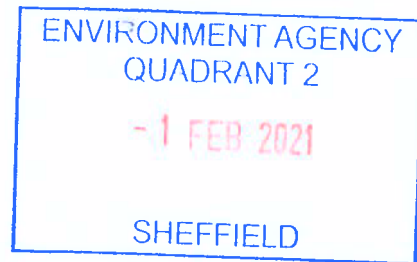




SJW Enviro Consulting Ltd

Environment Agency  
Permitting Support Centre  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Centre  
Sheffield  
S9 4WF

28<sup>th</sup> January 2021



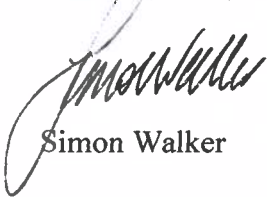
Dear Sir

**APPLICATION FOR ENVIRONMENTAL PERMIT  
NEWTHORPE AGGREGATES LTD, NEWTHORPE, NORTH YORKSHIRE**

Please find enclosed an application for a bespoke Environmental Permit for the above site. The application fee will be paid electronically by Newthorpe Aggregates Ltd.

If you have any additional queries then please get in touch with me via the contact details below.

Yours sincerely



Simon Walker

# 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.

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.

### Contents

- 1 About you
  - 2 Applications from an individual
  - 3 Applications from an organisation of individuals or charity
  - 4 Applications from public bodies
  - 5 Applications from companies or corporate bodies
  - 6 Your address
  - 7 Contact details
  - 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

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

### 3 Applications from an organisation of individuals, continued

#### 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

Newthorpe Aggregates Ltd

#### 5b Company registration number

10120947

Date of registration (DD/MM/YYYY)

13/04/2016

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)	Mr <input type="text"/>
First name	Kevin
Last name	Lunness
Title (Mr, Mrs, Miss and so on)	Mr <input type="text"/>
First name	Daryl
Last name	Westley
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)	Mr <input type="text"/>
First name	Daryl
Last name	Westley
Address	Betteras Hill Quarry
	Brotherton Road
	Monk Fryston
	Leeds
Postcode	LS25 5HD
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

Mr

Simon

Walker

8 Meadow Bank

Holmfirth

West Yorkshire

Postcode

HD9 1QS

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

Mr

Daryl

Westley

Betteras Hill Quarry

Brotherton Road

Monk Fryston

Leeds

Postcode

LS25 5HD

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

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

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it. More information on how to do this is available at: [www.gov.uk/government/organisations/environment-agency/about/complaints-procedure](http://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](mailto:PSC-WaterQuality@environment-agency.gov.uk)

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

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

Or

Permitting Support Centre  
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?

10 mins

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

Kevin Lunness

Date of birth (DD/MM/YY)

\_\_\_\_\_

Name

Daryl Westley

Date of birth (DD/MM/YY)

\_\_\_\_\_

Name

\_\_\_\_\_

Date of birth (DD/MM/YY)

\_\_\_\_\_

Document reference

\_\_\_\_\_



# 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.

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

## 2 About the site, continued

Postcode

\_\_\_\_\_

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

SE 49947 32109

\_\_\_\_\_

### 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)**

2d1 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**

2e1 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**

2f1 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 3bYes ☐ 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)

**3 Your ability as an operator, continued**

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 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

**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)

Mr

First name

Terence

Last name

Hodgson

Phone

Mobile

Email

**3 Your ability as an operator, continued**

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
EPR-KP3490VU	K E Lunness Ltd, Betteras Hill Quarry, Brotherton Road, Monk Fryston, Leeds	LS25 5HD

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 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)?

Bonds ☐

Escrow account ☐

Trust fund ☐

Lump sum ☐

Other ☐

Provide a plan of your estimated expenditure on each phase of the landfill or mining waste facility.

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

### 3 Your ability as an operator, continued

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 ☒

EC Eco-Management and Audit Scheme (EMAS) ☐

EMAS Easy ☐

Please make sure you send us a summary of your management system with your application.

Document reference/s Environment Management System Version 1.0 January 2021

### 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 Site Plan - NAL/Plan/01

#### 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 NAL/SCR/01 January 2021

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

## 5 Supporting information, continued

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

See the guidance notes on part B2.

Document reference of the summary

NAL/NTS/01 January 2021

### 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

Fire Prevention Plan Version 1.0 January 2021

## 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](http://www.gov.uk/government/collections/technical-guidance-for-regulated-industry-sectors-environmental-permitting) or an equivalent method.

Document reference for the assessments

NAL/ERA/01 January 2021

### 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
<b>1 TIMESCALES</b>	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.  Less than 20 years of operation  Until between 2040 and 2060 (between 20 and 40 years from now)  Until 2060 or beyond (more than 40 years from now)	0  1  3  5	1
<b>1 FLOODING</b>	What is your site's risk of flooding from rivers or the sea?  Not in a flood-risk zone  Very low or Low  Medium  High	0  1  2  5	1
<b>3 WATER USE</b>	If you use water for your site operations or fire prevention, what is the source of your water?  Water not required  Mains water  Surface water or groundwater abstraction	0  1  5	5
<b>TOTAL SCREENING SCORE</b>			

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.



## 6 Environmental risk assessment, continued

Document reference of the risk assessment  
(if submitted with application)

NAL/CSRA/01 January 2021

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

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

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

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

### Feedback

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

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

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

20 mins

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

Would you like a reply to your feedback?

Yes please

☐

No thank you

☐

### For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐

Amount received

£

**Plain English Campaign's Crystal Mark does not apply to 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 <input type="checkbox"/>
	References			No <input type="checkbox"/>
B – Aqueous waste	Effluent created		m <sup>3</sup> /day	Yes <input type="checkbox"/> No <input type="checkbox"/>
C – Abatement systems	Provide references to show how your application meets C			Yes <input type="checkbox"/>
	References			No <input type="checkbox"/>
D – Groundwater	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
E – Producing waste	Hazardous waste		Tonnes per year	Yes <input type="checkbox"/>
	Non-hazardous waste		Tonnes per year	No <input type="checkbox"/>
F – Using energy	Peak energy consumption		MW	Yes <input type="checkbox"/> No <input type="checkbox"/>
G – Preventing accidents	Do you have appropriate measures to prevent spills and major releases of liquids? (See 'How to comply'.)		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Provide references to show how your application meets G			
	References			
H – Noise	Provide references to show how your application meets H			Yes <input type="checkbox"/>
	References			No <input type="checkbox"/>
I – Emissions of polluting substances	Provide references to show how your application meets I			Yes <input type="checkbox"/>
	References			No <input type="checkbox"/>
J – Odours	Provide references to show how your application meets J			Yes <input type="checkbox"/>
	References			No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>	

## 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 ☐

### 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 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](http://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
	1.16.12				

**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
1.16.12	Physical treatment of non-hazardous waste	New permit	£ 7,930.00
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 checked="" 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

£ 9171.00

**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

PSCAPPNEWTH001

Date paid (DD/MM/YYYY)

26/01/2021

**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.

You should also email your payment details and reference number to [ea\\_fsc\\_ar@sscl.gse.gov.uk](mailto:ea_fsc_ar@sscl.gse.gov.uk).

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.

Now read section 3 below

## 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
- 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

### 3 Privacy notice, continued

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

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

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

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](http://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](http://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)

☐

Name

Title (Mr, Mrs, Miss and so on)

Mr ☐

First name

Daryl

Last name

Westley

on behalf of

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

Newthorpe Aggregates Ltd

Position

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

Director



## 5 Declaration, continued

Today's date (DD/MM/YYYY)

28/01/2021

**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
B2 No.3	Environment Management System	EMS Version 1.0 January 2021
B2 No.5a	Site Plan	NAL/Plan/01
B2 No.5c	Non-Technical Summary	NAL/NTS/01 January 2021
B2 No.5d	Fire Prevention Plan	FPP Version 1.0 January 2021
B2 No.6	Environmental Risk Assessment	NAL/ERA/01 January 2021
B2 No.6b	Climate Change Risk Assessment	NAL/CSRA/01 January 2021
B4 No.1	Waste Types	NAL/LOW/01 January 2021
B4 No.3a	Environment Management System	EMS Version 1.0 January 2021
B2 No.5b	Site Condition Report	NAL/SCR/01 January 2021

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

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

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, 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](mailto:PSC-WaterQuality@environment-agency.gov.uk)

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

Or

Environment Agency Permitting and Support Centre  
Environmental Permitting Team  
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?

15 mins

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

£