Application for an environmental permit Part F1 – Charges and declarations

We recommend you use an Adobe Acrobat product to complete the form. You may not be able to complete the form using different software, such as the PDF reader built into your internet browser

Fill in this part for all applications for:

- installations (excluding new permit and variation applications for intensive farming. Use application form Part B3.5 or C3.5 instead)
- waste operations
- mining waste operations
- medium combustion plant
- specified generators
- water discharges (excluding treated domestic sewage effluent discharges of up to 15 cubic metres ($15m^3$) a day into ground or up to 20 cubic metres ($20m^3$) a day to surface water)
- groundwater activities (excluding small discharges of $15m^3$ per day or less if using Part B6.5 OR existing small discharges to Source Protection Zone1 if using Part B6.6)

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

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

The form can be:

1) saved onto a computer and then filled in.

2) printed off and filled in by hand. Please write clearly in the answer spaces.

We anticipate it will take less than 3 hours to fill in this form if you have all the necessary information available.

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1 Working out charges

You must fill out this section for all applications except for waste mobile plant and Part B surrender notifications.

You have to submit an application fee with your application. For guidance on the fee and how to pay your charges, please see our charging guidance (**https://www.gov.uk/government/publications/environmental-permitting-charges-guidance**) and the current charging scheme **https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges**. You can also contact us for pre-application advice to help work out the charges.

Please note that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit.

Table 1 – Type and number of facilities being applied for

For example, if you are submitting one installation application, enter the number one into the first column.

Installation	Waste	Mining waste	Medium Combustion Plant (MCP)/ Specified Generator (SG)	Water discharge	Groundwater activity
	1				

Table 2 – General application charge (A)

Charge activity reference from the charging scheme tables	Charge activity description from the charging scheme tables	What are you applying for? For example, a new permit, minor variation, normal variation, substantial variation, surrender, low risk surrender, transfer	Amount
e.g. 1.17.3	e.g. Section 5.2 – landfill for hazardous waste	e.g. transfer application	e.g. £5,561
1.16.5	Hazardous waste transfer station	New Bespoke	£7,969
1.16.12	Physical treatment of non - hazardous	New Bepsoke	£3,965
Total A			£11,934

1 Working out charges, continued

Table 3 – Additional assessment charges (B)

Part 1.19 Charges for plans and assessments			Tick appropriate
Reference	Plan or assessment	Charge	
1.19.1	Waste recovery plan or variation or revision of a waste recovery plan.	£1,231	☐
1.19.2	Habitats assessment (except where the application activity is a flood risk activity, water discharge or groundwater activity).	£779	☐
1.19.3	Fire prevention plan (except where the application activity is a farming installation).	£1,241	☑
1.19.4	Pests management plan (except where the application activity is a farming installation).	£1,241	☐
1.19.5	Emissions management plan (except where the application activity is a farming installation).	£1,241	☐
1.19.6	Odour management plan (except where the application activity is a farming installation).	£1,246	☑
1.19.7	Noise and vibration management plan (except where the application activity is a farming installation).	£1,246	☐
1.19.8	Ammonia modelling assessment	£620	☐
1.19.9	Dust and bio-aerosol management plan.	£620	☐
1.19.10	Habitats assessment for discharges to water and groundwater activities.	£2,035	☐
1.19.11	Specific Substances Assessment for a water discharge activity to surface water.	£3,774	☐
1.19.12	Specific Substances Assessment for a groundwater activity.	£1,546	☐
1.19.13	Advertising	£500	☐
Total B			£2,487

Total charges

Add the total charges from Table 1 to the total charges from Table 2 (total A plus total B)

£14,421

2 Payment

You must fill out this section for all applications except for waste mobile plant and Part B surrender notifications.

Tick below to show how you have paid.

☐ Cheque

☑ Credit or debit card

☐ Electronic transfer (for example, BACS)

Cheques

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

2 Payment, continued

Please write the name of your company and application reference number on the back of your cheque. We will not accept cheques with a future date on them.

Credit/debit cards

If you are paying by credit or with debit card we will call you. We can accept payments by Visa, MasterCard or Maestro card only.

☑ Call me to arrange payment by debit or credit card

Electronic transfer BACS

If you choose to pay by electronic transfer, you will need to use the following information to make your payment:

Company name	Environment Agency
Company address	SSCL (Environment Agency), PO Box 797, Newport Gwent, NP10 8FZ
Bank	RBS/NatWest
Address	London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London EC2M 4RB
Sort code	60-70-80
Account number	10014411
Account name	EA RECEIPTS
Payment reference number	PSCAPPXXXXXYYY

You need to create your own reference number. It should begin with PSCAPPWASTE (Waste), PSCAPPINST (Installation), PSCAPPWQ (Water Quality) (to reflect the facility type) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

You should also email your payment details and reference number to **ea_fsc_ar@gov.sscl.com**.

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.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Provide a unique reference number for the application, i.e. do not only use the company name only

State who is paying (full name and whether this is the agent/applicant/other)

Fee paid

£

Date payment sent (DD/MM/YYYY)

3 Privacy notice

The Environment Agency runs the environmental permit application service.

See **https://www.gov.uk/guidance/environmental-permits-privacy-notice** for how we use your personal information in services to support environmental permitting.

4 Confidentiality and national security

Confidentiality

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

You can ask for information to be made confidential by enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application. You can find guidance on confidentiality in 'Environmental permitting guidance: core guidance', published by Defra and available at **https://www.gov.uk/government/publications/environmental-permitting-guidance-core-guidance--2**.

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

☐ Please treat the specified information in my application as confidential

National security

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

You can find guidance on national security in 'Environmental permitting guidance: core guidance', published by Defra and available at **https://www.gov.uk/government/publications/environmental-permitting-guidance-core-guidance--2**

You cannot apply for national security via this application.

Now fill in section 5

5 Declaration

If you knowingly or recklessly 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.

A relevant person should make the declaration (see the guidance notes on part F1). An agent acting on behalf of an applicant is NOT a relevant person.

Each individual (or individual trustee) who is applying for their name to appear on the permit must complete this declaration. You will have to print a separate copy of this page for each additional individual to complete.

If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration. You must fill in the declaration directly below; the person receiving the permit must fill in the declaration under the heading 'For transfers only'.

5 Declaration, continued

Note: we will issue a letter to both current and new holders to confirm the transfer. If you are changing address we will need to send this letter to your new address; therefore please tell us your new address in a separate letter.

If you are unable to trace one or more of the current permit holders please see below under the transfers 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 incomplete information.

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

- [x] Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)
- [ ] I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)
- [ ] Tick this box if you do not want us to use information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)

Name

Title

Mr

First name

Tim

Last name

Eaton - Fearne

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

Chelmsford City Council

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

Street Care and Performance Manager

Today's date (DD/MM/YYYY)

27/06/2025

For transfers only – declaration for person receiving the permit

A relevant person should make the declaration (see the guidance notes on part F1). An agent acting on behalf of an applicant is NOT a relevant person.

I declare that the information in this application to transfer an environmental permit to me 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 incomplete information.

Note: If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration as above. Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.

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

5 Declaration, continued

☐ Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)

Name

Title

First name

Last name

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

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

Today's date (DD/MM/YYYY)

Now go to section 6

6 Application checklist

You must fill in this section.

If your application is not complete, we will return it to you. If you aren't sure about what you need to send, contact us before you submit your application. For further information on pre-application advice, see **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit.**

You must do the following:

☑ Complete legibly all parts of the application form that are relevant to you and your activities

☑ Identify relevant supporting information in the form and send it with the application

☑ List all the documents you are sending in the table below.

☑ For new permit applications or any changes to the site plan, provide a plan that meets the standards given in the guidance note on part F1

☑ Provide a supporting letter for any claim that information is confidential

☑ Get the declaration completed by a relevant person (not an agent)

☐ Send the correct fee

6 Application checklist, continued

Continue on an extra sheet if necessary.

Question reference	Document title	Document reference
Part B2 3b	CIWM - Continuing Competency Chay Barthaud	
	WAMITAB - credit certificate - Chay Barthaud	
	WAMITAB Non - haz waste treatment & transfer	
	WAMITAB - Medium Risk operator competence	
Part B2 3d	Chelmsford City Council - Freighter House Depot EMS	
Part B2 4a	Anglian Water Discharge Consent	
Part B2 5a	Site Location Plan Site Layout Plan	D001 D002
Part B2 5b	Permit Application - Site Condition Report	R003
Part B2 5c	Permit Application - Non Technical Summary	R001
Part B2 5d	Permit Application - Fire Prevention Plan	R004
Part B2 6	Permit Application - Environmental Risk Assessment	R007

Document reference

7 How to contact us

If you have difficulty 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 422549 (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.

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.

8 Where to send your application

For how many copies to send see the guidance note on part F1.

Please send your filled in application form and supporting documents to:

For water discharges and groundwater activities by email to
PSC-WaterQuality@environment-agency.gov.uk

For waste, installations, medium combustion plant and specified generators by email to
PSC@environment-agency.gov.uk

For large electronic documents (too large for email attachment) you can upload your applications to file sharing sites and send us a link to download the documents. Alternatively, you can send more than one email with documents attached.

Or by post to:

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

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

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

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.

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 (£)