

# Application for an environmental permit Part C0.5 – Administrative variation of a standard or bespoke permit



You should only use this form for administrative changes – read the guidance notes for this form before filling it in. Please check that this is the latest version of the form available from our website.

Fill in this form if you are only applying to make an administrative change to your permit. If you are changing any address or contact details you should also fill in part A with the new details.

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

Please read through this form and the guidance notes that came with it.

The form can be:

- 1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

For more guidance on what we consider to be an administrative change see the ‘Environmental Permitting Charging Scheme & Guidance’ at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

It will take less than one hour to fill in this form.

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## 1 About the permit

### 1a Discussions before your application

If you have had discussions with us before making your application, give the case reference number or details on a separate sheet and then write the reference number you have given this document below.

Case or document reference

### 1b Permit number

What is the permit number that this application relates to?

### 1c Site details

What is the name, address and postcode of the site?

Site name

Address

Postcode

### 1d Contact details

Who can we contact about this application? (This can be someone acting as a consultant or an ‘agent’ for you.)

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Address

Postcode

## 1 About the permit, continued

Contact numbers, including the area code

Phone

Mobile

Email

Now go to section 2

## 2 About your proposed administrative changes

### 2a Details of proposed change

An administrative change can be for example, to correct mistakes in a permit. For more examples, please see the environment permit charging scheme guidance at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

Please give us brief details in the box below. If you need to provide more information please give details on a separate sheet, give it a document reference and refer to that in the box below.

If your changes include changes to your personal details or company details (for example, a new address or new contacts) please fill in the relevant sections of part A and make a note that you have done this in the box below.

Please note that adding a claim to the application that the information is confidential is not an administrative change, unless you are claiming that the information is confidential for national security reasons.

Details of the administrative change

## 3 Privacy notice

The Environment Agency runs the environmental permit application service.

We are the data controller for this service. A data controller determines how and why personal information is processed.

Our personal information charter explains:

- your rights
- what we do with your personal information

We're allowed to process your personal information because we have official authority as the environmental regulator. We need this information to carry out a task in the public interest that is set out in law.

We need your personal information to process your environmental permit application. If you do not give us this information we cannot issue a permit to you. After we've issued a permit to you, we use your personal information:

- to check that you're complying with your permit
- during any potential enforcement action

### What personal information we collect

If you're the individual applicant, director or company secretary of a company applying or a technically competent manager we need your:

- name
- date of birth
- address
- email address

### 3 Privacy notice, continued

If you're the agent, consultant, employee responsible for the activity or the employee responsible for billing and invoicing we need your:

- name
- address
- email address

If you're the applicant we need details of any:

- convictions
- bankruptcy

We also collect any questions or feedback you leave, including your email address if you contact us.

#### Your responsibility with other people's personal information

If you've included personal information about other people on your application, you must tell them. You must provide them with a copy of this privacy notice so that they know how their personal information will be used.

#### What we do with your personal information

We use your personal information to help us decide whether to issue you with a permit.

The information is available online on our consultation website during the consultation period. This website is available to everyone so your information may be seen outside the European Economic Area.

After consultation we put all the information you give us in your application on our public register.

If you can demonstrate that any information you send us is commercially or industrially confidential, we'll consider withholding that information from our public register.

If you think that the information you'll send us may be a threat to national security you must contact the Secretary Of State before you apply. You must still send us that information with your application. We will not include this information on our public register unless the Secretary of State decides it can be included.

See the environmental permitting guidance for guidance on national security.

We may use your email address to contact you for user research to improve our service. You don't have to take part in the research.

#### Where your personal information is processed and stored

We store and process your personal information on servers in the UK. We will not host your personal information outside the European Economic Area.

We do not use your personal information to make an automated decision or for automated profiling.

#### How long we keep your personal information

We keep your personal information while your permit is in use and for 7 years after you surrender your permit. If the permit is for a landfill site, we keep the data for 10 years after surrender.

#### Removing personal information from the public register

We will remove your personal information from the public register if:

- you withdraw your application
- we refuse your application and the time limit for appealing the decision has expired or an appeal is dismissed
- the information is no longer relevant for public participation purposes under the Environmental Permitting Regulations

#### Contact

Our Data Protection Team gives independent advice. They monitor how the Environment Agency uses your personal information.

If you have questions or concerns about how we process personal information, or to make a complaint or request relating to data protection, please contact:

Address: Data Protection Team  
Environment Agency  
Horizon House  
Deanery Road  
Bristol  
BS1 5AH

Email: [dataprotection@environment-agency.gov.uk](mailto:dataprotection@environment-agency.gov.uk)

You can also make a complaint to the Information Commissioner's Office (ICO).

### 3 Privacy notice, continued

The ICO is the supervisory authority for data protection legislation. The ICO website has a full list of your rights under data protection legislation.

Now read section 4 below

### 4 Confidentiality and national security

#### Confidentiality

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 this is in the interests of national security, or because the information is confidential.

You can ask for information to be made 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.

**Only tick the box below if you wish to claim confidentiality for your application**

Please treat the information in my application as confidential

#### National security

You can tell the Secretary of State 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 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.

You can find guidance on national security in 'Environmental permitting guidance: core guidance', published by Defra and available via our website at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

You cannot apply for national security via this application.

Now go to section 5

### 5 Declaration

**We have provided an additional sheet at the end of this form for extra names.**

**If you knowingly or carelessly make a statement that is false or misleading in relation to this environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.**

**A relevant person should make the declaration (see the guidance notes on part F1).**

If you are joint permit holders you should each fill in your own declaration (we have provided an additional sheet at the end for this).

5a Are you a domestic household or an organisation operating for charitable purposes and is the maximum volume of effluent you will discharge five cubic metres (5m<sup>3</sup>) or less a day? (Please see guidance to B6.5 for definitions.)

This is the figure you have given in question 5b.

No

Yes  A reduced application charge applies

I declare that the information in this application is true to the best of my knowledge and belief.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below

Name \_\_\_\_\_  
Title (Mr, Mrs, Miss and so on) \_\_\_\_\_  
First name \_\_\_\_\_  
Last name \_\_\_\_\_  
on behalf of \_\_\_\_\_  
(for example, if applying on behalf of a company  
– see guidance to this form)  
Today's date (DD/MM/YYYY) \_\_\_\_\_

## 6 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.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

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.

**Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.**

## 7 Where to send your application

For how many copies to send see the guidance note on part C0.5.

If your application is not complete we will return it to you. If you aren't sure about what you need to send, speak to us before you submit your application.

You must do the following:

Complete legibly all parts of this form that are relevant to you and your activities

or any changes to the site plan, provide a plan that meets the standards given in the guidance note on part C0.5

Get the declaration completed by a relevant person

Please send your filled in application form to:

For water discharges by email to [PSC-WaterQuality@environment-agency.gov.uk](mailto:PSC-WaterQuality@environment-agency.gov.uk)

For waste and installations by email to [PSC@environment-agency.gov.uk](mailto:PSC@environment-agency.gov.uk)

For flood risk activity permits send 1 copy only to [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk) or to the local Environment Agency office for where the work is proposed to be carried out.

Or by post to:

Permitting Support, NPS Sheffield  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WF

**Do you want all information to be sent to you by email?**

Please tick this box if you wish to have all communication about this application sent via email (we will use the details provided in Part A)

## 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.

Would you like a reply to your feedback?

Yes please

No thank you



## ADDITIONAL SHEET FOR EXTRA NAMES

If you knowingly or carelessly make a statement that is false or misleading in relation to this environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

A relevant person should make the declaration (see the guidance notes on part F1).

If you are joint permit holders you should each fill in your own declaration (we have provided an additional sheet at the end for this).

I declare that the information in this application is true to the best of my knowledge and belief.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

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

on behalf of

(for example, if applying on behalf of a company  
– see guidance to this form)

Today's date (DD/MM/YYYY)

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

on behalf of

(for example, if applying on behalf of a company  
– see guidance to this form)

Today's date (DD/MM/YYYY)

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