

Information on Compliance Assessment Report Forms

August 2018 (Version 2)

What is a Compliance Assessment Report (CAR) form?

A CAR form is used by Environment Agency officers when assessing compliance with Environmental Permits. The CAR form is used to record the findings of our site inspections, audits and monitoring activities, reviews of monitoring and other data/reports.

We use CAR forms to notify operators of all permit condition breaches, their Compliance Classification Scheme (CCS) score and what action we are considering. A CCS score is recorded where non-compliance with a permit condition(s) has been identified. We may also use CAR forms to highlight any other issues, good or bad, observed during a site inspection.

Is there a deadline for completing a CAR form?

We aim to complete CAR forms within 7 days of the date of the inspection, however inspections are not always concluded during the site visit. We often require further information from the operator, and/or third party contractor, which can delay the CAR form being completed. It can sometimes take several weeks for the operator to gather the additional information we ask for. For example, we might ask an operator to audit their records and send the results back to us. The CAR form is only classed as being complete when we have all the information we need. For complex audits this may mean that CAR forms are not complete until months after an audit has started. We always endeavour to complete and publish reports as soon as possible, following guidance under the Regulators' Code.

What happens when the CAR form has been completed?

Once the CAR form is complete it is issued to the site operator. The site operator then has the opportunity to comment or challenge what is on the CAR form. The site operator has 28 days to challenge any of the non-compliance scores and comments through provision of additional information or evidence. This is a requirement of the Regulators' Code. The following link provides further information regarding the Regulators' Code. <https://www.gov.uk/government/publications/regulators-code>

After 28 days, the CAR form then becomes a public register document.

What happens if the site operator challenges what is on the CAR form?

The operator has the right to challenge the CAR form within 28 days of issue. We are required to review the CAR form compliance scores and comments for accuracy if the operator disagrees with a decision that we have made. We make the final decision on whether the CAR form is accurate and explain our reasons to the operator.

Is there a timeframe for the CAR form to be published on Citizen Space?

There is no set timeframe for the CAR form to be published on Citizen Space. We aim to publish as soon as possible. However if we do need to request further information from the operator, and/or third party contractor, this may cause a delay to the CAR form being uploaded to Citizen Space. Our aim is to publish the CAR forms as soon as they become public register information; following the Regulators code guidance.

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88