

Application for an environmental permit

Part A – About you



You will need to fill in this part A if you are applying for a new permit, applying to change an existing permit or surrender your permit, or want to transfer an existing permit to yourself. Please check that this is the latest version of the form available from our website.

You can apply online for Waste standard rules environmental permits, bespoke waste permits and bespoke Medium combustion plant permits

Apply online for an environmental permit.

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

The form can be:

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

Note: if you believe including information on a public register would not be in the interests of national security you must enclose a letter telling us that you have told the Secretary of State. We will not include the information in the public register unless directed otherwise.

It will take less than one hour to fill in this part of the application form.

Where you see the term ‘document reference’ on the form, give the document references and send the documents with the application form when you’ve completed it.

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1 About you

Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

An individual

Now go to section 2 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

An organisation of individuals (for example, a partnership)

Now go to section 3 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

A public body

Now go to section 4

A registered company or other corporate body

Now go to section 5 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

3 Applications from an organisation of individuals or charity

3a Type of organisation

For example, a charity, a partnership, a group of individuals or a club

3b Details of the organisation or charity

If you are an organisation of individuals, please give the details of the main representative below. If relevant, provide details of other members (please include their title Mr, Mrs and so on) on a separate sheet and tell us the document reference you have given this sheet

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to question 3c or section 6

3c Details of charity

Full name of charity

This should be the full name of the legal entity not any trading name.

3d Company registration number

If you are registered with Companies House please tell us your registration number

3e Charity Commission number

If you are registered with the Charity Commission please tell us your registration number

Now go to section 6

4 Applications from public bodies

4a Type of public body

For example, NHS trust, local authority, English county council

4b Name of the public body

4c Please give us the following details of the executive

An officer of the public body authorised to sign on your behalf

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

5 Applications from companies or corporate bodies

5a Name of the company

5b Company registration number

Date of registration (DD/MM/YYYY)

If you are applying as a corporate organisation that is not a limited company, please provide evidence of your status and tell us below the reference you have given the document containing this evidence.

Document reference

5 Applications from companies or corporate bodies, continued

5c Please give details of the directors

If relevant, provide details of other directors and company secretary, if there is one, on a separate sheet and tell us the reference you have given this sheet.

Document reference

Details of company secretary (if relevant) and director/s

Title (Mr, Mrs, Miss and so on)

First name

Last name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

6 Your address

6a Your main (registered office) address

For companies this is the address on record at Companies House.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

For an organisation of individuals every partner needs to give us their details, including their title Mr, Mrs and so on. So, if necessary, continue on a separate sheet and tell us below the reference you have given the sheet.

Document reference

6b Main UK business address (if different from above)

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

6 Your address, continued

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

7 Contact details

7a Who can we contact about your application?

It will help us if there is someone we can contact if we have any questions about your application. The person you name should have the authority to act on your behalf.

Please add a second contact on a separate sheet if this person is not always available.

Document reference of this separate sheet

This can be someone acting as a consultant or an 'agent' for you.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7b Who can we contact about your operation (if different from question 7a)?

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7 Contact details, continued

7c Who can we contact about your billing or invoice?

Note: Please provide the name and address that all invoices should be sent to for your subsistence fees.

As in question 7a

As in question 7b

Please give details below if different from question 7a or 7b.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

8 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

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. More information on how to do this is available at:

www.gov.uk/government/organisations/environment-agency/about/complaints-procedure.

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.

9 Where to send your application

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

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

For waste and installations by email to PSC@environment-agency.gov.uk

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

Or

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

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 – Date of birth information for installation and waste activities (applications for a new permit or transferring a permit) only

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

Are you applying as an individual, an organisation of individuals (for example, a partnership) or a company (this includes Limited Liability Partnerships)?

- An individual Now go to 2
- An organisation of individuals (for example, a partnership) Now go to 3
- A registered company or other corporate body Now go to 4

2 Applications from an individual

Please give us the following details

Name

Date of birth (DD/MM/YY)

3 Applications from an organisation of individuals or charity

Details of the organisation or charity

If you are an organisation of individuals, please give the date of birth details of the main representative below. If relevant, provide details of other members on a separate sheet and tell us the document reference you have given this sheet.

Name

Date of birth (DD/MM/YY)

Document reference

4 Applications from companies or corporate bodies

Name of the company

Please give the date of birth details for all directors and company secretary if there is one. If relevant, provide those details of other directors on a separate sheet and tell us the document reference you have given this sheet.

Details of company secretary (if relevant) and director/s

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Document reference

Application for an environmental permit

Part B1 – Standard facilities permit



Fill in this part of the form, together with parts A and F1, if you are applying for a new permit for standard facilities. Please check that this is the latest version of the form available from our website.

You can apply online for waste standard rules environmental permits.

[Apply online for an environmental permit.](#)

Please read through this form and the guidance notes that came with it. The form can be:

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

(If you are making a bespoke application and are not applying for any standard facilities, do not use this form. Fill in part B2.)

It will take less than one hour to fill in this part of the application form.

Contents

- 1 About the permit
- 2 About the site
- 3 About this application
- 4 General information
- 5 Your ability as an operator
- 6 How to contact us

Appendix 1 – Low impact installation checklist

Appendix 2 – Waste management plan checklist for standard permit applications for mining waste operations

Appendix 3 – 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, give us the permit reference number or details on a separate sheet. Tell us below the reference you have given to this extra sheet.

Permit or document reference

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

Site

Now go to section 2

Mobile plant

Now go to section 3

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

2 About the site

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

Site name

Address

Postcode

National grid reference for the site or discharge point (for water standard rules only)
(for example, ST 12345 67890)

3 About this application

3a Standard facilities

Tick the relevant boxes below to show which standard rules you are applying for.

Note: If you are applying for more than one set of standard rules each will need to be operated as a self-contained and discrete activity. See B1 guidance for more details on how to demonstrate this.

Table 1 – Sets of standard rules that are available for your permit

Plain English Campaign's Crystal Mark does not apply to Table 1.

Standard rule description	Tonnes per annum (tpa) (unless otherwise stated)	Standard rule reference (office use only)
Asbestos waste transfer station	Less than 3,650 tpa	SR2008No9 3650te
Inert and excavation waste transfer station	Less than 75,000 tpa	SR2008No10 75kte
Inert and excavation waste transfer station with treatment	Less than 75,000 tpa	SR2008No11 75kte
Clinical waste and healthcare waste transfer station	Less than 75,000 tpa	SR2008No24 75kte
Clinical waste and healthcare waste treatment and transfer station	Less than 75,000 tpa	SR2008No25 75kte
Mobile plant for the treatment of waste soils and contaminated material, substances or products	Tonnes per annum does not apply	SR2008No27 Rem MP
Low impact Part A installation	Tonnes per annum does not apply	SR2009No2
Low impact Part A installation for the production of biodiesel	No more than 2,000 tpa	SR2009No3
Combustion of biogas in engines at a sewage treatment works	Tonnes per annum does not apply	SR2009No4
Inert and excavation waste transfer station	Less than 250,000 tpa	SR2009No5
Inert and excavation waste transfer station with treatment	Less than 250,000 tpa	SR2009No6
Storage of furnace ready scrap metal for recovery	Less than 1,000,000 tpa	SR2009No7

3 About this application, continued

Table 1 – Sets of standard rules that are available for your permit, continued

Standard rule description	Tonnes per annum (tpa) (unless otherwise stated)	Standard rule reference (office use only)
The management of inert extractive wastes at mines and quarries (and appendix 2; see below)	Tonnes per annum does not apply	SR2009No8
Discharge to surface water: cooling water and heat exchangers	Max volume 1,000 cubic metres per day	SR2010No2
Discharge to surface water: secondary treated domestic sewage	Max volume between 5 and 20 cubic metres per day	SR2010No3
Mobile plant for land spreading	Spreading of waste for agricultural or ecological benefit. Up to 10 wastes types 50 hectares per deployment	SR2010No4
Mobile plant for reclamation, restoration or improvement of land	Spreading of waste to create a soil profile. Up to 10 wastes types per hectare over 50 hectares	SR2010No5
Mobile plant for land spreading of sewage sludge	Deployment max 250 tonnes per hectare over 50 hectares	SR2010No6
Mobile plant for the treatment of waste to produce soil, soil substitutes and aggregate	Less than 75,000 tonnes per deployment	SR2010No11
Treatment of waste to produce soil, soil substitutes and aggregate	Less than 75,000 tonnes per year	SR2010No12
Composting biodegradable waste	Open and contained systems. Less than 500 tonnes on site at any one time	SR2010No14
Storage of wastes to be used in land treatment	Less than 75,000 tonnes storage at any one time	SR2010No17
Storage and treatment of dredgings for recovery	Less than 125,000 cubic metres at any one time	SR2010No18
Composting biodegradable waste (in open and contained systems)	Open and contained systems. Less than 500 tonnes on site at any one time	SR2011 No1_500t

3 About this application, continued

Table 1 – Sets of standard rules that are available for your permit, continued

Standard rule description	Tonnes per annum (tpa) (unless otherwise stated)	Standard rule reference (office use only)
Composting in closed systems – waste operation – capacity of no more than 75 tonnes per day	Limit of 75 tonnes per day	SR2012 No3
Composting in closed systems – Part A installation – treatment capacity of more than 75 tonnes per day	Less than 75,000 tonnes	SR2012 No4
Composting in open systems – waste operation – capacity of no more than 75 tonnes per day	Limit of 75 tonnes per day	SR2012 No7
Composting in open systems – part A installation – treatment capacity of more than 75 tonnes per day	Less than 75,000 tonnes	SR2012 No8
Part A installation – on farm anaerobic digestion facility including the use of the resultant biogas	Over 100 tonnes per day and up to 100,000 tonnes per year and 5MW thermal input	SR2012 No9
On-farm anaerobic digestion facility using farm wastes only, including use of the resultant biogas. Waste recovery operation – treatment capacity of no more than 100 tonnes of waste per day	Less than 100 tonnes per day	SR2012 No10
Part A installation – anaerobic digestion facility including the combustion of the resultant biogas	Over 100 tonnes per day and up to 100,000 tonnes per year and 5MW thermal input	SR2012 No11
Anaerobic digestion facility including use of the resultant biogas (waste recovery operation)	Treatment capacity no more than 100 tonnes per day	SR2012 No12
Part A installation – treatment of incinerator bottom ash (IBA) – treatment capacity of more than 75 tonnes per day	Less than 75,000 tonnes per year	SR2012 No13
Storage of electrical insulating oils	Less than 500 tonnes a year	SR2012 No15
Small clinical waste treatment unit	Less than 100 tonnes a year	SR2013 No1
The management of extractive waste, not including a waste facility, generated from onshore oil and gas prospecting activities including drilling, coring, fall-off testing, acid wash and decommissioning but excluding any well stimulation or hydraulic fracturing, for the production of oil or gas, (using oil and water based drilling mud)	The activities shall be limited to and conform to those described in 'Ref. WMP3'	SR2015 No1

3 About this application, continued

Table 1 – Sets of standard rules that are available for your permit, continued

Standard rule description	Tonnes per annum (tpa) (unless otherwise stated)	Standard rule reference (office use only)
Part A installation – storage and handling of crude oil arising from onshore oil and gas exploration and production activities	Storage capacity limited to 500 tonnes	SR2015 No2
Metal recycling and waste electrical and electronic equipment authorised treatment facility excluding ozone-depleting substances	Less than 75,000 tpa	SR2015 No3
Household, commercial and industrial waste transfer station	Less than 75,000 tpa	SR2015 No4
Household, commercial and industrial waste transfer station (no building)	Less than 5,000 tpa	SR2015 No5
Household, commercial and industrial waste transfer station with treatment	Less than 75,000 tpa	SR2015 No6
Household, commercial and industrial waste transfer station with asbestos storage	Less than 75,000 tpa	SR2015 No8
Household, commercial and industrial waste transfer station with treatment and asbestos storage	Less than 75,000 tpa	SR2015 No10
Vehicle storage, depollution and dismantling (authorised treatment) facility	Less than 25,000 tpa	SR2015No13 25kte
Metal recycling site	Less than 75,000 tpa	SR2015No14 75kte
Waste electrical and electronic equipment authorised treatment facility (ATF) excluding ozone depleting substances	Less than 25,000 tpa	SR2015No15 25kte
Metal recycling site	Less than 25,000 tonnes per site	SR2015 No16
Vehicle storage, depollution and dismantling (authorised treatment) facility	Less than 2,500 tonnes per site	SR2015 No17
Metal recycling, vehicle storage, depollution and dismantling (authorised treatment) facility	Less than 25,000 tonnes a year of waste metal and less than 5,000 tonnes a year of waste motor vehicles	SR2015 No18
Non-hazardous household waste amenity site	Less than 75,000 tpa	SR2015 No19
Non-hazardous and hazardous household waste amenity site	Less than 75,000 tpa	SR2015 No20
Materials recycling facility	Less than 75,000 tpa	SR2015 No21
Treatment of waste wood for recovery	Less than 5,000 tpa	SR2015 No23

3 About this application, continued

Table 1 – Sets of standard rules that are available for your permit, continued

Standard rule description	Tonnes per annum (tpa) (unless otherwise stated)	Standard rule reference (office use only)
Use of waste to manufacture timber and construction products	Less than 75,000 tonnes per year	SR2015 No24
Use of waste in a deposit for recovery operation (construction, reclamation, restoration or improvement of land other than by mobile plant)	Maximum volumetric capacity of recovery operation 60,000 m ³	SR2015 No39
Storage of PAS 107 certified clean cut tyre shred and chip at a port	Storage of up to 5,000 tonnes	SR2020 No 1

3b SR 2009No8 Management of inert extractive wastes at mines and quarries

Tick the box to confirm that you have filled in the waste management plan checklist in appendix 2

SR2015 No 1 The management of extractive waste, not including a waste facility, generated from onshore oil and gas prospecting activities including drilling, coring, fall-off testing, acid wash and decommissioning but excluding any well stimulation or hydraulic fracturing, for the production of oil or gas, (using oil and water based drilling mud)

Please tick the box to indicate that you are using Waste Management Plan Ref. WMP3

Search on www.gov.uk/government/organisations/environment-agency for 'WMP3: Waste Management Plan for the management of extractive waste not involving a waste facility, generated from onshore oil and gas prospecting activities of drill, core, leak off well testing, acid wash and decommissioning without well stimulation (using oil and water-based drilling mud)'

Please provide an estimate of the total quantity of extractive waste to be generated tonnes _____ tonnes

3c SR 2009No4 Combustion of biogas in engines at a sewage treatment works

3c1 Is the effective stack height more than 3 metres or is the stack height more than 7 metres?

Yes

No

3c2 Do the engine stack gas releases not exceed 500 mg/m³ for oxides of nitrogen and 1400 mg/m³ carbon monoxide?

Yes

No

If you answered 'Yes' to both questions, the distance limit to dwellings of 200 metres no longer applies, for further guidance see the relevant web page.

3 About this application, continued

3d SR 2015No39 Deposit for recovery

See the guidance notes on part B1.

3d1 Are you applying for a waste recovery activity involving the permanent deposit of waste on land for construction or land reclamation?

Yes

No

3d2 Have we told you during pre-application discussions that we believe the activity is waste recovery?

Yes

No

3d3 Have there been any changes to your proposal since the pre-application discussion?

Yes

No

3d4 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 the pre-application discussions. Also, below, give us the reference you have given the document with your justification.

Document reference

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>.

3e SR 2010Nos 2 or 3 Discharges to surface water

See the guidance notes on part B1.

What date do you want the permit for this effluent to start? _____ (DD/MM/YYYY)

Please note that charges will start on this date, even if you have not started to discharge. We recommend that you do not apply more than 12 weeks ahead of when the permit is needed unless you accept payment of these charges before the discharge date.

Please give name of watercourse

We recommend that you contact us during pre-application discussions to find out if your proposed activity meets the nature conservation risk criteria (see the guidance notes on part B1).

Please tick this box if we have confirmed that you can meet the nature conservation risk criteria

3f SR 2015Nos 17 and 18 ELV depollution and dismantling operations

You should discuss this with us during your pre-application discussions.

3f1 Is the drainage from the impermeable surface where you keep vehicles before they are depolluted or dismantled either discharged to sewer under a consent from the local water company or collected in a blind sump for subsequent disposal?

Yes

No Go to question 3f2

3 About this application, continued

3f2 Is the drainage system for this area designed, constructed and maintained to ensure the discharge does not adversely impact the water quality of the receiving water body (does it include, for example, an appropriately designed, operated and maintained interceptor)?

Yes

No

If you answered 'No' to both questions you cannot comply with the standard rules for this activity and you should contact us to discuss your options.

3g Low-impact installations

3g1 Are any of the regulated facilities low-impact installations?

No

Yes Please give us a description of your proposed activity telling us how you meet the conditions for a low-impact installation and send it to us with your application form. Tell us below the reference number you have given this (see appendix 1 in the guidance notes on part B1)

Document reference

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

4 General information

But not mobile plant

4a Provide a plan or plans for the site

See the guidance notes on part B1 for what needs to be marked on the plan.

If you are applying for more than one standard rule you will need to provide a site plan showing the area each standard rule set will be carried out in.

Document plan reference or references

4b Provide the relevant sections of a site condition/baseline report

This only applies to installations (see the guidance notes on part B1).

Document report reference

If you are applying for a standard permit for an IED installation

(SR2012 Nos 4, 8, 9, 11 and 13), tick the box to confirm that you have sent in a baseline report

4c Provide a fire prevention plan if the standard rule set you are applying for requires one

See the guidance notes on part B1.

Document plan reference number

5 Your ability as an operator

5a Relevant offences

This applies to all except standalone surface water discharges and groundwater discharges (see guidance notes on part B1).

Have you, or any other relevant person, been convicted of any relevant offence?

No Now go to question 5b

Yes Please give details below

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.

Document reference

Now go to question 5b

Please also complete the details in Appendix 3.

5b Technical ability

Relevant waste operations only (see the guidance notes on part B1).

If you are applying for more than one standard rule you will need to provide the relevant evidence for each standard rule.

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

Now go to question 5c

5 Your ability as an operator, continued

CIWM/WAMITAB scheme

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

- I will complete my qualification within four weeks of starting the permitted activities and have enclosed evidence of my registration with WAMITAB or my EPOC booking as appropriate
- **For medium- and high-risk tier activities other than landfill**
I will complete the qualification within 12 months and have enclosed evidence of registration with WAMITAB and, where relevant, EPOC booking. I understand I 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	

Please provide the environmental permit number/s and site address for **all** other waste activities 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 of the extra sheet

Now go to question 5c

Please also complete the details in Appendix 3.

5 Your ability as an operator, continued

5c 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 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.

5d 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 can find guidance on management systems on our website at www.gov.uk/government/organisations/environment-agency.

Does your management system meet the conditions set out in our guidance?

Yes

No

What management system will you provide for your regulated facility?

ISO 14001

BS 8555 (Phases 1–5)

Green Dragon

Own management system

6 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

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

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

Email: enquiries@environment-agency.gov.uk

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

6 How to contact us, continued

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)

Payment received?

No

Our reference number

Yes

Amount received

£ _____

Plain English Campaign's Crystal Mark does not apply to appendices 1 and 2.**Appendix 1 – Low impact installation checklist**

See the guidance notes on part B1.

Installation reference				
Condition	Response			Do you meet this?
A – Management techniques	Provide references to show how your application meets A			Yes
	References			No
B – Aqueous waste	Effluent created		m3/day	Yes
				No
C – Abatement systems	Provide references to show how your application meets C			Yes
	References			No
D – Groundwater	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?		Yes	Yes
			No	No
E – Producing waste	Hazardous waste		Tonnes per year	Yes
	Non-hazardous waste		Tonnes per year	No
F – Using energy	Peak energy consumption		MW	Yes
				No
G – Preventing accidents	Do you have appropriate measures to prevent spills and major releases of liquids? (See 'How to comply'.)		Yes	Yes
			No	No
	Provide references to show how your application meets G			
	References			
H – Noise	Provide references to show how your application meets H			Yes
	References			No
I – Emissions of polluting substances	Provide references to show how your application meets I			Yes
	References			No
J – Odours	Provide references to show how your application meets J			Yes
	References			No
K – History of keeping to the regulations	Say here whether you have been involved in any enforcement action as described in Compliance History Appendix 1 explanatory notes		Yes No	

Appendix 2 – Waste management plan checklist for standard permit applications for mining waste operations

Waste management plan checklist for standard rules SR2009No8 – the management of inert wastes and unpolluted soil resulting from the prospecting, extraction, treatment and storage of mineral resources and the working of quarries, at mines and quarries

Name of operator _____

Name of site _____

Please confirm whether the standard answers apply to you in the YES/NO/NA column.

Questions	Answers
Do you have a waste management plan that you will operate to for the minimisation, treatment, recovery and safe disposal of extractive waste?	Yes No
Is it available for inspection by the Environment Agency on request?	Yes No
If the waste will be deposited, or will accumulate in a waste facility, does your waste management plan provide justification that it is not a Category A facility?	Yes No NA
Does your waste management plan characterise the waste in accordance with Annex II of the Directive?	Yes No
Does your waste management plan confirm that the waste is inert?	Yes No
Does your waste management plan provide an estimate of the total quantity of extractive waste to be generated during the operational phase?	Yes No
Does your waste management plan describe the operation generating the waste and any subsequent treatment of the waste?	Yes No
Does your waste management plan contain a description of how the environment and human health could be adversely affected by the deposit of extractive waste and the preventive measures that you will take in order to minimise the environmental impact during operation and after closure, including any control and monitoring procedures? Note: the plan should include, but not be limited to, selection of the location of the facility, preventive measures to minimise dust, noise, vibration and the run-off of waste from the activities.	Yes No
Does your waste management plan contain a proposed plan for the closure of the site?	Yes No
If you operate a mining waste facility, does your waste management plan contain a survey of the condition of the land to be affected by the waste facility?	Yes No NA

Does the mining waste operation include one or more inert mining waste facilities?

No

Yes Provide the number of inert mining waste facilities _____

Sector category

Tick the correct category below:

Construction minerals

Metallic minerals

Industrial minerals

Energy minerals

Other sectors

Please provide details below:

Appendix 3 – 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

1 Have you filled in the Relevant Offences question?

Yes

No

Have you filled in the Technical ability question?

Yes

No

2 Relevant Offences - date of birth information

Please give us the following details

Name

Date of birth (DD/MM/YY)

3 Technical ability - date of birth information

Name

Date of birth (DD/MM/YY)

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



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 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.

You can apply online for waste bespoke environmental permits at https://apply_for_environmental_permit.service.gov.uk/start/start_or_open_saved

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

The form can be:

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

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

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

Contents

- [1 About the permit](#)
- [2 About the site](#)
- [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, give us the permit reference or details on a separate sheet. Tell us below the reference you have given this extra sheet.

Permit or document reference

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

Site Now go to section 2

Mobile plant Now go to question 1c

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

Mobile plant

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

But not mobile plant

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

Site name

Address

Postcode

National grid reference for the site
(for example, ST 12345 67890)

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

2 About the site, continued

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)

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

2 About the site, continued

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 _____

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).

3a1 Have you, or any other relevant person, been convicted of any relevant offence?

No Now go to question 3b

Yes Please give details below

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	_____

Please provide the environmental permit number/s and site address for all other waste activities that the proposed technically competent manager provides technical competence for, including permits held by other operators. Continue on a separate sheet as required.

3 Your ability as an operator, continued

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.

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

3 Your ability as an operator, continued

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.

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)

Green dragon

Own management system

EMAS Global

Other

Please make sure you send us a summary of your management system 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. 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 for what needs to be marked on the plan.

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.

Document reference of the summary _____

5 Supporting information, continued

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). You need to highlight any changes you have made since your pre-application discussions.

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 www.gov.uk/government/collections/technical-guidance-for-regulated-industry-sectors-environmental-permitting or an equivalent method.

Document reference for the assessments

For Waste and Installation Permits only

All bespoke waste and installations permit applications must carry out a climate change risk assessment if the planned duration of the operation is more than 5 years. This will normally be reviewed and discussed with you as part of our compliance activities. However, we may require you to submit your climate change risk assessment as part of your application depending on your risk screening score. We will consider the information contained within your climate change risk assessment when we grant your permit. Conditions may be applied to some permits to manage climate risks.

6b Climate change risk screening

See the guidance to Part B2.

Mark your score in each category in the table below. Add each individual score to give a total.

CATEGORY	SCREENING QUESTIONS	SCORE	YOUR SCORE
1 TIMESCALES	How long will a permit be required for this site/activity? 5 years or less of operation. No need to fill in the rest of the screening. You do not need to fill in a risk assessment. Please go straight to question 7.	0	
	Less than 20 years of operation	1	
	Until between 2040 and 2060 (between 20 and 40 years from now)	3	
	Until 2060 or beyond (more than 40 years from now)	5	
2 FLOODING	What is your site's risk of flooding from rivers or the sea?		
	Not in a flood-risk zone	0	
	Very low or Low	1	
	Medium	2	
	High	5	
3 WATER USE	If you use water for your site operations or fire prevention, what is the source of your water?		
	Water not required	0	
	Mains water	1	
	Surface water or groundwater abstraction	5	
TOTAL SCREENING SCORE			

If your total screening score is 5 or more, complete the climate change risk assessment and submit it with your permit application.

If you expect to operate for 5 years or less, you do not need to submit a risk assessment with your application, regardless of your screening score.

You must enter your score for every category in the table above. If you expect to operate for 5 years or less you may enter 'Not Applicable' for categories 2 and 3.

Document reference of the risk assessment

(if submitted with application)

If your total screening score is less than 5 we may still request your risk assessment as part of determining this application if we believe you face unmanaged climate risks.

If we do not review your risk assessment as part of your application, it will form part of your Environmental Management System and we will discuss it with you as part of our compliance activities.

7 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

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 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)

Payment received?

No

Our reference number

Yes

Amount received

£

Plain English Campaign’s Crystal Mark does not apply to appendix 1.**Appendix 1 – Low impact installation checklist****See the guidance notes on part B2.**

Installation reference				
Condition	Response			Do you meet this?
A – Management techniques	Provide references to show how your application meets A			Yes
	References			No
B – Aqueous waste	Effluent created		m ³ /day	Yes No
C – Abatement systems	Provide references to show how your application meets C			Yes
	References			No
D – Groundwater	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?		Yes No	Yes No
E – Producing waste	Hazardous waste		Tonnes per year	Yes No
	Non-hazardous waste		Tonnes per year	
F – Using energy	Peak energy consumption		MW	Yes No
G – Preventing accidents	Do you have appropriate measures to prevent spills and major releases of liquids?		Yes No	Yes No
	Provide references to show how your application meets G			
	References			
H – Noise	Provide references to show how your application meets H			Yes
	References			No
I – Emissions of polluting substances	Provide references to show how your application meets I			Yes
	References			No
J – Odours	Provide references to show how your application meets J			Yes
	References			No
K – History of keeping to the regulations	Say here whether you have been involved in any enforcement action as described in Compliance History Appendix 1 guidance notes		Yes No	

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

Have you filled in the Relevant Offences question?

Yes

No

Have you filled in the Technical ability question?

Yes

No

Relevant Offences - date of birth information

Please give us the following details

Name

Date of birth (DD/MM/YYYY)

Technical ability - date of birth information

Name

Date of birth (DD/MM/YYYY)

Application for an environmental permit Part B5 – New bespoke mining waste operation permit



Fill in this part of the form, together with parts A, B2 and F, if you are applying for a new bespoke permit for a mining waste operation. 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. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.

- 2 Printed off and filled in by hand. Please write clearly in the answer spaces.

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

Contents

- 1 What activities are you applying for?
- 2 Waste-management plan
- 3 External emergency plan
- 4 Additional information
- 5 How to contact us

1 What activities are you applying for?

1a Tick the relevant box below (to see the full description of each activity see the guidance notes on part B5)

- Management of any extractive waste in a Category A mining waste facility
- Management of hazardous waste
- Management of non-inert, non-hazardous extractive waste that includes a mining waste facility
- Management of non-inert, non-hazardous extractive waste that does not include a mining waste facility
- Management of inert extractive waste that includes a point-source discharge to water
- Management of inert extractive waste by passive treatment that is controlled by the conditions for the discharge set in the permit; for example, a settlement pond that becomes part of the site restoration when dry

2 Waste-management plan

Tick the box to confirm that you have filled in and attached the relevant waste-management plan template (see the guidance notes on part B5)

3 External emergency plans (for Category A mining waste facilities only)

Please provide the information we need so the relevant emergency planner can draw up an external emergency plan for the mining waste facility or facilities.

Document reference

4 Additional information

4a Does the mining waste operation include one or more inert mining waste facilities?

No

Yes Provide the number of inert mining waste facilities

4 Additional information, continued

4b Sector category

Tick the correct category below:

- Construction minerals
- Metallic minerals
- Industrial minerals
- Energy minerals
- Other sectors Please provide details below

Water discharge

4c Will the mining waste operation include an integral water discharge regulated facility?

- No
- Yes Now fill in form B6

4d Will the mining waste operation include an integral groundwater regulated facility?

- No
- Yes Include this information in your waste management plan

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

Website: www.gov.uk/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

£

Application for an environmental permit

Part F1 – Charges and declarations



Fill in this part for all applications for installations, waste operations, mining waste operations, water discharges, point source groundwater discharges and groundwater discharges onto land. 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. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

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

Contents

- 1 Working out charges
- 2 Payment
- 3 Privacy notice
- 4 Confidentiality and national security
- 5 Declaration
- 6 Application checklist
- 7 How to contact us
- 8 Where to send your application

Each individual who is applying for their name to appear on the permit must complete the declaration in section 5. You will have to print a separate copy of the declaration page for each additional individual to complete.

1 Working out charges

You must fill in this section.

You have to submit an application fee with your application. You can find out the charge by searching for 'Environment Agency charging scheme and guidance: environmental permits' at www.gov.uk/government/organisations/environment-agency.

Please remember that the charges are revised on 1 April each year and that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit.

Table 1 – Type of application (fill number of activity being applied for in each column)

Installation	Waste	Mining waste	Medium Combustion Plant (MCP)/Specified Generator (SG)	Water discharge/point source discharge to groundwater	Groundwater spreading onto land

Table 2 – Charge type (A)

Charge activity reference	Charge activity description	What are you applying to do? E.g. new, minor variation, normal variation, substantial variation, surrender, low risk surrender, transfer	Amount
e.g. 1.17.3	e.g. Sect 5.2 landfill for hazardous waste	e.g. transfer	e.g. £5,561
Total A			

1 Working out charges (you must fill in this section), 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	£1,231	<input type="checkbox"/>
1.19.2	Habitats assessment (except where the application activity is a flood risk activity)	£779	<input type="checkbox"/>
1.19.3	Fire prevention plan (except where the application activity is a farming installation)	£1,241	<input type="checkbox"/>
1.19.4	Pests management plan (except where the application activity is a farming installation)	£1,241	<input type="checkbox"/>
1.19.5	Emissions management plan (except where the application activity is a farming installation)	£1,241	<input type="checkbox"/>
1.19.6	Odour management plan (except where the application activity is a farming installation)	£1,246	<input type="checkbox"/>
1.19.7	Noise and vibration management plan (except where the application activity is a farming installation)	£1,246	<input type="checkbox"/>
1.19.8	Ammonia emissions risk assessment (intensive farming applications only)	£620	<input type="checkbox"/>
1.19.9	Dust and bio-aerosol management plan (intensive farming applications only)	£620	<input type="checkbox"/>
	Advertising	£500	<input type="checkbox"/>
Total B			

Total charges

Total A plus total B

2 Payment

Tick below to show how you have paid.

Cheque

Postal order

Cash

 Tick below to confirm you are enclosing cash with the application

Credit or debit card

Electronic transfer (for example, BACS)

Remittance number

Date paid (DD/MM/YYYY)

How to pay**Paying by cheque, postal order or cash**

Cheque details

Cheque made payable to

Cheque number

Amount

£

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

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

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded delivery postal service and enclose your application reference details. Please tick the box below to confirm you are enclosing cash.

I have enclosed cash with my application

2 Payment, continued

Paying by credit or debit card

If you are paying by credit or debit card we can call you. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Please call me to arrange payment by debit or debit card

Paying by electronic transfer BACS reference

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	PSCAPPXXXXYYY

You need to create your own reference number. It should begin with PSCAPP (to reflect that the application is for a permitted activity) 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.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWK60708010014411 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)

Now read section 3 below

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

3 Privacy notice

The Environment Agency runs the environmental permit application service.

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

Our personal information charter explains:

- your rights
- what we do with your personal information

We're allowed to process your personal information because we have official authority as the environmental regulator. We need this information to carry out a task in the public interest that is set out in law. As the data controller, when you apply for an environmental permit, we have a legal obligation to process your personal data under the Environmental Permitting Regulations. The second lawful basis for processing your personal data is to comply with this legal obligation.

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

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

What personal information we collect

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

- name
- date of birth

3 Privacy notice, continued

- address
- email address

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

- name
- address
- email address

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

- convictions
- bankruptcy

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

Your responsibility with other people's personal information

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

What we do with your personal information

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

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

After consultation we put all the information (except dates of birth) you give us in your application on our public register.

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

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

See the environmental permitting guidance for guidance on national security.

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

Where your personal information is processed and stored

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

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

How long we keep your personal information

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

Removing personal information from the public register

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

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

Contact

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

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

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

3 Privacy notice, continued

Email: dataprotection@environment-agency.gov.uk

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

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

Now read section 4 below

4 Confidentiality and national security

Confidentiality

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

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

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

Please treat the information in my application as confidential

National security

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

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

You cannot apply for national security via this application.

Now fill in section 5

5 Declaration

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

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.

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 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)

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)

5 Declaration, continued

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

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

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

Today's date (DD/MM/YYYY)

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.

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 (Mr, Mrs, Miss and so on)

First name

Last name

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

Position
(if relevant; for example, in 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, speak to us before you submit your application.

You must do the following:

- Complete legibly all parts of this form that are relevant to you and your activities
- Identify relevant supporting information in the form and send it with the application
- List all the documents you are sending in the table below. If necessary, continue on a separate sheet. This separate sheet also needs to have a reference number and you should include it in the table below
- For new permits 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

Question reference	Document title	Document reference

7 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 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, or you would like us to review a decision we have made, please let us know. More information on how to do this is available at: <https://www.gov.uk/government/organisations/environment-agency/about/complaints-procedure>.

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 to:

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

For waste and installations by email to PSC@environment-agency.gov.uk

Or

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

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

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

Feedback

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

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

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

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

No thank you



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£ _____