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To all interested parties, statutory
parties and other persons

Our Ref: EN020017

Date: 16 June 2016

Dear Sir/Madam

**Planning Act 2008 (as amended) – Section 89 and the Infrastructure
Planning (Examination Procedure) Rules 2010 – Rule 8**

**Application by National Grid for an Order Granting Development Consent
for the Richborough Connection Project**

Procedural Decisions

This letter sets out the procedural decisions the Examining Authority (ExA) has taken following the Preliminary Meeting on 8 June 2016. It also provides details of the arrangements for viewing representations and application documents and the web link to the ExA's first written questions.

The examination timetable is attached as **Annex A** and includes the deadlines by which certain information should be submitted. This examination timetable replaces the draft timetable that was included in my Rule 6 letter dated 11 May 2016. In finalising the examination timetable, the ExA has sought to accommodate requests and suggestions made at the Preliminary Meeting and in representations submitted in advance of that meeting.

If the ExA considers it necessary to vary the timetable during the examination, notification will be sent to Interested Parties and any other persons invited to the Preliminary Meeting and the changes will be published on the Richborough Connection project page of the National Infrastructure Planning website.

Annex B provides clarification in relation to the Schedule of Mitigation; the additional photomontages to be taken by the Applicant; and the approach to be taken in respect of notification of hearings.

Deadline for receipt of submissions

Please note that if you do not submit the information by the dates specified in the

timetable the ExA may disregard them.

Any submission that exceeds 1500 words should also be accompanied by a summary. This summary should not exceed 10% of the original text. The summary should set out the key facts of the written representation and must be representative of the submission made.

All deadlines are 11:59pm on the date stated. We request that Interested Parties send, where practicable, electronic copies of their submission as email attachments, to Richborough@pins.gsi.gov.uk on or before the applicable deadline. Electronic attachments should be clearly labelled with the subject title and not exceed 12MB for each email. Should electronic submissions include documents of 300 pages or more, Interested Parties are advised to send to the Planning Inspectorate two additional full paper copies of their submission by post. Providing links to websites where your submissions can be viewed is not acceptable. All documents, once accepted into the examination by the ExA, must be able to be viewed in full on our website.

Timely submissions in advance of the deadlines set in the timetable are encouraged. If Interested Parties prefer to issue submissions in hard copy by post, please ensure they arrive by the deadline.

Availability of Representations and Application Documents

Annex C sets out arrangements for the availability of representations and application documents. All documentation associated with this project, including a note of the Preliminary Meeting and the audio recording taken at that meeting can be found using this link:

<http://infrastructure.planninginspectorate.gov.uk/projects/south-east/richborough-connection-project/>

Examining Authority's First Round of Written Questions

The ExA's first written questions are now published on the National Infrastructure Planning website and can be accessed via the following link:

<http://infrastructure.planninginspectorate.gov.uk/document/EN020017-000446>

The deadline for responses to these questions is listed in the examination timetable.

Statements of Common Ground and Local Impact Reports

In my letter dated 11 May 2016 (the 'Rule 6 letter') we requested the submission of several Statements of Common Ground (SoCGs) as part of the procedural decisions we have already taken. I now formally invite the submission of these SoCGs by the deadline listed in the examination timetable. A further deadline is also set in the timetable for the submission of updates to the SoCGs.

Local authorities defined in s56A of the Planning Act 2008 (as amended) (PA2008) are also invited to submit Local Impact Reports (LIRs) by the deadline listed in the examination timetable.

Written representations

I also invite all Interested Parties to submit written representations and comments on relevant representations already submitted, by the deadline listed in the examination timetable.

There is no prescribed form for written representations. Written representations can deal with any relevant matter. They are not restricted to the matters set out in our initial assessment of Principal Issues which was discussed at the Preliminary Meeting, nor restricted to the questions published by us. Please note that under Rule 10(4) of the Examination Procedure Rules any person, other than the applicant, who submits a written representation must identify in their written representation those parts of the application with which they agree and those parts with which they do not agree, and must state the reasons for such disagreement.

Furthermore, in accordance with DCLG [‘Planning Act 2008: Guidance for the examination of applications for development consent for nationally significant infrastructure projects’ \(April 2013\)](#), participants should normally provide with their written submissions ‘the data, methodology and assumptions used to support their submissions’.

Hearings

Notification of a wish to be heard at a hearing

I remind all parties of the procedural decision issued with the Rule 6 letter that requested notification from Interested Parties regarding any wish to be heard at an Open Floor Hearing. These notifications must be received on or before **Deadline 1, Tuesday 21 June 2016**. If no written requests for an Open Floor Hearing are received by the deadline the ExA is not required to hold any such hearings, but may choose to do so.

Deadline 1, Tuesday 21 June 2016 is also the notification deadline for any Interested Party who wishes to make oral representations at the Issue Specific Hearings to be held on 28 and 29 July 2016.

Further notification deadlines for any Interested Party who wishes to make oral representations at the further Issue Specific Hearings, and any Affected Person who wishes to make oral representations at a Compulsory Acquisition Hearing and therefore wishes one to be held, are set out in the examination timetable.

If an Interested Party wishes to attend an Open Floor or Issue Specific Hearing they should indicate which topics in their relevant or written representations they wish to address at the hearing. Similarly, any Affected Person wishing to attend a Compulsory Acquisition Hearing should identify clearly the plots of land about which they wish to speak.

It would be helpful if notifications could be sent separately from any other written submission and if each could be appropriately titled so we can quickly identify which event it relates to. The time, date and place of any confirmed hearing will be notified in writing to all Interested Parties, providing at least 21 days’ notice.

Procedure at hearings

The procedure to be followed at hearings is set out in Rule 14 of the [Examination Procedure Rules](#). Any oral representations must be based on either the relevant representation or written representation made by the person by whom or on whose behalf the oral representations are made. We shall be responsible for the oral questioning of a person giving evidence but your attention is drawn to Rule 14(5) of the Rules and the circumstances that apply to cross-questioning between parties.

Our examination will be principally undertaken through a written process, and we will decide whether a hearing on a particular issue or topic is necessary. This decision is not connected to how relevant or important we consider an issue or topic to be.

Award of Costs

You should be aware of the possibility of the award of costs against parties who behave unreasonably.

To assist understanding of what 'unreasonable behaviour' means in the context of an examination under PA2008 you may find it helpful to read the Government guidance '[Award of costs: examinations of applications for development consent orders \(July 2013\)](#)' which can be found on the National Infrastructure Planning website.

Future Notifications

If you are an Interested Party (reference number beginning with 100, RCP-000, RCP-AFP or RCP-S57) you will continue to receive correspondence from the Planning Inspectorate about the examination throughout the process. If you would like to receive these notifications electronically rather than by post please notify the case team using the email address at the top of this letter.

If you have received this letter because you were invited to the Preliminary Meeting but you are not an Interested Party (reference number beginning with RCP-OP) you **will not** receive any further communication from us relating to this application. You can, however, visit the relevant project page on the National Infrastructure Planning website to stay informed of the progress of the examination.

If you are a statutory consultee, or a local authority without direct responsibility in the proposed development area, and have not made a relevant representation (reference number beginning with RCP-SP), then you should inform the Case Manager if you wish to become a registered Interested Party by **Tuesday 21 June 2016. Statutory consultees who have not made a relevant representation and do not notify us of their wish to become an Interested Party will not receive any further correspondence.**

If we require further information or written comments (a Rule 17 request) on the dates specified within **Annex A**, this will be sent to only those persons we consider it is applicable to; however it will be published on the National Infrastructure Planning website.

Management of Information

The Planning Inspectorate has a commitment to information transparency. Therefore, all information submitted for this project (if accepted), and a record of advice which the Planning Inspectorate have given, can be found on the Planning Inspectorate website together with the name of the person or organisation who asked for the advice. The privacy of any other personal information has been protected in accordance with our Information Charter.

Yours faithfully

Frances Fernandes

Frances Fernandes
Lead Member of the Panel of Examining Inspectors

Annexes

- A** Timetable for examination of the application
- B** Procedural decisions made after the Preliminary Meeting
- C** Availability of relevant representations and application documents

TIMETABLE FOR EXAMINATION OF THE APPLICATION

The Examining Authority (ExA) is under a duty to **complete** the examination of the application by the end of the period of 6 months beginning with the day after the close of the Preliminary Meeting.

Item	Matters	Due Dates
1	Preliminary Meeting	Wednesday 8 June 2016
2	Issue by ExA of: <ul style="list-style-type: none"> • Examination timetable • ExA's first written questions 	Thursday 16 June 2016
3	DEADLINE 1 Deadline for receipt of: <ul style="list-style-type: none"> • Notification of wish by an Interested Party to be heard at an Open Floor Hearing (OFH) • Notification of wish to make oral representations at the Issue Specific Hearing (ISH) on the draft Development Consent Order (DCO), and the ISH on Broad Oak reservoir proposal, to be held on 28 and 29 July 2016 • Submission of suggested locations/sites for the Panel to include as part of its Unaccompanied Site Inspections (USIs) and for the Accompanied Site Inspection (ASI), including the issues to be observed there, information on whether the site can be accessed on public land and reasoning for each nominated site • Notification by an Interested Party of its wish to attend the ExA's ASI • Applicant's updated HRA matrices to inform the Report on the Implications for European Sites (RIES) Notification from Statutory Parties, or a local authority without direct responsibility in the proposed development area, of a wish to be considered an Interested Party 	Tuesday 21 June 2016
4	Issue by the ExA of: <ul style="list-style-type: none"> • Notification of the date, time and place of the ASI 	Wednesday 29 June 2016

	<p>to be held on 25 and 26 July 2016</p> <ul style="list-style-type: none"> • Notification of date, time and place of the OFHs to be held on 27 July 2016 • Notification of the date, time and place of the first DCO ISH to be held on 28 July 2016 • Notification of the date, time and place of the ISH on the effect of the Broad Oak reservoir proposal to be held on 29 July 2016 	
<p>5</p>	<p>DEADLINE 2</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Comments on Relevant Representations (RRs) including summaries of any RR over 1500 words • Written Representations (WRs) by all Interested Parties including summaries of all WRs exceeding 1500 words • Local Impact Report (LIR) from local authorities • Submission by the Applicant of the Schedule requested by the ExA bringing together all mitigation needs (see Annex B of Rule 8 letter) • Responses to ExA's first written questions • Revised draft DCO from the Applicant and any draft agreements • Statements of Common Ground requested by ExA • Additional photomontages by the Applicant (see Annex B of Rule 8 letter) • Submission of the schedule requested by the ExA in relation to Crown Land and interests including how the Applicant intends to comply with section 135 PA2008 • Submission of the schedule requested by the ExA in relation to statutory undertakers' land and special category land and extinguishment of rights and removal of apparatus of statutory undertakers etc. including how the Applicant intends to satisfy sections 127, 132 and 138 PA2008 • Comments on the information submitted by the Applicant dated 12 and 15 April 2016 	<p>Thursday 14 July 2016</p>

	<ul style="list-style-type: none"> • Any other updated documents from Interested Parties (including corrections and omissions from the Applicant) • Any other information requested by the ExA under Rule 17 of the Infrastructure Planning (Examination Procedure) Rules 2010 (the Exam Rules) 	
6	Dates reserved for ASI	Monday 25 July 2016 and Tuesday 26 July 2016
7	OFHs (if requested) which will potentially include an evening session	Wednesday 27 July 2016
8	ISH on the DCO including Schedule 9 deemed Marine Licence and any other agreements	Thursday 28 July 2016
9	ISH on the effect of the Broad Oak reservoir proposal on the Application	Friday 29 July 2016
10	<p>DEADLINE 3</p> <p>Deadline for receipt by the ExA of:</p> <ul style="list-style-type: none"> • Comments on WRs • Responses to comments on RRs • Comments on Local Impact Reports • Comments on responses to ExA's first written questions • Comments on Applicant's updated HRA matrices to inform the RIES • Updates to Statements of Common Ground requested by ExA • Comments on any submissions in relation to Crown Land and interests and compliance with section 135 PA2008 submitted for Deadline 2 • Comments on any submission in relation to statutory undertakers' land and special category land and extinguishment of rights and removal of apparatus of statutory undertakers etc • Comments on any other updated documents from Interested Parties (including corrections and 	Thursday 4 August 2016

	<p>omissions from the Applicant) submitted for Deadline 2</p> <ul style="list-style-type: none"> • Submission of post hearing documents including written summaries of the cases put orally at the OFHs held on Wednesday 27 July 2016, ISH on the DCO and ISH on the effect of the Broad Oak reservoir proposal on the application • Notification by an affected person of wish for a Compulsory Acquisition Hearing to be held • Any other information requested by the ExA under Rule 17 of the Exam Rules • Additional photomontages by the Applicant (see Annex B of Rule 8 letter) 	
11	<p>Issue by the ExA of:</p> <ul style="list-style-type: none"> • Notification of the date, time and place of the ISHs to be held on 27 to 30 September 2016 and 18 October 2016 (if required) • Notification of the date, time and place of the Compulsory Acquisition Hearings (including statutory undertaker and special category land) to be held on 19 to 20 October 2016 • Notification of the date, time and place of any further ASI to be held on 18 October 2016 (if required) <p>Publication by the ExA of:</p> <ul style="list-style-type: none"> • Second round of written questions 	Friday 19 August 2016
12	<p>DEADLINE 4</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Responses to ExA's second written questions • The Applicant's revised draft DCO • Any written confirmation required from the Crown in relation to section 135 PA2008 providing documentary confirmation that no interests are engaged and/or the Crown authority consents • Updated report on status of negotiations with affected persons in respect of compulsory acquisition for each plot and whether the objection has been withdrawn 	Thursday 8 September 2016

	<ul style="list-style-type: none"> • Notification of wish to make oral representations at the ISHs to be held on 27 to 30 September 2016 and 18 October 2016 (if required) • Any other information requested by the ExA under Rule 17 of the Exam Rules 	
13	ISH on the DCO including Schedule 9 deemed Marine Licence and any other agreements	Tuesday 27 September 2016
14	ISHs on the following indicative topics: <ul style="list-style-type: none"> • Landscape and Visual Effects • Construction Effects 	Wednesday 28 September 2016 to Friday 30 September 2016
15	<p>DEADLINE 5</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Comments on responses to ExA's second written questions • Submission of post hearing documents including written summaries of the cases put orally at the hearings held on Tuesday 27 September to Friday 30 September 2016 • Applicant's submission of how any changes to the design of the proposed development and/or the mitigation measures have (or have not) affected the HRA conclusions • Any other information requested by the ExA under Rule 17 of the Exam Rules 	Friday 7 October 2016
16	<p>Issue by the ExA of:</p> <ul style="list-style-type: none"> • Notification of the date, time and place of the ISHs to be held on 9 to 10 November 2016 (if required) • Notification of date, time and place of the OFH to be held on 9 to 10 November 2016 (if required) • Notification of the date, time and place of the Compulsory Acquisition Hearings (including statutory undertaker and special category land) to be held on 9 to 10 November 2016 (if required) 	Tuesday 11 October 2016

	<ul style="list-style-type: none"> Notification of the date, time and place of any further ASI to be held on 9 to 10 November 2016 (if required) 	
17	Date reserved for either an ISH or ASI (if required)	Tuesday 18 October 2016
18	Compulsory Acquisition Hearings	Wednesday 19 October to Thursday 20 October 2016
19	<p>DEADLINE 6</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> Submission of post hearing documents including written summaries of the cases put orally at the hearings held on Tuesday 18 October to Thursday 20 October 2016 Notification of wish to make oral representations at the ISHs to be held on 9 to 10 November (if required) Comments on the Applicant's submission of how any changes to the design of the proposed development and/or the mitigation measures have (or have not) affected the HRA conclusions Any other information requested by the ExA under Rule 17 of the Exam Rules 	Wednesday 26 October 2016
20	<p>Issue by the ExA of:</p> <ul style="list-style-type: none"> Any requests for further information by the ExA including request for comment on the published documentation (if required) <p>Publication by the ExA of:</p> <ul style="list-style-type: none"> The Report on the Implications for European Sites (RIES) 	Wednesday 2 November 2016
21	Date reserved for any other ISH, OFH, ASI or Compulsory Acquisition Hearing (if required)	Wednesday 9 to Thursday 10 November 2016
22	<p>DEADLINE 7</p> <p>Deadline for receipt of:</p>	Wednesday 16 November 2016

	<ul style="list-style-type: none"> • Submission of post hearing documents including written summaries of the cases put orally at the hearings held on Wednesday 9 November to Thursday 10 November 2016 should these hearings be considered necessary • Applicant's updated draft DCO in the final form the Applicant wishes it to be made • Applicant's Embedded Environmental Measures Schedule in its final form • Any other information requested by the ExA under Item 19 	
23	<p>DEADLINE 8</p> <p>Deadline for receipt of:</p> <ul style="list-style-type: none"> • Comments on the RIES • Comments on the Applicant's updated draft DCO • Comments on the Applicant's Embedded Environmental Measures Schedule • Any final written submission by any Interested Party or Statutory Party 	Thursday 24 November 2016
24	The ExA is under a duty to complete the examination of the application by the end of the period of 6 months beginning with the day after the close of the Preliminary Meeting	Thursday 8 December 2016

Publication Dates

All information received will be published on the project website as soon as practicable after the deadline for submissions.

Hearing Agendas

We will aim to publish a draft agenda for each hearing on the project website at least 5 working days in advance of the hearing date. The actual agenda on the day of each hearing may be subject to change at the discretion of the ExA.

PROCEDURAL DECISIONS MADE AFTER THE PRELIMINARY MEETING

The ExA has made the following procedural decisions under sections 89(1) of the Planning Act 2008 (as amended) (PA 2008):

1. Schedule of Mitigation

The ExA has considered the suggestion in the Applicant's letter dated 27 May 2016, that the Embedded Environmental Measures Schedule [APP-063] fulfils the role of the schedule of mitigation in the procedural decision of that title in the ExA's Rule 6 letter dated 11 May 2016.

The ExA confirms that the Applicant's Embedded Environmental Measures Schedule [APP-063] can form the basis of the material required to fulfil the information requested for the overarching mitigation annex. Additional information in respect of the procedural decision titled "*Schedule of Mitigation*" in the ExA's Rule 6 letter is set out below:

The Applicant is requested to update the Embedded Environmental Measures Schedule [APP-063], check for accuracy and incorporate the following information:

- i) Links back to the Environmental Statement (ES) and No Significant Effects Report (NSER) [APP-119] citing paragraph numbers (for the columns titled 'Potential Effect' and 'Measure Ref No. '), so it is clear what adverse effect the measure is mitigating. This is because for the Habitats Regulation Assessment (HRA) in particular, it is necessary to be clear explicitly on what mitigation measures are being relied upon to reach the conclusion of no likely significant effect; and how these measures would be secured.
- ii) Accurate referencing to the DCO requirements and more detail in the links to the means by which mitigation would be secured ie citing actual documents, with paragraph numbers and drawings, such as in the Construction Environmental Plan (CEMP), Biodiversity Mitigation Strategy (BMS) etc, in the columns titled 'Delivery Mechanism' and 'Draft DCO Requirement number'.
- iii) Accurate cross referencing to the application documents.
- iv) Naming discharging authority(s).

The Schedule of Mitigation should be submitted and updated in accordance with the examination timetable set out at Annex A of the ExA's Rule 8 letter.

2. Photomontages

Procedural decision titled "*In support of the visual and heritage and historic environment assessments contained in the Environmental Statement*" in the ExA's Rule 6 letter included a request for a number of additional photomontages. The Applicant set out queries in this regard in its letter dated 27 May 2016. Broad Oak Preservation Society also requested additional photomontages in its email response

(dated 30 May) which summarised the matters it wished to raise at the Preliminary Meeting.

The ExA requests the Applicant to submit the following photomontages at **Deadline 2, Thursday 14 July 2016** as detailed below:

- ExA(a)/VP35, Farleigh Road. Yes the view is to the east.
- ExA(c)/VP37, Mayton Lane. Yes submit a photomontage of a view from footpath A1.F13. However note additional request which relates to this, later.
- ExA(d). As requested, no query.
- ExA(e)/VP39, Tile Lodge Farm. Yes the view from Hoath Road as described is acceptable.
- ExA(f). As requested, no query.
- ExA(g)/VP41, Sandpitt Hill close to footpath B1.F5. Yes the view as described from close to where footpath B1.F5 joins Sandpitt Hill.
- ExA(h). As requested, no query.
- ExA(i). As requested, no query.
- ExA(k)(i). As requested, no query.
- ExA(k)(ii). As requested, no query.

The Applicant is requested to submit the following photomontages at **Deadline 2, Thursday 14 July 2016**, if possible; but no later than **Deadline 3, Thursday 4 August 2016**. These are the photomontages requested where there was a query from the Applicant and where the ExA's response to the Applicant's query confirms a different position from that assumed by the Applicant; and two further, additional photomontages. Using the naming conventions from the Applicant's list attached to its letter of 27 May 2016:

- ExA(b)/VP36, Vauxhall Road. The requested view is not to the east, it is to the west. It is requested to view the relationship between the location of the substation and that of Pylons PC1 and PC2, hence the comment about indicative heights to be shown if full height of pylon is not included on the photograph.
- ExA(j)/VP44, Footpath D1.F9 near the sewage works. The ExA is mindful of VPD7. ExA(j) was requested to show a different relationship between low height pylons and the retained 132kV line, where the proposed low height pylon would be running in front of the 132kV line. There is a large gap in the hedge on the right walking towards the river, near the sewage works which would be a suitable viewpoint.
- Additional: ExA(c)(ii) Mayton Lane. As it is not clear precisely from which part of footpath A1.F13 the Applicant's suggested viewpoint is proposed, the ExA also requests a photomontage from a viewpoint on Mayton Lane using the gateway just north of Nook Farm as a location from which the proposed line and at least one pylon (PC8) would be visible. A panoramic image is requested.
- Additional: ExA(l) Shallock Road at the entrance to the Bluebell Woods residential caravan park towards Pylon PC5 (as listed in the Broad Oak Preservation Society's email dated 30 May 2016). A panoramic image is requested.

In all cases the Applicant should use relevant professional judgement to select the specific location for the photomontage viewpoint such that it presents the worst-case scenario (as far as possible, recognising winter baseline photographs will not be available) for views from that locale or representative receptor(s).

3. Notification of Hearings

In relation to the notice given by the Applicant of the forthcoming hearings to be held in the week commencing 25 July 2016; the week commencing 26 September 2016 and the week commencing 7 November 2016, the ExA has made a procedural decision in accordance with Rule 13(6) of The Infrastructure Planning (Examination Procedure) Rules 2010 (as amended).

Rule 13(6) states that unless the ExA otherwise directs, the Applicant must not later than 21 days before the date fixed for the commencement of a hearing, in summary, post and maintain a notice of the hearing in a conspicuous place and in places where public notices are usually posted in the area and publish a notice of the hearing by local advertisement in the area. The ExA therefore directs the Applicant to comply with the Rule 13(6) notification requirements not later than 17 days before the dates fixed for the commencement of the hearings. This is to enable the Applicant to meet the print deadlines for publication of the notice of hearings in the local newspapers.

Notwithstanding this direction, the applicant is requested to carry out the requirements of Rule 13(6) as soon as practicably possible.

Please note that in respect of this procedural decision, I write to interested parties for information purposes only. This procedural does not affect the examination timetable in any way and you are not required to respond to it.

AVAILABILITY OF RELEVANT REPRESENTATIONS AND APPLICATION DOCUMENTS

All application documents including relevant representations and application documents are available on the Richborough Connection Project pages of the National Infrastructure Planning website:

<http://infrastructure.planninginspectorate.gov.uk/projects/south-east/richborough-connection-project/>

Documents can be viewed electronically at the following locations. Please note that you must be a member of the library to use the computers, but membership is free, takes only a few minutes and ID is not required.

Electronic Deposit Locations:

Library/ Address	Opening Hours	
Canterbury Library The Beaney House of Art and Knowledge 18 High Street Canterbury Kent CT1 2RA Tel: 03000 41 31 31	Monday 9:00am - 6:00pm Tuesday 9:00am - 6:00pm Wednesday 9:00am - 6:00pm Thursday 9:00am - 8:00pm Friday 9:00am - 6:00pm Saturday 9:00am - 5:00pm	
Printing Costs	Black & White	Colour
A4	10p per sheet	£1.00 per sheet

Library/ Address	Opening Hours	
Ramsgate Library Guilford Lawn Ramsgate Kent CT11 9AY Tel: 03000 41 31 31	Monday to Friday 9.00am – 6.00pm Saturday 9.00am – 5.00pm	
Printing Costs	Black & White	Colour
A4	10p per sheet	£1.00 per sheet

NB. All printing charges quoted are correct as of June 2016