

Application for an environmental permit

Part A – About you



When to complete the Part A form

Complete this part of the application form if you are:

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

Exclusions – when you do not need to complete this form

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

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

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

Completing the form

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

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

The form can be:

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

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

Other forms you will need to complete

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

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

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

1 About you

Tick the box that describes you as the applicant.

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

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

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

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

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

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

2 Applications from an individual

2.1 Name of applicant

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

First name

Last name

2.2 Address of applicant

Address

Postcode

2.3 Contact details for applicant

Email

Telephone number

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

Now go to **question 7.2**

3 Applications from more than one individual

3.1 Names and addresses of individuals

This could be, for example:

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

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

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

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

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

Use a continuation sheet as necessary.

3.1a Name of first individual

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

First name

Last name

3.1b Address of first individual

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

3 Applications from more than one individual, continued

Address

Postcode

3.1c Name of second individual

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

First name

Last name

3.1d Address of second individual

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

Address

Postcode

3.1e Name of third individual (where applicable)

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

First name

Last name

3 Applications from more than one individual, continued

3.1f Address of third individual (where applicable)

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

Address

Postcode

3.1g Continuation sheet for additional individuals (where applicable)

Document reference of continuation sheet

3.2 Organisation type (if any)

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

3.3 Charity Commission registration number (if any)

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

3.4 Companies House registration number (Limited Partnerships only)

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

4 Applications from public bodies

4.1 Name of public body

4 Applications from public bodies, continued

4.2 Address of public body

Address

Postcode

4.3 Type of public body

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

4.4 Charity Commission number (if any)

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

5 Applications from ministerial government departments

5.1 Title of Secretary of State for relevant government department

Title

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

5.2 Address of the government department

Address

Postcode

Now go to **section 7: Contact details**

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

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

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

Address

Postcode

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

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

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

Address

Postcode

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

6.4 Type of incorporated body

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

6.5 Companies House registration number (if any)

6.6 Charity Commission number (if any)

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

This question does not apply to variation or surrender applications.

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

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

Document reference for evidence/description:

Evidence of legal entity could, for example, include:

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

Now go to section 7: Contact details

7 Contact details

7.1 Contact for receipt of official documents

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

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

7 Contact details, continued

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

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

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

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

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

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

First name

Last name

Position

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

Address

Postcode

Email

Phone number

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

7 Contact details, continued

7.2 Application contact

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

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

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

New contact. Add their details below

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

First name

Last name

Address

Postcode

Phone number

Email

Position

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

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

7 Contact details, continued

7.3 Operational contact

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

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

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

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

New contact. Add their details below

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

First name

Last name

Address

Postcode

Phone number

Email

Position

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

7 Contact details, continued

7.4 Billing contact

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

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

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

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

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

New contact. Add their details below

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

First name

Last name

Address

Postcode

Phone number

Email

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

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

8 Environmental record check

Question 8.1 applies if you are:

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

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

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

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

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

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

Then go to **section 9**

9 How to contact us

If you have difficulty using this form, please contact the person who sent it to you or contact us as shown below.

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

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

Email: **enquiries@environment-agency.gov.uk**

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

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

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

Feedback

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

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

9 How to contact us, continued

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

We will use your feedback to improve our form.

Would you like a reply to your feedback?

Yes please

No thank you

Go to **section 10**

10 Where to send your application

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

- **PSC-WaterQuality@environment-agency.gov.uk** for water discharge activities
- **PSC@environment-agency.gov.uk** for waste or installation activities
- **flood.permitting@environment-agency.gov.uk** for flood risk activities

Alternatively send one paper copy of your application to:

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

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

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

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

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

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

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

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

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

A1.2 Applications from an individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to **section 9**

A1.3 Applications from more than one individual

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

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

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

Use a continuation sheet where necessary.

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

First individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Second individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Third individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Fourth individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Continuation sheet for additional individuals

Document reference of continuation sheet (if any):

Now go to **section 9**

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

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

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

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

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

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

Use a continuation sheet where necessary.

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

- directors
- company secretaries
- partners

First person

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

First name

Last name

Position

Date of birth (DD/MM/YYYY)

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

Second person

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

First name

Last name

Position

Date of birth (DD/MM/YYYY)

Third person

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

First name

Last name

Position

Date of birth (DD/MM/YYYY)

Fourth person

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

First name

Last name

Position

Date of birth (DD/MM/YYYY)

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

Now go to **section 9**

Application & Guidance for an environmental permit

Part C2 – General – varying a bespoke permit



Environment
Agency

Use this form if you are applying to make a non-administrative variation (change) to the conditions or any other part of your permit.

In addition to this form, you will also need to complete:

- **Part A: about you** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-a-about-you>
- **Part F1: charges and declarations** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-f1-opra-charges-declarations>

You will also need to complete one or more additional part C forms, depending on your proposed change:

- **Part C3: vary a bespoke installation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit>
- **Part C4: varying a bespoke waste operation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c4-varying-a-bespoke-waste-operation-permit>
- **Part C5: vary a permit to a mining waste permit, or vary a bespoke mining waste permit** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/582774/LIT_6785.pdf
- **Part C6: vary a water discharge activity, groundwater activity, or point source emission to water from an installation** https://assets.publishing.service.gov.uk/media/66743838d427ab249955cef2/Part_C6_vary_a_bespoke_water_discharge_activity_and_groundwater_point_source_environmental_permit.pdf
- **Part C7: vary a bespoke groundwater permit to discharge used sheep dip, waste pesticide washing or other waste substances** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c7-varying-a-bespoke-groundwater-permit>

If you are not changing to or adding a different facility type, the additional Part C form will depend on your permitted facility type. For example, if you are proposing to change the conditions of an installation permit, the additional form you need to complete is Part C3.

If you are changing to or adding a different facility type, the additional form you complete will depend on the facility you are changing to or adding.

Some examples are given below:

- Waste operation changing to an installation – if your changes mean that your existing waste operation becomes an installation you will need to fill in **Part C3: vary a bespoke installation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit>
- Installation changing to a waste operation – if your changes mean that your existing installation becomes a waste operation you will need to fill in **Part C4: varying a bespoke waste operation permit** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf

- Change to add a waste operation to an installation – if you are applying to add a waste operation to your existing installation you will need to complete application form **Part C4: varying a bespoke waste operation permit** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf
- Change to add an installation to a waste operation – if you are applying to add an installation to your existing waste operation you will need to complete application for **Part C3: vary a bespoke installation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit>
- Change to add an inert mining waste operation – if you have an existing permit for a water discharge activity that is integral to the mining waste operation and you wish to vary this permit by adding the requirements for an inert mining waste operation, complete forms Part A, C1 and F1. Please note that we will issue a bespoke permit, but it will resemble the standard rules for mining waste as closely as possible but will not technically be standard rules permit.
- Changing from a standard rule to a bespoke permit – the additional Part C form will depend on the bespoke facility type you are changing to. For example, if you are changing to a bespoke waste operation permit, you will need to complete the **Part C4 form** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf
- Change to convert to or add a standard facility – to convert your existing permit to a standard permit or add a standard facility, do not complete this part of the form, but see: **Part C1: vary a standard facilities permit** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928394/Application-Part-C1-varying-a-permit-to-change-to-or-add-a-standard-facility.pdf

To make an administrative change to your permit, do not complete this form. Instead see: **Part C0.5 administrative change to a standard or bespoke permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c05-administrative-variation-of-a-standard-or-bespoke-permit>

To vary (change) your intensive farming permit, do not complete this form. Instead use: <https://www.gov.uk/government/publications/application-to-vary-an-environmental-permit-part-c3.5>

To vary (change) your medium combustion plant/specified generator permit, do not complete this form. Instead see: <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c2.5-vary-to-add-a-new-mcpsg-or-change-an-existing-mcp-or-sg-permit>

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or changing an existing one).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

Please check that this is the latest version of **Part C2 form**: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928047/Application-for-a-permit-Part-C2-general-varying-a-bespoke-permit.pdf

This form can be:

- Saved onto a computer then filled in. We recommend you use an Adobe Acrobat product to complete the form. You may not be able to complete the form using different software, such as a PDF reader built into your internet browser.
- Printed off and filled in by hand. Please write clearly in the answer spaces.

Contents

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Appendix 1 – Low impact installation checklist

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

Appendix 3 – Example site plan

1 About the permit

1a Have you spoken to the Environment Agency already about this application?

No

Yes Provide your pre-application reference number. For further information on pre-application advice see **Get advice before you apply for an environmental permit** <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

Pre-application reference number

Reference for the extra documents

1b If we have agreed you can send application information in stages

Provide your proposed timetable giving the dates of when you will submit each piece of information. For further information please see the guidance on **Send environmental permit application information in stages** <https://www.gov.uk/guidance/send-environmental-permit-application-information-in-stages>

Timetable document reference

1c Permit number

What is the permit number that this application relates to?

This is the permit number starting with 'EPR' and can be found on your subsistence invoice, for example 'EPR/AB1234CD'

1d Site details (excludes mobile plant)

What is the site name, address and postcode?

Site name

Address

Postcode

1 About the permit, continued

National grid reference for the centre of the site

Provide the 12-digit Ordnance Survey national grid reference for the centre of the site: for example, ST12345 67890.

There are several online resources available that can help find the grid reference. For example go to the Ordnance Survey website at <https://explore.osmaps.com/?lat=51.776100&lon=-1.894300&zoom=7.0000&style=Standard&type=2d>, locate and right click on the centre of the site.

2 About your proposed changes

2a Type of variation

What type of variation are you applying for? For examples of the different variation types, see our 'Charging Scheme Guidance' <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#varying-a-permit-charge>.

Minor variation

Normal variation

Substantial variation

2b Changes or additions to existing activities

2b.1 Provide a summary of the changes or additions you want to make to each activity, include details of any changes to discharge points or site boundaries.

2b.2 Provide further details of your proposed changes or additions in a separate document

Document reference of the detailed changes or additions

2 About your proposed changes, continued

2b3 Do you want to remove an activity from your permit?

No

Yes Enter the activity that you are applying to remove in the text box below.

--

2c Consolidate (combine) two or more permits into one

If you have more than one permit on the same site you can apply to combine them into a single permit.

We will combine the existing permits into a single replacement permit. Where we agree to combine the permits, old style permit conditions will be replaced with modern ones that deliver an equivalent standard. An existing condition may be used if it does not have a modern equivalent.

We may require additional information from you, for example, about your management system.

It is advisable to obtain pre-application advice before you apply to combine your permits. See <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

Note: You will need to pay a variation charge for each permit being consolidated. See the 'Consolidate permits through variations' section of our Charging Scheme Guidance <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#consolidate-2-or-more-permits-into-1>.

Do you want to combine two or more permits into one?

Yes – list all the permit numbers you want to combine in Table 1 below.

Table 1 – Permit numbers

No – **go to question 2d**

2 About your proposed changes, continued

2d Consolidate (update) a single permit

We will usually issue a new, updated permit whenever variations are made. If your permit has old style conditions we will usually replace them with modern ones that deliver an equivalent standard. An existing condition may be used if it does not have a modern equivalent.

We do this updating as a regulator initiated variation, so it is not something you need to apply for. If you do not want us to do this, tick the box in 2d.1 below and tell us why.

2d.1

I do not want my permit updated with modern conditions.

Explain your reasons below:

Sometimes we will be unable to update old style conditions as a regulator initiated variation. For example, where the work is disproportionate to the type of variation applied for.

You can still apply to consolidate and update your old-style conditions, but this may incur an additional charge. See the 'Consolidate permits through variations' section of our Charging Scheme Guidance <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#consolidate-a-single-permit>. You will need to include this as part of your overall application charge.

It is advisable to obtain pre-application advice before you apply to update and modernise your permit. See <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

2d.2

I am applying to update and modernise my permit.

2e Low impact installations (installations only)

This applies to low-risk installation activities only. If this is not applicable, answer 'No' go straight to **section 3** on the application form.

Read the low impact installation guidance in **appendix 1** to check whether your installations fit the criteria. You must tell us how you meet the criteria in a separate document, giving the document reference in this section.

You must complete the low installation checklist in **appendix 1**. Tick the box to confirm you have filled it in.

2 About your proposed changes, continued

2e.1 Will the changes mean the facility qualifies as a low impact installation?

No Now go to section 3

Yes If yes, tell us how you meet the low impact installation criteria (see the guidance notes in **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

3 Your ability as an operator

If you are applying to add waste installations or waste operations (relevant waste operations) to a permit that has not previously had them, you need to fill in all of section 3. Otherwise, complete the relevant questions as indicated by the accompanying guidance.

Relevant waste operations are one or both of the following:

- A waste operation (not carried on at an installation or by means of a Part B mobile plant).
- A specified waste management activity (certain installations carrying out waste management activities).

For further details refer to <https://www.legislation.gov.uk/ukxi/2018/1227/regulation/4/made>

When deciding such applications we consider whether you will be competent operator. We look at any unspent relevant convictions; your technical ability; financial competence; and check that you have a management system.

3a Convictions for any relevant offences

This question applies to relevant waste operations only. Complete the question if you are applying to add a relevant waste operation to a permit that has not had one before.

It does not apply to applications from public bodies or government departments.

Relevant convictions are explained at: <https://www.gov.uk/government/publications/relevant-conviction-guidance-for-permit-applications-for-waste-activities-and-installations-only>

Do you, or any other relevant person, have any unspent convictions for any relevant offence?

No Now go to **question 3b**

Yes Please give details below

3 Your ability as an operator, continued

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position held at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YYYY)

Offence and penalty set

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

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

Document reference

Tick this box to confirm you have provided dates of birth for each relevant person in **Appendix 2**.

Relevant person

For individuals or groups of individuals

A 'relevant person' is:

- the individual where the permit holder is a sole individual
- all individuals where the permit holder is a group of individuals, (such as individuals in a general or limited partnership)

For registered companies

A 'relevant person' is the company itself and any:

- director
- company secretary
- manager
- similar corporate officer

3 Your ability as an operator, continued

For limited liability partnerships

A 'relevant person' is:

- the partnership itself
- all partners

For other organisations or bodies

A relevant person is any person who is part of the controlling or guiding mind of the organisation or body. This could be, for example any:

- trustee
- chairperson
- treasurer
- secretary
- person with a similar position

Relevant unspent convictions must be declared whether the relevant person has been:

- convicted of a relevant offence themselves
- held one of the positions above at a time when the organisation or body was convicted of a relevant offence

3b Technical ability

Section 3b applies to relevant waste operations only.

Complete the questions if:

- you are adding a relevant waste operation to a permit that has not had one before; or
- your proposed variation will change your current technical competence requirements

'Relevant waste operations' are one or both of the following:

- a waste operation (not carried on at an installation or by means of a Part B mobile plant).
- a specified waste management activity (certain installations carrying out waste management activities). For further details about specified waste management activities refer to 2(4) and 2(5) of <https://www.legislation.gov.uk/uksi/2018/1227/regulation/4/made>

3b.1 Which technical competence scheme are you using?

We need to be satisfied that you will have sufficient technical ability to operate your facility.

To demonstrate your technical ability, you must comply with one of the government approved technical competence schemes. The two schemes currently approved are:

- Chartered Institute of Wastes Management/Waste Management Industry Training and Advisory Board (CIWM/WAMITAB) scheme: <https://ciwmquals.co.uk/competence/>.
- Energy and Utility Skills/Environmental Services Association/ (EU skills/ESA) scheme: <https://www.euskills.co.uk/about/our-industries/waste-management/competence-management-system/>.

3 Your ability as an operator, continued

Tick the scheme(s) you are using to demonstrate your technical competence.

CIWM/WAMITAB. Go to question 3b.2

EU skills/ESA. **Go to question 3b.3**

3b.2 CIWM/WAMITAB scheme

The information you provide in this section must be for the person(s) providing technical competence once the new or changed waste operation starts.

Note: grace periods do not apply to variation applications.

Provide the following information for each technically competent manager (TCM).

Use a separate sheet to provide the information for each TCM where more than one is being provided.

Document reference for continuation sheet, (if applicable):

a. Details of the technically competent manager

Title (Mr, Mrs, Miss and so on)

First name

Last name

Phone

Email

Tick this box to confirm you have provided the date of birth for the TCM in **Appendix 2**.

Complete table 2 for any other sites where the manager provides technical competence. This includes permits held by other operators and any other sites where they are intending to provide technically competent management.

3 Your ability as an operator, continued

Continue on a separate sheet as required.

Table 2		
Permit number	Site address	Postcode

Document reference of the extra sheet (if applicable)

For information on how much time the TCM must be on site, see: <https://www.gov.uk/guidance/legal-operator-and-competence-requirements-environmental-permits#how-much-time-your-technically-competent-manager-must-be-on-site>.

b. Provide evidence of relevant technical competence

Tick the document(s) you are submitting to show evidence of technical competence. The original and continuing competence must be relevant to the activity you are applying for.

Primary competence qualification

a copy of the primary competence qualification certificate(s)

copy of current continuing competence certificate(s). This is required when the original qualification is over 2 years old.

Deemed competence

evidence of deemed competence and current continuing competence certificate(s)

Environment Agency assessed competence

evidence of passing an Environment Agency assessment and current continuing competence certificate(s)

Transitional provisions (for previously exempt activities)

generic knowledge test certificate and current continuing competence certificate(s).

The generic knowledge test option only applies to managers nominated under the 2010 exemption transitional arrangements.

3 Your ability as an operator, continued

3b.3 EU skills/ESA scheme

Provide evidence of technical competence.

Tick this box to confirm you have included a copy of your Competence Management System (CMS) certificate and any appendices

Now go to question 3c

3c Finances

Section 3c applies to installations, waste operations and mining waste operations only.

Complete question 3c.1 if you are applying to add a relevant waste operation to a permit that has not had one before.

Otherwise start at question 3c.2 for variations to all landfills, Category A and hazardous waste mining waste facilities.

If you want to change your permit to extend the area of a landfill or mining waste facility as described above, you will need to discuss when is necessary to review the expenditure plan/cost profile for variation.

3c.1 Financial competence – adding a relevant waste operation to a permit that has not had one before.

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 contact a credit reference agency for a report about your business's finances.

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

3 Your ability as an operator, continued

Financial provision – variations to a landfill, Category A or hazardous waste mining waste facilities.

When you apply to change your permit, you must also review your financial provision. This is to make sure it covers any changes in liability.

For further guidance for landfills see: <https://www.gov.uk/guidance/landfill-operators-environmental-permits/calculate-your-financial-provision#review-and-change-your-financial-provision>

For further guidance for mining waste facilities see: the ‘Financial guarantees’ section of ‘Environmental Permitting Guidance – The Mining Waste Directive’ <https://www.gov.uk/government/publications/environmental-permitting-guidance-the-mining-waste-directive>

3c.2 Do you need to change the amount of financial provision?

You need to provide an expenditure plan. Tell us the document reference here and send the documents with the application form when you’ve completed it.

Yes Go to question 3c.3

No Provide an explanation in the box below and then go to **question 3d**

3c.3 How do you plan to make financial provision?

You need to satisfy us that you are financially capable of meeting the obligations of the permit, including during aftercare.

Tick the type of financial provision you intend to use:

Renewable bonds

Cash deposits with the Environment Agency

3c.4 Submit your revised expenditure plan

For landfills, include any updated monitoring point plan or monitoring and extraction point plan. For guidance see: (<https://www.gov.uk/guidance/landfill-operators-environmental-permits/calculate-your-financial-provision>).

Document reference for revised expenditure plan

3 Your ability as an operator, continued

3d Management systems

You must complete section 3d for all variation applications

You must have an effective, written management system in place that identifies and reduces the risk of pollution. You can show this by using a certified scheme or your own system. For guidance on developing a management system see: <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

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

For waste and installation activities only: your management system must also explain your resilience to climate change. Explained at: <https://www.gov.uk/guidance/climate-change-risk-assessment-and-adaptation-planning-in-your-management-system>.

For small sewage treatment activities only: your management system must ensure that your sewage treatment system is maintained and run effectively. <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

You can find guidance on management systems here: <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 are you providing for your regulated facility?

ISO 14001

BS 8555 (Phases 1–5)

BS EN ISO 14005:2019

Green dragon

EMAS Global

Other

Own management system

Please send us a summary of your updated management system and a copy of your accreditation (if applicable) with your application.

Document reference/s

4 Environmental risk assessment

Your environmental risk assessment will need updating to consider any additional or other changes in risk. The risk assessment must show the measures in place to reduce and control risks.

The risk assessment must follow the methodology set out in ‘Risk assessments for your environmental permit’ (see <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit>), or an equivalent method.

Include modelling reports and files where you have carried out detailed modelling.

If a habitat site is within screening distance, then an additional fee will be required. See <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>

You must provide an updated environmental risk assessment. Your risk assessment should clearly identify any additional or other changes in risk. This does not apply when we can do the risk assessment for you. We can do the risk assessment for you where you are:

- a farmer discharging certain substances to ground
- discharging domestic treated sewage, (depending on volume and site sensitivities)

See ‘Risk assessments for your environmental permit’ at <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit#when-the-environment-agency-can-do-your-risk-assessment> for further details on when we can do your risk assessment for you.

Document reference(s) for the updated risk assessment, including modelling reports and files where applicable

5 Site condition report

This section is applicable to Part A installations, waste and mining waste operations only. Do not complete for mining waste facilities.

This section does not apply to areas of land where waste is permanently deposited, for example areas of landfill, mining waste operations and deposit for recovery. It does apply to any parts of the site where waste will not be permanently deposited, for example a weighbridge area that will not be backfilled with waste.

You can contact us for pre-application advice on site condition reports, see: <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

If you want to make any of the changes listed in question 5a, you will need to submit an updated site condition report (SCR). This must include an updated site plan. For details of what to include on the site plan, see the H5 template linked below.

If you do not currently have an SCR, you should use the **H5 Site Condition Report word template** <https://www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report> to prepare one.

You should keep your SCR up to date throughout the life of your permit. It will help you show how you have protected land and groundwater when you come to surrender your permit.

For SCR guidance and a template see:

<https://www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report>.

5 Site condition report, continued

5a Are you proposing to make any of the following changes:

- extend your site boundary
- add an installation
- use, produce or release any new hazardous substances
- relocate hazardous substances to a new area within your site?

No **Go to section 6**

Yes Provide a site condition report, or an updated site condition report together with a summary of the changes.

Document reference(s) of your site condition report

Document reference(s) of your change summary document

For installations, go to question 5b

For waste and mining waste operations, go to **section 6**.

5b Stage 1 to 3 assessment for hazardous substances (installations only)

Question 5b only applies to installations.

If you want to make any of the changes listed in question 5b, you will need to update your stage 1 to 3 assessment. If you do not already have a stage 1 to 3 assessment, you will need to carry one out.

For guidance on producing a stage 1 to 3 assessment, see ‘EC Commission Guidance concerning baseline reporting (2014/C 136/03)’ ([https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0506\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0506(01)&from=EN))

We have also produced a stage 1 to 3 assessment guidance document with worked examples. To request a copy, contact our pre-application service and ask for ‘EPR advice note: Stage 1 to 3 assessment’. See: <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

Are you proposing to make any of the following changes:

- use, produce or release any new hazardous substances
- relocate any hazardous substances you currently use, produce or release to a new area within your site boundary?

No **Go to section 6**

Yes Tick to confirm you have included a stage 1 to 3 assessment as part of your updated site condition report

Go to question 5c

5 Site condition report, continued

5c Baseline reference data (installations only)

Section 5c only applies to installations.

If your stage 1 to 3 assessment identifies a risk to soil and groundwater from relevant hazardous substances, you must provide baseline reference data for those substances. You may be unable to provide this information as part of your application. In this situation, it is likely that we will include an improvement condition in your permit. This will require you to submit baseline reference data within a given timeframe.

You will also be required to do periodic monitoring of soil and groundwater if your stage 1 to 3 assessment identified there is a risk to soil and groundwater from relevant hazardous substances.

It is recommended that you plan for this and include details of your proposed monitoring plan in your updated site condition report. The monitoring period in your permit will depend on the severity of the risk.

If your stage 1 to 3 assessment identifies a risk to soil and groundwater from any other potentially polluting substances, we recommend you establish baseline reference data.

5c.1 Has your stage 1 to 3 assessment identified a risk to soil and groundwater from relevant hazardous substances?

No

Yes Go to question 5c.2

5c.2 Have you have provided baseline reference data in your site condition report?

No

Yes

5c.3 Has your stage 1 to 3 assessment identified a risk to soil and groundwater from any other potentially polluting substances?

No Go to section 6

Yes Go to question 5c.4

5c.4 Have you have provided baseline reference data in your site condition report?

No

Yes

6 Other supporting information

6a Provide a non-technical summary of your application

Write a summary that explains your application. Summarise the key technical standards and control measures for your proposed changes. Use non-technical language wherever possible and avoid detailed data and scientific discussion. Other parts of the application form will ask for these details when necessary.

For mobile plant, tell us how the proposed changes could impact land quality. Describe the mobility of your plant and how you intend to operate.

6 Other supporting information, continued

Document reference of the non-technical summary

6b Updated site plans (not for mobile plant)

If you are extending your site boundary or adding a discharge point you must send us a revised site plan or plans.

For an example of a suitable plan please see **Appendix 3**.

If you are sending us a paper copy of your plan it must be either A3 or A4 size. Alternatively, you can send us an electronic copy. For both formats, the plan must be legible at A4 size, drawn to scale, and include a scale bar. The plan should also include a date, a reference and local features.

For installations, waste and mining waste operations your site plan must also:

- identify all the land on which your activities will take place
- clearly show the outline of the site (preferably in a green colour)

It may be possible to incorporate your site plan into your site condition report plan.

For water discharge or groundwater activity permits your site plan must also show:

- any treatment plant
- the sample point
- the point where the effluent is discharged to the receiving environment

Are you extending your site boundary or adding a discharge point?

No

Yes

Document reference/s of the plans

6c Fire prevention plan (not for mobile plant)

You may need to submit a fire prevention plan (FPP) if you want to start storing combustible waste.

You may need to submit a revised FPP if your changes will increase the fire risk in other ways. This could be an increase in the risk of a fire occurring or an increase in the environmental risk if a fire occurs.

You will not need an FPP if both of the following apply:

- you only store waste with low combustibility
- we are satisfied that you can meet the 3 fire prevention objectives without using any of the measures in our FPP guidance (or alternative measures)

See our FPP guidance at: <https://www.gov.uk/government/publications/fire-prevention-plans-environmental-permits>

6 Other supporting information, continued

Complete this question if you accept or propose to accept combustible waste.

6c.1 Does our Fire Prevention Plan guidance apply to any of your activities?

No Go to section 7

Yes Go to question 6c.2

6c.2 Do you want to start storing combustible waste or will the fire risk increase in other ways?

No

Yes Provide a fire prevention plan or revised fire prevention plan that meets our guidance.

Document reference of the fire prevention plan

7 Consultation

Complete questions 7a to 7c for installations and waste operations and 7d for installations only. You will only need to answer the following questions if your proposed changes will result in the release of any substances to sewer or certain waters.

Does the change or addition to the waste operation or installation involve releasing any substance into any of the following?

7a A sewer managed by a sewerage undertaker?

No

Yes Please name the sewerage undertaker

7b A harbour managed by a harbour authority?

No

Yes Please name the harbour authority

7c Directly into inshore waters?

No

Yes Please name the relevant Inshore Fisheries and Conservation Authority
(<https://association-ifca.org.uk/>)

7 Consultation, continued

7d Is the installation on a site for which:

7d.1 a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

No

Yes

7d.2 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

8 How to contact us

If you have difficulty using this form, please contact the person who sent it to you or contact us as shown below.

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

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

Email: enquiries@environment-agency.gov.uk

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

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

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

Feedback

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

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

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

We will use your feedback to improve our forms and guidance notes

Would you like a reply to your feedback?

Yes please

No thank you

Appendix 1 – Low impact installation checklist (if you completed question 2f, low impact installations, you must also complete this checklist below).

Guidance for applicants on low impact installations

The Industrial Emissions Directive (IED) requires us to permit all installations regardless of their potential for environmental harm.

Consequently, we have developed the Low Impact Installation (LII) permit. If the criteria for LII are met, then a simpler permitting approach is adopted but all other aspects of the Environmental Permitting Regulations (EPR) still apply. LII sites are expected to require minimal regulatory effort by our staff.

Such reduction in regulatory effort can be reflected in lower subsistence charges for operators. The low impact qualifying criteria are demanding, as they are not designed to circumvent the purposes of the IED Directive or the Environment Permitting Regulations that implement them.

We do not consider the following waste activities under Schedule 1 of the Environmental Permitting Regulations to be eligible for the low impact approach:

- Section 5.1 – Incineration and co-incineration of waste
- Section 5.2 – Disposal of waste by landfill
- Section 5.3 – Disposal or recovery of hazardous waste, (except for standard rules SR2012 No13 for the treatment of incinerator bottom ash)
- Section 5.4 – Disposal, recovery or a mix of disposal and recovery of non-hazardous waste
- Section 5.6 – Temporary or underground storage of hazardous waste Requirements on the operator

Requirements on the operator

If you can comply with this guidance, you may pay the lower subsistence charge, as set out in our charges scheme. You must first demonstrate to us that your installation can have only a low impact on the environment through your variation application. We will check that the application is duly made and meets the criteria set out in this guidance. If we do not agree that the installation meets these criteria, we will not proceed to determine the application.

An application for a permit variation must address all the matters set out in the guidance on environmental permitting applications in sufficient detail to allow us to determine it, even if you believe that you are likely to satisfy the LII criteria. You must show through your application that your installation meets each of the conditions set out below. The application might not have to be as detailed as that required for installations that do not meet these criteria. However, it will still need to be made in the proper manner, advertised and entered on the Public Register in the usual way. In coming to our view, we will consider any comments that we receive about the application as part of the consultation process.

The permit conditions for a LII will meet the requirements of the Environmental Permitting Regulations. The permit conditions will also aim to ensure that an installation is operated in such a way that all appropriate measures are taken to avoid pollution, in particular through the application of best available techniques (BAT) and achieving a high level of protection of the environment as a whole. The operator will be required to report each year that the installation is still running as set out in the application and certify that actual releases remain below the levels set out in this guidance.

Appendix 1 – Low impact installation checklist, continued

Installation reference

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

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

Appendix 1 – Low impact installation checklist, continued

Determination of low impact installations

We will determine what constitutes a low impact installation according to the principles set out below. You must demonstrate to our satisfaction that such is the nature of the installation, there is no reasonable likelihood that you will fail to meet any of these criteria.

- A. **Management techniques:** All the criteria described below must be met without having to rely on significant management effort. In other words, the installation intrinsically must have only a low environmental impact, including under start up, shut down, or abnormal operating conditions.
- B. **Wastewater:** The installation must not release more than 50 m³ per day of water from process activities conducted at the installation giving rise to effluent. No account need be taken of the volume of water exported from the installation as product. Characterise and quantify any aqueous effluents released from the installation on a daily basis and provide justification that the installation releases no more than 50 m³ per day of water from process activities.
- C. **Abatement systems/releases to air:** The installation must comply with the criteria in this guidance without having to rely on active abatement for releases to the environment outside of any buildings. Releases must not be dependent on continuing or correct operation of equipment, where failure of active pollution prevention systems could result in an unacceptable external release. For example, if the installation depends on active abatement in the form of scrubbers, filters or electrostatic precipitators to achieve the releases to the environment set out in this guidance, it is unlikely that it can be treated as having only a low potential for impact. However, abatement systems installed solely for the protection of workers (where abatement is not to attenuate external environmental releases) need not be included in this assessment.
- D. **Emissions to groundwater:** There must be no planned or fugitive emission from the permitted installation into the ground, or any soak away. This does not preclude the discharge of clean rainwater run-off into soak ways.
- E. **Waste production:** The installation must not produce more than one tonne of waste or 10 kg of hazardous waste per day, averaged over a year, with no more than 20 tonnes of Directive waste or 200 kg of hazardous waste being produced in any one day.
- F. **Energy consumption:** The installation must not consume energy at a rate greater than 3 MW or, if the installation uses a combined heat and power installation to supply any internal process heat, 10 MW. These limits apply to the sum of energy imported as electricity and produced on site through the combustion of fuels.
- G. **Accident prevention:** You must have in place satisfactory containment measures to prevent fugitive emissions to surface water, sewer or land and ensure that these are adequately maintained at all times. This requirement applies to all substances present on site and in any quantity.
- H. **Noise:** There must be only a low potential for causing offence due to noise. An installation will not be considered as a low impact installation if it may give rise to noise noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of noise complaint arising from the installation and consideration of the likely offsite noise levels and proximity of sensitive receptors. Describe the main sources of noise from the installation, the nearest noise sensitive locations and any relevant noise measurement surveys which have been undertaken, and the proposed techniques and measures for the control of noise. Provide justification that there is only a low potential for offence due to noise.

Appendix 1 – Low impact installation checklist, continued

- I. **Emissions of polluting substances:** Justify that there will be no likelihood of a release to the environment of any particular substance from the whole installation at a rate greater than that determined as insignificant as set out in our guidance note (search for ‘Control and monitor emissions for your environmental permit’ at: <https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit>). Describe the nature, quantities and sources of foreseeable emissions from the installation.
- J. **Odour:** There must be only a low potential for giving offence due to odour. An installation will not be considered as a low impact installation if it may give rise to an offensive smell noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of odour complaint from the installation and whether this class of activity is known by experience to give rise to smells. A significant possibility or actual history of excursions or fugitive emissions, for example from stored materials, would suggest that the installation could not be treated as having a low impact. Provide details of potential sources of odour from the installation, for example from stored materials, and justify that there is only a low potential for offence due to odour.
- K. **Compliance history:** If any of the following enforcement actions have taken place at the same installation under the same management (and where appropriate, have not been overturned on appeal), then it will not normally be considered further as a low impact installation:
- prosecution*
 - formal caution*
 - suspension notice*
 - enforcement notice relating to an actual or potential environment incident*
- * (All under EPR or the equivalent under previous environmental regimes)

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

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

1 Relevant Offences – date of birth information for each relevant person

Please give us the following details if you have answered ‘Yes’ to question 3a1

Name of relevant person 1

Date of birth (DD/MM/YY)

Name of relevant person 2

Date of birth (DD/MM/YY)

Name of relevant person 3

Date of birth (DD/MM/YY)

Name of relevant person 4

Date of birth (DD/MM/YY)

Continue on a separate sheet as required

Document reference of continuation sheet

Appendix 2 – Date of birth information for Relevant offences and/or Technical competence questions only, continued

2 Technical competence – date of birth information for each technically competent manager

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

Name of technically competent manager 1

Date of birth (DD/MM/YY)

Name of technically competent manager 2

Date of birth (DD/MM/YY)

Continue on a separate sheet as required

Document reference of continuation sheet

Appendix 3 – Example site plan

[illegible]

Copyright issue

Please note that some plans and maps will be copyright. Unless you are using your own maps or plans or have paid for the copyright (for example with Ordnance Survey) you may not have the right to reproduce the map or plan.

Application for an environmental permit

Part C3 – Variation to a bespoke installation permit



When to complete the Part C3 form

Complete this part of the application form if you are applying to vary (change) the conditions or any other part of the permit.

Completing the form

Visit our website to check this is the latest version of the form. See **Application for an environmental permit: part C3 vary a bespoke installation permit**.

Please read through the form and **Part C3 guidance notes** before completing it.

You only need to submit details for the parts of the permit affected by your changes. You don't need to resend any information that isn't affected by your proposed changes.

We expect it will take less than 3 hours to complete if you have all the necessary information available.

The form can be:

- saved onto a computer or device and then filled in. We recommend using Adobe Acrobat software to avoid any compatibility issues.
- printed off and filled in by hand. Please write clearly in the answer spaces. If you need to use the links in this form, you can access the electronic version here: **[https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke installation-permit](https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit)**.

Other forms you will need to complete

In addition to this part of the form, you will also need to complete:

- **Part A: about you**
- **Part C2: General – new bespoke permit**
- **Part F1: charges and declarations**

When not to use this form

Do not use this form if you want to vary an intensive farming installation permit. Use the **Part C3.5** form instead.

Do not use this form if you want to add a Medium Combustion Plant or Specified Generator (MCP/SG) to your installation. Use the **Part C2.5** form instead.

Contents**1 What activities are you applying to vary?****2 Point source emissions to air, water and land****3 Operating techniques****4 Monitoring****5 Environmental impact assessment****6 Resource efficiency and climate change****7 How to contact us****Appendix 1 – Specific questions for the combustion sector****Appendix 2 – Specific questions for the chemical sector****Appendix 3 – Specific questions for the waste incineration sector****Appendix 4 – Specific questions for the landfill sector and recovery of hazardous waste on land activities****1 What activities are you applying to vary?**

Fill in Table 1a below with details of all the activities listed in schedule 1 or other references (see note 1) of the Environmental Permitting Regulations (EPR) and all directly associated activities (DAAs) (in separate rows), that you propose to vary.

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

Document reference

1 What activities are you applying to vary? continued

Table 1a – Types of activities

Schedule 1 listed activities						
Installation name	Schedule 1 or other references (See note 1)	Description of the activity (See note 2)	Activity capacity (See note 3)	Annex I (D codes) and Annex II (R codes) and descriptions	Hazardous waste treatment capacity (if this applies) (See note 3)	Non-hazardous waste treatment capacity (if this applies) (See note 3)
If there are not enough rows, send a separate document and give the document reference number here	Put your main activity first			For installations that take waste only	For installations that take waste only	For installations that take waste only
Directly associated activities (See note 4) Note: if you are adding or changing a Medium Combustion Plant or Specified Generator (MCP/SG) as a DAA, you must also fill in Part C2.5 form.						
Name of DAA If there are not enough rows, send a separate document and give the document reference number here		Description of the DAA (please identify the schedule 1 activity it serves)				
For installations that take waste (See note 5 below)		Total storage capacity				
		Annual throughput (tonnes each year)				

1 What activities are you applying to vary? continued

Notes

1. Quote the section number, part A1 or A2 or B, then paragraph and sub-paragraph number as shown in EPR part 2 of schedule 1, schedule 13 and 14 for Local Authority regulated activities, or schedule 25/25B for Medium Combustion Plant or Specified Generators.
2. Use the description from the relevant schedule of the regulations. Include any extra detail that you think would help to accurately describe what you want to do.
3. By 'capacity', we mean:
 - the total incineration capacity (tonnes every hour) for waste incinerators
 - the total landfill capacity (cubic metres) for landfills
 - the total capacity (cubic metres) for the recovery of hazardous waste on land
 - the total treatment capacity (tonnes each day) for waste treatment operations
 - the total storage capacity (tonnes) for waste storage operations
 - the processing and production capacity for manufacturing operations, or
 - the thermal input capacity for combustion activities
4. Fill each listed activity as a separate line and give an accurate description of any other activities associated with your schedule 1 activities. You cannot have Directly Associated Activities (DAAs) as part of a mobile plant application.
5. By 'total storage capacity', we mean the maximum amount of waste, in tonnes, you store on the site at any one time.

Types of waste accepted

For those installations that take waste, for each line in Table 1a (including DAAs), fill in a separate document to list those wastes you will accept on to the site for that activity. Give the List of Wastes catalogue code and description (see **Waste classification technical guidance**).

If you need to exclude waste from your activity or facility by restricting the description, quantity, physical nature, hazardous properties, composition or characteristic of the waste, include these in the document. Send it to us with your application form.

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

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

1 What activities are you applying to vary? continued

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

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

1c Recovery of hazardous waste on land

1c.1 Are you applying for a waste recovery activity involving the permanent deposit of inorganic hazardous waste on land for construction or land reclamation?

No Now go to **section 2**

Yes Now go to **question 1c.2**

1c.2 Send us a copy of your waste recovery plan (WRP). This must comply with our guidance at **Waste recovery plans and deposit for recovery permits**.

Document reference

Now go to **question 1c.3**

1c.3 Have we pre-assessed your WRP?

Yes Now go to **question 1c.4**

No Now go to **section 2**

1c.4 Have there been any (non-administrative) changes to your WRP since the pre-application assessment?

No

Yes Provide a document that explains and justifies for the changes you have made

Document reference

There is a separate charge for the assessment of each new, varied or revised WRP. This must be submitted with the WRP at the pre-application stage of as part of the application.

For details of the charge see **Environmental permits: when and how you are charged**.

2 Point source emissions to air, water and land

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

Table 2 – Emissions (releases)

Installation name				
Point source emissions to air				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to water (other than sewers)				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to sewers, effluent treatment plants or other transfers off site				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to land				
Emission point reference and location	Source	Parameter	Quantity	Unit

Fill in one table for each installation, continuing on a separate sheet if necessary.

Document reference for continuation sheet (if applicable)

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

You will also need to complete the **Part C6 form** if your installation includes changing or adding a point source emission(s) to:

- water
- groundwater or
- sewer

3 Operating techniques

3a Technical standards

3a.1 Fill in Table 3a for each activity at the installation you refer to in Table 1a above and list the ‘Best Available Techniques’ you are planning to use.

There is no need to justify using the standards set out in:

- **BAT conclusions (BATC)**
- **BAT reference documents (BREFs)**
- **Environment Agency technical guidance (TGN)**

For Part A(2) activities refer to **Integrated pollution prevention and control: sector guidance notes**.

For Part B and Schedule 14 activities see **Local Air Pollution Prevention and Control (LAPPC): process guidance notes**.

You must justify your decisions in a separate document if:

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

This justification could include a reference to the Environmental Risk Assessment you have provided in Part C2 (General varying a bespoke permit) of the application form.

For each of the activities listed in Table 1a, the documents in Table 3a should summarise:

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

3 Operating techniques, continued

Table 3a – Technical standards

Installation name		
Description of the schedule 1 activity or directly associated activity	Best available technique (BATC, BREF or TGN reference) (see footnote below)	Document reference (if appropriate)

* Directive 2010/75/EU of the European Parliament and of the Council of 24 November 2010 on industrial emissions (integrated pollution prevention and control)

Fill in a separate table for each activity at the installation, continuing on a separate sheet if necessary.

Document reference for continuation sheet (if applicable)

3a.2 Describe the type of facility or operation you are applying for or applying to change. Provide site infrastructure plans, location plans and process flow diagrams or block diagrams to help describe the operations and processes undertaken. Give the document references you use for each plan, diagram and description.

Document references

3a.3 Does your permit (in Table 1.2 Operating Techniques or similar table in the permit) have references to any of your own documents or parts of documents submitted as part of a previous application for this site?

No Now go to **question 3b**

Yes Tell us in a separate document what document references are no longer valid or have been superseded and why

Document reference

3 Operating techniques, continued

3b General requirements

Fill in a separate Table 4 for each installation.

Table 4 – General requirements

Name of the installation	
If the technical guidance or your risk assessment shows that emissions of substances not controlled by emission limits are an important issue, send us your plan for managing them	Document reference or references _____
Where the technical guidance or your risk assessment shows that odours are an important issue, send us your odour management plan	Document reference or references _____
If the technical guidance or your risk assessment shows that noise or vibration are important issues, send us your noise or vibration management plan (or both)	Document reference or references _____

For guidance on risk assessments for your environmental permit see **Risk assessments for your environmental permit**.

3c Types and amounts of raw materials

Fill in Table 5 for all schedule 1 activities.

Table 5 – Types and amounts of raw materials

Name of the installation				
Capacity (See <u>note 1</u> below)				
Schedule 1 activity	Description of raw material and composition	Maximum amount (tonnes) (See <u>note 2</u> below)	Annual throughput (tonnes each year)	Description of the use of the raw material including any main hazards (include safety data sheets)

3 Operating techniques, continued

Notes

1. By ‘capacity’, we mean the total storage capacity (tonnes) or total treatment capacity (tonnes each day).
2. By ‘maximum amount’, we mean the maximum amount of raw materials on the site at any one time.

Fill in a separate table for each installation, continuing on a separate sheet if necessary.

Document reference for continuation sheet (if applicable)

Use a separate sheet if you have a long list of raw materials. Send it to us with your application form. Please also provide the reference of this extra sheet.

Document reference for continuation sheet

3d Information for specific sectors

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

Table 6 – Questions for specific sectors

Sector	Appendix
Combustion	See the questions in appendix 1
Chemicals	See the questions in appendix 2
Incinerating waste	See the questions in appendix 3
Landfill and recovery of hazardous waste on land	See the questions in appendix 4

4 Monitoring

Complete section 4 if you are proposing to change or add an emission point or points.

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

You should also describe any environmental monitoring. Tell us:

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

Document reference

4b Point source emissions to air only

4b1 Has the sampling location been designed to meet BS EN 15259 clause 6.2 and 6.3?

No

Yes

4 Monitoring, continued

4b2 Are the sample ports large enough for monitoring equipment and positioned in accordance with section 6 and appendix A of BS EN 15259?

No

Yes

4b3 Is access adjacent to the ports large enough to provide sufficient working area, support and clearance for a sample team to work safely with their equipment throughout the duration of the test?

No

Yes

4b4 Are the sample location(s) at least 5 HD from the stack exit

No

Yes

4b5 Are the sample location(s) at least 2 HD upstream from any bend or obstruction?

No

Yes

4b6 Are the sample location(s) at least 5 HD downstream from any bend or obstruction?

No

Yes

4b7 Does the sample plane have a constant cross sectional area?

No

Yes

4b8 If horizontal, is the duct square or rectangular (unless it is less than or equal to 0.35 m in diameter)

No

Yes

4b9 If you have answered 'No' to any of the questions 4b1 to 4b8 above, provide an assessment to how the standards in BS EN 15259 will be met.

Document reference of the assessment

5 Environmental impact assessment

5a Have your proposals been the subject of an environmental impact assessment under Council Directive 85/337/EEC of 27 June 1985 [Environmental Impact Assessment] (EIA)?

No Now go to **section 6**

Yes Provide a copy of the environmental statement and, if the procedure has been completed:

- a copy of the planning permission
- the committee report and decision on the EIA

Document reference of the documents

6 Resource efficiency and climate change

If the site is a landfill or a recovery of hazardous waste on land activity, you only need to fill in this section if the application includes gas engines.

6a Describe the basic measures for improving how energy efficient your activities are

Document reference of the description

6b Provide a breakdown of any changes to the energy your activities use up and create

Document reference of the description

6c Have you entered into, or will you enter into, a climate change levy agreement?

No Describe the specific measures you use for improving your energy efficiency

Document reference of the description

Yes Give the date you entered (or the date you expect to enter) into the agreement (DD/MM/YYYY)

In addition, provide documentation to prove you are taking part in the agreement.

Document reference of the proof

6d Explain and justify the raw and other materials, other substances and water that you will use

Document reference of the justification

6 Resource efficiency and climate change, continued

6e Describe how you avoid producing waste in line with Council Directive 2008/98/EC on waste

If you produce waste, describe how you recover it. If it is technically and financially impossible to recover the waste, describe how you dispose of it while avoiding or reducing any effect it has on the environment.

Document reference of the description

7 How to contact us

If you have difficulty using this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm) Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

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

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

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

Feedback

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

We want to make our forms easy to fill in and easy to understand. Please use the space below to give us any comments you may have about this form.

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

Would you like a reply to your feedback?

Yes

No

Appendix 1 – Specific questions for the combustion sector

- 1 Identify the type of fuel burned in your combustion units (including when your units are started up, shut down and run as normal). If your units are dual fuelled (that is, use two types of fuel), list both the fuels you use**

Fill in a separate table for each installation.

Installation reference			
Type of fuel	When run as normal	When started up	When shut down
Coal			
Gas oil			
Heavy fuel oil			
Natural gas			
WID waste			
Biomass (see notes 1 and 2 below)			
Biomass (see notes 1 and 2 below)			
Biomass (see notes 1 and 2 below)			
Biomass (see notes 1 and 2 below)			
Biomass (see notes 1 and 2 below)			
Landfill gas			
Other			

Notes

- Not covered by Industrial Emissions Directive 2010/75/EU.
- ‘Biomass’ is referred to **The Renewables Obligation Order 2002**

Give extra information if it helps to explain the fuel you use.

Document reference for extra information (if applicable)

Appendix 1 – Specific questions for the combustion sector, continued

2 Give the composition range of any fuels you are currently allowed to burn in your combustion plant

Fuel use and analysis					
Installation reference					
Parameter	Unit	Fuel 1	Fuel 2	Fuel 3	Fuel 4
Maximum percentage of gross thermal input	%				
Moisture	%				
Ash	% wt/wt dry				
Sulphur	% wt/wt dry				
Chlorine	% wt/wt dry				
Arsenic	% wt/wt dry				
Cadmium	% wt/wt dry				
Carbon	% wt/wt dry				
Chromium	% wt/wt dry				
Copper	% wt/wt dry				
Hydrogen	% wt/wt dry				
Lead	% wt/wt dry				
Mercury	% wt/wt dry				
Nickel	% wt/wt dry				
Nitrogen	% wt/wt dry				
Oxygen	% wt/wt dry				
Vanadium	mg/kg dry				
Zinc	mg/kg dry				
Net calorific value	MJ/kg				

Fill in a separate table for each installation, continuing on a separate sheet if necessary

Document reference for continuation sheet (if applicable)

Appendix 1 – Specific questions for the combustion sector, continued

3 If NO_x factors are necessary for reporting purposes (that is, if you do not need to monitor emissions), please provide the factors associated with burning the relevant fuels

Installation reference	
Fuel	NO _x factor (kg t ⁻¹)
Fuel 1	
Fuel 2	
Fuel 3	
Fuel 4	

Note: kg t⁻¹ means kilograms of nitrogen oxides released for each tonne of fuel burned.

Fill in a separate table for each installation, continuing on a separate sheet if necessary

Document reference for continuation sheet (if applicable)

4 Will your combustion plant be subject to Chapter III of the Industrial Emissions Directive 2010/75/EU?

No You have completed the relevant questions in this appendix

Yes

5 What is your plant?

an existing one A plant licensed before 1 July 1987

a new one A plant licensed on or after 1 July 1987 but before 27 November 2002, or a plant for which an application was made before 27 November 2002 and which was put into operation before 27 November 2003

a new-new one A plant for which an application was made on or after 27 November 2002

6 If you run more than one type of plant or a number of the same type of plant on your installation, please list them in the table below

Installation reference	
Type of plant	Number within installation
Existing	
New	
New-new	
Gas turbine (group A)	
Gas turbine (group B)	

Fill in a separate table for each installation, continuing on a separate sheet if necessary

Document reference for continuation sheet (if applicable)

Appendix 1 – Specific questions for the combustion sector, continued

- 7** If you run an existing plant, have you submitted a declaration for the ‘limited life derogation’ set out in Article 33 of Chapter III of the Industrial Emissions Directive?

No Now go to question 9 of this appendix

Yes

- 8** Have you subsequently withdrawn your declaration?

No

Yes

- 9** List the existing large combustion plants (LCPs) which have annual mass allowances under the National Emission Reduction Plan (NERP), and those with emission limit values (ELVs) under the LCPD

Installation reference	
LCPs under NERP	LCPs with ELVs

- 10** Do you meet the monitoring requirements of Chapter III of the Industrial Emissions Directive?

No

Yes

Document reference

- 11** Are you substantially refurbishing an existing installation according to the meaning given in Article 14 of the Energy Efficiency Directive?

No

Yes Now go to question 12 of this appendix

Appendix 1 – Specific questions for the combustion sector, continued

12 Have you carried out a cost–benefit assessment (CBA) of opportunities for cogeneration (combined heat and power) or district heating under Article 14 of the Energy Efficiency Directive?

No Provide supporting evidence of why a CBA is not required (for example, an agreement from us)

Document reference of evidence

Yes Submit a copy of your CBA Document reference of the CBA

Document reference of the CBA

13 Decarbonisation readiness (DR): Are you installing or substantially refurbishing any in-scope generators or voluntarily applying the DR requirements to existing plant?

No

Yes Select this even if it is not reasonably practicable to meet the CCR or HCR conditions

If you have answered yes, you must either provide a Decarbonisation Readiness Report or, if your permit was granted before 28 February 2026, provide your supporting evidence that it is not reasonably practicable to meet the CCR or HCR conditions due to the location or technical characteristics of the relevant generator.

Document reference of Decarbonisation Readiness Report or supporting evidence

14 Decarbonisation readiness (DR): Are you making any other changes on site that have resulted in substantial changes to your DR Report?

No

Yes Provide a Decarbonisation Readiness Report

Document reference of Decarbonisation Readiness Report

For guidance on decarbonisation readiness visit [**Decarbonisation readiness in environmental permit applications**](#).

“In-scope generator” is defined in [**Schedule 25C**](#) of the Environmental Permitting Regulations.

Appendix 2 – Specific questions for the chemical sector

1 Provide a technical description of your activities

The description should be enough to allow us to understand:

- the process
- the main plant and equipment used for each process
- all reactions, including significant side reactions (that is, the chemistry of the process)
- the material mass flows (including by products and side streams) and the temperatures and pressures in major vessels
- all emission control systems (both hardware and management systems), for situations which could involve releasing a significant amount of emissions – particularly the main reactions and how they are controlled
- a comparison of the indicative BATs and benchmark emission levels standards:
 - **Technical guidance for regulated industry sectors: environmental permitting**
 - **Production of large volume organic chemicals: additional guidance**
 - **Speciality organic chemicals sector: additional guidance**
 - **Inorganic chemicals sector: additional guidance**
 - **Best available techniques reference documents (BREFs) for the chemical sector**

Document reference

2 If you are applying for a multi-purpose plant, do you have a multi-product protocol in place to control the changes?

No

Yes Provide a copy of your protocol to accompany this application

Document reference

3a Does Chapter V of the Industrial Emissions Directive (IED) apply to your activities?

No

Yes Complete questions 3b and 3c

3b List the activities that are controlled under the IED

Installation reference	
Activities	

Appendix 2 – Specific questions for the chemical sector, continued

3c Describe how the list of activities in question 3b above meets the requirements of the IED

Document reference

Appendix 3 – Specific questions for the waste incineration sector

If you are proposing to accept clinical waste, complete your answer to **question 3a ‘Technical standards’** with reference to relevant parts of our guidance **Healthcare waste: appropriate measures for permitted facilities**.

1a Do you run incineration plants as defined by Chapter IV of the Industrial Emissions Directive (IED)?

No You do not need to answer any other questions in this appendix

Yes IED applies

1b Are you subject to IED as

An incinerator?

A co-incinerator?

2 Do any of the installations contain more than one incineration line?

No Now go to **question 4 of this appendix**

Yes

3 How many incineration lines are there within each installation?

Fill in a separate table for each installation.

Installation reference		
Number of incineration lines within the installation		
Reference identifiers for each line		

You must provide the information we ask for in questions 4, 5 and 6 below in separate documents. The information must at least include all the details set out in section 2 (‘Key Issues’) of **Incineration of waste (EPR5.01): additional guidance** (under the sub heading ‘European legislation and your application for an EP Permit’).

You must answer questions 7 to 13 on the form below.

4 Describe how the plant is designed, equipped and will be run to make sure it meets the requirements of IED, taking into account the categories of waste which will be incinerated

Document reference

5 Describe how the heat created during the incineration and co-incineration process is recovered as far as possible (for example, through combined heat and power, creating process steam or district heating)

Document reference

Appendix 3 – Specific questions for the waste incineration sector, continued

6 Describe how you will limit the amount and harmful effects of residues and describe how they will be recycled where this is appropriate

Document reference

For each line identified in question 3, answer questions 7 to 13 below

Question 3 identifier, if necessary

7 Do you want to take advantage of the Article 45 (1)(f) allowance (see below) if the particulates, CO or TOC continuous emission monitors (CEM) fail?

No

Yes This allows ‘abnormal operation’ of the incineration plant under certain circumstances when the CEM for releases to air have failed. Annex VI, Part 3(2) sets maximum half hourly average release levels for particulates (150 mg/m³), CO (normal ELV) and TOC (normal ELV) during abnormal operation.

Describe the other system you use to show you keep to the requirements of Article 13(4) (for example, using another CEM, providing a portable CEM to insert if the main CEM fails, and so on).

Appendix 3 – Specific questions for the waste incineration sector, continued

- 8 Do you want to replace continuous HF emission monitoring with periodic hydrogen fluoride (HF) emission monitoring by relying on continuous hydrogen chloride (HCl) monitoring as allowed by IED Annex VI, Part 6 (2.3)?**

Under this you do not have to continuously monitor emissions for hydrogen fluoride if you control hydrogen chloride and keep it to a level below the HCl ELVs.

No

Yes Give your reasons for doing this

- 9 Do you want to replace continuous water vapour monitoring with pre-analysis drying of exhaust gas samples, as allowed by IED Annex VI, Part 6 (2.4)?**

Under this you do not have to continuously monitor the amount of water vapour in the air released if the sampled exhaust gas is dried before the emissions are analysed.

No

Yes Give your reasons for doing this

Appendix 3 – Specific questions for the waste incineration sector, continued

10 Do you want to replace continuous hydrogen chloride (HCl) emission monitoring with periodic HCl emission monitoring, as allowed by IED Annex VI, Part 6 (2.5), first paragraph?

Under this you do not have to continuously monitor emissions for hydrogen chloride if you can prove that the emissions from this pollutant will never be higher than the ELVs allowed.

No

Yes Give your reasons for doing this

11 Do you want to replace continuous HF emission monitoring with periodic HF emission monitoring, as allowed by IED Annex VI, Part 6 (2.5), first paragraph?

Under this you do not have to continuously monitor emissions for hydrogen fluoride if you can prove that the emissions from this pollutant will never be higher than the ELVs allowed.

No

Yes Give your reasons for doing this

Appendix 3 – Specific questions for the waste incineration sector, continued

12 Do you want to replace continuous SO₂ emission monitoring with periodic sulphur dioxide (SO₂) emission monitoring, as allowed by IED Annex VI, Part 6 (2.5), first paragraph?

Under this you do not have to continuously monitor emissions for sulphur dioxide if you can prove that the emissions from this pollutant will never be higher than the ELVs allowed.

No

Yes Give your reasons for doing this

13 If your plant uses fluidised bed technology, do you want to apply for a derogation of the CO WID ELV to a maximum of 100 mg/m³ as an hourly average, as allowed by IED Annex VI, Part 3?

No

Does not apply

Yes Give your reasons for doing this

14 Are you substantially refurbishing an existing installation according to the meaning given in Article 14 of the Energy Efficiency Directive?

No

Yes Now go to **question 15 of this appendix**

Appendix 3 – Specific questions for the waste incineration sector, continued

15 Have you carried out a cost–benefit assessment (CBA) of opportunities for cogeneration (combined heat and power) or district heating under Article 14 of the Energy Efficiency Directive?

No Provide supporting evidence of why a CBA is not required (for example, an agreement from us)

Document reference of this evidence

Yes Submit a copy of your CBA

Document reference of the CBA

16 Decarbonisation readiness (DR): Are you installing or substantially refurbishing any in-scope generators or voluntarily applying the DR requirements to existing plant?

No

Yes Select this even if it is not reasonably practicable to meet the CCR or HCR conditions

If you have answered yes, you must either provide a Decarbonisation Readiness Report or, if your permit was granted before 28 February 2026, provide your supporting evidence that it is not reasonably practicable to meet the CCR or HCR conditions due to the location or technical characteristics of the relevant generator.

Document reference of Decarbonisation Readiness Report or supporting evidence

17 Decarbonisation readiness (DR): Are you making any other changes on site that have resulted in substantial changes to your DR Report?

No

Yes Provide a Decarbonisation Readiness Report

Document reference of Decarbonisation Readiness Report

For guidance on decarbonisation readiness visit **Decarbonisation readiness in environmental permit applications**.

“In-scope generator” is defined in **Schedule 25C** of the Environmental Permitting Regulations.

Appendix 4 – Specific questions for the landfill sector and recovery of hazardous waste on land activities

- 1 For the landfill sector, provide your Environmental Setting and Installation Design (ESID) report and any other risk assessments to control emissions.**

For recovery of hazardous waste on land activities, provide your Environmental Setting and Site Design (ESSD) report and any other risk assessments to control emissions

Document reference

- 2 For recovery of hazardous waste on land activities, provide your Waste Acceptance Procedures (including Waste Acceptance Criteria)**

Document reference

Refer to our guidance at **Waste acceptance procedures for deposit for recovery**

- 3 Provide your hydrogeological risk assessment (HRA) for the site**

Document reference

- 4 Provide your outline engineering plan for the site**

Document reference

- 5 Provide your stability risk assessment (SRA) for the site**

Document reference

- 6 Provide your landfill gas risk assessment (LFGRA) for the site**

Document reference

We have developed guidance on these assessments and their reports which can be found at **Environmental permitting: landfill sector technical guidance**.

Appendix 4 – Specific questions for the landfill sector and recovery of hazardous waste on land activities, continued

7 For recovery of hazardous waste on land activities, have you completed a monitoring plan for the site?

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

Document reference of this evidence

Yes

Document reference

8 Have you completed a proposed plan for closing the site and your procedures for looking after the site once it has closed?

No If you have answered 'no' for recovery of hazardous waste on land activities, refer to the section of your ESSD that explains why this is unnecessary for your site

Document reference of this evidence

Yes For landfill you must provide a closure and aftercare plan

Document reference

Application for an environmental permit Part C6:

1. Variation to a bespoke water discharge activity

2. Variation to a bespoke groundwater activity

(point source discharge)

3. Point source emission to water from an installation.



Environment
Agency

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

This application is for a variation to a bespoke water discharge activity or groundwater point source discharge activity environmental permit. You should also complete this form if you are varying a bespoke installation activity that includes a point source emission to water, groundwater or sewer.

Fill in this part of the form, together with part C2 and part F1, <https://www.gov.uk/government/collections/environmental-permit-application-forms-for-a-new-bespoke-permit> if you are applying to vary (change) the conditions or any other part of the permit for a water discharge or groundwater activity.

Fill in this part of the form, together with parts C2, C3 and F1 <https://www.gov.uk/government/collections/environmental-permit-application-forms-for-a-new-bespoke-permit> if you are applying to vary or add a point source emission to water, groundwater or sewer from an installation.

If you want to apply for an environmental permit for a ground source or surface water source heating and cooling scheme fill out forms A, B8 and F1. <https://www.gov.uk/government/publications/new-ground-source-heating-and-cooling-scheme-form-and-guidance-notes>

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

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or making changes to existing ones).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

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

The form can be:

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

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

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1 About the effluent – details and type

From the list below, tick the box for the type of effluent you are applying for on this form and answer the questions shown in that row in Table 1. You must fill in a separate copy of this form and the appropriate section or sections for each effluent you plan to discharge. For mixed effluents which share treatment and have a common monitoring point, for example sewage treated with trade and/or non-sewage, choose the type of effluent which makes up the highest volume of the discharge.

Table 1 – About the effluent

Type of effluent	Charge band	Tick box	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11
Treated sewage effluent (non-water company)	1.3.3 Sewage effluent discharge with a volume up to and including 5m ³ a day to surface water from domestic household or organisation operating for charitable purposes		All	All	b	-	All	All	All	-	-	b, j, k	All
	1.3.4 Sewage effluent discharge with a volume up to and including 5m ³ /day to groundwater from domestic household or organisation operating for charitable purposes		All	All	b	-	All	All	All	-	-	b, j, k	All
	1.3.5 Sewage effluent discharge with a volume up to and including 5m ³ a day to surface water		All	All	b	-	All	All	All	-	-	b, j, k	All
	1.3.6 Sewage effluent discharge with a volume up to and including 5m ³ /day to groundwater		All	All	b	-	All	All	All	-	-	b, j, k	All
	1.3.7 Sewage effluent discharge with a volume greater than 5m ³ /day up to and including 15m ³ /day to groundwater		All	All	b	-	All	All	All	b, c, d	-	b, j, k	All
	1.3.8 Sewage effluent discharge with a volume greater than 15m ³ /day to groundwater		All	All	b	-	All	All	All	b, c, d	d, f	a, b, c, d, e, f, j, k	All

Type of effluent	Charge band	Tick box	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11
Treated sewage effluent (non-water company)	1.3.9 Sewage effluent discharge with a volume greater than 5m ³ /day up to and including 50m ³ /day to surface water		All	All	b	-	All	All	All	b, c, d	a or b, f	b, j, k	All
	1.3.10 Sewage effluent discharge with a volume greater than 50m ³ /day to surface water		All	All	b	-	All	All	All	b, c, d	a or b, f	a, b, c, d, e, f, j, k	All
Water company WwTW treated sewage effluent	1.3.5 Sewage effluent discharge with a volume up to and including 5m ³ /day to surface water		All	a, b, e	a (b is optional)	-	-	All	All	a, b, c, d	c, f	a, b, c, f, j, k	All
	1.3.6 Sewage effluent discharge with a volume up to and including 5m ³ /day to groundwater		All	a, b, e	a (b is optional)	-	-	All	All	a, b, c, d	c, f	a, b, c, f, j, k	All
	1.3.7 Sewage effluent discharge with a volume greater than 5m ³ /day up to and including 15m ³ /day to groundwater		All	a, b, e	a (b is optional)	-	-	All	All	a, b, c, d	c, f	a, b, c, f, j, k	All
	1.3.8 Sewage effluent discharge with a volume greater than 15m ³ /day to groundwater		All	a, b, e	a (b is optional)	-	-	All	All	a, b, c, d	c, d, f	a, b, c, d, e, f, j, k	All
	1.3.9 Sewage effluent discharge with a volume greater than 5m ³ /day up to and including 50m ³ /day to surface water		All	a, b, e	a (b is optional)	-	-	All	All	a, b, c, d	b if relevant, c, f	a, b, c, f, j, k	All
	1.3.10 Sewage effluent discharge with a volume greater than 50m ³ /day to surface water		All	a, b, e	a (b is optional)	-	-	All	All	a, b, c, d	b if relevant, c, f	a, b, c, d, e, f, j, k	All

Type of effluent	Charge band	Tick box	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11
Settled storm sewage	1.3.18 Sewerage network and sewage treatment works storm sewage		All	a, b, e	-	a, b, c, d, f, g, h, i, j, k	-	-	All	-	c, f	b, g, h, i, j, k	All
Storm sewage	1.3.18 Sewerage network and sewage treatment works storm sewage		All	a, b, e	-	a, b, c, e, f, g, h, i, j, k	-	-	All	-	c, f	b, g, j, k	All
Emergency overflow	1.3.19 Emergency overflows		All	a, b, e	-	a, l, m, n, o	-	-	All	-	c, f	b, g, j, k	All
Trade and/or non-sewage – known volume	1.3.11 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume up to and including 5m ³ /day		All	All	b, c	-	All	All	All	b, c, d	a, b or d, f	b, f, j, k	All
	1.3.12 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume greater than 5m ³ /day		All	All	b, c	-	All	All	All	b, c, d	a, b or d, f	b, d, e, f, j, k	All
Trade and/or non-sewage – rainfall dependent	1.3.11 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume up to and including 5m ³ /day		All	a, b, e	b, c, d, e	-	-	All	All	b, c, d	a, b or d, f	b, f, j, k	All
	1.3.12 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume greater than 5m ³ /day		All	a, b, e	b, c, d, e	-	-	All	All	b, c, d	a, b or d, f	b, d, e, f, j, k	All

Type of effluent	Charge band	Tick box	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11
Cooling water or thermal discharge (includes heating and cooling systems)	1.3.13 Cooling water or thermal discharge to surface water		All	All	b, c	-	-	All	All	b, c, d, e, f	a, b or d, f	a, b, d, e, f, j, k	All
	1.3.14 Cooling water or thermal discharge to groundwater		All	All	b, c	-	-	All	All	b, c, d, e, f	a, b or d, f	a, b, d, e, f, j, k	All
Aquaculture	1.3.17 Aquaculture		All	All	b, c	-	-	All	All	b, c, d	a, b or d, f	a, b, d, e, f, j, k	All
Effluent and/or contaminated surface water run-off arising from the operation of an installation	No additional charge, as already included as part of the installation permit application charge		a, b, d	c	b, c, d	-	a, b2	All	a, b, g	b, c, d, e, f	e, f	a, b, d, e, f, j, k	All

1a Give a brief description of the changes you want to make to your permit.

1b Give this effluent a unique name.

You must use this reference to identify this effluent throughout this application and all associated documents. For example 'treated sewage effluent' or 'trade effluent'.

1c Is this a release from a dam, weir or sluice ('reservoir release') under Schedule 21 of the Environmental Permitting Regulations (EPR) meaning of water discharge activity?

Yes

No

1d Have you obtained all the necessary permissions to ensure that you can undertake the proposed discharge and comply with monitoring requirements?

For example, the permission from landowners for pipework to cross their land, or to have a sampling point on their land, or the Canal and Rivers Trust if you want to discharge into a canal that they manage. **Please note that this is not an exhaustive list.** Please be aware that if you do not have all the necessary permissions you will not be discharging lawfully. Explained at: <https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits#apply-for-a-bespoke-permit>. Where permission has not been granted, you should also seek alternative options before applying.

Yes

No

Does not apply

Explain which permissions you have not been able to get and why in the following box or on an extra sheet.

Document reference _____

2 About the effluent – how long will you need to discharge the effluent for?

2a What date do you want the permit for this effluent to start?

As soon as possible

Other date

Provide the date _____ (DD/MM/YYYY)

Please note that this is the date that your annual subsistence charges will start, even if you have not started to discharge, unless you contact us to change or delay the start date. To change or delay the start date use the Administrative Variation application form C0.5. The start date cannot be before the permit is issued and cannot be changed or delayed after it has already passed.

2b Is the discharge temporary?

No

Yes

Provide the date you expect the discharge to end: _____ (DD/MM/YYYY)

Please note that your permit will not end on that date, and you will still need to tell us to surrender the permit. This is explained at <https://www.gov.uk/guidance/change-transfer-or-cancel-your-environmental-permit#cancel-surrender-your-permit>.

2c Will the discharge take place all year?

Yes

No

Provide details of the dates when your discharge will start and end each year, for example, April 1st to October 31st.

2d Will the discharge take place on more than six days in any year?

Yes

No

2e Is this application to permit an existing discharge?

Answer 'yes' if you are applying for an existing discharge that does not have a permit, and if no part of the treatment system needs replacing or upgrading. Please note for recent installations, a permit will not be granted if the site is considered to be within a reasonable distance to connect to a foul sewer, even if the system is already in place.

Yes

No

3 How much do you want to discharge?

3a What is the daily dry weather flow? _____ cubic metres

Read ‘Calculating dry weather flow (DWF) at waste water treatment works’ at <https://www.gov.uk/government/publications/calculating-dry-weather-flow-dwf-at-waste-water-treatment-works/calculating-dry-weather-flow-dwf-at-waste-water-treatment-works> on how dry weather flow is calculated.

3b What is the maximum volume of effluent you will discharge in a day? _____ cubic metres

You must ensure that you choose a volume you can always comply with. For some sewage effluent discharges and some trade effluent discharges you must use the industry ‘Code of practice: flows and loads 4’ to calculate your maximum daily flow. Flows and Loads – Sizing criteria, treatment capacity for sewage treatment systems at <https://www.britishwater.co.uk/page/Publications>.

Show how you calculated the figure given in the box below and continue on an extra sheet if necessary.

Document reference _____

3c What is the maximum rate of discharge? _____ litres a second

This is the maximum instantaneous rate at which the effluent is discharged. It may be the maximum pumped rate (for example, in pumped discharges of quarry water) or the theoretical maximum flow from a gravity-fed pipe from lagoons used to balance rainfall-dependent discharges. For rainfall-dependent discharges this should typically be based on the 1-in-30-year storm event.

Show how you calculated the figure given in the box below and continue on an extra sheet if necessary.

Document reference _____

3d What is the maximum volume of non-rainfall dependent effluent you will discharge in a day?

_____ cubic metres

In a discharge containing rainfall dependent effluent, this will be the maximum total daily volume of any non-rainfall-dependent element.

Show how you calculated the figure given in the box below and continue on an extra sheet if necessary.

Document reference _____

3e What is the maximum rate of rainfall dependent discharge? _____ litres a second

In a discharge containing rainfall dependent effluent, this will typically be based on the 1-in-30-year storm event.

Show how you calculated the figure given in the box below and continue on an extra sheet if necessary.

Document reference _____

4 Intermittent sewage discharges

Further guidance can be found in ‘Water companies: environmental permits for storm overflows and emergency overflows permits’ at <https://www.gov.uk/government/publications/water-companies-environmental-permits-for-storm-overflows-and-emergency-overflows>.

4a For each answer to 4b to 4n below, show how you worked out all the figures on an extra sheet

Document reference 4b _____

Document reference 4c _____

Document reference 4d _____

Document reference 4e _____

Document reference 4g _____

Document reference 4h _____

Document reference 4i _____

Document reference 4j _____

Document reference 4k _____

Document reference 4l _____

Document reference 4m _____

Document reference 4n _____

4b What is the total volume of the off-line/storm tank storage? _____ cubic metres

4c What is the total volume of on-line storage? _____ cubic metres

4d What is the pass forward flow at the settled storm overflow setting?

_____ litres a second

4e What is the pass forward flow at the storm overflow setting? _____ litres a second

4f Is the discharge screened?

Yes **Answer the relevant questions from 4g to 4j**

No **Now go to 4k**

4g and 4i. If your effluent is screened answer 4g for a mesh screen, 4i for a bar screen, or 4g and 4i for a split screen.

4h and 4j. If your effluent is screened provide the maximum flow receiving screening. For split screens provide details of the maximum flow receiving the mesh screening as well as the maximum flow receiving bar screening. (The maximum flow receiving screening may also be described as the minimum screen capacity flow).

4g What is the mesh screen spacing? _____ millimetres

4h What is the minimum screen capacity flow through the mesh screen?

_____ litres a second

4i What is the bar screen spacing? _____ millimetres

4j What is the minimum screen capacity flow through the bar screen?

_____ litres a second

4k Is the overflow constructed to good engineering design?

Yes

No **On an extra sheet explain what standards the overflow has been constructed to**

4l What is the emergency storage capacity of the sewer and wet well?

_____ cubic metres

4m What is the storage time within the sewer and the wet well above the top water level at dry weather flow?

_____ hours and minutes

4n What is the pass forward flow at the pumping station? _____ litres a second

4o For intermittent emergency overflows you must provide a document setting out the key protection measures you will provide.

Document reference for pumping station key protection measures.

5 Should your discharge be made to the foul sewer?

Before answering these questions, you must read the guidance <https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits#discharges-in-sewered-areas>

Foul sewer means public or private foul sewer. You will also need to contact your sewerage undertaker (usually your local water company) and you may need to check if it is possible to connect to a private foul sewer.

5a Provide the shortest distance between any boundary of premises served by the sewage treatment facility, or any boundary of the trade premises, and the nearest public foul sewer and/or private sewer.

N/A. This is an already permitted discharge.

_____ metres

National grid reference (NGR) for the nearest sewer system.

NGR _____

Use 2 letters and 10 digits, for example, ST 12345 67890. To find out the national grid ref on <https://explore.osmaps.com>

5b1 Discharges from domestic properties

Provide the number of domestic properties served by the sewage treatment system.

Multiply the number of properties served by the sewage treatment system by 30 metres.

Number of domestic properties served by the sewage treatment system metres

× 30 metres =

metres

5b2 Discharges from all other premises including trade effluent

Divide the volume of the discharge (in cubic metres) by 0.75 and then multiply this figure by 30 metres.

Volume of the discharge (answer to question 3b)

cubic metres ÷ 0.75 =

× 30 =

metres

5b3 Is your answer to question 5b1 or 5b2 above greater than the distance to the nearest foul sewer (answer to 5a)?

- No You do not need to explain why you cannot discharge your effluent into the foul sewer at this point. However, we may in some cases still request this information from you when we determine your application if this information is subsequently required. **Now go to question 6.**

Yes Before you submit the application, you must explore the possibility of connecting to the foul sewer. Then, you must explain why you cannot discharge your effluent into the foul sewer in the following box or an extra sheet.

Document reference _____

We will only agree to the use of private treatment systems within sewerage areas if you can demonstrate that:

- the additional cost of connecting to the foul sewer would be unreasonable
- connection is not practically feasible, or
- the proposed private treatment system can be shown to significantly benefit the environment.

5c Is the sewer nearby a public or private one?

You must provide details of the nearest sewer including evidence that you have approached the sewerage undertaker and their formal response regarding connection.

Public Where you could connect to the foul sewer through a public foul sewer, you must send us evidence that you have approached the sewerage undertaker and their formal response regarding connection.

Tick this box to confirm you have included this information with your application.

Document reference _____

If the sewerage undertaker has indicated that they would not allow connection due to lack of capacity you should contact us. We are unlikely to grant a permit for a discharge of treated domestic sewage in circumstances where a private sewerage system is being proposed due to a lack of capacity in the nearest public sewerage network. Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see Get advice before you apply for an environmental permit: <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>.

If you have already had enhanced pre-application for this proposal provide the reference number for your enhanced pre-application.

Pre-application reference number: _____

Document reference for enhanced pre-application advice: _____

Private Where you could connect to the foul sewer through a private sewer, you must send us evidence to show that you have requested to connect to the private sewer. Written responses from the owners of the private sewer must be provided.

Tick this box to confirm you have included this information with your application on an extra sheet.

Document reference _____

5d Is the existing system a factor in your justification for not connecting to the public foul sewer?

If you are applying for an existing discharge, that does not have a permit and no part of the treatment system needs replacing or upgrading, you may give this as a reason for not connecting to a nearby sewer. However, you must provide the date the treatment system was installed as accurately as you can. Please note that for new systems that have been recently installed or systems that have been recently replaced or upgraded a permit will not be granted if the site is considered to be within a reasonable distance to connect to a foul sewer (even if the system is already in place).

No

Yes What date was the system installed?

_____ (DD/MM/YYYY)

5e Is cost a factor in your justification for not connection to public or private foul sewer?

If you have answered 'yes' to 5b3, you need to show the difference between the cost of connection to the foul sewer and that of your proposed private treatment system. This applies to new discharges, or existing discharges where you are proposing to replace or upgrade any part of your existing treatment system.

No

Yes

You must provide evidence of the extra cost of connecting to a sewer compared to the treatment system you propose.

Document reference _____

Please note that if we consider that you have not provided enough justification, we will return your application to you.

Foul sewer connection costs:

Cost of sewer pipe and infrastructure, for example, gravity sewer, pipework, manholes, or rising main and pumping.

£ _____

Pumping equipment, pump and sump pump, if necessary. Maintenance or running costs of these if they are not adopted by the sewerage undertaker.

£ _____

Installation: Digging up of roadside verges, roads or land on route to the sewer and making good.

£ _____

Road closure costs, if necessary.

£ _____

Legal easements to cross land, cost of land purchase, if necessary.

£ _____

Initial connection charges from the sewerage undertaker.

£ _____

Cost of maintenance and upkeep.

£ _____

The sewerage undertaker will expect any pipe work connecting to their system to be constructed to adoptable standards or to the specification of the latest edition of ‘Sewers for Adoption – A Design & Construction Guide for Developers’.

Other: Provide details on an extra sheet

£ _____

Document reference _____

Total cost to foul sewer: £ _____

Proposed treatment system costs

Cost of treatment system, pipe work and other materials.

£ _____

Pumping equipment, if necessary.

£ _____

Installation including excavation and digging up of roadside verges, roads or land on route to the treatment system, making good and commissioning.

£ _____

Road closure costs, if necessary.

£ _____

Legal easements to cross land, cost of land purchase, if necessary.

£ _____

Maintenance and running costs.

£ _____

Other – Provide details on an extra sheet.

£ _____

Document reference _____

Total cost of proposed treatment system: £ _____

5f Are you using physical or technical barriers as a factor in your justification for not connecting to public or private foul sewer?

No

Yes You must provide justification

Your justification should include details of any physical obstacles that may impede connection to the foul sewer, for example, topography, roads, railways, designated habitats sites, rivers or canals. Please be aware that we may require cost estimates to be provided to prove that it is not viable for these physical obstacles to be overcome. Provide justification on an extra sheet.

Document reference _____

5g Are you proposing that the private treatment system can be shown to significantly benefit the environment as the justification for not connecting to public or private foul sewer?

No

Yes

To prove significant environmental benefit, you must answer the following:

Have you provided evidence that the effluent will be treated to a higher standard than if connected to foul sewer? Provide a justification on an extra sheet.

No

Yes

Document reference _____

Have you shown that the additional environmental benefits from your proposed system would outweigh the potential environmental risks from a private system at the location proposed? Provide justification on an extra sheet.

No

Yes

Document reference _____

When assessing this, we consider the nature of the environmental risks that would be associated with non-compliance of your proposed system. Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see Get advice before you apply for an environmental permit: <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>.

6 Nutrient neutral

Check Natural England's page to find out if you are within a nutrient neutral catchment: <https://publications.naturalengland.org.uk/publication/4792131352002560>. To find a list of vulnerable sites download the records file on this page.

If your new discharge contributes to a net increase in nutrient loading (phosphorus and/or nitrogen) in a nutrient neutral catchment, request a GIS screening report from our pre-application service. If the screening confirms your discharge is within the relevant distance of a nutrient neutral designated site, you will be required to have appropriate mitigation in place.

6a Are you in a nutrient neutral catchment?

No **Now go to question 7.**

Yes

What is the name of the nutrient neutral catchment?

6b Is this permit for a new discharge?

No **Now go to question 6c.**

Yes

Will you be required to have appropriate mitigation in place? Contact your local planning authority (LPA) and/or Natural England to discuss appropriate mitigation in your area.

No Provide justification of why you do not need to have appropriate mitigation in place in the following box or an extra sheet.

Reference for the extra sheet. _____

Yes If you have your mitigation plan in place, provide this with your application

Document reference. _____

Now go to question 7

6c Is this permit for an existing discharge?

Yes

Has the location of the discharge point or volume of the discharge changed?

No **Now go to question 7.**

Yes

Will you be required to have appropriate mitigation in place? Contact your local planning authority (LPA) and/or Natural England to discuss appropriate mitigation in your area.

No Provide justification of why your discharge will not result in a net increase of nutrient loading (meaning phosphorus and/or nitrogen) in the following box or an extra sheet.

Reference for the extra sheet. _____

Yes If you have your mitigation plan in place, provide this with your application.

Document reference. _____

If you have completed independent third-party testing that meets British Standard BS12566, provide your certificate.

Reference for this certificate. _____

7 How will the effluent be treated?

7a Is your effluent treated?

Yes

No You must explain why the effluent will not be treated.

Document reference for where you have given this justification.

7b Fill in Table 2 for each stage of the treatments carried out on your effluent in the order in which they are carried out.

For installations and waste applications with point source emission to water or sewer **complete all relevant parts of question 8**, there is no need to duplicate information already provided in part B3 or Part B4 forms. Where this information is already provided, give the document reference.

Document reference _____

Table 2 – Treatments carried out on your effluent

Description	Order of treatment (for example first, second, third, fourth)	
package treatment plant		Now go to 7d
septic tank		Now go to 7d
septic tank with internal septic tank retrofit kit		Now go to 7d
septic tank and sequential batch reactor		Now go to 7d
septic tank and rotating biological contactor		Now go to 7d
septic tank and reedbed		Now go to 7d
trench arch system		Now go to 7d
biological filtration		Now go to 7g
high rate biological		Now go to 7g
tertiary biological		Now go to 7g
chemical		Now go to 7g
activated carbon		Now go to 7g

Description	Order of treatment (for example first, second, third, fourth)	
sand filtration		Now go to 7g
activated sludge		Now go to 7g
oxidation ditch		Now go to 7g
dosing using aluminium for phosphate removal		Now go to 7g
dosing using iron for phosphate removal		Now go to 7g
dosing using iron and aluminium for phosphate removal		Now go to 7g
dosing using polyelectrolytes		Now go to 7g
primary settlement		Now go to 7g
screening		Now go to 7g
maceration		Now go to 7g
no treatment required – good engineering design		Now go to 7g
lagoon settlement		Now go to 7g
oil interceptor		Now go to 7g
chlorination		Now go to 7g
dechlorination		Now go to 7g
ph correction		Now go to 7g
UV disinfection		Now go to 7g
membrane filtration		Now go to 7g
sterilisation		Now go to 7g
land irrigation		Now go to 7g

Description	Order of treatment (for example first, second, third, fourth)	
reedbed		Now go to 7g
constructed wetland		Now go to 7g
Other		Now go to 7c

Nitrification Tank (new) 5

7c Provide design details of this other system including the stages of treatment carried out on your effluent, in the following box or an extra sheet. Now go to 7g.

Document reference _____

7d For existing sewage treatment systems, did the treatment system meet the relevant British Standards at the time of installation?

Yes **Now go to 7g.**

No **Now go to 7e.**

How to check if your treatment system meets the British Standard is explained at <https://www.gov.uk/guidance/general-binding-rules-small-sewage-discharge-to-a-surface-water>.

Your septic tank or treatment plant met the British Standard in place at the time of installation if:

- it has a CE mark – <https://www.gov.uk/guidance/ce-marking>
- the manual or other documentation that came with your tank or treatment plant has a certificate of compliance with a British Standard
- it's on British Water's list of approved equipment – <https://www.britishwater.co.uk/page/Accreditation-Certificationcertified-small-wastewater-treatment-systems-for-up-to-50-pt>

You can also ask the company that installed your equipment to confirm that it met the British Standard in place at the time of installation.

7e Provide justification as to why you are not using a British Standard system in the following box or an extra sheet.

Document reference _____

7f Will the secondary treatment system you are applying for be designed, maintained and operated to deliver the required final effluent quality?

For discharges to surface water, you must confirm whether the treatment system will provide secondary treatment. As a minimum this requires a final effluent quality of 40 mg/l BOD (Biochemical Oxygen Demand) and 60mg/l suspended solids (or better) as maximum concentrations.

Yes

No What is the secondary treatment system you are applying for designed to deliver for BOD as a maximum concentration?

_____ mg/l

What is the secondary treatment system you are applying for designed to deliver for suspended solids as a maximum concentration?

_____ mg/l

7g You must provide details on an extra sheet of the final effluent discharge quality that the overall treatment system is designed to achieve.

Document reference _____

8 What will be in the effluent?

For all applications, whether to surface water, or onto or into ground, you should still check to see if your discharge is likely to contain any of the specific substances listed in the guidance documents on 'Risk assessment for treated sewage or trade effluent discharges to surface water or groundwater' (see <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit>).

If you answer 'yes' to any of 8a to 8c, the discharge contains, or potentially contains, specific substances, you must answer question 9 and send us the screening or modelling and data.

Specific substances means:

For a groundwater activity:

- hazardous substances (as defined by paragraph 4 of Schedule 22 to the Regulations)
- non-hazardous pollutants (as defined by paragraph 5 of Schedule 22 to the Regulations)

This does not include discharges that only contain, or are only likely to contain as their primary pollutants, ammoniacal nitrogen or ammonium and suspended solids.

You can find a list of these substances at <https://www.wfduk.org/resources/groundwater-hazardous-substances-standards>

For a surface water discharge activity:

- priority hazardous substances
- priority substances or other pollutants as defined by the Environmental Quality Standards Directive (EQSD) (2008/105/EC, as amended by 2013/39/EU)
- specific pollutants as defined by Annex 8 of the Water Framework Directive (2000/60/EC) and transposed into UK legislation through the Water Framework Directive (Standards and Classification) Directions (England and Wales) 2015
- or any other substances which the Agency requires assessment because of their bioaccumulative, toxic or ecotoxicological properties
- or any other properties which the Agency considers to present a risk to the aquatic environment

You can find a list of these substances at: <https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit>

Answer all relevant questions for your discharge below.

8a Are any of the specific substances, as defined in the above guidance, entering your upstream sewerage network through any authorised trade consents or known inputs?

Yes Complete this question and ensure you complete the relevant parts of question 9. You will need to complete a risk assessment.

No Provide details on an extra sheet of how you have established that the effluent is not likely to contain specific substances.

Document reference _____

Does not apply I am not a commercial site treating effluent and do not provide treatment for other effluent streams.

8b Are any of the specific substances, as defined in the above guidance, added to or present in the effluent as a result of the activities on site?

- Yes Complete all remaining relevant parts of questions 8 and ensure you complete the relevant parts of question 9. You will need to complete a risk assessment.
- No Provide details on a separate sheet of how you have established that the effluent is not likely to contain specific substances.

Document reference _____

8c Have any of the specific substances, as defined in the above guidance, been detected in samples of effluent?

- Yes Complete all remaining relevant questions in section 8 and ensure you complete the relevant parts of question 9. You will need to complete a risk assessment.
- No Provide details on an extra sheet of how you have established that the effluent is not likely to contain specific substances.

Document reference _____

8d If you have answered 'No' to any of questions 8a to 8c provide details of the evidence you have submitted, include data of all substances assessed, whether or not they require to be taken forward to question 9.

Please note that if you discharge directly into a designated conservation site, we will consult with Natural England which may result in the requirement for further modelling which you may be required to carry out.

Tick all relevant boxes to indicate the evidence you have provided

- Sampling data
- Monitoring data
- Literature review
- Process review
- Other

Document reference _____

Complete 8e and 8f if the temperature of the discharge will change compared to an incoming water supply. Then, if you have answered yes to any of questions 8a-8c, you must answer at least one of the questions in 9.

8e What is the maximum temperature of your discharge?

_____ degrees Celsius

8f What is the maximum expected temperature change of the incoming water supply?

increase in degrees Celsius _____

decrease in degrees Celsius _____

9 Environmental risk assessments and modelling

You will need to carry out an environmental risk assessment or modelling to support your application. In some cases we will carry out your risk assessment: <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit>. Answer all the questions that are relevant to your discharge. If an environmental risk assessment or modelling is required, you must send it to us with your application. We recommend you contact us for pre-application advice. You can apply for our enhanced pre-application advice. This is a chargeable service. For more information see [Get advice before you apply for an environmental permit: https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit](https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit).

Further guidance can be found in ‘Surface water pollution risk assessment for your environmental permit’ at <https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit> and ‘Groundwater risk assessment for your environmental permit’ at <https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit>.

Send us the completed H1 risk assessment tool along with the raw data used to create the summary statistics.

The following information is required to allow the assessment to be undertaken:

- Which substances may be present in the discharge? Substances may be present if:
 - i. They’re allowed to be added to the discharge (for example water company trade effluent consent or discharges from installations).
 - ii. You have added them to the discharge (for example iron or aluminium to remove phosphorus). Read the Environment Agency’s guidance on dosed substances for the rules on this.
 - iii. You have detected them using chemical analysis.
- For existing discharges, the discharge effluent will need to be analysed for all the substances that may be present in the effluent. Baseline (upstream) river quality data may also be beneficial, as it will provide more accurate information for the assessment to be undertaken.
- For new discharges, estimated or proxy site data will be necessary.
- For each substance, please provide the information set out in the table below.

Substance	The chemical name of the substance being analysed
Unit	The units of measurement. These will usually be micrograms per litre (µg/l), but may also be mg/l or ng/l
Maximum concentration	The maximum recorded concentration of the substance in the effluent
Minimum concentration	The minimum recorded concentration of the substance in the effluent
Mean concentration	The average recorded concentration of the substance in the effluent
Maximum flow	The maximum recorded effluent flow
Mean flow	The average recorded effluent flow
Number of samples	The minimum number of samples required for screening and modelling is 12; the ideal number is 36 (or, for new discharges, assumed means and standard deviations can be accepted if effluent data are not available).

Inputting metals into the H1 risk assessment tool	For metals with bioavailable EQSs for a more accurate assessment, we recommend running the dissolved data through the H1 risk assessment tool rather than total data. For all other metals use total data.
If the H1 risk assessment tool shows modelling is required	For metals with bioavailable EQS's you only need to provide dissolved data. Total data can be used but this will lead to a more precautionary assessment. For metals without bioavailable EQS's you need to provide dissolved and total data.
Required minimum reporting value	'Surface water pollution risk assessment for your environmental permit' at https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit or 'Groundwater pollution risk assessment for your environment permit' at https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit and https://www.gov.uk/government/publications/protect-groundwater-and-prevent-groundwater-pollution , should be checked to determine the minimum reporting value for the analysis of each substance. If the detection limit used is not low enough, the analysis may need to be repeated.
EQS	The relevant environmental quality standard for the substance. This can be found in 'Surface water pollution risk assessment for your environmental permit' at https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit

For discharges to a freshwater (non-tidal) river, in general you do not need to carry out modelling for sanitary parameters such as biochemical oxygen demand or ammonia. Most of the information we will need to do this can be provided on part B6, but you may need to add other relevant details. If our assessment concludes that we are not able to accept the proposed activity, we may ask you to provide further evidence by carrying out a higher level of assessment yourself, or we may advise you that the proposed discharge is unacceptable. Where you plan to do the assessment yourself you may need to contact us for information or advice first.

9a Discharges to surface water (except canal, lake, or reservoir).

For discharges to a freshwater (non-tidal) river, if you have answered 'yes' to any of 8a to 8c, the discharge contains, or potentially contains, specific substances.

You must carry out a specific substances screen of sample data using the H1 risk assessment tool in 'Surface water pollution risk assessment for your environmental permit' at <https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit>. Send us the completed H1 risk assessment tool along with the raw data used to create the summary statistics.

Document reference for the H1 risk assessment tool and raw data

Note: if you do not submit the H1 risk assessment tool and raw data we will return your application to you.

9b Discharges to canals, lakes, reservoirs, estuaries, coastal waters or bathing waters.

For discharges to canals, lakes, estuaries, coastal waters or bathing waters you must submit a risk assessment.

Document reference for the risk assessment

In addition, if you have answered 'yes' to any of 8a to 8c, the discharge contains, or potentially contains, specific substances. You must carry out another modelling report following the guidance 'Surface water pollution risk assessment for your environmental permit' (see <https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit>). Send us details of how the modelling was carried out and the outcome.

We cannot undertake assessments on your behalf, but we can offer advice as to what needs to be done. If you do not have the skills to do this yourself, then you will need to engage a consultant to advise you and to undertake the assessment.

Document reference for the modelling report

Note: if you do not submit the risk assessment and the modelling report we will return your application to you.

9c Sewer modelling report (for discharges of final effluent from a water company WwTW or intermittent sewage discharges).

For discharges of final effluent from a water company WwTW or intermittent sewage discharges, you must submit a sewer modelling report. Send us details of how the modelling was carried out and the outcome.

Document reference for the H1 risk assessment tool and raw data

Have you answered yes to any of 8a to 8c?

No

Yes Send us the completed H1 risk assessment tool, along with the raw data used to create the summary statistics

Document reference for the H1 risk assessment tool and raw data

Note: if you do not submit the H1 risk assessment tool and modelling report, we will return your application to you.

9d Discharges to ground.

You must carry out a groundwater quantitative risk assessment following the guidance in ‘Groundwater risk assessment for your environmental permit’ (see <https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit>). For discharges to ground, we will usually be able to carry out a risk assessment for you where the discharge is less than 15 cubic metres per day of treated domestic sewage and in a non-sensitive area, (see <https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit> for further information).

We will expect you to do the risk assessment in other situations and we can offer advice as to what needs to be done. If you do not have the skills to do this yourself, then you will need to engage a suitably qualified consultant to advise you and to undertake the assessment. For further guidance see ‘Groundwater risk assessment for your environmental permit’ at <https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit>

For groundwater remediation schemes you must send us a site-specific remediation strategy that has been agreed with the local Environment Agency groundwater and contaminated land team. This should include:

- conceptual model
- quantitative site-specific risk assessment
- site-specific remedial targets
- details of the contaminant concentrations contained within the proposed discharge

Send us details of how the modelling was carried out and the outcome.

Document reference _____

Note: if you do not submit the risk assessment and modelling report we will return your application to you.

9e Discharges to freshwater (non-tidal) rivers from an installation, including discharges via sewer

If the discharge contains, or potentially contains, any specific substances, you must carry out screening following the guidance (see <https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit>).

Have you answered yes to any of 8a to 8c?

No

Yes Send us the completed H1 risk assessment tool, along with the raw data used to create the summary statistics. Where the discharge is via sewer, include sewage treatment reduction factors in the calculations.

Document reference for the H1 risk assessment tool and raw data

Note: if you do not submit the H1 risk assessment tool, we will return your application to you.

9f Environmental impact assessment.

Have you carried out an environmental impact assessment?

No

Yes Send us details of how the assessment was carried out and the outcome.

Document reference for the environmental impact assessment

10 Monitoring arrangements

10a What is the national grid reference of the inlet sampling point? (for example, SJ 12345 67890)

This is the sample point that will be used for discharges which are made up of returned abstracted water; for example, fish farms and cooling water. In these cases we will set a comparative limit to assess compliance against. It is also required for larger sewage treatment sites that meet the requirements of the Urban Waste Water Treatment Regulations (UWWTR). It allows a composite sample of the influent to the sewage treatment works to be obtained. You must provide a permanent means of access to monitoring points.

NGR: _____ [W01 - Caswell Outfall](#)

10b What is the national grid reference of the effluent sample point?

This is the sample point used to assess compliance with any water quality emission limits on your permit. You must ensure that it allows a representative sample of the discharge to be obtained. You must also ensure that all constituents of the discharge pass through the sampling point at all times. The sample point can be where the effluent meets the receiving environment only in cases where no other effluent is added before this point. You must provide a permanent means of access to monitoring points.

Note for small existing discharges to ground only:

If you are applying for a permit for an existing discharge of treated sewage effluent of not more than 5 cubic metres a day to ground (for example, using a drainage field) which does not already have a sample point we will not expect you to provide one.

NGR: _____ [EA Sampling Point
AN-04M13](#)

10c Do you have an Urban Waste Water Treatment Directive final effluent sampling point?

This is a requirement for larger sewage treatment sites that meet the requirements of the UWWTR. It allows a composite sample of the final effluent from the sewage treatment works to be obtained. Further guidance on the UWWTR can be found <https://www.gov.uk/government/publications/waste-water-treatment-works-treatment-monitoring-and-compliance-limits/waste-water-treatment-works-treatment-monitoring-and-compliance-limits#Population-equivalent-thresholds-for-analytical-parameters>. You must provide a permanent means of access to monitoring points.

Yes Please provide the national grid reference _____

No

10d What is the national grid reference of the flow monitoring point?

If your effluent has a maximum volume of 50 cubic metres a day or less you do not need to complete questions 10d or 10e. See <https://www.gov.uk/government/publications/minimum-requirements-for-self-monitoring-of-flow-mcerts-performance-standard>

NGR: _____

10e Does the flow monitor have an MCERTS certificate?

Yes Please give the certificate number _____

No

10f Do you have a UV disinfection efficacy monitoring point?

This type of monitoring point is only required for discharges that undergo some form of disinfection. For example, ozone or ultraviolet disinfection, membrane filtration and so on.

Yes Please provide the national grid reference _____

No

10g Do you have an event duration monitoring or a discharge operation monitoring point?

Yes Please provide the national grid reference _____

No

10h Do you have an overflow operation (into storm tank) monitoring point?

Yes Provide the national grid reference _____

No

10i Do you have a flow passed forward monitoring point?

Yes Provide the national grid reference _____

No

If you have answered yes to 10i, where is the flow passed forward monitor installed?

Inlet

Post treatment process

10j You should clearly mark on the plan the locations of any of the above that apply to this effluent.

You must send us a map or plan that:

- is A4 or larger
- is at a scale of 1:10,000 (approximately 6 inches to 1 mile)
- shows clearly which direction north is

The plan should show:

- the boundary of the site including the full extent of the land ownership relating to the permit application
- the premises discharging effluent
- the site in relation to the local area
- any watercourses, wells, springs or boreholes on the site (or within 50 metres of it).

You must also mark on the map points to show where:

- effluent is discharged into the controlled waters
- samples of effluent and influent can be taken automatically or manually (if required)

- flow or quality will be measured (if required)

You may submit more than one plan if necessary.

Document reference for the plan

10k Do you intend to do your own effluent monitoring?

Yes

No

11 Where will the effluent discharge to?

11a Mark in Table 3 where this effluent discharges to and fill in the relevant section or sections.

You must use the name you gave to this effluent in answer to question 1b of this form when filling in your relevant appendix or appendices.

Table 3 – Where the effluent discharges to

Receiving environment	Relevant section
Tidal river, tidal stream, estuary or coastal waters	1
Non-tidal river, stream or canal	2
Lake or pond	3
Discharges to a British Standard drainage field or drainage mound	4 and 5
Discharges into ground not using a British Standard drainage field or drainage mound	4 and 6
Discharges onto land via grass plot	4 and 7

Effluents are usually discharged to one location in one receiving environment. However, if your effluent can be discharged to more than one location within a single receiving environment, for example, two different discharge points on a non-tidal river, you should complete the appropriate section and ensure you give all relevant details of every discharge point that the effluent can be discharged through. To do this you will need to complete a relevant appendix for each separate discharge point for an effluent and explain any different circumstances under which each is used.

If your effluent discharges to more than one location in a different receiving environment, for example, to a borehole or to a non-tidal river (under different circumstances), you will need to complete all relevant appendices for each discharge point and explain the different circumstances under which each is used.

Note: You need to make sure that you have all the necessary permissions to discharge from landowners, for example The Canal and Rivers Trust, if you want to discharge into a canal that they manage, or the local highways authority if you want to discharge via a highway drain.

11b Is this effluent discharged through more than one outlet?

No

Yes Give details, on an extra sheet, of the circumstances under which each outlet would be used by this effluent

Document reference _____

11c If you answered yes to question 11b above make sure you show clearly on your discharge point section or sections and site plan that this one effluent can discharge to more than one discharge point.

You must give us all the details we need for each of the discharge points used by this effluent.

12 How to contact us

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

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: <https://www.gov.uk/government/organisations/environment-agency>

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

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

Feedback

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

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

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

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

Would you like a reply to your feedback?

Yes please

No thank you

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received (£)

Section 1: Discharges to tidal river, tidal stream, estuary or coastal waters

Answer all the questions below. Use a separate line for each effluent if more than one effluent discharges using this discharge point. Remember, when linking your effluent to a discharge point you must use the name you gave to your effluent in answer to question 1b in the effluent form.

1.1 Give the discharge point a unique name.

For example, 'Outlet 1' (you must use this name to identify the discharge point on the plan)

1.2 Give the national grid reference of the discharge point.

NGR: _____

1.3 Give the name of the tidal river, tidal stream, estuary or area of coastal water.

1.4 Is the discharge into a:

Tidal river

Tidal stream

An estuary

Coastal water

1.5 Does the discharge reach the watercourse by flowing through a surface water sewer?

Most effluents pass along a dedicated pipe and are discharged via an outlet to a receiving water. In some cases effluents may be discharged into a surface water sewer owned by someone else before they discharge into a receiving water. If this is the case you must give the national grid reference where your discharge enters the surface water sewer

Yes, give the national grid reference where the discharge enters the surface water sewer.

NGR: _____

Give the national grid reference where the surface water sewer meets the final watercourse, for example, river or lake.

NGR: _____

No

1.6 Does the discharge reach the final surface watercourse or canal by flowing through highway drains?

Highway drains: “Highway drain” means a drain which a highway authority or other person is entitled to keep open by virtue of section 100 of the 1980 Act.

No

Yes Give the national grid reference where the discharge enters the highway drain.

NGR: _____

Note: Give the national grid reference where the highway drain meets the final surface water course, for example, river or lake.

NGR: _____

Have you obtained written permission from the relevant highways authority?

Yes You need to get a written permission from the relevant highways authority and submit it with your application.

If yes, it is your responsibility to ascertain whether the relevant highways authority is responsible for the roadside drain or ditch. If it is, you need to secure the appropriate permissions before submitting an application for an environmental permit to the Environment Agency. A copy of the written permission from the relevant highways authority must be submitted with the environmental permit application.

Document reference for the written permission _____

Note: Your application will be returned if you do not get written permission from the relevant highways authority before you submit this permit application.

1.7 Is the discharge point above the mean low water spring tide mark?

No

Yes Please explain, on an extra sheet, why the discharge cannot be made below this point

Document reference _____

1.8 How is the effluent dispersed?

For example, open pipe or diffuser system. Choose ‘open pipe’ if the effluent enters the tidal river, estuary or coastal water from a pipe. We will have told you if a diffuser is needed during pre-application discussions.

If diffuser system go to question 1.9

1.9 Give details, on an extra sheet, of the design of the diffuser system.

Document reference _____

Section 2: Discharges to non-tidal river, stream, ditch or canal

Answer all the questions below. Use a separate line for each effluent if more than one effluent discharges using this discharge point. Remember, when linking your effluent to a discharge point you must use the name you gave to your effluent in answer to question 1b in the effluent form.

2.1 Give the discharge point a unique name.

For example, 'Outlet 1' (you must use this name to identify the discharge point on the plan)

2.2 Give the national grid reference of the discharge point:

NGR: _____

2.3 Give the name of the watercourse, canal or the main watercourse if it is a tributary:

2.4 Is the discharge into a

Non-tidal river

Stream or ditch

Canal

2.5 Does the discharge reach the watercourse or canal by flowing through a surface water sewer?

Most effluents pass along a dedicated pipe and are discharged via an outlet to receiving water. In some cases effluents may be discharged into a surface water sewer owned by someone else before they discharge into a receiving water. If this is the case you must give the national grid reference where your discharge enters the surface water sewer.

Yes Give the national grid reference where the discharge enters the surface water sewer.

NGR: _____

Give the national grid reference where the surface water sewer meets the final watercourse, for example, river or lake.

NGR: _____

No

2.6 Does the discharge reach the final surface watercourse or canal by flowing through highway drains?

Highway drains: "Highway drain" means a drain which a highway authority or other person is entitled to keep open by virtue of section 100 of the 1980 Act.

No

Yes Give the national grid reference where the discharge enters the highway drain.

NGR: _____

Give the national grid reference where the highway drain meets the final surface water course, for example, river or lake.

NGR: _____

Note: If yes, it is your responsibility to ascertain whether the relevant highways authority is responsible for the roadside drain or ditch. If it is, you need to secure the appropriate permissions before submitting an application for an environmental permit to the Environment Agency. A copy of the written permission from the relevant highways authority must be submitted with the environmental permit application.

Have you obtained written permission from the relevant highways authority?

Yes

Document reference for the written permission from the relevant highways authority.

Note: Your application will be returned if you do not get written permission from the relevant highways authority before you submit this permit application.

2.7 Does the watercourse dry up for part of the year?

If a watercourse is dry other than at times of rainfall, this means it does not have a year-round flow. We would expect for a watercourse to have flow all year round regardless of rainfall events unless an event such as extreme drought or an unusually long period of dry weather.

No, it always has flowing water in it.

Yes, it is dry for part of the year: indicate the months when the watercourse is dry:

January

February

March

April

May

June

July

August

September

October

November

December

Yes, it is dry all year-round.

If you apply to discharge to a watercourse that never has flowing water, you must provide justification why a discharge into ground via a British Standard drainage field is not possible. You must prove this justification by completing **section 4: Preliminary questions for discharges to ground**.

Tick to confirm you have completed **section 4: Preliminary questions for discharges to ground.**

2.8 If the watercourse does dry up for part of the year, how many metres downstream of the discharge is it before the discharged effluent soaks into the ground?

You must install an appropriate length of perforated pipe before the discharge point that does not extend more than 10 metres from the bank of any watercourse. Any section of that pipe which lies within 10 metres of the bank of any watercourse must be perforated. The length of perforated pipe installed should be designed appropriately to ensure that when the watercourse is dry, the discharge must be made indirectly to the watercourse via the soil surrounding the perforated pipe. You must make sure to design your system to ensure an appropriate length of perforated piping is installed.

Tick the box to confirm you will install a section of perforated pipe as per the above guidance.

Section 3: Discharges to a lake or pond

You do not need a permit to discharge to an enclosed lake or pond. This means a lake or pond in which all of the following apply:

- it contains water throughout the year, other than in extreme weather conditions
- it does not have an outfall that connects it to a watercourse, or has an outfall that only discharges in extreme weather conditions
- It is sealed or lined to prevent water draining into the ground or soaking into the surrounding soil.

You must use appropriate pollution prevention measures to make sure your discharge does not cause pollution.

Answer all the questions below. Use a separate line for each effluent if more than one effluent discharges using this discharge point. Remember, when linking your effluent to a discharge point you must use the name you gave to your effluent in answer to question 1b in the effluent form.

3.1 Give the discharge point a unique name.

For example, 'Outlet 1' (you must use this name to identify the discharge point on the plan)

3.2 Give the national grid reference of the discharge point.

NGR: _____

3.3 Give the name of the lake or pond.

3.4 Select from the following list the type of lake or pond you will be discharging to and answer the relevant questions

Type of lake or pond

A lake or pond that does not discharge into a river or a watercourse or another pond that then discharges into a river or a watercourse. **Permit not required.**

A lake or pond that does not discharge into a river or watercourse or another pond that then discharges into a river or watercourse, where you have had a notice served under paragraph 5 of Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2016.

A lake or pond that discharges into a river or watercourse.

3.5 What is the surface area of the lake or pond?

_____ square metres

3.6 What is the maximum depth of the lake or pond?

_____ metres

3.7 What is the average depth of the lake or pond?

_____ metres

Section 4: Preliminary questions for discharges to ground

If you are applying to continue to discharge sewage effluent to ground using an infiltration system which was installed before 1 January 2015 provide, the information in question 4.4 onwards, but if you have it, also provide the information in questions 4.1, 4.2 and 4.3.

For all proposed discharges to ground and for systems which started discharging to ground on, or after, 1 January 2015 start at question 4.1.

Percolation testing

An infiltration system is a restricted and well-defined area of ground designed to allow effluent to enter the ground. We expect any new infiltration system to be built to British Standard BS6297:2007 +A1:2008 Code of practice for the design and installation of drainage fields for use in wastewater treatment (or latest version).

Drainage fields are an important component of the treatment of your sewage. If you are proposing to use an alternative infiltration system, we require you to first demonstrate whether a shallow drainage field, designed in accordance with the BS6297, could be achieved based on ground conditions, the percolation rate and available space.

BS6297 sets out the percolation test procedure. You need to carry out percolation tests following this procedure which is summarised at <https://www.gov.uk/guidance/infiltration-systems-groundwater-risk-assessments#percolation-tests>. Use of alternative test methods, for example, test methods for surface water soakaways, will not be accepted.

4.1a Were each of the percolation test holes 300mm square and 300mm deep below the proposed invert level (bottom) of the infiltration pipe?

Yes

No Provide justification why you have not used the above measurement. Use of an alternative test method, for example, test methods for surface water soakaways, will not be accepted. Provide the details in the following box or an extra sheet.

Reference for the extra sheet. _____

4.1b Did you fill each hole with water to a depth of at least 300mm and allow it to seep away overnight before starting your measured percolation testing?

Yes

No Tell us why, in the following box or an extra sheet.

Reference for the extra sheet. _____

4.1c What were the weather conditions when you carried out the percolation testing?

Describe the conditions in the following box.

4.1d Did your percolation tests achieve a drop in water level of 150mm from the moment the holes were 75% full to when they were only 25% full?

Yes Complete Table 1: **For percolation test results where a drop of 150mm was achieved.**

No Complete Table 2: **For percolation test results where a drop of 150mm was not achieved.**

No Infiltration system installed before 1 January 2015 and no information available on percolation tests. **Now go to question 4.4.**

To meet the British Standard requirements, you must complete at least three tests in two holes which are spaced evenly along the proposed line of the subsurface drainage field.

Information for more than two test holes can be supplied – especially if a large area has been investigated or initial tests show unsatisfactory results.

Table 1: For percolation test results where a drop of 150mm was achieved**Worked example**

Percolation test hole number:		1		Your unique reference for this hole (as used on your site plan)			TP – 01
Elapsed time for water to drain from 75% full to 25% full (a depth of 150 mm)							
Test date (DD/MM/YYYY)	Test no.	Start time (24-hour clock)	Finish time (24-hour clock)	As hours and minutes	As minutes	As seconds	Percolation value (Vp) – Seconds divided by 150mm (s/mm)
01/04/2023	1	09:50	11:00	1h 10mins	70	4,200	28
01/04/2023	2	11:15	12:15	1hr	60	3,600	24
01/04/2023	3	13:30	14:50	1hr 20mins	80	4,800	32

Your reference number should match the reference number used to show the location of each test hole on your site plan requested in question 4.7. Each test hole should have a unique reference number.

To calculate the average Vp you will need to add the Vp for each test you have completed and divide by the number of tests.

Test 1 Vp	Test 2 Vp	Test 3 Vp	Total	Divided by the number of tests completed (3 tests in this scenario)	(Test 1 Vp + Test 2 Vp + Test 3 Vp) ÷ 3		Average Vp
28	24	32	84		$(28 + 24 + 32 = 84) \div 3 =$	28	= Average Vp for worked example

Table 1a: For percolation test results where a drop of 150mm was achieved

Percolation test hole number:	1	Your unique reference for this hole (as used on your site plan)	
--------------------------------------	----------	--	--

Elapsed time for water to drain from
75% full to 25% full (a depth of 150 mm)

Test date DD/MM/YYYY	Test no.	Start time (24-hour clock)	Finish time (24-hour clock)	As hours and minutes	As minutes	As seconds	Percolation value (Vp) – Seconds divided by 150mm (s/mm)
	1						
	2						
	3						

Average Vp for Hole 1

Table 1b: For percolation test results where a drop of 150mm was achieved

Percolation test hole number:	2	Your unique reference for this hole (as used on your site plan)	
--------------------------------------	----------	--	--

Elapsed time for water to drain from
75% full to 25% full (a depth of 150 mm)

Test date DD/MM/YYYY	Test no.	Start time (24-hour clock)	Finish time (24-hour clock)	As hours and minutes	As minutes	As seconds	Percolation value (Vp) – Seconds divided by 150mm (s/mm)
	1						
	2						
	3						

Average Vp for Hole 2

Table 1c: For percolation test results where a drop of 150mm was achieved

Percolation test hole number:	3	Your unique reference for this hole (as used on your site plan)	
-------------------------------	---	--	--

Elapsed time for water to drain from
75% full to 25% full (a depth of 150 mm)

Test date DD/MM/YYYY	Test no.	Start time (24-hour clock)	Finish time (24-hour clock)	As hours and minutes	As minutes	As seconds	Percolation value (Vp) – Seconds divided by 150mm (s/mm)
	1						
	2						
	3						

Average Vp for Hole 3

If you complete tests in more than three holes provide the results on an extra sheet, and ensure you include this data in the calculation of average Vp.

Reference for the extra sheet.

Table 1d: Average Vp of all test holes

Average Vp for Hole 1 (table 1.a) + Average Vp for Hole 1 (table 1.b) + Average Vp for Hole 1 (table 1.c), if completed =

Total , divide the total by the number of test holes completed = Overall average Vp of all your test holes.

Table 2: For percolation test results where a drop of 150mm was not achieved

Percolation test hole number	Your reference number (if alternative numbering used on site plan)	Test date (DD/MM/YYYY)	Test No.	Start time (24-hour clock)	Finish time (24-hour clock)	Change in water level during test (mm)

British Standard BS6297 trial holes

British Standard BS6297 requires a trial hole to be excavated to characterise the soil and subsoil and show whether shallow groundwater is present. The trial hole should be excavated adjacent to the area where the drainage field will be installed. If soil conditions are variable further trial holes should be dug. Trial holes differ to test holes which are used to establish soil percolation rates.

4.2a What were the characteristics of the soil and subsoil that you observed in the trial holes and test holes on site?

Only describe what was observed in your trial holes and test holes, do not include information from other sources. Use the following box or an extra sheet.

Reference for the extra sheet. _____

Provide at least one photograph per trial and test hole, and written observations made on site.

References for these photograph attachments and observations. _____

4.2b Was groundwater present in the trial hole?

No

Yes At what depth?

_____ metres below ground level

Infiltration system area

4.3a Calculate the trench area required for a British Standard BS6297 drainage field based on your percolation value (Vp): If the infiltration rate was so slow a drop of 150mm was not achieved and you have filled out Table 2, you are not able to calculate a Vp value. Now go to question 4.3b.

150 litres (equivalent to 0.15 cubic metres) is the standard residential volume of sewage generated per person per day. We use this to calculate the population for both domestic and non-domestic premises.

	use your answer to 1.3			
Max volume of effluent (m ³ /day)		÷ 0.15	=	p

Now you need to calculate the trench area in accordance with British Standard BS6297 using the population (p) and your percolation value (Vp).

If your Vp result indicates fast infiltration (less than 15 s/mm) you need to use a sand layer or drainage mound. The area of your system should meet or exceed the area calculated based on a Vp of 15 s/mm.

If your Vp is greater than 100 s/mm, it is outside the British Standard BS6297 acceptable range and indicates slow infiltration rates which are not suitable for the installation of a drainage field.

For septic tanks:

$p \times Vp \times 0.25 \text{ for septic tanks} = \text{Trench area} \quad m^2$

For sewage treatment plants:

$p \times Vp \times 0.20 \text{ for sewage treatment plants} = \text{Trench area} \quad m^2$

4.3b What is the actual total area of your existing or proposed infiltration system?

For British Standard BS6297 drainage fields this will include an allowance for natural ground between trenches and around the outer trenches. For a square or rectangular shaped infiltration system this is the length (in metres) multiplied by the width (in metres).

_____ Total Area (square metres)

How have you calculated the area of your infiltration system?

Provide the details in the following box or an extra sheet.

Reference for the extra sheet. _____

Site setting

You need a permit if you are discharging to ground in a source protection zone 1 (SPZ1). Source protection zones are explained at <https://www.gov.uk/guidance/groundwater-source-protection-zones-spzs>. A groundwater SPZ1 is also any area within 50 metres of a private water supply used for human consumption or food production.

You must check if there are any private wells, springs, or boreholes used to supply water for human consumption or food production purposes within 50 metres of your proposed discharge. You can contact your local authority for details on private water supplies. These supplies are not required to hold a permit from the Environment Agency if they pump less than 20 cubic metres (20 m³) per day, so we do not have the relevant information.

This information may belong to your neighbours. How you should manage this is explained at <https://www.gov.uk/guidance/environmental-permits-privacy-notice#your-responsibility-with-other-peoples-personal-data>.

4.4a Are there any wells, springs or boreholes within 50 metres of your infiltration system?

Tick to confirm you have checked with:

Local property and landowners

Neighbours

Local authority

No **Now go to 4.4d.**

Yes

4.4b Is the well, spring or borehole you have identified used to supply drinking water or for food production purposes?

No **Now go to question 4.4d.**

Yes You must describe what the water supplied is used for, in the following box or an extra sheet. Identify the location of the well, spring or borehole on the plan required in question 4.7.

Reference for the extra sheet. _____

4.4c Where available provide the following information:

- The depth to groundwater from ground level.
- Construction details for boreholes and wells.
- The depth of the pumping equipment from ground level.
- Results of any water quality testing.
- Details of treatment of the water prior to consumption.
- Details of any known pollution incidents that impacted the water.

Provide these details in the following box or an extra sheet.

Reference for the extra sheet. _____

4.4d What is the distance to the nearest watercourse (for example, surface water, river or stream)?

_____ metres

If the watercourse is within 10 metres of your infiltration system identify it on the site plan required by question 4.7.

Feasibility of a British Standard drainage field

Our preferred system for treated sewage effluent to be discharged to ground is an engineered, shallow drainage field designed in accordance with British Standard BS6297.

4.5a Is the average percolation test result within the acceptable range (15 to 100 s/mm) required by British Standard BS6297?

Check your answer to question 4.1, Table 1d Average Vp

- | | |
|----------|--|
| Yes | Now go to question 4.5b. |
| No | The average Vp is less than 15 s/mm. Now go to question 4.5b. |
| No | The average Vp is greater than 100 s/mm. Now go to 4.5e. |
| Not sure | I will be using an infiltration system installed before 1983 and do not have any percolation test results. Now go to question 4.5d. |
| Not sure | I will be using an infiltration system installed between 1983 and 2014 and do not have percolation test results. Now go to question 4.5d. |
| Not sure | Other. Explain why in the following box or an extra sheet. |

Reference for the extra sheet. _____

4.5b Is there space for a British Standard BS6297 drainage field?

Use the area you have calculated in question 4.3a and 4.3b, the dimensions of the land available and presence of any buildings to explain your response.

Yes

No Explain why in the following box or an extra sheet.

Reference for the extra sheet. _____

4.5c Are there any other restrictions to installing a British Standard BS6297 drainage field?

No

Yes Explain what these are in the following box or an extra sheet.

Reference for the extra sheet. _____

4.5d Will your discharge be to a new or existing drainage field which complies with the British Standard BS6297?

Yes, a British Standard drainage field or drainage mound (or sand layer) will be used. **Complete questions 4.6 to 4.8, then go to Section 5.**

Unsure, I will be using an existing system installed before 1 January 2015 and do not know if it complies with BS6297.

Tick to confirm which of the following best describes your existing system:

Drainage field. **Complete questions 4.6 to 4.8, then go to Section 5.**

Pit or soakaway. **Complete questions 4.6 to 4.8, then go to Section 6.**

Well or borehole. **Complete questions 4.6 to 4.8, then go to Section 6.**

Concrete ring. **Complete questions 4.6 to 4.8, then go to Section 6.**

No, I will be using a non-British Standard infiltration system.

If your answers to questions 4.5a, 4.5b, and 4.5c indicate a British Standard drainage field could be installed but you are choosing not to use one when there are no restrictions, explain why. Provide your answer in the following box or an extra sheet.

Reference for the extra sheet. _____

If **ground conditions** and **space** would allow the installation of a British Standard drainage field, but you are choosing not to install one **we are more likely to refuse an environmental permit** for such discharges.

4.5e Where would your non-British Standard infiltration system discharge the effluent?

- Into land **Complete questions 4.6 and 4.7, then Section 6.**
- Onto land via a grass plot **Complete questions 4.6 and 4.7, then Section 7.**
- Other

Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see: <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>.

If you have already had enhanced pre-application advice for this proposal provide the reference number for your enhanced pre-application.

Reference for the enhanced pre-application advice. _____

4.6 Are you proposing a new discharge of treated domestic effluent to ground via a shallow subsurface infiltration system in a groundwater source protection zone 1 (SPZ1) with a discharge volume between 2 to 15 cubic metres a day?

- No Your proposed discharge does not require you to submit a separate quantitative risk assessment, but you must provide sufficient information as required by this application form to allow the risk assessment to be completed on your behalf by the Environment Agency.
- Yes Your proposed discharge requires you to submit a quantitative risk assessment.

Reference for the risk assessment. _____

To do this you need to follow the guidance at <https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit> and send us details of how the risk assessment was carried out and the outcome. If the discharge is, or will be, made to a subsurface infiltration system then we recommend you read <https://www.gov.uk/guidance/infiltration-systems-groundwater-risk-assessments>. This includes advice and a worksheet on how to carry out the risk assessment for shallow infiltration systems. This methodology is not appropriate for deep infiltration systems such as boreholes and wells or systems which cover a relatively small area, for example, concrete rings.

Site plan

4.7 Provide a site plan that contains the following information with your application.

The requirements detailed below must match the national grid references for the relevant locations provided in this application, or the processing of your application may be delayed, or returned. If you are applying for a permit for an existing discharge to ground using an infiltration system installed before 1983, please provide as much detail as possible on your site plan but we understand you may not possess detailed records.

Reference for your site plan. _____

Required for all cases: Tick the boxes to confirm you have added these requirements to the site plan

The boundary of the site including the full extent of the land ownership relating to the permit application.

Location of the treatment system.

Location of the sampling point or points.

Location of the discharge point or points.

If you are discharging to ground, this is the location where the effluent from the treatment system enters the infiltration system.

A north arrow.

The properties served by the treatment system do not have to be shown.

Where a percolation test has been carried out, mark the test hole locations. Each test hole should be given a unique reference number to match the reference used in the percolation results in Table 1 or Table 2. We need to understand which percolation result relates to which hole.

Unique percolation test hole reference.

The extent of the infiltration system with the length and width of each side annotated in metres.

Any restrictions in installing a British Standard BS6297 drainage field? For example, the boundary of the property, or proximity to any other buildings. Please also provide distances in metres.

The area covered by any infiltration system which is being replaced and will no longer be used.

Any well, spring or borehole within 50 metres of the discharge point.

Any watercourse within 10 metres of your infiltration system.

4.8 If your application is for a sewage treatment plant which you are already using or you have selected the plant you propose to use, provide details:

Make and model:

The final effluent quality achieved for:

Ammoniacal nitrogen

_____ (mg/l as nitrogen (N)).

Any other chemical parameters quoted by the manufacturer

	parameter		mg/l
	parameter		mg/l
	parameter		mg/l
	parameter		mg/l

For new discharges to a non-British Standard infiltration system, we expect you to treat your effluent using a sewage treatment plant that meets British Standard BS12566 or BS12255.

Section 5: Discharges to a British Standard drainage field or drainage mound

Ensure you have fully completed **Section 4** before completing this section.

5.1 Tick to confirm which type of British Standard system you are applying for:

Drainage field.

Drainage field with additional sand layer due to fast infiltration (less than 15 s/mm).

Drainage mound.

A drainage field installed before 1983. For systems installed before 1983 **complete questions 5.2 and 5.3**. You only need to answer questions 5.4 to 5.7 if you have the information.

A drainage field installed between 1983 and 2014 and you do not have percolation test results. **Complete questions 5.2 and 5.3**. You only need to answer questions 5.4 to 5.7 if you have the information.

5.2 Tick the appropriate box to describe the drainage field or mound.

Not built yet.

Built but not yet in use.

When was it built? _____ (DD/MM/YYYY)

Already being used to discharge effluent.

When was it built? _____ (DD/MM/YYYY)

When was it operational? _____ (DD/MM/YYYY)

5.3 What are the maximum dimensions of your drainage field?

Tick to show whether this is measured, proposed or estimated:

Length _____ metres:

Measured

Proposed

Estimated

Width _____ metres:

Measured

Proposed

Estimated

Depth _____ metres:

Measured

Proposed

Estimated

Drainage field details

5.4 What is the thickness of your distribution layer beneath the infiltration pipes?

_____ metres

The British Standard BS6297:2007 + A1:2008 requires the distribution layer to be 0.2 to 0.3 metres thick.

If your answer to question 5.4 is less than 0.2 metres you will also need to complete Section 6 as you have not met the minimum thickness required by the British Standard.

5.5 Is there a minimum of 1.2 metres of unsaturated soil between the seasonally highest groundwater level and the base of the trench that the perforated pipes are laid in?

Yes

No

Tell us how you know this and if you have any additional information on the local depth to groundwater. Provide your answer in the following box or an extra sheet.

Reference for the extra sheet. _____

5.6 Drainage mounds and drainage fields with additional sand layers.

Tell us why you need a drainage mound or additional sand layer in the following box or an extra sheet.

Reference for the extra sheet. _____

5.7 If the average percolation test value (Vp) is less than 15 s/mm, tick both to confirm:

A minimum 0.7 metres thick layer of medium or coarse washed sand is laid on a geotextile membrane below the granular fill distribution layer.

The minimum floor area must be calculated using a Vp equal to 15 s/mm. **Refer to question 4.3a.**

Section 6: Discharges to ground NOT using a British Standard drainage field or drainage mound

Our preferred infiltration systems are drainage fields designed in accordance with British Standard BS6297. Drainage fields are an important component of a non-mains wastewater treatment system and provide additional treatment of the effluent. When the risk to groundwater, or other environmental receptors is assessed, we allow for this additional treatment.

If your infiltration system is not sized or designed in accordance with guidance in the British Standard it is likely to concentrate the discharge over a smaller area and/or discharge at a greater depth. This will pose a higher risk of groundwater pollution because it reduces the potential for further treatment of the effluent compared to a drainage field meeting the British Standard. Therefore, we are more likely to refuse an environmental permit for such discharges.

To evaluate this additional risk requires a more complex assessment. We require information on the design, dimensions, and local conditions to be able to complete this risk assessment on your behalf.

Before we complete this assessment, we need you to robustly demonstrate all of the following:

1. there is no other alternative (for example, discharge to a BS6297 drainage field or surface water) and then;
2. there is adequate evidence to inform a risk assessment;
3. the system will be no deeper than required to achieve sufficient infiltration;
4. evidence is provided to demonstrate how the discharge will not be direct to groundwater. Direct discharges of pollutants to groundwater cannot be permitted and any existing direct discharges will need to be made indirect;
5. where a new discharge is proposed then the effluent will first be treated by a package treatment plant.

Ensure you have fully completed **Section 4** before completing this section.

Depth to groundwater in the local area

The depth to groundwater is an important parameter in our risk assessments. Provide any relevant existing information on local groundwater levels, for example, from borehole records (BGS GeoIndex Onshore at <https://www.bgs.ac.uk/map-viewers/geoindex-onshore>) or knowledge of local wells, boreholes or springs.

6.1a What is the depth to groundwater at, or near, your chosen discharge location?

_____ metres below ground level.

6.1b How far away from your discharge location is the information on groundwater level provided in question 6.1a?

Distance: _____

Units: _____ metres, kilometres or miles

6.1c What is the source of your information on the depth to groundwater?

Reference for the source of information. _____

Additional hydrogeological information

In addition to the depth to groundwater, our risk assessment uses information on the hydrogeological properties of the unsaturated and saturated zones beneath your discharge. When we assess your application, we will check if we already hold appropriate information. If we do not, we will ask you to supply this information at a later stage and this will lengthen the time to determine your application.

If you wish to know if we hold relevant information before submitting your permit application, you can apply for our enhanced level of pre-application advice. This is a chargeable service. For more information see <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>.

6.2a What type of infiltration system are you proposing to use to discharge the effluent to the ground?

Provide details in the following box or an extra sheet.

Reference for the extra sheet. _____

6.2b Tick the appropriate box to describe the infiltration system.

Not built yet.

Built but not yet in use.

When was it built? _____ (DD/MM/YYYY)

Already being used to discharge effluent.

When was it built? _____ (DD/MM/YYYY)

When was it operational? _____ (DD/MM/YYYY)

6.2c What are the maximum dimensions of your infiltration system?

For a square or rectangular system.

Tick to show whether this is measured, proposed or estimated:

Length _____ metres:

Measured

Proposed

Estimated

Width _____ metres:

Measured

Proposed

Estimated

Depth metres:

Measured

Proposed

Estimated

For circular systems, for example, boreholes, wells or concrete rings:

Depth metres:

Measured

Proposed

Estimated

Diameter metres:

Measured

Proposed

Estimated

If you have estimated any of the dimensions of an existing system, explain what evidence the dimensions have been based on.

Provide details in the following box or an extra sheet.

Reference for the extra sheet.

Existing infiltration systems – including those that have been built but not yet operational.

6.3a Does your infiltration system contain standing groundwater?

Yes – always contains groundwater. **Now go to question 6.3b.**

Sometimes – groundwater is present occasionally. **Now go to question 6.3b.**

No – never contains groundwater. **Now go to question 6.3d.**

6.3b If groundwater is always, or sometimes present, tell us the highest level it reaches?

metres below ground level.

Is this:

Measured

Estimated

6.3c Tell us how you will ensure that your discharge will not be directly into groundwater, including when groundwater levels are at a seasonal high. Provide details in the following box or an extra sheet.

Discharges must not be direct to groundwater. This is outlined in position statements G1 and G9 in the Environment Agency’s “Groundwater protection position statements”,
<https://www.gov.uk/government/publications/groundwater-protection-position-statements>.

Provide details in the following box or an extra sheet.

Reference for the extra sheet. _____

6.3d Provide a document reference for any records, diagrams or borehole logs you have that can help us understand the design and construction of the system. For boreholes tell us about the casing design.

Document reference. _____

Provide photocopies where possible. If this is not possible (for example, if the documents are large or bulky) summarise any extra information you have on an extra sheet.

Reference for the extra sheet. _____

6.3e For an existing system being used to discharge effluent: Has maintenance been carried out on your non-British Standard infiltration system (for example, to aid effective drainage)?

No

Yes Provide details in the following box or an extra sheet.

Reference for the extra sheet. _____

6.4a Is sufficient infiltration provided by the existing or proposed system to avoid surcharging, flooding or overland run off?

If you are using a non-British Standard infiltration system, it is your responsibility to ensure the system will provide adequate infiltration and we need you to show us you have assessed this.

No

Yes

Provide details on how you have assessed this in the following box or an extra sheet.

Reference for the extra sheet. _____

If the proposed or existing system does not, or will not, allow sufficient infiltration for the volume of treated domestic effluent to avoid surcharging, flooding or overland run-off we are likely to refuse the environmental permit. Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see: <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>.

6.4b Tell us how your non-British Standard infiltration system is no deeper than needed to allow appropriate infiltration for the discharge. For the depth given in question 6.2c, provide details on how you have addressed this requirement.

It is important that non-British Standard infiltration systems should be no deeper than is needed to allow appropriate infiltration for the discharge.

Provide details in the following box or an extra sheet.

Reference for the extra sheet. _____

Section 7: Discharges onto land via grass plot

Ensure you have fully completed **Section 4** before completing this section.

Site setting

7.1 Is your unlined grass plot liable to flooding?

No

Yes Tell us about when flooding occurs, the area it covers and how long it typically lasts in the following box or an extra sheet.

Reference for the extra sheet. _____

7.2 What is the slope of your grass plot? _____

It should be no more than 12 degrees. If the slope of your grass plot is greater than 12 degrees, we are more likely to refuse an environmental permit for such discharges.

Tell us how you have calculated or measured the slope in the following box or an extra sheet.

Reference for the extra sheet. _____

7.3 Is the grass plot severely compacted?

No

Yes What part of the grass plot is compacted? How will this affect the ability of the land to allow the effluent to infiltrate to ground? What has caused the compaction? Provide these details in the following box or an extra sheet.

Reference for the extra sheet. _____

Operating Technique Document

7.4 We require your application to be accompanied by an operating technique document we can include in the permit:

Tick to confirm you are providing this as a standalone document in Word or PDF format.

Provide the number of each section in your operating technique document which contains the following compulsory information:

A site plan showing the extent, location and design of the grass plot.

Section No. _____

The design, operation, and maintenance of the grass plot.

Section No. _____

How the operator will ensure:

there is no ponding of effluent on the grass plot

Section No. _____

no run-off containing effluent can leave the plot boundary or cause a nuisance

Section No. _____

the requirements for no ponding and no effluent leaving the plot will still be met in the event the ground is:

frozen hard or snow-covered

Section No. _____

waterlogged due to prolonged rainfall

Section No. _____

Application for an environmental permit

Part F1 – Charges and declarations



When to complete the Part F1 form

Complete this form for all applications for:

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

Exclusions – when you do not need to complete this form

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

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

Completing this form

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

Please read through this form before completing it.

You will need to refer to our **charging scheme and charge tables** and **charging guidance** to complete the form.

You can also use our **pre-application advice service** to help you work out your charges.

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

The form can be:

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

Other forms you will need to complete

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

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

Contents

- 1 When you need to pay an application charge**
 - 2 Working out your application charge**
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 - 8 Declaration**
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- Appendix 1 – declarations from additional people**

1 When you need to pay an application charge

1.1 What are you applying for?

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

Table 1

Facility type (see note 1)	Application type (see note 2)	Number of applications

Table 1 notes

1. Facility type

Choose the facility type from the following list:

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

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

2. Application type

Choose the application type from the following list:

New permit:

- new bespoke permit
- new standard rules permit

Variation:

- minor variation
- normal variation
- substantial variation

Surrender:

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

1 When you need to pay an application charge, continued

Transfer:

- full transfer
- partial transfer with variation

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

1.2 Are you applying for any of the following?

Tick any that apply

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

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

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

The following applications do not attract a charge:

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

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

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

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

2 Working out your application charge

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

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

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

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

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

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

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

2 Working out your application charge, continued

2.1 Fixed charges

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

Table 2

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

Continue on separate sheet as necessary

Document reference of continuation sheet (if any):

2 Working out your application charge, continued

Table 2 notes

1. Additional description

For multiple activities on the same permit:

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

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

2. Fixed charge amount

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

Show any reductions for:

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

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

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

2 Working out your application charge, continued

Example 1 – batch transfer of 11 permits

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

Example 2 – multi-activity new permit application

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

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

2 Working out your application charge, continued

Now go to **question 2.2**

2.2 Additional application charges

Complete Table 3 with any additional application charges

Table 3

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

2 Working out your application charge, continued

Table 3 notes

Complete Table 3 if additional charges apply to your application.

Chargeable plans and assessments

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

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

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

Advertising charge

Tick the advertising charge box if we’ve told you we will be advertising your application. For further information see **Advertising charge**.

Enhanced pre-application advice charge

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

Now go to **question 2.3**

2.3 Total amount payable

Complete Table 4 with the total application charges payable.

Table 4

Charge	Charge amount
Total fixed charges (from <u>Table 2</u>)	
Total additional charges (from <u>Table 3</u>)	
Total amount payable	

Now go to **section 3**

3 Payment

Only complete this section if your application needs to be accompanied by a payment. Refer to **question 1.2**.

Please note we are unable to:

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

3 Payment, continued

3.1 Payment method

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

Online card payment using GOV.UK Pay – go to **Paying by GOV.UK Pay**

Electronic bank transfer (for example, by BACS) – go to **Paying by electronic bank transfer**

Credit or debit card payment over the phone – go to **Paying by phone**

Cheque – go to **Paying by cheque**

A. Paying by GOV.UK Pay

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

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

A1 Create your payment reference number

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

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

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

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

3. Finish with your chosen unique identifying number

Example

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

The payment reference number is therefore: PSCAPPWASTEANYFI01

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

A2 Go to GOV.UK Pay payment page

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

- Link for: **waste operations and mining waste operations**
- Link for: **installations and medium combustion plant/specified generators**
- Link for: **water discharges and groundwater activities**

3 Payment, continued

A3 Complete the payment details below

Payment reference number

Payment amount

Payment date

Now go to **section 4**

B. Paying by electronic bank transfer

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

B1 Create your payment reference number

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

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

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

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

3. Finish with your chosen unique identifying number

Example

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

The payment reference number is therefore: PSCAPPWASTEANYFI01

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

B2 Log onto your banking system

Log onto your banking system to transfer the funds.

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

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

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

3 Payment, continued

B3 Complete the payment details below

Name of account holder

Payment reference number

Payment amount

Payment date

Also email your payment details and reference number to ea_fsc_ar@gov.sscl.com.

Now go to **section 4**

C. Paying by phone

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

Name

Phone number

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

Now go to **section 4**

D. Paying by cheque

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

Write the following on the back of your cheque:

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

Enter the cheque number below

3 Payment, continued

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

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

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

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

Now go to **section 4**

4 Privacy notice

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

Now go to **section 5**

5 Commercial and industrial confidentiality

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

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

To be considered fully, your request must:

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

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

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

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

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

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

Now go to **section 6**

6 National security

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

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

You cannot apply for national security using this application form.

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

Now go to [**section 7**](#)

7 Ecological survey information

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

Yes – go to [**question 7.2**](#)

No – go to [**section 8**](#)

7.2 Use of ecological survey data

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

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

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

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

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

8 Declaration

Who should complete the declaration

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

Individual

One of the following must sign the declaration:

- the individual

8 Declaration, continued

- someone with written authorisation from the individual

Multiple individuals (see below for unincorporated organisations)

One of the following must sign the declaration:

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

Unincorporated trusts, charities and societies

One of the following must sign the declaration:

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

Registered company

One of the following must sign the declaration:

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

Limited liability partnership

One of the following must sign the declaration:

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

Other incorporated body

One of the following must sign the declaration:

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

Public body or ministerial government department

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

Corporate bodies subject to insolvency procedures

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

8 Declaration, continued

Written authorisations

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

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

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

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

The declaration and details below must be completed by the:

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

Declaration

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

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

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

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

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

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

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

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

Person completing declaration

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

First name

Last name

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

Position (if relevant)

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

8 Declaration, continued

Date of declaration (DD/MM/YYYY)

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

8.2 Are you applying for a permit transfer?

Yes – now go to **question 8.3**

No – now go to **section 9**

8.3 Declaration by proposed new permit holder

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

Declaration for permit transfer applications

Permit transfer applications are joint applications.

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

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

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

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

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

Declaration

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

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

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

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

Person completing declaration

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

First name

Last name

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

Position (if relevant)

8 Declaration, continued

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

Date of declaration (DD/MM/YYYY)

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

Now go to **section 9**

9 Application review section

You must complete this section.

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

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

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

9.1 Checklist

Tick to confirm you’ve completed the following:

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

9.2 Table of supporting documents

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

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

9 Application review section, continued

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

Continue on a separate sheet if necessary.

Document reference of continuation sheet (where applicable)

Now go to **section 10**

10 How to contact us

If you have difficulty using this form, please contact the person who sent it to you or contact us as shown below.

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

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

Email: enquiries@environment-agency.gov.uk

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

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

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

Feedback

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

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

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

We will use your feedback to improve our form.

Would you like a reply to your feedback?

Yes please

No thank you

Now go to **section 11**

11 Where to send your application

A. By email

Send water discharge and groundwater activity applications to: **PSC-WaterQuality@environment-agency.gov.uk**

Send all other applications to: **PSC@environment-agency.gov.uk**

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

B. By post

Send one paper copy to:

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

Appendix 1 – declarations from additional people

Declaration – additional person 1

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

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

Complete the declaration and add your details below.

Declaration

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

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

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

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

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

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

Person completing declaration

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

First name

Last name

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

Position (if relevant)

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

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

Date of declaration (DD/MM/YYYY)

Declaration – additional person 2

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

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

Complete the declaration and add your details below.

Declaration

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

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

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

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

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

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

Person completing declaration

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

First name

Last name

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

Position (if relevant)

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

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

Date of declaration (DD/MM/YYYY)

Declaration – additional person 3

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

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

Complete the declaration and add your details below.

Declaration

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

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

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

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

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

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

Person completing declaration

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

First name

Last name

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

Position (if relevant)

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

Date of declaration (DD/MM/YYYY)

Continue on separate sheet as necessary

Document reference of continuation sheet (if any)
