



# **Polyethylene Terephthalate Plastics Recycling Facility (PETPRF) Permit Application Report**

Client: Enviroo Project Company Ltd

Ref No.: K0419-AYE-R-ENV-00001

Date: February 2026

## Document control

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			Prepared By	Checked By	Approved By
00	November 2023	Draft Issued	Emma Greenhalgh	Claire Finney	John Baxter
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**Disclaimer:** Please note that this report is based on specific information, instructions, and information from our Client and should not be relied upon by third parties.



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## [1] Introduction

### [1.1] Report Objectives

This report and associated technical assessments are to support a permit application on behalf of Enviroo Project Company Ltd (Enviroo) to operate a plastic recycling facility at Protos Ince Resource Recovery Park located at Ince Marshes (the Site)

This report addresses the questions raised in the environmental permit application forms Part A, B2, B4 and F1 which are included as Appendix B.

### [1.2] Non-technical Summary

The Site is located at Plot 13 of Protos Resource Recovery Park located at Ince Marshes, Ince developed by Peel Environmental. The Site occupies an area of approximately 2.3 hectares and is located approximately 1.6km east of the town of Ince, and 1.1km northeast to the town of Elton, within a mixed industrial and semi-rural setting. The facility is located at Plot 13 of Protos Resource Recovery Park at Enviroo Project Co., Marsh Lane, Ince, CH2 4FP at approximate National Grid Reference 346508 376458.

Enviroo propose to accept up to 35,000 tonnes per annum of plastic bales for processing comprising sorting, sorting, shredding, grinding, heating, washing and drying to create a plastic pellet product which meets end of waste criteria specifically food grade recycled PET (rPET) for the plastic manufacturing sector. Annual production of recycled plastic pellets is estimated at 17,500 tonnes. All activities will be confined within a portal framed modular build warehouse located on Site.

The plastic bales used in the process will be purchased from PRFs pre-sorted to ensure high PET content and minimum contamination. The material will be subject to sorting, either at source or at the facility.

The plastic recycling facility will operate 24/7 over 365 days of the year.

The Plastic Recycling treatment process comprises of the following processes:

- Pre-wash preparation and sorting
- Washing process
- Flake sorting process
- Extrusion and Solid State Polycondensation

Recycled PET (rPET) manufacturing is a water-intensive process, primarily due to the washing and cleaning stages required to remove contaminants from post-consumer plastics. Water is used for hot washing, rinsing, and sometimes chemical treatments to ensure the material meets food-grade or high-quality standards.

To manage this responsibly, the facility is designed with an integrated wastewater treatment system that is purpose-built and co-located on-site. This system treats effluent from the manufacturing process, removing solids, chemicals, and organic matter. The design enables water reuse. Treated water is recycled back into the process, reducing freshwater demand. Any water that cannot be

reused will be discharged in compliance with environmental regulations, ensuring minimal impact on local ecosystems.

### **[1.3] Site Location and Layout**

The Site lies at circa 8m AOD. There is a fall from west to east with the western boundary at approximately 9m AOD and the eastern boundary at 4.5m AOD. The northern boundary of the Site is formed by Marsh Lane, to the northwest is Protos Plot 10b and to the south a restricted byway (public right of way), which runs adjacent to Grinsome Road. The eastern boundary of the Site is located approximately 20m from the restricted byway which links to Marsh Lane to the northeast of the Site.

The Site will be accessed via Marsh Lane to the north of the Site. The plastic recycling facility will comprise a portal framed modular build warehouse building with a pitched roof approximately 170 m in length, 45 m in width and 14 – 17 m in height. The building will comprise the main process area, staff welfare and office space with either end of the main process area being used for storage for feedstock or rPET product.

A weighbridge and weighbridge office will be located adjacent to the Site entrance to the north off Marsh Lane.

The building will have three vehicular access doors on the northern aspect and one on the western aspect to allow delivery of waste plastic and the export of rPET and waste materials.

To the east of the Site will be the Wastewater Treatment Plant (WwTP) to treat process water from the facility prior to discharge to surface water.

The Site layout plan is appended to this application report.

## [2] Application Forms

### [2.1] Application Form Part A

#### [2.1.1] Appendix 1

The details of the fifth company director:

First name: Felix

Last name: Michel

Position: Director

Date of Birth:

This concludes the list of company directors in Appendix 1 - Section 4.

### [2.2] Application Form Part B2

#### [2.3] Discussions before your application

Basic pre-application advice was received from the Environment Agency on 11/07/2023. An enhanced pre-application request (K0419/LT/004) and prioritisation request (K0419/LT/003) were submitted on 28/10/2025. A response was received from the Environment Agency on 12/11/2025, they could not comment on certain aspects (i.e. parameter list and discharge location), and recommended that the pre-application was withdrawn, the application was submitted and another prioritisation letter submitted. On this basis, the application has been submitted alongside a prioritisation letter (K0419/LT/005). Question 3a and 3d Relevant offences and Finances

The Operator has confirmed that there are no relevant convictions, past insolvency or bankruptcy proceedings for relevant persons associated with the company.

#### [2.3.1] Question 3b Technical ability

The Operator has decided to implement a Competent Management System (CMS), will have a certified CMS within 12 months and will provide certificates when available.

The Operator has confirmed they will use SharePoint as the working CMS. A licence has been purchased and Dani Curtis from YourISO Certification and Business Development Consultant has been appointed to develop the CMS.

#### [2.3.2] Question 3d Management systems (all)

The Site will have management systems in place accredited to the following British Standards Institute (BSI):

- ISO 14001 (Environmental Management);
- ISO 9001 (Quality Management);
- ISO 45001 (Occupational Health and Safety Management).

Certificates will be provided when available.

## [2.4] Application Form Part B4

### [2.4.1] Table 1a – Waste operations which do not form part of an installation

The Application is to allow the physical and chemical treatment of waste with an associated discharge to surface water. The Site proposes to operate as a Plastic Recycling Facility (PRF) accepting up to 35,000 tonnes per annum of plastic bales for processing comprising sorting, shredding, grinding, heating, washing and drying to create a plastic pellet product which meets end of waste criteria specifically food grade recycled PET (rPET) for the plastic manufacturing sector. Annual production of recycled plastic pellets is estimated at 17,500 tonnes. All activities will be confined within a portal framed modular build warehouse located on Site.

The plastic bales will be purchased from PRFs pre-sorted to ensure high PET content and minimum contamination. The material will be subject to sorting, either at source or at the facility.

The treatment process produces a large amount of process water, which is primarily reused. The remaining process water is proposed to be treated on site at a water treatment facility prior to discharge to surface water.

The activities proposed to be undertaken at the PRF, and the relevant Recovery and Disposal codes provided for in Annex I and Annex II of Directive 2008/98/EC the Operator proposes to carry out at Site are presented in Table 1 below:

**Table 1 Proposed activities**

Activity reference	Activity listed in Schedule 1 of the EP regulations	Description of specified activity and WFD Annex I and II operations	Limits of specified activity
AR1 – Wastewater Treatment Plant	S5.4 A(1)(a)(i) and S5.4 A(1)(a)(ii)	<p>Effluent treatment: Disposal of non-hazardous waste with a capacity exceeding 50 tonnes per day (or 100 tonnes per day if the only waste treatment activity is anaerobic digestion) involving one or more of the following activities, and excluding activities covered by Council <a href="#">Directive 91/271/EEC</a> concerning urban waste-water treatment(4)—</p> <p>(i) Biological Treatment</p> <p>(ii) Physico-chemical treatment</p> <p>D8 – Biological treatment not specified elsewhere in this Annex which results in final compounds or mixtures which are discarded by means of any of the operations number D1 to D12.</p> <p>D9 - Physico-chemical treatment resulting in final compounds or mixtures which are discarded by any of the operations numbered D1 to D12, e.g. evaporation, drying, calcination</p> <p>D15 - Storage pending any of the operations numbered D1 to D14 (excluding temporary</p>	

Activity reference	Activity listed in Schedule 1 of the EP regulations	Description of specified activity and WFD Annex I and II operations	Limits of specified activity
		storage, pending collection, on the site where it is produced)	
Activity reference	Description of activities for waste operations		Limits of specified activity
AR2 – Plastic Recycling Facility	<ul style="list-style-type: none"> <li>R5 Recycling/reclamation of other inorganic materials</li> <li>R13 Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</li> </ul>		Physical treatment including manual and mechanical sorting, separation, screening, shredding, washing, granulation, extrusion and compaction of waste into different components for recovery.  Subject to any other requirements of this permit wastes shall be stored for no longer than 1 year prior to disposal or 3 years prior to recovery.
Directly Associated activity			
AR3 – Effluent discharge		Discharge of effluent after treatment in AR1  D6 - Release into a water body, except seas/oceans	240 m <sup>3</sup> /day
AR4 – Surface water discharge		Discharge of surface water runoff  D6 - Release into a water body, except seas/oceans	

The following European Waste Catalogue (EWC) waste codes are to be accepted at the Plastics Recycling Facility.

**Table 2 List of Waste Types to be accepted**

EWC Code	Description
<b>02</b>	<b>WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING, FISHING, FOOD PREPARATION AND PROCESSING</b>
<b>02 01</b>	<b>wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing</b>
02 01 04	Waste plastics (except packaging)
<b>07</b>	<b>WASTES FROM ORGANIC CHEMICAL PROCESSES</b>
<b>07 02</b>	<b>wastes from the MFSU of plastics, synthetic rubber and man-made fibres</b>

EWC Code	Description
07 02 13	waste plastic from the manufacture, formulation, supply and use of basic organic chemicals
<b>12</b>	<b>WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS</b>
<b>12 01</b>	<b>wastes from shaping and physical and mechanical surface treatment of metals and plastics</b>
12 01 05	Waste plastic shavings and turnings from shaping and physical and mechanical surface treatment of metals and plastics
<b>15</b>	<b>WASTE PACKAGING, ABSORBANTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED</b>
<b>15 01</b>	<b>packaging (including separately collected municipal packaging waste)</b>
15 01 02	separately collected municipal plastic packaging waste
<b>16</b>	<b>WASTES NOT OTHERWISE SEPCIFIED IN THE LIST</b>
<b>16 01</b>	<b>End of life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end of life vehicles and vehicle maintenance</b>
16 01 19	Plastic
<b>19</b>	<b>WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE</b>
<b>19 12</b>	<b>wastes from the mechanical treatment of waste (e.g. sorting, crushing, compacting, pelletising) not otherwise specified</b>
19 12 04	plastic and rubber wastes from mechanical treatment of waste
19 12 12	Other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) SEPARATELY COLLECTED FRACTIONS (EXCEPT 15 01)</b>
<b>20 01</b>	<b>separately collected fractions (Except 15 01)</b>
20 01 39	municipal plastics wastes

#### [2.4.2] Question 2 Point source emissions to air, water and land

Process water is proposed to be treated in a WwTP commissioned by GenCo. The WwTP comprises a membrane bioreactor (MBR). There are no foul sewer connections at the Site. Any treated effluent will be required to be discharge to surface water.

A surface water risk assessment has been prepared for the discharge of treated effluent from the Site (Report Ref: K0419-AYE-R-ENV-00007). A copy is provided at Appendix B of the Technical Standards Report (Report Ref: K0419-AYE-R-ENV-00003).

All clean uncontaminated surface water runoff will also discharge to surface water.

An Air Emissions Risk Assessment has been prepared for point source emissions to air from the Site (Report Ref: 403.065560.00001).

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## [2.5] Application Form Part F1

£33,806.40 was paid to the Agency via BACs transfer under reference PSCAPPENVIR419 for the original application.

The returned not duly made email confirmed the application fee was £23,607.00. However, after reviewing the Agency fees and charges, we believe the fee should be £23,702.00. The Agency also confirmed that they would retain £1,613.00 for their work on assessing the original application for duly making. The Operator therefore requests a partial refund of £8,491.40.

# Appendix A – Drawings

A1



GENERAL NOTES

Notes

- 1. DO NOT SCALE
- 2. ANY ANOMALIES ON THIS DRAWING ARE TO BE BROUGHT TO THE ATTENTION OF BYRNE LOOBY LTD

Key

—— SITE BOUNDARY

Rev	Date	Description	By	Chk	App

**BYRNE LOOBY**  
 WWW.BYRNE LOOBY.COM  
 IRELAND | UK | UAE | BAHRAIN | KSA

CLIENT  
 ENVIROO

PROJECT  
 PROJECT NAME

DRAWING TITLE  
 PERMIT BOUNDARY PLAN

STATUS  
 FINAL

Date: 14/09/23	Scale: N/A	Drawn: JM	Chk: CF	App: JB
Project No: K0419	Dwg. No: K0419.1.001	Rev: 00		

# Appendix B – Application Forms

# Application for an environmental permit

## Part A – About you



### When to complete the Part A form

Complete this part of the application form if you are:

- applying for a new permit (apart from exclusion 1 below)
- applying to vary (change) an existing permit (apart from exclusion 2 below)
- notifying or applying for a permit surrender (apart from exclusion 3 below)
- notifying or applying to transfer an existing permit to yourself

### Exclusions – when you do not need to complete this form

You do not need to complete this form if you are:

1. applying for a new permit for:
  - intensive farming – see [Part B3.5 form](#)
  - discharge of treated domestic sewage up to 20 cubic metres a day to surface water – see [Part B6.5 form](#)
  - discharge of treated domestic sewage up to 15 cubic metres a day into ground – see [Part B6.5 form](#)
  - existing small discharges of sewage to ground in a source protection zone 1 – see [Part B6.6 form](#)
  - a medium combustion plant standard rule permit – see [MCP guidance](#)
  - a specified generators standard rule permit – see [SG guidance](#)
2. applying for a variation to:
  - make an administrative change – see [Part C0.5 form](#). Note: you will still need to complete this Part A form if you're changing a name or address on the permit.
  - make a non-administrative change to an intensive farming permit – see [Part C3.5 form](#).
3. notifying us of a water discharge or groundwater activity permit surrender – see [Part E1 form](#). Note: this exclusion does not apply to surrender applications for standalone groundwater activities at onshore oil and gas facilities. You will need to complete this Part A form for those surrender applications.

Do not use this form for radioactive substance regulation permitting. See [RSR: environmental permit application forms](#)

### Completing the form

Visit our website to check this is the latest version of the form. See [Application for an environmental permit: part A about you](#).

Please read through the form before completing it. We expect it will take less than 1 hour to complete if you have all the necessary information available.

The form can be:

saved onto a computer and then filled in. We recommend using Adobe Acrobat software to avoid any compatibility issues.

- printed off and filled in by hand. Please write clearly in the answer spaces. If you need to use the links in this form, you can access the electronic version here: <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-a-about-you>

### **Other forms you will need to complete**

You will also need to complete other parts of the application form. This depends on your facility type and what you are applying for:

- for a new bespoke permit, see: [New bespoke environmental permit: application forms](#)
- for a new standard rules permit, see: [Application for an environmental permit: part B1 standard facilities permit](#)
- If you already have a permit, see [Change, transfer or cancel your environmental permit](#)

## **Contents**

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**Section 2: Applications from an individual**

**Section 3: Applications from more than one individual**

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**Section 6: Applications from registered companies, limited liability partnerships and other corporate bodies**

**Section 7: Contact details**

**Section 8: Environmental record check**

**Section 9: How to contact us**

**Section 10: Where to send your application**

**Appendix 1: Date of birth information for installation and waste activities**

# 1 About you

Tick the box that describes you as the applicant.

An individual. Now go to **section 2**.

More than one individual. Now go to **section 3**.

A public body. Now go to **section 4**.

A ministerial government department. Now go to **section 5**.

A registered company, limited liability partnerships, or other incorporated body. Now go to **section 6**.

To apply, you must be the legal operator of the activity or facility. See: **Legal operator and competence requirements: environmental permits**

## 2 Applications from an individual

### 2.1 Name of applicant

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

First name

Last name

### 2.2 Address of applicant

Address

Postcode

### 2.3 Contact details for applicant

Email

Telephone number

Use a business address and contact details where possible. Otherwise use personal details. Individuals based overseas must provide an address for service in the UK.

Now go to [question 7.2](#)

## 3 Applications from more than one individual

### 3.1 Names and addresses of individuals

This could be, for example:

- individuals acting jointly
- individuals that are partners in a general or limited partnership (but not a limited liability partnership)
- unincorporated charities, trusts and associations, (unless we have agreed the charity, trust or association is a legal entity)

**For unincorporated trusts, charities and societies** provide the names and addresses of all governing individuals. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

**For applications from other individuals** provide the names and addresses of all individuals.

However, for applications involving large numbers of individuals, a smaller number of individuals can be nominated. These individuals will be named on the permit and responsible for controlling activities. For example, where a group of 20 individuals are involved, you may decide to identify four individuals as being the operator. This is only applicable to permit and transfer applications. For variation and surrender applications, provide up to date details of the permit holders.

Use a continuation sheet as necessary.

#### 3.1a Name of first individual

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

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

#### 3.1b Address of first individual

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

### 3 Applications from more than one individual, continued

Address

Postcode

#### 3.1c Name of second individual

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

First name

Last name

#### 3.1d Address of second individual

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

Address

Postcode

#### 3.1e Name of third individual (where applicable)

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

First name

Last name

### 3 Applications from more than one individual, continued

#### 3.1f Address of third individual (where applicable)

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

Address

Postcode

#### 3.1g Continuation sheet for additional individuals (where applicable)

Document reference of continuation sheet

#### 3.2 Organisation type (if any)

For example, individuals acting jointly (e.g. a club), general partnership, unincorporated charity

#### 3.3 Charity Commission registration number (if any)

Recognised charities may qualify for reduced permitting fees for certain water discharge activities. We'll need a Charity Commission registration number to check if this applies to this application.

#### 3.4 Companies House registration number (Limited Partnerships only)

Now go to [section 7: Contact details](#)

### 4 Applications from public bodies

#### 4.1 Name of public body

## 4 Applications from public bodies, continued

### 4.2 Address of public body

Address

Postcode

### 4.3 Type of public body

For example, local government body, executive agency, non-departmental public body

### 4.4 Charity Commission number (if any)

Now go to [section 7: Contact details](#)

## 5 Applications from ministerial government departments

### 5.1 Title of Secretary of State for relevant government department

Title

For example, Secretary of State for Environment, Food and Rural Affairs

### 5.2 Address of the government department

Address

Postcode

Now go to [section 7: Contact details](#)

## 6 Applications from registered companies, limited liability partnerships and other corporate bodies

### 6.1 Name of company, limited liability partnership, or other incorporated body

### 6.2 Principal address or Registered Office of registered company, limited liability partnership, or other incorporated body

Address

Postcode

For registered companies and limited liability partnerships this is the office address registered with Companies House. For other incorporated bodies use your principal business address or the address registered with The Charity Commission.

### 6.3 Main UK business address for overseas corporate bodies (if applicable)

Your main UK business address is required only if your principal or registered office address is overseas.

Address

Postcode

## 6 Applications from registered companies, limited liability partnerships and other corporate bodies, continued

### 6.4 Type of incorporated body

\_\_\_\_\_

For example, private limited company, public limited company, limited liability partnership, incorporated society, charitable incorporated organisation or community interest company

### 6.5 Companies House registration number (if any)

\_\_\_\_\_

### 6.6 Charity Commission number (if any)

\_\_\_\_\_

### 6.7 Additional information if not registered with Companies House or The Charity Commission (if applicable)

This question does not apply to variation or surrender applications.

If you are not registered with Companies House or The Charity Commission, supply:

- evidence that your company or corporate body is a legal entity
- a description of how you will be the legal operator if you are an overseas company without a UK presence.

Document reference for evidence/description:

\_\_\_\_\_

Evidence of legal entity could, for example, include:

- a copy of your Certificate of Incorporation for companies.
- a copy of your Memorandum and Articles of Association for incorporated charities and trusts

Now go to section 7: Contact details

## 7 Contact details

### 7.1 Contact for receipt of official documents

This question does not apply to applications from an individual. We'll send documents to the individual named in **section 2** of this form. Go to **question 7.2** instead.

Provide the details of someone we can send official documents to, such as notices and copies of permits.

## 7 Contact details, continued

**Important: this must be the permit holder and cannot be an agent or consultant acting on their behalf.**

For companies this person must be a company secretary, clerk or a director.

For partnerships this must be a person with control or management of the partnership.

For applications from more than one individual, provide details of everyone who is to receive official documents. You can include all individuals or nominate one or more people. Add a continuation sheet where necessary.

If relevant, we'll also send a copy of official documents to the application contact.

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Position

\_\_\_\_\_

'Position' could, for example, be a director, secretary, trustee, or managing partner

Address

Postcode

\_\_\_\_\_

Email

\_\_\_\_\_

Phone number

\_\_\_\_\_

Document reference of continuation sheet for additional people (if any). For applications from more than one individual only.

\_\_\_\_\_

## 7 Contact details, continued

### 7.2 Application contact

Provide the details of someone we can contact about the application. The person must have the authority to act on behalf of the applicant.

Contact details are the same as **section 2** (application from an individual). You do not need to fill in their details again.

Contact details are the same as **question 7.1** (contact for receipt of official documents). You do not need to fill in their details again.

New contact. Add their details below

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Address

\_\_\_\_\_

Postcode

\_\_\_\_\_

Phone number

\_\_\_\_\_

Email

\_\_\_\_\_

Position

\_\_\_\_\_

'Position' could, for example, be the applicant, their employee, or an agent or consultant acting on their behalf.

Tick if you would like all general communication about this application sent to the above email address.

## 7 Contact details, continued

### 7.3 Operational contact

We use this information to help us know who to contact about operations at the site, returns and reporting. The operational contact is ordinarily the permit holder. Anyone else must have the authority to act on behalf of the permit holder.

Contact details are the same as **section 2** (application from an individual). You do not need to fill in their details again.

Contact details are the same as **question 7.1** (contact for receipt of official documents). You do not need to fill in their details again.

Contact details are the same as **question 7.2** (application contact). You do not need to fill in their details again.

New contact. Add their details below

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Address

\_\_\_\_\_

Postcode

\_\_\_\_\_

Phone number

\_\_\_\_\_

Email

\_\_\_\_\_

Position

\_\_\_\_\_

'Position' could, for example, be the applicant, an employee, or an agent or consultant acting on their behalf.

## 7 Contact details, continued

### 7.4 Billing contact

Provide a billing contact where we can send requests for payment, such as invoices for the annual subsistence charge.

Contact details are the same as **section 2** (application from an individual). You do not need to fill in their details again.

Contact details are the same as **question 7.1** (contact for receipt of official documents). You do not need to fill in their details again.

Contact details are the same as **question 7.2** (application contact). You do not need to fill in their details again.

Contact details are the same as **question 7.3** (operational contact). You do not need to fill in their details again.

New contact. Add their details below

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Address

Postcode

\_\_\_\_\_

Phone number

\_\_\_\_\_

Email

\_\_\_\_\_

For applications from public bodies and ministerial government departments, go to **section 9**.

For all other applications, go to **section 8**.

## 8 Environmental record check

Question 8.1 applies if you are:

- applying for a new installation or waste permit
  - applying to transfer an existing installation or waste permit
  - applying to add a relevant waste operation to a permit that has not previously had one
- ‘Relevant waste operations’ are one or both of the following:
- a waste operation (not carried on at an installation or by means of a Part B mobile plant).
  - a specified waste management activity (certain installations carrying out waste management activities).

For further details of relevant waste operations, see: **The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018**

We use the date of birth information to check your environmental record.

If this question does not apply, go to **section 9**

**8.1** Complete the date of birth information in **Appendix 1** for the applications set out above.

Tick the box to confirm that Appendix 1 has been completed where required.

Then go to **section 9**

## 9 How to contact us

If you have difficulty using 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**

Website: **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.

### 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 easy to understand. Please use the space below to give us any comments that you may have about this form.

## 9 How to contact us, continued

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

We will use your feedback to improve our form.

Would you like a reply to your feedback?

Yes please

No thank you

Go to **section 10**

## 10 Where to send your application

Send one electronic copy of your completed application via email to:

- **[PSC-WaterQuality@environment-agency.gov.uk](mailto:PSC-WaterQuality@environment-agency.gov.uk)** for water discharge activities
- **[PSC@environment-agency.gov.uk](mailto:PSC@environment-agency.gov.uk)** for waste or installation activities
- **[flood.permitting@environment-agency.gov.uk](mailto:flood.permitting@environment-agency.gov.uk)** for flood risk activities

Alternatively send one paper copy of your application to:

Integrated Permitting Services  
Environment Agency  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WF

## Appendix 1: Date of birth information for installation and waste activities

Dates of birth information in this appendix will not be put onto our Public Register.

Only complete this Appendix if required by **question 8.1**.

### A1.1 Are you applying as an individual; group of individuals; or a registered company, limited liability partnership or other incorporated body?

An individual. Now go to **A1.2**

More than one individual. Now go to **A1.3**.

A registered company, limited liability partnership or other incorporated body. Now go to **A1.4**.

Public body or ministerial government department. Do not complete this appendix. Go to **section 9** instead.

### A1.2 Applications from an individual

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

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

Now go to **section 9**

### A1.3 Applications from more than one individual

For unincorporated trusts, charities and associations provide the name and date of birth of all individuals that are part of the group's controlling or guiding mind. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

In all other instances, provide the names and address of all individuals listed in **section 3** of this form.

Use a continuation sheet where necessary.

## Appendix 1: Date of birth information for installation and waste activities, continued

### First individual

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

### Second individual

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

### Third individual

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

### Fourth individual

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

Continuation sheet for additional individuals

Document reference of continuation sheet (if any):

\_\_\_\_\_

Now go to **section 9**

## Appendix 1: Date of birth information for installation and waste activities, continued

### A1.4 Applications from registered companies, limited liability partnership or other incorporated bodies

For registered companies provide the names and dates of birth of all directors and any company secretary.

For limited liability partnerships provide the names and dates of birth of all partners.

For other incorporated bodies provide the name and date of birth of all individuals that are part of the body's controlling or guiding mind. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

Use a continuation sheet where necessary.

Provide the company name and registration number on a continuation sheet for any corporate:

- directors
- company secretaries
- partners

#### First person

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Position

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

## Appendix 1: Date of birth information for installation and waste activities, continued

### Second person

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Position

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

### Third person

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Position

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

### Fourth person

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

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Position

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

Document reference of continuation sheet for additional people or corporate officers (if any):

\_\_\_\_\_

Now go to **section 9**

# Application for an environmental permit Part B2 – General – new bespoke permit



You will need to use an Adobe Acrobat product to complete this form. The form may not work properly if you use a different pdf reader, such as the one built-in to your internet browser.

Fill in this part of the form together with parts A and F1 if you are applying for a new bespoke permit. You also need to fill in part B2.5, B3, B4, B5, B6, or B7 (this depends on what activities you are applying for).

Please check that this is the latest version of the form available from our website.

Please read through this form and the accompanying Part B2 guidance notes (see [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1102174/Guidance-app-for-an-environmental-permit-part-b2-general-new-bespoke-permit.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1102174/Guidance-app-for-an-environmental-permit-part-b2-general-new-bespoke-permit.pdf)).

The form can be:

- 1) saved onto a computer and then filled in.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces

It should take less than two hours to fill in this part of the application form.

## Contents

- 1 About the permit**
- 2 About the site (excludes mobile plant)**
- 3 Your ability as an operator**
- 4 Consultation**
- 5 Supporting information**
- 6 Environmental risk assessment**
- 7 How to contact us**

**Appendix 1 – Low impact installation checklist**

**Appendix 2 – Date of birth information for Relevant offences and/or Technical ability questions only**

## 1 About the permit

### 1a Discussions before your application

If you have had discussions with us before your application, including having requested to submit your application in stages, give us the permit reference or details on a separate sheet. Tell us below the reference you have given this extra sheet(s).

Permit or document reference

## 1 About the permit, continued

### 1b Is the permit for a site or for mobile plant?

Mobile plant      Now go to **question 1c**

Site                Now go to **section 2**

Note: The term ‘mobile plant’ does not include mobile sheep dipping units.

#### Mobile plant only

### 1c Have we told you during pre-application discussions that we believe that a mobile permit is suitable for your activity?

No

Yes

### 1d Have there been any changes to your proposal since this discussion?

No      Now go to **section 3**

Yes      You should send us a description of the activity you want to carry out, highlighting the changes you have made since our pre-application discussions

Document reference

\_\_\_\_\_

Now go to **section 3**

## 2 About the site (excludes mobile plant)

### 2a What is the site name, address, postcode and national grid reference?

Site name

\_\_\_\_\_

Address

Postcode

\_\_\_\_\_

National grid reference for the middle of the site, or for water quality/groundwater activities, the discharge point (for example, ST 12345 67890).

\_\_\_\_\_

## 2 About the site (excludes mobile plant), continued

### 2b What type of regulated facility are you applying for?

Note: if you are applying for more than one regulated facility then go to **2c**.

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

What is the national grid reference for the regulated facility (if only one)?

**(See the guidance notes on part B2.)**

As in 2a above

Different from that in 2a Please fill in the national grid reference below

National grid reference for the regulated facility

\_\_\_\_\_

Now go to **question 2d**

### 2c If you are applying for more than one regulated facility on your site, what are their types and their grid references?

**See the guidance notes on part B2.**

#### Regulated facility 1

National grid reference

\_\_\_\_\_

What is the regulated facility type?

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

## 2 About the site (excludes mobile plant), continued

### Regulated facility 2

National grid reference

\_\_\_\_\_

### What is the regulated facility type?

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

Use several copies of this page or separate sheets if you have a long list of regulated facilities. Send them to us with your application form. Tell us below the reference you have given these extra sheets.

Document reference

\_\_\_\_\_

Now go to **question 2d**

### 2d Low impact installations (installations only)

Are any of the regulated facilities low impact installations?

No

Yes If yes, tell us how you meet the conditions for a low impact installation (**see the guidance notes on part B2** – Appendix 1).

Document reference

\_\_\_\_\_

Tick the box to confirm you have filled in the low impact installation checklist in **appendix 1** for each regulated facility

### 2e Treating batteries

Are you planning to treat batteries? (**See the guidance notes on part B2.**)

No

Yes Tell us how you will do this, send us a copy of your explanation and tell us below the reference you have given this explanation

Document reference for the explanation

\_\_\_\_\_

## 2 About the site (excludes mobile plant), continued

### 2f Ship recycling

Is your activity covered by the Ship Recycling Regulations 2015? (**See the guidance notes on part B2.**)

No

Yes Tell us how you will do this. Please send us a copy of your explanation and your facility recycling plan, and tell us below the reference numbers you have given these documents

Document reference for the explanation

Document reference for the facility recycling plan

### 2g Multi-operator installation

If the site is a multi-operator site (that is there is more than one operator of the installation) then fill in the table below the application reference for each of the other permits.

**Table 1 – Other permit application references**


## 3 Your ability as an operator

If you are only applying for a standalone water discharge or for a groundwater activity, you only have to fill in **question 3d**.

### 3a Relevant offences

Applies to all except standalone surface water discharges and groundwater discharges (**see the guidance notes on part B2**).

**Have you, or any other relevant person, been convicted of any relevant offence? (see <https://www.gov.uk/government/publications/relevant-conviction-guidance-for-permit-applications-for-waste-activities-and-installations-only>)**

No Now go to **question 3b**

Yes Please give details below

### 3 Your ability as an operator, continued

#### Name of the relevant person

Title (Mr, Mrs, Miss and so on)

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Position held at the time of the offence

\_\_\_\_\_

Name of the court where the case was dealt with

\_\_\_\_\_

Date of the conviction (DD/MM/YYYY)

\_\_\_\_\_

Offence and penalty set

\_\_\_\_\_

Date any appeal against the conviction will be heard (DD/MM/YYYY)

\_\_\_\_\_

If necessary, use a separate sheet to give us details of other relevant offences and tell us below the reference number you have given the extra sheet.

\_\_\_\_\_

Now go to **question 3b**

Please also complete the details in **Appendix 2**.

#### 3b Technical ability

**Relevant waste operations only (see the guidance notes on part B2).**

Please indicate which of the two schemes you are using to demonstrate you are technically competent to operate your facility and the evidence you have enclosed to demonstrate this.

##### ESA/EU skills

Please select one of the following:

I have enclosed a copy of the current Competence Management System certificate

or

We will have a certified Competence Management System within 12 months and have enclosed evidence of the contract with an accredited certification body

### 3 Your ability as an operator, continued

#### CIWM/WAMITAB scheme

Your answers below must relate to the person(s) providing technically competent management when the permitted activities start.

Please select **one** of the following:

- I have enclosed a copy of:
  - the relevant qualification certificate/s
  - or
  - evidence of deemed competence
  - or
  - Environment Agency assessment
  - or
  - evidence of nominated manager status under the transitional provisions for previously exempt activities

and, if deemed competent or Agency-assessed, or nominated manager, or if the original qualification is over two years old:

- I have enclosed a copy of the relevant current continuing competence certificate/s
- The technically competent manager will complete their qualification within four weeks of starting the permitted activities and I have enclosed evidence of their registration with WAMITAB or their EPOC booking as appropriate
- **For medium- and high-risk tier activities other than landfill**
  - The technically competent manager will complete the qualification within 12 months and I have enclosed evidence of their registration with WAMITAB and, where relevant, EPOC booking. I understand they must complete either four specified units of the relevant qualification or an EPOC within four weeks of the permitted activities commencing

For each technically competent manager please give the following information. If necessary, use a separate sheet to give us these details and tell us below the document reference you have given the extra sheet.

Title (Mr, Mrs, Miss and so on)

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Phone

\_\_\_\_\_

Mobile

\_\_\_\_\_

Email

\_\_\_\_\_

### 3 Your ability as an operator, continued

Please provide the environmental permit number/s and site address for all other waste operations, (**see part B2 guidance notes**), that the proposed technically competent manager provides technical competence for, including permits held by other operators. Continue on a separate sheet as required.

Permit number	Site address	Postcode

Document reference

\_\_\_\_\_

Now go to **question 3c**

Please also complete the details in **Appendix 2**.

#### 3c Finances

Installations, waste operations and mining waste operations only.

Please note that 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 2016.

Do you, or any relevant person, or a company in which you (or they) (or any relevant person) were a relevant person, have current or past bankruptcy or insolvency proceedings against you?

No

Yes Please give details below, including the required set-up costs (including infrastructure), maintenance and clean up costs for the proposed facility against which a credit check may be assessed

We may want to contact a credit reference agency for a report about your business's finances.

See **Environmental permits privacy notice - GOV.UK ([www.gov.uk](http://www.gov.uk))** for how we use your personal information to support environmental permitting.

### 3 Your ability as an operator, continued

#### Landfill, Category A mining waste facilities and mining waste facilities for hazardous waste only

How do you plan to make financial provision (to operate a landfill or a mining waste facility you need to show us that you are financially capable of meeting the obligations of closure and aftercare)?

Renewable bonds

Cash deposits with the Environment Agency

Other – provide comprehensive details

Document reference

\_\_\_\_\_

Provide a cost profile and expenditure plan of your estimated costs throughout the aftercare period of your site.

Document plan reference

\_\_\_\_\_

Now go to **question 3d**

#### 3d Management systems (all)

You must have an effective, written management system in place that identifies and reduces the risk of pollution. You may show this by using a certified scheme or your own system.

Your permit requires you (as the operator) to ensure that you manage and operate your activities in accordance with a written management system.

You need to be able to explain what happens at each site and which parts of the overall management system apply. For example, at some sites you may need to show you are carrying out additional measures to prevent pollution because they are nearer to sensitive locations than others.

For waste and installation permits only: your management system must also explain your resilience to climate change.

You can find guidance on management systems on our website at <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

**Tick this box to confirm that you have read the guidance and that your management system will meet our requirements**

What management system will you provide for your regulated facility?

ISO 14001

BS 8555 (Phases 1–5)

BS EN ISO 14005:2019

Green dragon

Own management system

EMAS Global

Other

Please send us a summary of the management system you are using and a copy of your accreditation (if applicable) with your application.

Document reference/s

\_\_\_\_\_

## 4 Consultation

Fill in 4a to 4c for installations and waste operations and 4d for installations only.

Could the waste operation or installation involve releasing any substance into any of the following?

### 4a A sewer managed by a sewerage undertaker?

No

Yes Please name the sewerage undertaker

\_\_\_\_\_

### 4b A harbour managed by a harbour authority?

No

Yes Please name the harbour authority

\_\_\_\_\_

### 4c Directly into relevant territorial waters or coastal waters within the sea fisheries district of a local fisheries committee?

No

Yes Please name the fisheries committee

\_\_\_\_\_

### 4d Is the installation on a site for which:

4d1 a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

No

Yes

4d2 a policy document for preventing major accidents is needed under regulation 5 of the Control of Major Accident Hazards Regulations 2015, or a safety report is needed under regulation 7 of those Regulations?

No

Yes

## 5 Supporting information

### 5a Provide a plan or plans for the site

But not any mobile plant

Clearly mark the site boundary or discharge point, or both. The site plan must be legible at A4 size, drawn to scale and include a scale bar.

## 5 Supporting information, continued

Also include site drainage plans, site layout plans, and plant design drawings/process flow diagrams (as required). (**See the guidance notes on part B2.**)

Document reference/s of the plans

\_\_\_\_\_

### 5b Provide the relevant sections of a site condition/baseline report if this applies

**See the guidance notes on part B2**

Document reference of the report

\_\_\_\_\_

If you are applying for an installation, tick the box to confirm that you have sent in a baseline report

### 5c Provide a non-technical summary of your application

**See the guidance notes on part B2 for what needs to be included.**

Document reference of the summary

\_\_\_\_\_

### 5d Are you applying for an activity that includes the storage of combustible wastes?

This applies to all activities excluding standalone water and groundwater discharges.

No

Yes Provide a fire prevention plan (**see the guidance notes on part B2.**)

Document reference of the plan

\_\_\_\_\_

## 6 Environmental risk assessment

Provide an assessment of the risks each of your proposed regulated facilities poses to the environment. The risk assessment must follow the methodology set out in 'Risk assessments for your environmental permit' at **Risk assessments for your environmental permit – GOV.UK (www.gov.uk)** or an equivalent method.

For air dispersion modelling see: **Environmental permitting: air dispersion modelling reports – GOV.UK (www.gov.uk)**

Document reference(s) for the assessments, including modelling reports and files where applicable

\_\_\_\_\_

## 7 How to contact us

If you have difficulty using 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**

## 7 How to contact us, continued

Website: [www.gov.uk/government/organisations/environment-agency](https://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.**

### 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

### For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received (£)

## Appendix 1 – Low impact installation checklist

Low impact installation criterion (see the Part B2 guidance notes)	Section of supporting document that shows how your proposed activity meets the LII criterion	Do you meet LII criterion?
<b>A – Management techniques</b>		Yes No
<b>B – Wastewater</b>		Yes No
<b>C – Abatement systems/ releases to air</b>		Yes No
<b>D – Emissions to groundwater</b>		Yes No
<b>E – Waste production</b>		Yes No
<b>F – Energy consumption</b>		Yes No
<b>G – Accident prevention</b>		Yes No
<b>H – Noise</b>		Yes No
<b>I – Emissions of polluting substances</b>		Yes No
<b>J – Odours</b>		Yes No
<b>K – Compliance history</b>		Yes No

If you answered ‘No’ to any of the questions above, your installation cannot be considered as a low impact installation.

## **Appendix 2 – Date of birth information for Relevant offences and/or Technical ability questions only**

Date of birth information in this appendix will not be put onto our Public Register. Continue on a separate sheet if necessary

### **1. Relevant Offences – date of birth information for relevant persons(s)**

Please give us the following details if you have answered 'Yes' to question 3a

Name

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

### **2. Technical ability – date of birth information for technically competent manager(s)**

Please give us the following details (relevant waste operations only)

Name

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

# Application for an environmental permit

## Part B4 – New bespoke waste operation permit



<p>Fill in this part of the form, together with parts A, B2 and F1, if you are applying for a new bespoke permit for a waste operation. Please check that this is the latest version of the form available from our website.</p> <p>Please read through this form and the guidance notes that came with it.</p> <p>You can apply online for waste bespoke environmental permits.</p> <p>Apply online for an environmental permit.</p> <p>The form can be:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2) printed off and filled in by hand. Please write clearly in the answer spaces.</li> </ol> <p>It will take less than three hours to fill in this part of the application form.</p>	<p><b>Contents</b></p> <ol style="list-style-type: none"> <li>1 What waste operations are you applying for?</li> <li>2 Point source emissions to air, water and land</li> <li>3 Operating techniques</li> <li>4 Monitoring</li> <li>5 How to contact us</li> </ol> <p>Appendix 1 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes</p> <p>Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations</p>
--	--

### 1 What waste operations are you applying for?

Fill in Table 1a with details of what you are applying for.

Fill in a separate table for each waste operation you are applying for. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given the extra sheet.

Document reference

#### Types of waste accepted

For each line in Table 1a, fill in a separate document to list those wastes you will accept on the site for that operation, giving the List of Wastes catalogue code (search for ‘Technical guidance on how to assess and classify waste’ at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)). If you need to exclude waste from your activity or facility by restricting the description, quantity, physical nature, hazardous properties, composition or characteristic of the waste, include these in the document. Send it to us with your application form.

## 1 What waste operations are you applying for?, continued

**Table 1a – Waste operations which do not form part of an installation**

Name of the waste operation	Description of the waste operation	Annex I (D codes) and Annex II (R codes) and descriptions	Hazardous waste treatment capacity (if this applies) (See note 1)	Non-hazardous waste treatment capacity (if this applies) (See note 1)
Add extra rows if you need them. If you do not have enough room, go to the line below or send a separate document and give us the document reference here	Use the description from the guidance. Include any extra detail that you think would help to accurately describe what you want to do			
For all waste operations	Total storage capacity (see note 2)			
	Annual throughput (tonnes each year)			

### Notes

1 By 'capacity', we mean:

- the total landfill capacity (cubic metres) for landfills
- the total treatment capacity (tonnes each day) for waste treatment
- the total storage capacity (tonnes) for waste-storage operations

2 By 'total storage capacity', we mean the maximum amount of waste in tonnes you store on the site at any one time.

## 1 What waste operations are you applying to vary?, continued

Please provide the document reference. You can use Table 1b as a template.

If you want to accept any waste with a code ending in 99, you must provide more information and a full description of the waste in the document, (for example, detailing the source, nature and composition of the waste). Where you only want to receive specific wastes within a waste code you can provide further details of the waste you want to receive. Where a waste is dual coded you should use both codes for the waste.

Document reference \_\_\_\_\_

**Table 1b – Template example – types of waste accepted and restrictions**

Waste code	Description of the waste
Example	Example
02 01 08*	Agrochemical waste containing hazardous substances
18 01 03*	Infectious clinical waste, not contaminated with chemicals or medicines – human healthcare (may contain sharps) for alternative treatment
17 05 03*/17 06 05*	Non-hazardous soil from construction or demolition contaminated with fragments of asbestos cement sheet

### 1c Deposit for recovery purposes (see Appendix 4 and the guidance notes on part B4)

Are you applying for a waste recovery activity involving the permanent deposit on waste on land for construction or land reclamation (including landfill restoration)?

No  Go to section 2

Yes

Are you applying for an inert landfill permit that includes a restoration activity using waste?

No  Go to section 2

Yes  Please send us a copy of your restoration plan in accordance with our guidance at <https://www.gov.uk/guidance/landfill-operators-environmental-permits/restore-your-landfill-site>

Have we advised you during pre-application discussions that we believe the activity is waste recovery?

No  Go to section 2

Yes

Have there been any changes to your proposal since the discussions?

No

Yes

Please send us a copy of your waste recovery plan that complies with our guidance at <https://www.gov.uk/guidance/waste-recovery-plans-and-permits>. You need to highlight any changes you have made since your pre-application discussions. Also give us the reference number of the document with your justification.

**Please note that there is an additional charge for the assessment of a waste recovery plan that must be submitted as part of this application. For the charge see <https://www.gov.uk/topic/environmental-management/environmental-permits>.**

Document reference \_\_\_\_\_

## 2 Point source emissions to air, water and land

Fill in Table 2 below with details of the point source emissions that result from the operating techniques at each of your waste operations.

Fill in one table for each waste operation.

**Table 2 – Emissions**

Name of the waste operation				
<b>Point source emissions to air</b>				
Emission point reference and location	Source	Parameter	Quantity	Unit
<b>Point source emissions to water (other than sewers)</b>				
Emission point reference and location	Source	Parameter	Quantity	Unit
<b>Point source emissions to sewers, effluent treatment plants or other transfers off site</b>				
Emission point reference and location	Source	Parameter	Quantity	Unit
<b>Point source emissions to land</b>				
Emission point reference and location	Source	Parameter	Quantity	Unit

## Supporting information

### 3 Operating techniques

#### 3a Technical standards

Fill in Table 3a for each waste operation you refer to in Table 1a above and list the ‘appropriate measures’ you are planning to use. If you are using the standards set out in the relevant technical guidance(s) (TGN) there is no need to justify using them within your documents in Table 3a.

You must justify your decisions in a separate document if:

- there is no technical standard
- the technical guidance provides a choice of standards, or
- you plan to use another standard

This justification could include a reference to the Environmental Risk Assessment provided in part B2 of the application form.

Table 3a should summarise:

- the operations undertaken
- the measures you will use to control the emissions from your process, as identified in your risk assessment or the relevant technical guidance
- how you will meet other standards set out in the relevant technical guidance

#### Table 3a – Technical standards

Fill in a separate table for each waste operation.

Waste operation		
Description of the waste operation Add extra rows if you need them	Appropriate measure (TGN reference)	Document reference (if appropriate)

In all cases, describe the type of facility or operation you are applying for and provide site infrastructure plans, location plans and process flow diagrams or block diagrams to help describe the operations and processes undertaken. Give the document references you use for each plan, diagram and description.

Document reference

#### 3b General requirements

Fill in a separate table for each waste operation.

#### Table 3b – General requirements

Name of the waste operation	
If the technical guidance or your risk assessment shows that emissions of substances not controlled by emission limits are an important issue, send us your plan for managing them	Document reference or references
If the technical guidance or your risk assessment shows that odours are an important issue, send us your odour management plan. <b>If your activity type is listed in the guidance document ‘Control and monitor emissions for your environmental permit’ as needing an odour management plan, or your risk assessment shows that odours are an important issue, you need to send us your odour management plan.</b>	Document reference or references
If the technical guidance or your risk assessment shows that noise or vibration are important issues, send us your noise or vibration management plan (or both)	Document reference or references

### 3 Operating techniques, continued

We may need to ask for management plans or risk assessments in other circumstances based on our regulatory experience. If you are unsure as to whether you need to submit a management plan with your application, please discuss this with the Environment Agency prior to submission.

Search for 'Risk assessment for your environmental permit' at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

#### 3c Information for specific sectors

For some of the sectors, we need more information to be able to set appropriate conditions in the permit. This is as well as the information you may provide in sections 5, 6 and 7. For those activities listed in Table 3c, you must answer the questions in the related document.

**Table 3c – Questions for specific sectors**

Sector	Appendix
Recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes	See the questions in appendix 1
Inert landfill and deposit of waste on land for construction, land reclamation, restoration or improvement	See the questions in appendix 2

### General information

#### 4 Monitoring

##### 4a Describe the measures you use for monitoring emissions by referring to each emission point in Table 2 above

You should also describe any environmental monitoring. Tell us:

- how often you use these measures
- the methods you use
- the procedures you follow to assess the measures

Document reference

##### 4b Point source emissions to air only

Provide an assessment of the sampling locations used to measure point source emissions to air. The assessment must use M1 (search for 'M1 sampling requirements for stack emission monitoring' at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)).

Document reference of the assessment

#### 5 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.**

## 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



### For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes  Amount received

£

## Plain English Campaign's Crystal Mark does not apply to appendices 1 to 2.

### Appendix 1 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

**1 Please provide an accurate and reliable characterisation of your compost like outputs (CLO). This should be based on sampling and analysis of the CLO produced by the treatment (MBT) process over a 12-month period and in accordance with section 2 of TGN 6.15**

Document reference \_\_\_\_\_

**2 Please provide an agricultural benefit assessment for the use of your CLO. This should be based on section 2 of TGN 6.15 and should be signed and dated by an appropriate technical expert**

Document reference \_\_\_\_\_

**3 Please provide a site-specific risk assessment of risks to soil and food chain receptors. This should be based on Schedule 2 of TGN 6.15 and include a map with a green outline showing the boundary of the area being treated and include:**

- locations where the waste will be stored and spread
- any spring, well or borehole used to supply water for domestic or food production purposes that is within 250 metres of the area being treated
- any spring, well or borehole not being used for domestic or food production purposes that is within 50 metres of the area being treated
- any European designated sites (candidate or Special Area of Conservation, proposed or Special Protections Area in England and Wales or Ramsar Site) or Sites of Special Scientific Interest (SSSI) which are within 500 metres of the place where waste is to be stored or spread
- the location of public rights of way
- any Groundwater Source Protection Zones
- surface watercourses
- any buildings or houses within 250 metres of the area being treated
- land drains within the boundary

Document reference \_\_\_\_\_

**4 Are the technical standards and measures fully in line with those set out in section 3 of TGN 6.15?**

No  Provide justification for departure from TGN 6.15 and a copy of the proposed technical standards, measures or procedures

Document reference \_\_\_\_\_

Yes

### Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations

**1 Please provide your Environmental Setting and Site Design (ESSD) report**

Document reference \_\_\_\_\_

Note: You should use the Environment Agency template to help you develop an environmental setting and site design (ESSD) report.

**2 Please provide your Waste Acceptance Procedures (including Waste Acceptance Criteria)**

Document reference \_\_\_\_\_

**3 Have you provided a hydrogeological risk assessment (HRA) for the site?**

No  Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes  Document reference \_\_\_\_\_

**4 Have you completed an outline engineering plan for the site?**

No  Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes  Document reference \_\_\_\_\_

**5 Have you provided a stability risk assessment (SRA) for your site?**

No  Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes  Document reference \_\_\_\_\_

## Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations, continued

### 6 Have you completed a monitoring plan for the site?

No  Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes  Document reference \_\_\_\_\_

### 7 Have you completed a plan for closing the site and procedures for looking after the site once it has closed?

No  If no for deposit for recovery activities please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes  For inert waste landfill you must provide a closure plan

Document reference \_\_\_\_\_

## Spreading waste to support plant growth

### 8a Does the activity involve the deposit of waste to create or treat a growing medium (R10 for land treatment)?

No

Yes

### 8b If you answered 'yes' to question 8a, does the R10 activity include the spreading of waste to improve the quality of the growing medium (e.g. soil conditioner to improve existing soil profile)?

No

Yes  Go to question 8c

### 8c If you have answered 'Yes' to question 8b, have you completed a benefit statement?

No  Please explain why

Document reference \_\_\_\_\_

Yes

Note: Refer to our guidance when completing your statement (including EPR 8.01, section 6).

# Application for an environmental permit

## Part F1 – Charges and declarations



### When to complete the Part F1 form

Complete this form for all applications for:

- installations (except exclusions 1 and 2)
- waste operations (except exclusion 1)
- mining waste operations (except exclusion 1)
- medium combustion plant (except exclusions 1 and 3)
- specified generators (except exclusion 1 and 4)
- water discharges to surface water (except exclusions 1, 5, 6 and 7)
- groundwater activities (except exclusions 1, 6, 8, 9 and 10)

### Exclusions – when you do not need to complete this form

You do not need to complete this form if your application is for:

1. an administrative variation. Use the **Part C0.5 form** instead.
2. a permit or non-administrative variation for intensive farming. Use the **Part B3.5 form** or **Part C3.5 form** as appropriate.
3. a medium combustion plant standard rule permit. See **MCP guidance**
4. a specified generator standard rule permit. See **SG guidance**
5. a permit to discharge up to 20 cubic metres a day of treated domestic sewage to surface water. Use the **Part B6.5 form**.
6. a water discharge or groundwater activity transfer notification. Use the **Part A** and **Part D1** forms. This exclusion does not apply to partial transfer of activities. You'll need to complete this Part F1 form as part of the permit variation to reflect the partial transfer.
7. a water discharge surrender notification. Use the **Part E1 form**. This exclusion does not apply to partial surrenders that need a permit variation. If a variation is required, you'll need to complete this Part F1 form as part of your variation application.
8. a permit to discharge up to 15 cubic metres a day of treated domestic sewage to ground. Use the **Part B6.5 form**.
9. a permit for an existing discharge up to 2 cubic metres a day of treated domestic sewage to ground in a source protection zone 1. Use the **Part B6.6 form**.
10. a groundwater activity surrender notification. Use the **Part E1 form**. You will still need to complete this Part F1 form for the following:
  - surrender applications for standalone groundwater activities at onshore oil and gas facilities
  - partial surrender notifications that need a permit variation. If a variation is required, you'll need to complete this Part F1 form as part of your variation application.

## Completing this form

Visit our website to check this is the latest version of the form. See **[Application for an environmental permit \(charges and declarations\): part F1](#)**

Please read through this form before completing it.

You will need to refer to our **[charging scheme and charge tables](#)** and **[charging guidance](#)** to complete the form.

You can also use our **[pre-application advice service](#)** to help you work out your charges.

We expect it will take less than 3 hours to complete the form.

The form can be:

- saved to your computer or device and then filled in. We recommend using Adobe Acrobat software to avoid any compatibility issues.
- printed off and filled in by hand. Please write clearly in the answer spaces. If you need to use the links in this form, you can access the electronic version here: **<https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-f1-opra-charges-declarations>**

## Other forms you will need to complete

You'll also need to complete other parts of the application form in addition to this Part F1 form. This depends on your facility type and what you are applying for:

- for a new bespoke permit visit **[New bespoke environmental permit: application forms](#)**
- for a new standard rules permit visit **[Application for an environmental permit: part B1 standard facilities permit](#)**
- If you already have a permit visit **[Change, transfer or cancel your environmental permit](#)**

## Contents

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  - 2 Working out your application charge**
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  - 9 Application review section**
  - 10 How to contact us**
  - 11 Where to send your application**
- Appendix 1 – declarations from additional people**

# 1 When you need to pay an application charge

## 1.1 What are you applying for?

Complete Table 1 with your facility type, application type and number of applications.

**Table 1**

Facility type (see <b>note 1</b> )	Application type (see <b>note 2</b> )	Number of applications

### Table 1 notes

#### 1. Facility type

Choose the facility type from the following list:

- groundwater activity
- installation
- medium combustion plant or specified generator
- mining waste
- waste operation
- water discharge

Use a separate row for each facility type and each application type.

#### 2. Application type

Choose the application type from the following list:

##### New permit:

- new bespoke permit
- new standard rules permit

##### Variation:

- minor variation
- normal variation
- substantial variation

##### Surrender:

- full surrender
- low risk surrender
- partial surrender
- partial surrender with variation

## 1 When you need to pay an application charge, continued

### Transfer:

- full transfer
- partial transfer with variation

Use a separate row for each facility type and each application type.

### 1.2 Are you applying for any of the following?

Tick any that apply

- Part B installation surrender (except a partial surrender requiring a permit variation)
- waste mobile plant surrender
- authorised ship recycling facility (applications and renewals)
- bespoke groundwater mobile plant (all application types)
- staged application

If **none** of the above apply, go to **section 2**

If you have ticked **any** of the above, go to **section 4**

The following applications do not attract a charge:

- Part B installation surrender (except a partial surrender requiring a permit variation)
- waste mobile plant surrender

The following charges are payable on demand as time and materials charges:

- authorised ship recycling facility (applications and renewals)
- bespoke groundwater mobile plant (all application types)
- staged applications

For all other applications, charge payments must be made at the time of application.

## 2 Working out your application charge

For all applications, enter your fixed charges in Table 2. These charges are detailed in our charging scheme tables.

Complete Table 3 if additional charges apply. For example, where additional chargeable assessments are needed.

Your total application charge consists of your fixed charges, plus any additional charges. Complete Table 4 with these figures.

Do not add VAT as most application charges are outside the scope of VAT. The exception is pre-application charges where VAT is applicable. Your pre-application invoice will show if VAT has been included in the charge.

Application charges are set out in **Environmental permits and abstraction licences: tables of charges**.

Guidance on charges is available at **Environmental permits: when and how you are charged**.

You can also use our pre-application advice service to help you work out your charges. Visit **Get advice before you apply for an environmental permit**.

## 2 Working out your application charge, continued

### 2.1 Fixed charges

Complete Table 2 with all fixed charges relevant to your application.

Table 2

Ref (from charging table)	Activity description (from charging table)	Additional description (where applicable – see <b>note 1</b> )	Application type (from charging table)	Fixed charge amount (see <b>note 2</b> )
<b>Total fixed charges</b>				

Continue on separate sheet as necessary

Document reference of continuation sheet (if any):

## 2 Working out your application charge, continued

### Table 2 notes

#### 1. Additional description

For multiple activities on the same permit:

- use a separate row for each chargeable activity
- add a description to help identify the correct charge. For example, if the same activity is being carried out multiple times or is a secondary activity.

Bulk permit transfer with the same charging table reference can be entered on the same row.

#### 2. Fixed charge amount

Enter the fixed charge amount from the relevant **charging table**.

Show any reductions for:

- **batch permit transfers** (also see example 1 below)
- **multi-activity new permit applications** (also see example 2 below)
- **standalone directly associated activities**

New standard rules may not be shown in the current charging scheme tables. Whilst the scheme is being updated, you can find the charges by visiting **Standard rules: environmental permitting**. Then follow the link to the relevant rule set. The charges will be listed on the individual rule set page.

Alternatively, you can contact us for pre-application advice by visiting **Get advice before you apply for an environmental permit**.

## 2 Working out your application charge, continued

### Example 1 – batch transfer of 11 permits

Ref (from charging table)	Activity description (from charging table)	Additional description (where applicable)	Application type (from charging table)	Fixed charge amount
1.16.9	Household waste amenity site taking hazardous waste; includes assessment of fire prevention plan and odour management plan		Transfer application	£2,529 (100% of largest transfer charge)
1.16.9	Household waste amenity site taking hazardous waste; includes assessment of fire prevention plan and odour management plan		Transfer application	£5,058 (10 applications after 80% reduction)
<b>Total fixed charges</b>				<b>£7,587</b>

### Example 2 – multi-activity new permit application

Ref (from charging table)	Activity description (from charging table)	Additional description (where applicable)	Application type (from charging table)	Fixed charge amount
1.7.1	Section 6.8: food and drink production	First production line	Permit application	£13,984 (100% of largest activity charge)
1.7.1	Section 6.8: food and drink production	Second production line (same activity carried out multiple times)	Permit application (part of above application)	£1,398 (after 90% reduction)
1.16.2.2	Section 5.4 (a)(ii): non-hazardous waste installation – physico-chemical treatment for disposal	Effluent treatment plant discharging to sewer (secondary activity)	Permit application (part of above application)	£1,344 (after 90% reduction)
<b>Total fixed charges</b>				<b>£16,726</b>

Note: example charges and calculations were correct at time of form publication.

## 2 Working out your application charge, continued

Now go to [question 2.2](#)

### 2.2 Additional application charges

Complete Table 3 with any additional application charges

**Table 3**

Charging scheme reference (table 1.19 or paragraph reference)	Additional charge type	Tick all applicable	Charge amount
1.19.1	Waste recovery plan or variation or revision of a waste recovery plan assessment		
1.19.2	Habitats assessment (except where the application activity is a water discharge or groundwater activity)		
1.19.3	Fire prevention plan assessment		
1.19.4	Pests management plan assessment		
1.19.5	Emissions management plan assessment		
1.19.6	Odour management plan assessment		
1.19.7	Noise and vibration management plan assessment		
1.19.10	Habitats assessment for discharges to water and groundwater activities		
1.19.11	Specific Substances Assessment for a water discharge activity to surface water		
1.19.12	Specific Substances Assessment for a groundwater activity		
Paragraph 10(a)	Advertising charge		
Paragraph 10(c)	Enhanced pre-application charges (invoiced but not yet paid). Include the amount and invoice number in the 'Charge amount' column		
<b>Total additional charges</b>			

## 2 Working out your application charge, continued

### Table 3 notes

Complete Table 3 if additional charges apply to your application.

#### Chargeable plans and assessments

Tick all chargeable plans and assessments submitted in support of your application. Enter the charge amount for each. Charges can be found in the relevant charging table at [Environmental permits and abstraction licences: tables of charges](#)

Some charges for assessing your plans and documents are already included in the fixed charge. Where this is applicable, it will be shown in the charge table description. For example, the description may say ‘includes assessment of fire prevention plan’.

For further guidance visit [Charges for plans and assessments](#) for further information. There is no need to complete table 3 for assessments already included in the fixed charge.

#### Advertising charge

Tick the advertising charge box if we’ve told you we will be advertising your application. For further information see [Advertising charge](#).

#### Enhanced pre-application advice charge

You must pay any outstanding pre-application charge invoices with your application. We will return any applications with unpaid invoices.

Now go to [question 2.3](#)

### 2.3 Total amount payable

Complete Table 4 with the total application charges payable.

Table 4

Charge	Charge amount
Total fixed charges (from <a href="#">Table 2</a> )	
Total additional charges (from <a href="#">Table 3</a> )	
<b>Total amount payable</b>	

Now go to [section 3](#)

## 3 Payment

Only complete this section if your application needs to be accompanied by a payment. Refer to [question 1.2](#).

Please note we are unable to:

- send you an invoice for application charges, (other than pre-application charges)
- accept payments in instalments

## 3 Payment, continued

### 3.1 Payment method

Tick one option to show your payment method. Then follow the link to the relevant payment section and follow the steps shown.

Online card payment using GOV.UK Pay – go to [Paying by GOV.UK Pay](#)

Electronic bank transfer (for example, by BACS) – go to [Paying by electronic bank transfer](#)

Credit or debit card payment over the phone – go to [Paying by phone](#)

Cheque – go to [Paying by cheque](#)

#### A. Paying by GOV.UK Pay

GOV.UK Pay is a digital payment system where you can pay using a Visa, MasterCard, Maestro card and some digital wallets.

Follow steps A1 to A3 to pay using GOV.UK Pay.

#### A1 Create your payment reference number

You'll need to include a unique reference number when making your payment. This reference number means we can match the payment to your application. It may cause delays if you do not include a reference number.

1. Start your reference number with one of the following codes, based on your facility type:

- PSCAPPWASTE – for waste operations and mining waste operations
- PSCAPPINST – for installations and medium combustion plant or specified generators
- PSCAPPWQ – for water discharge and groundwater activities

2. Follow this with the first five letters of the applicant's name

3. Finish with your chosen unique identifying number

#### Example

- application is for a waste operation, so the code is: PSCAPPWASTE
- applicant is Anyfirm Limited, so the first five letters are: ANYFI
- applicant's chosen identifier is: 01

The payment reference number is therefore: PSCAPPWASTEANYFI01

Make a note of this reference number. You'll need to provide it in step A3 below.

#### A2 Go to GOV.UK Pay payment page

Click on the relevant link below according to your facility type. This will take you to the relevant page to make your payment.

- Link for: [waste operations and mining waste operations](#)
- Link for: [installations and medium combustion plant/specified generators](#)
- Link for: [water discharges and groundwater activities](#)

### 3 Payment, continued

#### A3 Complete the payment details below

Payment reference number

Payment amount

Payment date

Now go to **section 4**

#### B. Paying by electronic bank transfer

Follow steps B1 to B3 to pay by electronic bank transfer, such as BACS.

##### B1 Create your payment reference number

You'll need to include a unique reference number when making your payment. This reference number means we can match the payment to your application. It may cause delays if you do not include a reference number.

1. Start your reference number with one of the following codes, based on your facility type:
  - PSCAPPWASTE – for waste operations and mining waste operations
  - PSCAPPINST – for installations and medium combustion plant or specified generators
  - PSCAPPWQ – for water discharge and groundwater activities
2. Follow this with the first five letters of the applicant's name
3. Finish with your chosen unique identifying number

##### Example

- application is for a waste operation, so the code is: PSCAPPWASTE
- applicant is Anyfirm Limited, so the first five letters are: ANYFI
- applicant's chosen identifier is: 01

The payment reference number is therefore: PSCAPPWASTEANYFI01

Make a note of this reference number. You'll need to provide it in step B3 below.

##### B2 Log onto your banking system

Log onto your banking system to transfer the funds.

You'll need to use the following information to make your payment:

Payee name:	Environment Agency
Sort code:	60-70-80
Account number:	10014411
Account name:	EA RECEIPTS

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWBK60708010014411 and our SWIFTBIC number is NWBKGB2L.

### 3 Payment, continued

#### B3 Complete the payment details below

Name of account holder

Payment reference number

Payment amount

Payment date

Also email your payment details and reference number to [ea\\_fsc\\_ar@gov.sscl.com](mailto:ea_fsc_ar@gov.sscl.com).

Now go to **section 4**

#### C. Paying by phone

If you want to pay by phone, add the name and phone number of the person making the payment.

Name

Phone number

We'll call the above person to arrange payment. We can accept payments by Visa, MasterCard or Maestro card only.

Now go to **section 4**

#### D. Paying by cheque

Make your cheque payable to 'Environment Agency' and cross it with 'A/C Payee' (if not already printed on the cheque).

Write the following on the back of your cheque:

- applicant's name
- application reference number (if known)
- application site address and postcode (where applicable)

Enter the cheque number below

### 3 Payment, continued

If you're submitting a paper application, include your cheque with the application.

If you're emailing your application, include a covering note with your cheque. Post your cheque to our Integrated Permitting Services at the address shown in **section 11**.

Please note, we're unable to accept post-dated cheques.

It is usually quicker and easier to complete your payment online or by phone.

Now go to **section 4**

### 4 Privacy notice

See how we use your personal information in services to support environmental permitting by visiting **Environmental permits privacy notice**.

Now go to **section 5**

### 5 Commercial and industrial confidentiality

We're required to put a copy of your application on a public register. We may exclude information we consider to be confidential from the public register. 'Confidential information' in this context means it is commercially or industrially confidential.

You can ask for information in your application to be treated as confidential. You should request confidentiality when you submit your application.

To be considered fully, your request must:

- clearly identify which information should be considered confidential
- include a clear justification for each item you want kept from the public register
- include evidence that the confidentiality is provided by law to protect a legitimate economic interest

Confidential information should be easy to separate from the rest of your application. For example, you could submit two versions of the same document. One version that contains the confidential information and is marked accordingly. The other document is the same, but with the confidential information hidden or removed.

Information identified as confidential won't be put on the public register while we review your request. We'll let you know the outcome once our decision has been made.

You can find further information on commercial and industrial confidentiality by visiting **Environmental permitting guidance: Core guidance**.

Only tick the box below if you do want to claim commercial or industrial confidentiality.

I wish the information I have identified to be treated as confidential and excluded from the public register.

Now go to **section 6**

## 6 National security

We maintain a public register of permitting applications. We can be directed to exclude information in the interests of national security. If your application contains such information, you may notify the Secretary of State. They will decide whether it should be excluded from the register.

You must tell us if you have given notice to the Secretary of State. You must still include the information in your application. It will be excluded from the register unless the Secretary of State decides it should be included.

You cannot apply for national security using this application form.

You can find further information on national security by visiting [Environmental permitting guidance: Core guidance](#).

Now go to [section 7](#)

## 7 Ecological survey information

### 7.1 Have you provided ecological survey data as part of your application?

Yes – go to [question 7.2](#)

No – go to [section 8](#)

### 7.2 Use of ecological survey data

We may wish to use any ecological survey data you have supplied for other purposes as detailed below.

We assume that we are permitted to use the information you supply to us, in connection with our statutory and regulatory responsibilities. In particular (although there may be other uses), we may:

- incorporate the information into our datasets and mapping. These are used for a variety of purposes
- provide information to other applicants and organisations where this enables us to protect wildlife as we are directed to do in the Environment Act
- respond to requests for information under the Freedom of Information Act and the associated Environmental Information Regulations 2004 and agree limited usage rights in accordance with our Standard Notices that we use when supplying our information
- license datasets and mapping derived from or containing information

If you have any queries, please contact us using the details in [section 10](#) of this form

Tick this box if you do **not** want us to use information from any ecological survey that you have supplied with your application

## 8 Declaration

### Who should complete the declaration

The person needing to complete the declaration depends on the type of legal entity applying. This is set out below:

#### Individual

One of the following must sign the declaration:

- the individual

## 8 Declaration, continued

- someone with written authorisation from the individual

### **Multiple individuals** (see below for unincorporated organisations)

One of the following must sign the declaration:

- all individuals named, or to be named on the permit
- someone with written authorisation from all individuals named, or to be named on the permit

### **Unincorporated trusts, charities and societies**

One of the following must sign the declaration:

- trustee
- chairperson
- treasurer
- secretary
- person with a similar position
- someone with written authorisation from any of the above

### **Registered company**

One of the following must sign the declaration:

- director registered at Companies House
- company secretary registered at Companies House
- any similar company officer registered at Companies House
- someone with written authorisation from any of the above

### **Limited liability partnership**

One of the following must sign the declaration:

- partner registered at Companies House
- partnership secretary registered at Companies House
- someone with written authorisation from any of the above

### **Other incorporated body**

One of the following must sign the declaration:

- chairperson
- treasurer
- secretary
- person with a similar position
- someone with written authorisation from any of the above

### **Public body or ministerial government department**

A person with delegated authority under the body's non-financial scheme of delegation must sign the declaration.

### **Corporate bodies subject to insolvency procedures**

The official Receiver or appointed insolvency practitioner must sign the declaration.

## 8 Declaration, continued

### Written authorisations

If you are the applicant and want someone to complete the below declaration on your behalf, you must give them written authorisation to do so.

Your authorisation must confirm the person has authority to complete the declaration for you. Include a copy of the authorisation with your application, unless we already hold a valid one on file.

Agents or consultants cannot complete the declaration without written authorisation from the applicant.

### 8.1 Declaration by current permit holder or applicant applying for a new permit

The declaration and details below must be completed by the:

- current permit holder for variation, transfer and surrender applications
- applicant applying for a new permit

#### Declaration

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit [Environmental Permitting Regulations \(EPR\) offences](#)

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

I understand that this application may be refused, or approval withdrawn if I give false or misleading information.

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

In addition, if you are applying for a standard rules permit, tick the box below if you agree with the statement.

I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

#### Person completing declaration

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

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

on behalf of (if relevant; for example, a company or organisation and so on)

\_\_\_\_\_

Position (if relevant)

\_\_\_\_\_

'Position' could, for example, be a director, secretary, trustee, or partner in a partnership

## 8 Declaration, continued

Date of declaration (DD/MM/YYYY)

\_\_\_\_\_

Use **Appendix 1** if more than one person needs to complete the declaration for the same applicant. For example, where multiple individuals are to be named on the permit.

### 8.2 Are you applying for a permit transfer?

Yes – now go to **question 8.3**

No – now go to **section 9**

### 8.3 Declaration by proposed new permit holder

The proposed new permit holder must complete the declaration and their details below.

#### Declaration for permit transfer applications

Permit transfer applications are joint applications.

The existing permit holder must complete the declaration and details in **question 8.1**.

The proposed new permit holder must complete the declaration and details below.

Note: there may be situations when you're unable to trace the permit holder or a joint holder. You may still be able to transfer the permit without their declaration. Contact us to discuss this. You'll need to supply evidence in your application to confirm you're unable to trace them.

It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit **Environmental Permitting Regulations (EPR) offences**

#### Declaration

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

I understand that this application may be refused, or approval withdrawn if I give false or misleading information.

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

Now complete your details below. You do not need to provide a signature as well.

#### Person completing declaration

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

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

on behalf of (if relevant; for example, a company or organisation and so on)

\_\_\_\_\_

Position (if relevant)

\_\_\_\_\_

## 8 Declaration, continued

‘Position’ could, for example, be a director, secretary, trustee, or partner in a partnership

Date of declaration (DD/MM/YYYY)

Use **Appendix 1** if more than one person needs to complete the declaration for the same applicant. For example, where multiple individuals are to be named on the permit.

Now go to **section 9**

## 9 Application review section

You must complete this section.

We are unable to return any application or supporting documents. Do not send original legal or important documents.

We can’t progress applications that are incomplete or lack sufficient detail.

If you aren’t sure about what you need to send, contact us before submitting your application. For further information on pre-application advice visit **Get advice before you apply for an environmental permit.**

### 9.1 Checklist

Tick to confirm you’ve completed the following:

- filled in all relevant parts of the application form clearly
- included all required supporting documents and listed them in the table below
- included supporting information for any commercial or industrial confidentiality claim (where applicable)
- declaration completed by a relevant person, with written authorisation if needed
- sent the correct payment

### 9.2 Table of supporting documents

List of all the documents submitted as part of your application in the table below

Question reference e.g. Part B1, Q5b	Document title	Document reference



## 10 How to contact us

If you have difficulty using 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.

### 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 easy to understand. Please use the space below to give us any comments that you may have about this form.

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

We will use your feedback to improve our form.

Would you like a reply to your feedback?

Yes please

No thank you

Now go to **section 11**

## 11 Where to send your application

### A. By email

Send water discharge and groundwater activity applications to: **[PSC-WaterQuality@environment-agency.gov.uk](mailto:PSC-WaterQuality@environment-agency.gov.uk)**

Send all other applications to: **[PSC@environment-agency.gov.uk](mailto:PSC@environment-agency.gov.uk)**

If your documents are too large to email, you can upload them to a file sharing site and send us the download link. You can also send multiple emails with attachments.

### B. By post

Send one paper copy to:

Environment Agency  
Integrated Permitting Services  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WF

## Appendix 1 – declarations from additional people

### Declaration – additional person 1

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit [Environmental Permitting Regulations \(EPR\) offences](#)

Complete the declaration and add your details below.

#### Declaration

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

I understand that this application may be refused, or approval withdrawn if I give false or misleading information.

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

In addition, if you are applying for a standard rules permit, tick the box below if you agree with the statement.

I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

#### Person completing declaration

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

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

on behalf of (if relevant; for example, a company or organisation and so on)

\_\_\_\_\_

Position (if relevant)

\_\_\_\_\_

'Position' could, for example, be a director, secretary, trustee, or partner in a partnership.

If applying to transfer a permit, state whether you're the current or proposed holder.

Date of declaration (DD/MM/YYYY)

\_\_\_\_\_

## Declaration – additional person 2

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit [Environmental Permitting Regulations \(EPR\) offences](#)

Complete the declaration and add your details below.

### Declaration

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

I understand that this application may be refused, or approval withdrawn if I give false or misleading information.

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

In addition, if you are applying for a standard rules permit, tick the box below if you agree with the statement.

I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

### Person completing declaration

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

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

on behalf of (if relevant; for example, a company or organisation and so on)

\_\_\_\_\_

Position (if relevant)

\_\_\_\_\_

'Position' could, for example, be a director, secretary, trustee, or partner in a partnership.

If applying to transfer a permit, state whether you're the current or proposed holder.

Date of declaration (DD/MM/YYYY)

\_\_\_\_\_

## Declaration – additional person 3

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit [Environmental Permitting Regulations \(EPR\) offences](#)

Complete the declaration and add your details below.

**Declaration**

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

I understand that this application may be refused, or approval withdrawn if I give false or misleading information.

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

In addition, if you are applying for a standard rules permit, tick the box below if you agree with the statement.

I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

**Person completing declaration**

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

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

on behalf of (if relevant; for example, a company or organisation and so on)

\_\_\_\_\_

Position (if relevant)

\_\_\_\_\_

‘Position’ could, for example, be a director, secretary, trustee, or partner in a partnership.  
If applying to transfer a permit, state whether you’re the current or proposed holder.

Date of declaration (DD/MM/YYYY)

\_\_\_\_\_

Continue on separate sheet as necessary

Document reference of continuation sheet (if any)

\_\_\_\_\_