freedom of Information

<u>Rank</u>	<u>Items</u>	<u>Subject</u>
1.	34	Information Science and Library Science
2.	21	Law
3.	14	Political Science
4.	06	Communication Studies
5.	06	Public Administration
6.	03	International Relations
7.	03	Sociology
8.	02	Business, Finance
9.	02	Computer Science, Information Systems
10.	02	Education and Educational Research
11.	02	Medicine, General and Internal
12.	02	Multidisciplinary Sciences
13.	02	Planning and Development
14.	02	Public, Environmental and Occupational Health
15.	02	Social Issues
16.	02	Social Sciences, Interdisciplinary
17.	01	Anthropology
18.	01	Area Studies
19.	01	Business
20.	01	Computer Science, Interdisciplinary Applications
21.	01	Criminology and Penology
22.	01	Economics
23.	01	Education, Special
24.	01	History
25.	01	Language and Linguistics
26.	01	Management
27.	01	Medicine, Legal
28.	01	Medicine, Miscellaneous
29.	01	Pharmacology and Pharmacy
30.	01	Rehabilitation
31.	01	Religion
32.	01	Social Sciences, Biomedical
33.	01	Social Work
34.	01	Telecommunications
35.	01	Women's Studies

Appendix 8. LISA search results into
Freedom of Information

This search result showed that freedom of information articles were primarily published by the disciplines of Library and Information Science, Law, Political Science, Communication and Public Administration.

The final stage of this analysis was to examine what journals, articles on freedom of information were citing. This analysis was conducted using the command rank cw. In using this command, all the journal titles cited by the 103 records identified in the original search were ranked according to the number of citations. This analysis identified 1258 journals that were cited by articles on freedom of information published in the last ten years. The top 100 of these journals are set out below.

SSCI search results: which journals do freedom of information articles cite (1992 – 2001)¹

1.	14	Freedom of Information
2.	08	Government Information Quarterly
3.	06	Administrative Law Review
4.	6	Public Law
5.	5	Administrative Law Review
6.	5	Duke Law Journal
7.	5	Emory LJ
8.	5	Government Publications Review
9.	5	Yale Law Journal
10.	4	British Medical Journal
11.	4	Emory Law J
12.	4	Federal Register
13.	4	Public Administration Review
14.	3	Adm Secrecy Dev Coun
15.	3	Aslib Proceedings
16.	3	CM 2290
17.	3	Commun Acn
18.	3	Elect Acquisition Review
19.	3	European Public Law
20.	3	Fed Reg

Appendix 8. LISA search results into
Freedom of Information

21.	3	Federal Information
22.	3	Fordham Law Review
23.	3	Freed Inf Cas List
24.	3	George Washington Law Review
25.	3	Government Information Quarterly
26.	3	Journal of Information Science
27.	3	Litigation Federal O
28.	3	Natl Law Journal 0312
29.	3	University of Chicago Law Review
30.	2	Access Reports
31.	2	Adm Law Rev Sum
32.	2	American Journal of Psychiatry
33.	2	American Political Science Review
34.	2	Am U L Rev
35.	2	Ann Rep
36.	2	Arming People Power
37.	2	Buffalo Law Review
38.	2	California Law Review
39.	2	Canadian Journal of Psychiatry
40.	2	Canadian Public Administration
41.	2	CM 3181
42.	2	CM 3818
43.	2	CM 4355
44.	2	Common Market Law Review
45.	2	Communication
46.	2	Communication 0804
47.	2	Communication 0817
48.	2	Communication 0819
49.	2	Communication 0910
50.	2	Communication 1004
51.	2	Communications ACM
52.	2	Confidentiality Publ
53.	2	Emerging Democracies
54.	2	European Journal of Communication
55.	2	Foreign Affairs

¹ This search retrieved 1258 journals, however this list will only show the top 100 journals, which

Appendix 8. LISA search results into
Freedom of Information

56.	2	Free Speech its Rela
57.	2	Freed Inf Act Guid P
58.	2	Georgetown Law Journal
59.	2	GIS World Journal
60.	2	Governance
61.	2	Government Technology
62.	2	Harvard Law Review
63.	2	IEEE Software
64.	2	Infoworld
65.	2	Inn Appr Inf Newt St
66.	2	Journal of Legal Studies
67.	2	Journal of the American Medical Association
68.	2	Journalism and Mass Communication
69.	2	Lancet
70.	2	Law Information Supe
71.	2	Law Quarterly Review
72.	2	Local Democracy
73.	2	Mich Law Review
74.	2	Minn Law Review
75.	2	Mo L Rev
76.	2	New England Journal of Medicine
77.	2	Ohio State Law Journal
78.	2	Ohio Sunshine Laws U
79.	2	Open Government Freedom IN
80.	2	P Urban Regional Inf
81.	2	Political Power Demo
82.	2	Privacy Freedom
83.	2	Protecting Privacy S
84.	2	Public Administration
85.	2	Public Information N
86.	2	Reg Mar
87.	2	Reinventing Government ENT
88.	2	Rep
89.	2	Southern California Law Review
90.	2	Stand Occ Class

coincidentally also happens to be those journals that were cited more than once.

Appendix 8. LISA search results into
Freedom of Information

91.	2	Stanford Law Review
92.	2	Sunday Star Tim 0721
93.	2	Syracuse Law Review
94.	2	Texas Law Review
95.	2	Urban Lawyer
96.	2	Vancouver Sun 0313
97.	2	Wake Forest Law Review
98.	2	Washington Law Review
99.	2	William Mary Bill Ri
100.	2	1991 Cens Small AR S

Appendix 9. Environment Agency offices where
the IPC registers are located

**Appendix 9. Environment Agency Offices where the IPC Registers are
Located**

Anglian Region

Kingfisher House
Goldhay Way
Orton Goldhay
Peterborough
PE2 5ZR
Tel: 01733 371 811

Midlands Region

Upper Trent Area

Sentinel House
9 Wellington Crescent
Fradley Park
Lichfield
Staffs
WS13 8RR
Tel: 01543 444 141

Lower Trent Area

Trentside Offices
Scarrington Road
West Bridgford
Nottingham
NG2 5FA
Tel: 0115 945 5722

Lower Severn Area

Foley House
123 Stourport Road
Kidderminster
DY11 7BW
Tel: 01562 60631

North East Region

Northumbria Area

Tyneside House
Skinnerburn Road
Newcastle Business Park
Newcastle
NE4 7AR
Tel: 0191 203 4159

Dales Area

Coverdale House
Amy Johnson Way
Clifton Moor
York
YO30 4GZ
Tel: 01904 822 500

Ridings Area

Phoenix House
Global Avenue
Beeston Ring Road
Leeds
LS11 8PG
Tel: 0113 213 4674

Appendix 9. Environment Agency offices where
the IPC registers are located

North West Region

Richard Fairclough House
Knutsford Road
Latchford
Warrington
WA4 1HG
Tel: 01925 653 999

Southern Region

Guildborne House
Chatsworth Road
Worthing
West Sussex
BN11 1LD
Tel: 01903 832 000

South West Region

Rivers House
East Quay
Bridgwater
Somerset
TA6 4YS
Tel: 01278 457 333

Appendix 9. Environment Agency offices where
the IPC registers are located

Thames Region

North East Area

Apollo Court
2 Bishops Square Business
Park
St Albans Road West
Hatfield
Herts
AL10 9EX

South East Area

Swift House
Frimley Business Park
Camberley
Surrey
GU16 5SQ

West Area

Isis House
Howberry Park
Wallingford
Oxon
OX10 8BD

Welsh Region

Northern Area

Chester Road
Buckley
Flintshire
CH7 3AJ

Tel:01244 550 124

South East Area

Abacus House
St Mellons Business Park
Fortran Road
St Mellons
Cardiff
CF3 0LT
Tel: 02020 798 555

South West Area

Glan Tawse
154 St Helens Road
Swansea
SA1 4DF

Appendix 10. Local Authorities with an IPC Register

1. Adur District Council
2. Allerdale Borough Council
3. Amber Valley District Council
4. Ashfield District Council
5. Ashford Borough Council
6. Aylesbury Vale District Council
7. Babergh District Council
8. Barnsley Metropolitan Borough Council
9. Barrow-in-Furness Borough Council
10. Basildon District Council
11. Basingstoke and Dean Borough Council
12. Bassetlaw District Council
13. Bedford Borough Council
14. Berwick-Upon-Tweed Borough Council
15. Birmingham City Metropolitan Council
16. Blackburn with Darwen Unitary Authority
17. Blackpool Unitary Authority
18. Blaenau Gwent County Borough Council
19. Blyth Valley Borough Council
20. Bolsover District Council
21. Bolton Metropolitan Borough Council
22. Bournemouth Unitary Authority
23. Bracknell Forest Unitary Authority
24. Bradford City Metropolitan Council
25. Breckland District Council
26. Bridgend County Borough Council
27. Bridgnorth District Council
28. Bristol City Unitary Authority
29. Broadland District Council
30. Bromsgrove District Council
31. Broxbourne Borough Council
32. Broxtowe Borough Council

Appendix 10. Local authorities with an IPC register

33. Burnley Borough Council
34. Bury Metropolitan Borough Council
35. Caerphilly County Borough Council
36. Calderdale Metropolitan Borough Council
37. Cannock Chase District Council
38. Canterbury City Council
39. Caradon District Council
40. Cardiff County Council
41. Carmarthenshire County Council
42. Carrick District Council
43. Castle Morpeth Borough Council
44. Castle Point Borough Council
45. Ceredigion County Council
46. Charnwood Borough Council
47. Chelmsford Borough Council
48. Cheltenham Borough Council
49. Cherwell District Council
50. Chester City Council
51. Chesterfield Borough Council
52. Chester-le-Street District Council
53. Chichester District Council
54. Chorley Borough Council
55. City and County of Swansea Council
56. City Of York Unitary Authority
57. Congleton Borough Council
58. Conwy County Borough Council
59. Copeland Borough Council
60. Corby Borough Council
61. Coventry City Metropolitan Council
62. Craven District Council
63. Crewe and Nantwich Borough Council
64. Dacorum Borough Council
65. Darlington Unitary Authority
66. Dartford Borough Council

Appendix 10. Local authorities with an IPC register

67. Daventry District Council
68. Denbighshire County Council
69. Derby City Unitary Authority
70. Derbyshire Dales District Council
71. Derwentside District Council
72. Doncaster Metropolitan Borough Council
73. Dover District Council
74. Dudley Metropolitan Borough Council
75. Durham City Council
76. Easington District Council
77. East Cambridgeshire District Council
78. East Dorset District Council
79. East Hampshire District Council
80. East Hertfordshire District Council
81. East Lindsey District Council
82. East Northamptonshire District Council
83. East Riding of Yorkshire Unitary Authority
84. East Staffordshire Borough Council
85. Eastleigh Borough Council
86. Eden District Council
87. Ellesmere Port and Neston Borough Council
88. Elmbridge Borough Council
89. Epping Forest District Council
90. Erewash Borough Council
91. Exeter City Council
92. Fareham District Council
93. Fenland District Council
94. Flintshire County Council
95. Forest Heath District Council
96. Forest of Dean District Council
97. Fylde Borough Council
98. Gateshead Metropolitan Borough Council
99. Gloucester City Council
100. Gosport Borough Council

Appendix 10. Local authorities with an IPC register

101. Gravesham Borough Council
102. Great Yarmouth Borough Council
103. Guildford Borough Council
104. Gwynedd County Council
105. Halton Unitary Authority
106. Hambleton District Council
107. Harborough District Council
108. Harlow District Council
109. Harrogate Borough Council
110. Hart District Council
111. Hartlepool Unitary Authority
112. Hastings Borough Council
113. Havant Borough Council
114. Herefordshire Unitary Authority
115. High Peak Borough Council
116. Hinckley and Bosworth Borough Council
117. Horsham District Council
118. Huntingdonshire District Council
119. Hyndburn Borough Council
120. Ipswich Borough Council
121. Isle of Anglesey County Council
122. Isle of Wight Unitary Authority
123. Kennet District Council
124. Kettering Borough Council
125. Kings Lynn and West Norfolk Borough Council
126. Kingston-Upon-Hull City Unitary Authority
127. Kirklees Metropolitan Borough Council
128. Knowsley Metropolitan Borough Council
129. Lancaster City Council
130. Leeds City Metropolitan Council
131. Leicester City Unitary Authority
132. Lichfield District Council
133. Lincoln City Council
134. Liverpool City Metropolitan Council

Appendix 10. Local authorities with an IPC register

135. London Borough of Barking and Dagenham
136. London Borough of Barnet
137. London Borough of Bexley
138. London Borough of Brent
139. London Borough of Bromley
140. London Borough of Croyden
141. London Borough of Ealing
142. London Borough of Enfield
143. London Borough of Greenwich
144. London Borough of Hackney
145. London Borough of Harrow
146. London Borough of Havering
147. London Borough of Hillingdon
148. London Borough of Hounslow
149. London Borough of Islington
150. London Borough of Kensington and Chelsea
151. London Borough of Kingston-Upon-Thames
152. London Borough of Lewisham
153. London Borough of Merton
154. London Borough of Newham
155. London Borough of Richmond-Upon-Thames
156. London Borough of Sutton
157. London Borough of Tower Hamlets
158. London Borough of Waltham Forest
159. London, The Corporation of
160. Luton Unitary Authority
161. Macclesfield Borough Council
162. Maidstone Borough Council
163. Maldon District Council
164. Malvern Hills District Council
165. Manchester City Metropolitan Council
166. Medway Unitary Authority
167. Melton Borough Council
168. Mendip District Council

Appendix 10. Local authorities with an IPC register

169. Mid Bedfordshire District Council
170. Mid Suffolk District Council
171. Middlesbrough Unitary Authority
172. Milton Keynes Unitary Authority
173. Monmouthshire County Council
174. Neath Port Talbot County Borough Council
175. New Forest District Council
176. Newark and Sherwood District Council
177. Newcastle-Under-Lyme Borough Council
178. Newcastle-Upon-Tyne City Metropolitan Council
179. Newport County Borough Council
180. North Cornwall District Council
181. North Devon District Council
182. North Dorset District Council
183. North East Derbyshire District Council
184. North East Lincolnshire Unitary Authority
185. North Hertfordshire District Council
186. North Kesteven District Council
187. North Lincolnshire Unitary Authority
188. North Norfolk District Council
189. North Shropshire District Council
190. North Somerset Unitary Authority
191. North Tyneside Metropolitan Borough Council
192. North Warwickshire Borough Council
193. North West Leicestershire District Council
194. North Wiltshire District Council
195. Northampton Borough Council
196. Norwich City Council
197. Nottingham City Unitary Authority
198. Nuneaton and Bedworth Borough Council
199. Oldham Metropolitan Borough Council
200. Oxford City Council
201. Pembrokeshire County Council
202. Penwith District Council

Appendix 10. Local authorities with an IPC register

203. Peterborough City Unitary Authority
204. Plymouth City Unitary Authority
205. Poole Unitary Authority
206. Portsmouth City Unitary Authority
207. Powys County Council
208. Preston Borough Council
209. Purbeck District Council
210. Reading Unitary Authority
211. Redcar and Cleveland Unitary Authority
212. Redditch Borough Council
213. Restormel Borough Council
214. Rhondda, Cynon, Taff County Borough Council
215. Ribble Valley Borough Council
216. Rochdale Metropolitan Borough Council
217. Rochford District Council
218. Rossendale Borough Council
219. Rother District Council
220. Rotherham Metropolitan Borough Council
221. Rugby Borough Council
222. Runnymede Borough Council
223. Rushcliffe Borough Council
224. Rutland Unitary Authority
225. Ryedale District Council
226. St. Edmundsbury Borough Council
227. St. Helens Metropolitan Borough Council
228. Salford City Metropolitan Council
229. Salisbury District Council
230. Sandwell Metropolitan Borough Council
231. Sedgfield Borough Council
232. Sedgemoor District Council
233. Sefton Metropolitan Borough Council
234. Selby District Council
235. Sevenoaks District Council
236. Sheffield City Metropolitan Council

Appendix 10. Local authorities with an IPC register

237. Shepway District Council
238. Shrewsbury and Atcham Borough Council
239. Slough Unitary Authority
240. Solihull Metropolitan Borough Council
241. South Buckinghamshire District Council
242. South Cambridgeshire District Council
243. South Derbyshire District Council
244. South Gloucestershire Unitary Authority
245. South Hams District Council
246. South Holland District Council
247. South Kesteven District Council
248. South Lakeland District Council
249. South Northamptonshire District Council
250. South Oxfordshire District Council
251. South Ribble Borough Council
252. South Somerset District Council
253. South Staffordshire District Council
254. South Tyneside Metropolitan Borough Council
255. Southend-on-Sea Unitary Authority
256. Southampton City Unitary Authority
257. Spelthorne Borough Council
258. Stafford Borough Council
259. Staffordshire Moorlands District Council
260. Stevenage Borough Council
261. Stockport Metropolitan Borough Council
262. Stockton-on-Tees Unitary Authority
263. Stoke-on-Trent City Unitary Authority
264. Stratford-on-Avon District Council
265. Stroud District Council
266. Suffolk Coastal District Council
267. Sunderland Metropolitan City Council
268. Surrey Heath Borough Council
269. Swale Borough Council
270. Tameside Metropolitan Borough Council

Appendix 10. Local authorities with an IPC register

271. Tamworth Borough Council
272. Tandridge District Council
273. Taunton Deane Borough Council
274. Teignbridge District Council
275. Telford and Wrekin Unitary Authority
276. Tendring District Council
277. Test Valley Borough Council
278. Tewkesbury Borough Council
279. Thanet District Council
280. Thurrock Unitary Authority
281. Tonbridge and Malling Borough Council
282. Torbay Unitary Authority
283. Torfaen County Borough Council
284. Torridge District Council
285. Trafford Metropolitan Borough Council
286. Tunbridge Wells Borough Council
287. Tynedale District Council
288. Vale of Glamorgan Council
289. Vale of White Horse District Council
290. Vale Royal Borough Council
291. Wakefield City Metropolitan Council
292. Walsall Metropolitan Borough Council
293. Wansbeck District Council
294. Warrington Unitary Authority
295. Warwick District Council
296. Watford Borough Council
297. Waveney District Council
298. Waverley Borough Council
299. Wear Valley District Council
300. Wellingborough Borough Council
301. Welwyn Hatfield District Council
302. West Berkshire Unitary Authority
303. West Dorset District Council
304. West Lancashire District Council

Appendix 10. Local authorities with an IPC register

305. West Lindsey District Council
306. West Oxfordshire District Council
307. West Somerset District Council
308. West Wiltshire District Council
309. Weymouth and Portland Borough Council
310. Wigan Metropolitan Borough Council
311. Winchester City Council
312. Wirral Metropolitan Borough Council
313. Woking Borough Council
314. Wokingham Unitary Authority
315. Wolverhampton Metropolitan Borough Council
316. Worthing Borough Council
317. Wrexham County Borough Council
318. Wychavon District Council
319. Wycombe District Council
320. Wyre Borough Council
321. Wyre Forest District Council

Appendix 11. Local Authority Questionnaire and Covering Letter

Information Policy Unit
Department of Information Science
City University
Northampton Square
London EC1V 0HB

5th August 2001

Dear

This survey is part of my PhD research into Information Policy at the Department of Information Science at City University, London. This research is examining the implementation of information policy by looking at the creation of the Part A process registers for Integrated Pollution Control, as set up by the Environmental Protection Act, 1990. The main aim of this research is to look at the relationship between information access policies and information management. It is NOT trying to examine whether you are compliant with the Act, but how you have gone about the specific tasks of managing the register and making the information contained within it available to members of the public.

I would be very grateful if you could forward this to the person within your department who is responsible for the day-to-day upkeep of the register. The completion of this survey, regardless of the size of your registers, would be greatly appreciated so as to provide a comprehensive view of the register system in England and Wales. Please RETURN THE SURVEY as soon as possible, preferably within one week but please NO LATER THAN 31ST AUGUST 2001. Please use the enclosed self-addressed envelope.

I would like to thank you in advance for your help. In return for your assistance I would gladly inform you of the outcome of the research results when they are completed.

Thank you very much for your co-operation,

Yours Faithfully,

Claire Beasley

Questionnaire Survey

**The Implementation of the Part A Process Register
(for Integrated Pollution Control):
Established by the Environmental Protection Act, 1990**

Claire Beasley

Information Policy Unit
Department of Information Science
City University
Northampton Square
London EC1V 0HB

Local Authorities

Questionnaire Survey

The Implementation of the Part A Process Register (for Integrated Pollution Control): Established by the Environmental Protection Act, 1990

Claire Beasley
Information Policy Unit
Department of Information Science
City University
Northampton Square
London EC1V 0HB
df550@soi.city.ac.uk

Purpose

This questionnaire is central to my PhD research investigating the implementation of information policy. It is looking specifically at the register system set up under the Environmental Protection Act, 1990 for Part A Integrated Pollution Control processes which are held by local authorities and the Environment Agency. The purpose of this questionnaire is to explore a number of things. Firstly, how the registers have been made available and promoted by individual local authorities. Secondly, how they are used by members of the public. Thirdly, how they have been implemented and finally, and most importantly, how the information contained within them has been managed and made available to members of the public. It is NOT examining whether you are compliant with the Act.

There are wide variations in the size of registers in individual local authorities around the country, so your participation in this survey, whether you have one authorisation or a dozen, is very important in helping to provide a national view of the register system and how it has been set up and managed. Your co-operation will also be very much appreciated in helping with the completion of my PhD research.

If you would like to receive a summary of the findings of this research when complete then please tick the following box. These findings will also be published in Environmental Health News.

INSTRUCTIONS: Complete this questionnaire as directed in each section. If you run out of space for a particular question then further paper is provided on the last page. When you have answered all the questions, please return the completed survey in the enclosed self-addressed envelope. **The questionnaire should take no longer than 20 minutes to complete.**

Please return by 31st August 2001 to the address above. Thank you for your time and co-operation. Your answers and comments will be strictly confidential.

CONFIDENTIALITY: Your responses to this questionnaire are confidential, and they will not be released individually. Your answers will be combined with the answers from other respondents in aggregated analysis.

Appendix 11. Local Authority Questionnaire and Covering Letter

5. What is the price of making a single A4 photocopy of something from the register?

6. Do you make any other charges for carrying out work that uses the register?

Yes *(please give details of the work and any charges that are made)*
 No

SECTION C: PROMOTION AND USE OF THE REGISTER

1. How did you publicise people's rights of access to the register when the Act was first introduced, and how do you publicise them now? *(Please tick all that apply)*

	When Introduced	Now
Not publicised	<input type="checkbox"/>	<input type="checkbox"/>
Departmental publications	<input type="checkbox"/>	<input type="checkbox"/>
Council publications	<input type="checkbox"/>	<input type="checkbox"/>
Notices in public places	<input type="checkbox"/>	<input type="checkbox"/>
Local press	<input type="checkbox"/>	<input type="checkbox"/>
Computerised information points	<input type="checkbox"/>	<input type="checkbox"/>
Internet	<input type="checkbox"/>	<input type="checkbox"/>
Other <i>(please give details)</i>	<input type="checkbox"/>	<input type="checkbox"/>

1. How many enquiries and visits do you receive relating to the register during the average month? *(please tick one box in each column)*

	Enquiries	Visits
0	<input type="checkbox"/>	<input type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>
10+ <i>(please state how many)</i>	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Appendix 11. Local Authority Questionnaire and Covering Letter

1. What groups of people from outside the Council use the register? *(Please tick all that apply)*

- Members of the public
- Companies who have an authorisation
- Companies who do not have an authorisation
- Trade or sales representatives
- Environmental pressure groups
- Students
- Press
- Others *(please give details)*

1. Do Council employees or Councillors, from your local authority, use the register? *(If employees or Councillors do use the register please specify below what they use it for.)*

- | | Yes | No |
|-------------|--------------------------|--------------------------|
| Employees | <input type="checkbox"/> | <input type="checkbox"/> |
| Councillors | <input type="checkbox"/> | <input type="checkbox"/> |

Employees _____

Councillors _____

SECTION D. IMPLEMENTATION OF THE REGISTER

1. Was your local authority consulted in any way, by central government or the then Her Majesty's Inspectorate of Pollution (HMIP), before the register was introduced?

- Yes *(please give details)*
- No
- Don't know

Appendix 11. Local Authority Questionnaire and Covering Letter

2. Was any planning carried out, within your local authority, on how to go about setting up and maintaining the register?

- Yes
- No (go to Question 5)
- Don't know (go to Question 5)

3. Did this planning relate to any of the following areas? (Please tick all that apply and supply further details below)

- The collection of documents for the register
- Organisation of material in the register
- Storage of material in the register
- Retrieval of documents from the register
- The use of information by users
- The dissemination of information from the register
- The removal of old documents from the register
- Security of the information
- Other

4. What documentary guidance were you given when it came to setting up the register?

- None (go to Question 6)
- Dept. of the Environment Circulars
- Dept. of the Environment Guidance Notes
- Others (please give details)

5. How useful was this guidance for setting up and maintaining the register? (please tick one box only)

- Very Useful
- Useful
- Poor
- Very Poor

Appendix 11. Local Authority Questionnaire and Covering Letter

6. Do you have a contact at the Environment Agency who can help you if you have problems with the register?

Yes (*please give details*)
No
Don't know

7. Has anyone from the Environment Agency ever been to monitor the current state and workings of your register?

Yes (*please give details*) No

SECTION E. INFORMATION MANAGEMENT

1. From which Environment Agency office(s) do you receive information for the register?
(*please give details*) _____

2. On average, how many days, from when they receive it, do you think it takes the Environment Agency to forward information to you that must then be placed in the register?

Don't know
1 day
2 days
3 days
4 days
5 days
6 days
7 days
8 days
9 days
10 days + (*please state how many*)

Appendix 11. Local Authority Questionnaire and Covering Letter

3. Once you have received documents, from the Environment Agency, how long does it normally take for this information to be placed on the register?

- 1 day
- 2 days
- 3 days
- 4 days
- 5 days
- 6 days
- 7 days
- 8 days
- 9 days
- 10 days + *(please state how many)*

4. On average, how many items a month, are you receiving from the Environment Agency to be placed in the register?

- 1 item
- 2 items
- 3 items
- 4 items
- 5 items
- 6 items
- 7 items
- 8 items
- 9 items
- 10 + *(please state how many)*

5. On average, how many hours per month, do you spend filing information into the register?

- 0
- 1 hour
- 2 hours
- 3 hours
- 4 hours
- 5 hours
- 6 hours
- 7 hours
- 8 hours
- 9 hours
- 10 hours + *(please state how many)*

6. Do you think you have all the documents that should have been placed in your register?

- Yes No

7. Do you have anyway of checking if you have received all the correct documents that should be on your register?

- Yes *(please give details on next page)* No

Appendix 11. Local Authority Questionnaire and Covering Letter

7. cont _____

8. How do you store the register?

- Hanging files
- Filing cabinet
- Lever arch folders
- Wallet folders
- Other (*please give details*)

9. How are the entire set of documents that make up the register, physically arranged on the shelf or in files?

- Not arranged
- Company name
- Company address
- Authorisation reference number
- Geographical location
- Chronologically
- Other (*please give details below*)

10. How do you then organise the individual documents (i.e. the application, copy of the authorisation, consultee replies, monitoring data, variation notices etc.) for each authorisation? For example, is information arranged chronologically or is similar information placed together. (*Please give details*)

Appendix 11. Local Authority Questionnaire and Covering Letter

11. Do you have an index or indexes for the register? An index could be a pointer or systematic guide either to the documents contained within the register or to a specific subject area, such as pollutants. An index could be maintained in either hard copy or electronic formats, such as index cards or an access database.

Yes (*please give details*) No

12. Do you have any user guides available? A user guide would explain to a visitor how they could go about finding information that they needed from the register.

Yes (*please give details*) No

13. Are there any other ways in which you have tried to make the register more manageable or easier to use?

Yes (*please give details*) No

14. Does your local authority actively disseminate information from the register in any other ways, apart from when you receive a specific request for information?

Yes (*please give details on next page*) No

Appendix 11. Local Authority Questionnaire and Covering Letter

14. cont _____

15. Do you make any other information relating to the register available to users?

A copy of the Environmental Protection Act	<input type="checkbox"/>
Statutory Instruments relating to the Environmental Protection Act	<input type="checkbox"/>
Secretary of State's Guidance Notes	<input type="checkbox"/>
HMIP/Environment Agency Technical Guidance Notes	<input type="checkbox"/>
Other (<i>please give details</i>)	<input type="checkbox"/>

16. Do you have access to the Environment Agency's electronic IPCIS "index" lists which contain details of all Part A Authorisations?

Yes No

17. Do you and visitors to your local authority have access to "The Pollution Inventory" on the Environment Agency's web-site?

	Yes	No
You	<input type="checkbox"/>	<input type="checkbox"/>
Visitors	<input type="checkbox"/>	<input type="checkbox"/>

18. Do you make any of the information contained in the register available electronically?

Yes No

19. Have you removed any old documents from the register?

Yes No (*please go to section F*)

20. Where are these old documents now?

- Stored separately
- Destroyed
- Other (*please give details below*)

SECTION F. EXPERIENCE AND IMPRESSIONS OF THE REGISTER

1. What have been the resource implications for the council in implementing the register?
(*Please tick all that apply*)

- No significant extra costs to the council
- Significant additional costs to the council

- Significant staff time required to deal with enquiries
- No significant staff time required to deal with enquiries

- Significant staff time required to maintain the register
- No significant staff time required to maintain the register

2. Has the register caused your authority any particular difficulties (*please give details*)

3. In general, how effective do you think the register has been in improving access to information on industrial pollution? (*Please tick one box only*)

- Very effective
- Effective
- Not very effective
- Not at all effective

Appendix 11. Local Authority Questionnaire and Covering Letter

3. cont Why do you say that? _____

4. Do you think the register could be improved in anyway? *(please give details)*

5. Do you have any further comments about the register, the way that it has been implemented and how it is currently working? *(please give details)*

Appendix 12. Environment Agency Questionnaire and Covering Letter

Information Policy Unit
Department of Information Science
City University
Northampton Square
London EC1V 0HB

7th February 2002

Dear

After speaking to Chris Jarvis, I understand that you are the person responsible for the IPC register for your office. The following survey is part of my PhD research into Information Policy at the Department of Information Science at City University, London. This research is examining the implementation of information policy by looking at the creation of the Part A process registers for Integrated Pollution Control, as set up by the Environmental Protection Act, 1990. The main aim of this research is to look at the relationship between information access policies and information management. It is NOT trying to examine whether you are compliant with the Act, but how you have gone about the specific tasks of managing the register and making the information contained within it available to members of the public.

Because of the small number of Environment Agency registers, the completion of this survey would be greatly appreciated, so as to provide as comprehensive view of the register system in England and Wales as is possible. If you are not responsible for the day-to-day upkeep of the register I would be very grateful if you could forward this to the appropriate person within your office. Please RETURN THE SURVEY as soon as possible, preferably within one week but please NO LATER THAN 28th FEBRUARY 2002. Please use the enclosed self-addressed envelope.

I would like to thank you in advance for your help. In return for your assistance I would gladly inform you of the outcome of the research results when they are completed.

Thank you very much for you co-operation,

Yours Sincerely,

Claire Beasley

Questionnaire Survey

**The Implementation of the Part A Process Register
(for Integrated Pollution Control):
Established by the Environmental Protection Act, 1990**

Claire Beasley

Information Policy Unit

Department of Information Science

City University

Northampton Square

London EC1V 0HB

Environment Agency

Questionnaire Survey

The Implementation of the Part A Process Register (for Integrated Pollution Control): Established by the Environmental Protection Act, 1990

Claire Beasley
Information Policy Unit
Department of Information Science
City University
Northampton Square
London EC1V 0HB
df550@soi.city.ac.uk

Purpose

This questionnaire is central to my PhD research investigating the implementation of information policy. It is looking specifically at the register system set up under the Environmental Protection Act, 1990 for Part A Integrated Pollution Control processes which are held by both local authorities and the Environment Agency. The purpose of this questionnaire is to explore a number of things. Firstly, how the registers have been made available and promoted by regional Environment Agency offices. Secondly, how they are used by members of the public. Thirdly, how they have been implemented and finally, and most importantly, how the information contained within them has been managed and made available to members of the public. It is NOT examining whether you are compliant with the Act.

Because of the small number of Environment Agency registers your participation in this survey is very important in helping to provide as complete a view of the register system as is possible and how they has been set up and managed. Your co-operation will also be very much appreciated in helping me with the completion of my PhD research.

Chris Jarvis, Public Access Policy Manager, will be receiving a copy of these results. If you would also like to receive a summary of the findings of this research when it is complete, then please tick the following box.

INSTRUCTIONS: Complete this questionnaire as directed in each section. When you have completed all the questions, please return the completed survey in the enclosed envelope. **The questionnaire should take no longer than 20 minutes to complete.**

Please return by 28th February 2002 to the address above. Thank you for your time and co-operation. Your answers and comments will be strictly confidential.

CONFIDENTIALITY: Your responses to this questionnaire are confidential, and they will not be released individually. Your answers will be combined with the answers from other respondents in aggregated analysis.

SECTION A. RESPONDENT INFORMATION

If you wish to remain anonymous for the purposes of this questionnaire, please go straight to section B.

1. Name _____
2. Job Title _____
3. E.A. Region:

Anglian	<input type="checkbox"/>
Midlands	<input type="checkbox"/>
North East	<input type="checkbox"/>
North West	<input type="checkbox"/>
Southern	<input type="checkbox"/>
South West	<input type="checkbox"/>
Thames	<input type="checkbox"/>
Wales	<input type="checkbox"/>
4. Is your register located at a regional office or area office?

Regional Office	<input type="checkbox"/>
Area Office (<i>Please state which one below</i>)	<input type="checkbox"/>

SECTION B. BACKGROUND INFORMATION TO THE REGISTER

1. When can members of the public view the register?

Normal office hours	<input type="checkbox"/>
Normal office hours and any other time	<input type="checkbox"/>
2. Where is the Part A process register located at your regional office?

Reception	<input type="checkbox"/>
Designated Room	<input type="checkbox"/>
Somewhere Else (<i>please give details</i>)	<input type="checkbox"/>

3. Is there a reading area (i.e. with suitable tables and chairs) where visitors can examine the register?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If no where do visitors usually view the register? _____

4. Can members of the public make photocopies of documents in the register?

Yes No (go to question 6)

5. What is the price of making a single A4 photocopy of something from the register?

6. Do you make any other charges for carrying out work that uses the register? (please give details of the work and any charges made)

SECTION C: PROMOTION AND USE OF THE REGISTER

1. How did you publicise people's rights of access to the register when the Act was first introduced and how do you publicise them now? (Please tick all that apply)

	When Introduced	Now
Not publicised	<input type="checkbox"/>	<input type="checkbox"/>
National Environment Agency Publications	<input type="checkbox"/>	<input type="checkbox"/>
Regional Environment Agency Publications	<input type="checkbox"/>	<input type="checkbox"/>
Area Environment Agency Publications	<input type="checkbox"/>	<input type="checkbox"/>
Notices in Local Public Places	<input type="checkbox"/>	<input type="checkbox"/>
National Press	<input type="checkbox"/>	<input type="checkbox"/>
Local Press	<input type="checkbox"/>	<input type="checkbox"/>
Internet	<input type="checkbox"/>	<input type="checkbox"/>
Other (please give details)	<input type="checkbox"/>	<input type="checkbox"/>

2. How many enquiries and visits do you receive relating to the register during the average month? (please tick one box in each column)

	Enquiries	Visits
0	<input type="checkbox"/>	<input type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>
10 + (please state how many)	<input type="checkbox"/>	<input type="checkbox"/>

3. What groups of people from outside the Environment Agency use the register?
(Please tick all that apply)

- Members of the public
- Companies who have an authorisation
- Companies who do not have an authorisation
- Trade or sales representatives
- Environmental pressure groups
- Students
- Press
- Others *(please give details)*

4. Do Environment Agency employee's use the register? *(If yes please specify what they use it for)*

Yes No

SECTION D. IMPLEMENTATION OF THE REGISTER

1. Was your regional office consulted in anyway, by central government or Head Office, before the register was introduced?

- Yes *(please give details)*
- No
- Don't know

2. Was any planning carried out, either nationally or by your regional office, on how to go about setting up and maintaining the register? *(If you reply yes to either answer then please go on to Question 3, otherwise move to Question 4)*

	Nationally	Regionally
Yes	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>
Don't know	<input type="checkbox"/>	<input type="checkbox"/>

3. Did this planning relate to any of the following areas? *(please tick all that apply and supply further details below)*

The collection of documents for the register	<input type="checkbox"/>
Organisation of material in the register	<input type="checkbox"/>
Storage of material in the register	<input type="checkbox"/>
Retrieval of documents from the register	<input type="checkbox"/>
The use of information by users	<input type="checkbox"/>
The dissemination of information from the register	<input type="checkbox"/>
The removal of old documents from the register	<input type="checkbox"/>
The security of information	<input type="checkbox"/>
Other	<input type="checkbox"/>

4. Were you given any documentary guidance, by the Department of the Environment or the then HMIP, when it came to setting up the registers?

Yes <i>(please give details of what guidance you received)</i>	<input type="checkbox"/>
No <i>(go to Question 6)</i>	<input type="checkbox"/>
Don't Know <i>(go to Question 6)</i>	<input type="checkbox"/>

5. How useful was this guidance for setting up and maintaining the register? *(please tick one box only)*

Very useful	<input type="checkbox"/>
Useful	<input type="checkbox"/>
Poor	<input type="checkbox"/>
Very Poor	<input type="checkbox"/>

6. Is any monitoring carried out, either nationally or regionally, on the current state and workings of the register?

	Nationally	Regionally
Yes <i>(please give details)</i>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>
Don't Know	<input type="checkbox"/>	<input type="checkbox"/>

7. Are you in contact with any of the local authorities within your region, who also maintain a copy of the register?

Yes <i>(Please give details below of what this contact involves)</i>	<input type="checkbox"/>
No	<input type="checkbox"/>
Don't Know	<input type="checkbox"/>

SECTION E. INFORMATION MANAGEMENT

1. On average, how many days does it take, for register documents to be forwarded to you from the officer responsible for a particular authorisation?

Don't know	<input type="checkbox"/>	
1 day	<input type="checkbox"/>	
2 days	<input type="checkbox"/>	
3 days	<input type="checkbox"/>	
4 days	<input type="checkbox"/>	
5 days	<input type="checkbox"/>	
6 days	<input type="checkbox"/>	
7 days	<input type="checkbox"/>	
8 days	<input type="checkbox"/>	
9 days	<input type="checkbox"/>	
10 + days <i>(please state how many)</i>	<input type="checkbox"/>	_____

2. Once you have received these documents, how long does it normally take for this information to be placed on the register? *(Please answer on the next page)*

Appendix 12. Environment Agency Questionnaire and Covering Letter

- 1 day
- 2 days
- 3 days
- 4 days
- 5 days
- 6 days
- 7 days
- 8 days
- 9 days
- 10 + days (*please state how many*) _____

3. On average, how many items a month, are you receiving to be placed in the register?

- 1 item
- 2 items
- 3 items
- 4 items
- 5 items
- 6 items
- 7 items
- 8 items
- 9 items
- 10 + items (*please state how many*) _____

4. On average, how many hours per month, do you spend filing information into the register?

- 0
- 1 hour
- 2 hours
- 3 hours
- 4 hours
- 5 hours
- 6 hours
- 7 hours
- 8 hours
- 9 hours
- 10 + hours (*please state how many*) _____

5. Do you think you have all the documents that should have been placed on the register?

- Yes
- No
- Don't Know

6. Do you have anyway of checking if you have received all the correct documents to be placed on your register?

- Yes (*please give details on next page*) No

7. How do you store the register?

- Hanging Files
- Filing Cabinet
- Lever arch folders
- Wallet Folders
- Other (*please give details*)

8. How is the entire set of documents that make up the register, physically arranged on the shelf or in files?

- Not arranged
- Company name
- Company address
- Authorisation reference number
- Geographical location
- Chronologically
- Other (*please give details*)

9. How do you then organise the individual documents (i.e. the application, copy of the authorisation, consultee replies, monitoring data, variation notices, etc.) for each authorisation? For example, is information arranged chronologically or is similar information placed together. (*Please give details*)

14. Do you make any other information relating to the register available to users?

- A copy of the Environmental Protection Act
- Statutory Instruments relating to the Environmental Protection Act
- Secretary of State's Guidance Notes
- HMIP/Environment Agency Technical Guidance Notes
- Other (please give details on next page)

15. Do you have access to the electronic IPCIS 'index' lists which contain details of all Part A Authorisations?

- Yes No (Go to Question 17)

16. Has this helped you in your management of the register?

- Yes (please give further details) No

17. Do you and visitors to your regional office, have access to "The Pollution Inventory" on the Environment Agency's web-site?

- | | | |
|----------|--------------------------|--------------------------|
| | Yes | No |
| You | <input type="checkbox"/> | <input type="checkbox"/> |
| Visitors | <input type="checkbox"/> | <input type="checkbox"/> |

18. Have you removed any old documents from the register?

- Yes No (please go to section F)

19. Where are these old documents now?

- Stored separately
- Destroyed
- Other (*please give details below*)

SECTION F. EXPERIENCE AND IMPRESSIONS OF THE REGISTER

1. What have been the resource implications, for your regional office, in implementing and managing the register? (*Please tick all that apply*)

- No significant extra costs to your regional office
- Significant additional costs to your regional office
- Significant staff time required to deal with enquiries
- No significant staff time required to deal with enquiries
- Significant staff time required to maintain the register
- No significant staff time required to maintain the register

2. Has the register caused your regional office any particular difficulties (*please give details*)

3. In general, how effective do you think the register has been in improving access to information on industrial pollution? (*Please tick one box only*)

- Very effective
- Effective
- Not very effective
- Not at all effective

Appendix 13. Summary Results for Local Authority Questionnaire Responses

Section A: Respondent Information

Question 4. Number of Respondents by local authority type

	Frequency	Percent	Valid Percent	Cumulative Percent
District/Borough Council	97	61.4	61.4	61.4
Metropolitan District/Borough Council	22	13.9	13.9	75.3
Unitary Authority	20	12.7	12.7	88.0
Welsh Unitary Authority	11	7.0	7.0	94.9
London Borough	8	5.1	5.1	100.0
Total	158	100.0	100.0	
Missing	0	0	0	
Total	158	100.0	100.0	

Section B: Background Information to the Register

Question 1. When can members of the public view the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Normal Office Hours	156	98.7	99.4	99.4
Normal Office Hours/Any Other Time	1	0.6	0.6	100.0
Total	157	99.4	100.0	
Missing	1	0.6		
Total	158	100.0		

Question 2. Where is the Part A process register located within your council?

	Frequency	Percent	Valid Percent	Cumulative Percent
Environmental Health Department	144	91.1	92.9	92.9
Council Reception	3	1.9	1.9	94.8
Somewhere Else	8	5.1	5.2	100.0
Total	155	98.1	100.0	
Missing	3	1.9		
Total	158	100.0		

Question 3. Is there a reading area where visitors can examine the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	124	78.5	79.0	79.0
No	33	20.9	21.0	100.0
Total	157	99.4	100.0	
Missing	1	0.6		
Total	158	100.0		

Question 4 Can the public make photocopies from the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	145	91.8	91.8	91.8
No	13	8.2	8.2	100.0
Total	158	100.0	100.0	
Missing	0	0		
Total	158	100.0		

Question 5 What is the price of making a single A4 photocopy of something from the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Free	23	14.6	17.8	17.8
3p	2	1.3	1.6	19.4
4p	2	1.3	1.6	20.9
5p	3	1.9	2.3	23.3
8p	1	0.6	0.8	24.0
10p	26	16.5	20.2	44.2
12p	2	1.3	1.6	45.7
15p	2	1.3	1.6	47.3
16p	1	0.6	0.8	48.1
20p	8	5.1	6.2	54.3
25p	10	6.3	7.8	62.0
30p	3	1.9	2.3	64.3
50p	17	10.8	13.2	77.5
60p	1	0.6	0.8	78.3
£1.00	7	4.4	5.4	83.7
£1.25	1	0.6	0.8	84.5
£1.50	1	0.6	0.8	85.3
£1.52	1	0.6	0.8	86.0
£1.70	1	0.6	0.8	86.8
£2.00	6	3.8	4.7	91.5
£2.15	1	0.6	0.8	92.2
£2.20	1	0.6	0.8	93.0
£2.40	1	0.6	0.8	93.8
£2.50	1	0.6	0.8	94.6
£3.27	1	0.6	0.8	95.3
£5.00	1	0.6	0.8	96.1
£5.20	1	0.6	0.8	96.9
£5.36	1	0.6	0.8	97.7
£6.02	1	0.6	0.8	98.4
£10.00	1	0.6	0.8	99.2
£10.32	1	0.6	0.8	100.0
Total	129	81.6	100.0	
Missing	29	18.4		
Total	158	100.0		

Mean = 0.75

Question 6. Do you make other charges for carrying out work using the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	51	32.3	34.5	34.5
No	97	61.4	65.5	100.0
Total	148	93.7	100.0	
Missing	10	6.3		
Total	158	100.0		

Section C: Promotion and Use of the Register**Question 1(A) Was the register publicised when first introduced?**

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	53	33.5	37.6	37.6
No	72	45.6	51.1	88.7
Don't Know	16	10.1	11.3	100.0
Total	141	89.2	100.0	
Missing	17	10.8		
Total	158	100.0		

Question 1(A) If yes, how was it publicised when first introduced?

	Frequency	Percent
Departmental publications	17	32.0
Council publications	21	39.6
Notices in public places	6	11.3
Local Press	36	67.9
Information Points	2	3.7
Internet	3	5.6
Other	0	0
Valid = 53		
Missing = 0		
Total = 53		

Question 1(B) Are the registers publicised now?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	43	27.2	32.6	32.6
No	88	55.7	66.7	9.2
Don't Know	1	0.6	0.8	100.0
Total	132	83.5	100.0	
Missing	26	16.5		
Total	158	100.0		

Question 1(B) If yes, how are they publicised?

	Frequency	Percent
Departmental publications	16	37.2
Council publications	14	32.5
Notices in public places	2	4.6
Local Press	10	23.2
Information Points	3	6.9
Internet	17	39.5
Other	1	2.3
Valid = 43		
Missing = 0		
Total = 43		

Question 2(A) How many enquiries are made about the registers in an average month?

	Frequency	Percent	Valid Percent	Cumulative Percent
0	91	57.6	58.3	58.3
1	43	27.2	27.6	85.9
2	14	8.9	9.0	94.9
3	3	1.9	1.9	96.8
4	2	1.3	1.3	98.1
5	1	0.6	0.6	98.7
8	1	0.6	0.6	99.4
11	1	0.6	0.6	100.0
Total	156	98.7	100.0	
Missing	2	1.3		
Total	158	100.0		

Mean = 0.72

Question 2(B) How many visitors to the register do you have in an average month?

	Frequency	Percent	Valid Percent	Cumulative Percent
0	120	75.9	76.4	76.4
1	30	19.0	19.1	95.5
2	6	3.8	3.8	99.4
5	1	0.6	0.6	100.0
Total	157	99.4	100.0	
Missing	1	0.6		
Total	158	100.0		

Mean = 0.30

Question 2(C) What are the total number of enquiries and visits made to the register in an average month?

	Frequency	Percent	Valid Percent	Cumulative Percent
0	87	55.1	55.4	55.4
1	27	17.1	17.2	72.6
2	28	17.7	17.8	90.4
3	6	3.8	3.8	94.3
4	4	2.5	2.5	96.8
5	1	0.6	0.6	97.5
6	1	0.6	0.6	98.1
9	1	0.6	0.6	98.7
10	1	0.6	0.6	99.4
12	1	0.6	0.6	100.0
Total	157	99.4	100.0	
Missing	1	0.6		
Total	158	100.0		

Mean = 1.01

Question 3. What groups of people use the register?

	Frequency	Percent
The public	76	54.2
Companies with an authorisation	40	28.5
Companies without an authorisation	33	23.5
Trade or sales representatives	103	73.5
Environmental pressure groups	43	30.7
Students	61	43.5
The press	8	5.7
Consultants	14	10.0
Other	7	5.0
Valid = 140		
Missing = 18		
Total = 158		

Question 4(A) Do council employees use the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	51	32.3	32.9	32.9
No	104	65.8	67.1	100.0
Total	155	98.1	100.0	
Missing	3	1.9		
Total	158	100.0		

Question 4(B) Do councillors use the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	14	8.9	9.5	9.5
No	133	84.2	89.9	99.3
Don't Know	1	0.6	0.7	100.0
Total	148	93.7	100.0	
Missing	10	6.3		
Total	158	100.0		

Section D: Implementation of the Register**Question 1 Was your local authority consulted about the register?**

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	15	9.5	9.6	9.6
No	47	29.7	29.9	39.5
Don't Know	95	60.1	60.5	100.0
Total	157	99.4	100.0	
Missing	1	0.6		
Total	158	100.0		

Question 2. Was any planning carried out into the creation and use of the registers by your local authority?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	65	41.1	41.4	41.4
No	44	27.8	28.0	69.4
Don't Know	48	30.4	30.6	100.0
Total	157	99.4	100.0	
Missing	1	0.6		
Total	158	100.0		

Question 3. What areas were covered in this planning?

	Frequency	Percent
Collection of Documents	44	72.1
Organisation of Material	53	86.8
Storage of Material	52	85.2
Retrieval of documents	29	47.5
Use of Information	31	50.8
Dissemination of Information	17	27.8
Removal of documents	19	31.1
Security of Information	40	65.5
User access	2	3.2
Other	2	3.2
Valid = 61		
Missing = 4		
Total = 65		

Question 4(A) Did your local authority receive any documentary guidance to assist you in setting up the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	102	64.6	69.9	69.9
No	14	8.9	9.6	79.5
Don't Know	30	19.0	20.5	100.0
Total	146	92.4	100.0	
Missing	12	7.6		
Total	158	100.0		

Question 4(B) What documentary guidance did you receive?

	Frequency	Percent
Department of the Environment Circulars	65	63.7
Department of the Environment Guidance Notes	90	88.2
Chartered Institute of Environmental Health Documents	4	3.9
The Environmental Protection (Applications, Appeals and Registers) Regulations	4	3.9
Other	5	4.9
Valid = 102		
Missing = 0		
Total = 102		

Question 5. How useful was that guidance?

	Frequency	Percent	Valid Percent	Cumulative Percent
Very Useful	10	6.3	9.8	9.8
Useful	73	46.2	71.6	81.4
Poor	17	10.8	16.7	98.0
Very Poor	2	1.3	2.0	100.0
Total	102	64.6	100.0	
Missing	56	35.4		
Total	158	100.0		

Question 6. Do you have a contact at the Environment Agency?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	84	53.2	53.8	53.8
No	56	35.4	35.9	89.7
Don't Know	16	10.1	10.3	100.0
Total	156	98.7	100.0	
Missing	2	1.3		
Total	158	100.0		

Question 7. Has anyone from the Environment Agency ever been to monitor your register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	27	17.1	17.2	17.2
No	130	82.3	82.8	100.0
Total	157	99.4	100.0	
Missing	1	0.6		
Total	158	100.0		

Section E: Information Management

Question 2. On average, how many days does it take the Environment Agency to forward information on to you that must then be placed on the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
1 day	1	0.6	20.	2.0
3 days	4	2.5	7.8	9.8
4 days	2	1.3	3.9	13.7
5 days	4	2.5	7.8	21.6
6 days	1	0.6	2.0	23.5
7 days	3	1.9	5.9	29.4
8 days	1	0.6	2.0	31.4
10 days	15	9.5	29.4	60.8
14 days	6	3.8	11.8	72.5
20 days	1	0.6	2.0	74.5
21 days	4	2.5	7.8	82.4
25 days	1	0.5	2.0	84.3
28 days	4	2.5	7.8	92.2
30 days	2	1.3	3.9	96.1
40 days	1	0.6	2.0	98.0
62 days	1	0.6	2.0	100.0
Total	51	32.3	100.0	
Missing	107	67.7		
Total	158	100.0		

Mean = 13.98
 Median = 10.00

Question 3. Once you have received the documents, how long does it normally take for this information to be placed on the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
1 day	67	42.4	43.8	43.8
2 days	18	11.4	11.8	55.6
3 days	22	13.9	14.4	69.9
4 days	4	2.5	2.6	72.5
5 days	12	7.6	7.8	80.4
6 days	1	0.6	0.7	81.0
7 days	15	9.5	9.8	90.8
10 days	3	1.9	2.0	92.8
14 days	8	5.1	5.2	98.0
21 days	3	1.9	2.0	100.0
Total	153	96.8	100.0	
Missing	5	3.2		
Total	158	100.0		

Mean = 3.67

Median = 2

Question 4. How many items a month are you receiving to go on the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
No items	10	6.3	6.6	6.6
1 item	68	43.0	44.7	51.3
2 items	14	8.9	9.2	60.5
3 items	9	5.7	5.9	66.4
4 items	15	9.5	9.9	76.3
5 items	10	6.3	6.6	82.9
6 items	6	3.8	3.9	86.8
7 items	1	0.6	0.7	87.5
8 items	2	1.3	1.3	88.8
10 items	6	3.8	3.9	92.8
12 items	2	1.3	1.3	94.1
15 items	2	1.3	1.3	95.4
20 items	5	3.2	3.3	98.7
30 items	1	0.6	0.7	99.3
60 items	1	0.6	0.7	100.0
Total	152	96.2	100.0	
Missing	6	3.8		
Total	158	100.0		

Mean = 3.92

Median = 1.00

Question 5. On average, how many hours per month do you spend filing documents on to the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Less than one hour	58	36.7	38.2	38.2
One hour	65	41.1	42.8	80.9
Two hours	14	8.9	9.2	90.1
Three hours	8	5.1	5.3	95.4
Four hours	3	1.9	2.0	97.4
Six hours	1	0.6	0.7	98.0
Seven hours	1	0.6	0.7	98.7
Eight hours	1	0.6	0.7	99.3
Ten hours	1	0.6	0.7	100.0
Total	152	96.2	100.0	
Missing	6	3.8		
Total	158	100.0		

Mean = 1.05

Median = 1.00

Question 6. Do you think you have all the documents that should be on your register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	115	72.8	76.2	76.2
No	27	17.1	17.9	94.0
Don't Know	9	5.7	6.0	100.0
Total	151	95.6	100.0	
Missing	7	4.4		
Total	158	100.0		

Question 7. Do you have any way of checking if you have all the correct documents on your register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	21	13.3	14.0	14.0
No	129	81.6	86.0	100.0
Total	150	94.9	100.0	
Missing	8	5.1		
Total	158	100.0		

Question 8. How do you store the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Hanging files	11	7.0	7.1	7.1
Filing cabinet	38	24.1	24.5	31.6
Lever Arch folders	64	40.5	41.3	72.9
Wallet Folders	18	11.4	11.6	84.5
Box files	3	1.9	1.9	86.5
Other	1	0.6	0.6	87.1
More than one of the above	20	12.7	12.9	100.0
Total	155	98.1	100.0	
Missing	3	1.9		
Total	158	100.0		

Question 9. How is the entire set of documents that make up the register, physically arranged on the shelf or in the files?

	Frequency	Percent	Valid Percent	Cumulative Percent
Not arranged	10	6.3	6.4	6.4
Company name	59	37.3	37.8	44.2
Company address	6	3.8	3.8	48.1
Authorisation reference number	45	28.5	28.8	76.9
Geographical location	1	0.6	0.6	77.6
Chronologically	10	6.3	6.4	84.0
Other	3	1.9	1.9	85.9
More than one of the above	22	13.9	14.1	100.0
Total	156	98.7	100.0	
Missing	2	1.3		
Total	158	100.0		

Question 11. Do you have an index for the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	47	29.7	30.3	30.3
No	108	68.4	69.7	100.0
Total	155	98.1	100.0	
Missing	3	1.9		
Total	158	100.0		

Question 12. Do you have any user guides available?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	4	2.5	2.6	2.6
No	152	96.2	97.4	100.0
Total	156	98.7	100.0	
Missing	2	1.3		
Total	158	100.0		

Question 13. Are there any other ways in which you have tried to make the register more manageable?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	19	12.0	12.3	12.3
No	135	85.4	87.7	100.0
Total	154	97.5	100.0	
Missing	4	2.5		
Total	158	100.0		

Question 14. Does your local authority actively disseminate information from the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	13	8.2	8.4	8.4
No	141	89.2	91.6	100.0
Total	154	97.5	100.0	
Missing	4	2.5		
Total	158	100.0		

Question 15(A) Do you make any other information relating to the register available to users?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	71	44.9	51.4	51.4
No	67	42.4	48.6	100.0
Total	138	87.3	100.0	
Missing	20	12.7		
Total	158	100.0		

Question 15(B) What additional information do you make available?

	Frequency	Percent
The Environmental Protection Act 1990	63	88.7
Statutory instruments relating to the EPA 1990	49	69.0
Secretary of State's Guidance Notes	55	77.4
Environment Agency Technical Guidance Notes	37	52.1
Information only available on request	24	33.8
Valid = 71		
Missing = 0		
Total = 71		

Question 16. Do you have access to the Environment Agency's IPCIS Index lists?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	37	23.4	24.5	24.5
No	114	72.2	75.5	100.0
Total	151	95.6	100.0	
Missing	7	4.4		
Total	158	100.0		

Question 17(A) Do you have access to the Pollution Inventory on the Environment Agency's web-site?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	124	78.5	82.1	82.1
No	27	17.1	17.9	100.0
Total	151	95.6	100.0	
Missing	7	4.4		
Total	158	100.0		

Question 17(B) Do visitors to your local authority have access to the Pollution Inventory on the Environment Agency's web-site?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	8	5.1	5.7	5.7
No	133	84.2	94.3	100.0
Total	141	89.2	100.0	
Missing	17	10.8		
Total	158	100.0		

Question 18. Do you make any of the information found on the register available electronically?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	13	8.2	8.3	8.3
No	143	90.5	91.7	100.0
Total	156	98.7	100.0	
Missing	2	1.3		
Total	158	100.0		

Question 19 **Have you removed any documents from the register?**

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	46	29.1	29.9	29.9
No	108	68.4	70.1	100.0
Total	154	97.5	100.0	
Missing	4	2.5		
Total	158	100.0		

Question 20. **Where are these documents now?**

	Frequency	Percent	Valid Percent	Cumulative Percent
Stored Separately	26	16.5	56.5	56.5
Destroyed	17	10.8	37.0	93.5
Other	3	1.9	6.5	100.0
Total	46	29.1	100.0	
Missing	112	70.9		
Total	158	100.0		

Section F: Experience and Impressions of the Register**Question 1(A)** **What have been the cost implications for your local authority in implementing the register?**

	Frequency	Percent	Valid Percent	Cumulative Percent
No significant cost	138	87.3	91.4	91.4
Significant additional cost	13	8.2	8.6	100.0
Total	151	95.6	100.0	
Missing	7	4.4		
Total	158	100.0		

Question 1(B) **What have been the time implications for staff in dealing with enquiries about the register?**

	Frequency	Percent	Valid Percent	Cumulative Percent
Significant staff time spent dealing with enquiries	15	9.5	10.3	10.3
No significant staff time spent dealing with enquiries	130	82.3	89.7	100.0
Total	145	91.8	100.0	
Missing	13	8.2		
Total	158	100.0		

Question 1(C) What have been the time implications for staff in maintaining the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Significant staff time to maintain the register	34	21.5	23.1	23.1
No significant staff time to maintain the register	113	71.5	76.9	100.0
Total	147	93.0	100.0	
Missing	11	7.0		
Total	158	100.0		

Question 3. How effective has the register been in improving access to information on industrial pollution?

	Frequency	Percent	Valid Percent	Cumulative Percent
Very effective	0	0.0	0.0	0.0
Effective	41	25.9	26.8	26.8
Not very effective	71	44.9	46.4	73.2
Not at all effective	41	25.9	26.8	100.0
Total	153	96.8	100.0	
Missing	5	3.2		
Total	158	100.0		

Additional Information**2. Number of Respondents by Environment Agency Region**

	Frequency	Percent	Valid Percent	Cumulative Percent
Anglian	19	12.0	12.2	12.2
Midlands	34	21.5	21.8	34.0
North East	20	12.7	12.8	46.8
North West	22	13.9	14.1	60.9
Southern	16	10.1	10.3	71.2
South West	13	8.2	8.3	79.5
Thames	20	12.7	12.8	92.3
Wales	12	7.6	7.7	100.0
Total	156	98.7	100.0	
Missing	2	1.3		
Total	158	100.0		

3. Number of Respondents by Environment Agency Area

	Frequency	Percent	Valid Percent	Cumulative Percent
Anglian Central	4	2.5	2.6	2.6
Anglian Eastern	8	5.1	5.1	7.7
Anglian Northern	7	4.4	4.5	12.2
Midlands Upper Trent	8	5.1	5.1	17.3
Midlands Lower Trent	16	10.1	10.3	27.6
Midlands Lower Severn	4	2.5	2.6	30.1
Midlands Upper Severn	6	3.8	3.8	34.0
North East Dales	7	4.4	4.5	38.5
North East Northumbria	5	3.2	3.2	41.7
North East Ridings	8	5.1	5.1	46.8
North West Central	6	3.8	3.8	50.6
North West North	3	1.9	1.9	52.6
North West South	13	8.2	8.3	60.9
Southern Hampshire	6	3.8	3.8	64.7
Southern Kent	8	5.1	5.1	69.9
Southern Sussex	2	1.3	1.3	71.2
South West Cornwall	2	1.3	1.3	72.4
South West Devon	3	1.9	1.9	74.4
South West North Wessex	4	2.5	2.6	76.9
South West South Wessex	4	2.5	2.6	79.5
Thames North East	9	5.7	5.8	85.3
Thames South East	7	4.4	4.5	89.7
Thames West	4	2.5	2.6	92.3
Wales Northern	6	3.8	3.8	96.2
Wales South East	3	1.9	1.9	98.1
Wales South West	3	1.9	1.9	100.0
Total	156	98.7	100.0	
Missing	2	1.3		
Total	158	100.0		

Appendix 14. Summary Results for Environment Agency Questionnaire Responses

Section A: Respondent Information

Question 4. Is your register located in a regional or area office?

	Frequency	Percent	Valid Percent	Cumulative Percent
Regional office	4	28.6	28.6	28.6
Area office	10	71.4	71.4	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Section B: Background Information to the Register

Question 1. When can members of the public view the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Normal Office Hours	14	100.0	100.0	100.0
Normal Office Hours/Any Other Time	0	0	0	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Question 2. Where is the Part A process register located within your office?

	Frequency	Percent	Valid Percent	Cumulative Percent
Reception	2	14.3	14.3	14.3
Designated room	9	64.3	64.3	78.6
Somewhere Else	3	21.4	21.4	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Question 3. Is there a reading area where visitors can examine the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	13	92.9	92.9	92.9
No	1	7.1	7.1	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Question 4 Can the public make photocopies from the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	14	100.0	100.0	100.0
No	0	0	0	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Question 5 What is the price of making a single A4 photocopy of something from the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Free	13	92.8	92.8	92.8
10p	1	7.2	7.2	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Question 6. Do you make other charges for carrying out work using the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	12	85.7	85.7	85.7
No	2	14.3	14.3	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Section C: Promotion and Use of the Register**Question 1(A) Was the register publicised when first introduced?**

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	4	28.6	28.6	28.6
No	0	0	0	28.6
Don't Know	10	71.4	71.4	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Question 1(A) If yes, how was it publicised when first introduced?

	Frequency	Percent
National publications	4	100.0
Regional publications	1	25.0
Area publications	0	0.0
Notices in public places	0	0.0
National press	0	0.0
Local Press	0	0.0
Internet	0	0.0
Other	0	0.0
Valid = 4		
Missing = 0		
Total = 4		

Question 1(B) Are the registers publicised now?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	11	78.6	78.6	78.6
No	0	0.0	0.0	78.6
Don't Know	3	21.4	21.4	100.0
Total	14	100.0	100.0	
Missing	0			
Total	14			

Question 1(B) If yes, how are they publicised?

	Frequency	Percent
National publications	8	72.7
Regional publications	1	9.0
Area publications	2	18.1
Notices in public places	0	0.0
National press	1	9.0
Local Press	3	27.2
Internet	9	81.8
Other	0	0.0
Valid = 11		
Missing = 0		
Total = 11		

Question 2(A) How many enquiries are made about the registers in an average month?

	Frequency	Percent	Valid Percent	Cumulative Percent
2	2	14.3	14.3	14.3
3	2	14.3	14.3	28.6
4	1	7.1	7.1	35.7
6	1	7.1	7.1	42.9
8	1	7.1	7.1	50.0
9	1	7.1	7.1	57.1
10	1	7.1	7.1	64.3
12	1	7.1	7.1	71.4
15	2	14.3	14.3	85.7
22	1	7.1	7.1	92.9
80	1	7.1	7.1	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Mean = 13.64

Question 2(B) How many visitors to the register do you have in an average month?

	Frequency	Percent	Valid Percent	Cumulative Percent
1	2	14.3	14.3	14.3
2	2	14.3	14.3	28.6
3	2	14.3	14.3	42.9
4	1	7.1	7.1	50.0
5	3	21.4	21.4	71.4
6	2	14.3	14.3	85.7
7	1	7.1	7.1	92.9
8	1	7.1	7.1	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Mean = 4.14

Question 2(C) What are the total number of enquiries and visits made to the register in an average month?

	Frequency	Percent	Valid Percent	Cumulative Percent
3	1	7.1	7.1	7.1
5	2	14.3	14.3	21.4
6	1	7.1	7.1	28.6
9	1	7.1	7.1	35.7
11	2	14.3	14.3	50.0
15	1	7.1	7.1	57.1
16	1	7.1	7.1	64.3
17	1	7.1	7.1	71.4
22	1	7.1	7.1	78.6
23	1	7.1	7.1	85.7
25	1	7.1	7.1	92.9
81	1	7.1	7.1	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Mean = 17.79

Question 3. What groups of people use the register?

	Frequency	Percent
The public	13	92.8
Companies with an authorisation	11	78.5
Companies without an authorisation	12	85.7
Trade or sales representatives	8	57.1
Environmental pressure groups	12	85.7
Students	11	78.5
The press	3	21.4
Consultants	5	35.7
Other	3	21.4
Valid = 14		
Missing = 0		
Total = 14		

Question 4 Do Environment Agency employees use the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	11	78.6	84.6	84.6
No	2	14.3	15.4	100.0
Total	13	92.9	100.0	
Missing	1	7.1		
Total	14	100.0		

Section D: Implementation of the Register**Question 1 Was your office consulted about the register?**

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	1	7.1	7.1	7.1
No	1	7.1	7.1	14.3
Don't Know	12	85.7	85.7	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Question 2(A) Was any planning carried out nationally into the creation and use of the registers?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	4	28.6	28.6	28.6
No	1	7.1	7.1	35.7
Don't Know	9	64.3	64.3	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Question 2(B) Was any planning carried out regionally into the creation and use of the registers?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	4	28.6	33.3	33.3
No	0	0.0	0.0	33.3
Don't Know	8	57.1	66.7	100.0
Total	12	85.7	100.0	
Missing	2	14.3		
Total	14	100.0		

Question 3(A) What areas were covered in this national planning?

	Frequency	Percent
Collection of Documents	4	100.0
Organisation of Material	4	100.0
Storage of Material	3	75.0
Retrieval of documents	4	100.0
Use of Information	2	50.0
Dissemination of Information	2	50.0
Removal of documents	4	100.0
Security of Information	3	75.0
Other	0	0.0
Valid = 4		
Missing = 0		
Total = 4		

Question 3(A) What areas were covered in this regional planning?

	Frequency	Percent
Collection of Documents	4	100.0
Organisation of Material	4	100.0
Storage of Material	4	100.0
Retrieval of documents	3	75.0
Use of Information	3	75.0
Dissemination of Information	2	50.0
Removal of documents	2	50.0
Security of Information	3	75.0
Other	0	0
Valid = 4		
Missing = 0		
Total = 4		

Question 4(A) Did your local office receive any documentary guidance to assist you in setting up the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	4	28.6	28.6	28.6
No	0	0.0	0.0	0.0
Don't Know	10	71.4	71.4	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Question 4(B) What documentary guidance did you receive?

	Frequency	Percent
QMS procedure	3	75.0
Training	1	25.0
Valid = 4		
Missing = 0		
Total = 4		

Question 5. How useful was that guidance?

	Frequency	Percent	Valid Percent	Cumulative Percent
Very Useful	2	14.3	50.0	50.0
Useful	1	7.1	25.0	75.0
Poor	1	7.1	25.0	100.0
Very Poor	0	0.0	0.0	
Total	4	28.6	100.0	
Missing	10	71.4		
Total	14	100.0		

Question 6(A) Is any monitoring carried out nationally into the workings of the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	8	57.1	57.1	57.1
No	1	7.1	7.1	64.3
Don't Know	5	35.7	35.7	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Question 6(B) Is any monitoring carried out regionally into the workings of the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	7	50.00	70.0	70.0
No	0	0.0	0.0	70.0
Don't know	3	21.4	30.0	100.0
Total	10	71.4	100.0	
Missing	4	28.6		
Total	14	100.0		

Question 7 Are you in contact with any of the local authorities in your area who also maintain a copy of the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	8	57.1	57.1	57.1
No	4	28.6	28.6	85.7
Don't know	2	14.3	14.3	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Section E: Information Management

Question 1. **On average, how many days does it take for the officer responsible for an authorisation to forward information on to you to be placed on the register?**

	Frequency	Percent	Valid Percent	Cumulative Percent
1 day	2	14.3	18.2	18.2
2 days	1	7.1	9.1	27.3
3 days	1	7.1	9.1	36.4
7 days	1	7.1	9.1	45.5
9 days	1	7.1	9.1	54.5
10 days	2	14.3	18.2	72.7
14 days	1	7.1	9.1	81.8
28 days	1	7.1	9.1	90.9
42 days	1	7.1	9.1	100.0
Total	11	78.6	100.0	
Missing	3	21.4		
Total	14	100.0		

Mean = 11.55

Median = 9.00

Question 2. **Once you have received the documents, how long does it normally take for this information to be placed on the register?**

	Frequency	Percent	Valid Percent	Cumulative Percent
1 day	4	28.6	30.8	30.8
2 days	1	7.1	7.7	38.5
3 days	2	14.3	15.4	53.8
4 days	1	7.1	7.7	61.5
5 days	1	7.1	7.7	69.2
7 days	2	14.3	15.4	84.6
14 days	2	14.3	15.4	100.0
Total	13	92.9	100.0	
Missing	1	7.1		
Total	14	100.0		

Mean = 4.85

Median = 3.00

Question 3. How many items a month are you receiving to go on the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
1 item	1	7.1	7.1	7.1
8 items	1	7.1	7.1	14.3
10 items	2	14.3	14.3	28.6
30 items	1	7.1	7.1	35.7
35 items	1	7.1	7.1	42.9
40 items	1	7.1	7.1	50.0
100 items	2	14.3	14.3	64.3
195 items	1	7.1	7.1	71.4
200 items	1	7.1	7.1	78.6
250 items	1	7.1	7.1	85.7
350 items	1	7.1	7.1	92.9
400 items	1	7.1	7.1	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Mean = 123.50

Median = 70.00

Question 4. On average, how many hours per month do you spend filing documents on to the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Less than one hour	1	7.1	7.1	7.1
Two hours	1	7.1	7.1	14.3
Four hours	2	14.3	14.3	28.6
Five hours	1	7.1	7.1	35.7
Eight hours	2	14.3	14.3	50.0
Fourteen hours	1	7.1	7.1	57.1
Fifteen hours	2	14.3	14.3	71.4
Sixteen hours	1	7.1	7.1	78.6
Forty hours	1	7.1	7.1	85.7
Forty seven hours	1	7.1	7.1	92.9
Seventy five hours	1	7.1	7.1	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Mean = 18.07

Median = 11.00

Question 5. Do you think you have all the documents that should be on your register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	6	42.9	42.9	42.9
No	4	28.6	28.6	71.4
Don't Know	4	28.6	28.6	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Question 6. Do you have any way of checking if you have all the correct documents on your register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	8	57.1	61.5	61.5
No	5	35.7	38.5	100.0
Total	13	92.9	100.0	
Missing	1	7.1		
Total	14	100.0		

Question 7. How do you store the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Hanging files	3	21.4	21.4	21.4
Filing Cabinet	0	0.0	0.0	21.4
Lever arch folders	0	0.0	0.0	21.4
Wallet Folders	3	21.4	21.4	42.9
Other	2	14.3	14.3	57.1
More than one of the above	6	42.9	42.9	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Question 8. How is the entire set of documents that make up the register, physically arranged on the shelf or in the files?

	Frequency	Percent	Valid Percent	Cumulative Percent
Not arranged	0	0.0	0.0	0.0
Company name	14	100.0	100.0	100.0
Company address	0	0.0	0.0	100.0
Authorisation reference number	0	0.0	0.0	100.0
Geographical location	0	0.0	0.0	100.0
Chronologically	0	0.0	0.0	100.0
Other	0	0.0	0.0	100.0
More than one of the above	0	0.0	0.0	100.0
Total	14	100.0	100.0	
Missing	0	0		
Total	14	100.0		

Question 10. Do you have an index for the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	7	50.0	50.0	50.0
No	7	50.0	50.0	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Question 11. Do you have any user guides available?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	1	7.1	7.1	7.1
No	13	92.9	92.9	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Question 12. Are there any other ways in which you have tried to make the register more manageable?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	5	35.7	35.7	35.7
No	9	64.3	64.3	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Question 13. Does your Environment Agency office actively disseminate information from the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	3	21.4	23.1	23.1
No	10	71.4	76.9	100.0
Total	13	92.9	100.0	
Missing	1	7.1		
Total	14	100.0		

Question 14(A) Do you make any other information relating to the register available to users?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	6	42.9	66.7	66.7
No	3	21.4	33.3	100.0
Total	9	64.3	100.0	
Missing	5	35.7		
Total	14	100.0		

Question 14(B) What additional information do you make available?

	Frequency	Percent
The Environmental Protection Act 1990	4	66.6
Statutory instruments relating to the EPA 1990	4	66.6
Secretary of State's Guidance Notes	5	83.3
Environment Agency Technical Guidance Notes	4	66.6
General Environment Agency publications	2	33.3
Other	0	0.0
Valid = 6		
Missing = 0		
Total = 6		

Question 15. Do you have access to the IPCIS Index lists?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	10	71.4	76.9	76.9
No	3	21.4	23.1	100.0
Total	13	92.9	100.0	
Missing	1	7.1		
Total	14	100.0		

Question 16. Has having access to the IPCIS Index lists helped in the management of your register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	7	50.0	70.0	70.0
No	3	21.4	30.0	100.0
Total	10	71.4	100.0	
Missing	4	28.6		
Total	14	100.0		

Question 17(A) Do you have access to the Pollution Inventory on the Environment Agency's web-site?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	14	100.0	100.0	100.0
No	0	0.0	0.0	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Question 17(B) Do visitors to your local authority have access to the Pollution Inventory on the Environment Agency's web-site?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	5	35.7	35.7	35.7
No	9	64.3	64.3	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Question 18. Have you removed any documents from the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	7	50.0	50.0	50.0
No	7	50.0	50.0	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

Question 20. Where are these documents now?

	Frequency	Percent	Valid Percent	Cumulative Percent
Stored Separately	4	28.6	57.1	57.1
Destroyed	2	14.3	28.6	85.7
Other	1	7.1	14.3	100.0
Total	7	50.0	100.0	
Missing	7	50.0		
Total	14	100.0		

Section F: Experience and Impressions of the Register**Question 1(A) What have been the cost implications for your local authority in implementing the register?**

	Frequency	Percent	Valid Percent	Cumulative Percent
No significant cost	3	21.4	25.0	25.0
Significant additional cost	9	64.3	75.0	100.0
Total	12	85.7	100.0	
Missing	2	14.3		
Total	14	100.0		

Question 1(B) What have been the time implications for staff in dealing with enquiries about the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Significant staff time spent dealing with enquiries	8	57.1	66.7	66.7
No significant staff time spent dealing with enquiries	4	28.6	33.3	100.0
Total	12	85.7	100.0	
Missing	2	14.3		
Total	14	100.0		

Question 1(C) What have been the time implications for staff in maintaining the register?

	Frequency	Percent	Valid Percent	Cumulative Percent
Significant staff time to maintain the register	10	71.4	83.3	83.3
No significant staff time to maintain the register	2	14.3	16.7	100.0
Total	12	85.7	100.0	
Missing	2	14.3		
Total	14	100.0		

Question 3. How effective has the register been in improving access to information on industrial pollution?

	Frequency	Percent	Valid Percent	Cumulative Percent
Very effective	1	7.1	7.1	7.1
Effective	10	71.4	71.4	78.6
Not very effective	3	21.4	21.4	100.0
Not at all effective	0	0.0	0.0	100.0
Total	14	100.0	100.0	
Missing	0	0.0		
Total	14	100.0		

IPCIS Statistics for Environment Agency Respondents

	EA Region	EA Area	No. of Councils	No. of Auth.	No. of Minor Variations	No. of Major Variations	Other	Total
1.	Anglian	Central	11	87	150	37	2	276
2.	Anglian	Eastern	17	83	116	30	7	236
3.	Anglian	Northern	17	153	290	55	2	500
			45	323	556	122	11	1012
4.	Midlands	Upper Trent	16	158	485	40	23	706
5.	Midlands	Lower Trent	21	139	478	50	2	669
6.	Midlands	Upper Severn	9	36	95	9	1	141
7.	Midlands	Lower Severn	11	46	106	14	2	168
			57	379	1164	113	28	1684
8.	North East	Northumbria	15	106	336	24	2	468
9.	North East	Ridings	11	318	1043	60	5	1426
			26	424	1379	84	7	1894
10.	North West	Central	13	78	163	16	7	264
11.	North West	North	5	48	126	13	0	187
12.	North West	South	23	371	938	47	9	1365
			41	497	1227	76	16	1816
13.	Southern	Hampshire	11	71	197	16	0	284
14.	Southern	Kent	14	70	159	22	0	251
15.	Southern	Sussex	6	13	41	2	2	58
			31	154	397	40	2	593
16.	South West	Cornwall	6	10	15	2	0	27
17.	South West	Devon	6	12	22	4	1	39
18.	South West	North Wessex	9	73	136	39	4	252
19.	South West	South Wessex	9	14	24	5	1	44
			30	109	197	50	6	362
20.	Thames	North East	27	118	179	47	3	347
21.	Thames	South East	21	65	123	9	0	197
22.	Thames	West	10	22	48	7	4	81
			58	205	350	63	7	625
23.	Wales	Northern	7	73	109	19	2	203
24.	Wales	South West	6	58	196	16	1	271
			13	131	305	35	3	474
			301	2222	5575	583	80	8460

Other Statistics for Environment Agency Regions and Areas

	EA Region	EA Area	Population	Area (sq. km)	Persons (per sq. km)	Non-domestic Property (per sq. km)
1.	Anglian	Central	1533000	8751	175	5
2.	Anglian	Eastern	2401000	8069	297	9
3.	Anglian	Northern	1750000	10051	174	5
			5684000	26871	211	6
4.	Midlands	Lower Severn	1220000	3393	359	10
5.	Midlands	Upper Severn	951000	6692	142	4
6.	Midlands	Lower Trent	2905000	6944	418	13
7.	Midlands	Upper Trent	3564000	3883	917	29
			8640000	20912	413	13
8.	North East	Dales	1519000	10160	149	4
9.	North East	Northumbria	1809000	6743	268	7
10.	North East	Ridings	3993000	6079	656	20
			7321000	22982	318	9
11.	North West	Central	1424000	3069	463	16
12.	North West	North	491000	6824	72	3
13.	North West	South	4963000	4273	1161	37
			6878000	14166	485	16
14.	Southern	Hampshire	1457000	3270	445	13
15.	Southern	Kent	1667000	3985	418	13
16.	Southern	Sussex	1515000	3783	400	12
			4639000	11038	420	13
17.	South West	Cornwall	746000	3624	205	8
18.	South West	Devon	822000	6635	124	5
19.	South West	North Wessex	1611000	5299	304	9
20.	South West	South Wessex	1772000	9226	192	3
			4951000	24784	199	5
21.	Thames	North East	6176000	3537	1746	68
22.	Thames	South East	4635000	3477	1333	36
23.	Thames	West	1633000	6742	242	6
			12444000	13756	904	30
24.	Wales	Northern	782000	11368	68	2
25.	Wales	South East	1377000	3085	446	13
26.	Wales	South West	855000	6851	124	4
			3014000	21304	141	4

Appendix 15. Frameworks for Case Study Visits and Interviews

Observational Framework

Section 1: Information on Local Authority/Environment Agency Office

Background information

Making an appointment to see the register

Arrival at the council/Environment Agency office

Council/Environment Agency staff

Section 2: Background Information about the Register

Location of the register

Reading area

Photocopies

Section 3: Information Management

Register size and storage

Register organisation

Sample list of register documentation (local authorities)

Register management

Other information

Section 4: Any other information

Interview Framework

Section 1: The Promotion and Use of the Register

Promotion of the register

Use of the register

Section 2: Implementation of the Register

Planning

Guidance

Monitoring

Section 3: Information Management

Receiving information

Storage of the register

Organisation of the register

User aids

Other ways of helping users

Removal of documents

Section 4: Experience and Impressions of the Register

Experience

Improvements

Appendix 16. Transcripts of Local Authority Case Study Visits and Interviews

1. **Visit to Southampton City Council (November 1997)
Interview**
2. **Visit to Portsmouth City Council (December 1997)
Interview**
3. **Visit to the New Forest District Council (February 1998)
Interview**
4. **Visit to Coventry City Council (August 1998)**
5. **Visit to the London Borough of Islington (August 1998)**
6. **Visit to Nuneaton and Bedworth District Council (August 1998)**
7. **Visit to Eastleigh Borough Council (August 1999)**
8. **Visit to Winchester City Council (August 1999)**

Transcript 1

Visit to Southampton City Council

November 1997

Section 1: Information about the local authority

Background information

Address: Department of Pollution and Safety
Environmental Health
Southampton City Council
Southbrook Rise
4-8 Millbrook Road East
Southampton
Hampshire
SO15 1YG

Tel: 023 8083 2323

Making an appointment to see the register

Phoned Southampton City Information where I asked to make an appointment to see the IPC register. They transferred me through to Pollution and Safety. At the time of phoning the person responsible for the register was out of the office, so I left my name and number for him to phone me. He phoned the following day and I made appointment to see the register at the end of the week.

Arrival of the council

On arrival at the council, I made my way to the Environmental Health reception. There I was met by a member of staff who took me straight through to see the register.

Council staff

All staff were friendly and helpful and willing to answer questions about the register.

Section 2: Background information about the register

Location of the register

The register was kept in the Environmental Health department.

Reading area

There was no specific reading area to view the register. It took a member of staff sometime to locate a desk within the Environmental Health office where I could view it. However, eventually I was found one that was reasonably near to the filing cabinet where the register was held.

Photocopies

Photocopies could be obtained and for small amounts were free of charge.

Section 3: Information management

Register size and storage

The IPC register was kept in 4 files in a filing cabinet. This cabinet also contained the LAAPC register which was kept in an additional 33 files.

Register organisation

Southampton had 3 companies with 3 authorisations. These were

- A and P Southampton Ltd
- Morgan Matroc Ltd
- GEC Marconi Infra-Red Ltd

The documents for the different companies were kept in individual files. Within these files similar information such as monitoring data was placed together. These sections were then separated by subject dividers.

Sample list of register documentation

IPC File: A & P (Southampton) Ltd

Contains:

Application

- Copy of their application made January 1996.

- Letter from HMIP to Southampton City Council sending their application to be placed on the register.

Consultees

- Letter from Southern Water to say that they will be providing comments.
- Letter from MAFF to say that they will be forwarding comments.
- Letter from HSE to say they will be forwarding comments.
- Comments from English Nature: English Nature was worried about debris from the dry dock contaminating a local SSSI and commercial shell fisheries. Also worried by the lack of information given about the monitoring of discharges into the water. Also worried by the applications lack of reference to BATNEEC and BPEO.
- Comments from MAFF: MAFF worried about the potential effects on the marine environment. Likely that they will make specific comments which will need to be taken into account for the authorisation. Want an extension of the consultation period by 14 days to be able to do this.
- Letter from HSE - no objections to the application [*standard letter*].
- MAFF's response following the extra time given for consultation: dredging samples show that current dock practices may be allowing contaminated material into the sediments. Worried about the effects on clams and salmon in Southampton Water and the Rivers Test and Itchen. The River Test is particularly sensitive from a fisheries point of view. General Comments: NRA data shows that the EQS for water are being exceeded around the site. MAFF's data shows elevated levels of TBT in sediment downstream of the dock. The practice whereby process water is pumped into the River Test together with other contaminants is unsatisfactory. The application contains some proposed improvements, but MAFF is unsure as to whether these will meet their objectives for the environment. MAFF would like further information.

Advertisement

- Copy of the advertisement which appeared in the Southern Daily Echo on 19th February 1996.

Authorisation

- Authorisation (October 1996).

Correspondence

- Letter from A & P (Southampton) agreeing to extension of the determination period to August 1996.
- Further information from A & P following a visit from HMIP to their site.
- Letter from A & P saying they can't meet the 4 week reporting time scale.
- Letter from the Environment Agency to A & P about their letter dated 15.4.97 [*this letter doesn't appear to be on the register*] saying that they will be fulfilling their improvement conditions.
- Letter from the Environment Agency to A & P replying to another letter dated 24.6.97 [*again this doesn't appear to be on the register*] saying that by the decrease of paint and solvent loss during spraying they would be fulfilling the improvement condition 8.13.

Monitoring data

- Annual Releases for 1996.

Register management

The small number of authorisations made this register easy to use but this had been aided by the organisation of the register – particularly the different sections made it easy to pick out certain documents. One problem, however, was that there appeared to be a number of documents missing. Correspondence often related to other documents and letters that didn't appear to be on the register. Southampton did have a general index available for the register, listing the company name, address and authorisation reference number. A copy of this can be seen below and was also made available on the internet:

Southampton City Council		
Part A – Authorised Processes		
Operator	Premises	File No.
Morgan Matroc Limited	Bursledon Road, Thornhill SO19 7TG	AO2205
GEC Marconi Infra-Red Limited	Second Avenue, Millbrook Industrial Estate SO15 0EG	AN9093
A & P Southampton Limited	No 7 Dry Dock, Western Avenue, Western Docks SO15 0HH	AU7320

To aid the running of the public register there was also a sheet at the front of the filing cabinet which contained the following statement:

Public Registers

Public Registers must ONLY contain certain specified information.

1. Applications
2. Notices requiring further information regarding an application and details of the responses.
3. Representations made by statutory consultees and the public. Some representations could contain a written request asking for the representation not to be placed on the register. In such cases the register will only include a statement that there has been such a request.
4. Authorisations.
5. Any notices: variation, enforcement, prohibition or revocation.
6. Appeals
7. Court cases or convictions under Part I of the Act
8. Monitoring data
9. Published reports
10. Directives by the Secretary of State
11. Transfer of Authorisations

There are **EXCLUSIONS** for commercially confidential information and for information affecting national security, see GG3 and AQ5(94)

This sheet was designed to help visitors understand what information they would find on the register and to help work colleagues understand what information is placed on the register and what information they needed to keep in their working files.

Other information

In addition to the public register was one more file labelled Environment Agency File. This contained the following information:

1. Environment Agency Report for 1995 on the Radioactive Substances Monitoring Programme.
2. Letter dated the 19th Feb 1997 to Mrs Wendy Wilkinson, IPC/RAS Technical Support Officer, Environment Agency, Winchester concerning the numbers of copies

of documents sent by the Environment Agency to each local authority - currently 2 copies; one for the register and one for local authority use.

3. Letter dated 14th Nov 1996 from Anne Martin, Technical Assistant IPC/RAS, Environment Agency, Worthing. Providing a list of all the authorisations under the EPA 1990 and the Radioactive Substances Act 1993 in the jurisdiction of Southampton City Council for the public register.
4. Copies of the Environment Agency's transmission sheets, which contained information on the contents of each file/authorisation, e.g. monitoring information etc. were also included.

Interview: Southampton City Council (November 1997)

Section 1: Promotion and use of the register

Promotion of the register

Southampton had promoted the IPC scheme to companies who would need to apply for an authorisations but there had been no real promotion of the register itself. Councillors did not think active promotion of the register was worthwhile though the interviewee thought that this might have been different if there had been more heavy industry in Southampton, particularly if these were problematic. But Southampton had very few problems with the heavy industry located in the City.

The registers were however promoted on the web site, which gave a list of the companies covered by the IPC system and an explanation about IPC and the public register.

Use of the register

Visits to the register in Southampton were very rare. Most of the visitors were companies checking the authorisations of their competitors or trade representatives looking for new sales leads. Visits by members of the public were also rare.

The interviewee said that this was different in other local authorities: Portsmouth, for example, had an active Friends of the Earth group that used the register and the New Forest District Council had a lot of heavy waterside industry and an 'educated' middle class who also tended to use the register.

Southampton does receive fairly regular telephone enquires. These mainly come from lawyers requesting information from the register.

Council employee's do not use the public register, as they have their own working files. It was important that these working files were kept separate from the public registers, as they contained copies of information excluded from the register and if these documents were to accidentally get on to the public register, then the Council could face court action. This was one of the reasons for providing the coversheet of what information should be placed on the register, to try and prevent members of staff putting the wrong information on the register.

Section 2: Implementation of the register

Planning

Planning was carried out in relation to the whole IPC/LAAPC regime and this had included some planning on the registers for both parts of this scheme. Planning had taken place in relation to the collection of documents and their receipt from the Environment Agency. On the organisation of the register and on the security of the information, which was of prime concern. Concerns about the latter had led to procedures being put into place to try and prevent excluded information being placed on the register. In particular, this involved double checking to make sure that documents could be placed on the register before they went on.

Guidance

Southampton had received government guidance, including the GG notes for local authorities and the Department of the Environment's guidance notes. These were of use particularly in relation to issues like the security of information.

Monitoring

Southampton hadn't carried out any monitoring of their register and they had never been monitored by the Environment Agency.

Section 3: Information management

Receiving information

It was the Environment Agency's responsibility to send Southampton the information to be placed on the register and so they were only responsible for information once it arrived at the council. In reality Southampton had had very little to do with the Environment Agency and had never really needed to contact them.

Storage of the register

A filing cabinet was seen as providing easy storage for the register and because it wasn't really used very much it meant that it was out of the way.

Organisation of the register

In planning for the register, decisions had been taken as to how it would be stored and it had been decided that the register would be organised by company name and then authorisation reference number. A decision was also taken to place similar information together rather than place the information on the register chronologically, as visitors sometimes just wanted to

look at certain types of information, like the monitoring data and in this way they had easy access to that rather than having to sough through the whole file. Southampton were unaware of the Environment Agency's IPCIS index lists.

User aids

An basic index of the companies with an IPC authorisation and the relevant authorisation numbers was made available to users, but there were no other users aids available. Southampton did however make a member of staff available whenever anyone came to visit the register in case they needed assistance.

Removal of documents

Due to small number of authorisations they had decided to leave all items on the register. Though would remove some data if they needed to save space.

Section 4: Experience and impressions of the register

Experience

The interviewee felt that it was important that the information on the register was in the public domain, but he didn't really think that the information was particularly user friendly and he believed it wasn't really the type of information that users wanted – instead they wanted more summary data which they could easily understand. He didn't think that the register had resulted in any significant costs for the council.

Improvements

It was hoped to put more information from the register on the internet as people would then be able to view it when they wanted.

Transcript 2

Visit to Portsmouth City Council December 1997

Section 1: Information about the local authority

Background information

Address: Environment Health Services
Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
PO1 2AZ

Tel: 023 9283 4213

Making an appointment to see the register

Phoned Portsmouth City Council and asked to speak to someone about the IPC registers. I was put through to Environmental Health, where I asked if I could make an appointment to see the IPC register. The person who answered the phone didn't appear to know about the registers, so I explained that these were the ones set up under Part I of the Environmental Protection Act 1990. She went away to ask someone and after some time came back to ask if these were the ones for prescribed processes, which I said they were. She asked if I wanted to see anything in particular but I said I just wanted to see the whole register. She then left the phone again and then came back to ask me if I was sure that I wanted to see it all, as it was very big. I made an appointment for the following week and was told to go to the council reception and ask for Environmental Health. I was told not to come at lunchtime, as someone would have to sit with me whilst I viewed the register and this was not possible during lunch hours.

Arrival at the council

On arrival at the council I went to the main reception who then directed me to the Environmental Health department. At the Environmental Health reception, I told the receptionist that I had made an appointment to see the IPC register. She went to speak to someone and I had a wait of approximately five minutes before I was taken through the Environmental Health Offices.

Council staff

All the Environmental Health staff were very friendly and helpful. They said that if I had any questions then I was to ask. I was asked about my interest in the registers and they were particularly interested in my research findings and how the Portsmouth register rated in relation to other councils.

Section 2: Background information about the register

Location of the register

The register was located on a shelving unit in the middle of the busy Environmental Health office.

Reading area

There was no specific place to look at the register and so I was told that I could use someone's desk within the office. Fortunately this was quite near to the shelving unit where the register was located.

Section 3: Information management

Register size and storage

The IPC register was kept in two lever arch files next to the LAAPC register (eleven files), while a further nine lever arch files contained other information that was available to be used by people visiting the registers.

Register organisation

Portsmouth had three companies with 4 Part A processes these were:

- Portsmouth Aviation Ltd (1 authorisation)
- Vosper Thornycroft (UK) Ltd (1 authorisation)
- Fleet Support, HM Naval Base, Portsmouth (2 authorisations)

Documents for the three companies were placed in plastic document folders within the lever arch folders. These folders tended to contain information for the same company, though not always and did not appear to be in any order. There was no separation of the different

authorisations for individual companies and information for all companies was split between the two folders. This made the register particularly difficult to use.

Sample list of register documentation

IPC Folder 1

Plastic folder 1 (Vosper Thornycroft)

- Annual releases for Portchester shipyard 1996
- Fax from Motorclean Ltd [*I don't think this should be on the register*]

Plastic folder 2 (Vosper Thornycroft)

- 6 health and safety data sheets for Vospers

Plastic folder 3 (Portsmouth Aviation)

- Letter from the EA under the Radioactive Substances Act 1993 about Portsmouth Aviation forwarding documents to go on the public register 21.8.97
- Same letter forwarding documents for IPC register from Environment Agency 29.5.97
- Same standard letter 18.12.96
- Letter from HMIP 9.11.95 forwarding release summaries plus letter from Portsmouth Aviation forwarding the results to HMIP 11.8.95
- Letter from HMIP 12.9.95 forwarding monitoring returns.
- Letter from HMIP 3.5.95 forwarding Automatic Sample Analysis Report.
- Letter from HMIP 1.3.95 forwarding authorisation and introductory note.
- Copy of authorisation and introductory note.

Plastic folder 4 (Portsmouth Naval Base)

- Variation to authorisation and introductory note for FMRO 13.3.96 [2 copies]
- Authorisation and introductory note HM Naval Base 10.2.94

Plastic folder 5 (Portsmouth Naval Base)

- FMRO Application for the authorisation of a substantial variation to combustion processes under IPC - Nov. 1995.

Plastic folder 6 (Portsmouth Aviation)

- Letter from HMIP 3.5.95 forwarding Automatic Sample Analysis Report.
- HMIP letter 9.2.95 with Portsmouth Aviation letter 31.1.95 agreeing an extension to determine the application.
- HMIP letter 30.1.95 forwarding documents to Portsmouth City Council - but doesn't say what.
- Copy of letter from HMIP asking to extend the determination date of Portsmouth Aviation's application to 28.1.95.
- Copy of letter from HMIP 10.1.95 asking to extend the determination date to 31.1.95.
- Letter from HMIP 15.11.94 asking to extend the determination date to 13.1.95
- HMIP letter 16.11.94 asking for something to be put on the register - doesn't say what.
- HMIP letter 1.11.94 asking for something to be put on the register - doesn't say what.
- Letter from Portsmouth Aviation to HMIP forwarding the further information requested to determine the application - plus a copy of that extra information.
- Comment letter from NRA on Portsmouth Aviation 31.10.94
- Worried about water draining into Longstone Harbour which is an SSSI and will therefore require: spillage control procedure, installation of interceptors, containment of firewater, chemicals to be stored in a secure bund.
- Standard response letter from HSE 18.8.94
- Standard response letter from MAFF 19.8.94
- Letter from Portsmouth Aviation enclosing a copy of their advertisement from the Portsmouth newspaper "The News" from Monday 26th September 1994.

Plastic folder 7 (Vosper Thornycroft)

- Letter from Vosper 12.4.96 saying that the further information required by the Environment Agency had been lost in the post and that another copy of this information would be sent.
- Map of Portchester and Portsmouth showing site of the boatyard.

- Letter 28.3.96 sending further information to the Environment Agency and apologising for the delay.
- Copy of the extra information from Vosper
- Copy of IPC application for Portchester shipyard.

Plastic folder 8 (Portsmouth Naval Base)

- Letter from John Asher to Environment Agency saying FMRO is within 2km of an SSSI and that English Nature should also comment on the application 21.12.95
- Fax to Environment Agency saying that FMRO have an exemption to supply information as it is not in the interests of national security.
- Letter from FMRO 30.10.95 enclosing copies of an application for a substantial variation to their combustion process (authorised 10.2.94) at HM Naval Base.
- Letter from NIFES Environmental Services forwarding release data for 1994 for Portsmouth Naval Base.
- Letter from the NRA 2.11.93 to say that they would be forwarding comments.
- Letter from MAFF 1.11.93 to say that they would be forwarding comments.
- Letter from the HSE 3.11.93 to say that they would be forwarding comments.
- Letter from HSE 23.10.93 to say that they have received HM Naval Base's application.
- Letter from English Nature 1.11.93 to say that they wouldn't be forwarding comments.
- 19.11.93 Standard response letter from HSE to say they have no objections.
- 18.11.93 comments from Southern Water Services Ltd
- 2.11.93 MAFF requires more information - dispersion modelling and monitoring information.
- FMRO 25.11.93 sends HMIP a copy of their advertisement - plus a copy of their advert from "The News" 24.11.93
- Copy of FMRO's letter saying that the advert had been published in The News.
- NRA request a meeting to clarify points in the application 2.12.93. Before the application they did not know of the discharges as the base was classed as Crown property.

Plastic folder 9 (Portsmouth Naval Base)

- Schedule 2 - Releases into Water 5.9.97

- Releases for 1996 for annual release inventory 14.1.97
- Annual releases - November 1996 sent 25.3.97
- Post Authorisation Return from HMIP 13.7.95. The results are not in compliance. Since the release is to controlled water contact the NRA and consider serving an enforcement notice on HM Naval Base. Redo testing and remedial action required.
- Annual Release for 1994
- Ashdown Environmental Ltd Portsmouth Boiler Plant Assessment of atmospheric impacts.

Plastic folder 10 (Portsmouth Naval Base)

- FMRO (Tributyltin Coating Process)
- Authorisation and Introductory Note 4.10.96

Plastic folder 11 (Vosper Thornycroft)

- Vosper Thornycroft Maps
- Site and Drainage layout x3

Register management

There were no indexes or user guides available at Portsmouth, but they did make a lot of other information relating to the register available to users. There appeared to have been little effort made to organise the register. Documents appeared to be randomly stapled together and placed in folders where there was room rather than in any particular order. In light of this it was very difficult to trace the sequence of events relating to each authorisation and difficult to locate the documentation that different letters referred to. There was a lot of documents misfiled. It was very difficult to trace documentation and so I am unsure if all the correct documentation was on the register.

Other information

In addition to the registers themselves there were also nine lever arch files which contained other pieces of information that would be useful for people using the registers. These included, for example, copies of relevant acts, central and local government guidance and published research.

There now follows a sample list of what some folders contained:

Lever arch folder 1

- Copy of the Environment Act 1995

Lever arch folder 2

- Chimney Heights Guidance issued by the DoE.
- Secretary of State's Guidance Notes GG1-5 [Green Notes]
- Secretary of State's Guidance UG1 - Revisions/Additions to Existing Process and General Guidance Notes No.1
- HMIP Technical Guidance Notes, EPA 1990, (Dispersion D1) - Guidelines on Discharge Stack Heights for Polluting Emissions, June 1993.
- HMIP Technical Guidance Notes, EPA 1990, (Monitoring M1) - Sampling Facility Requirements for the Monitoring of Particulates in Gaseous Releases to the Atmosphere, January 1993.
- HMIP Technical Guidance Notes, EPA 1990, (Monitoring M2) - Monitoring Emissions of Pollutants at Source, November 1993.
- HMIP Technical Guidance Notes, EPA 1990, (Monitoring M3) - Standards for IPC Monitoring: Part 1 - Standards Organisations and the Measurement Infrastructure, August 1995.
- HMIP Technical Guidance Notes, EPA 1990, (Monitoring M4) - Standards for IPC Monitoring: Part 2 - Standards in Support of IPC Monitoring, August 1995.
- D.J. Hall, Building Research Establishment, May 1995, Correcting Discharge Stack Heights to Account for Low Gas Discharge Velocities. BRE Client Report. CR 103/95.

Lever arch folder 3

- SI 1996 No. 2678 The Environmental Protection (Prescribed Processes and Substances Etc.) (Amendment) (Petrol Vapour Recovery) Regulations 1996
- Control of Pollution Act 1974
- DoE/Welsh Office/Scottish Office. The Environmental Protection Act 1990, Part I. The Environmental Protection (Prescribed Processes and Substances) Regulations - A Consolidated Version.
- The Environmental Protection Act 1990
- The Clean Air Act 1993
- SI 1997 No. 2658 Clean Air The Smoke Control Areas (Authorised Fuels) (Amendment) Regulations 1997

- SI 1996 No. 1108 Clean Air The Smoke Control Areas (Exempted Fireplaces) Order 1996
- SI 1996 No. 1145 Clean Air The Smoke Control Areas (Authorised Fuels) (Amendment) Regulations 1996
- The Clean Air Act 1956
- SI 1994 No. 1329 Environmental Protection Act The Environmental Protection (Prescribed Processes and Substances Etc.) (Amendment) (No. 2) Regulations 1994
- Amendments to the Environmental Protection (Applications, Appeals and Registers) Regulations SI 1991/507 - Guidance to Local Authorities
- SI 1996 No. 667 Environmental Protection Act The Environmental Protection (Applications, Appeals and Registers) (Amendment) Regulations 1996
- SI 1996 No. 979 Environmental Protection Act The Environmental Protection (Applications, Appeals and Registers) (Amendment No.2) Regulations 1996
- SI 1995 No. 3247 Environmental Protection Act The Environmental Protection (Prescribed Processes and Substances) (Amendment) Regulations 1995
- SI 1994 No. 2847 Environmental Protection Act The Environmental Protection (Authorisation of Processes) (Determination Periods) (Amendment) Order 1994
- SI 1994 No. 2854 (C.64) Environmental Protection Act The Environmental Protection Act 1990 (Commencement No. 16) Order 1994
- SI 1991 No. 472 Environmental Protection Act The Environmental Protection (Prescribed Processes and Substances) Regulations 1991
- SI 1992 No. 614 Environmental Protection Act The Environmental Protection (Prescribed Processes and Substances) (Amendment) Regulations 1992
- SI 1991 No. 507 Environmental Protection Act The Environmental Protection (Application, Appeals and Registers) Regulations 1991
- SI 1996 No. 667 Environmental Protection Act The Environmental Protection (Application, Appeals and Registers) (Amendment) Regulations 1996
- SI 1991 No. 513 Environmental Protection Act The Environmental Protection (Authorisation of Processes) (Determination Periods) Order 1991
- SI 1992 No. 725 (C. 20) Town and Country Planning, England and Wales. The Planning (Hazardous Substances) Act 1990 (Commencement and Transitional Provisions) Order 1992
- DoE Guidance EPA 1990 Part I The Local Enforcing Authorities Air Pollution Fees and Charging Scheme (England and Wales) 1993
- SI 1991 No. 508 Public Health England Wales and Scotland The Disposal of Controlled Waste (Exemptions) Regulations 1991

- SI 1992 No. 339 Water Industry, England and Wales The Trade Effluents (Prescribed Processes and Substances) Regulations 1992
- SI 1991 No. 472 Environmental Protection Act The Environmental Protection (Prescribed Processes and Substances) Regulations 1991
- SI 1993 No, 1749 Environmental Protection Act The Environmental Protection (Prescribed Processes and Substances) (Amendment) Regulations 1993
- SI 1995 No. 2765 (C. 56) Town and Country Planning, England and Wales The Environment Act 1995 (Commencement No. 3) Order 1995
- SI 1990 No. 2243 (C. 59) Environmental Protection Act The Environmental Protection Act 1990 (Commencement No. 2) Order 1990
- DoE Circular 3/91
- EPA 1990 Part I New Local Authority and Port Health Authority Air Pollution Control Functions
- SI 1993 No. 2405 Environmental Protection
- The Environmental Protection (Prescribed Processes and Substances) (Amendment) (No. 2) Regulations 1993

Lever arch folder 4

- Process Guidance Notes PG1/1 - PG6/42

Lever arch folder 5

- Miscellaneous Information
- EPA 1990 Part I Guidance from the DoE and the Welsh Office on what to include in an Upgrading Programme
- Copy of a Schedule 1 Notice
- Copy of a Variation Notice
- Copy of a Revocation Notice
- Copy of a Prohibition Notice
- Letters from the DoE on liaison between HMIP and Local Authorities
- D.J. Hall and V. Kukadia Background to the new HMIP Guidelines on Discharge Stack Heights for Polluting Emissions
- DoE Guidance Notes on Wood Combustion and Timber Processing
- D.J. Hall, V. Kukadia and M.A. Emmott Determination of Discharge Stack Heights for Polluting Emissions

Interview: Portsmouth City Council (December 1997)

Section 1: Promotion and use of the register

Promotion of the register

Portsmouth City Council had promoted the IPC scheme to industry and commerce and local trade associations, as these were the people that would be directly affected by the legislation and would be the ones who would need to obtain an authorisation.

They ran a couple of publications in local newspapers in 1991/92 informing people about the new IPC scheme, but due to the constraints of time and money they hadn't really advertised the registers themselves.

Use of the register

The register was mostly used by Trade Reps who were either looking at competitors files or selling pollution abatement equipment. Friends of the Earth also use the register but usually only come during the application stage of an authorisation so that they can comment on the application. Portsmouth kept a list of people who came to visit the registers but there weren't that many and visits from members of the public were very rare. The Council didn't really receive any telephone enquiries relating to the register and if they did it was usually people who wanted to come and see the register, rather than request information over the phone.

Section 2: Implementation of the register

Planning

Portsmouth had carried out some planning in relation to IPC, but this mostly related to the company rather than the registers themselves. They had not carried out any information management planning.

Portsmouth was a member of the Hampshire Environmental Advisory Group which was made up of representatives from all the Environmental Health Departments in Hampshire. This group met every eight weeks. One of the aims of the group was to try and standardise the IPC process across Hampshire, though this hadn't really dealt with the registers. This was seen as a place to meet and talk both with other Environmental Health Officers and with representatives of industry.

Guidance

Portsmouth had received all the government guidance for IPC. This guidance was also made available to visitors to the register and is listed above.

Monitoring

Portsmouth didn't carry out any monitoring of their register. They didn't really have anything to do with it apart from putting new documents in the folders.

Section 3: Information management

Receiving information

Portsmouth said that they received information regularly from the Environment Agency. They had particularly good relations with the Environment Agency office in Winchester and were able to use them for advice etc whenever they needed it.

Storage of the register

Lever arch folders were chosen to store the register as they were easy to use and as the register didn't take up that much space meant that they could be easily stored. This also meant that they could be easily given to visitors.

Organisation of the register

Portsmouth hadn't really thought about the organisation of the register as the register wasn't really their responsibility and as long as the information was made available that was what mattered. The register was seen as basically maintaining itself all they had to do was place any new information in the folders. Portsmouth were unaware of the IPCIS index lists.

User aids

Portsmouth didn't really think that an index or user guide would be of use for the register as a member of staff was usually available for questions whenever someone came to visit the register. Did however feel it was important to make other information available so that all guidance was kept in folder that could also be used by visitors

Any other ways of helping users

No.

Removal of documents

Portsmouth didn't know that you could remove documents from the register and so hadn't removed any so far.

Section 4: Experience and impressions of the register

Experience

The interviewee felt that it was important that the register was in the public domain and that people were able to view the information kept on it. However, very few people actually used it and whether it was effective or not was a matter of opinion. He didn't really think the register had resulted in any significant costs for the council but did think that keeping up with the changes in the area of pollution control was very time consuming.

Improvements

Really the register was the Environment Agency's responsibility and so it would be better if they were responsible for the visitors to the register, as really people were finding information out about their processes. These processes often had nothing to do with the local authority. One way in which the register could be improved would be to make it available electronically.

Transcript 3

Visit to New Forest District Council

February 1998

Section 1: Information about the local authority

Background information

Address: Environmental Health
New Forest District Council
Appletree Court
Lyndhurst
Hampshire
SO43 7PA

Tel: 023 8028 5123

Making an appointment to see the register

Phoned the New Forest District Council and asked to speak to someone about coming into the see the IPC register. I was put through to Environmental Health and asked if I could make an appointment to come in and see the registers. I was asked if there was anything in particular that I wanted to see as the register was particularly large. I said that I wanted to see everything. He explained that there were currently twenty folders that made up the Part A process register. I said that was fine. I made an appointment for the following week and was told on arrival at the council, to make my way to the Health and Housing reception.

Arrival at the council

On arrival at the council, I made my way to the Health and Housing reception desk where I explained that I was here to see the IPC register. They phoned through to Environmental Health and an officer came down to see me. She asked me my name and why I wanted to see the registers. She asked if there was any particular files that I wanted to see, but I said no I just wanted to have a look at all of them. She then brought the files down one or two at a time from the Environmental Health department which was upstairs. When I had finished with these files the receptionists would ring her again and she would bring down a further two folders.

Council staff

Everyone I met in my three days at the council was very helpful, particularly the staff from Environmental Health. They were willing to answer questions and were particularly interested in my research due to the information management problems that they had faced.

Section 2: Background information to the register

Location of the register

The register was kept in the Environmental Health office and was brought down for me to view in the Health and Housing reception.

Reading area

I was able to view the register in the Health and Housing reception. This was a large room with a number of chairs in it and two small interview rooms that contained a table and chairs. I was given an interview room to work in but as this was also used by the Housing department I was asked on three occasions, if I could vacate the room as someone else needed it. On one of these occasions I was given a small room in the planning department to work but on the other two I simply had to carry on in the reception. This was particularly difficult as there was no table and the register was particularly cumbersome.

Photocopies

I was told to ask if I needed to photocopy anything. These were charged at 15p per A4 sheet.

Section 3: Information Management

Register size and storage

The register was kept in twenty-four lever arch folders. These were all labelled as follows:

Environmental Protection Act 1990

Part A Authorisation

Company Name [*e.g. Innogy plc*]

Process [*e.g. Fawley Power Station*]

Authorisation Reference Number [*e.g. AA3115*]

Register organisation

The New Forest District Council had ten companies with twenty-four Part A processes. These were:

- Innogy plc (Fawley Power Station) (2 authorisations)
- Shanks Chemical Services (2 authorisations)
- Laporte Performance Chemicals (UK) Ltd (4 authorisations)
- Koppers UK Ltd (1 authorisation)
- Great Marsh Ltd (1 authorisation)
- AEP (Hampshire)Ltd (Marchwood Incinerator) (1 authorisation)
- Enichem UK Ltd (2 authorisations)
- Esso Petroleum Co. Ltd (1 authorisation)
- Exxon Mobil Chemical Ltd (3 authorisations)
- Nalco Exxon Energy Chemicals Ltd (7 authorisations)

The registers were organised by authorisation reference number, with the documents for each authorisation being filed in separate lever arch folders. In the folder information was then separated, so that similar information was placed together such as documents relating to the authorisation or monitoring data. These different sections were separated using subject dividers. The New Forest District Council had a huge register, where information management was particularly important and made a real difference to the way in which the register could be used by visitors.

Sample list of register documentation

IPC Folder 1: Koppers UK Ltd

Folder labelled:

Environmental Protection Act 1990

Part A Authorisation

Koppers UK Ltd

(formerly owned by Bitmac Ltd)

Phthalic Anhydride Plant

Authorisation No. AJ7269

- Cover sheet with name and address of the company and what their application is for.

Authorisation

- Authorisation and Introductory Note, Authorisation No. AJ7269, 17.12.93

Variation Notices

- Variation Notice and Introductory Note, Variation No. AO9625, 19.7.96
- Application form and supporting information for original Authorisation No. AJ7269 31.5.94 plus site plans.

Consultees' Responses

- Comments letter from the NRA 11.10.93 to application AJ7269
- Copy of Bitmac Ltd's discharge consent from Southern Water under COPA 1974
- Fax from the NRA 18.3.93 of sample results taken from Bitmac Ltd's trade effluent.
- Standard response letter from the HSE 10.9.93
- Comments letter from MAFF 24.9.93
- Acknowledgement from NRA 1.9.93 to say they will be forwarding comments
- Acknowledgement from the HSE 2.9.93 to say they will be forwarding comments.
- Acknowledgement from MAFF 1.9.93 to say they will be forwarding comments.
- Copy of Bitmac Ltd's advertisement
- Letter from Bitmac 8.9.93 to say that the advertisement was placed in the Southern Evening Echo on 6.9.93
- Acknowledgement from English Nature 31.8.93 to say they will not be forwarding comments.

Monitoring

- Summary of releases for the 6 months ending June 1994
- Results of testing by NRA Llanelli Laboratory 27.7.94
- Results of testing by NRA Llanelli Laboratory 17.8.94
- Results of testing by NRA Llanelli Laboratory 21.9.94
- Results of testing by NRA Llanelli Laboratory 8.11.94
- Results of testing by NRA Llanelli Laboratory 18.1.95
- Results of testing by NRA Llanelli Laboratory 6.2.95
- Results of testing by NRA Llanelli Laboratory 13.3.95
- Results of testing by NRA Llanelli Laboratory 27.4.95
- Results of testing by NRA Llanelli Laboratory 24.5.95
- Results of testing by NRA Llanelli Laboratory 26.6.95

- HMIP Chemical Release Inventory data 3.5.94
- Annual Releases for 1995
- Results of testing by NRA Llanelli Laboratory 14.8.96
- Results of testing by NRA Llanelli Laboratory 19.8.96
- Results of testing by NRA Llanelli Laboratory 28.8.96
- Results of testing by NRA Llanelli Laboratory 3.9.96
- Annual Releases for 1996
- Summary for releases for the 6 months ending June 1996
- Summary for releases for the 6 months ending December 1996

Breach of Authorisations

- Notification by Bitmac Ltd of an unauthorised release 19.9.94
- Notification by Bitmac Ltd of an unauthorised release 4.3.96

Register management

The divisions of the register made it very easy to use but also highlighted that some important documents were missing from the register. For example, in relation to the authorisation above, the folder did not contain a copy of the company's application for authorisation, which is one of the fundamental documents on the register. There was no index, user guides or other information available in relation to the register though a member of staff was usually willing to come down and speak to me if I had any queries or problems.

Interview: New Forest District Council (February 1998)

Section 1: Promotion and use of the register

Promotion of the register

The register was promoted in council documents particularly the New Forest District Council's Environment Newsletter. The following article appeared in the Summer 1997 edition of this newsletter.

New Forest District Council Environment Newsletter Part B Industrial Processes – An Update

The Environmental Protection Act 1990 came into force in 1991 and introduced two new pollution control regimes:

- Integrated Pollution Control (IPC) which controls emissions to all environmental media from prescribed major industrial and trade processes. This is governed by the Environment Agency.
- Local Authority Air Pollution Control (LAAPC) which controls emissions to air from other industrial or trade processes that involve the use of prescribed substances. These processes, known as Part B processes are inspected and licensed by the Local Authorities.

The Department of the Environment has decided that special conditions be imposed on certain prescribed substances and processes to control their release to air. These processes range from waste oil burning to iron and steel foundry processes to maggot breeding and controlling the manufacture of sausage casings.

Companies which operate a prescribed process require an authorisation and must apply to the local authority for this. The Council will inspect the process and ensure that every care is taken, under the limitation of BATNEEC (Best Available Technique Not Entailing Excessive Cost), to prevent or minimise the emission of pollutants to air. It must also make sure that other substances which might cause harm to the environment are made harmless before being released. To make sure this happens, the Council draws up a list of operational conditions which the company must comply with. Failing to comply with these conditions is a serious offence and could result in hefty fines.

Recently, further processes have been moved away from IPC to fall under the control of the local authority. New Forest District Council are currently deciding applications from a boat building company using fibre reinforced plastics and from numerous paint spraying businesses.

Copies of all applications made to the New Forest District Council are held on a public register

and available for inspection during office hours. If you would like to view these documents or find out more about Part B processes call the Environmental Protection Team on 01703 285 161.

(New Forest District Council: 1997: 11)

The register had also been featured in an interview about pollution control on Southampton Water with South Today [the local news programme].

Use of the register

The New Forest District Council received a large number of users which it said it tried to support as much as possible. These tended to be:

- Members of the public (It was important that these were given assistance as often the register contained information that they didn't understand and the Council was particularly keen on local people using the register to keep track of the heavy industry in the Forest)
- Pressure groups such as Friends of the Earth and CAT (The Campaign Against Toxins),
- Consultants:
 - Who work for companies with authorisations that are held by the New Forest District Council,
 - Who work for companies who need an authorisation and use the register to check previous applications to see what they can get away with,
 - Who work for mergers and acquisitions,
- Sales representatives selling abatement equipment (These were the most frequent visitors of the register),
- Students.

They also dealt with a large number of enquiries that come by fax or telephone. This was due to the large number of national and international companies that fell within the New Forest District Council's jurisdiction. Enquiries could therefore come from anywhere within the country or from other countries such as the US and Japan.

The register was also used by council employees and councillors who used it to keep track of firms and particularly to look at the monthly monitoring returns that some of these companies filed.

Section 2: Implementation of the register

Planning

The New Forest District Council had carried out detailed planning into the management of their register, particularly once they'd realised how big it was going to be and how much use it was going to receive. This planning process was seen as being particularly important by the Council as it meant that they had already taken the key decisions in relation to the register, such as how it would be managed and where it would be stored before the bulk of information began to arrive. Their planning process was still being reviewed today and new problems arose in relation to the information on the register.

Guidance

The Council had received all the government guidance given in relation to the register but they felt that although it set out the basics to do with the register it didn't really help them in addressing some of their more pressing information management questions that they had.

Monitoring

The New Forest District Council had had their register audited by the Environment Agency who praised them on how they had organised and maintained it. However this organisation had caused the auditor some problems as he only had a list of documents that would have been sent to the council in chronological order and the register in the New Forest wasn't ordered in that way.

Section 3: Information management

Receiving information

All information comes from the Environment Agency, so the New Forest District Council has no control over what information they receive or when they receive it. As a result of this they are totally reliant on the Environment Agency to ensure that they receive all the right information. The interviewee suggested that if they could receive a monthly list from the Environment Agency of what information they should have had then that would have been really useful. The New Forest District Council had a regular contact at the Environment Agency, which they used quite regularly as they often had problems with documents for the register which they needed to speak to someone about.

Storage of the register

They had decided to put the register into lever arch folders following an interview with South Today about pollution control on Southampton Water. They believed that this made the register look more professional as well as helping to make it easy to use.

Organisation of the register

The aim in organising the register was to make as easy to use as possible. The interviewee said that now they were up and running to a certain extent the register ran itself but she felt that because of the large number of authorisations that they hold [they are ranked thirteenth in the country for their number of authorisations and variations] that they faced problems that other councils with smaller registers wouldn't have to face.

One of the main problems was the sheer size of the register and the fact that it was continually growing. They didn't know if they could get rid of duplicate information or covering letters and the fact that they were constantly receiving monitoring data and new variations meant that the register was getting larger and larger and taking up more space. This had led to the problem of where to store it the register within their office and meant that it had had to be moved on several occasions. They didn't know if they could weed out old information. They had started to put new information in separate larger folders, so that visitors could view information from the last couple of years rather than everything since 1991. This is obviously a problem that will get more serious as time goes on.

A further problem with organising the registers was the authorisation reference numbers. The authorisation reference numbers were generated by the Environment Agency's internal finance system - all company's applying for an authorisation have to pay a fee and it is at this point that the reference number is generated. However, because this is the only reference number given to the authorisation it is then used to identify it. This reference number is particularly useful with company's that have multiple authorisations, as each of these has a completely different reference numbers which means that information then has to be sorted out not only by company name but also by authorisation number. However, the use of the reference number had resulted in some problems. Because the reference numbers are generated as a result of paying a fee to the Environment Agency, every time a company gets a variation, for which they have to pay another fee, another reference number is generated. This new reference number has no relation to the original authorisation reference number or to the company. This means that for a company with multiple authorisations and then multiple variations for each of these authorisations, there are a substantial number of reference numbers generated each with no logical connection to the other.

The interviewee said that it was very hard for them to keep track of the reference numbers, let alone visitors who are trying to make sense of the register. She said that quite often they had to ring the Environment Agency to find out to which authorisation documents that have been sent for the register actually relate. I asked if they had access to the IPCIS index lists which would have helped them solve these problems but they said not, in fact they were unaware of its existence

User aids

There were no user aids available. Both interviewees felt that some sort of index would be useful to help them keep track of the register and help people use it but they had neither the time or the money to carry this out. They did however do their best to make sure that a member of staff was available whenever someone came into visit the register, so that they could answer any questions relating to the register.

Any other ways of helping users

A member of staff was always available to help people with the register.

Removal of documents

The New Forest District Council hadn't removed anything as they weren't really sure as to what information they could legally remove. Though they felt it would be good if they could remove information as it would help them free up space and make the register easier to update.

Section 4: Experience and impressions of the register

Experience

The experience of the New Forest District Council was that the register was a good thing that enabled lots of people to obtain information, particularly about major polluting processes in their area, which they wouldn't have been able to obtain before. They also felt that their register was well used and so felt that the effort that it took to maintain it was worthwhile. However, this effort was substantial as they spent a lot of time filing information and also dealing with enquiries and helping users.

Improvements

One major improvement would be to make information available electronically rather than on paper, as this would mean that people could access it over the internet which would allow

them to obtain more information without having to travel round various local authorities. It would also mean that visitors could access the information at a time convenient to them rather than when the council was open.

Transcript 4

Visit to Coventry City Council August 1998

Section 1: Information about the local authority office

Background Information

Address: Environmental Services
Coventry City Council
Broadgate House
Broadgate
Coventry
West Midlands
CV1 1NH

Tel: 024 7683 1820

Making an appointment to see the register

Phoned Environmental Health to make an appointment to see the IPC register. The person who answered the phone said that I could see the register any time between 8.30am and 4.30pm, Monday to Friday by visiting Environmental Services reception.

Arrival at the council

On arrival at the council, I was directed to Environmental Services reception. I explained to the receptionist that I had already phoned about coming to see the IPC register. I was shown to a cabinet, within the reception area, where all the registers for the Coventry area were kept. In addition to this I was also shown a small interview room where the receptionist said I could work. I was then asked to fill in my details in, in the council's 'Public Register Record Book'. In filling out this book I was asked for my name, the name of the company I worked for and its address, my home address, the name of the process I wanted to look at and finally my signature. This book contained a list of all the people who had visited the registers since August 1997. These visitors included:

- 1 visitor from The Environment Agency,
- 2 visitors from the Environmental Protection Section of the council,
- 3 visitors from Friends of the Earth,
- 2 visitors from the Coventry Evening Telegraph newspaper,

- 1 visitor from Briar Associates in Dudley,
- 2 members of the public.

Having filled in my details in this book, I was then left on my own where I was able to choose the IPC files that I needed from the cabinet.

Council staff

Both receptionists were friendly and helpful and said that if I had any problems they would try and locate a member of the pollution team to answer any questions. However, all the pollution team were out on visits, when I wanted to ask some questions about the registers later that day and so I was unable to carry out an interview at this council.

Section 2: Background information about the register

Location of the register

The register was located in the reception of the Environmental Services. The IPC register was kept in a locked cabinet, which also contained all the other registers for the Coventry area including:

- LAAPC Part B Processes
- Radioactive Substances Register
- Waste Management Licences
- Environmental and Safety Information Act 1988.

Reading area

I was able to view the register in Environmental Services reception. This was a large room which contained a mixture of comfy chairs and small interview rooms with tables and chairs. I was told by one of the receptionists that I could use one of the interview rooms to view the register.

Photocopies

The register contained a list of photocopying charges which were as follows:

- Members of the Public
50p per A4 sheet for something from a register.
- Commercial
50p per A4 sheet for something from a register.
£50 for a full copy of the IPC register or £5 for individual processes.

Section 3: Information management

Register size and storage

The IPC register was kept in fourteen lever arch folders:

- IPC Folder 1
Labelled EPA 1990 EPA Part A: Jaguar, Sandy Lane
- IPC Folder 2
Labelled EPA 1990 Part A: Jaguar, Browns Lane
- IPC Folder 3
Labelled Dunlop Aviation Division Authorisation Number AG8624
- IPC Folder 4
Labelled Dunlop Aviation Division
- IPC Folder 5
Labelled EPA 1990 Part A: Coventry Homefire Plant
- IPC Folder 6
Labelled EPA 1990 Part A: Coventry Homefire Plant Coal Products Ltd
- IPC Folder 7
Labelled EPA 1990 Part A: Gulson Plating AO0865
- IPC Folder 8
Labelled EPA 1990 Part A: Notedome Ltd AU7486
- IPC Folder 9
Labelled EPA 1990 Part A: Courtaulds Courlose Plant AK5890
- IPC Folder 10
Labelled EPA 1990 Part A: Courtaulds, Lockhurst Lane AL0702
- IPC Folder 11
Labelled EPA 1990 Part A: Courtaulds Acetate, Old Church Road AA3468
- IPC Folder 12
Labelled Coventry Waste Reduction Unit AG7881
- IPC Folder 13
Labelled EPA 1990 Part A: Waste to Energy Unit [*same as above*]
- IPC Folder 14
Labelled Other Information

Register organisation

Coventry had 8 companies with 10 part A processes these were:

- Jaguar Cars Ltd (2 authorisations)
- Dunlop Aerospace Ltd (1 authorisation)
- Coventry and Solihull Waste Disposal Company Ltd (1 authorisation)
- Gulson Plating Ltd (1 authorisation)
- Notedome Ltd (1 authorisation)
- Acordis Acetate Chemicals Ltd (2 authorisations)
- Acordis Speciality Fibres Ltd (1 authorisation)
- CPL Products Ltd (1 authorisation)

The register was arranged by authorisation reference number with items then being placed on the register chronologically. However, there were some problems with the documents in some of the files, particularly where companies had more than one authorisation like the Dunlop Aviation Division. This company had one IPC authorisation and one LAAPC authorisation. For this company much of the documentation for the Environment Agency controlled authorisation and the local authority controlled authorisation appeared to have been mixed up in the wrong folders, which meant that it was very difficult to make sense of the documentation for this company.

Sample list of register documentation

IPC Folder 1: Jaguar, Sandy Lane

Contains:

- Copy of Site Plans
- Letter from Jaguar 28.3.94 to HMIP for Authorisation Number AF8513 saying that they no longer need an authorisation for combustion plant at Sandy Lane as its capacity is now below 50MW.
- Letter from Jaguar 28.3.94 to HMIP for AF8513 forwarding monitoring data for January 1994 plus copy of data.
- Copy of 2 plus fax forwarding details for AF8513
- Copy of Emissions data for November 1993 forwarded to HMIP 13.1.93 for AF8513
- Letter from HMIP forwarding documents for AF8513 19.2.94
- Copy of Emissions data for December 1993 forwarded to HMIP 26.1.94 for AF8513
- Copy of Emissions data for October 1993 forwarded to HMIP 30.11.93 for AF8513
- Copy of Emissions data for September 1993 forwarded to HMIP 20.10.93 for AF8513

- Copy of Emissions data for August 1993 forwarded to HMIP 6.10.93 for AF8513
- Letter from Jaguar 4.10.93 to HMIP saying that they no longer need an authorisation for their boilers at Browns Lane Authorisation Number AF8505 [*misfiled*]
- Copy of Emissions data for May 1993 forwarded to HMIP 2.7.93 for both authorisations AF8505 and AF8513
- Copy of Emissions data for July 1993 forwarded to HMIP 20.8.93 for AF8513
- Copy of Emissions data for February, March and April 1993 for AF8505 and for March and April 1993 for AF8513
- Letter from Jaguar 2.7.93 to HMIP informing them of the temporary closure of one of their boilers.
- Copy of Emissions data for June 1993 for Authorisation Number AF8513
- Copy of Application for Authorisation AF8513 1.7.92
- Copy of Newspaper Advert for both processes dated 29.7.92. [*doesn't say what paper it was published in*]
- Second copy of Application for Authorisation AF8513 9.7.92
- Consultee Acknowledgement Form from Severn Trent 13.7.92 to say they will be forwarding comments for AF8513
- Consultee Acknowledgement Form from English Nature 13.7.92 to say they won't be forwarding comments for AF8513
- Consultee Acknowledgement Form from Severn Trent 22.7.92 to say they will be forwarding comments for AF8513
- Copy of Energy Technology and Control Ltd Boilermizer Instruction Manual
- Additional Information supplied 22.7.92
- Additional Information on Marshall Boilers at Radford Boiler House
- Standard Response Letter from MAFF 30.7.92 for AF8513
- Consultee Acknowledgement Form from the HSE 9.7.92 to say they will be forwarding comments for AF8513
- Consultee Acknowledgement Form from MAFF 29.7.92 to say they will be forwarding comments for AF8513
- Consultee Acknowledgement Form from MAFF 29.7.92 to say they will be forwarding comments for the additional information supplied for AF8513
- Comments letter from Severn Trent Water for AF8513 4.8.92
- Standard Response letter from the HSE 10.8.92 for AF8513
- Schedule 1 Notice for Additional Information 21.9.92 for AF8513
- Additional information in response to Schedule 1 Notice for AF8513

- Consultee Acknowledgement Form from MAFF 23.9.92 for AF8513 to say they won't be forwarding comments.
- Schedule 1 Notice for Additional Information 3.8.92
- Additional Information in response to Schedule 1 Notice for AF8513
- Consultee Acknowledgement Form from English Nature for AF8513 14.9.92 to say they won't be forwarding comments.
- Standard Response letter from the HSE 21.9.92
- Consultee Acknowledgement Form from Severn Trent Water for AF8513 14.9.92 to say they will be forwarding comments
- Response letter from Severn Trent Water for AF8513 13.10.92 no real comments.
- Letter from Jaguar 26.10.92 for AF8505 and AF8513 requesting 28 days extension to reply to Schedule 1 Notice until 20.11.92
- Letter from HMIP 29.10.92 for AF8513 agreeing to the above
- Consultee Acknowledgement Form from MAFF 11.12.92 to say they will not be forwarding comments for AF8513
- Consultee Acknowledgement Form from English Nature 11.12.92 to say they will not be forwarding comments for AF8513
- Consultee Acknowledgement Form from Severn Trent Water 16.12.92 to say they will be forwarding comments for AF8513
- Standard Response letter from the HSE 22.12.92
- Letter from Severn Trent Water 14.1.93 saying they have no further comments to make on AF8513
- Copy of Authorisation for AF8513 dated 28.2.93

Register management

There were no indexes, user guides or other information available at Coventry. Some efforts had of course been made to organise the register but in a number of cases the correct information was not always in the right place, like Dunlop above or not available, as in the case of the Coventry Homefire Plant where there were letters forwarding drawings for the register, but the drawings weren't there.

Transcript 5

Visit to London Borough of Islington

August 1998

Section 1: Information about the local authority office

Background information

Address: Scientific Services
London Borough of Islington
159 Upper Street
Islington
London
N1 1RE

Tel: 020 7477 3227

Making an appointment to see the register

Phoned the Environmental Health Department and asked to speak to someone about the IPC register. The receptionist had not heard of the register and put me through to Air Quality. This turned out to be a recorded message about air quality in the Borough of Islington. I phoned the Environmental Health Department again and spoke to the same person who this time put me through to the Environmental Health Officer responsible for EC1. Once again I explained that I wanted to make an appointment to see the IPC register, but he explained that in Islington all the registers were looked after by another department called Scientific Services, rather than Environmental Health. He gave the number for Scientific Services. I rang Scientific Services where the receptionist finally put me through to Romi McDonald who was responsible for the Islington public registers. I made an appointment to see the register that afternoon, but Romi explained that she would be out of the office and so would leave it for me to collect at Housing reception.

Arrival at the council

I arrived at the council and went to the Housing reception where I explained that I'd come to see the IPC register. After some discussion the staff on the reception finally decided that this must be the folder that had been left on someone's desk in reception - which fortunately it was. They gave me the register which they told me that I could view in reception and that on no account was I to take out of the building.

Council staff

Romi McDonald had left her name and extension number on the register in case I had any query's, but she had already told me that she would be out that afternoon so there was no immediate person around to ask questions to or to contact whilst I was at the council.

Section 2: Background information about the register

Location of the register

The register was kept in the Scientific Services Office.

Reading area

The Housing Reception, where I was allowed to view the register, was a fairly large room with a number of easy chairs and a few coffee tables. There were however, no proper tables or chairs which I could use to view the register. In light of this, I ended up sitting on an easy chair trying to balance the register on the arm, so that I could write down some of the things that I needed, but this proved to be very difficult and so I ended up sitting on the floor and using a coffee table to write on. Neither was particularly easy or comfortable.

Photocopies

No photocopies were available

Section 3: Information management

Register size and storage

The register was kept in a single red ring binder.

Register organisation

The London Borough of Islington had 1 company with a Part A process. This was:

- Citigen Ltd

The folder left for me at the Housing reception contained the documentation for this Part A Process and 4 Part B Processes. At the front of the folder was a sheet listing the processes covered in the register. This was as follows:

LB ISLINGTON – TECHNICAL AND ENVIRONMENTAL SERVICES

ENVIRONMENTAL PROTECTION ACT 1990 – PART 1

PART B PROCESSES – AUTHORISATIONS

- | | | | |
|----|---|--|-----|
| 1. | EPA-AUTH-001: 13/10/92
RMC Concrete (London) Ltd.
Randalls Road, N1 0DJ | PROCESS: PG3/1
Blending, packing, loading
and use of bulk cement | |
| 2. | EPA-AUTH-002: 4/2/93
Exan Coachworks
Camden Road, N7 0SJ | PROCESS: PG6/34
Respraying of road vehicles | 392 |
| 3. | EPA-AUTH-003: 30/5/95
Highbury Ford
469 Holloway Road, N7 6LB | PROCESS: PG6/34
Respraying of road vehicles | |
| 4. | EPA-AUTH-004: 21/7/95
VNK Motors
2a-3 Stock Orchard Street, N7 | PROCESS PG6/34
Respraying of road vehicles | |

ENVIRONMENT AGENCY AUTHORISATIONS

- | | | |
|----|--|--------------------|
| 1. | Citigen Ltd.
47 – 53 Charterhouse Street
London EC1M 6HA | Combustion Process |
| | Authorisation AB7221 – 20/10/95
Variation AV1564 – 6/3/96 | |

For more information contact: Romi McDonald, Scientific Services.
Tel: 020 7477 3227

There was then a photocopy of paragraphs 46 - 55 [pages 11 - 13] of the Secretary of State's Guidance on the Registers for processes prescribed for air pollution control by Local Authorities GG3(91) The processes were organised in order of authorisation number: Part B's first and the Part A Process at the back. The different processes were separated by subject dividers.

Sample list of register documentation

IPC Folder: Citigen Ltd

Contains:

- Citigen Authorisation Number AB7221 Annual Report and Annual Returns for 1997.
- Letter from the Environment Agency 14.1.98 forwarding a copy of 1996 Emissions data to Islington Council.
- Copy of 1996 Annual Emission Returns 29.12.97.
- Letter from HMIP 6.3.96 forwarding copy of application for a variation by Citigen to Authorisation. AB2771 - new Variation Number AV1564.
- Application for Variation to Authorisation AB2771 by Citigen Variation Number AV1564 28.2.96.
- Letter from HMIP to Islington forwarding atmospheric emission study of Sulphur Dioxide for Citigen for Authorisation AT7103 carried out by DNV Technique 3.1.95.
- Copy of Atmospheric Emission study of Sulphur Dioxide for Citigen carried out by DNV Technique November 1995
- Consultee Acknowledgement letter for Authorisation AT7103 by Thames Water to say they will be forwarding comments 20.10.95
- Copy of Newspaper Advertisement in the Evening Standard 13.11.95
- Consultee Acknowledgement letter for Authorisation AB7221/AT7103 from the HSE to say they will be forwarding comments 23.10.95
- Consultee Acknowledgement letter for Authorisation AT7103 from MAFF to say they will be forwarding comments.
- Consultee Acknowledgement letter for Authorisation AT7103 from the HSE 20.10.95
- Standard Response letter from the HSE 30.10.95 for Authorisation AT7103 Forwarded by HMIP 9.11.95
- Letter from HMIP to Islington Council forwarding documents for Variation AN5250 27.6.94
- HMIP letter 24.6.94 forwarding Variation AN5250 to Authorisation Number AB7221
- Copy of Variation AN5250 to Authorisation No AB7221 24.6.94
- Letter from Citigen to HMIP 6.6.94 asking for an application form to vary their authorisation.
- Copy of Consultee Acknowledgement letter from the Chief Environmental Health Officer of the City of London 14.2.92 on application AB7221
- Letter from HMIP to the Chief Environmental Health Officer 4.3.92 saying they've received his comments.

- Letter from Thames Water commenting on Application for Authorisation Number AB7221 saying Citigen will need a consent to discharge trade effluent into the sewer 25.2.92
- Standard Response letter from the NRA for Authorisation Number AB7221 28.1.92
- Standard Response letter from MAFF for Authorisation Number AB7221 30.1.92
- Letter from HMIP 16.1.92 sending a copy of application for AB7221 to the Nature Conservancy Council for England.
- Letter from HMIP 16.1.92 sending application for AB7221 to MAFF
- Letter from HMIP 16.1.92 sending application for AB7221 to the HSE
- Letter from HMIP 16.1.92 sending application for AB7221 to Thames Water
- Letter from HMIP 16.1.92 sending application for AB7221 to the Corporation of London.
- Copy of Authorisation AB7221 18.5.92
- Letter and additional information from Citigen for Application AB7221 13.3.92 in response to Schedule 1 Notice.
- Letter from HMIP 21.2.92 to Citigen asking for additional information for AB7221 through Schedule 1 Notice and an extension to the determination data to 18.5.92
- Application for Authorisation AB7221 6.12.91
- Copy of Site Plans

Register management

A basic index was placed at front of folder which gave details of each authorisation including the name and address of the company, the process type and authorisation reference numbers. No user guides or other information were made available. The register was well organised but only contained one IPC authorisation and so all information was filed chronologically.

Transcript 6

Visit to Nuneaton and Bedworth Borough Council August 1998

Section 1: Information about the local authority office

Background information

Address: Pollution Control Section
Community Services Department
Nuneaton and Bedworth Borough Council
Council House
Coton Road
Nuneaton
Warwickshire
CV11 5AA

Tel: 024 7637 6439

Making an appointment to see the register

Phoned Environmental Health and asked to make an appointment to see the IPC register. I made an appointment for the following morning and was told to go to Environmental Health and Housing reception where they would phone through for the register to be brought down. I was asked if I was from the Environment Agency! I explained my reasons for visiting the register. He warned me that there was a chance that the register was not completely up-to-date, but I said that was fine I just wanted to have a look at it.

Arrival at the council

On arrival at the council, I made my way to the reception of Environmental Health and Housing. I explained to the receptionist that I had an appointment to see the IPC register and she phoned the office for the register to be brought down.

Council staff

Both staff at the reception and from the Environmental Health Department were friendly and helpful. The Environmental Health Officer said if I had any questions then to ask one of the

receptionists to phone him, but he may not be available as he had to go out on visits that morning. By the time I tried to speak to him after examining the register he had left on visits.

Section 2: Background information about the register

Location of the register

The register was kept in the Environmental Health Office and was brought down for me to view in Environmental Health and Housing reception.

Reading area

I was able to view the register in the reception of Environmental Health and Housing. This contained a number of tables and chairs where I could sit and view the register.

Section 3: Information management

Register size and storage

The register was kept in one lever arch folder.

Register organisation

Nuneaton and Bedworth had two companies with Part A Processes. These were:

- Abbey Metal Finishing Company Ltd
- Gurit Essex UK Ltd

The documents for the two companies were split using subject dividers. The small number of authorisations made the organisation of this register very simple with documents organised alphabetically by the name of the company and then chronologically. At the front of the folder was a cover sheet that listed the processes covered by the EPA. This cover sheet was as follows:

Date	Application No.	Premises
7.2.96	AU4215	Abbey Metal Finishing Company Ltd
28.2.96	AU4215	Gurit Essex UK Ltd

[The Application No. for Gurit Essex UK Ltd should have been AU7591]

Sample list of register documentation

IPC Folder: Abbey Metal Finishing Company Ltd Authorisation No. AU4215

- Letter from the Environment Agency 20.2.98 forwarding documents for the register.
[Information sent from the Environment Agency Office in Lichfield]
- Letter from Abbey Metal Finishing 21.1.98 to the Environment Agency about a release of Cadmium from their site - however, this release still fell below their release limits.
- Releases to Water for Cadmium for the 3 months to December 1997 23.12.97
- Letter 23.5.97 to the Environment Agency I think from Severn Trent about measures by Abbey Metal Finishing for a new tank to prevent pollution of the River Anker.
- Letter from Environment Agency 18.4.96 forwarding documents to be placed on the Register.
- Letter from Abbey Metal Finishing 3.10.97 forwarding Monitoring data for Cadmium releases for July - Sept. 1997 plus a copy of the data
- Letter from Abbey Metal Finishing forwarding monitoring data for Cadmium releases for the October to December 1996 20.1.97 plus copy of the data
- Annual Releases of Cadmium for 1996 20.1.97
- Letter from the Environment Agency 8.11.96 forwarding documents for the register
- Letter from Abbey Metal Finishing 23.10.96 forwarding monitoring data for Cadmium releases for July - September 1996 plus copy of the data
- Letter from HMIP 26.3.96 forwarding documents for the register
- Standard response letter from the HSE 27.2.96
- Letter from HMIP forwarding documents for the register 20.3.96
- Letter from Abbey Metal Finishing 12.3.96 to HMIP asking for a change to their draft authorisation so that their emission units are set for the year at 1kg of Cadmium
- Letter from HMIP 29.1.96 forwarding documents for the register
- Standard response letter from MAFF 25.1.96
- Letter from HMIP forwarding documents for the register 16.1.96
- Letter from Abbey Metal Finishing forwarding their completed application forms to HMIP 21.12.95
- Copy of Application form for AU4215 7.12.95 received by the Environment Agency 2.1.96

Register management

The index list at the front of the folder gave brief details of each company and the authorisation reference. The register was organised chronologically but there seemed to be an awful lot of information missing. For example, see above where the actual copy of the authorisation was missing. This was particularly important as without this there was no way of checking if the company was keeping within its limits. In light of this it was very difficult to make sense of the information in this register due to the significant gaps in the information. There were no user guides available.

Publicity

Nuneaton and Bedworth Borough Council had a leaflet available in the Environmental Health and Housing reception that told people about the registers. This leaflet was called 'Pollution Control' and had a section on authorised processes which was set out as follows:

Nuneaton and Bedworth Community Services

POLLUTION CONTROL

Authorised Processes

Certain industrial processes with a high potential for generating atmospheric pollution are required to be authorised by the council. Examples of these processes are:

Foundries

Quarries

Timber processors

Cement Batching Plants

Each of these processes is required to operate to strict environmental standards.

Details of the processes in the Borough which have or are applying for an authorisation are available for public inspection during normal office hours. (Please note the Council's offices are open between 9.00am and 5.00pm Monday – Friday)

Contact

Pollution Control Section

Environmental Health Division

Community Services Department

Council House

Coton Road

Nuneaton CV11 5AA

Tel: Nuneaton 376174 or 376398

Transcript 7

Visit to Eastleigh Borough Council

August 1999

Section 1: Information about the local authority office

Background information

Address: Environmental Health
Eastleigh Borough Council
Civic Offices
Leigh Road
Eastleigh
Hampshire
SO50 9YN

Tel: 023 8062 2302

Making an appointment to see the register

Phoned Eastleigh Borough Council to make an appointment to see the IPC register. The receptionist transferred me through to Environmental Health, where I spoke to someone who said the Environmental Health Officer responsible for the register was away on holiday but that I could still make an appointment if I wanted to. I made an appointment to see the register at 10am the following morning as the person I had spoke to on the telephone was out on visits for the rest of the day. She told me to go to the first floor reception on arrival at the council.

Arrival at the council

On arrival at the council, I made my way to Environmental Health reception on the first floor. I explained that I had made an appointment to see the registers and the receptionist phoned Environmental Health and an Officer brought the register down.

Council staff

The staff were very helpful but unfortunately had to go out on visits after I'd arrived and so was unable to help with any queries or problems.

Section 2: Background information about the register

Location of the register

The register was kept in the Environmental Health Office and had to be brought down to the user.

Reading area

I was given a small interview room with a table and chair to work in.

Section 3: Information management

Register size and storage

The register was kept in two lever arch files:

- IPC Folder 1
Labelled EPA Authorised Part A Process Public Register →1996
- IPC Folder 2
EPA Authorised Part A Process Public Register 1997 →.

Register organisation

The Environmental Health Officer explained that Eastleigh only had 4 authorisations which were issued to 4 companies. These were:

- Pirelli Cables,
- Ryvan Chemicals Company Ltd,
- Aerostructures Hamble Ltd,
- BP Oil (UK) Ltd.

The documents for each company were kept in the same lever arch file but were separated using subject dividers. The small number of authorisations made the organisation of this register fairly simple with documents filed by company name and then in chronological order.

Sample list of register documentation¹

IPC File → 1996: Section 1 Pirelli Cables Ltd

- Covering letter from Environment Agency to EBC 31.10.96 and application for variation to Authorisation AI4212, 23.10.96 [4 pages]

¹ The number of pages in each document is indicated to give a more detailed example of the size of the register.

- Covering Letter from Environment Agency to EBC 13.6.96 Memorandum - application for Variation Notice AV4229 has been determined as being commercially confidential 29.4.96 [2 pages]
- Variation Notice and Introductory Note, Variation Number AV4229 to Authorisation AI4212 11.4.96 [7 pages]
- Consultee Acknowledgement letter about Sussex Timber Preservation Co. Ltd Authorisation Number AU7893 from English Nature - no comments 9.2.96 [3 pages] *[don't know where this comes from - not Eastleigh]*
- Letter to Paul Ruta from HMIP 8.3.1996 listing the 4 Part A Processes that could be found in Eastleigh.
- Annual Emissions for 1995 29.2.96 [3 pages]
- Monitoring Information Emissions for 1995 21.2.96 [11 pages]
- Annual Emissions for 1994 4.7.95 [12 pages]
- Variation Notice and Introductory Note, Variation Number AQ4918 to Authorisation Number AI4212 [12 pages]
- Application for Variation (Major) AQ4918 Feb. 1995 [42 pages]
- IPC Application Form 31.3.93 [4 pages]
- Application for Original Authorisation AI4212 March 1993 [57 pages]
- Authorisation and Introductory Note for Authorisation Number AI4212 22.10.93 [18 pages]
- Extension of the determination date 11 Oct. 93 [2 pages]

Register management

There were no indexes, user guides or other information available at Eastleigh. The register was particularly well organised, but still contained some odd documents including for example, some consultee replies for the Sussex Timber Preservation Company which was obviously not based at Eastleigh – did this mean they were missing from another register?

Section 4: Any other information

Problems with this visit

Once I had finished looking at the 1997 onwards register - I then asked the receptionist if I could have the folder containing the information for pre-1997. She phoned the Environmental Health Office but no one from the pollution team was available, so she asked me if I could come back after 12:30 when someone would be back in the office.

I came back to the council after 12:30 but they couldn't find the pre 1997 register folder - the problem being that Environmental Health Officer who looks after the register was on holiday. They were very apologetic and took my name and phone number and asked if he could phone me when he returned off holiday.

Environmental Health Officer phoned the following week and was very apologetic that I hadn't been able to see all of the register. He explained that no one else really had much to do with the register, but he said that the information before 1997 was contained in another file and that if would I like to make another appointment then I could come in and see it. He said he couldn't understand why they couldn't find it on my previous visit, as it was kept next to the post 1997 register. He asked me if there was anything specifically I was looking at and I said that I was looking at how Local Authorities and the Environment Agency had implemented the register system. He asked if I understood that local authorities didn't really have much to do with the register - they only filed things which they received them from the Environment Agency and if the registers weren't up to date then it was the Environment Agency's fault rather than the Local Authorities. I asked him how much information they were receiving and he said they only got something to go on the register every 2 or 3 months.

On my second visit to Eastleigh Borough Council, I was met at reception and taken this time to the Environmental Health offices where I was given both folders and a table to work. The pre-1997 folder was organised in the same way as the post 1997 folder. I asked me to write my name and contact details on a sheet of paper as the Environmental Health Officer said that he wanted to keep a record of who was visiting the register and what they were using it for.

Transcript 8

Visit to Winchester City Council

August 1999

Section 1: Information about the local authority

Background information

Address: Environmental Health Department
Winchester City Council
City Offices
Colebrook Street
Winchester
Hampshire
SO23 9LJ

Tel: 01962 840 222 ext. 2519

Making an appointment to see the register

Phoned Winchester Council and asked to be transferred to the Environmental Health department. I spoke to someone and asked if I could make an appointment to see the IPC register. She said she thought that they didn't have any Part A's, but I told her that they should have 3 companies with current authorisations. She said that man responsible for the register was away on holiday and that it was probably better if I spoke to him the following week. I phoned him the following week and made an appointment for the following day. He said he would leave the register at the council's main reception and that I could view it any time between 8.30am and 4.30pm. He than asked me what I needed to see the register for.

Arrival at the council

On arrival at the council, I made my way to the main reception where I explained that I had been left the IPC register to have a look at. It took some time to find (approximately 10 minutes) for them to find it.

Council staff

The receptionists were friendly and helpful. I phoned the Environmental Health Officer after I had finished looking at the register but he was unavailable and so I was unable to speak to him about the register.

Section 2: Background information to the register

Location of the register

The register was kept in the Environmental Health department and was brought down for me to view at the main council reception

Reading area

I was allowed to view the register in the reception and although there were chairs to sit on there were no tables and this made it quite difficult to look at the folders, particularly as some of them were very full and heavy.

Photocopies

I could make photocopies of information from the register. Copies are charged at 10p per sheet spending a minimum of £2.00.

Section 3: Information management

Register size and storage

The register was kept in three lever arch folders each housing the documents for one company. These were labelled:

- (HMIP) Environment Agency Public Register
Hydro-Chafer Ltd
- Environment Agency Public Register
Environmental Protection Act 1990
Pentex Oil Ltd
- EPA(1) Public Register
SEPG Gas Turbine

Register organisation

Winchester had 3 companies with 3 IPC authorisations. These were

- Hydro-Chafer Ltd
- Pentex Oil (UK) Ltd
- SEPG (Southern Electric Power Generation) (Operations) Ltd

The information was placed in separate files for each company in chronological order.

Sample list of register documentation

IPC Folder 3: SEPG (Operations) Ltd

- Authorisation and Introductory Note Authorisation No. BA4353 March 1999 (21 pages)
- Authorisation and Introductory Note Authorisation No. BA4353 March 1999 (21 pages)
- Air Dispersion Modelling Study 16.9.98 (3 pages)
- Letter with objections to the application from Local Residents 8.6.98 (5 pages)
- Extension of the determination date 30.7.98 (3 pages)
- Letter with objections to the application from The Rowans Hospice 20.5.98 (1 page)
- Additional Information to Application "*Thorney Island Meteorological Data*" 26.5.98 (6 pages)
- Additional Information to Application "*Dispersion Modelling Issues*" 13.5.98 (12 pages)
- Additional Information to Application 21.5.98 (3 pages)
- Letter with objections to the application from DPD Ltd 15.5.98 (1 page)
- Letter with objections to the application from a member of the public 24.4.98 (1 page)
- Letter from SEPG complaining about the extension to the determination date 24.4.98 (2 pages)
- Letter with objections to the application from a member of the public 19.4.98 (2 pages)
- Response letter from English Nature 16.4.98 (1 page)
- Letter with objections to the application from Portsmouth and Havant Friends of the Earth no date (1 page)
- Schedule 1 Notice requesting additional information 13.2.98 (3 pages)
- Additional Information supplied 10.3.98 (26 pages)
- Letter with objections to the application from The Portsmouth Society 10.4.98 (2 pages)
- Letter with objections to the application from Southwick and Widley Parish Council 8.4.98 (2 pages)
- Letter with objections to the application from K.J. Kramer Member for Boarhunt and Southwick 5.4.98 (2 pages)
- Letter with objections to the application from A. Purvis 14.4.98 (2 pages)
- Letter with objections to the application from Q. Wallace Jones 16.4.98 (1 page)

- Letter with objections to the application from M. Lynch 10.4.98 (1 page)
- Letter with objections to the application from Havant Borough Council 25.3.98 (1 page)
- Extension of the Determination Date 1.4.98 (2 pages)
- Copies of Advertisements 1.4.98 (4 pages)
- Additional Information supplied 10.3.98 (19 pages)
- Application for Authorisation (10 Volumes)
 - Vol. 1. (96 pages)
 - Vol. 2. (15 pages)
 - Vol. 3. (9 pages)
 - Vol. 4. (10 pages)
 - Vol. 5. (41 pages)
 - Vol. 6. (15 pages)
 - Vol. 7. (18 pages)
 - Vol. 8. (12 pages)
 - Vol. 9. (20 pages)
 - Vol. 10. (22 pages)

Register Management

There were no indexes, user guides or other information made available with the register. The register was organised chronologically and was reasonably easy to use, particularly as most of the information appeared to be there.

**Appendix 17. Transcripts of Environment Agency Case Study Visits
and Interviews**

- 1. Thames Region Environment Agency Office (August 1998)
Interview**
- 2. Southern Region Environment Agency Office (August 1999)
Interview**
- 3. Midlands Lower Trent Environment Agency Office (March 2002)
Interview**
- 4. North West Region Environment Agency Office (March 2002)
Interview**

Transcript 1

Visit to the Environment Agency's Thames Regional Office

August 1998¹

Section 1: Information about the Environment Agency office

Background Information

Address: Environment Agency Thames Regional Office
Kings Meadow House
Kings Meadow Road
Reading
Berkshire
RG1 8DQ

Tel: 0118 953 5000

Making an appointment to see the register

I phoned the Environment Agency and asked to make an appointment to see the IPC register. I was transferred to the person responsible for the register, who I arranged to meet the following week.

Arrival at the Environment Agency

On arrival at the Environment Agency office, I made my way to the main reception where I explained that I had an appointment to see the public register. They phoned the person responsible for the register and asked me to wait to be collected. I was then taken to the room where the registers were kept. I was asked to fill in my details on an Environment Agency Enquiry Form. These included my name, address, telephone number and fax number and I was asked to describe the information that I had come to see and any comments that I had about the register.

¹ Since this visit to the Thames Regional office, the IPC register has been split up between the three area offices in the Thames region. Questionnaires were therefore sent to each of the new offices located at Camberley in Surrey, Wallingford in Oxfordshire and Hatfield in Hertfordshire.

Environment Agency staff

Everyone I met was courteous and helpful, particularly the person responsible for the register, who was available to answer any questions that I had throughout my visit.

Section 2: Background information to the register

Location of the register

The register was located in a specific 'public register' room, on the ground floor of the Environment Agency's offices in Reading.

Reading Area

The room where the registers were located, contained a number of tables and chairs which people could use.

Photocopies

Photocopies were free as long as they didn't exceed £50. Copies were charged at 10p per sheet.

Section 3: Information management

Register size and storage

The register was divided into individual files, that were kept in red document folders. These folders were then kept in a metal shelving unit, which had separate slots for each folder. This metal shelving unit took up one wall of the public register room and the IPC register took up approximately twelve metres of shelf space and was made up of 383 files covering 143 companies.

On the outside of each file was the company's name and authorisation reference number. Three large stickers were used to indicate the first three letters of the company's name, so that the folder could be easily identified. A colour coded sticker, on the outside of each folder, also indicated the type of process who documents were kept in the file. These colour coded stickers were as follows:

- Red/Blue Carbonisation and associated processes
- Black Combustion processes
- Pink Petroleum

- Purple Non-ferrous metals
- Red/Grey Cement and lime manufacture
- Red Processes involving asbestos
- Orange/Green Other mineral fibres
- Pink/Grey Petrochemical processes
- Yellow Manufacture/use of organic chemicals
- Orange Acid processes
- Green Processes involving halogens
- Grey Inorganic chemical processes
- Green/Black Chemical fertilisers
- Purple/Yellow Pesticides
- Blue Incineration
- Brown Recovery process
- Grey/Black Paper and pulp manufacture
- Green/Yellow Di-isocyanate processes
- Red/Yellow Coating processes and printing
- Orange/Brown Timber

Thus, a folder containing the documents for Didcot power station in Oxfordshire would be labelled with the company name Innogy Plc, the authorisation reference number AA3107, the three stickers INN and a black process sticker, to indicate that was a combustion process.

Register organisation

The register was organised alphabetically by company name and then by authorisation reference number. Within each folder, the documents were placed in chronological order of the date in which they arrived at Reading. At the front of each folder was a public register log sheet. This log sheet contained general information about the file including the name and address of the operator, the local authority, the Environment Agency Area, the file number and specific details about the documents on the file. These included the number given to each document within the file, the type of document, the date it was received by the Agency, the number of pages that it contained and the date when it was placed on the register. A copy of a public register log sheet can be found in Appendix 23. Each document in the folder was given a number, which correlated to its number on the log sheet. This helped to keep the documents in the right order and meant that staff were able to identify documents if they went missing.

Register management

The register appeared to be well managed with a number of indexes being made available. At a general level, the IPCIS index lists contained general details about each authorisation and variation, which allowed staff to trace where documents should go on the register, while the public register log sheets provided an index to each file which could be used by visitors to identify the specific file that they needed, rather than having to search through each one to try and find the right document. User guides were unavailable, but a member of staff was available for the whole time that I was at the register if I required any assistance.

Other information

A number of other documents were made available in the register room to be used by visitors.

These included:

- EA Leaflets
- CRI Annual Report 1992/1993
- Environment Agency Annual Report 1995/1996
- HMIP Annual Report 1994/1995
- HMIP Annual Report 1993/1994
- HMIP Annual Report 1992/1993
- HMIP Annual Report 1991/1992
- A copy of the Environmental Protection Act 1990
- Radioactive Substances Monitoring Programme Report 1995
- The Environment of England and Wales: A Snapshot
- HMIP's National Centre for Environmental Analysis and Assessment
- IPC: A Practical Guide
- Air Pollution in the UK
- The UK National Air Quality Survey
- Radioactivity in the Environment Report for 1996

Interview: Environment Agency Thames Regional Office (August 1998)

General Information

Currently the IPC register is held at the Environment Agency's eight regional offices, except for the Midlands region, where the register is split between three of the four area offices in that region.

The Thames IPC register was moved to Reading, from Fleet, in January 1998. This meant that all the registers for the Thames region, including those for IPC, Water, Radioactive Substances (RAS) and Genetically Modified Organisms (GMO), were all now held in one place. Previously the different registers had been located in the offices where the team responsible for that area were working. The IPC registers had therefore been based at the Environment Agency's Fleet office, where the IPC team were based and the water registers at the Reading office, where the water team were based.

Section 1: Promotion and use of the register

Promotion of the register

The public registers were well promoted by the Environment Agency, both in their national and regional publications. The Environment Agency produced a number of general leaflets about environmental information that were made available to the public free of charge. These include *Access to Environmental Information* and *A Guide to Information Available to the Public*, both of which highlighted the existence of the public registers and offered advice to the public as to how they could access them. For example, this section appeared in the leaflet *A Guide to Information Available to the Public*.

Public Registers

Under the legislation for many of its functions, the Agency must maintain a set of public registers. Information is held in a combination of paper and computer files which may be inspected at the Agency's Regional and Area offices.

The Agency's principal Public Registers are:

Integrated Pollution Control (IPC) Register, holding information on industrial processes regulated under the IPC regime:

- Applications, authorisations, variations, appeals, restrictions, monitoring records.
- Enforcement & prohibition notices, revocations, convictions/appeals.

(Taken from Environment Agency: 1996a, 2)

In addition to this, the Environment Agency also made a leaflet available about the public registers. This was entitled *Public Registers of Environmental Information* and explained to the reader what public registers they could inspect and what they would expect to see at a public register.

What can I expect to see on the public registers?

The public registers can take many different forms, but are essentially a collection of related documents. They may be held either as data on a computer, or on paper as printed documents in a file, or as a collection of maps and diagrams.

Some information may be excluded from a particular register because the Environment Agency deems it to be commercially confidential, or because it could affect national security, or because it is the subject of a legal case. Where information has been excluded from a public register for reasons of commercial confidentiality, you will find a statement placed in the register in question indicating that this is the case.

Environment Agency: no date d, 2)

It then gives a brief outline of the documents held on each register including that for IPC, followed by information about where the registers could be inspected, a summary of what help would be on offer and a copy of the Environment Agency's charging policy.

The registers were also publicised on the Environment Agency's web-site, which contained a whole range of related information.

Use of the register

Reading received approximately 10 visitors a month to see the registers, although visits from members of the general public were very rare. Usually visitors to the register were, sales representatives from small companies who were trying to establish a client base, members of pressure groups, students and sometimes people from the media. Usually companies who had an authorisation made telephone enquiries rather than actually coming in to use the register. The register was also used by emergency planning officers (i.e. from the police, fire brigade and ambulance service) to find out what chemicals were stored on different sites and where they were located on these sites.²

A lot of the basic data from the IPC and RAS registers was sold by the Environment Agency to the Landmark Information Group Ltd, who used it in their GIS products. This information came largely from the IPCIS index lists, which were already made available electronically and were used to highlight land use in relation to different geographical locations.

Section 2: Implementation of the register

Planning

The impetus for the IPC register came from the Department of the Environment as part of its Citizen's Charter and Code of Practice for Open Government initiatives. However, it was the Environment Agency and before that HMIP that had borne the brunt of that decision, as it was they that had had to set the system up.

The main influence on how the registers were set up was money. The registers had never had any funds allocated specifically to them and as a result of this the registers were set up using the cheapest method possible. The interviewee acknowledged that digitising information from the start would have been a much better option, but at the time there was no money to do this. It was only recently that open access initiatives were being encouraged and that money was finally been put into the registers and moves made towards digitisation. In light of this, all the planning that had taken place in relation to the registers had concentrated on the management of the paper based register and how to set that up so that it could be used as efficiently and as effectively as possible and so the registers in different Agency offices were as consistent as possible.

² This was interesting as this is how the information gathered under the Emergency Planning and Community Right to Know Act in the United States was designed to be used.

Guidance

Reading had received a copy of all the government documents relating to the register and had used this as a basis for the register, but these hadn't provided any help in how to set up and manage the register. Instead this had come from the Environment Agency's own planning process.

Monitoring

The Environment Agency monitored its register through internal audits.

Section 3: Information management

The registers in the Thames regions currently numbered about 3000 files but they had the second smallest Environment Agency IPC register, the South West being the smallest.

The interviewee said that keeping the registers up-to-date took a great deal of work, with the filing of new documents being a full time job for one person. At the moment the Thames office had a team of three people that were responsible for information requests within the region and these were also responsible for keeping the public registers up-to-date.

This team also spent a lot of time using the registers, to answer questions for people outside the Agency. A search of the register costs £58, which annually brings in £40,000. Originally this money was paid straight back into central Environment Agency funds, but now they are trying to focus this money on the public access area.

Receiving information

Information for the register comes either from the Inspector responsible for a site or from the company, via the Inspector. The teams of Inspectors are also responsible, in the Thames region, for making sure that the correct documents are sent to the relevant local authorities to be placed on their copy of the register.

When information arrives for the register, from the IPC team, it comes with a public register transmission sheet. This has on it, the operators name, the permission number, whether its for the IPC or the RAS register, a list of possible documents and the date and number of pages. A copy of this can be seen in Appendix 21. These transmission sheets help staff to keep track of

the information that they have been sent and to make sure that they have all the correct pages etc.

There is no way for either local authorities or to a large extent the Environment Agency register staff to check if they have received all the right documents to be placed on the register and so they are totally reliant on the Inspectors to forward the correct information.

Storage of the register

All the files for the Environment Agency IPC register were stored in red document folders, which were then stored in shelving units or hanging files.

Organisation of the register

All the registers across the Environment Agency are organised in the same way and should therefore be standardised across the country.

The interviewee used the Environment Agency's IPCIS index lists as the index for the register. These contained the following information for each authorisation and variation:

- Environment Agency region
- Environment Agency area
- Local authority name
- Original permission number (authorisation reference number)
- Permission number (any other reference number)
- Application tariff type (type of application: authorisation, minor variation etc.)
- Number of chargeable components
- Process Schedule Reference Number (relates to the type of process)
- Operator Name
- Operator Address
- Current Status (valid, revoked)
- Date of Application
- Date the application was approved
- Date when the authorisation/variation came into force
- Date when the authorisation/variation was withdrawn, revoked or replaced by another variation.

These lists were used by Agency staff to keep track of the documents that arrive at the office as they are able to check the authorisation and variation numbers for all processes which helps them with their filing.

They also have a hard copy index for the IPC register which contains an alphabetical list of the operators name, the original permission number (the original authorisation reference number), the current permission number (the current authorisation or variation reference number) and the current status of the process (i.e. where it is still governed by its original authorisation or if that has been superseded by later variations).

The public register log sheet also provides an index for the documents that are kept in each file.

User aids

There were no user guides available for visitors, but the interviewee said a member of staff would always be available to help whenever anyone was visiting the register.

Other ways of helping users

Information available on the internet, particularly the What's In Your Backyard? Section of the Environment Agency's web site which gave details of companies with an IPC authorisation in your locality.

Removal of documents

Unlike the local authority registers where some documents can be removed after four years, the Environment Agency register has to keep all its documents.

Section 4: Experience and impressions of the register

Experience

The interviewee believed that making information available through the IPC register was a good thing and that people should be able to access this type of information. The Thames region had a steady flow of visitors to see the registers but, the current format of the registers did not make them particularly easy to use and they certainly weren't being used to their full potential.

Improvements

The Environment Agency is hoping in the future to digitise the IPC register. At the moment this is still in its planning stage. The first stage of this will be to create an electronic index of all the files before the documents are then scanned in. This will hopefully solve a number of problems with the register, as it will mean that the documents will all be held centrally and that people will then be able to access them via a computer. It will also allow much more detailed searching and analysis of the national register.

Section 5: Any other information

Relationship between the Environment Agency and local authorities

The Environment Agency has no actual responsibility for the local authority registers, only for forwarding the correct copies of documents to be placed on the register. In light of this they have no way of ensuring any standardisation in the local authority registers. Local authorities should have received all the relevant guidance in relation to the registers and set them up accordingly.

Transcript 2

Visit to the Environment Agency's Southern Regional Office August 1999

Section 1: Information about the Environment Agency office

Background Information

Address: Environment Agency Southern Regional Office
Guildbourne House
Chatsworth Road
Worthing
West Sussex
BN11 1LD

Tel: 01903 832 000

Making an appointment to see the register

Phoned the Environment Agency at Worthing and asked to speak to someone about making an appointment to see the IPC register. I was transferred to the person responsible for the register and made an appointment for the following week.

Arrival at the Environment Agency

On arrival at the Environment Agency in Worthing, I made my way to the main reception, where I explained I had an appointment to see the IPC register. They phoned a member of staff, who came down to collect me and I was taken to the public register room where the IPC register was housed. I was asked to fill in an enquiry form on my use of the register. This included my name, address, telephone number, the information that I required and any comments that I had about the register.

Environment Agency

The person responsible for the register was particularly helpful and was available to answer any questions throughout my visit to Worthing.

Section 2: Background information to the register

Location of the register

The register was located in a designated public register room, on the second floor of the Worthing office.

Reading area

The public register room contained a number of tables and chairs, which could be used by visitors to the register. This meant that visitors had easy access to the files and the heavier ones could be used with ease.

Photocopies

Photocopies were charged in line with the Environment Agency's national charging policy. Copies were charged a 10p per sheet and were free up to a value of £50. A leaflet is issued by the Environment Agency that details their charging policy.

Section 3: Information Management

Register size and storage

The register was divided into individual files, that were kept in red folders. This was to distinguish IPC folders from those of other registers, the Radioactive Substances register, for instance, was kept in cream folders. The IPC folders were kept in two storage units of hanging files. The register took up approximately eleven metres of shelf space, with approximately 500 files covering 100 companies.

On the outside of each file, on a white sticker, was the company name and original authorisation reference number and any subsequent variation numbers if these were now applicable. There were also three large stickers indicating the first three letters of the company name to help users identify the files more easily. Unlike, Reading these were not colour-coded by type of process.

Register organisation

The register was organised alphabetically by company name and then by authorisation reference number. Within each folder documents were placed in chronological order of the date in which they arrived at the office. At the front of each folder was a public register log

sheet.³ Once again this provided an index to what information was placed in each individual folder. Each document in the folder was given a number which correlated to its number on this log sheet. This helped to keep the documents in the right order within the folder and meant that staff were able to identify any document if it went missing.

Register management

The register was well organised with folders and documents within the folders in the right order. The IPCIS index lists and public register log sheets helped in the management of the files. There were no user guides available, but the person responsible for the register gave me a brief tour of the register and was available to answer questions throughout my time at Worthing.

Other information

A number of other documents were made available for use in the register room, which also contained a large number of leaflets which visitors could take away with them. These documents included:

- The Environmental Protection Act 1990
- River Arun Catchment Management Plan Consultation Report
- Bathing Water Quality in England and Wales 1993 (Reference Only)
- Bathing Water Quality in England and Wales 1991
- Water Pollution Incidents in England and Wales 1991
- Water Abstraction: New Licensing Procedures
- The Importance of Rainfall (NRA Leaflet)
- Biological Water Quality Monitoring: Detecting and Assessing Pollution in Our Rivers (NRA Leaflet)
- Home Pollution and How to Avoid It (EA Leaflet)
- Follow the Oil Care Code
- Making the Right Connection: Avoiding Water Pollution (EA Leaflet)
- River Pollution and How to Avoid It (EA Leaflet)
- Environment Agency and the Use of Licences to Prevent Pollution (EA Leaflet)
- Recovering the Cost of Pollution (EA Leaflet)
- Pollution Prevention Pays (EA Leaflet)
- River Test Catchment Management Plan Phase 1 (Reference Only)

³ See register organisation in Transcript 1 for description. A copy of this public register log sheet is also available in Appendix 23.

- The Medway and Swale Waste Minimisation Project
- Environment Agency Summary Health and Safety Policy
- River Test Catchment Management Plan Final Report
- MAFF Code of Good Agricultural Practice for the Protection of Water 1998
- MAFF Code of Good Agricultural Practice for the Protection of Soil 1998
- MAFF Code of Good Agricultural Practice for the Protection of Air 1998
- State of the Environment of England and Wales (EA Leaflet)
- Annual Charges Discharges to Controlled Waters 1999-2000
- Charging for Information (EA Leaflet)
- Natures Way (EA Leaflet)
- Building a Cleaner Future (EA Leaflet)
- Don't Ignore It Report It (EA Leaflet)
- River Lavant Flood Investigation July 1994 (NRA Report)
- Emergency Procedures (NRA Leaflet)

**Interview: Environment Agency Southern Regional Office
(August 1999)**

General Information

The Worthing office holds all the public registers for the Southern region, including those for IPC, Water, RAS and GMO.

Section 1: Promotion and use of the register

Promotion of the register

The interviewee said that promotion of the registers was carried out at a national rather than regional level. They said that there were a number of leaflets produced by the Environment Agency that highlighted the registers. They also advertised the register on the internet.

Use of the register

The interviewee said that the use of the register appeared to go in fits and starts. They may not have anyone visit it for a few weeks and then two or three visitors in one day. On the day I visited, the interviewee said that no one had been for a fortnight but on that day that I was there, two other people that had made appointments to see the register. The interviewee said that most visitors were consultants looking at what firms had authorisations or checking up on their employers competitors. They also said that they had a lot student visitors, particularly in September as they got their assignments ready before returning to university and that this tended to be their busiest month of the year. They also had some visits from members of the public.

The interviewee also said that they received a large number of telephone enquiries relating to the register. These were often from consultants who wanted to get a copy of something for the register or from students who wanted a copy of the register! The interviewee said that most of the time these students didn't know what they wanted or how many documents were actually kept on the register.

Section 2: Implementation of the register

Planning

All the planning decisions about the management of the register were taken by the Environment Agency's Head Office. The interviewee said that they just followed their advice.

Guidance

Worthing received the government guidance for the register, but relied on Environment Agency documents about how the register should be set up and managed.

Monitoring

The register was monitored nationally using internal audits.

Section 3: Information management

Receiving information

The interviewee said that information is sent to them directly from the Inspector responsible for a process and that they then file it on the register. They said that now the register is well established this doesn't take long, as they are only receiving two or three items a week to go on the IPC register.

Storage of the register

All the Environment Agency's IPC register files are stored in red binders.

Organisation of the register

All the Environment Agency's registers should be organised in the same way by company name and authorisation reference number and within the files chronologically.

The Worthing office uses the IPCIS database to help manage its register and the public register log sheets to help manage information within the files.

User aids

There are no user guides available, but the interviewee said that they would always be available once someone had made an appointment to see the register so that they could show them round and answer any problems that they had. They could also help them to understand the information contained on the register.

Other ways of helping users

None

Removal of documents

No

Section 4: Experience and impressions of the register

Experience

The interviewee said that the register was quite well used. They believed that it had been quite difficult to maintain the register at first due to the large volumes of information that were arriving. But now the register really ran itself.

Improvements

None

Section 5: Any other information

Whilst visiting Worthing another gentleman was also there to examine the IPC register. He was checking the files of his employers competitors. He visited each of the IPC registers every couple of months. He said that following the introduction of the IPC registers everything at first was a bit of a nightmare as no one knew what they were doing and some company's were contesting whether they had to comply with the reporting requirements set out under the EPA 1990. However, he said that things had now settled down and most companies were now okay with the reporting requirements.

Transcript 3

Visit to the Environment Agency's Midlands Lower Trent Area Office March 2002

Section 1: Information about the Environment Agency Office

Background Information

Address: Environment Agency Midlands Lower Trent
Area Office
Trentside Offices
Scarrington Road
West Bridgford
Nottingham
NG2 5FA

Tel: 0115 846 3691

Making an appointment to see the register

I phoned the Environment Agency and asked to make an appointment to see the register. I was put through to the person responsible for the register and made an appointment to see it the following week.

Arrival at the Environment Agency

On arrival at the Environment Agency office, I made my way to the main reception where I explained that I had an appointment to see the public register. They phoned the person responsible for the register, who came down to reception to collect me. I was taken to the public register room, where I was first asked to fill out an Environment Agency enquiry form.

Environment Agency Staff

Everyone was very helpful. In particular the person responsible for the register who was a great help and spent a substantial amount of time discussing the registers with me.

Section 2: Background information to the register

Location of the register

The Nottingham register was kept in a specific public register room on the second floor of the Environment Agency's offices. In addition to the IPC register, the RAS register and IPPC register were also kept in this room.

Reading Area

The room where the registers were located contained a large table and chairs which could be used by visitors.

Photocopies

Photocopies were charged at the Environment Agency's national rate of 10p a sheet, but were free if less than £50.

Section 3: Information management

Register size and storage

The IPC register was divided into individual files that were kept in red binders to distinguish them from the files of other public registers. These files were kept on a series of metal shelves, in the public register room, which contained spaces for the individual files. The IPC register took up approximately 21 metres of shelf space (1 shelf = 1 metre) and was the largest register held at Nottingham. There were approximately 375 files for 80 companies.

On the outside of each file, were three stickers that indicated the first three letters of the company name so that the folder could be easily identified. In addition to this, the files then contained a white label with the full name of the company, the authorisation reference number and where applicable any variation number.

Register organisation

The register was organised alphabetically by company name, with separate files for each authorisation reference number. Within each folder the documents were placed chronologically in order of the date that they arrived at the register. At the front of the file was the standard public register log sheet.

Register management

The register at Nottingham was particularly well managed.

Other Information

A number of other documents were made available for visitors. These included:

- A copy of the Environmental Protection Act 1990 and related statutory instruments.
- Environment Agency leaflets.

**Interview: Environment Agency Midlands Lower Trent Area
Office (March 2002)**

General Information

The IPC register for the Midlands is split between three of the four area offices. These are:

- Midlands Lower Trent Office
- Midlands Upper Trent Office
- Midlands Upper Severn Office

A decision had been taken by the Environment Agency that all registers should now be devolved to area, rather than regional offices. This had not yet occurred with all public registers but the interviewee felt that this was a good thing as it meant that the officers responsible for processes were now located in the same building as the register. Like Lower Trent this meant that people would now be able to check out any problems straight away with the correct officer. However, the interviewee also thought that there should be one central copy of the register, where visitors could go to access everything.

Section 1: Promotion and use of the register

Promotion of the register

The interviewee said that although they promoted the registers to other staff within the Lower Trent Office and visitors to the office, more general promotion of the register was carried out by their Head Office. The Environment Agency produced a number of publications which promoted the register, as well as promoting it on their web-site.

Use of the register

The Nottingham register receives a lot of visitors. The interviewee kept a record of every visitor to the register and had had 35 visitors to the IPC register in the first three months of 2002. They said that this was a large amount of visitors to one register and was somewhat unusual for an Environment Agency area office to get this many. They believed that one of the reasons for this high number of visitors was that they encouraged visitors to come in and use the register for themselves. In the short term, they said it would be easier to send people the information that they wanted, but in the long term they felt it was more beneficial if they could educate people to use the public registers for themselves, so that in the future they wouldn't need as much staff assistance. They said that they encouraged everyone to come in

to see the register from students to school children and that they were willing to spend time with them so that they could find their way around the register and understand the information that they contained. The interviewee felt that this saved the Environment Agency money in the long run. They also said that it gave the public a more positive image of the Environment Agency and as the Agency relied on the public to report environmental problems it would help them in their fight against pollution. If the public were well treated by the Agency then they felt the Agency would get help from the public.

People visited the register for a number of reasons. At the moment the interviewee said there were a large number of visitors to the Lower Trent office, as there were a number of controversial sites within their area and that many of these tended to be members of the public. In addition to this, they also had visits from students carrying out case studies for their degrees, visits from people gathering information for compensation claims, visitors that were interested in mergers and acquisitions and visitors who were particularly interested in environmental impact assessments.

Section 2: Implementation of the register

Planning

Planning had been carried out nationally by the Agency on how to set up and maintain the register and had led to the development of set procedures for how the registers were run and maintained. These procedures could be seen in relation to the collection of organisation, the organisation of the information on the registers and the way in which documents were disposed.

Guidance

As well as receiving guidance from the government, the Environment Agency's QM procedures for managing the public registers have also been invaluable.

Monitoring

Periodic internal audits are carried out on the register to ensure compliance and to highlight any issues surrounding the registers.

Section 3: Information management

The Midlands Lower Trent office was unusual as it was one of the few Environment Agency offices where customer contact were responsible for the whole of the register. In some offices as many as three different people were responsible for different aspects of the register, customer contact for dealing with visitors, technical support for filing the information and business support for dealing with the companies. The interviewee felt that these splits were particularly problematic as it meant that there was no one person who knew the registers inside out. Because the interviewee dealt with the information, the filing, the enquiries and visitors they felt that they had a detailed knowledge of the registers and was able to quickly establish what information people wanted and where it was located on the register. Otherwise they felt that no one would be quite sure what they were looking for – one person would be able to interpret the information but would not necessarily be able to locate it on the register.

Receiving information

Information for the register comes straight from the officer responsible for a particular process. The interviewee then forwards it to the local authorities and places it on Environment Agency register.

Storage of the register

All the Environment Agency's IPC files are kept in red binders, with the same labels.

Organisation of the register

The interviewee said that the register was not difficult to maintain but had been problematic at first due to the lack of procedures that were originally put in place. The Environment Agency now has a QM document relating to the public register which was designed to ensure a basic standard of management in each register. A copy of this can be found in Appendix 27. However, the interviewee felt that this document failed to address many of the 'nitty gritty' problems that emerged in relation to the register. In response to this, they had also set out their own procedures for the maintenance of the registers which could then be used if they were not there and were designed to address a number of problems that weren't tackled in the QM document. A copy of these procedures can be found in Appendix 28.

There were a number of day-to-day problems that occurred in relation to the register which had to be addressed by the interviewee, one of which was the problem of company name changes. The interviewee said that when they first took over the register, nothing was done about company name changes, this meant that files relating to the same authorisation could be located in a number of different places in the register. The interviewee said that they had harmonised this by changing all the old files to the new company name and reorganising the

register so that all related information was in the same place. However, they said that this was very time consuming and even now could result in major changes to the register as the register room was very full and there was not new space. This meant that if a company change its name from something starting with T to something starting with A, they would have to move practically every file in the register to accommodate the files in their new position.

A further way in which the interviewee had helped with the maintenance of the register was by numbering each document for a authorisation consecutively. Originally documents relating to an authorisation were number with their file. So that you would have file 1 with documents 1 – 20 and file 2 with documents 1-20, however, this caused problems when a company with lots of files as there would be 20 files for the same authorisation with a number 2 document. In response to this, the interviewee made some changes so that the documents in the second file were now numbered 21–40, which meant that a document could be placed both in the correct file and in the correct order.

In addition to this, the interviewee also wrote more detailed information both on the transmission sheets and the public register log sheet kept at the front of each file. Originally, a description of a document would just say ‘monitoring data’ but this was not particularly helpful if the document got lost and the interviewee was trying to locate a replacement copy. The interviewee now writes as much information on these sheets as possible so that the information is quick to identify and so that they can easily identify what specific document is was if it goes missing.

One further way in which they had tried to help with the maintenance of the register was to ask IPC Inspectors to write both the original authorisation number on all correspondence as well as the new variation number. All this could be checked using IPCIS it saved a lot of time if both numbers were on all correspondence.

The interviewee had also modified the data transmission sheets. In the Midlands Lower Trent office it was the interviewee rather than the Inspectors who was responsible for forwarding information to different bodies, including the local authority register. This transmission sheet now also contains a list of places where information will be forwarded, so that they knew specifically where to send it.

The interviewee had set out their own procedures for the register so that anyone could maintain the register even if they were not there. One of the main ways in which they tried to

keep the register as organised as possible was to make it clear to other Agency staff that if there were any problems with the register then to leave them so that they could sort them out at a later date. They said that there had been problems in the past with people who couldn't find a particular reference number opening up a new files. The interviewee had stopped this, as the reasons these couldn't be found was usually due to typing errors and could be easily checked out either using IPCIS or getting in contact with the Inspector responsible for sending it. The interviewee said that as a result of new files being opened in the past, there are now single documents in the register with a non-existent reference number which cannot now be linked to their proper files. The interviewee said that IPCIS was particularly helpful in trying to solve these kinds of problems.

User aids

The interviewee said that they were always available to help users when using the register as this was the best way in which they could be given assistance.

Other ways of helping users

By keeping it as organised as possible and setting up their own procedures for this.

Removal of documents

None removed.

Section 4: Experience and impressions of the register

Experience

If people were encouraged to use the register then they will use it and will often come back to use it again in the future. The interviewee saw the register as a valuable resource but said that not everyone within the Environment Agency see its as such and that public access doesn't always receive the attention that it deserves.

Improvements

A decision had been taken by the Environment Agency to introduce a electronic document management system in August 2002. Lower Trent had been designated as the test office where the register will begin to be scanned so that it can eventually be made available electronically. The interviewee was unsure as of yet what would be happening with this but was sure that this would result in dramatic improvements in the ways in which people could use the register.

Transcript 4

Visit to the Environment Agency's North West Regional Office March 2002

Section 1: Information about the Environment Agency Office

Background information

Address: Environment Agency North West Regional
Office
Richard Fairclough House
Knutsford Road
Latchford
Warrington
WA4 1HG

Tel: 01925 653 999

Making an appointment

I phoned the Environment Agency and asked to make an appointment to see the IPC register. I was transferred through to the person responsible for the register and made an appointment to see it the following week.

Arrival at the Environment Agency

On arrival at the Warrington office, I made my way to the main reception where I explained that I had an appointment to see the IPC register. They phoned the person responsible for the register who then came down to reception to collect me.

Environment Agency staff

Agency staff were particularly helpful in showing me round the register and answering any questions that I had.

Section 2: Background information to the register

Location of the register

The register was located in a small room on the second floor of the Environment Agency's offices at Warrington. This room contained all the public registers for the North West region.

Reading Area

The room contained two small tables and a number of chairs which could be used by visitors to the register.

Photocopies

Photocopies were charged at the Environment Agency's national rate. This was 10p per sheet and were free of charge as long as the total value did not exceed £50.

Section 3: Information management

Register size and storage

The IPC register was kept in red binders to distinguish it from other registers. These files were kept in a metal shelving unit which had slots for the individual files. The IPC register took up approximately twenty-eight metres of shelf space and was by far the largest of all the registers kept at Warrington. There were approximately 500 files for 256 firms.

On the outside of each file were three stickers indicating the first three letters of the company's name. In addition to this, was a white label containing the full name of the company, the authorisation reference number and where applicable, the variation reference number.

Register organisation

The register was organised alphabetically by company name and then by authorisation reference number. Within each folder, the documents were placed in chronological order of the date in which they arrived at Warrington. Each file contained a public register log sheet and every new document for that file would be entered on the log sheet. It would be numbered and this number would then be written on the document, so that it could always be identified, a description of the document would then be filled in. It would also list the number of pages of the document, when it was received by the Environment Agency and when it was placed on the register.

Register management

The register was well managed. The register staff used both the IPCIS lists and public register log sheets as indexes for the register. There was no user guide available but the person responsible for the register was there throughout my visit.

Other information

As well as the registers, a number of other documents were also kept in the public register room. These included a folder entitled *Public Register Information*. For the IPC register this contained the following information.

- A list of all the Environment Agency public registers and their addresses and also a list of all the local authorities responsible for an IPC register within the NW region.
- List of the different life cycle statuses of an application. A copy of this can be seen in Appendix 25.
- List of Company name changes – so that people visiting the register could see what the new or old name of a company was. A copy of this can be seen in Appendix 26.
- A list of processes covered by IPC and their number and type (PSR number)
- A list of processes with a indicator to the relevant section of the Act
- List of all IPC processes in the North West Region (IPCIS) (A copy of these can be seen in Appendix 24.
 - Arranged by PSR No. (Process Scheduled Reference Number)
 - Arranged by Operator Name.

Other reports that they have run for people in the past using IPCIS.

- List of all IPC authorisations
- List of all incineration processes nationally
- List of all incineration processes in the North West
- List of combustion processes
- List of IPC authorisations in the North West
- List of IPC authorisations in the North West by PSR
- List of IPC Convictions
- List of IPC authorisation by process type
 - iron and steel
 - Non ferrous metals
 - Petroleum

**Interview: Environment Agency North West Regional Office
(August 1998)**

General Information

The interviewee said that at the moment all the registers for the North West were maintained at the Warrington office, although there was some talk that in the future these would be devolved down to the area offices as in other Environment Agency regions. The interviewee said it was very difficult to keep up-to-date with the other Environment Agency registers and particularly the person responsible for them, as people kept moving around and it made it difficult to locate the correct people to deal with enquiries.

Section 1: Promotion and use of the register

Promotion of the register

The registers were promoted in national Environment Agency publications and on the internet.

Use of the register

The North West register had recently received a large number of visits due to the introduction of the measures for Integrated Pollution Prevention and Control (IPPC). This meant that a lot of people had come to check out the companies who had put forward new applications under this regime and compare these to their previous applications under IPC. They also have visits from members of the public, students, environmental pressure groups and environmental consultants, who are usually looking at their clients files.

The interviewee maintained an access database on which they logged each enquiry, visit or request for information including those requests that involved the IPC register. On this database they logged the person's name and address, what information they wanted and what information, if any, was supplied. This meant that they could then see what information was being used on the register and also if any charges needed to be made for the work that was being carried out.

Section 2: Implementation of the register

Planning

The interviewee didn't really know about the Environment Agency's planning for the register, as this had been carried out before they were employed by the Agency, but they had been given a copy of the QM procedures when they started looking after the registers which set out the basic procedures for maintaining the Agency's public registers.

Guidance

Presumed that their office had received all the correct guidance but didn't really know.

Monitoring

All Environment Agency registers are regularly monitored through internal audits.

Section 3: Information management

Receiving information

Each document when it arrives comes with a transmission sheet which shows what kind of information is being sent, what day it was received by the officer and the number of pages. It then shows the date that it was sent to the public register and is stamped with the date when it is received by the register and a note made of the number of days which have elapsed between it being received by the agency and the date it arrived at the register. The interviewee runs a monthly report to see how long it takes for information to be placed on the register. These time limits are usually twenty-eight days, though they are fourteen days for some information.

When information arrives:

- The interviewee stamps it to show the date of receipt into the office and then sorts the individual documents and then files them by company name
- The documents are then filed in alphabetical order and are left in the register room until filed. This means that the documents are always available for public inspection even if they haven't yet been filed on the register.
- When filed, the interviewee then checks the details of the documents against the transmission sheet to see if there are any errors before filing them into the files.

Storage of the register

The North West IPC register was stored in the same way as every other IPC register.

Organisation of the register

The interviewee said that the register was already up and running when they started at the Environment Agency but that they had noticed a number of problems with it and had tried to address these. For example, they said that until recently any change in reference number had resulted in the opening of a new file. However, the interviewee said that this made filing more difficult as they were always trying to find the folder with the appropriate reference number and it also meant that the register took up lots of room as there were a large numbers of files with single documents in them. They had therefore decided to rearrange the files, so that they were now maintained using their original authorisation number, with the appropriate minor variation numbers listed on the label. A new file would only be started if there was a major variation, as this was basically the same as applying for a new authorisation. The file for a major variation was then arranged by company name with the new reference number on the label and the original authorisation number maintained in brackets. Files were only closed following a major variation or when the process ceased to operate.

Information received for a particular process would be placed in a file and numbered consecutively. So originally this would be in Part I of the file and numbered, for example from 1 – 20. When this file was full a new file would be opened. This would then be called Part II file and again the documents would be numbered from 1 – 20. These numbers would then be written on the documents – e.g. I 2 or II 13.

The interviewee said that they had had no major problems with the IPC register since taking it over in September 2000. However, minor problems had been caused by company name changes as the register was filed alphabetically by company name and any changes to this could mean that the whole register had to be reorganised and moved. This was particularly problematic at Warrington as there was very little extra space in the register room and so the whole register would have to be moved. However, the interviewee said this was better than not doing it as information would then be filed in numerous different locations which would make it difficult both for them when filing and for visitors trying to locate specific information.

Occasionally there are problems with missing documents on the register, which was largely the result of the large number of files that they kept or with missing pages in documents but the interviewee said that these could often be solved by using the public register log sheets. These log sheets were particularly important for helping to solve these problems as they enabled register staff to keep a track of the documents on the register and if any missing pages

or documents were highlighted then all they had to do was to contact the team responsible for the process and they were usually faxed through the same day.

User aids

Although there was no user guide available, the interviewee said that someone was always available when there was a visitor to the register and that much of the additional information made available in the register room was designed to assist users. This additional information such as the list of all the Environment Agency public registers and local authorities responsible for an IPC register within the NW region, the list of the different life cycle statuses of an application, the list of company name changes, the list of processes covered by IPC and their number and type (PSR number), the list of processes with an indicator to the relevant section of the Act and the list of all IPC processes in the North West Region arranged by PSR No. (Process Scheduled Reference Number) and operator name were all designed to help users with their use of the register and to show them what sort of information they could gain from the register.

Other ways of helping users

One further way in which they helped users was by running various reports on IPCIS to give people more general information about the register. Past reports that they had run included a list of all IPC authorisations, a list of all incineration processes in the country, a list of all incineration processes in the North West, a list of combustion processes, a list of IPC convictions and a list of IPC authorisations arranged by process type. The interviewee said that the IPCIS index list were a great help both for users of the registers and register staff in managing the registers.

Removal of documents

The interviewee hadn't removed any documents from the register.

Section 4: Experience and impressions of the register

Experience

The interviewee said that the register on the whole was easy to maintain, though it did raise one or two minor problems and was quite time consuming particularly at certain times of the year, like March when every company had to get their annual monitoring returns in. They also said it was surprisingly well used.

Improvements

Make it available electronically, but didn't yet know when they would get round to the North West.

Section 5: Any other information

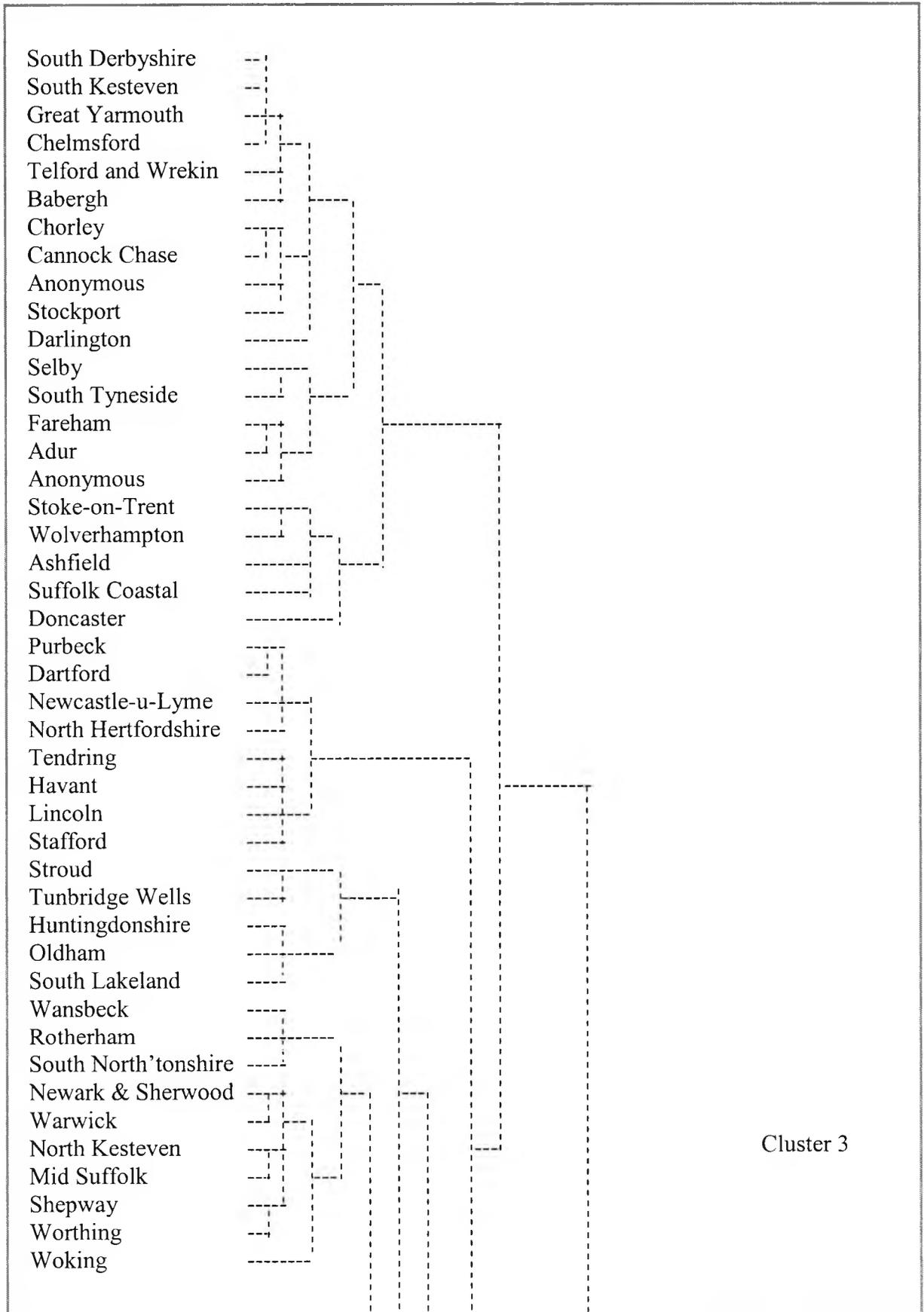
IPPC set up by the Pollution Prevention and Control Regulations 2000 is taking over from IPC. IPPC involves a new application which requires more information to be made available. IPPC will not be fully running until 2007 and so until then the IPC register will still be working. IPPC register is run on the same lines as the IPC register but is far more time consuming and much bigger due to the extra reporting requirements. The IPC register will continue to be kept for historical purposes even once it has been superseded by IPPC.

Appendix 18. Percentage of questionnaires sent out to and received from individual counties/regions

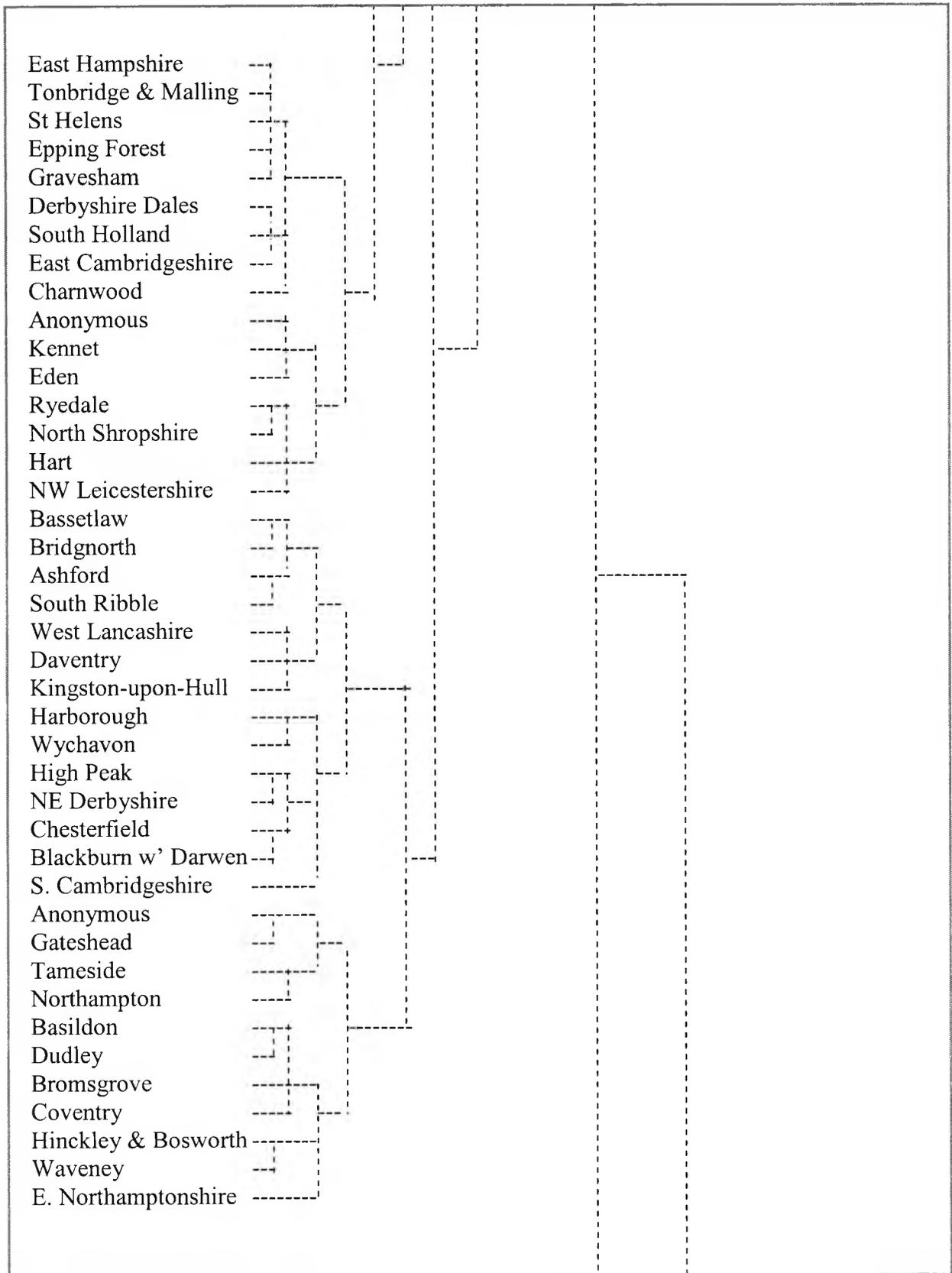
Appendix 18. Percentage of questionnaires sent out to and received from individual counties/regions

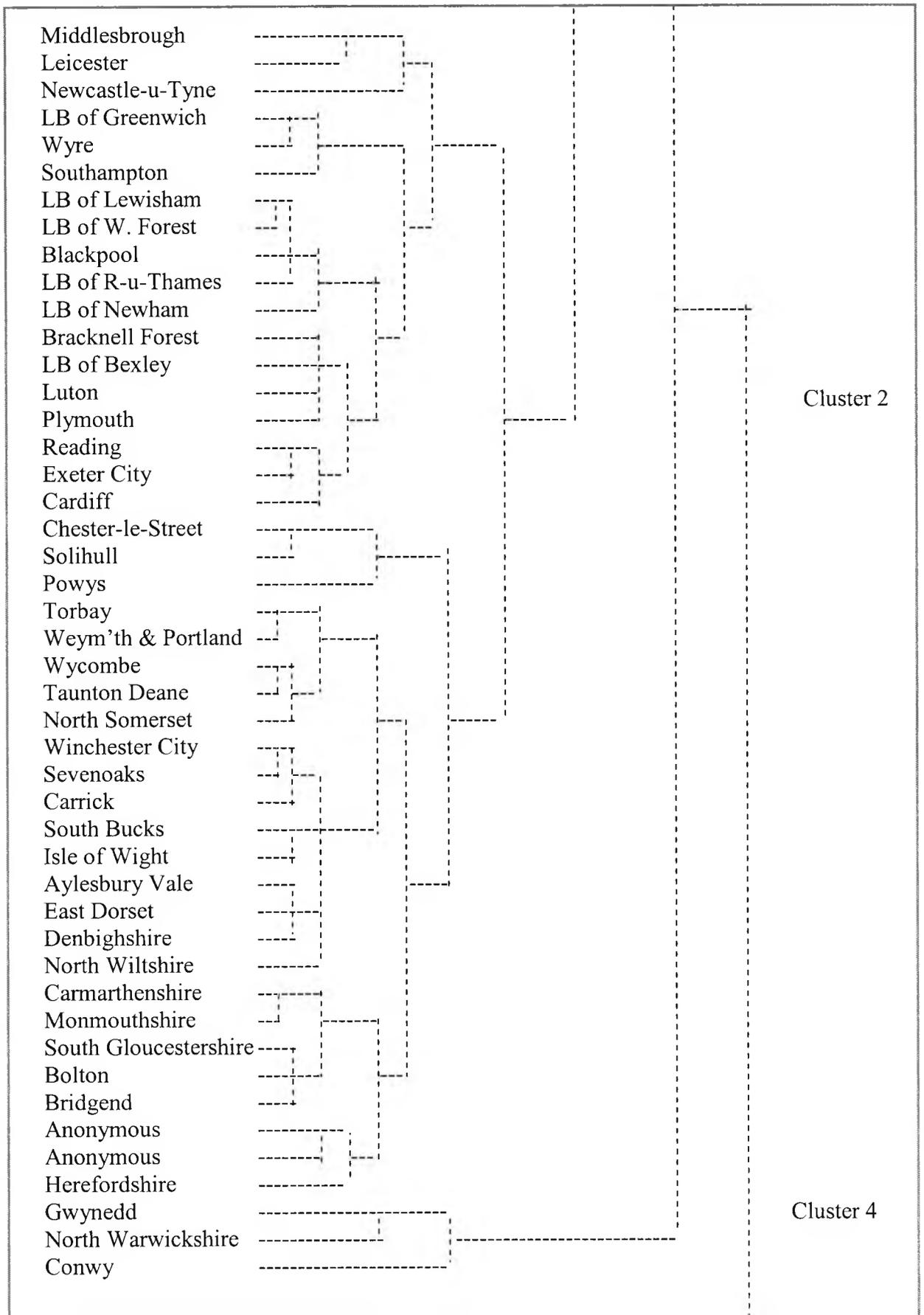
	Numbers Sent Out	Percentage Sent Out	Numbers returned	Percentage Returned
England				
Avon	3	0.9	3	1.9
Bedfordshire	3	0.9	1	0.6
Berkshire	5	1.5	3	1.9
Buckinghamshire	4	1.2	3	1.9
Cambridgeshire	5	1.5	3	1.9
Cheshire	8	2.4	5	3.2
Cleveland	4	1.2	2	1.3
Cornwall	5	1.5	1	0.6
Cumbria	5	1.5	3	1.9
Derbyshire	9	2.8	8	5.1
Devon	7	2.1	4	2.6
Dorset	7	2.1	3	1.9
Durham	7	2.1	3	1.9
East Sussex	2	0.6	0	0.0
Essex	10	3.1	4	2.6
Gloucestershire	5	1.5	1	0.6
Greater London	25	7.7	8	5.1
Greater Manchester	10	3.1	5	3.2
Hampshire	12	3.7	6	3.8
Hertfordshire	7	2.1	1	0.6
Humberside/E.R. of Yorkshire	4	1.2	2	1.3
Isle of Wight	1	0.3	1	0.6
Kent	13	4.0	8	5.1
Lancashire	13	4.0	6	3.8
Leicestershire	7	2.1	5	3.2
Lincolnshire	6	1.8	4	2.6
Merseyside	5	1.5	3	1.9
Norfolk	6	1.8	1	0.6
Northamptonshire	7	2.1	4	2.6
Northumberland	5	1.5	1	0.6
North Yorkshire	6	1.8	3	1.9
Nottinghamshire	6	1.8	3	1.9
Oxfordshire	5	1.5	0	0.0
Shropshire	4	1.2	3	1.9
Somerset	5	1.5	1	0.6
South Yorkshire	4	1.2	3	1.9
Staffordshire	9	2.8	4	2.6
Suffolk	7	2.1	4	2.6
Surrey	8	2.4	1	0.6
Tyne and Wear	5	1.5	3	1.9
Warwickshire	5	1.5	3	1.9
West Midlands	7	2.1	4	2.6
West Sussex	4	1.2	2	1.3
West Yorkshire	5	1.5	3	1.9
Wiltshire	4	1.2	2	1.3
Worcestershire	6	1.8	3	1.9
Wales	21	6.5	12	7.7
Total			156	100.0

Appendix 19. Hierarchical Cluster Analysis Dendrogram

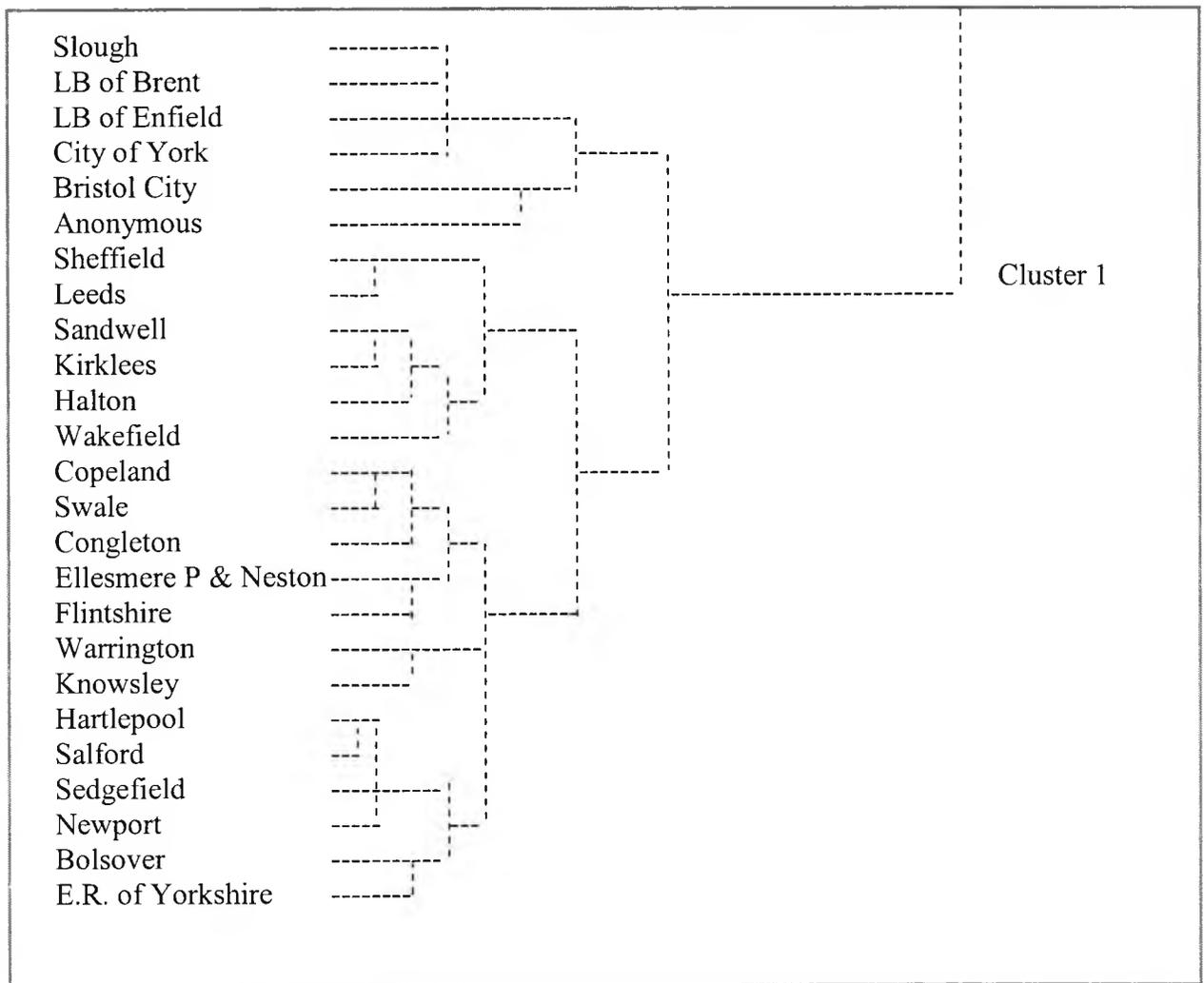


Appendix 19. Hierarchical Cluster Analysis Dendrogram





Appendix 19. Hierarchical Cluster Analysis Dendrogram



Appendix 20. Analysis of Ward Clusters

Ward Clusters: Mean values for interval variables

Variable	Cluster 1	Cluster 2	Cluster 3	Cluster 4	Total
AUTH	27.24	4.16	5.42	2.00	8.51
MINVAR	78.28	9.88	13.68	2.67	22.78
MAJVAR	6.52	1.00	1.41	0.00	2.09
TOTALA	112.28	15.05	20.69	4.67	33.51
POP	219.96	167.72	123.07	96.67	150.40
AREA	326.48	459.40	415.15	1321.00	430.56
PERSKM	1486.44	1860.12	795.26	120.67	1186.57
PROPERTY	44.92	57.85	22.74	4.00	35.61
ENVHEA (MEAN)	10.31	11.97	10.60	10.05	10.92
PRICE (MEAN)	0.69	1.16	0.57	0.84	0.76
ENQUIRY (MEAN)	1.72	2.79	0.55	0.00	1.98
VISITORS (MEAN)	0.88	0.14	0.21	0.00	0.29
TOTAL (MEAN)	2.60	0.60	0.76	0.00	1.00
PLACED (MEAN)	5.14	4.57	2.79	1.88	3.64
ITEMS (MEAN)	10.59	2.78	2.60	1.96	3.92
FILING (MEAN)	2.52	1.18	0.57	0.35	1.05

Ward Clusters: Frequency data for nominal variables

Council Type (% within council type)

Variable	Clusters				Total
	1	2	3	4	
District/Borough Council	8 (8.4%)	17 (17.9%)	69 (72.6%)	1 (1.1%)	95 (100.0%)
Metropolitan/District Borough Council	7 (31.8%)	4 (18.2%)	11 (50.0%)		22 (100.0%)
Unitary Authority	6 (30.0%)	9 (45.0%)	5 (25.0%)		20 (100.0%)
Welsh Unitary Authority	2 (18.2%)	7 (63.6%)		2 (18.2%)	11 (100.0%)
London Borough Council	2 (25.0%)	6 (75.0%)			8 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Appendix 20. Analysis of Ward Clusters

County/Region (% within county/region)

Variable	Clusters				Total
	1	2	3	4	
Avon	1 (33.3%)	2 (66.7%)			4 (100.0%)
Bedfordshire		1 (100.0%)			1 (100.0%)
Berkshire	1 (33.3%)	2 (66.7%)			3 (100.0%)
Buckinghamshire		3 (100.0%)			3 (100.0%)
Cambridgeshire			3 (100.0%)		3 (100.0%)
Cheshire	4 (80.0%)		1 (20.0%)		5 (100.0%)
Cleveland	1 (50.0%)	1 (50.0%)			2 (100.0%)
Cornwall		1 (100.0%)			1 (100.0%)
Cumbria	1 (33.3%)		2 (66.7%)		3 (100.0%)
Derbyshire	1 (12.5%)		7 (87.5%)		8 (100.0%)
Devon		3 (75.0%)	1 (25.0%)		4 (100.0%)
Dorset		2 (66.7%)	1 (33.3%)		3 (100.0%)
Durham	1 (33.3%)	1 (33.3%)	1 (33.3%)		3 (100.0%)
Essex			4 (100.0%)		4 (100.0%)
Gloucestershire			1 (100.0%)		1 (100.0%)
Greater London	2 (25.0%)	6 (75.0%)			8 (100.0%)
Greater Manchester	1 (20.0%)	1 (20.0%)	3 (60.0%)		5 (100.0%)
Hampshire		2 (33.3%)	4 (66.7%)		6 (100.0%)
Hertfordshire			1 (100.0%)		1 (100.0%)
Humberside/E.R. of	1 (50.0%)		1 (50.0%)		2 (100.0%)
Yorkshire					
Isle of Wight		1 (100.0%)			1 (100.0%)
Kent	1 (12.5%)	1 (12.5%)	6 (75.0%)		8 (100.0%)
Lancashire		2 (33.3%)	4 (66.7%)		6 (100.0%)
Leicestershire		1 (20.0%)	4 (80.0%)		5 (100.0%)
Lincolnshire			4 (100.0%)		4 (100.0%)
Merseyside	1 (33.3%)	1 (33.3%)	1 (33.3%)		3 (100.0%)
Norfolk			1 (100.0%)		1 (100.0%)
Northamptonshire			4 (100.0%)		4 (100.0%)
Northumberland			1 (100.0%)		1 (100.0%)
North Yorkshire	1 (33.3%)		2 (66.7%)		3 (100.0%)
Nottinghamshire			3 (100.0%)		3 (100.0%)
Shropshire			3 (100.0%)		3 (100.0%)
Somerset		1 (100.0%)			1 (100.0%)
South Yorkshire	1 (33.3%)		2 (66.7%)		3 (100.0%)
Staffordshire			4 (100.0%)		4 (100.0%)
Suffolk			4 (100.0%)		4 (100.0%)
Surrey			1 (100.0%)		1 (100.0%)
Tyne and Wear		1 (33.3%)	2 (66.7%)		3 (100.0%)
Wales	3 (25.0%)	7 (68.3%)		2 (16.7%)	12 (100.0%)
Warwickshire			1 (50.0%)	1 (50.0%)	2 (100.0%)
West Midlands	1 (20.0%)	1 (20.0%)	3 (60.0%)		5 (100.0%)
West Sussex			2 (100.0%)		2 (100.0%)
West Yorkshire	3 (100.0%)				3 (100.0%)
Wiltshire		1 (50.0%)	1 (50.0%)		2 (100.0%)
Worcestershire		1 (33.3%)	2 (66.7%)		3 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Environment Agency Regions (% within Environment Agency regions)

Variable	Clusters				Total
	1	2	3	4	
Anglian			19 (100.0%)		19 (100.0%)
Midlands	1 (5.9%)	3 (8.8%)	28 (82.4%)	1 (2.9%)	34 (100.0%)
North East	8 (40.0%)	3 (15.0%)	9 (45.0%)		20 (100.0%)
North West	7 (31.8%)	4 (18.2%)	11 (50.0%)		22 (100.0%)
Southern	1 (6.3%)	4 (25.0%)	11 (68.8%)		15 (100.0%)
South West	1 (7.7%)	9 (69.2%)	3 (23.1%)		13 (100.0%)
Thames	3 (15.0%)	13 (65.0%)	4 (20.0%)		20 (100.0%)
Wales	3 (25.0%)	7 (58.3%)		2 (16.7%)	12 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Environment Agency Areas (% within Environment Agency areas)

Variable	Clusters				Total
	1	2	3	4	
Anglian Central			4 (100.0%)		4 (100.0%)
Anglian Eastern			8 (100.0%)		8 (100.0%)
Anglian Northern			7 (100.0%)		7 (100.0%)
Midlands Upper Trent	1 (12.5%)	1 (12.5%)	5 (62.5%)	1 (12.5%)	8 (100.0%)
Midlands Lower Trent	1 (6.3%)	1 (6.3%)	14 (87.5%)		16 (100.0%)
Midlands Lower Severn			4 (100.0%)		4 (100.0%)
Midlands Upper Severn		1 (16.7%)	5 (83.3%)		6 (100.0%)
North East Dales	3 (42.9%)	1 (14.3%)	3 (42.9%)		7 (100.0%)
North East Northumbria		2 (40.0%)	3 (60.0%)		5 (100.0%)
North East Ridings	5 (62.5%)		3 (37.5%)		8 (100.0%)
North West Central		2 (33.3%)	4 (66.7%)		6 (100.0%)
North West North	1 (33.3%)		2 (66.7%)		3 (100.0%)
North West South	6 (46.2%)	2 (15.4%)	5 (38.5%)		13 (100.0%)
Southern Hampshire		3 (50.0%)	3 (50.0%)		6 (100.0%)
Southern Kent	1 (12.5%)	1 (12.5%)	6 (75.0%)		8 (100.0%)
Southern Sussex			2 (100.0%)		2 (100.0%)
South West Cornwall		2 (100.0%)			2 (100.0%)
South West Devon		2 (66.7%)	1 (33.3%)		3 (100.0%)
South West North Wessex	1 (25.0%)	3 (75.0%)			4 (100.0%)
South West South Wessex		2 (50.0%)	2 (50.0%)		4 (100.0%)
Thames North East	2 (22.2%)	5 (55.6%)	2 (22.2%)		9 (100.0%)
Thames South East	1 (14.3%)	4 (57.1%)	2 (28.6%)		7 (100.0%)
Thames West		4 (100.0%)			4 (100.0%)
Wales Northern	2 (33.3%)	2 (33.3%)		2 (33.3%)	6 (100.0%)
Wales South East	1 (33.3%)	2 (66.7%)			3 (100.0%)
Wales South West		3 (100.0%)			3 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Viewing the Register (% within viewing the register)

Variable	Clusters				Total
	1	2	3	4	
Normal office hours	25 (16.2%)	42 (27.3%)	85 (55.2%)	2 (1.3%)	154 (100.0%)
Outside normal office hours		1 (100.0%)			1 (100.0%)
No response				1 (100.0%)	1 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Location of Register (% within locations of register)

Variable	Clusters				Total
	1	2	3	4	
Environmental Health Department	22 (15.5%)	39 (27.5%)	81 (57.0%)		142 (100.0%)
Council Reception		1 (33.3%)	2 (66.7%)		3 (100.0%)
Somewhere Else	2 (25.0%)	3 (37.5%)	2 (25.0%)	1 (12.5%)	8 (100.0%)
No Response	1 (33.3%)			2 (66.7%)	3 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Reading Area (% within reading area)

Variable	Clusters				Total
	1	2	3	4	
Yes	21 (17.1%)	33 (26.8%)	68 (55.3%)	1 (0.8%)	123 (100.0%)
No	4 (12.5%)	10 (31.3%)	17 (53.1%)	1 (3.1%)	32 (100.0%)
No Response				1 (100.0%)	1 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Photocopying (% within photocopying)

Variable	Clusters				Total
	1	2	3	4	
Yes	23 (16.1%)	42 (29.4%)	76 (53.1%)	2 (1.4%)	143 (100.0%)
No	2 (15.4%)	1 (7.7%)	9 (69.2%)	1 (7.7%)	13 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Other Charges (% within other charges)

Variable	Clusters				Total
	1	2	3	4	
Yes	14 (28.0%)	12 (24.0%)	24 (48.0%)		50 (100.0%)
No	10 (10.3%)	30 (30.9%)	55 (56.7%)	2 (2.1%)	97 (100.0%)
No Response	1 (11.1%)	1 (11.1%)	6 (66.7%)	1 (11.1%)	9 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Publicised When Introduced (% within publicised when introduced)

Variable	Clusters				Total
	1	2	3	4	
Yes	7 (13.5%)	18 (34.6%)	27 (51.9%)		52 (100.0%)
No	11 (15.3%)	20 (27.8%)	41 (56.9%)		72 (100.0%)
Don't Know	2 (12.5%)	2 (12.5%)	12 (75.0%)		16 (100.0%)
No Response	5 (31.3%)	3 (18.8%)	5 (31.3%)	3 (18.8%)	16 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Publicised Now (% within publicised now)

Variable	Clusters				Total
	1	2	3	4	
Yes	8 (19.0%)	12 (28.6%)	20 (47.6%)	2 (4.8%)	42 (100.0%)
No	11 (12.5%)	23 (26.1%)	54 (61.4%)		88 (100.0%)
Don't Know	1 (100.0%)				1 (100.0%)
No Response	5 (20.0%)	8 (32.0%)	11 (44.0%)	1 (4.0%)	25 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Employee's Use of the Register (% within employee's use of the register)

Variable	Clusters				Total
	1	2	3	4	
Yes	12 (24.0%)	14 (28.0%)	24 (48.0%)		50 (100.0%)
No	12 (11.7%)	29 (28.2%)	59 (57.3%)	3 (2.9%)	103 (100.0%)
No Response	1 (33.3%)		2 (66.7%)		3 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Councillor's Use of the Register (% within councillor's use of the register)

Variable	Clusters				Total
	1	2	3	4	
Yes	6 (46.2%)	2 (15.4%)	4 (30.8%)	1 (7.7%)	13 (100.0%)
No	18 (13.6%)	40 (30.3%)	72 (54.5%)	2 (1.5%)	132 (100.0%)
Don't Know			1 (100.0%)		1 (100.0%)
No Response	1 (10.0%)	1 (10.0%)	8 (80.0%)		10 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Consultation (% within consultation)

Variable	Clusters				Total
	1	2	3	4	
Yes	2 (14.3%)	4 (28.6%)	8 (57.1%)		14 (100.0%)
No	7 (14.9%)	14 (29.8%)	25 (53.2%)	1 (2.1%)	47 (100.0%)
Don't Know	16 (17.0%)	25 (26.6%)	52 (55.3%)	1 (1.1%)	94 (100.0%)
No Response				1 (100.0%)	1 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Planning (% within planning)

Variable	Clusters				Total
	1	2	3	4	
Yes	15 (23.4%)	18 (28.1%)	30 (46.9%)	1 (1.6%)	64 (100.0%)
No	3 (7.0%)	13 (30.2%)	26 (60.5%)	1 (2.3%)	43 (100.0%)
Don't Know	7 (14.6%)	12 (25.0%)	29 (60.4%)		48 (100.0%)
No Response				1 (100.0%)	1 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Received Guidance (% within received guidance)

Variable	Clusters				Total
	1	2	3	4	
Yes	20 (19.8%)	33 (32.7%)	46 (45.5%)	2 (2.0%)	101 (100.0%)
No	2 (15.4%)	2 (15.4%)	9 (69.2%)		13 (100.0%)
Don't Know	3 (10.0%)	6 (20.0%)	21 (70.0%)		30 (100.0%)
No Response		2 (16.7%)	9 (75.0%)	1 (8.3%)	12 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Environment Agency Contact (% within Environment Agency contact)

Variable	Clusters				Total
	1	2	3	4	
Yes	18 (22.0%)	24 (29.3%)	40 (48.8%)		82 (100.0%)
No	5 (8.9%)	13 (23.2%)	36 (64.3%)	2 (3.6%)	56 (100.0%)
Don't Know	2 (12.5%)	6 (37.5%)	8 (50.0%)		16 (100.0%)
No Response			1 (50.0%)	1 (50.0%)	2 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Environment Agency Monitoring (% within Environment Agency monitoring)

Variable	Clusters				Total
	1	2	3	4	
Yes	8 (30.8%)	5 (19.2%)	13 (50.0%)		26 (100.0%)
No	17 (13.2%)	38 (29.5%)	72 (55.8%)	2 (1.6%)	129 (100.0%)
No Response				1 (100.0%)	1 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Have All Documents (% within have all documents)

Variable	Clusters				Total
	1	2	3	4	
Yes	20 (17.5%)	30 (26.3%)	64 (56.1%)		114 (100.0%)
No	5 (19.2%)	9 (34.6%)	9 (34.6%)	1 (3.8%)	26 (100.0%)
Don't Know		1 (11.1%)	8 (88.9%)		9 (100.0%)
No Response		3 (42.9%)	8 (28.6%)	2 (28.6%)	7 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Checking Documents (% within checking documents)

Variable	Clusters				Total
	1	2	3	4	
Yes	1 (4.8%)	9 (42.9%)	11 (52.4%)		21 (100.0%)
No	24 (18.9%)	32 (25.2%)	70 (55.1%)	1 (0.8%)	127 (100.0%)
No Response		2 (25.0%)	4 (50.0%)	2 (25.0%)	8 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Storage of the Register (% within storage of the register)

Variable	Clusters				Total
	1	2	3	4	
Hanging Files		2 (18.2%)	9 (81.8%)		11 (100.0%)
Filing Cabinet	9 (23.7%)	7 (18.4%)	21 (55.3%)	1 (2.6%)	38 (100.0%)
Lever Arch Files	8 (12.7%)	18 (28.6%)	37 (58.7%)		63 (100.0%)
Wallet Folders	3 (17.6%)	5 (29.4%)	9 (52.9%)		17 (100.0%)
Box Files	1 (33.3%)	1 (33.3%)	1 (33.3%)		3 (100.0%)
Other			1 (100.0%)		1 (100.0%)
More Than One	4 (20.0%)	9 (45.0%)	7 (35.0%)		20 (100.0%)
No Response		1 (33.3%)		2 (66.7%)	3 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Organisation of the Register (% within organisation of the register)

Variable	Clusters				Total
	1	2	3	4	
Not Arranged		2 (20.0%)	8 (80.0%)		10 (100.0%)
Company Name	8 (13.6%)	15 (25.4%)	36 (61.0%)		59 (100.0%)
Company Address	1 (20.0%)	3 (60.0%)	1 (20.0%)		5 (100.0%)
Authorisation	6 (13.3%)	13 (28.9%)	25 (55.6%)	1 (2.2%)	45 (100.0%)
Reference Number					
Geographical Location	1 (100.0%)				1 (100.0%)
Chronologically	2 (20.0%)	2 (20.0%)	6 (60.0%)		10 (100.0%)
Other		1 (33.3%)	2 (66.7%)		3 (100.0%)
More Than One	7 (33.3%)	7 (33.3%)	7 (33.3%)		21 (100.0%)
No Response				2 (100.0%)	2 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Index (% within index)

Variable	Clusters				Total
	1	2	3	4	
Yes	10 (21.3%)	15 (31.9%)	22 (46.8%)		47 (100.0%)
No	15 (14.2%)	28 (26.4%)	63 (59.4%)		106 (100.0%)
No Response				3 (100.0%)	3 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

User Guides Available (% within user guides available)

Variable	Clusters				Total
	1	2	3	4	
Yes	2 (50.0%)		2 (50.0%)		4 (100.0%)
No	23 (15.3%)	43 (28.7%)	83 (55.3%)	1 (0.7%)	150 (100.0%)
No Response				2 (100.0%)	2 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Made the Register More Manageable (% within made more manageable)

Variable	Clusters				Total
	1	2	3	4	
Yes	3 (15.8%)	3 (15.8%)	13 (68.4%)		19 (100.0%)
No	22 (16.5%)	40 (30.1%)	71 (53.4%)		133 (100.0%)
No Response			1 (25.0%)	3 (75.0%)	4 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Dissemination of Information (% within dissemination of information)

Variable	Clusters				Total
	1	2	3	4	
Yes	4 (30.8%)	5 (38.5%)	4 (30.8%)		13 (100.0%)
No	21 (15.1%)	37 (26.6%)	81 (58.3%)		139 (100.0%)
No Response		1 (25.0%)		3 (75.0%)	4 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Other Information Available (% within other information available)

Variable	Clusters				Total
	1	2	3	4	
Yes	11 (15.5%)	16 (22.5%)	44 (62.0%)		71 (100.0%)
No	9 (13.8%)	20 (30.8%)	34 (52.3%)	2 (3.1%)	65 (100.0%)
No Response	5 (25.0%)	7 (35.0%)	7 (35.0%)	1 (5.0%)	20 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Access to IPCIS (% within access to IPCIS)

Variable	Clusters				Total
	1	2	3	4	
Yes	7 (19.4%)	10 (27.8%)	19 (52.8%)		36 (100.0%)
No	18 (15.9%)	32 (28.3%)	62 (54.9%)	1 (0.9%)	113 (100.0%)
No Response		1 (14.3%)	4 (57.1%)	2 (28.6%)	7 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Council Access to the Pollution Inventory (% within council access to the pollution inventory)

Variable	Clusters				Total
	1	2	3	4	
Yes	23 (18.7%)	34 (27.6%)	65 (52.8%)	1 (0.8%)	123 (100.0%)
No	2 (7.7%)	7 (26.9%)	17 (65.4%)		26 (100.0%)
No Response		2 (28.6%)	3 (42.9%)	2 (28.6%)	7 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Visitor Access to the Pollution Inventory (% within visitor access to the pollution inventory)

Variable	Clusters				Total
	1	2	3	4	
Yes	2 (25.0%)	2 (25.0%)	4 (50.0%)		8 (100.0%)
No	23 (17.6%)	34 (26.0%)	73 (55.7%)	1 (0.8%)	131 (100.0%)
No Response		7 (41.2%)	8 (47.1%)	2 (11.8%)	17 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Make Register Available Electronically (% within make register available electronically)

Variable	Clusters				Total
	1	2	3	4	
Yes	2 (15.4%)	10 (76.9%)	1 (7.7%)		13 (100.0%)
No	23 (16.3%)	32 (22.7%)	84 (59.6%)	2 (1.4%)	141 (100.0%)
No Response		1 (50.0%)		1 (50.0%)	2 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Removal of Documents (% within removal of documents)

Variable	Clusters				Total
	1	2	3	4	
Yes	8 (17.4%)	16 (34.8%)	22 (47.8%)		46 (100.0%)
No	17 (16.0%)	27 (25.5%)	62 (58.5%)		106 (100.0%)
No Response			1 (25.0%)	3 (75.0%)	4 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Monetary Cost to the Council (% within monetary cost to the council)

Variable	Clusters				Total
	1	2	3	4	
No Significant Costs	18 (13.2%)	41 (30.1%)	77 (56.6%)		136 (100.0%)
Significant	4 (30.8%)	1 (7.7%)	8 (61.5%)		13 (100.0%)
Additional Costs					
No Response	3 (42.9%)	1 (14.3%)		3 (42.9%)	7 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Time Costs Dealing with Enquiries

Variable	Clusters				Total
	1	2	3	4	
Significant Staff Time	9 (64.3%)	2 (14.3%)	3 (21.4%)		14 (100.0%)
No Significant Staff Time	15 (11.6%)	35 (27.1%)	79 (61.2%)		129 (100.0%)
No Response	1 (7.7%)	6 (46.2%)	3 (23.1%)	3 (23.1%)	13 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

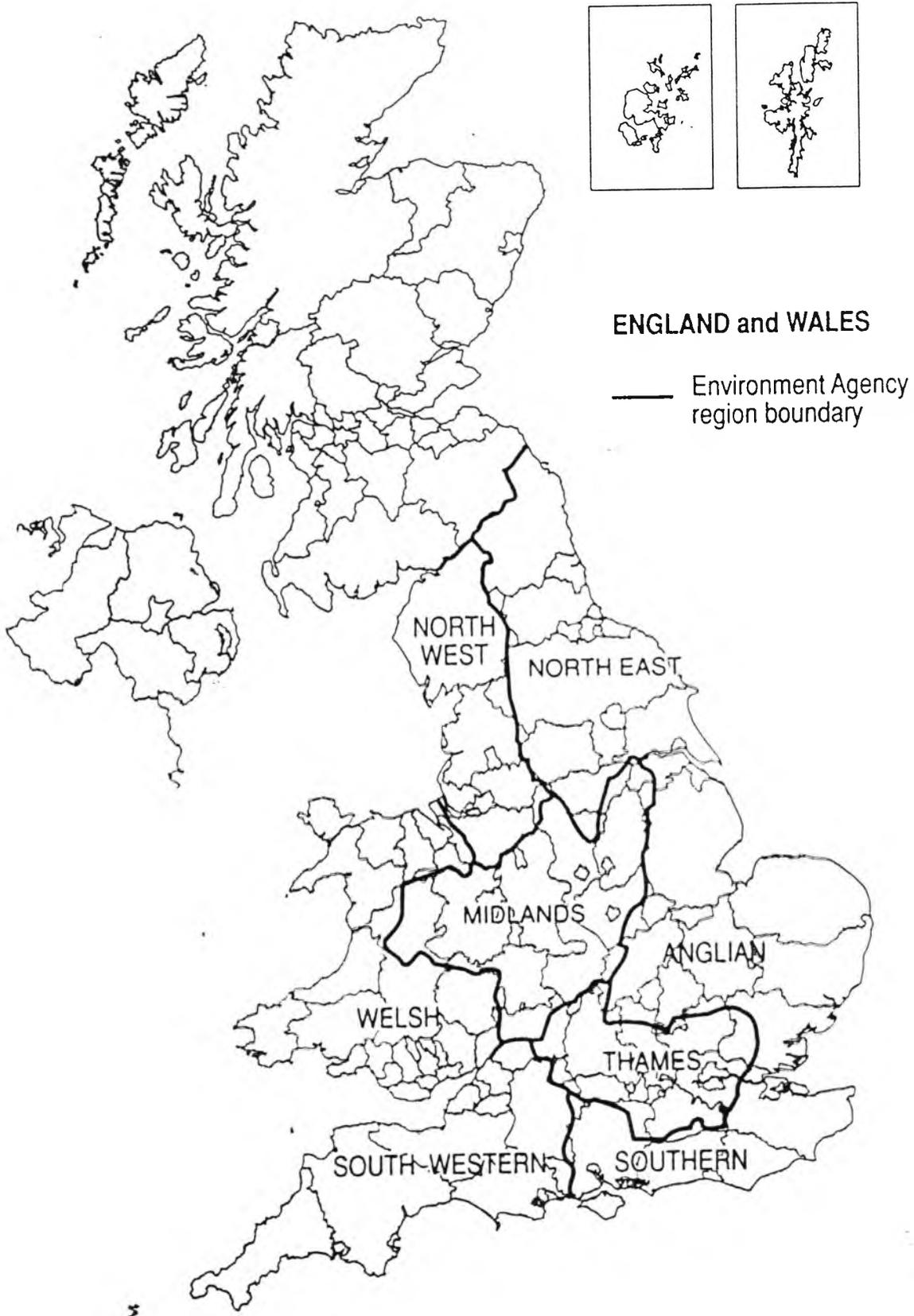
Time Costs Maintaining the Register

Variable	Clusters				Total
	1	2	3	4	
Significant Staff Time	15 (46.9%)	8 (25.0%)	9 (28.1%)		32 (100.0%)
No Significant Staff Time	10 (8.8%)	30 (26.5%)	73 (64.6%)		113 (100.0%)
No Response		5 (45.5%)	3 (27.3%)	3 (27.3%)	11 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

How Effective Has the Register been in Improving Access to Information on Industrial Pollution

Variable	Clusters				Total
	1	2	3	4	
Very Effective					
Effective	9 (23.1%)	10 (25.6%)	19 (48.7%)	1 (2.6%)	39 (100.0%)
Not Very Effective	14 (19.7%)	19 (26.8%)	38 (53.5%)		71 (100.0%)
Not At All Effective	2 (4.9%)	14 (34.1%)	25 (61.0%)		41 (100.0%)
No Response			3 (60.0%)	2 (40.0%)	5 (100.0%)
Total	25 (16.0%)	43 (27.6%)	85 (54.5%)	3 (1.9%)	156 (100.0%)

Appendix 21. Map of Environment Agency Regions



**Appendix 22. Environment Agency Regions and Areas with
Corresponding Local Authorities¹**

EA Region	EA Area	Local Authorities	County Council
Anglian	Central	Bedford	Bedfordshire
Anglian	Central	Breckland	Norfolk
Anglian	Central	Cambridge City *	Cambridgeshire
Anglian	Central	East Cambridgeshire	Cambridgeshire
Anglian	Central	Fenland	Cambridgeshire
Anglian	Central	Forest Heath	Suffolk
Anglian	Central	Huntingdonshire	Cambridgeshire
Anglian	Central	King's Lynn and West Norfolk	Norfolk
Anglian	Central	Mid Bedfordshire	Bedfordshire
Anglian	Central	Milton Keynes	Buckinghamshire
Anglian	Central	South Cambridgeshire	Cambridgeshire
Anglian	Central	St. Edmundsbury	Suffolk
Anglian	Central	Uttlesford *	Essex
Anglian	Eastern	Babergh	Suffolk
Anglian	Eastern	Basildon	Essex
Anglian	Eastern	Braintree *	Essex
Anglian	Eastern	Brentwood *	Essex
Anglian	Eastern	Broadland	Norfolk
Anglian	Eastern	Castle Point	Essex
Anglian	Eastern	Chelmsford	Essex
Anglian	Eastern	Colchester *	Essex
Anglian	Eastern	Great Yarmouth	Norfolk
Anglian	Eastern	Ipswich	Suffolk
Anglian	Eastern	Maldon	Essex
Anglian	Eastern	Mid Suffolk	Suffolk
Anglian	Eastern	North Norfolk	Norfolk
Anglian	Eastern	Norwich City	Norfolk
Anglian	Eastern	Rochford	Essex
Anglian	Eastern	South Norfolk *	Norfolk
Anglian	Eastern	Southend-on-Sea	Essex
Anglian	Eastern	Suffolk Coastal	Suffolk
Anglian	Eastern	Tendring	Essex
Anglian	Eastern	Thurrock	Essex

¹ Used to establish further statistics to use in the Environment Agency questionnaire analysis

Appendix 22. Environment Agency regions and areas
with corresponding local authorities

EA Region	EA Area	Local Authorities	County Council
Anglian	Eastern	Waveney	Suffolk
Anglian	Northern	Boston *	Lincolnshire
Anglian	Northern	Corby	Northamptonshire
Anglian	Northern	Daventry	Northamptonshire
Anglian	Northern	East Lindsey	Lincolnshire
Anglian	Northern	East Northamptonshire	Northamptonshire
Anglian	Northern	Kettering	Northamptonshire
Anglian	Northern	Lincoln City	Lincolnshire
Anglian	Northern	North East Lincolnshire	Humberside
Anglian	Northern	North Kesteven	Lincolnshire
Anglian	Northern	North Lincolnshire	Humberside
Anglian	Northern	Northampton	Northamptonshire
Anglian	Northern	Peterborough City	Cambridgeshire
Anglian	Northern	Rutland	Leicestershire
Anglian	Northern	South Holland	Lincolnshire
Anglian	Northern	South Kesteven	Lincolnshire
Anglian	Northern	South Northamptonshire	Northamptonshire
Anglian	Northern	Wellingborough	Northamptonshire
Anglian	Northern	West Lindsey	Lincolnshire
Midlands	Lower Severn	Cheltenham	Gloucestershire
Midlands	Lower Severn	Coventry City	West Midlands
Midlands	Lower Severn	Gloucester City	Gloucestershire
Midlands	Lower Severn	Redditch	Worcestershire
Midlands	Lower Severn	Rugby	Warwickshire
Midlands	Lower Severn	Stratford-upon-Avon	Warwickshire
Midlands	Lower Severn	Stroud	Gloucestershire
Midlands	Lower Severn	Tewkesbury	Gloucestershire
Midlands	Lower Severn	Warwick	Warwickshire
Midlands	Lower Severn	Wychavon	Worcestershire
Midlands	Lower Trent	Amber Valley	Derbyshire
Midlands	Lower Trent	Ashfield	Nottinghamshire
Midlands	Lower Trent	Bassetlaw	Nottinghamshire
Midlands	Lower Trent	Blaby *	Leicestershire
Midlands	Lower Trent	Bolsover	Derbyshire
Midlands	Lower Trent	Broxtowe	Nottinghamshire
Midlands	Lower Trent	Charnwood	Leicestershire
Midlands	Lower Trent	Chesterfield	Derbyshire
Midlands	Lower Trent	Derby City	Derbyshire

Appendix 22. Environment Agency regions and areas
with corresponding local authorities

EA Region	EA Area	Local Authorities	County Council
Midlands	Lower Trent	Derbyshire Dales	Derbyshire
Midlands	Lower Trent	Erewash	Derbyshire
Midlands	Lower Trent	Gedling *	Nottinghamshire
Midlands	Lower Trent	Harborough	Leicestershire
Midlands	Lower Trent	High Peak	Derbyshire
Midlands	Lower Trent	Hinckley and Bosworth	Leicestershire
Midlands	Lower Trent	Leicester City	Leicestershire
Midlands	Lower Trent	Mansfield *	Nottinghamshire
Midlands	Lower Trent	Melton	Leicestershire
Midlands	Lower Trent	Newark and Sherwood	Nottinghamshire
Midlands	Lower Trent	North East Derbyshire	Derbyshire
Midlands	Lower Trent	North West Leicestershire	Leicestershire
Midlands	Lower Trent	Nottingham City	Nottinghamshire
Midlands	Lower Trent	Oadby and Wigston *	Leicestershire
Midlands	Lower Trent	Rushcliffe	Nottinghamshire
Midlands	Lower Trent	South Derbyshire	Derbyshire
Midlands	Upper Severn	Bridgnorth	Shropshire
Midlands	Upper Severn	Bromsgrove	Worcestershire
Midlands	Upper Severn	Herefordshire	Worcestershire
Midlands	Upper Severn	Malvern Hills	Worcestershire
Midlands	Upper Severn	North Shropshire	Shropshire
Midlands	Upper Severn	Oswestry *	Shropshire
Midlands	Upper Severn	Shrewsbury and Atcham	Shropshire
Midlands	Upper Severn	South Shropshire	Shropshire
Midlands	Upper Severn	Telford and Wrekin	Shropshire
Midlands	Upper Severn	Worcester City *	Worcestershire
Midlands	Upper Severn	Wyre Forest	Worcestershire
Midlands	Upper Trent	Birmingham City	West Midlands
Midlands	Upper Trent	Cannock Chase	Staffordshire
Midlands	Upper Trent	Dudley	West Midlands
Midlands	Upper Trent	East Staffordshire	Staffordshire
Midlands	Upper Trent	Lichfield	Staffordshire
Midlands	Upper Trent	Newcastle-under- Lyme	Staffordshire
Midlands	Upper Trent	North Warwickshire	Warwickshire
Midlands	Upper Trent	Nuneaton and	Warwickshire

Appendix 22. Environment Agency regions and areas
with corresponding local authorities

EA Region	EA Area	Local Authorities	County Council
		Bedworth	
Midlands	Upper Trent	Sandwell	West Midlands
Midlands	Upper Trent	Solihull	West Midlands
Midlands	Upper Trent	South Staffordshire	Staffordshire
Midlands	Upper Trent	Stafford	Staffordshire
Midlands	Upper Trent	Staffordshire Moorlands	Staffordshire
Midlands	Upper Trent	Stoke-on-Trent	Staffordshire
Midlands	Upper Trent	Tamworth	Staffordshire
Midlands	Upper Trent	Walsall	West Midlands
Midlands	Upper Trent	Wolverhampton	West Midlands
North East	Dales	City of York	North Yorkshire
North East	Dales	Craven	North Yorkshire
North East	Dales	Darlington	Durham
North East	Dales	Hambleton	North Yorkshire
North East	Dales	Harrogate	North Yorkshire
North East	Dales	Hartlepool	Cleveland
North East	Dales	Middlesbrough	Cleveland
North East	Dales	Redcar and Cleveland	Cleveland
North East	Dales	Richmondshire *	North Yorkshire
North East	Dales	Ryedale	North Yorkshire
North East	Dales	Scarborough *	North Yorkshire
North East	Dales	Sedgefield	Durham
North East	Dales	Selby	North Yorkshire
North East	Dales	Stockton-on-Tees	Cleveland
North East	Dales	Teesdale *	Durham
North East	Northumbria	Alnwick *	Northumberland
North East	Northumbria	Berwick-upon-Tweed	Northumberland
North East	Northumbria	Blyth Valley	Northumberland
North East	Northumbria	Castle Morpeth	Northumberland
North East	Northumbria	Chester-le-Street	Durham
North East	Northumbria	Derwentside	Durham
North East	Northumbria	Durham City	Durham
North East	Northumbria	Easington	Durham
North East	Northumbria	Gateshead	Tyne and Wear
North East	Northumbria	Newcastle-upon-Tyne City	Tyne and Wear
North East	Northumbria	North Tyneside	Tyne and Wear
North East	Northumbria	South Tyneside	Tyne and Wear

Appendix 22. Environment Agency regions and areas
with corresponding local authorities

EA Region	EA Area	Local Authorities	County Council
North East	Northumbria	Sunderland	Tyne and Wear
North East	Northumbria	Tynedale	Northumberland
North East	Northumbria	Wansbeck	Northumberland
North East	Northumbria	Wear Valley	Durham
North East	Ridings	Barnsley	South Yorkshire
North East	Ridings	Bradford City	West Yorkshire
North East	Ridings	Calderdale	West Yorkshire
North East	Ridings	Doncaster	South Yorkshire
North East	Ridings	East Riding of Yorkshire	Humberside
North East	Ridings	Kingston-upon-Hull City	Humberside
North East	Ridings	Kirklees	West Yorkshire
North East	Ridings	Leeds City	West Yorkshire
North East	Ridings	Rotherham	South Yorkshire
North East	Ridings	Sheffield City	South Yorkshire
North East	Ridings	Wakefield City	West Yorkshire
North West	Central	Blackburn with Darwen	Lancashire
North West	Central	Blackpool	Lancashire
North West	Central	Burnley	Lancashire
North West	Central	Chorley	Lancashire
North West	Central	Fylde	Lancashire
North West	Central	Hyndburn	Lancashire
North West	Central	Lancaster City	Lancashire
North West	Central	Pendle *	Lancashire
North West	Central	Preston	Lancashire
North West	Central	Ribble Valley	Lancashire
North West	Central	Rossendale	Lancashire
North West	Central	South Ribble	Lancashire
North West	Central	West Lancashire	Lancashire
North West	Central	Wyre	Lancashire
North West	North	Allerdale	Cumbria
North West	North	Barrow-in-Furness	Cumbria
North West	North	Carlisle *	Cumbria
North West	North	Copeland	Cumbria
North West	North	Eden	Cumbria
North West	North	South Lakeland	Cumbria
North West	South	Bolton	Greater Manchester
North West	South	Bury	Greater Manchester
North West	South	Chester City	Cheshire

Appendix 22. Environment Agency regions and areas
with corresponding local authorities

EA Region	EA Area	Local Authorities	County Council
North West	South	Congleton	Cheshire
North West	South	Crewe and Nantwich	Cheshire
North West	South	Ellesmere Port and Neston	Cheshire
North West	South	Halton	Cheshire
North West	South	Knowsley	Merseyside
North West	South	Liverpool City	Merseyside
North West	South	Macclesfield	Cheshire
North West	South	Manchester City	Greater Manchester
North West	South	Oldham	Greater Manchester
North West	South	Rochdale	Greater Manchester
North West	South	Salford City	Greater Manchester
North West	South	Sefton	Merseyside
North West	South	St. Helens	Merseyside
North West	South	Stockport	Greater Manchester
North West	South	Tameside	Greater Manchester
North West	South	Trafford	Greater Manchester
North West	South	Vale Royal	Cheshire
North West	South	Warrington	Cheshire
North West	South	Wigan	Greater Manchester
North West	South	Wirral	Merseyside
South West	Cornwall	Caradon	Cornwall
South West	Cornwall	Carrick	Cornwall
South West	Cornwall	Kerrier *	Cornwall
South West	Cornwall	North Cornwall	Cornwall
South West	Cornwall	Penwith	Cornwall
South West	Cornwall	Plymouth City	Devon
South West	Cornwall	Restormel	Cornwall
South West	Devon	East Devon *	Devon
South West	Devon	Exeter City	Devon
South West	Devon	Mid Devon *	Devon
South West	Devon	North Devon	Devon
South West	Devon	South Hams	Devon
South West	Devon	Teignbridge	Devon
South West	Devon	Torbay	Devon
South West	Devon	Torridge	Devon
South West	Devon	West Devon *	Devon
South West	North Wessex	Bath and North East Somerset *	Avon
South West	North Wessex	Bristol City	Avon

Appendix 22. Environment Agency regions and areas
with corresponding local authorities

EA Region	EA Area	Local Authorities	County Council
South West	North Wessex	Mendip	Somerset
South West	North Wessex	North Somerset	Avon
South West	North Wessex	Sedgemoor	Somerset
South West	North Wessex	South Gloucestershire	Avon
South West	North Wessex	South Somerset	Somerset
South West	North Wessex	Taunton Deane	Somerset
South West	North Wessex	West Somerset	Somerset
South West	North Wessex	West Wiltshire	Wiltshire
South West	South Wessex	Bournemouth	Dorset
South West	South Wessex	Christchurch *	Dorset
South West	South Wessex	East Dorset	Dorset
South West	South Wessex	Kennet	Wiltshire
South West	South Wessex	North Dorset	Dorset
South West	South Wessex	Poole	Dorset
South West	South Wessex	Purbeck	Dorset
South West	South Wessex	Salisbury	Wiltshire
South West	South Wessex	West Dorset	Dorset
South West	South Wessex	Weymouth and Portland	Dorset
South West	South Wessex	Bournemouth	Dorset
South West	South Wessex	Christchurch *	Dorset
South West	South Wessex	East Dorset	Dorset
South West	South Wessex	Kennet	Wiltshire
South West	South Wessex	North Dorset	Dorset
South West	South Wessex	Poole	Dorset
South West	South Wessex	Purbeck	Dorset
South West	South Wessex	Salisbury	Wiltshire
South West	South Wessex	West Dorset	Dorset
South West	South Wessex	Weymouth and Portland	Dorset
Southern	Hampshire	East Hampshire	Hampshire
Southern	Hampshire	Eastleigh	Hampshire
Southern	Hampshire	Fareham	Hampshire
Southern	Hampshire	Gosport	Hampshire
Southern	Hampshire	Havant	Hampshire
Southern	Hampshire	Isle of Wight	Hampshire
Southern	Hampshire	New Forest	Hampshire
Southern	Hampshire	Portsmouth City	Hampshire
Southern	Hampshire	Southampton City	Hampshire
Southern	Hampshire	Test Valley	Hampshire

Appendix 22. Environment Agency regions and areas
with corresponding local authorities

EA Region	EA Area	Local Authorities	County Council
Southern	Hampshire	Winchester City	Hampshire
Southern	Kent	Ashford	Kent
Southern	Kent	Canterbury City	Kent
Southern	Kent	Dartford	Kent
Southern	Kent	Dover	Kent
Southern	Kent	Gravesham	Kent
Southern	Kent	Maidstone	Kent
Southern	Kent	Medway	Kent
Southern	Kent	Sevenoaks	Kent
Southern	Kent	Shepway	Kent
Southern	Kent	Swale	Kent
Southern	Kent	Tandridge	Surrey
Southern	Kent	Thanet	Kent
Southern	Kent	Tonbridge and Malling	Kent
Southern	Kent	Tunbridge Wells	Kent
Southern	Sussex	Adur	West Sussex
Southern	Sussex	Arun *	West Sussex
Southern	Sussex	Brighton & Hove *	East Sussex
Southern	Sussex	Chichester	West Sussex
Southern	Sussex	Crawley *	West Sussex
Southern	Sussex	Eastbourne *	East Sussex
Southern	Sussex	Hastings	East Sussex
Southern	Sussex	Horsham	West Sussex
Southern	Sussex	Lewes *	East Sussex
Southern	Sussex	Mid Sussex *	West Sussex
Southern	Sussex	Rother	East Sussex
Southern	Sussex	Wealdon *	East Sussex
Southern	Sussex	Worthing	West Sussex
Thames	North East	Broxbourne	Hertfordshire
Thames	North East	Chiltern *	Buckinghamshire
Thames	North East	Dacorum	Hertfordshire
Thames	North East	East Hertfordshire	Hertfordshire
Thames	North East	Epping Forest	Essex
Thames	North east	Harlow	Essex
Thames	North East	Hertsmere *	Hertfordshire
Thames	North East	London Borough of Barking and Dagenham	Greater London
Thames	North East	London Borough of Barnet	Greater London

Appendix 22. Environment Agency regions and areas
with corresponding local authorities

EA Region	EA Area	Local Authorities	County Council
Thames	North East	London Borough of Brent	Greater London
Thames	North East	London Borough of Camden *	Greater London
Thames	North East	London Borough of Ealing	Greater London
Thames	North East	London Borough of Enfield	Greater London
Thames	North East	London Borough of Hackney	Greater London
Thames	North East	London Borough of Hammersmith and Fulham *	Greater London
Thames	North East	London Borough of Haringey *	Greater London
Thames	North East	London Borough of Harrow	Greater London
Thames	North East	London Borough of Havering	Greater London
Thames	North East	London Borough of Hillingdon	Greater London
Thames	North East	London Borough of Hounslow	Greater London
Thames	North East	London Borough of Islington	Greater London
Thames	North East	London Borough of Kensington and Chelsea	Greater London
Thames	North East	London Borough of Newham	Greater London
Thames	North East	London Borough of Redbridge *	Greater London
Thames	North East	London Borough of Tower Hamlets	Greater London
Thames	North East	London Borough of Waltham Forest	Greater London
Thames	North East	London Borough of Westminster *	Greater London
Thames	North East	London, Corporation of	Greater London
Thames	North East	Luton	Bedfordshire
Thames	North East	North Hertfordshire	Hertfordshire

Appendix 22. Environment Agency regions and areas
with corresponding local authorities

EA Region	EA Area	Local Authorities	County Council
Thames	North East	South Bedfordshire *	Bedfordshire
Thames	North East	South Buckinghamshire	Buckinghamshire
Thames	North East	St. Albans City *	Hertfordshire
Thames	North East	Stevenage	Hertfordshire
Thames	North East	Three Rivers *	Hertfordshire
Thames	North East	Watford	Hertfordshire
Thames	North East	Welwyn Hatfield	Hertfordshire
Thames	South East	Basingstoke and Dean	Hampshire
Thames	South East	Bracknell Forest	Berkshire
Thames	South East	Elmbridge	Surrey
Thames	South East	Epsom and Ewell *	Surrey
Thames	South East	Guildford	Surrey
Thames	South East	Hart	Hampshire
Thames	South East	London Borough of Bexley	Greater London
Thames	South East	London Borough of Bromley	Greater London
Thames	South East	London Borough of Croyden	Greater London
Thames	South East	London Borough of Greenwich	Greater London
Thames	South East	London Borough of Kingston-upon-Thames	Greater London
Thames	South East	London Borough of Lambeth *	Greater London
Thames	South East	London Borough of Lewisham	Greater London
Thames	South East	London Borough of Merton	Greater London
Thames	South East	London Borough of Richmond-upon-Thames	Greater London
Thames	South East	London Borough of Southwark *	Greater London
Thames	South East	London Borough of Sutton	Greater London
Thames	South East	London Borough of Wandsworth *	Greater London
Thames	South East	Mole Valley *	Surrey

Appendix 22. Environment Agency regions and areas
with corresponding local authorities

EA Region	EA Area	Local Authorities	County Council
Thames	South East	Reigate and Banstead *	Surrey
Thames	South East	Runnymede	Surrey
Thames	South East	Rushmoor *	Hampshire
Thames	South East	Slough	Berkshire
Thames	South East	Spelthorne	Surrey
Thames	South East	Surrey Heath	Surrey
Thames	South East	Waverley	Surrey
Thames	South East	Windsor and Maidenhead *	Berkshire
Thames	South East	Woking	Surrey
Thames	South East	Wokingham	Berkshire
Thames	West	Aylesbury Vale	Buckinghamshire
Thames	West	Cherwell	Oxfordshire
Thames	West	Cotswold *	Gloucestershire
Thames	West	North Wiltshire	Wiltshire
Thames	West	Oxford City	Oxfordshire
Thames	West	Reading	Berkshire
Thames	West	South Oxfordshire	Oxfordshire
Thames	West	Swindon *	Wiltshire
Thames	West	Vale of the White Horse	Oxfordshire
Thames	West	West Berkshire	Berkshire
Thames	West	West Oxfordshire	Oxfordshire
Thames	West	Wycombe	Buckinghamshire
Wales	Northern	Conwy	Wales
Wales	Northern	Denbighshire	Wales
Wales	Northern	Flintshire	Wales
Wales	Northern	Gwynedd	Wales
Wales	Northern	Isle of Anglesey	Wales
Wales	Northern	Powys	Wales
Wales	Northern	Wrexham	Wales
Wales	South East	Blaeanau Gwent	Wales
Wales	South East	Caerphilly	Wales
Wales	South East	Cardiff	Wales
Wales	South East	Forest of Dean	Gloucestershire
Wales	South East	Merthyr Tydfil *	Wales
Wales	South East	Monmouthshire	Wales
Wales	South East	Newport	Wales
Wales	South East	Rhondda Cynon Taff	Wales
Wales	South East	Torfaen	Wales

Appendix 22. Environment Agency regions and areas
with corresponding local authorities

EA Region	EA Area	Local Authorities	County Council
Wales	South East	Vale of Glamorgan	Wales
Wales	South West	Bridgend	Wales
Wales	South West	Carmarthenshire	Wales
Wales	South West	Ceredigion	Wales
Wales	South West	Neath Port Talbot	Wales
Wales	South West	Pembrokeshire	Wales
Wales	South West	Swansea	Wales

* Local authorities without an authorisation

Appendix 23. Number of authorisations and variations held by each council with an IPC register

Appendix 23. Number of Authorisations and Variations held by each Council with an IPC Register (in descending order by total number)

	Council	No. of Auth.	No. of Minor Variations	No. of Major Variations	Total
1.	Stockton-on-Tees	82	375	20	477
2.	Bradford City	49	259	11	319
3.	Redcar and Cleveland	43	235	9	287
4.	Halton	58	211	7	276
5.	Kirklees	61	180	8	249
6.	Wakefield City	43	164	7	214
7.	Sandwell	42	140	13	195
8.	Leeds City	38	133	5	176
9.	North East Lincolnshire	57	97	19	173
10.	Knowsley	43	113	10	166
11.	Newport	38	82	14	134
12.	East Riding of Yorkshire	34	81	15	130
13.	New Forest	28	94	8	130
14.	North Lincolnshire	26	87	12	125
15.	Neath Port Talbot	23	94	5	122
16.	Bolsover	22	89	8	119
17.	Flintshire	36	65	12	113
18.	Middlesbrough	14	92	0	106
19.	Salford City	30	72	3	105
20.	Bristol City	27	54	23	104
21.	Congleton	22	77	2	101
22.	Hartlepool	14	82	2	98
23.	Ellesmere Port and Neston	32	64	1	97
24.	Sedgefield	17	75	5	97
25.	Warrington	25	65	6	96
26.	Birmingham City	27	61	7	95
27.	North Tyneside	26	66	2	94
28.	Vale of Glamorgan	16	62	10	88
29.	Trafford	23	58	0	81
30.	Sheffield City	24	55	1	80
31.	Selby	14	55	6	75
32.	Stoke-on-Trent	19	48	3	70

Appendix 23. Number of authorisations and variations held by each council with an IPC register

	Council	No. of Auth.	No. of Minor Variations	No. of Major Variations	Total
33.	South Staffordshire	17	49	4	70
34.	Derby City	16	46	8	70
35.	Thurrock	24	33	11	68
36.	Allerdale	19	42	7	68
37.	Calderdale	16	50	2	68
38.	Staffordshire Moorlands	10	50	7	67
39.	Wirral	20	43	3	66
40.	Rhondda Cynon Taff	20	40	6	66
41.	Gateshead	12	50	3	65
42.	High Peak	17	38	8	63
43.	King's Lynn and West Norfolk	20	32	10	62
44.	Copeland	13	46	2	61
45.	Bassetlaw	12	42	5	59
46.	Wansbeck	9	47	3	59
47.	Swale	22	33	3	58
48.	Rotherham	14	40	4	58
49.	St. Edmundsbury	16	31	7	54
50.	Vale Royal	13	40	1	54
51.	London Borough of Barking and Dagenham	16	30	7	53
52.	Kingston-upon-Hull City	12	37	4	53
53.	Wolverhampton	12	39	0	51
54.	South Cambridgeshire	17	25	6	48
55.	Swansea	14	30	4	48
56.	North Hertfordshire	14	24	10	48
57.	Pembrokeshire	9	34	5	48
58.	Doncaster	16	27	3	46
59.	Chesterfield	9	34	3	46
60.	Wrexham	20	20	5	45
61.	Sedgemoor	14	28	3	45
62.	London Borough of Enfield	14	21	9	44
63.	Tameside	13	30	1	44
64.	West Lindsey	18	24	1	43
65.	Liverpool City	14	28	1	43
66.	South Derbyshire	7	34	1	42

Appendix 23. Number of authorisations and variations held by each council with an IPC register

	Council	No. of Auth.	No. of Minor Variations	No. of Major Variations	Total
67.	Walsall	8	30	3	41
68.	Hyndburn	16	24	0	40
69.	Medway	10	25	5	40
70.	Lancaster City	11	26	2	39
71.	North East Derbyshire	6	29	3	38
72.	South Gloucestershire	12	17	8	37
73.	South Tyneside	10	24	3	37
74.	Manchester City	13	22	1	36
75.	Coventry City	10	24	2	36
76.	Wyre	10	21	5	36
77.	Macclesfield	9	26	1	36
78.	Wellingborough	11	17	7	35
79.	Norwich City	13	20	1	34
80.	Sunderland	7	23	4	34
81.	Dartford	6	23	5	34
82.	Bedford	6	20	8	34
83.	Rochdale	12	21	0	33
84.	Wyre Forest	7	24	2	33
85.	Fylde	3	30	0	33
86.	Basingstoke and Dean	10	22	0	32
87.	Charnwood	6	26	0	32
88.	Bury	13	17	1	31
89.	Isle of Anglesey	11	18	2	31
90.	London Borough of Bexley	9	22	0	31
91.	Carmarthenshire	7	24	0	31
92.	Newcastle-upon-Tyne City	6	22	2	30
93.	Torfaen	6	19	5	30
94.	Mid Suffolk	10	14	5	29
95.	Dudley	8	19	2	29
96.	Slough	7	19	3	29
97.	Nottingham City	5	21	3	29
98.	Dover	4	20	5	29
99.	Cannock Chase	3	24	2	29
100.	Barnsley	11	17	0	28
101.	Tonbridge and Malling	9	16	3	28

Appendix 23. Number of authorisations and variations held by each council with an IPC register

	Council	No. of Auth.	No. of Minor Variations	No. of Major Variations	Total
102.	Leicester City	8	19	1	28
103.	Newark and Sherwood	8	19	0	27
104.	South Lakeland	6	19	2	27
105.	Rushcliffe	3	22	2	27
106.	Cardiff	9	14	2	25
107.	Derwentside	8	15	2	25
108.	Barrow-in-Furness	7	16	2	25
109.	Tynedale	6	19	0	25
110.	Vale of the White Horse	5	16	4	25
111.	Caerphilly	4	17	3	24
112.	Wigan	9	12	2	23
113.	Corby	7	15	1	23
114.	North Norfolk	6	9	8	23
115.	Rugby	4	17	2	23
116.	Telford and Wrekin	9	13	0	22
117.	Harlow	8	9	5	22
118.	London Borough of Hillingdon	7	14	1	22
119.	Bolton	7	10	5	22
120.	Chester-le-Street	3	16	3	22
121.	Bridgend	5	14	2	21
122.	Broxtowe	5	13	3	21
123.	Worthing	4	17	0	21
124.	London Borough of Newham	9	8	3	20
125.	Huntingdonshire	8	12	0	20
126.	East Lindsey	6	8	6	20
127.	St. Helens	5	13	2	20
128.	Ribble Valley	2	14	4	20
129.	Burnley	8	9	2	19
130.	Blackburn with Darwen	7	11	1	19
131.	West Wiltshire	5	12	2	19
132.	Derbyshire Dales	2	17	0	19
133.	South Northamptonshire	7	9	2	18
134.	London Borough of Greenwich	5	12	1	18
135.	Amber Valley	5	10	3	18

Appendix 23. Number of authorisations and variations held by each council with an IPC register

	Council	No. of Auth.	No. of Minor Variations	No. of Major Variations	Total
136.	Wychavon	5	9	4	18
137.	Wear Valley	4	13	1	18
138.	Exeter City	4	11	3	18
139.	Ryedale	3	13	1	17
140.	Gloucester City	7	9	0	16
141.	Gosport	6	10	0	16
142.	Ashford	5	11	0	16
143.	City of York	5	10	1	16
144.	Stevenage	5	8	3	16
145.	Castle Morpeth	4	12	0	16
146.	London Borough of Brent	4	11	1	16
147.	Gravesham	3	12	1	16
148.	Welwyn Hatfield	6	7	2	15
149.	Mendip	5	9	1	15
150.	Tendring	5	8	2	15
151.	Blyth Valley	2	12	1	15
152.	Northampton	7	7	0	14
153.	Rossendale	6	7	1	14
154.	East Staffordshire	5	9	0	14
155.	Isle of Wight	5	8	1	14
156.	London Borough of Croyden	5	7	2	14
157.	Redditch	4	10	0	14
158.	Forest of Dean	4	9	1	14
159.	West Berkshire	4	9	1	14
160.	Eastleigh	4	8	2	14
161.	Fenland	3	9	2	14
162.	Blaeanau Gwent	3	7	4	14
163.	Stratford-upon-Avon	1	12	1	14
164.	Monmouthshire	4	9	0	13
165.	Bridgnorth	3	10	0	13
166.	Hambleton	3	10	0	13
167.	Test Valley	3	10	0	13
168.	Winchester City	3	9	1	13
169.	Ipswich	3	9	1	13
170.	Purbeck	3	8	2	13

Appendix 23. Number of authorisations and variations held by each council with an IPC register

	Council	No. of Auth.	No. of Minor Variations	No. of Major Variations	Total
171.	Berwick-upon-Tweed	5	7	0	12
172.	Forest Heath	5	5	2	12
173.	Chorley	4	8	0	12
174.	Craven	3	9	0	12
175.	Easington	3	9	0	12
176.	Bromsgrove	3	7	2	12
177.	Shrewsbury and Atcham	1	9	2	12
178.	Babergh	5	6	0	11
179.	Broxbourne	4	6	1	11
180.	Poole	4	6	1	11
181.	West Somerset	3	6	2	11
182.	Daventry	3	6	2	11
183.	North Shropshire	2	8	1	11
184.	Rutland	1	5	5	11
185.	Crewe and Nantwich	5	5	0	10
186.	Milton Keynes	5	5	0	10
187.	Havant	5	4	1	10
188.	Portsmouth City	4	5	1	10
189.	Tewkesbury	4	4	2	10
190.	Southampton City	3	7	0	10
191.	Stafford	3	7	0	10
192.	East Hampshire	3	6	1	10
193.	London Borough of Harrow	3	6	1	10
194.	London Borough of Merton	3	6	1	10
195.	Stockport	2	8	0	10
196.	Rother	2	7	1	10
197.	South Ribble	5	4	0	9
198.	Wycombe	4	5	0	9
199.	North Warwickshire	3	6	0	9
200.	West Lancashire	3	5	1	9
201.	North West Leicestershire	2	6	1	9
202.	East Hertfordshire	5	3	0	8
203.	Dacorum	3	5	0	8
204.	Newcastle-under-Lyme	3	5	0	8
205.	Thanet	3	5	0	8

Appendix 23. Number of authorisations and variations
held by each council with an IPC register

	Council	No. of Auth.	No. of Minor Variations	No. of Major Variations	Total
206.	Breckland	3	4	1	8
207.	Torbay	2	5	1	8
208.	Chelmsford	4	3	0	7
209.	Guildford	4	2	1	7
210.	North Somerset	3	4	0	7
211.	Broadland	3	4	0	7
212.	London Borough of Ealing	3	4	0	7
213.	Plymouth City	3	4	0	7
214.	South Somerset	3	4	0	7
215.	Stroud	3	4	0	7
216.	Adur	2	5	0	7
217.	Chichester	2	5	0	7
218.	Herefordshire	2	5	0	7
219.	London Borough of Kingston-upon-Thames	2	5	0	7
220.	Melton	2	5	0	7
221.	Mid Bedfordshire	2	5	0	7
222.	Oxford City	2	5	0	7
223.	Peterborough City	2	5	0	7
224.	Horsham	2	4	1	7
225.	Restormel	2	4	1	7
226.	Warwick	2	4	1	7
227.	Eden	3	3	0	6
228.	South Buckinghamshire	3	3	0	6
229.	Reading	2	4	0	6
230.	London Borough of Hounslow	2	4	0	6
231.	Sevenoaks	2	4	0	6
232.	Waverley	2	4	0	6
233.	Woking	2	4	0	6
234.	North Kesteven	1	5	0	6
235.	South Oxfordshire	1	5	0	6
236.	London Borough of Lewisham	1	4	1	6
237.	London Borough of Islington	1	3	2	6
238.	Spelthorne	3	2	0	5

Appendix 23. Number of authorisations and variations held by each council with an IPC register

	Council	No. of Auth.	No. of Minor Variations	No. of Major Variations	Total
239.	Nuneaton and Bedworth	2	3	0	5
240.	Suffolk Coastal	2	3	0	5
241.	Harrogate	2	3	0	5
242.	Lichfield	2	3	0	5
243.	Maidstone	2	3	0	5
244.	Oldham	2	3	0	5
245.	Waveney	2	3	0	5
246.	East Cambridgeshire	2	2	1	5
247.	Ashfield	1	4	0	5
248.	Solihull	1	4	0	5
249.	Tamworth	1	4	0	5
250.	Tandridge	1	4	0	5
251.	Harborough	1	3	1	5
252.	North Cornwall	1	3	1	5
253.	North Dorset	1	2	2	5
254.	Lincoln City	2	2	0	4
255.	South Hams	2	2	0	4
256.	Carrick	2	2	0	4
257.	Denbighshire	2	2	0	4
258.	Fareham	2	2	0	4
259.	London Borough of Havering	2	2	0	4
260.	South Holland	2	2	0	4
261.	Torridge	2	2	0	4
262.	Cherwell	2	1	1	4
263.	Bracknell Forest	1	3	0	4
264.	Darlington	1	3	0	4
265.	Hastings	1	3	0	4
266.	Luton	1	3	0	4
267.	Preston	1	3	0	4
268.	Surrey Heath	1	3	0	4
269.	Rochford	1	2	1	4
270.	Basildon	2	1	0	3
271.	Blackpool	2	1	0	3
272.	Hart	2	1	0	3
273.	London Borough of Bromley	2	1	0	3

Appendix 23. Number of authorisations and variations held by each council with an IPC register

	Council	No. of Auth.	No. of Minor Variations	No. of Major Variations	Total
274.	Runneymede	2	1	0	3
275.	Watford	2	1	0	3
276.	Conwy	1	2	0	3
277.	East Dorset	1	2	0	3
278.	Elmbridge	1	2	0	3
279.	Kennet	1	2	0	3
280.	London Borough of Kensington and Chelsea	1	2	0	3
281.	Penwith	1	2	0	3
282.	Powys	1	2	0	3
283.	Taunton Deane	1	2	0	3
284.	Teignbridge	1	2	0	3
285.	Wokingham	1	2	0	3
286.	Aylesbury Vale	1	1	1	3
287.	Great Yarmouth	1	1	1	3
288.	London Borough of Hackney	1	1	1	3
289.	Gwynedd	2	0	0	2
290.	Bournemouth	1	1	0	2
291.	Canterbury City	1	1	0	2
292.	Durham City	1	1	0	2
293.	East Northamptonshire	1	1	0	2
294.	Epping Forest	1	1	0	2
295.	Hinckley and Bosworth	1	1	0	2
296.	London Borough of Barnet	1	1	0	2
297.	London Borough of Sutton	1	1	0	2
298.	London Borough of Tower Hamlets	1	1	0	2
299.	Salisbury	1	1	0	2
300.	Shepway	1	1	0	2
301.	Tunbridge Wells	1	1	0	2
302.	West Dorset	1	1	0	2
303.	Weymouth and Portland	1	1	0	2
304.	West Oxfordshire	0	2	0	2
305.	Chester City	1	0	0	1
306.	Maldon	1	0	0	1
307.	Caradon	1	0	0	1

Appendix 23. Number of authorisations and variations held by each council with an IPC register

	Council	No. of Auth.	No. of Minor Variations	No. of Major Variations	Total
308.	Castle Point	1	0	0	1
309.	Cheltenham	1	0	0	1
310.	Erewash	1	0	0	1
311.	Kettering	1	0	0	1
312.	London Borough of Richmond-upon-Thames	1	0	0	1
313.	London Borough of Waltham Forest	1	0	0	1
314.	Malvern Hills	1	0	0	1
315.	North Devon	1	0	0	1
316.	North Wiltshire	1	0	0	1
317.	Sefton	1	0	0	1
318.	South Kesteven	1	0	0	1
319.	Southend-on-Sea	1	0	0	1
320.	Ceredigion	1	0	0	1
321.	London, Corporation of	1	0	0	1

Appendix 24. Environment Agency Public Register Transmission Sheet

OPERATOR _____

PERMISSION NUMBER _____ PIR/RSR*

Information to be entered in the register in accordance with the Procedure for Managing the Agency's Public Registers (EAS/1601/3/01)

DOCUMENTS ATTACHED	TICK BOX	DATE OF RECEIPT	NO OF PAGES
Application		/ /	
Application for variation (major/minor)*		/ /	
Statutory consultee letter/response*		/ /	
Copy of Advertisement of Application sent to the Agency		/ /	
Schedule 1 notice and covering letter		/ /	
Schedule 1 notice reply		/ /	
Additional information supplied by applicant		/ /	
Correspondence re extension to determination date		/ /	
Certificate of Registration/Authorisation*		/ /	
Certificate of variation		/ /	
Public access to information form		/ /	
Improvement Plan Responses and Correspondence		/ /	
Appeal against conditions of authorisation (Section 15)		/ /	
Secretary of State notification/Report*		/ /	
Conviction details		/ /	
Prohibition notice/Withdrawal of prohibition notice*		/ /	
Monitoring/Emissions information*		/ /	
Revocation/Cancellation particulars*		/ /	
Other (specify)		/ /	

* Delete as appropriate

The attached documentation does not contain information relating to national security or commercial confidentiality

Date sent to Public Register _____

Name of person sending to PR (Please Print) _____

Signature of person sending to PR _____

Date filed on register _____

Days elapsed since documents made available in the Agency _____
(See 'date of availability' above)

**Appendix 25. Environment Agency Public Register Enquiry/Request
for Information Form**

The Agency must be fully accountable in its obligations to make environmental information available to the public. We also wish to be able to gauge future requirements for public access to the information which the organisation holds. To assist us, please complete this side of the form. The information is for internal Agency use only.

NAME	
ORGANISATION NAME	
ORGANISATION TYPE	
COMPANY OR HOME ADDRESS	
POSTCODE	
TELEPHONE No	
FAX No	
EMAIL ADDRESS	
WHICH REGISTER(S) WERE YOU INTERESTED IN?	
INFORMATION REQUIRED?	

PLEASE COMMENT HERE ON ANY ASPECT OF THE AGENCY'S PUBLIC REGISTER SERVICE:

SIGNATURE:	
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ANALYSIS OF ENQUIRY (For Agency office use only):

Part A

Agency office:

Date of enquiry:

Telephone/fax/letter/e-mail/visitor*

Date of holding reply:

Date payment received/verified:

Date of final response:

Elapsed time between receipt of enquiry and final response in working days:

Part B

Staff-time spent dealing with requests involving data transfer @ £25 per hour:

<u>Hours:</u>	<u>Minutes:</u>	<u>Date:</u>	<u>Initials:</u>
			Total staff-time costs (£):

Part C

Agency copying costs - 10p per side A3 or A4

Photocopies or printouts	Yes/No?	
Number of copies:	Cost (£):	
Specialist copying (eg. Larger than A3) at cost:	Cost (£):	
	Total copying costs (£):	

Part D

Only charge customer if total costs exceed £50 de minimis

	Total cost (£):	
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IPC PART A PROCESSES IN THE NORTHWEST REGION (EFFECTIVE, VALID AND APPROVED)

Operator Name	Operator Complete Address	Current LC Status	Original Permission No.	Permission Number
ABRAM ALLOYS LTD	MAYPOLE INDUSTRIAL ESTATE,PARK LANE ABRAM WIGAN LANCASHIRE WN2 5XJ	EFFECTIVE	AS5067	BC2572
ACORDIS ACETATE CHEMICALS LTD	NELSONS ACETATE WORKS,CATON ROAD, LANCASTER LANCASHIRE LA1 3PE	EFFECTIVE	AK4702	BD5976
AEP ENERGY SERVICES UK GENERATION LTD	FIDDLERS FERRY POWER STATION,WIDNES ROAD, CUERDLEY WARRINGTON CHESHIRE WA5 2UT	EFFECTIVE	AA3301	BK0655
AEP ENERGY SERVICES UK GENERATION LTD	FIDDLERS FERRY POWER STATION,WIDNES ROAD, CUERDLEY WARRINGTON CHESHIRE WA5 2UT	VALID	AA3301	BL7582
AES PARTINGTON LTD	MANCHESTER RD,CARRINGTON MANCHESTER M31 4	EFFECTIVE	AY8549	BD9777
AIR PRODUCTS (CHEMICALS) PLC	CLAYTON LANE,CLAYTON, MANCHESTER M11 4SR	EFFECTIVE	AK7078	BE1488
AKCROS CHEMICALS LTD	PO BOX 1 ECCLES MANCHESTER M30 0BH	EFFECTIVE	AG3258	BL3056
AKCROS CHEMICALS LTD	PO BOX 1 ECCLES MANCHESTER M30 0BH	EFFECTIVE	AT9289	BF4229
AKCROS CHEMICALS LTD	PO BOX 1 ECCLES MANCHESTER M30 0BH	EFFECTIVE	AU1909	BE5670
AKCROS CHEMICALS LTD	LANKRO HOUSE,PO BOX 1, ECCLES MANCHESTER LANCASHIRE M30 0BH	EFFECTIVE	AU6137	BH2499
AKCROS CHEMICALS LTD	PO BOX 1 ECCLES MANCHESTER M30 0BH	EFFECTIVE	AV3753	BE5700
AKZO NOBEL CHEMICALS LTD	HOLLINGWORTH ROAD LITTLEBOROUGH LANCASHIRE OL15 0BA	EFFECTIVE	AK3412	BL3412
AKZO NOBEL CHEMICALS LTD	HOLLINGWORTH ROAD LITTLEBOROUGH LANCASHIRE OL15 0BA	EFFECTIVE	BG8181	BI3148
ALBION CHEMICALS LTD	BULK PRODUCTS SANDBACH CHESHIRE CW11 3PZ	EFFECTIVE	AL9319	BE4371
ALBION CHEMICALS LTD	BULK PRODUCTS SANDBACH CHESHIRE CW11 3PZ	EFFECTIVE	AL9327	BJ3624
ALBION CHEMICALS LTD	BULK PRODUCTS SANDBACH CHESHIRE CW11 3PZ	EFFECTIVE	AL9335	BC7981
ALBION CHEMICALS LTD	BULK PRODUCTS SANDBACH CHESHIRE CW11 3PZ	APPROVED	AL9343	BM5046
ALBION CHEMICALS LTD	BULK PRODUCTS SANDBACH CHESHIRE CW11 3PZ	EFFECTIVE	AL9343	BC7990
ALCAN ALUMINIUM UK LTD	ALCAN RECYCLING,LATCHFORD LOCKS WORKS,LATCHFORD WARRINGTON WA4 1NP	EFFECTIVE	AS6918	BM2896
ALCOA-LINGOTES CASTINGS LTD	FARINGTON BUSINESS PARK,GOLDEN HILL LANE LEYLAND PRESTON PR5 1UA	EFFECTIVE	BH7563	BH7563
ALPHA FRY TECHNOLOGIES	MAYFIELD STREET, ROCHDALE LANCASHIRE OL16 2NB	EFFECTIVE	AS4168	BJ8456
ALSTOM POWER UK LTD	ROOSECOTE POWER STATION,ROOSECOTE MOUNT,RAMPSIDE ROAD BARROW-IN-FURNESS CUMBRIA LA13 OPQ	EFFECTIVE	AF8408	BI2435
ANGUS FIRE ARMOUR LTD	STATION ROAD, BENTHAM LANCASTER LANCASHIRE LA2 7NA	EFFECTIVE	AN9204	BD8975
ASAHI GLASS FLUROPOLYMERS UK LTD	HILLHOUSE INTERNATIONAL,PO BOX 4 THORNTON-CLEVELEYS LANCASHIRE FY5 4QD	EFFECTIVE	AK4109	BI5906

ASCOT CHEMICALS LTD	MAIN BUILDING, NORTHSIDE WORKINGTON CUMBRIA CA14 1JJ	EFFECTIVE	AG6869	BD1482
ASCOT CHEMICALS LTD	HALTERMANN CUSTOM PROCESSING,NORTHSIDE WORKINGTON CUMBRIA CA14 1JJ	EFFECTIVE	AL6352	BJ4698
ASCOT CHEMICALS LTD	NORTHSIDE WORKINGTON CUMBRIA CA14 1JJ	EFFECTIVE	AL6379	BH3193
ASCOT CHEMICALS LTD	HALTERMANN CUSTOM PROCESSING,NORTHSIDE WORKINGTON CUMBRIA CA14 1JJ	EFFECTIVE	BA8561	BL6446
ASCOT CHEMICALS LTD	HALTERMANN CUSTOM PROCESSING,NORTHSIDE WORKINGTON CUMBRIA CA14 1JJ	EFFECTIVE	BH6443	BH6443
ASSOCIATED OCTEL CO LTD	PO BOX 17 ,OIL SITES ROAD, ELLESMERE PORT SOUTH WIRRAL L65 4HF	EFFECTIVE	AA3611	BD0273
ASSOCIATED OCTEL CO LTD	PO BOX 17 ,OIL SITES ROAD, ELLESMERE PORT SOUTH WIRRAL L65 4HF	APPROVED	AH4713	AH4713
ASSOCIATED OCTEL CO LTD	PO BOX 17 ,OIL SITES ROAD, ELLESMERE PORT SOUTH WIRRAL L65 4HF	EFFECTIVE	AK3919	BE1267
ASSOCIATED OCTEL CO LTD	PO BOX 17 ,OIL SITES ROAD, ELLESMERE PORT SOUTH WIRRAL L65 4HF	EFFECTIVE	AL7529	BK3891
ASSOCIATED OCTEL CO LTD	PO BOX 17 ,OIL SITES ROAD, ELLESMERE PORT SOUTH WIRRAL L65 4HF	EFFECTIVE	AL7537	BK8010
ASSOCIATED OCTEL CO LTD	PO BOX 17 ,OIL SITES ROAD, ELLESMERE PORT SOUTH WIRRAL L65 4HF	EFFECTIVE	AQ7771	BB8508
ASSOCIATED OCTEL CO LTD	PO BOX 17 ,OIL SITES ROAD, ELLESMERE PORT SOUTH WIRRAL L65 4HF	EFFECTIVE	AS4184	BD1962
ASSOCIATED OCTEL CO LTD	PO BOX 17 ,OIL SITES ROAD, ELLESMERE PORT SOUTH WIRRAL L65 4HF	EFFECTIVE	AX3916	BK6009
ASTRAZENECA UK LTD	SILK ROAD BUSINESS PARK,CHARTER WAY MACCLESFIELD CHESHIRE SK10 2NA	EFFECTIVE	AK4079	BL7540
ASTRAZENECA UK LTD	SILK ROAD BUSINESS PARK,CHARTER WAY MACCLESFIELD CHESHIRE SK10 2NA	EFFECTIVE	AK6608	BJ5147
ASTRAZENECA UK LTD	ALDERLEY HOUSE,ALDERLEY PARK, MACCLESFIELD CHESHIRE SK10 4TG	EFFECTIVE	BH1743	BJ7174
ATOFINA UK LTD	GLOBE HOUSE,BAYLEY STREET STALYBRIDGE CHESHIRE SK15 1PY	EFFECTIVE	AK7884	BE6188
AVENTIS CROPSCIENCE UK LTD	GORSEY LANE, WIDNES CHESHIRE WA8 0RN	EFFECTIVE	AJ5053	BM4155
AVENTIS CROPSCIENCE UK LTD	GORSEY LANE WIDNES CHESHIRE WA8 0RN	EFFECTIVE	AL7308	BM3981
AVOCADO RESEARCH CHEMICALS LTD	SHORE ROAD,PORT OF HEYSHAM INDUSTRIAL PARK,HEYSHAM LANCASTER LA3 2XY	EFFECTIVE	AR6339	BK3263
BAE SYSTEMS LTD	(BAE SYSTEMS),, BARROW-IN-FURNESS CUMBRIA LA14 1AF	EFFECTIVE	AB3242	BC5687
BAE SYSTEMS LTD	ROYAL ORDNANCE FACTORY,CHORLEY SITE,WIGAN ROAD LEYLAND PRESTON PR7 6AD	EFFECTIVE	AK1533	BL5083
BAE SYSTEMS PLC	MILITARY AIRCRAFT DIVISION,SAMBLESBURY AERODROME, BALDERSTONE BLACKBURN LANCASHIRE BB2 7LF	EFFECTIVE	AH9561	BC5750
BAERLOCHER UK LTD	MOSS HALL ROAD BURY LANCASHIRE BL9 7JJ	EFFECTIVE	AV1939	BD5500
BAKER PETROLITE LTD	KIRKBY BANK ROAD,KNOWSLEY INDUSTRIAL PARK (NORTH), LIVERPOOL MERSEYSIDE L33 7SY	EFFECTIVE	AK5946	BD5321
BAKER PETROLITE LTD	KIRKBY BANK ROAD,KNOWSLEY INDUSTRIAL PARK (NORTH) LIVERPOOL L33 7SY	EFFECTIVE	AK6004	BI9111
BAKER PETROLITE LTD	KIRKBY BANK ROAD,KNOWSLEY INDUSTRIAL PARK (NORTH) LIVERPOOL L33 7SY	EFFECTIVE	AK6012	BE1526
BAKER PETROLITE LTD	KIRKBY BANK ROAD,KNOWSLEY INDUSTRIAL PARK (NORTH), LIVERPOOL MERSEYSIDE L33 7SY	EFFECTIVE	AS6870	BE4886
BAKER PETROLITE LTD	KIRKBY BANK ROAD,KNOWSLEY INDUSTRIAL PARK (NORTH) LIVERPOOL L33 7SY	EFFECTIVE	BB5851	BE7303

IPC PART A PROCESSES IN THE NORTH WEST REGION (EFFECTIVE, VALID AND APPROVED)

PSR Number	Operator Name	Operator Complete Address	Current LC Status	Original Permission No.
1.1 A (A)	BOC GROUP PLC	WASHWAY LANE, ST. HELENS MERSEYSIDE WA10 6PA	EFFECTIVE	AF8327
1.1 A (A)	HYDROCARBON RESOURCES LTD	BARROW TERMINAL ,RAMPSIDE ROAD , BARROW-IN-FURNESS CUMBRIA LA13 0QU	EFFECTIVE	AF8572
1.1 A (AA)	BRITISH GAS PLC	PARTINGTON LNG FACILITY,HEATH FARM LANE,PARTINGTON MANCHESTER LANCASHIRE M31 4EH	EFFECTIVE	AV6779
1.1 A (C)	CPL INDUSTRIES LTD	REGENERATION PLANT,RISEHOWE INDUSTRIAL PARK, FLIMBY MARYPORT CUMBRIA CA15 8PD	EFFECTIVE	BJ3055
1.2 A (A)	CABOT CARBON LTD	LEES LANE ,STANLOW , ELLESMERE PORT SOUTH WIRRAL L65 4HT	APPROVED	AF8343
1.2 A (A)	CABOT CARBON LTD	LEES LANE ,STANLOW , ELLESMERE PORT SOUTH WIRRAL L65 4HT	EFFECTIVE	AF8343
1.3 A (A)	AEP ENERGY SERVICES UK GENERATION LTD	FIDDLERS FERRY POWER STATION,WIDNES ROAD, CUERDLEY WARRINGTON CHESHIRE WA5 2UT	EFFECTIVE	AA3301
1.3 A (A)	AEP ENERGY SERVICES UK GENERATION LTD	FIDDLERS FERRY POWER STATION,WIDNES ROAD, CUERDLEY WARRINGTON CHESHIRE WA5 2UT	VALID	AA3301
1.3 A (A)	AES PARTINGTON LTD	MANCHESTER RD,CARRINGTON MANCHESTER M31 4	EFFECTIVE	AY8549
1.3 A (A)	ASSOCIATED OCTEL CO LTD	PO BOX 17 ,OIL SITES ROAD, ELLESMERE PORT SOUTH WIRRAL L65 4HF	EFFECTIVE	AA3611
1.3 A (A)	ASTRAZENECA UK LTD	ALDERLEY HOUSE,ALDERLEY PARK, MACCLESFIELD CHESHIRE SK10 4TG	EFFECTIVE	BH1743
1.3 A (A)	BAE SYSTEMS LTD	(BAE SYSTEMS),, BARROW-IN-FURNESS CUMBRIA LA14 1AF	EFFECTIVE	AB3242
1.3 A (A)	BRITISH NUCLEAR FUELS PLC	BNFL FUEL DIVISION,SPRINGFIELDS WORKS SALWICK PRESTON PR4 0XJ	EFFECTIVE	AA2283
1.3 A (A)	BRITISH SALT LTD	CLEDFORD LANE, MIDDLEWICH CHESHIRE CW10 0JP	EFFECTIVE	AA7684
1.3 A (A)	CERESTAR UK LTD	TRAFFORD PARK ROAD,TRAFFORD PARK, MANCHESTER LANCASHIRE M17 1PA	EFFECTIVE	AB1061
1.3 A (A)	CORUS UK LTD	CORUS RAIL (WORKINGTON),DERWENT HOWE,MOSS BAY WORKINGTON CUMBRIA CA14 5AE	EFFECTIVE	AF8386
1.3 A (A)	FELLSIDE HEAT AND POWER LTD	FELLSIDE LODGE SEASCALE CUMBRIA CA20 1PG	EFFECTIVE	AF7045
1.3 A (A)	FORD MOTOR CO LTD	, HALEWOOD LIVERPOOL MERSEYSIDE L24 9LE	EFFECTIVE	AA3620
1.3 A (A)	GLAXO OPERATIONS UK LTD	NORTH LONSDALE ROAD, ULVERSTON CUMBRIA LA12 9DR	EFFECTIVE	AA2003
1.3 A (A)	HJ HEINZ CO LTD	KITTGREEN ,, WIGAN LANCASHIRE WN5 0JL	EFFECTIVE	AA3751
1.3 A (A)	HUNTSMAN SURFACE SCIENCES LTD	PO BOX 15 ,, WHITEHAVEN CUMBRIA CA28 9QQ	EFFECTIVE	AA2984
1.3 A (A)	HYDROCARBON RESOURCES LTD	BARROW TERMINAL ,RAMPSIDE ROAD , BARROW-IN-FURNESS CUMBRIA LA13 0QU	EFFECTIVE	AF8599
1.3 A (A)	INEOS CHLOR LTD	RUNCORN SITE,PO BOX 9 RUNCORN CHESHIRE WA7 4JE	EFFECTIVE	AA3123
1.3 A (A)	INEOS SILICAS LTD	SOUTH BANK WORKS,PO BOX 26 ,LIVERPOOL ROAD WARRINGTON WA5 1AB	EFFECTIVE	AA3026
1.3 A (A)	KELLOGG CO (GB) LTD	PARK ROAD,STRETFORD MANCHESTER M32 8RA	EFFECTIVE	BH1034

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1.3 A (A)	POWERGEN CHP LTD	IGGESUND PAPERBOARD (WORKINGTON), WORKINGTON CUMBRIA CA14 1JX	EFFECTIVE	AU9403
1.3 A (A)	ROCKSAVAGE POWER CO LTD	ROCKSAVAGE SITE,C/O PO BOX 9 RUNCORN CHESHIRE WA7 4JE	EFFECTIVE	AT6476
1.3 A (A)	SCOTTISH HYDRO-ELECTRIC PLC	EAST LANCASHIRE PAPER MILL CO LTD,RATCLIFFE MANCHESTER M26 2EL	EFFECTIVE	A05018
1.3 A (A)	SMURFIT PAPER AND BOARD MILLS (BURNLEY) LTD	CALDERVALE ROAD BURNLEY LANCASHIRE BB12 0EJ	EFFECTIVE	AF5581
1.3 A (A)	SOLVAY INTEROX LTD	BARONET ROAD, WARRINGTON CHESHIRE WA4 6HA	EFFECTIVE	AA7099
1.3 A (A)	ST REGIS PAPER CO LTD	CENTRAL POWER SERVICES,LOWER ECCLESHILL ROAD, DARWEN LANCASHIRE BB3 0RP	EFFECTIVE	AA2020
1.3 A (A)	TRANSCO PLC	WARRINGTON COMPRESSOR STATION,MOAT LANE, RIXTON WARRINGTON CHESHIRE WA3 6EY	EFFECTIVE	AF7827
1.3 A (A)	UCB SIDAC LTD	STATION ROAD, WIGTON CUMBRIA CA7 9BG	EFFECTIVE	AF8378
1.3 A (A)	VAUXHALL MOTORS LTD	NORTH INDUSTRIAL ESTATE, ELLESMERE PORT SOUTH WIRRAL MERSEYSIDE L65 1AL	EFFECTIVE	AA8249
1.3 A (A)	VORIDIAN ENGLAND LTD	ST HELENS BUSINESS PARK,MARYPORT ROAD, SIDDICK WORKINGTON CUMBRIA CA14 1LG	EFFECTIVE	AW5085
1.3 A (B)	ALSTOM POWER UK LTD	ROOSECOTE POWER STATION,ROOSECOTE MOUNT,RAMPSIDE ROAD BARROW-IN-FURNESS CUMBRIA LA13 OPQ	EFFECTIVE	AF8408
1.3 A (B)	BRITISH ENERGY GENERATION LTD	HEYSHAM 1 POWER STATION,HEYSHAM, MORECAMBE LANCASHIRE LA3 2XQ	EFFECTIVE	AF3384
1.3 A (B)	BRITISH ENERGY GENERATION LTD	HEYSHAM 2 POWER STATION ,HEYSHAM , MORECAMBE LANCASHIRE LA3 2XN	EFFECTIVE	AF6677
1.3 A (B)	INNOGY COGEN LTD	BRIDGEWATER MILL,NORTH ROAD, ELLESMERE PORT SOUTH WIRRAL MERSEYSIDE L65 1AF	EFFECTIVE	BF9506
1.3 A (B)	POWERGEN CHP LTD	PO BOX 4,MOND HOUSE WINNINGTON NORTHWICH CHESHIRE CW8 4DT	EFFECTIVE	BF6078
1.3 A (B)	POWERGEN COGENERATION LTD	HAYS CHEMICAL DISTRIBUTION LTD,BULK PRODUCTS SANDBACH CHESHIRE CW11 3PZ	EFFECTIVE	AW8297
1.3 A (B)	SCOTTISH HYDRO-ELECTRIC PLC	SALT UNION LTD,MERSEY VIEW WESTON POINT RUNCORN CHESHIRE WA7 4HB	EFFECTIVE	AM3812
1.3 A (B)	TRANSCO PLC	CARNFORTH COMPRESSOR STATION,DUNALD MILL LANE NETHER KELLET CARNFORTH LANCASHIRE LA6 1HB	EFFECTIVE	AF7797
1.3 A (C)	KIMBERLY CLARK LTD	BARROW MILL,PARK ROAD BARROW-IN-FURNESS CUMBRIA LA14 4QX	EFFECTIVE	AF7070
1.4 A (A)	EASTHAM REFINERY LTD	NORTH ROAD, ELLESMERE PORT SOUTH WIRRAL MERSEYSIDE CH65 1AJ	EFFECTIVE	AF6189
1.4 A (A)	SHELL UK LTD	STANLOW MANUFACTURING COMPLEX, ELLESMERE PORT SOUTH WIRRAL MERSEYSIDE L65 4HB	EFFECTIVE	AF8394
1.4 A (A)	SHELL UK LTD	TRANMERE TERMINAL ,ST PAULS ROAD , TRANMERE BIRKENHEAD MERSEYSIDE L41 9BP	EFFECTIVE	AF8254
2.1 A (F)	SHEFFIELD FORGEMASTERS ROLLS LTD	WESTON ROAD CREWE CW1 6DB	EFFECTIVE	AR0918
2.2 A (A)	ABRAM ALLOYS LTD	MAYPOLE INDUSTRIAL ESTATE,PARK LANE ABRAM WIGAN LANCASHIRE WN2 5XJ	EFFECTIVE	AS5067
2.2 A (A)	ALCAN ALUMINIUM UK LTD	ALCAN RECYCLING,LATCHFORD LOCKS WORKS,LATCHFORD WARRINGTON WA4 1NP	EFFECTIVE	AS6918
2.2 A (A)	BRITISH NUCLEAR FUELS PLC	BNFL FUEL DIVISION,SPRINGFIELDS WORKS SALWICK PRESTON PR4 0XJ	EFFECTIVE	AS4494
2.2 A (A)	PARK AND PATERSON (MANCHESTER) LTD	MCLAREN HOUSE,CROSS LANE MARPLE SK6 7QA	EFFECTIVE	AS6624
2.2 A (A)	RETHMANN UK LTD	SCOT LANE INDUSTRIAL ESTATE,BLACKROD BOLTON BL6 5SL	EFFECTIVE	AS6543

Appendix 28. Current Life Cycle Status of an Application

CURRENT LIFE CYCLE STATUS

This shows the status of the application...

EFFECTIVE	- Application has been authorised and any conditions apply to the operator
VALID	- Application meets with the requirements for determining authorisation (but has not yet been authorised)
SUPERSEDED BY	- Authorisation is superseded by a substantial (major) or non substantial (minor) variation
RECEIVED	- Application received by the Environment Agency and is not yet valid, i.e. will not yet appear on the public register
RAISED IN ERROR	- Application was made in error
WITHDRAWN	- Application withdrawn by operator
REFERRED TO LA	- Process is of interest to Local Authority
SURRENDERED	- Authorisation certificate surrendered by operator
REVOKED	- Authorisation revoked
APPROVED	- Application has been determined by the Environment Agency

Appendix 29. List of Company Name Changes

Current name	Previous names
	Courtaulds Chemicals Ltd
Air Products (Chemicals) Plc	Anchor Chemical Group Plc *Anchor Chemicals UK Ltd
Resinous chemicals Ltd	Akros Chemicals *Akros Services Ltd
Akzo Nobel Chemicals Ltd	Courtaulds Chemicals (Holdings) Ltd
Akzo Nobel Chemicals Ltd	Pakzo Chemicals Ltd
Albion Chemicals Ltd	Hays Chemicals Ltd * Hays Process Chemicals Ltd * Hays Chemical Distribution Ltd * Water Treatment solutions Ltd
Albion Distillation Services	Hays Distillation Services
Alpha-Fry Technologies	Fry Technology Ltd
Angus Fire Armour Ltd	****NB This file is held at our NE office****
Asahi Glass Fluoropolymers UK Ltd	ICI Hillhouse *ICI Fluon
Ascot Chemicals Ltd	Haltermann Custom Processing Workington * Pentagon Chemicals Ltd
Atofina UK Ltd	Elf Atochem UK Ltd
Aventis Cropscience UK Ltd	Agrevo UK Ltd * Schering
BAE Systems RO Defence	Royal Ordnance (Weapons and Munitions) Ltd
BAE Systems Marine Ltd	Marconi Marine (VSEL) Ltd * VSEL * Vickers shipbuilding and EGINEERING Ltd
Baker Perolite	Petrolite Ltd
Basell Polyolefins	Montell UK Ltd * Montell Carrington * SHELL CHEMICALS UK LTD * Elenac
BASF Plc	Chemdal Ltd * TARGOR LTD
Betzdearborn Ltd	Grace Dearborn Ltd
Pirelli Cables Ltd	BICC Rod and Wire Ltd * BICC ROD ROLLERS LTD
Boxmore Packaging Ltd	Airopack
British Energy Generation	NUCLEAR ELECTRIC LTD * AGR CO. LTD * Heysham * PWR CO. LTD
British Gypsum-Isover Ltd	Gyproc Insulation Ltd
British Nuclear Fuels	British Nuclear Fuels Transport Division
CENTEC International Ltd	The Centre for Environmental Technology
Hawker Ltd	Chloride Industrial Batteries Ltd * CIBL
Ciba Geigy Plc	The Clayton Analine Co.
Clariant Life Science Molecules (UK)Ltd	Nipa Laboratories Ltd
Clariant UK Ltd	Nipa Laboratories Ltd
Corus UK Ltd	British Steel Ltd * british steel distribution
Cray Valley Ltd	Croda Resins Ltd
Ineos Silicas Ltd	Crosfield Ltd * joseph crosfield & sons ltd
Mondi Paper	Trinity Paper Mills * Danisco Paper
Degussa-Huls Ltd	Degussa Ltd
Eastman Chemical Ectona Ltd	Eastapet Ltd
Edison First Power Ltd	Powergen UK Plc
Eli Lilly & Company Ltd	Dista Products
European Vinyls Corporation (UK) Ltd	ICI Chemicals and Polymers Plc
F2 Chemicals Ltd	BNFL Fluorochemicals Ltd
Federal-Mogul Friction Products Ltd	Ferodo Ltd
Fellside Heat and Power	British Nuclear Fuels Ltd * british nuclear fuels transport division
Flexitallic Ltd	TBA Sealing Materials Ltd
FMC Chemicals Ltd	FMC Corporation (UK) Ltd
Georgia Pacific GB Ltd	Fort James UK Ltd
Glaxo Operations UK Ltd	Glaxo Wellcome Operations * glaxochem ltd
GM Waste Ltd	Greater Manchester Waste Disposal Auth
Goldschmidt Ltd	T H Goldschmidt Ltd * Witco surfactants * Rewo chemicals ltd
Great Lakes (UK) Ltd	Octel Chemicals Ltd * GLFC
Great Lakes Manufacturing (UK) Ltd	FMC Corporation (UK) Ltd * GLFC
Hawker Ltd	Chloride Industrial Batteries Ltd
H.B. Fuller UK Ltd	Datac Adhesives Ltd
crown berger	akzo nobel
Hays Chemicals Ltd	Hays Chemical Distribution Ltd * hays Plc
Hydrocarbon Resources Ltd	British Gas Plc
Hyloc Ltd	Novatech Adhesives Ltd
Hyperlast Ltd	McWhorter Technologies Europe
ICI Chemicals & Polymers Ltd	Scottish Hydro-Electric Plc
Ineos Chlor Ltd	ICI Chemicals & Polymers Ltd * Imperial chemical industries Ltd
Ineos Fluor Ltd	ICI Chemicals & Polymers Ltd

Appendix 29. List of Company Name Changes

Innogy Cogen Ltd	National Power Cogeneration Trading Ltd * national Power Cogeneration Ltd
International Flavours + Fragrances	Bush Boake Allen
Johnson Matthey Plc	Cookson Matthey Ceramics & Materials Ltd * Johnson Matthey Pigments and dispersions
Kemira Agro UK Ltd	Kemira Ince Ltd
Kimberley Clark Ltd	Scott Ltd
Lever Faberge Ltd	Lever Brothers Ltd
Lucas Ltd	TRW Aeronautical Systems Lucas Aerospace * lucas aerospace Engine control systems ltd.
Pechiney Aviatube Ltd	Luxfer Group
Magnesium Elektron Ltd	British Aluminium Ltd, MEL, Luxfer, BASE,
Evans Vaccines Ltd	Medeva Pharma Ltd * evans medical ltd
Eastman Chemical England Ltd	McWhorter Technologies Ltd
Mercury Recycling Ltd	Independent Services Waste Management Ltd
Shiple Europe Ltd	Morton International Ltd
Nalco Ltd	Nalco Services Ltd
United Utilities Water Ltd	North West Water Ltd
Nova Chemicals Europe Ltd	Basell Polyolefins * Montell Uk Ltd * Shell chemicals UK Ltd
Owens Corning Alcopor UK Ltd	Owens-Corning Building Products (UK) Ltd * Pilkington Insulation Ltd
P & O Trans European Ltd	P & O Distribution Ltd
P H Haydock and Co Ltd	R K Timber
Papermarc Ltd	Smurfit Paper & Board Burnley * smurfit paper & boa
Pilkington Plc	Pilkington Leeds * Pilkington glass
Rentokil Initial UK Ltd	Rentokil Ltd
Rethmann UK Ltd	Locas Ltd
Rhodia Consumer Specialities Ltd	Albright & Wilson UK Ltd
Rhodia Ltd	Speciality Minerals Lifford * rhone poulenc chemicals ltd
Rocksavage Power Co Ltd	The International Generating Co (UK) Ltd
Clariant UK Ltd	RV Chemicals Ltd
Saffil Ltd	ICI Chemicals & Polymers Ltd * imperial chemical industries plc
Sheffield Forgemasters Rolls Ltd	British Rollmakers Corporation Ltd
Resolution (UK) Performance Products Ltd	Shell (UK) Ltd
Scientifics Group Services Ltd	SGS (UK) Ltd
Shepherd Widnes Ltd	Chemcat Ltd
Solvay Speciality Chemicals Ltd	Astrazeneca UK Ltd * astra zeneca ltd * zeneca ltd
Solvent Resource Management Ltd	Chemical Manufacture & Refining Ltd * solrec ltd
St Regis Paper Co Ltd	St Regis Paper Co (UK) Ltd
Tessengerlo UK Ltd	Atofina UK Ltd
The Warbreck Engineering & Dry Dock Company Ltd	Mannings Marine Ltd
TMD Friction UK	BBA Friction Mintex Don Ltd
Transco Plc	Transco - BG * british gas plc * transco and lattice group plc * hydrocarbon resources
Unifrax Ltd	The Carborundum Co Ltd
VIL Resins Ltd	Varnish Industries Ltd
Astrazeneca UK Ltd	Astra Zeneca Ltd zeneca ltd zeneca pharmaceuticals
Ahlstrom Dexter Ltd	Dexter Speciality Materials
Eka Nobel	Akzo Nobel
Archimica Ltd	Nipa Laboratories
Barlocher (UK) Ltd	Baerlocher (UK) Ltd
BAE Systems	British Aerospace Defense
BST Batteries	Blue Star
Kidd Thorn Fire	Chubb Fire Ltd * Thorn security Ltd
Ministry of Defense	MOD * Dera
EASTMAN CHEMICAL	GLAXO
Huntsman Surface sciences	Nova * Albright and wilson
Synetix	ICI Vertec
ICI Acrylics	Ineos Acrylics
Honeywell UK Ltd	Allied Signal Ltd

Appendix 29. List of Company Name Changes

Radcliffe Paper	BPB Radcliffe
Scottish and Southern Energy	Salt Union * Scottish Hydroelectric
P & S Textiles (PST)	Scandura
Lubrizonl	Shell
Solvent Resource Management Ltd	Solrec * Chemical Manufacture & refining ltd * SRM
St. Regis Paper Company	STR
Lever Faberge	Lever Brothers * Unilever * Crossfields
United Phosphorous Ltd	UPL
Viktor Achter	Vita Achter
Primet Ltd	Warrington Metal Services
Sutcliffe Speakman Carbons	Water Link Sutcliffe Carbons
Water Treatment Solutions	Hays Chemicals
White Rose Environmental Ltd	Yorkshire Environmental Solutions Royal Oldham
Yorkshire Cogeneration Ltd	Powergen * Hays * YCL
ALSTOM POWER UK LTD	ABB POWER GENERATION * LAKELAND POWER LTD
preston acute hospitals nhs trust	royal preston hospital
Akzo	Akcros chemicals
oldham crompton batteries ltd	hawker traction uk
stepan uk ltd	manro performance chemicals ltd

Appendix 29. List of Company Name Changes

Previous names	Current name
ABB POWER GENERATION	ALSTOM POWER UK LTD
AGR CO. LTD	British Energy Generation
Agrevo UK Ltd	Aventis Cropscience UK Ltd
Airopack	Boxmore Packaging Ltd
Akcros chemicals	Akzo
Akcros Chemicals	Resinous chemicals Ltd
Akcros Services Ltd	
Akzo nobel	crown berger
Akzo Nobel	Eka Nobel
Albright and wilson	Huntsman Surface sciences
Albright & Wilson UK Ltd	Rhodia Consumer Specialities Ltd
Allied Signal Ltd	Honeywell UK Ltd
Anchor Chemical Group Plc	Air Products (Chemicals) Plc
Anchor Chemicals UK Ltd	
Astra Zeneca Ltd	Astrazeneca UK Ltd
Astrazeneca UK Ltd	Solvay Speciality Chemicals Ltd
Astra zeneca ltd	
Atofina UK Ltd	Tessenderlo UK Ltd
Baerlocher (UK) Ltd	Barlocher (UK) Ltd
Basell Polyolefins	Nova Chemicals Europe Ltd
BBA Friction Mintex Don Ltd	TMD Friction UK
BICC Rod and Wire Ltd	Pirelli Cables Ltd
BICC ROD ROLLERS LTD	
Blue Star	BST Batteries
BNFL Fluorochemicals Ltd	F2 Chemicals Ltd
BPB Radcliffe	Radcliffe Paper
British Aerospace Defense	BAE Systems
British Aluminium Ltd, MEL, Luxfer, BASE,	Magnesium Elektron Ltd
British Gas Plc	Hydrocarbon Resources Ltd
British gas plc	Transco Plc
British Nuclear Fuels Ltd	Fellside Heat and Power
British nuclear fuels transport division	
British Nuclear Fuels Transport Division	British Nuclear Fuels
British Steel Ltd	Corus UK Ltd
British steel distribution	
British Rollmakers Corporation Ltd	Sheffield Forgemasters Rolls Ltd
Bush Boake Allen	International Flavours + Fragrances
Chemcat Ltd	Shepherd Widnes Ltd
Chemdal Ltd	BASF Plc
Chemical Manufacture & Refining Ltd	Solvent Resource Management Ltd
Chloride Industrial Batteries Ltd	Hawker Ltd
Chubb Fire Ltd	Kidd Thorn Fire
CIBL	Hawker Ltd
Cookson Matthey Ceramics & Materials Ltd	Johnson Matthey Plc
Courtaulds Chemicals (Holdings) Ltd	Akzo Nobel Chemicals Ltd
Croda Resins Ltd	Cray Valley Ltd
Crosfield Ltd	Ineos Silicas Ltd
Crossfields	Lever Faberge
Danisco Paper	Mondi Paper
Datac Adhesives Ltd	H. B. Fuller UK Ltd
Degussa Ltd	Degussa-Huls Ltd
Dentsply Ltd	M V Plastics Ltd
Dera	Ministry of Defense
Dexter Speciality Materials	Ahlstrom Dexter Ltd
Dista Products	Eli Lilly & Company Ltd
Eastapet Ltd	Eastman Chemical Ectona Ltd
Elenac	Basell Polyolefins
Elf Atochem UK Ltd	Atofina UK Ltd
Evans medical ltd	Evans Vaccines Ltd
Ferodo Ltd	Federal-Mogul Friction Products Ltd
FMC Corporation (UK) Ltd	FMC Chemicals Ltd
FMC Corporation (UK) Ltd	Great Lakes Manufacturing (UK) Ltd
Fort James UK Ltd	Georgia Pacific GB Ltd
Fry Technology Ltd	Alpha-Fry Technologies

Appendix 29. List of Company Name Changes

Grace Dearborn Ltd	Betzdearborn Ltd
Greater Manchester Waste Disposal Auth	GM Waste Ltd
Gyproc Insulation Ltd	British Gypsum-Isover Ltd
Haltermann Custom Processing Workington	Ascot Chemicals Ltd
hawker traction uk	oldham crompton batteries ltd
Hays Chemicals Ltd Hays Process Chemicals ltd Hays Chemical Distribution Ltd	Albion Chemicals Ltd
Hays Chemicals	Water Treatment Solutions
Hays Distillation Services	Albion Distillation Services
Hays Chemical Distribution Ltd hays Plc	Hays Chemicals Ltd
Hays	Yorkshire Cogeneration Ltd
Heysham	British Energy Generation
Hydral Products Ltd	Industrial Chemicals Ltd
hydrocarbon resources	Transco Plc
ICI Acrylics	Ineos Acrylics UK Ltd
ICI Chemicals & Polymers Ltd	Ineos Fluor Ltd
ICI Chemicals and Polymers Plc	European Vinyls Corporation (UK) Ltd
ICI Chemicals & Polymers Ltd imperial chemical industries plc	Saffil Ltd
ICI Hillhouse ICI Fluon	Asahi Glass Fluoropolymers UK Ltd
ICI Vertec	Synetix
Imperial chemical industries Ltd	Ineos Chlor Ltd
Independent Services Waste Management Ltd	Mercury Recycling Ltd
Ineos Acrylics	ICI Acrylics
joseph crosfield & sons ltd	Ineos Silicas Ltd
Johnson Matthey Pigments and dispersions	Johnson Matthey Plc
Kemira Ince Ltd	Kemira Agro UK Ltd
LAKELAND POWER LTD	ALSTOM POWER UK LTD
Lever Brothers Ltd	Lever Faberge Ltd
Lever Brothers	Lever Faberge
Locas Ltd	Rethmann UK Ltd
Lucas aerospace Engine control systems ltd.	Lucas Ltd
Luxfer Group	Pechiney Aviatube Ltd
Mannings Marine Ltd	The Warbreck Engineering & Dry Dock Company Ltd
Manro performance chemicals ltd	stepan uk ltd
Marconi Marine (VSEL) Ltd	BAE Systems RO Defence
McWhorter Technologies Ltd	Eastman Chemical England Ltd
McWhorter Technologies Europe	Hyperlast Ltd
Medeva Pharma Ltd	Evans Vaccines Ltd
MOD	Ministry of Defense
Montell UK Ltd Montell Carrington	Basell Polyolefins
Montell Uk ltd	Nova Chemicals Europe Ltd
Morton International Ltd	Shibley Europe Ltd
Nalco Services Ltd	Nalco ltd
National Power Cogeneration Trading Ltd National Power Cogeneration Ltd	Innogy Cogen Ltd
National Nuclear	NNC LTD
Nipa Laboratories Ltd	Clariant Life Science Molecules (UK)Ltd
Nipa Laboratories Ltd	Clariant UK Ltd
Nipa Laboratories	Archimica Ltd
North West Water Ltd	United Utilities Water Ltd
Nova	Huntsman Surface sciences
Novatech Adhesives Ltd	Hyloc Ltd
NUCLEAR ELECTRIC LTD	British Energy Generation
Octel Chemicals Ltd	Great Lakes (UK) Ltd
Oldham	White Rose Environmental ltd
Owens-Corning Building Products (UK) Ltd Pilkington Insulation Ltd	Owens Corning Alcopor UK Ltd
Pakzo Chemicals Ltd	Akzo Nobel Chemicals Ltd
Petrolite Ltd	Baker Perolite
Pentagon Chemicals Ltd	Ascot Chemicals Ltd

Appendix 29. List of Company Name Changes

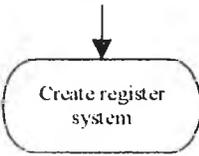
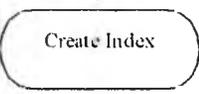
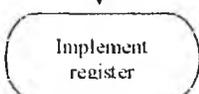
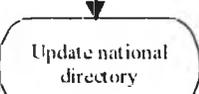
Powergen	Yorkshire Cogeneration Ltd
Powergen UK Plc	Edison First Power Ltd
PWR CO. LTD	British Energy Generation
Royal Ordnance (Weapons and Munitions) Ltd	BAE Systems RO Defence
Royal Preston hospital	preston acute hospitals nhs trust
Rentokil Ltd	Rentokil Initial UK Ltd
Rewo chemicals ltd	Goldschmidt Ltd
Rhone poulenc chemicals ltd	Rhodia Ltd
R K Timber	P H Haydock and Co Ltd
RV Chemicals Ltd	Clariant UK Ltd
Salt Union	Scottish and Southern Energy
Scandura	P & S Textiles (PST)
Schering	Aventis Cropscience UK Ltd
Scottish Hydro-Electric Plc	ICI Chemicals & Polymers Ltd
Scottish Hydroelectric	Scottish and Southern Energy
Scott Ltd	Kimberley Clark Ltd
SGS (UK) Ltd	Scientifics Group Services Ltd
Shell	Lubrizol
SHELL CHEMICALS UK LTD	Basell Polyolefins
Shell chemicals UK Ltd	Nova Chemicals Europe Ltd
Shell (UK) Ltd	Resolution (UK) Performance Products Ltd
Smurfit Paper & Board Burnley	Papermarc Ltd
Solrec Ltd	Solvent Resource Management Ltd
Speciality Minerals Lifford	Rhodia Ltd
SRM	Solvent Resource Management Ltd
St Regis Paper Co (UK) Ltd	St Regis Paper Co Ltd
STR	St. Regis Paper Company
TARGOR LTD	BASF Plc
TBA Sealing Materials Ltd	Flexitallic Ltd
The Carborundum Co Ltd	Unifrax Ltd
The Centre for Environmental Technology	CENTEC International Ltd
The Clayton Aniline Co.	Ciba Geigy Plc
T H Goldschmidt Ltd	Goldschmidt Ltd
The International Generating Co (UK) Ltd	Rocksavage Power Co Ltd
Thorn security Ltd	Kidd Thorn Fire
Transco - BG	Transco Plc
Transco and lattice group plc	Transco Plc
Trinity Paper Mills	Mondi Paper
TRW Aeronautical Systems Lucas Aerospace	Lucas Ltd
Unilever	Lever Faberge
UPL	United Phosphorous Ltd
VSEL	BAE Systems Marine Ltd
Vickers shipbuilding and Engineering Ltd	
Warrington Metal Services	Primet Ltd
Water Link Sutcliffe Carbons	Sutcliffe Speakman Carbons
Water Treatment solutions Ltd	Albion Chemicals Ltd
Witco surfactants	Goldschmidt Ltd
Varnish Industries Ltd	VIL Resins Ltd
YCL	Yorkshire Cogeneration Ltd
Vita Achter	Viktor Achter
Yorkshire Environmental Solutions Royal	White Rose Environmental ltd
Zeneca pharmaceuticals	Astrazeneca UK Ltd
Zeneca ltd	Astrazeneca UK Ltd
Zeneca ltd	Solvay Speciality Chemicals Ltd

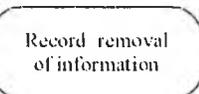


Procedure for Managing the Public Registers

Number:	EAS/1601/3/1	Status:	Version 1	Issue Date:	01/07/00
Process Owner:	Stefan Carlyle	Post:	Head of SATIS		
Process Manager:	Chris Jarvis	Post:	Public Access Policy Manage		
Purpose:	<p>To outline to relevant staff the procedures to be followed with regard to the management of the Agency's Public Registers. In particular this Procedure will:</p> <ul style="list-style-type: none"> • provide general guidance to Agency staff regarding the provision of consistent effective management of the Agency's Public Registers • ensure that, within the scope of the Procedure, quality assurance systems are introduced to confirm the on-going accuracy and completeness of the Agency's Public Registers 				
Scope:	<p>This Procedure:</p> <ul style="list-style-type: none"> • underlies the forthcoming 'Data Management Process' and therefore aims to meet the Data Management Policies contained therein; • applies to all Public Registers held by the Agency, irrespective of their location or format; • notes statutory and policy time limits for information to be placed on Public Register; • includes a 'non-specialist' check for errors and completeness of prescribed information; • is generic in nature and, where appropriate, reference should be made to relevant legislation and function-specific guidance. <p>This Procedure does not include:</p> <ul style="list-style-type: none"> • guidance on how information is prescribed for inclusion in Public Registers. These decisions are the responsibility of functional staff and are carried out before the prescribed information enters this Procedure; • guidance on copying information to 'third party' registers which is the responsibility of functional staff; • guidance on providing public access to information held on the registers. • guidance on the management of non-Public Register environmental information 				
Applicability:	This procedure is for use by all staff involved in instigating or managing the operation of Agency registers.				

resp	Activity	Steps	References
Managing Existing Registers			
Nominated Staff Member	Information prescribed for public register ↓ Receive prescribed information	Receive information/data that has been prescribed for placing on public register: <ul style="list-style-type: none"> The information/data input to this procedure must already have been determined or approved for placing on the relevant register ('prescribed') by functional staff. Confirm information came from appropriate section and from designated member of staff Note the date that valid information was made available to the Agency or created by the Agency, and the date that the information/data was input to this procedure 	<ul style="list-style-type: none"> Function specific guidance: <ul style="list-style-type: none"> Regulatory Procedure REG.703 Management of IPC/RAS public registers Agency Consents Manual 024B, Chapter 9 – Public Registers Agency Abstractions Manual 020, Chapter 10 – Registers and Information Disclosure Waste Management Licensing Process Handbook, Activity 18 – Manage Entries onto Public Registers
Nominated Staff Member	↓ Screen information	Screen Information/Data <ul style="list-style-type: none"> Confirm the category of prescribed information against summary details. Note applicable time limit for placing information on the register and target date for making information available on the register Check that the information is complete. For hard copy registers this will involve making sure there are no missing pages, and that photocopies are legible. If, following the check, there is a query, the sender of the original information should be contacted and requested to resolve any discrepancies. 	<ul style="list-style-type: none"> Summary details for each of the Agency's Public Registers or other statutory provisions Guidance on time periods within which prescribed information should be placed on the Public Register Appropriate local functional staff contacts
Nominated Staff Member	↓ Create new register entry	Create new register entry if necessary and update index <ul style="list-style-type: none"> Where appropriate (e.g. where a permit has been issued for a new process), create a new register entry (e.g. a file). Where the new entry relates to a geographical index, ensure that the index has been updated. 	
Nominated Staff Member	↓ Make information available on register	Information/data made available on public register <ul style="list-style-type: none"> Place information/data on the Public Register in the correct location Record date information made available on register If possible monitor exceedances of appropriate time limits 	<ul style="list-style-type: none"> Guidance on time periods within which prescribed information should be placed on the Public Register
Nominated Staff Member	↓ Supervise register	Supervision of public register <ul style="list-style-type: none"> Keep information secure, structured and tidy For paper registers ensure that members of the public do not mis-file information after inspection. If information is found to be missing then contact functional staff and ensure information is replaced. 	<ul style="list-style-type: none"> Appropriate local functional staff contacts
Regional SPAWG Member	↓ Audit register	Audit of public registers <ul style="list-style-type: none"> Undertake an audit check of public registers to ascertain compliance with this Procedure and identify resourcing and other issues regarding management of Registers. Seek agreement with appropriate staff measures to ensure that any adverse findings are rectified. 	<ul style="list-style-type: none"> National directory of public registers

Instigating new public registers			
Project manager	<p>Need for new public register</p> 	<p>Create a register system that allows easy access for members of the public and Agency staff</p> <ul style="list-style-type: none"> The need to instigate a new Public Register will arise from a legislative requirement. Ensure national consistency and corporate identity in 'look' and operation which essentially delivers a single register, irrespective of where access is to take place Determine a 'delivery date' after which the Agency will 'advertise' the new Public Register alongside existing registers Determine 'access points' (normally in Customer Services) and nominated staff members with responsibilities for managing the register Inform Public Access Policy Manager of details 	
Project manager		<p>Create an index of the Public Register</p> <ul style="list-style-type: none"> Decide format of the index according to the nature of the public register information 	<ul style="list-style-type: none"> The index may be in the form of a structure to allow searching or a map entry where the information relates to a site Where a map entry is appropriate, the index should be formed by a layer on the Public Access Search Facility. For further details, contact the National Data Policy Manager or your Regional Data Manager
Nominated Staff Member		<p>Implement Public Register across the Agency</p> <ul style="list-style-type: none"> Upon instruction from Project Manager, take the necessary action to ensure that public register is established by the specified date. Confirm availability of the Register with the Public Access Policy Manager. 	<ul style="list-style-type: none"> National directory of public registers
Public Access Policy Manager		<p>Update the national directory of public registers</p> <ul style="list-style-type: none"> On receipt of necessary information update the national directory Make the updated version of the directory available to relevant staff 	<ul style="list-style-type: none"> National directory of public registers Necessary information includes description of register, location of register, the public contact (usually Customer Services), and the internal contact (Customer Services or function)

Removing Information/data from Public Registers			
Nominated Staff Member	<p>Instruction to remove information</p> 	<p>Remove information/data from public register and return to appropriate person</p> <ul style="list-style-type: none"> The duty of deciding when information should be removed lies with functional expertise. An instruction to remove information should be in writing and only from an appropriate person On receipt of a written instruction from a designated person remove the information from the public register. Return the information to the appropriate person as confirmation and for archiving/destroying or for keeping as environmental information as appropriate. 	<ul style="list-style-type: none"> Guidance on circumstances for removing information from a public register
Nominated Staff Member		<p>Record removal of the information</p> <ul style="list-style-type: none"> Place a copy of the written instruction to remove the information/data on an appropriate file. Where appropriate, place a record of the removal on the public register. Where appropriate update the index 	

**Appendix 31. Midlands Lower Trent Office Procedures for
Managing the Public Registers**

PUBLIC REGISTER PROCEDURES

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RSR UPDATING PROBLEMS	14

INTRODUCTION

The customer contact team is the holder of several public registers.

Most of the public registers held by the Agency stem from the Agency's work. However we do hold some registers on behalf of other organisations.

Most registers are hard copy paper files, some are in the form of maps and others are held on a hard copy centrally but electronic access provided at area level.

More recently some public register has been placed on the Agency's internet site.

Members of the public can access the information by visiting the office or by making a request for specific information by contacting the relevant office.

Where the Agency is asked to find and send information from the public register a charge may or may not be payable according to the amount of resources used and time spent in dealing with the request.

VISITORS to the PUBLIC REGISTER

Members of the public are allowed reasonable access to public registers held by the Environment Agency.

The registers are available for inspection between 9:30am and 4:30pm on normal working days.

Visitors are requested to contact the Agency before visiting, but they do have the right to call without notice.

Initial Contact

Take the customers details: Name, Company, Tel. No., any special requirements e.g parking

Ascertain the register the customer wishes to inspect.

Ascertain the file the customer wishes to inspect or for maps the location they are interested in.

Check at which office the file/map is held.

If the file/map is held at Trentside:

Make an appointment for the visit.

Give directions to the office; fax location plan when required

Instruct the customer to report to reception and ask for whoever will be the contact that day.

Make a note in the visitors diary.

If the file/map is not held at Trentside.

Explain where the file/map is held.

Check that it is possible for them to visit that site.

If yes inform the customer that an Agency officer will contact them to make an appointment and give them directions to the office.

Contact the environment protection assistant at the office with the customer details and requirements.

NB – for Waste Management Licences. Only licences and inspection reports can be seen immediately. Any other information, working plans, assessments, notices, etc there must be at least two full working days for the EPA's to prepare the information.

Preparation for The Visit

Ensure the public register room is tidy and basic equipment is available

Ensure the file is in the room and up to date.

If any members of staff are using the room for a meeting let them know that a visitor is due and what time they are expected.

The Visit

The receptionist will inform Customer Contact of the arrival of the customer.

Put on your name badge.

Meet the customer in reception and introduce yourself.

Verify the customer is the expected visitor.

Check they have signed in and are wearing their visitors badge.

Explain to the customer the Agency's no smoking policy.

Accompany the visitor to the public register room by a route appropriate to the customer and yourself. Generally it is better to use the lift.

Show the customer where the fire exits are and explain the sound of the fire alarm and emergency procedures.

If an emergency event does occur collect the visitor from the public register room and escort them from the premises by the appropriate route.

If special arrangements are needed to evacuate the visitor inform the nominated members of staff that a such a visitor is on site and their location.

Indicate where various facilities are: toilet, drinks, photocopier, where you sit and your extension number, if necessary remain in the room with the visitor.

Instruct visitor to read the notice of access to agency records or if necessary read it to them. Large print notice is just inside the door on the left.

Inform the visitor of the Agency's charging policy - a leaflet is available.

Ask the customer to sign the visitors log book.

Instruct the visitor to let you know if they need help, or are ready to leave.

Escort the customer back to reception.

Ensure the customer hands their visitors badge in to reception.

After the Visit

Return all files/maps to the correct place.

Pass any written request for further information to customer contact for processing.

Tidy the public register room.

Appendix 31. Midlands Lower Trent Office Procedures for
Managing the Public Registers

PUBLIC REGISTERS HELD BY THE AGENCY – Trent side Offices

Register	Form	Origin of Documents	Located at:	Contact:
Waste Management Licences	Paper – includes documents, maps, charts	Waste Licensing Environment Protection Customer Contact (Authorisation)	Operational offices. Is being transferred to electronic form as an Agency Pilot. Not Yet available to customer contact.	Sue Lar Sue Wr Julie Sr Donna E
Exempt Waste Metal Recycling Facilities	Paper – includes documents, maps, charts	As Above	As above also waste licensing.	Louise I Above
Exempt waste facilities	paper	As above	As above	Louise I Above
Registered carriers and or brokers	Paper, Electronic	Customer Contact Authorisations	Trentside	Colin W Trentside
Process Industry Regulation (PIR)	Paper, part Electronic	PIR/RSR	Trentside – Customer Contact	Mavis A
Radioactive Substances Regulation (RSR)	Paper, part Electronic	PIR/RSR	Trentside – Customer Contact	Mavis A
Flood Plain Maps	Paper	Development Control	Trentside – Development Control	Tim Anc
Abstraction Licences	Paper	Water Resources Environment Protection	Trentside – Customer Contact	Mavis A
Discharge Consents	Paper	Consents Environment Protection	Trentside – Customer Contact	Mavis A
Prohibition Notices	Paper, Electronic	Consents	Trentside – Consents	Mavis A
Nuclear	Paper	Various Agency Areas	Trentside – Customer contact	Mavis A
Air Register	Paper	PIR (national)	Trentside – Customer contact	Mavis A
Groundwater zones (Sensitive Areas)	Electronic	Water resources	Trentside – water Resources	Rob Har
COMAH Top Tier		Health & Safety Exec		
Comah Lower Tier		Health & Safety Exec		
Producer Responsibility		Tactical Planning		
Contaminated land		Scientific Support		Local Di
Groundwater		Consents		
Genetically Modified Organisms.		DETR		Dean Rc
Agency Waterworks				

PIR AND RSR REGISTERS

PIR/RSR documents are held on the public register according to the Agency's public boundary, i.e. for sites in Derbyshire, Leicestershire and Nottinghamshire. The three counties are controlled by operational areas Lower Trent, Upper Trent, and Lower Severn of the Midlands Region, Ridings of North East Region, Northern Area of Anglian Region, and South Area of North West Region.

PIR and RSR documents originate from the PIR/RSR team and are mixed together. There are often two or three copies of documents supplied from the Lower Trent Area (for distribution and placing on the Trentside Public Register), and only one supplied from other areas for placing on the Trentside Public Register.

The PIR and RSR registers are set up under different legislation therefore there are two registers and two different covering letters for those copies sent to non Agency bodies. This means that the documents must be sorted before proceeding further.

The PIR and RSR covering letters are national standard letters to accompany documents being sent to non Agency public register holders, usually a local authority.

The addresses for all public register holders is held on the computer and a merge facility is used to produce the letters.

A *transmission sheet* attached to the front of the documents should indicate:

The operator,
the original authorisation reference to which the documents refer,
whether it is for the PIR or RSR register (formerly IPC/RSA)
the type of document, the date received by the Agency, and number of sheets,
the date sent to the public register, and the name of the person who sent it,
the destination of the various copies (for Lower Trent Area only)

NB there may be more than one document per transmission sheet all of the same type or different to each other.

PIR and RSR documents are referenced with two alpha numeric sections e.g. DS4587/FE1148. The first element being the original authorisation reference and the second being a variation reference. For a first time application both elements will be the same e.g. DB8879/DB8879.

The register is organised in alphabetical order of operator, then original authorisation reference, then volume.

PIR PROCEDURE

Sort the documents into the various locations indicated on the transmission sheet. These will be the local district councils or other authority, Trentside or other Agency Office.

With reference to the PIR/RSR addresses send the other Agency copies to the relevant office. Attach a compliment slip or scrap paper indicating the person/function to whom it should be directed.

With reference to the PIR/RSR addresses send the local district council/other authority copies to the relevant authority using the appropriate covering letter. (*see PIR Letter*).

Place remaining documents on the PIR Public Register. (*see Updating PIR Register*).

PIR LETTER

Producing the PIR letter – Computer instructions.

Start - NAL Explorer - Microsoft Office - Microsoft Word - File- Open

Look in – Minot_go1\Data'(G:) – double click

Select then double click in turn,

Folder – Cus_Serv,
Folder – Cus_Contact,
Folder – Public Register,
Document PIRLetter.

The document PIR Letter should now be open.

Click on the 'Merge to New Document' Button - A new document will be produced consisting of a copy of the standard cover letter for each address.

Using either page down, or edit and find,

Place the cursor on the page of the appropriate letter then choose

File – Print - Current Page – Options - Tray 2 – OK - OK

The selected page of the merged document should print on Letter headed paper.

Repeat above for each addressee required.

Appendix 31. Midlands Lower Trent Office Procedures for
Managing the Public Registers

Our Ref: PIR.1/KT/CP

Date: 09 May 2002

«Dept»

«Company»

«Address1»

«Address2»

«Address3»

«City» «PostCode»

Dear Sir

ENVIRONMENT PROTECTION ACT, 1990 Part 1

Enclosed are photocopies of the document(s) the Environment Agency has made available to the public. details having been placed on the Environment Agency **Public Register** held at the address below.

The documents have been copied to you under the provisions of the above Act for your information and so that you can place them on your own public register and contain no matters of confidentiality.

Further guidance and details of the provisions relating to these registers are given in the Environmental Protection (Applications, Appeals and registers) Regulations 1991. SI 507/91

The basic details of the Environment Agency's authorisations, registrations, etc; stored on the public registers are held by the Environment Agency on divisional indexes which are available at Regional Offices. They are also being held in computerised index form only at our headquarters in London to facilitate nation-wide searches.

The indexes will assist the analysis of the basic information for the public who want to access the information held and, as a first step, need confirmation of a particular case's existence and which regional office is dealing with the application, etc.

If you have any query about the details enclosed or, about the actual information held by the Environment Agency or, more generally, the public access to information aspects, please do not hesitate to contact Mavis Atkin, Customer Contact Assistant, on extension 3691.

Yours faithfully

Keith Tivey
Customer Contact Team Leader

UPDATING THE PIR REGISTER

Sort the documents into operator order.

Sort each operator group into original authorisation reference order.

Sort each document group into date received order.

Punch holes in the documents and transmission sheets.

As far as possible remove supplied binders and bind the document using staples or, for large documents punch a hole in the top right hand corner and bind the document with a treasury tag (rather than a staple).

Then for each document/document group:

Locate the appropriate file.

Identify the index number of the next document to be added to the file.

Write this number in the top right hand corner of the next document to be added to the file.

Place the document in the file.

Write the number of the new document to the index and add an appropriate description, the date received and number of pages.

Complete the date filed and days elapsed..... on the register sheet. (Do not include the date received or the date filed in calculating the days elapsed....)

A new file should **only** be started if the old **file is full**, or if it is a **completely new application**.

Please

Do not start a new file if you are unable to locate the original. – see **Unable to Locate a File** in problems below.

Do not overfill a file – see **File is Full** in problems below.

File is full – see **Establish a new file** in problems below.

PIR UPDATING PROBLEMS

Unable to locate a file

Use IPSIS to check the details of the document i.e.name of the operator, authorisation number is the original or correct.

Any other doubts check with PIR technical support.

File is full

Complete a FILE CLOSED sheet and place in the front of the file.

Establish a new file ready for the next document. – if you are unable to do this then place a note in the file asking for a file to be made up. (Just courtesy and to save someone time looking for the new file)

Appendix 31. Midlands Lower Trent Office Procedures for
Managing the Public Registers

Establish a new file

Obtain: the correct file type, an A4 clear plastic wallet, and index sheet, labels letter stencil.

Copy the details of the operator, premises, local authority, file reference from the index sheet of the previous file onto the new index file, and add the new volume number and the new document number.

Place the index sheet in the A4 clear plastic wallet and place in the file.

Secure a label lengthwise along the bottom edge of the back cover so that it is halved between the outside and inside of the file. This label will have to be made from a 1xA4 label sheet. It is 4cm wide and about 18 cm long.

Write the name of the operator in full, the location, and authorisation reference on the label. Add the First three letters of the operators name as in example below.

H P O	

RSR PROCEDURE

Sort the documents into the various locations indicated on the transmission sheet. These will be the local district councils or other authority, Trentside or other Agency Office.

With reference to the PIR/RSR addresses send the other Agency copies to the relevant office. Attach a compliment slip or scrap paper indicating the person/function to whom it should be directed.

With reference to the PIR/RSR addresses send the local district council/other authority copies to the relevant authority using the appropriate covering letter. (*see RSR Letter*).

Place remaining documents on the RSR Public Register. (*see Updating RSR Register*).

RSR LETTER

Producing the PIR letter – Computer instructions.

Start - NAL Explorer - Microsoft Office - Microsoft Word - File- Open

Look in – Minot_go1\Data'(G:) – double click

Select then double click in turn,

Folder – Cus_Serv,
Folder – Cus_Contact,
Folder – Public Register,
Document RSRLetter.

The document RSRLetter should now be open.

Click on the 'Merge to New Document' Button - A new document will be produced consisting of a copy of the standard cover letter for each address.

Using either page down, or edit and find,

Place the cursor on the page of the appropriate letter then choose

File – Print - Current Page – Options - Tray 2 – OK - OK

The selected page of the merged document should print on Letter headed paper.

Repeat above for each addressee required.

Appendix 31. Midlands Lower Trent Office Procedures for
Managing the Public Registers

Our Ref: CS/PR/KT/CP

Date: 09 May 2002

«Dept»
«Company»
«Address1»
«Address2»
«Address3»
«City»
«PostCode»

Dear Sir

RADIOACTIVE SUBSTANCES ACT 1993 - PUBLIC REGISTERS

Enclosed is a copy as detailed on the attached transmission sheet of the document(s) the Environment Agency has made available to the public, details having been placed on a **Public Register** held at the address below.

The documents have been copied to you under the provisions of the above Act, and contain no matters of confidentiality.

The Environment Agency also holds the basic details from the registration/authorisation on a national computerised index at their headquarters in London.

If you have any queries about the details enclosed or, about the actual information held by The Environment Agency, please do not hesitate to contact Mavis Atkin, Customer Contact Assistant, on extension 3691

Yours faithfully

Keith Tivey
Customer Contact Team Leader

UPDATING THE RSR REGISTER

Sort the documents into operator order.

Sort each operator group into original authorisation reference order.

Sort each document group into date received order.

Punch holes in the documents and transmission sheets.

As far as possible remove supplied binders and bind the document using staples or, for large documents punch a hole in the top right hand corner and bind the document with a treasury tag (rather than a staple).

New applications and certificates of registration require care.

Applications – Check the application for indication of an original reference. The application should be put in that file. If no original reference is indicated open a new file.

Certificates of Registration. – Check the section Revocation of other registrations. If one is indicated the certificate should be placed on that file and the file new certificate reference added to the label.

Then for each document/document group:

Locate the appropriate file.

Identify the index number of the next document to be added to the file.

Write this number in the top right hand corner of the next document to be added to the file.

Place the document in the file.

Write the number of the new document to the index and add an appropriate description, the date received and number of pages.

Complete the date filed and days elapsed..... on the register sheet. (Do not include the date received or the date filed in calculating the days elapsed....)

A new file should **only** be started if the old **file is full**, or if it is a **completely new application**.

Please

Do not start a new file if you are unable to locate the original. – see **Unable to Locate a File** in problems below.

Do not overfill a file – see **File is Full** in problems below.

File is full – see **Establish a new file** in problems below.

RSR UPDATING PROBLEMS

Unable to locate a file

Use IPSIS to check the details of the document i.e. name of the operator, authorisation number is the original or correct.

Appendix 31. Midlands Lower Trent Office Procedures for
Managing the Public Registers

Any other doubts check with PIR technical support.

File is full

Complete a FILE CLOSED sheet and place in the front of the file.

Establish a new file ready for the next document. – if you are unable to do this then place a note in the file asking for a file to be made up. (Just courtesy and to save someone time looking for the new file)

Establish a new file

Obtain: the correct file type, an A4 clear plastic wallet, and index sheet, labels letter stencil.

Copy the details of the operator, premises, local authority, file reference from the index sheet of the previous file onto the new index file, and add the new volume number and the new document number.

Place the index sheet in the A4 clear plastic wallet and place in the file.

Secure a label lengthwise along the bottom edge of the back cover so that it is halved between the outside and inside of the file. This label will have to be made from a 1xA4 label sheet. It is 4cm wide and about 18 cm long.

Write the name of the operator in full, the location, and authorisation reference on the label. Add the First three letters of the operators name as in example below.

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