# 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:

- 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.

#### Contents

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- 3 Applications from an organisation of individuals or charity
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- 8 How to contact us
- 9 Where to send your application

Appendix 1 – Date of birth information for installation and waste activities (applications for a new permit or transferring a permit) only

#### 1 About you

Now go to section 6

Are you applying as an individual, an organisation of individuals (for eartnerships) or a public body?	exam	ple, a partnership), a company (this includes Limited Liability
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	1	

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## Applications from an organisation of individuals or charity 3 Type of organisation For example, a charity, a partnership, a group of individuals or a Details of the organisation or charity 3b 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 **Charity Commission number** If you are registered with the Charity Commission please tell us your registration number Now go to section 6 Applications from public bodies Type of public body For example, NHS trust, local authority, English county council Name of the public body 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 Name of the company **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.

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Document reference

## 5 Applications from companies or corporate bodies, continued

## 5c Please give details of the directors

If rel	levant, provide details of other directors and company secretary, e given this sheet.	if there is one, on a separate sheet and tell us the reference you
Doc	ument reference	
Deta	ails of company secretary (if relevant) and director/s	
	(Mr, Mrs, Miss and so on)	
	name	
Last	name	
Title	(Mr, Mrs, Miss and so on)	
	name	
	name	
	go to section 6	
6	Your address	
	Your main (registered office) address	
	companies this is the address on record at Companies House.	
	tact name	
	(Mr, Mrs, Miss and so on)	
	name	
	name	
Add		
naa	1033	
Doct	tcode	
	tact numbers, including the area code	
Pho		
_	ne	
Fax Mob	sile	
Ema		u detaile including the civitale Mu Mus and as an Co if passessor.
cont	an organisation of individuals every partner needs to give us thei tinue on a separate sheet and tell us below the reference you hav	r details, including their title Mr, Mrs and so on. 50, if necessary, re given the sheet.
Doc	ument reference	
6b	Main UK business address (if different from above)	
Cont	tact name	
Title	(Mr, Mrs, Miss and so on)	
First	name	
Last	name	
Add	ress	
Post	tcode	

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6	Your address, continued	
Con	tact numbers, including the area code	
Pho	ne	
Fax		
Mob	pile	
Ema	ail	
Now	y go to section 7	
7	Contact details	
7a	Who can we contact about your application?	
	ill help us if there is someone we can contact if we have any qua authority to act on your behalf.	estions about your application. The person you name should have
Plea	ase add a second contact on a separate sheet if this person is n	not always available.
Doc	ument reference of this separate sheet	
This	can be someone acting as a consultant or an 'agent' for you.	
Con	tact name	
Title	e (Mr, Mrs, Miss and so on)	
First	t name	
Last	t name	
Add	lress	
Post	tcode	
Con	tact numbers, including the area code	
Pho	ne	
Fax		
Mob	pile	
Ema	ail	
7b	Who can we contact about your operation (if differe	nt from question 7a)?
Con	tact name	
Title	e (Mr, Mrs, Miss and so on)	
First	t name	
Last	t name	
Add	lress	
Post	tcode	
Con	tact numbers, including the area code	
Pho	ne	
Fax		
Mob	pile	
Ema	ail	

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#### 7 Contact details, continued

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

e sent to for your subsistence fees.

#### 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

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## Feedback

(You don't have to answer this part of the form, but it will help us impro	ove 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, a simpler.	nd to tell the Government how regulations could be made
Would you like a reply to your feedback?	
Yes please	
No thank you	

Crystal Mark 19101 Clarity approved by Plain English Campaign
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For Environment Agency use only	
Date received (DD/MM/YYYY)	Payment received?
	No 🗆
Our reference number	Yes Amount received
	f

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## 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

	you applying as an individual, an organisation of individual ility Partnerships)?	s (for example, a partnership) or a company (this includes Limited
An i	ndividual	☐ Now go to 2
An c	organisation of individuals (for example, a partnership)	☐ Now go to 3
A re	gistered company or other corporate body	☐ Now go to 4
2	Applications from an individual	
Plea	se give us the following details	
Nan	ne	
Date	e of birth (DD/MM/YY)	
3	Applications from an organisation of individuals of	or charity
Deta	ails of the organisation or charity	
	u are an organisation of individuals, please give the date of ails of other members on a separate sheet and tell us the doc	birth details of the main representative below. If relevant, provide sument reference you have given this sheet.
Nan	ne	
Date	e of birth (DD/MM/YY)	
Doc	ument reference	
4	Applications from companies or corporate bodies	
Nan	ne of the company	
	ise give the date of birth details for all directors and compan ctors on a separate sheet and tell us the document reference	y secretary if there is one. If relevant, provide those details of other you have given this sheet.
Deta	ails of company secretary (if relevant) and director/s	
Nan	ne	
Date	e of birth (DD/MM/YY)	
Nan	ne	
Date	e of birth (DD/MM/YY)	
Nan	ne	
Date	e of birth (DD/MM/YY)	
Doc	ument reference	

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