

# Application for an environmental permit (Radioactive Substances Activity) Part RSR-F – Charges and declarations



<p><b>Please read through this part of the form and the part RSR-F guidance notes before you fill it in.</b></p> <p>It will take about two hours to fill in this part of the form.</p> <p>Fill in this part for all applications for a radioactive substances activity.</p>	<p><b>Contents</b></p> <ul style="list-style-type: none"> <li>1 Radioactive Substances Activity</li> <li>2 Working out charges</li> <li>3 Payment</li> <li>4 The Data Protection Act 1998</li> <li>5 Confidentiality and national security</li> <li>6 Declaration</li> <li>7 Application checklist</li> <li>8 How to contact us</li> <li>9 Where to send your application</li> </ul>
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## 1 Radioactive Substances Activity

If your application relates to the keeping or use of unsealed radioactive sources and subsequent disposal of radioactive waste (and is not an application for transfer or surrender) provide a copy of your calculations showing how you determined whether your activity was of low or high complexity.

Document reference

## 2 Working out charges

2a Is your application for an administrative only variation?

Yes  Go to section 4 (there is no charge)

No

2b Does your application relate to a radioactive substances activity on a nuclear licensed site?

Yes  Go to section 4 (we will charge you on a time and materials basis)

No

2c Does your application relate to the disposal of solid low-level radioactive waste (including high-volume very low-level waste) to land (either at a conventional landfill site or at a dedicated radioactive waste disposal site) or are you a nuclear site licensee or a tenant on a licensed site?

Yes  Go to section 4 (we will charge you on a time and materials basis)

No  Fill in the table below

RSA Reference (see note 1)	Application type (see note 2)	Charges due (£) (see note 3)

Note 1 Radioactive Substances Activity Reference 1.2.1 to 1.2.9, as described in the charging scheme guidance.

Note 2 New, variation (administrative only, minor or normal), transfer or surrender.

Note 3 As specified in the charging scheme guidance. If you need to, please print or copy this page as confirmation of the charge you have calculated and for your use in arranging the payment. We will not send you an invoice to cover this charge.

2d If you are claiming the reduced fee for a 'minor variation', give your reasons

### 3 Payment

Tick below to show how you will make the payments.

- Cheque
- Credit or debit card
- Electronic transfer (for example, BACS)
- Expected date of transfer (DD/MM/YYYY) \_\_\_\_\_

#### How to pay

##### Paying by cheque

###### Cheque details

- Cheque made payable to \_\_\_\_\_
- Cheque number \_\_\_\_\_
- Amount £ \_\_\_\_\_

You should make cheques payable to 'Environment Agency' as appropriate and make sure they have 'A/c Payee' written across them if it is not already printed on.

Please write the name of your company and a reference number (this can be the site reference or permit reference – contact us if you don't know either of these) on the back of your cheque.  
We will **not** accept cheques with a future date on them.

##### Paying by credit or debit card

If you are paying by credit or debit card, please fill in the separate form CC1 (available from [www.gov.uk/government/publications/form-cc1-environmental-permit-card-payments](http://www.gov.uk/government/publications/form-cc1-environmental-permit-card-payments)). We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro cards only.

##### Paying by electronic transfer

If you choose to pay by electronic transfer:

- use the information overleaf to make your payment
- payments made from outside the United Kingdom must be in sterling – use the relevant IBAN/SWIFTBIC number
- also send your payment details and a reference number (this can be the site reference or permit reference – contact us if you don't know either of these) to the relevant email address overleaf

If you do not quote your reference number (this can be the site reference or permit reference), there may be a delay in processing your payment and application.

Account name: EA RECEIPTS

Bank: RBS/NatWest

Sort code: 60-70-80

Account number: 10014411

Payment reference number: xxxxxxxxxxxxxx

IBAN number: GB23NWBK60708010014411

SWIFTBIC number: NWBKGB2L

Email details to: ea\_fsc\_ar@sscl.gse.gov.uk  
and  
RSR.Rotherham2.NE@environment-agency.gov.uk

## 4 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application
- make sure you keep to the conditions of the licence, permit or registration
- process renewals
- keep the public registers up to date

We may also process or release the information to:

- offer you documents or services relating to environmental matters
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues
- carry out research and development work on environmental issues
- provide information from the public register to anyone who asks
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed
- assess whether customers are satisfied with our service, and to improve our service
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows). We may pass the information on to our agents or representatives to do these things for us.

## 5 Confidentiality and national security

We will normally put all the information in your application on a public register of environmental information. However, we may not include certain information in the public register if it is in the interests of national security not to do so, or because the information is commercially confidential.

You can ask for information to be treated as confidential by enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application.

You can tell the Secretary of State that you believe that including information on a public register would not be in the interests of national security. You must enclose a letter with your application telling us that you have told the Secretary of State and you must still include the information in your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

### Tick the box if you wish to assert confidentiality

Please treat the information in my application as confidential

### Tick the box if you wish to assert national security and you have told the Secretary of State about your opinion

(Note: All applications relating to sealed sources are automatically subject to national security restrictions – only tick the box if there is some other reason for asserting national security.)

I believe that including my information in the public register would not be in the interests of national security

## 6 Declaration

If you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2010 and may be liable to prosecution.

A relevant person should make the declaration. **If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration.**

I declare the information in this application is true to the best of my knowledge and belief. I understand this application may be refused or approval withdrawn if I give false or incomplete information.

Tick this box to confirm that you understand and agree with the declaration above

Name \_\_\_\_\_  
Title (Mr, Mrs, Miss and so on) \_\_\_\_\_  
First name \_\_\_\_\_  
Last name \_\_\_\_\_  
Position in organisation \_\_\_\_\_  
Today's date (DD/MM/YYYY) \_\_\_\_\_

## 6 Declaration, continued

### For transfers only – declaration for person receiving the permit

I declare the information in this application to transfer an environmental permit to me is true to the best of my knowledge and belief. I understand this application may be refused or approval withdrawn if I give false or incomplete information.

If you deliberately make a statement that is false or misleading in order to obtain approval you may be liable to prosecution.

Tick this box to confirm that you understand and agree with the declaration above

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position in organisation

Today's date (DD/MM/YYYY)

## 7 Application checklist

You must fill in this section.

Tell us what you have sent with this application.

The correct application fee under our charging scheme

 (Tick the box to say you have included the fee – only applicable if you have completed the table in question 2c)

List all the documents you have included. If necessary, continue on a separate sheet and tell us the document reference you have given it below.

Continuation sheet reference

Question reference	Document title	Document reference

## 8 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

Phone: 02030 258207 or 02030 258174

Email: RSR.Rotherham2.NE@environment-agency.gov.uk

Website: [www.gov.uk/government/collections/radioactive-substances-regulation-for-non-nuclear-sites#apply-for,-change,-transfer-or-surrender-a-radioactive-substances-permit-parts-a-and-f](http://www.gov.uk/government/collections/radioactive-substances-regulation-for-non-nuclear-sites#apply-for,-change,-transfer-or-surrender-a-radioactive-substances-permit-parts-a-and-f)

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

## 9 Where to send your application

Please send all parts of your filled-in application form and supporting documents to:

Environment Agency  
PO Box 4404  
Sheffield  
S9 9DA

If your application **does not relate to sealed radioactive sources** you may email it to:  
RSR.Rotherham2.NE@environment-agency.gov.uk

### Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form? \_\_\_\_\_

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

#### For Environment Agency use only

Date received (DD/MM/YYYY)

\_\_\_\_\_

Payment received?

No

Yes  Amount received

Our reference number

£ \_\_\_\_\_

\_\_\_\_\_

Do you want to remove the 'Security Marking' text from the header and footer?

Yes

No