

**From:** [SM-Defra-RESP-notifications \(DEFRA\)](#)  
**To:** [Steve Raasch](#)  
**Cc:** [Kate Cummins](#)  
**Subject:** EPR/UP3231MJ/V005 Firs Field Farm Poultry Unit - Not duly made request for further information  
CRM:0270130  
**Date:** 08 January 2026 15:36:34  
**Attachments:** [image.png](#)  
[Pre-application P003 - Firs Field Farm Ammonia Screening Advice 16122025.pdf](#)

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Dear Steve,

## **Environmental Permitting (England and Wales) Regulations 2016**

**Application reference: EPR/UP3231MJ/V005**

**Operator: IHP LIMITED**

**Facility: Firs Field Farm Poultry Unit, Bungay Road, Hempnall, Norfolk NR15 2NG**

Thank you for your application received on 11/12/2025. As mentioned on our recent phone call, I have been allocated this application for validation checks only (duly making and arranging publicising and consultation).

We need to ask you for some missing information before we can do any more work on your application. Please provide us with the following:

1. **Application fee** – we have received a payment of £7638; the actual fee should be £7,218 (for the substantial variation application) plus £620 (for the assessment of the dust and bioaerosol management plan) which totals £7838, therefore please submit the outstanding amount of £200. You can pay online at this link [www.gov.uk/payments/permitting-applications-installations/permitting-application-payment-installations](http://www.gov.uk/payments/permitting-applications-installations/permitting-application-payment-installations) (use the reference number previously used).
2. **Installation address postcode** - the postcode is incorrect in the current permit and has also been stated incorrectly in the C3.5 application form (section 1b) – it should be NR15 2NG. *Please note: The rest of the address given in the application form is correct (Bungay Road, Hempnall, Norfolk) but the current permit has Silver Green, Hempnall, Norfolk NR15 2NW as the address (which is for a property named Firs Farm, and not adjacent to the farm assessed) so this will be corrected for this variation.*
3. **Heating** – it states heating is by LPG heaters in the non-technical summary, and then further down it states ‘warmed by biomass and LPG’. Please confirm that there are no biomass boilers on site and the NTS has an error. In addition, please confirm if the LPG heaters are via direct heating (space heaters) or indirect (hot water radiators).
4. **Site condition report (SCR)** – please submit an SCR in the H5 format [Environmental permitting: H5 Site condition report - GOV.UK](#). This is required because this is the first variation since IED regulations came in in 2013, and there is currently no SCR for the permit in the H5 format. I can confirm there was no recorded historical pollution at the time the original permit was granted, and no requirement for baseline data.
5. **Pre-application report** – this has been referenced as submitted in the C3.5 application form and also referenced in your document H1 assessment, however it has not been submitted with the application. I have attached a copy, please confirm this is the report that you are referring to and should be included with the application supporting documents.

Please reply directly to this email with your information and copy me in.

You must send us the information and or payment by **22/01/2026**. If we do not receive this by this deadline we will return your application.

If we receive what is missing by the deadline, we will continue to check your application. We'll check to see if there's enough information for the application to be 'duly made'. Duly made means that we have all the information we need to begin determination. Determination is where we assess your application and decide if we can allow what you've asked for.

We'll let you know by email whether your application can be duly made. If it can't be duly made, we'll return your application to you.

If we do have to return your application we'll send you a partial refund of your application payment. We'll retain 20% of the correct application charge to cover our costs in reviewing your application. This maximum amount we'll retain is capped at £1,613. Further information on charging can be found at: <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>

If you have any questions please do not hesitate to contact me.

Yours sincerely,  
Kate

**Kate Cummins**

Senior Permitting Officer

Installations Intensive Farming Permitting Team



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*This is a thanks in advance. Please be carbon considerate and only reply if necessary – a standard email approximately costs 4g of CO2e!*