



Environmental Protection Agency  
An Ghníomhaireacht um Chaomhú Comhshaoil

County Secretary  
Donegal County Council  
County House  
Lifford  
County Donegal

Headquarters, PO Box 3000  
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04 January 2005

215-1

re: Waste Licence Application - Meenaboll Landfill Site at Meenaboll, Letterkenny, County Donegal.

Dear County Secretary ,

I am to refer to waste licence application documentation received by the Agency on 22 December 2004 in respect of a facility/ premises at Meenaboll, Letterkenny, County Donegal. The register number assigned to this application is 215-1.

Please use this number as a reference in all further correspondence on this matter and please address all such correspondence to the Agency at its Headquarter; the *Licensing Unit, EPA, Headquarters, Office of Licensing & Guidance, PO Box 3000, Johnstown Castle Estate, Co. Wexford.*

It is noted that the following correspondence person has been nominated in the application: RPS Kirk McClure Morton, The Enterprise Fund Business Centre, Ballyraine, Letterkenny, Co Donegal.

Please note that

1. all documentation in relation to the application which is received from the nominated correspondence person will be treated as application documentation submitted by the applicant, and
2. following this letter, the Agency will address all correspondence in relation to the application to the nominated correspondence person.

In the event that you wish to change your nominated correspondence person, please inform the Agency in writing.

#### **Public Access to Application Documentation**

As you are probably aware, the Agency makes all licence/review applications available for public inspection at its offices. The Agency's policy is to maximise the transparency of the licensing system, including the provision of public access and information in relation to all application documentation received by the Agency. In this regard, it would be greatly appreciated if arrangements could be made to have the enclosed copy of the correspondence file associated with this application made available for public inspection at your principal offices, along with the application documentation which you are required to make available in accordance with the regulations.



All queries in relation to the application should be directed to the Agency.

***With regard to the public display and maintenance of the correspondence file and associated application, it would be of great assistance if you would nominate an administrative contact person with whom the Agency should communicate.***

The correspondence file is presented in a green coloured lever-arch file. It is requested that it be made available for public inspection as part of any viewing of the application material.

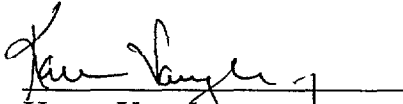
The Agency will send your administrative nominee a copy of any correspondence between third parties and the Agency, for inclusion in the correspondence file. It will be appreciated if these are inserted in the correspondence file, as soon as possible after receipt, in reverse chronological order i.e. the latest dated item in each Section to appear on top .

It is suggested that you place a copy of all correspondence between you, as the applicant, and the Agency, in respect of the application, on this file also, rather than maintaining a separate file in relation to the requirement on you to make certain application correspondence etc. available for public inspection.

Please also confirm what charge, if any, you propose to impose in relation to the supply to third parties of a copy of the application and in relation to the supply of an extract or extracts from same. It will be appreciated if a copy of the correspondence file or extracts from it will also be made available, on the same basis as the regulations prescribe for the application documentation.

Your assistance and co-operation in this matter are greatly appreciated.

Yours sincerely,

  
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**Karen Vaughey**  
Programme Officer  
Office of Licensing & Guidance