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All Interested Parties, Statutory Parties and
any Other Person invited to the Preliminary
Meeting

Your Ref:

Our Ref: EN010110

Date: 2 March 2023

Dear Sir/ Madam

Planning Act 2008 – Section 89 and The Infrastructure Planning (Examination Procedure) Rules 2010 – Rule 4, Rule 8 and Rule 9

Application by Medworth CHP Limited for an Order Granting Development Consent for the Medworth Energy from Waste Combined Heat and Power Facility

Examination Timetable and procedure, and appointment of a Panel as the Examining Authority

This letter (the Rule 8 letter) provides important information about the Examination of this application. The letter includes:

- Appointment of Panel as the Examining Authority
- The Examination Timetable
- An invitation to submit Written Representations
- Details of the publication of the Examining Authority's (ExA) Written Questions
- A request for Statements of Common Ground
- A request for Local Impact Reports from Local Authorities
- Other Procedural Decisions made by the ExA
- Information about Hearings and Accompanied Site Inspections
- Information about the availability of Examination Documents
- Guidance on the use of the 'Make a submission' tab on the project webpage

All documentation associated with this Examination, including a note of the Preliminary Meeting and the recording of that meeting, can be viewed under the [Documents tab](#) on the project webpage of the National Infrastructure Planning website ([project webpage](#)).

Appointment of Panel as the Examining Authority

I write to you following from my appointment by the Secretary of State as the lead member of a Panel who will be the Examining Authority (the ExA) to carry out an examination of the above application. I am Andre Pinto and the other member of the Panel is Claire Megginson. A copy of our appointment notice can be viewed at:

[Rule 4 letter](#)

The Examination Timetable

We have made a Procedural Decision about the way the application will be examined. The final Examination Timetable is attached at **Annex A** to this letter.

The Examination Timetable replaces the draft timetable that was included in the [Rule 6](#) letter. In finalising the Examination Timetable, we have sought to accommodate requests and suggestions made orally or in writing to the Preliminary Meeting. A list of the main changes we made to the draft Examination Timetable is set out at **Annex B** to this letter.

Please note that the Examination Timetable contains a number of Deadlines for receipt of information by the Planning Inspectorate. All Deadlines are at 23:59 on the date specified. Please ensure submissions arrive by the Deadline. If you do not make your submissions by the dates specified in the timetable, we may disregard them.

We request that all Interested Parties make their submissions using the [Make a submission tab](#) on the project webpage on or before the applicable Deadline. **Annex D** to this letter provides further information about using the [Make a submission tab](#).

If we consider it necessary to vary the Examination Timetable during the Examination, notification will be sent to Interested Parties, Statutory Parties and Other Persons invited to the Preliminary Meeting. The changes will be published on the [project webpage](#).

Written Representations

All Interested Parties are now invited to submit Written Representations and any comments on the Relevant Representations already submitted. These should be submitted by **Deadline 2 (Friday 24 March 2023)** in the Examination Timetable.

Written Representations can cover any relevant matter and are not restricted to the matters set out in the ExA's [Initial Assessment of Principal Issues](#) or to the content of our written questions (see next heading below).

Any person, other than the Applicant, who submits a Written Representation must identify those parts of the application with which they agree and those parts with which they do not agree, explaining the reasons why. Interested Parties should also provide with their Written Representations any data, methodology and assumptions used to support their submissions to avoid delays in the Examination (see paragraph 74 of [Planning Act 2008: Guidance for the examination of applications for development consent](#)).

We have requested further types of written submissions at various points in the Examination (see **Annex A**).

Any Written Representations and any further written submissions requested during the Examination, that exceed 1500 words, should also be accompanied by a summary which should not exceed 10% of the original text. The summary should set out the key facts of the written submission and must be representative of the submission made.

Representations **must not include hyperlinks** to documents/evidence hosted on third party websites. Please see the Planning Inspectorate's [Advice Note 8.4: The Examination](#) for further information about Written Representations.

Examining Authority's First Written Questions (ExQ1)

We have prepared written questions (ExQ1) about the application and the representations received so far. These questions are published on the project webpage and can be accessed at the following link:

[Examining Authority's First Written Questions](#)

Responses to ExQ1 must be provided by **Deadline 2 (Friday 24 March 2023)** in the Examination Timetable. If you require an editable Microsoft Word version of ExQ1, please contact the Case team at medworth@planninginspectorate.gov.uk or the contact details at the top of this letter.

Other Procedural Decisions made by the Examining Authority

Annex B to this letter contains important details and clarifications about other Procedural Decisions we made at, or following, the Preliminary Meeting. These include:

- Examination Timetable
- Examining Authority's Written Questions
- Statements of Common Ground
- Local Impact Reports
- Changes to land interests

Format of Examination Events

It is expected that both blended (part in-person and part virtual) and fully virtual events will form part of its future operating model. Please see the Planning Inspectorate's [guidance related to Coronavirus \(COVID-19\)](#) for more information, including the detailed guidance relating to Nationally Significant Infrastructure Projects (NSIP). This guidance is updated periodically to align with the most up to date Government guidance relating to Coronavirus (COVID-19).

The Planning Inspectorate is considering how virtual events may offer wider efficiency benefits, including time and cost savings, for the people and organisations involved in the

examinations, hearings and inquiries that the Inspectorate carries out. On this basis, virtual events may be used more broadly throughout examination.

We will therefore confirm the anticipated format of any hearings to be held during the Examination Stage when I provide formal notification of each hearing at least 21 days in advance of it taking place. Nevertheless, the format of those meetings, particularly those with an in-person component, may need to be adapted due to circumstances or events outside of the control of the ExA and may, consequently, be best delivered as solely virtual events

Hearings and Site Inspections

As explained in the ExA's [Rule 6 letter](#) and at the Preliminary Meeting, the Examination will principally be a written process (see [Advice Note 8.4: The Examination](#)), supplemented where necessary by various types of hearings (see [Advice Note 8.5: Hearings and site inspections](#) and [Advice Note 8.6: Virtual Examination events](#)).

On this basis the Examination Timetable at **Annex A** to this letter includes periods of time reserved for any hearings to be held, and we will notify all Interested Parties of any hearings scheduled as part of the Examination at least 21 days in advance of them taking place. That notification will include a Deadline for Interested Parties to inform the Planning Inspectorate if they wish to participate at the notified hearing(s).

We will also undertake site inspections. Where we are able to view the site from public land we are likely to do this unaccompanied and a note of the site inspection will be published on the project webpage. The Examination Timetable also reserves time for us to undertake an Accompanied Site Inspection (ASI), if required on Thursday 11 May 2023.

We will consider each suggested site location, including those provided in the Applicant's draft itinerary, to determine if it could be viewed from public land on an unaccompanied basis or if it is necessary to view it on an accompanied basis. We will also consider if it would be appropriate to make arrangements for access only to be provided to specific sites such that they could be inspected as part of an Unaccompanied Site Inspection on an access required basis.

Managing Examination correspondence

Given the volume and frequency of letters the Planning Inspectorate needs to send to Interested Parties during an Examination, we aim to communicate with people by email as electronic communication is more environmentally friendly and cost effective for the taxpayer.

If you have received a letter from the Planning Inspectorate but are able to receive communications by email, please inform the Case Team using the contact details at the top of this letter as soon as possible.

As the Examination process makes substantial use of electronic documents, it will be useful for you to become familiar with the [project webpage](#).

A [Make a submission tab](#) is available on the website which provides a portal through which parties should make written submissions at relevant deadlines during the Examination. Further information about the 'Make a submission' portal is provided at **Annex D** to this letter.

There is also a function on the right-hand side of the project webpage called 'E-mail updates'. This provides you with an opportunity to register to receive automatic e-mail updates at key stages during the Examination.

Your status in the Examination

You have received this letter because you fall within one of the groups described in the Planning Inspectorate's Frequently Asked Questions (FAQ) document [What is my status in the Examination?](#)

If your reference number begins with '2003', 'MEFW-AFP', 'MEFW-S57' or 'MEFW-APL' you are in Group A. If your reference number begins with 'MEFW-SP' you are in Group B. If your reference number begins with 'MEFW-OP' you are in Group C. The meaning and purpose of those groups are explained in the document published at the link above. If having read this FAQ document you are still unsure about your status, please contact the Case Team using the details at the top of this letter.

Awards of costs

All parties will normally be expected to meet their own costs. Costs can be awarded against a party who has acted unreasonably and has caused the party applying for the award of costs to incur unnecessary or wasted expense during the Examination. You should be aware of the relevant costs guidance [Awards of costs: examinations of applications for development consent orders](#).

Management of information

Information, including representations, submitted in respect of this Examination (if accepted by the Examining Authority) and a record of any advice which has been provided by the Planning Inspectorate is published on the [project webpage](#).

Examination Documents can also be viewed electronically at the locations listed in **Annex C** to this letter.

Please note that in the interest of facilitating an effective and fair Examination, it is necessary to publish some personal information. To find out how we handle your personal information please view our [Privacy Notice](#).

We look forward to working with all parties in the Examination of this application.

Yours faithfully

Andre Pinto

Lead Member of the Examining Authority

Annexes

- A** Examination Timetable
- B** Other Procedural Decisions made by the Examining Authority
- C** Availability of Examination Documents
- D** Information about the Make a submission tab

This communication does not constitute legal advice.
Please view our [Privacy Notice](#) before sending information to the Planning Inspectorate.

Examination Timetable

The Examining Authority (ExA) is under a duty to **complete** the Examination of the application by the end of the period of six months beginning with the day after the close of the Preliminary Meeting.

The Examination of the application primarily takes the form of the consideration of written submissions. The ExA will also consider any oral representations made at hearings.

Item	Matters	Date
1.	<p>Issue by the ExA of:</p> <ul style="list-style-type: none"> • Examination Timetable <p>Publication by the ExA of:</p> <ul style="list-style-type: none"> • The ExA's Written Questions (ExQ1) 	<p>As soon as practicable following the Preliminary Meeting</p>
2.	<p>Deadline 1</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Comments on Relevant Representations (RRs) • Summaries of all RRs exceeding 1500 words • Post-hearing submissions including written submissions of oral cases as heard on OFH1, OFH2 and ISH1 • Applicant's draft itinerary for Accompanied Site Inspection (ASI) • Local Impact Report(s) (LIRs) • Draft Statements of Common Ground (SoCG) requested by the ExA • Draft Statement of Commonality (SoC) of SoCG • The Compulsory Acquisitions (CA) Schedule • Draft National Policy Statement (NPS) Tracker • Draft Application Document Tracker • Updated BoR and schedule of changes to the BoR in clean and tracked versions 	<p>Friday 10 March 2023</p>

	<ul style="list-style-type: none"> • Notification by Statutory Parties of their wish to be considered as an IP by the ExA • Requests by Interested Parties to be heard at a subsequent Open Floor Hearing (OFH) • Requests by Affected Persons (defined in section 59(4) of the Planning Act 2008) to be heard at a Compulsory Acquisition Hearing (CAH) • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 • Comments on any information/submissions accepted by the ExA 	
3.	<p>Deadline 2</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Response to the ExA's ExQ1 • Written Representations (WRs) • Summaries of all WRs exceeding 1500 words • Comments on LIR(s) • Status of Negotiations with Statutory Undertakers • An updated version of the draft Development Consent Order (dDCO) in clean, tracked and Word versions (if required as a result of the ExA's ExQ1) • Updated BoR and schedule of changes to the BoR (if required) in clear and tracked versions • Comments on the Applicant's draft itinerary for the ASI • Draft Application Document Tracker (if required) • Any further information requested by the ExA under Rule 17 of the Examination Rules 	Friday 24 March 2023

	<ul style="list-style-type: none"> • Comments on any further information/submissions received by Deadline 1 	
4.	Issue Specific Hearing (ISH2) On the draft Development Consent Order	Wednesday 12 April 2023
5.	Compulsory Acquisitions Hearing (CAH1)	Thursday 13 April 2023 (am session)
6.	Compulsory Acquisitions Hearing (CAH2)	Thursday 13 April 2023 (pm session)
7.	Deadline 3 For receipt by the ExA of: <ul style="list-style-type: none"> • Post-hearing submissions including written submissions of oral cases • Comments on WRs • Updated SoCG • Updated SoC • An updated version of the dDCO in clean, tracked and word versions (if required as a result of the ExA's commentary) • Updated BoR and schedule of changes to the BoR (if required) • Updated CA Schedule (if required) • Comments on dDCO • Comments on responses to ExQ1 • Draft Application Document Tracker (if required) • Any further information requested by the ExA under Rule 17 of the Examination Rules • Comments on any further information/submissions received by Deadline 2 	Tuesday 25 April 2023
8.	Publication by the ExA of: <ul style="list-style-type: none"> • ExA's final itinerary for the ASI (if required) 	Friday 28 April 2023

9.	Publication by the ExA of: <ul style="list-style-type: none"> • Report on the Implications for European Sites (RIES) and any associated questions (if required) 	Tuesday 9 May 2023
10.	Compulsory Acquisitions Hearing (CAH3) (if required)	Wednesday 10 May 2023
11.	Accompanied Site Inspection (ASI) (if required)	Thursday 11 May 2023
12.	Issue Specific Hearing (ISH3) On Environmental Matters	Tuesday 16 May 2023
13.	Issue Specific Hearing (ISH4) On Environmental Matters	Wednesday 17 May 2023
14.	Issue Specific Hearing (ISH5) On Environmental Matters	Thursday 18 May 2023
15.	Deadline 4 For receipt by the ExA of: <ul style="list-style-type: none"> • Post-hearing submissions including written submissions of oral cases • Updated Status of negotiations with Statutory Undertakers • Updated CA Schedule (if required) • Comments on the RIES (if published) • Requests by Affected Persons (defined in section 59(4) of the Planning Act 2008) to be heard at a Compulsory Acquisition Hearing (CAH) • Requests by Interested Parties to be heard at a subsequent Open Floor Hearing (OFH) and participate at an Issue Specific Hearing (ISH) • Draft Application Document Tracker (if required) • Updated Guide to the Application in clean and tracked versions • Any further information requested by the ExA under Rule 17 of the Examination Rules 	Thursday 25 May 2023

	<ul style="list-style-type: none"> • Comments on any further information/submissions received by Deadline 3 	
16.	<p>Publication by the ExA of:</p> <ul style="list-style-type: none"> • The ExA's Written Questions (ExQ2) (if required) • ExA's commentary on, or schedule of changes to, the dDCO (if required) 	Monday 5 June 2023
17.	<p>Deadline 5</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Responses to ExQ2 (if published) • Updated SoCG • Updated SoC • Draft Application Document Tracker (if required) • Comments on the ExA's commentary on, or schedule of changes to, the draft DCO (if required) • An updated version of the dDCO in clean, tracked and word versions (if required as a result of the previously held Hearings) • Any further information requested by the ExA under Rule 17 of the Examination Rules • Comments on any further information/submissions received by Deadline 4 	Friday 16 June 2023
18.	<p>Dates reserved (if required) for:</p> <ul style="list-style-type: none"> • Any Compulsory Acquisition Hearing • Any Issue Specific Hearing • Any Open Floor Hearing 	Week commencing 26 June 2023
19.	<p>Deadline 6</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Comments on responses to ExQ2 (if published) • Post-hearing submissions including written submissions (if required) 	Wednesday 12 July 2023

	<ul style="list-style-type: none"> • Final SoCG • Final SoC • List of matters not agreed where SoCG could not be finalised • Updated Status of negotiations with Statutory Undertakers • Final Status of Negotiations with Statutory Undertakers • An updated version of the dDCO in clean, tracked and word versions (if required) • Comments on the dDCO • Draft Application Document Tracker (if required) • Updated Guide to the Application in clean and tracked versions • Comments on any further information/submissions received by Deadline 5 • Any further information requested by the ExA under Rule 17 of the Examination Rules 	
20.	Publication by the ExA of: <ul style="list-style-type: none"> • ExA's Further Written Questions (if required) 	Friday 21 July 2023
21.	Deadline 7 <ul style="list-style-type: none"> • Response to Further Written Questions (if published) • Final DCO to be submitted by the Applicant in the SI template with the SI template validation report • Final updated BoR and schedule of changes to BoR • Final Guide to the Application • Final Status of Negotiations CA Schedule • Final NPS tracker • Comments on the REIS and responses to any associated questions (if published) 	Friday 04 August 2023

	<ul style="list-style-type: none"> • Comments on any additional information/submissions received by Deadline 6 • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 	
22.	<p>Deadline 8</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Comments on responses to further Written Questions (if published) • Comments on any further information/submissions received by Deadline 7 • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 	Friday 18 August 2023
23.	The ExA is under a duty to complete the Examination of the application by the end of the period of six months	Monday 21 August 2023

Submission times for Deadlines

The time for submission of documents at any Deadline in the timetable is 23:59 on the relevant Deadline date, unless instructed otherwise by the ExA. The acceptance of documents received after the expiry of a deadline is subject to the exercise of discretion by the ExA.

Publication dates

All information received will be published on the [project webpage](#) as soon as practicable after the Deadlines for submissions.

Report on the Implications for European Sites (RIES)

Where an applicant has provided a No Significant Effects Report or a Habitats Regulations Assessment (HRA) Report with the application, the ExA may decide to issue a RIES during the Examination. The RIES is a factual account of the information and evidence provided to the ExA on HRA matters during the Examination up to the date of the publication of the RIES, for the purposes of enabling the Secretary of State, as competent authority, to undertake its HRA. It is not the ExA's opinion on HRA matters. Comments on the RIES will be invited by the ExA and any received will be taken into account as part of the ExA's Recommendation to the Secretary of State. The ExA may also raise questions in the RIES to confirm or clarify matters that remain outstanding.

The Secretary of State may rely on the consultation on the RIES to meet its obligations under Regulation 63(3) of The Habitats Regulations 2017 and/or Regulation 28 of The Offshore Marine Regulations.

Other Procedural Decisions made by the Examining Authority (ExA)

We have made a number of Procedural Decisions following the Preliminary Meeting:

1. Examination Timetable

We are grateful for an have carefully considered comments made at the Preliminary Meeting and representations at Procedural Deadline A. The ExA has made the following amendments to the Examination Timetable:

- The date for the ExA's commentary on, or schedule of changes to, the draft Development Consent Order (DCO) (if required) has been moved to the 5 June 2023 to allow for any changes to the draft DCO to be considered following from ISH3, ISH4 and ISH5. Consequently, comments on the ExA's commentary on, or schedule of changes to, the draft DCO, should now be received by Deadline 5, 16 June 2023.
- Issue Specific Hearings 3, 4 and 5 (ISH3, ISH4 and ISH5) on Environmental Matters are now scheduled for the 16, 17 and 18 May in order to provide additional time for the preparation and submission of post-hearing submissions including written submissions of oral cases.
- Deadline 4 has now been moved to the 25 of May 2023 in light of changes made to the scheduled dates for the ISH3, ISH4 and ISH5.

2. Examining Authority's Written Questions

Our written questions (ExQ1) have been published alongside this Rule 8 letter on 2 March 2023. Whilst most of our written questions are directed at specific parties, no other party should feel inhibited or restricted in responding to any question we ask, even if it is directed elsewhere.

Some of our questions are directed to specific Statutory Parties which have not, at the time of writing, confirmed that they wish to become Interested Parties for the purposes of the Examination of the application.

All relevant Statutory Parties are requested to check our Written Questions carefully in order that they may identify and respond to any questions posed to them.

For the avoidance of doubt, Statutory Parties are defined as the parties listed in Schedule 1 to [The Infrastructure Planning \(Interested Parties and Miscellaneous Prescribed Provisions\) Regulations 2015](#). Statutory Parties, including relevant local authorities, that have not already registered to become an Interested Party should consider notifying the ExA of their wish to be considered as an Interested Party, under Section 89(2A)(b) of the Planning Act 2008 as soon as possible.

3. Statements of Common Ground (SoCG)

The Applicant is taking the lead in the preparation of SoCGs and it will aid the smooth running of the Examination if all Interested Parties who are participating in the preparation of SoCGs liaise and co-operate with the Applicant in respect of their production. Set out in **Annex H** of the [Rule 6 letter](#) are the SoCGs requested to be

submitted during the Examination of this application. Final signed versions of the SoCGs listed below are requested to be submitted **by the Applicant to Deadline 6 (Wednesday 12 July 2023)** :

1. SoCG between the Applicant and **Cambridgeshire County Council**
2. SoCG between the Applicant and **Borough Council of King's Lynn and West Norfolk**
3. SoCG between the Applicant and **Fenland District Council**
4. SoCG between the Applicant and **Norfolk County Council**
5. SoCG between the Applicant and **Walsoken Parish Council**
6. SoCG between the Applicant and **Wisbech Town Council**
7. SoCG between the Applicant and **Environment Agency**
8. SoCG between the Applicant and **UK Health Security Agency**
9. SoCG between the Applicant and **Natural England**
10. SoCG between the Applicant and **Anglian Water**
11. SoCG between the Applicant and **East of England Ambulance Service NHS Trust**
12. SoCG between the Applicant and **Historic England**
13. SoCG between the Applicant and **Hundred of Wisbech Internal Drainage Board**
14. SoCG between the Applicant and **King's Lynn Internal Drainage Board**
15. SoCG between the Applicant and **National Highways**
16. SoCG between the Applicant and **Network Rail**

All of the SoCGs listed above should cover the Articles and Requirements in the draft Development Consent Order. Any Interested Party seeking that an Article or Requirement is reworded should provide the form of words which are being sought.

The content of SoCGs will help to inform us about the need to hold any Issue Specific Hearings during the Examination, and to enable us and the Applicant to give notice of such hearings at least 21 days in advance of them taking place.

4. Local Impact Reports (LIR)

A LIR is a report in writing giving details of the likely impact of a Proposed Development on a local authority's area (or any part of that area). For more information about the importance and content of LIRs see our [Advice Note One: Local Impact Reports](#).

Local Authorities, defined in section 56A of the Planning Act 2008, are invited to submit LIRs by **Deadline 1, Friday 10 March 2023**.

6. Changes to land interests

When the Applicant becomes aware that there has been a change in ownership, or a new interest, in relevant land the Applicant is requested to make the relevant person aware that they can make a request to the ExA to become an Interested Party under section 102A of the PA2008 by completing the [form available on the project webpage](#). The Examination Timetable includes various Deadlines for the submission

of an updated Book of Reference and schedule of changes to the Book of Reference, which should include confirmation that relevant persons have been informed of their rights under section 102A.

Availability of Examination Documents

The application documents and Relevant Representations are available to view on the [project webpage](#).

All further documents submitted in the course of the Examination will also be published under the [Documents tab](#) of the project webpage.

The Examination Library

For ease of navigation, please refer to the [Examination Library](#) (EL) which is accessible by clicking the blue button under the Documents tab. The EL is updated regularly throughout the Examination.

The EL records and provides a hyperlink to:

- Each application document;
- each representation and submission made to the Examination; and
- each Procedural Decision made by the Examining Authority.

Each document is given a unique reference number which will be fixed for the duration of the Examination. **Please quote the unique reference number from the EL when referring to any Examination Documents in any future submissions that you make.**

Electronic deposit locations

Documents can be viewed electronically, free of charge, at the electronic deposit locations listed in the table below. Please note that you will need to bring a form of identification and register as a member in order to use a computer at these locations.

The opening hours and availability of information technology set out in the table below may be subject to changes or limitations. Please check the current circumstances with the relevant locations before you attend.

Local authority	Venue/address	Opening hours	Printing Costs
Norfolk County Council	Kings Lynn Library	Monday: 10:00am- 7:00pm Tuesday: 10:00am-7:00pm Wednesday: 10:00am-7:00pm Thursday: 10:00am-7:00pm	A4 Black and White Cost:20p A4 Colour Cost: 50p A3 Black and White Cost:30p

Annex C

		Friday: 10:00am-7:00pm Saturday: 10:00am-7:00pm Sunday: Closed	A3 Colour Cost: £1.00
Local authority	Venue/address	Opening hours	Printing Costs
Fenland District Council	Wisbech Library	Monday: 9:30am-1:00pm Tuesday: 9:30am-7:00pm Wednesday: 9:30am-5:00pm Thursday: 9:30am-5:00pm Friday: 9:30am-5:00pm Saturday: 9:30am-4:00pm Sunday: Closed	A4 Black and White Cost: 20p A4 Colour Cost: 75p A3 Black and White Cost: 40p A3 Colour Cost: £1.25

Information about the Make a submission tab

The [Make a submission tab](#) is available on the project webpage.

You will need to enter your unique reference number ('Your ref' found at the top your postcard or email from the Planning Inspectorate) beginning either with '2003', 'MEFW-AFP', 'MEFW-S57' or 'MEFW-APL'. If you are making a submission on behalf of another person or organisation, and do not have your own unique reference number, then you should enter the unique reference number of the person or organisation you are representing. If you are not a registered Interested Party then it is at the discretion of the Examining Authority whether or not your submission is accepted.

Submissions will be published on the [project webpage](#) as soon as practicable following the close of the relevant Deadline. For further information about publishing submissions please view our [Privacy Notice](#).

You will be able to submit a document (upload file), make a text representation or both. It is possible to upload multiple files for each individual submission item. Electronic attachments should be clearly labelled with the subject title and not exceed 50MB.

Submissions **must not include hyperlinks** to documents/evidence hosted on a third party website eg technical reports, media articles etc. See the Planning Inspectorate's [Advice Note 8.4: The Examination](#) for further information about making written submissions. All submissions must be made in a format that can be viewed in full on the National Infrastructure Planning website. Any submissions that exceed 1500 words should also be accompanied by a summary; this summary should not exceed 10% of the original text.

You should select the relevant Deadline for your submission and then, on the next webpage, select the appropriate Submission item as described in the Examination Timetable at **Annex A** to this letter. Please ensure you make a separate submission for each Submission item and **do not duplicate your submission**. If you consider that your submission does not fit the description of any of the Submission items then please select the Submission item 'Other' and ensure that it is titled appropriately.

If you experience any issues when using the [Make a submission tab](#) please contact the Case Team using the contact details at the top of this letter and they will assist.