

Application for an environmental permit for a radioactive substances activity Part RSR-A – About you and your premises



Please read through this part of the form and the Part RSR-A guidance notes before you fill it in.

It will take about two hours to fill in this form.

Fill in this part of the form for all applications relating to a radioactive substances activity.

Please keep a copy of this part of the form once you have filled it in for the first time. You will be able to reuse it if you need to apply for a variation or another radioactive substances activity permit.

If you are reusing this part of the form, please highlight any changes you have made to the information you provided previously. You do not need to resubmit any documents (questions 9c, 12, 13) unless something has changed.

For a transfer application, this part of the form should be filled in by the person the permit will be transferred to.

Contents

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- 2 About you
- 3 Applications from an individual
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1 Site reference number

Fill in your site reference number if you know it.

Site reference number

2 About you

Are you applying as:

an individual

Now go to section 3

an organisation of individuals (for example, a partnership)

Now go to section 4

a registered company or limited liability partnership

Now go to section 5

a public body or other corporate body

Now go to section 6

3 Applications from an individual

3a Please give us the following details

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Now go to section 7.

4 Applications from an organisation of individuals

4a Type of organisation (for example, partnership)

4 Applications from an organisation of individuals, continued

4b Details of the organisation

Please give the details of the main representative of the organisation below. Provide details of the other members on a separate sheet and tell us the document reference you have given this sheet.

Document reference

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Now go to section 7.

5 Applications from companies or limited liability partnerships (LLPs)

5a Name of the company or LLP

5b Company/LLP registration number

Now go to section 7.

6 Applications from public or other corporate bodies

6a Type of organisation (for example, NHS trust, university)

6b Name of the organisation

6 Applications from public or other corporate bodies, continued

6c Position of the person who acts as the secretary or clerk of the organisation

7 Your address

7a Your main (registered office) business address
For companies or LLPs this is the address on record at Companies House.

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Mobile _____

Email _____

7b Main UK business address if different from above

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Mobile _____

Email _____

Position of most senior person at this address

8 Contact details

8a Who can we contact about this application?

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

8 Contact details, continued

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Mobile _____

Email _____

8b Who can we contact about your radioactive substances activity?

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Mobile _____

Email _____

8c Who can we contact about your billing/invoice?

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Address

Postcode _____

8 Contact details, continued

Contact numbers, including the area code

Phone

Mobile

Email

9 About the premises

9a What is the name and address of the premises where you intend to carry out a radioactive substances activity?

If you only keep and use mobile radioactive apparatus, give details of the premises where that apparatus is normally kept when not in use.

Name

Address

Postcode

National grid reference for the premises

For example, ST 12345 67890

9b Is a nuclear site licence under section 1 of the Nuclear Installations Act 1965 needed for the premises?

No

Yes What is your status?

Licensee (or potential licensee)

Tenant

9c Please provide a plan of the site, marking the site boundary in green

This is not required if you only keep and use mobile radioactive apparatus.

Document reference

10 Consultation

10a Which local authority area are the premises in?

Give the name of your district council, borough council, city council, metropolitan district council, London borough or other unitary authority, as appropriate.

10b Who is the sewerage undertaker for the premises?

You do not need to answer this if you only need a standard rules permit, or your premises are on a nuclear licensed site and you do not discharge radioactive waste to public sewer.

Name

11 Justification status

11a Does your work with radioactive materials and/or radioactive waste relate to:

11a.1 An existing practice, or work that is not subject to the requirement for justification?

No

Yes Go to question 11b

11 Justification status, continued

11a.2 A new practice that the Justifying Authority has determined to be justified?

No

Yes Give date and reference number of decision
 (DD/MM/YYYY), then go to section 12

Document reference

11a.3 A practice that is currently being considered by the Justifying Authority?

No

Yes Give date and reference number of application
 (DD/MM/YYYY), then go to section 12

Document reference

11b Nature of practice or work

11b.1 Tell us the number and purpose of the practice which applies to your work with radioactive material and/or radioactive waste

See the Government guidance. If there is more than one practice that applies to you, give the information for each one.

Number	Purpose

11b.2 If your work is not listed in the Government guidance, tick the appropriate box to show if it involves any of the following:

You use NORM (substances that are naturally radioactive) as a chemical in a laboratory

You create NORM as a result of producing gas and oil

You use NORM for some other reason

The Ministry of Defence (MOD) or the armed forces use radioactive substances on the premises

A contractor to the MOD uses radioactive substances for military purposes

Other

Please give details below

11c Associated activities

Tick the appropriate boxes to show which activities associated with the practice(s) are carried out on your premises

Research and development

Manufacturing products

Carrying out repairs

Carrying out maintenance

Supplying radioactive substances

Assembling items that include radioactive substances

Handling radioactive substances

Testing radioactive substances for quality standards

11c Associated activities, continued

- Storing radioactive substances
- Using radioactive substances
- Disposing of waste
- Other Please give details below

12 Your ability as an operator – management systems

You do not need to answer this if you only need a standard rules permit or are applying to surrender your permit.

Provide a summary of your management system or, if you are a nuclear site licensee, provide your management prospectus.

Document reference or references _____

Is your management system accredited?

No

Yes Under what scheme or standard? _____

13 Existing site contamination

Tell us about any existing contamination on the premises, if appropriate (see guidance)

Document reference _____

Now go to

- Part RSR-B1 if you are applying for a standard rules permit for category 5 sealed sources.
- Part RSR-B2 if you are applying for a bespoke permit to carry out a radioactive substances activity involving sealed sources (including waste sealed sources).
- Part RSR-B3 if you are applying for a permit to carry out a radioactive substances activity, on a nuclear site, involving radioactive material (open sources) and/or radioactive waste. (Part RSR-B5 may also be necessary.)
- Part RSR-B4 if you are applying for a permit to carry out a radioactive substances activity, not on a nuclear site, involving radioactive material (open sources) and/or radioactive waste. (Part RSR-B5 may also be necessary.)
- Part RSR-B5 if you are applying for a permit to carry out a radioactive substances activity involving on-site disposal of solid radioactive waste in an engineered disposal facility.
- Part RSR-B6 if you are applying for a standard rules permit relating to radioactive waste from the production of oil and gas.
- Part RSR-C2 if you are applying to vary a permit for a radioactive substances activity involving sealed sources (including waste sealed sources).
- Part RSR-C3 if you are applying to vary a permit for a radioactive substances activity, on a nuclear site, involving radioactive material (open sources) and/or radioactive waste.
- Part RSR-C4 if you are applying to vary a permit for a radioactive substances activity, not on a nuclear site, involving radioactive material (open sources) and/or radioactive waste.
- Part RSR-C5 if you are applying to vary the conditions of a permit relating to on-site disposal of solid radioactive waste in an engineered disposal facility.
- Part RSR-D2 if you are applying to transfer a permit for a radioactive substances activity involving sealed sources (including waste sealed sources).
- Part RSR-D3 if you are applying to transfer a permit for a radioactive substances activity involving radioactive material (open sources) and/or radioactive waste (including on-site disposal of radioactive waste).
- Part RSR-E2 if you are applying to surrender a permit for a radioactive substances activity involving sealed sources (including waste sealed sources).
- Part RSR-E3 if you are applying to surrender a permit for a radioactive substances activity, on a nuclear site, involving radioactive material (open sources) and/or radioactive waste (including on-site disposal of radioactive waste).
- Part RSR-E4 if you are applying to surrender a permit for a radioactive substances activity, not on a nuclear site, involving radioactive material (open sources) and/or radioactive waste (including on-site disposal of radioactive waste).

You will also need to complete part RSR-F.

14 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.

Premises not on a nuclear site

Phone: 020 302 58174 or 020 302 58207

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

Premises on a nuclear site

Nuclear regulatory group (North)

Phone: 020 302 55741

Email: nrg.north@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

Nuclear regulatory group (South)

Phone: 020 302 59778

Email: nrg.south@environment-agency.gov.uk

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.

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)

Our reference number

Payment received?

No

Yes Amount received

£

Do you want to remove the 'Restricted – Regulatory' text from the header and footer?

Yes

No

Application for an environmental permit

Part RSR-D3 – Application for transfer of radioactive substances activity permit (open sources and radioactive waste)



Please read through this part of the form and the part RSR-D3 guidance notes before you fill it in.

It will take about 2 hours to fill in this form.

Fill in this part of the form, together with parts RSR-A and RSR-F, if you are applying to transfer all or part of an existing permit for a radioactive substances activity involving open sources and/or radioactive waste.

For security reasons, do not refer to sealed sources on this part of the form. There is a separate part (RSR-D2) to transfer permits for radioactive substances activities involving sealed sources.

Contents

- 1 About the permit
- 2 About the partial transfer
- 3 How to contact us

1 About the permit

1a Permit number

What is the permit number that this application relates to?

1b When do you want the transfer to take place?

Date (DD/MM/YYYY)

1c Are you applying to transfer all or part of the permit?

All of the permit

Now fill in part RSR-F

Part of the permit

Go to section 2

2 About the partial transfer

2a Activities

Tick the relevant boxes in Table 1 to show which radioactive substances activities will be carried out by each operator following the partial transfer.

Table 1 – radioactive substances activities

Schedule 23 Part 2 paragraph reference	Description	Existing operator	New operator
11(2)(a)	Keep or use radioactive material on premises used for the purposes of an undertaking (open sources)	<input type="checkbox"/>	<input type="checkbox"/>
11(2)(b)	Dispose of radioactive waste on or from premises used for the purposes of an undertaking	<input type="checkbox"/>	<input type="checkbox"/>
11(2)(c)	Accumulate radioactive waste on premises used for the purposes of an undertaking	<input type="checkbox"/>	<input type="checkbox"/>
11(4)(a)	Receive radioactive waste for the purposes of disposing of it	<input type="checkbox"/>	<input type="checkbox"/>
11(5)(b)	Keep or use mobile radioactive apparatus for releasing quantities of radioactive material into the environment or introducing such material into organisms	<input type="checkbox"/>	<input type="checkbox"/>

2b Details of the partial transfer

Provide details of the proposed partial transfer, setting out:

- which parts of the radioactive substances activities will be transferred to the new operator and which will remain with the existing operator;
- the changes you consider necessary to the existing permit, and your proposals for the new permit, particularly in terms of:
 - open source holdings;
 - permitted waste types, disposal outlets and disposal routes; and
 - limits on disposals.

2 About the partial transfer, continued

- the impact on people and non-human species of discharges to the environment and on-site disposals, if the proposed limits (in combination) are greater than the current limits.

Document reference

Now fill in part RSR-F.

3 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.

Nuclear regulatory group (North)

Phone: 020 3025 5741

Email: nrg.north@environment-agency.gov.uk

Nuclear regulatory group (South)

Phone: 020 3025 9549 or 020 3025 9778

Email: nrg.south@environment-agency.gov.uk

Website: <https://www.gov.uk/government/organisations/environment-agency>

Feedback

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

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For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£

Application for an environmental permit (radioactive substances activity) Part RSR-F – Charges and declarations



Please read through this part of the form and the part RSR-F guidance notes before you fill it in.

It will take about two hours to fill in this part of the form.

Fill in this part for all applications for a radioactive substances activity.

Contents

- 1 Permit type
- 2 Working out charges
- 3 Payment
- 4 The Data Protection Act 1998
- 5 Confidentiality and national security
- 6 Declaration
- 7 Application checklist
- 8 How to contact us
- 9 Where to send your application

1 Permit type

If your application relates to permit type G or H (and is not an application for transfer or surrender) provide a copy of your calculations showing how you determined the permit type.

Document reference

2 Working out charges

2a Is your application for a variation to change a fixed condition registration to a standard rules permit?

Yes Answer question 2e, then go to section 4 (there is no charge)

No

2b Is your application for an administrative variation only?

Yes Go to section 4 (there is no charge)

No

2c 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

2d 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

RSR Permit type (see note 1)	Application type (see note 2)	Charges due (£) (see note 3)

Note 1 A – H, as described in the charging scheme guidance.

Note 2 New, variation, 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 be sending you an invoice to cover this charge.

2e If your permit type is A, is each source you hold a gaseous tritium light device?

Yes (this does not affect the application fee but may affect your subsistence charge)

No

2 Working out charges, continued

2f If you are claiming the reduced fee for a ‘minor technical’ variation (permit types D, G and H only), give your reasons

2g If you are claiming the reduced fee for a surrender application (permit types G and H only), give your reasons

3 Payment

Tick below to show how you will make the payments.

Cheque	<input type="checkbox"/>
Credit or debit card	<input type="checkbox"/>
Electronic transfer (for example, BACS)	<input type="checkbox"/>
Expected date of transfer (DD/MM/YYYY)	<input type="text"/>

How to pay

Paying by cheque

Cheque details

Cheque made payable to	<input type="text"/>
Cheque number	<input type="text"/>
Amount	£ <input type="text"/>

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). 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.

3 Payment, continued

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; and
- 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; and
- 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, 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 (premises in England) or Welsh Ministers (premises in Wales) that you believe 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 or Welsh Ministers 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 or Welsh Ministers decides that it should be included.

Tick the box if you wish to claim confidentiality for your application

Please treat the information in my application as confidential

Tick the box if you wish to claim national security for your application

(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 claiming 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

I confirm that my standard facility will fully meet the rules that I have applied for. (This only applies if the application is for a standard rules permit.)

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

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 2d)

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

7 Application checklist, continued

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

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.)

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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)

Our reference number

Payment received?

No

Yes Amount received

£ _____

Do you want to remove the 'Official – Sensitive' text from the header and footer?

Yes

No