

# Application for an environmental permit

## Part A – About you



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

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

Apply online for an environmental permit.

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

The form can be:

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

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

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

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

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## 1 About you

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

An individual

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

An organisation of individuals (for example, a partnership)

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

A public body

Now go to section 4

A registered company or other corporate body

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

## 2 Applications from an individual

### 2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

### 3 Applications from an organisation of individuals or charity

#### 3a Type of organisation

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

#### 3b Details of the organisation or charity

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to question 3c or section 6

#### 3c Details of charity

Full name of charity

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

#### 3d Company registration number

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

#### 3e Charity Commission number

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

Now go to section 6

### 4 Applications from public bodies

#### 4a Type of public body

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

#### 4b Name of the public body

#### 4c Please give us the following details of the executive

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

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

### 5 Applications from companies or corporate bodies

#### 5a Name of the company

#### 5b Company registration number

Date of registration (DD/MM/YYYY)

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

Document reference

## 5 Applications from companies or corporate bodies, continued

### 5c Please give details of the directors

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

Document reference

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

Title (Mr, Mrs, Miss and so on)

First name

Last name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

## 6 Your address

### 6a Your main (registered office) address

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

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

Document reference

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

## 6 Your address, continued

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

## 7 Contact details

### 7a Who can we contact about your application?

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

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

Document reference of this separate sheet

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 7 Contact details, continued

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

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

As in question 7a

As in question 7b

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 8 How to contact us

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

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

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

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

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

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

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

## 9 Where to send your application

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

For water discharges by email to [PSC-WaterQuality@environment-agency.gov.uk](mailto:PSC-WaterQuality@environment-agency.gov.uk)

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

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

Or

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

## Feedback

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

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

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

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

Would you like a reply to your feedback?

Yes please

No thank you



### For Environment Agency use only

Date received (DD/MM/YYYY)  
\_\_\_\_\_

Our reference number  
\_\_\_\_\_

Payment received?

No

Yes  Amount received

£ \_\_\_\_\_

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

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

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

An individual  Now go to 2

An organisation of individuals (for example, a partnership)  Now go to 3

A registered company or other corporate body  Now go to 4

### 2 Applications from an individual

Please give us the following details

Name

Date of birth (DD/MM/YY)

### 3 Applications from an organisation of individuals or charity

Details of the organisation or charity

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

Name

Date of birth (DD/MM/YY)

Document reference

### 4 Applications from companies or corporate bodies

Name of the company

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

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

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Document reference

# Application to vary an environmental permit Part C3.5 – Rearing of pigs or poultry intensively in an installation with more than 40,000 places for poultry or 2,000 places for production pigs (over 30 kg) or 750 places for sows



|  |   |
|--|---|
| <p>Please read through this form and the guidance notes that came with it.</p> <p>If you are seeking to vary your permit to carry out any other activities that would require a permit (such as an anaerobic digester) you will need to fill in the appropriate parts of the EPR application form on our website.</p> <p>If you are seeking to apply for an administrative variation only, you will need to complete form Part C0.5 only. (<a href="http://publications.environment-agency.gov.uk/pdf/GEHO0412BUOP-E-E.pdf">http://publications.environment-agency.gov.uk/pdf/GEHO0412BUOP-E-E.pdf</a>).</p> <p>The form can be:</p> <ol style="list-style-type: none"> <li>1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.</li> <li>2) printed off and filled in by hand. Please write clearly in the answer spaces.</li> </ol> <p><b>Note:</b> if you believe including information on a public register would not be in the interests of national security you must tick the box in section 5 of F1 or F3 and enclose a letter telling us that you have told the Secretary of State. We will not include the information in the public register unless directed otherwise.</p> | <p>Where you see the term ‘document reference’ on the form, give the document references and send the documents with the application form when you have completed it.</p> <p>It will take less than three hours to fill in this part of the application form.</p> <p><b>Contents</b></p> <ol style="list-style-type: none"> <li>1 About you</li> <li>2 About your proposed change</li> <li>3 Relevant offences</li> <li>4 Management systems</li> <li>5 Supporting information</li> <li>6 Environmental risk assessment</li> <li>7 Emissions to air, water and land</li> <li>8 Operating techniques</li> <li>9 Environmental impact assessment</li> <li>10 Resource efficiency and climate change</li> <li>11 Payment</li> <li>12 Privacy notice</li> <li>13 Confidentiality and national security</li> <li>14 Declaration</li> <li>15 Application checklist</li> <li>16 Where to send your application and how many copies to send us</li> <li>17 How to contact us</li> </ol> <p>Appendix 1 – Date of birth information</p> |
|--|---|

## 1 About you

### 1a Your existing permit

Permit number

Operator

Name of farm

Address

Postcode

### 1b Applicant contact details

If the address is the same as given in answer 1a tick this box

For a registered company this needs to be completed by a person listed on record at Companies House (<http://wck2.companieshouse.gov.uk/wcframe?name=accessCompanyInfo>) as a ‘current appointment’ to the company.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name



## 1 About you, continued

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

### 1c Who can we contact about your application?

If you want us to contact a consultant or an 'agent' for you or another person not named above please provide their details.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 2 About your proposed change

### 2a Have you told us already about this application?

If you have had pre-application discussions, please provide the details on a separate sheet and reference this document below.

Document reference

### 2b Summary of proposed change

This should include a summary of the activities at the farm, a summary of the changes proposed and the key technical standards and control measures arising from your risk assessment.

Please confirm operator details are unchanged (operator name, address and, if appropriate, the registration number for registered companies).

If there are changes to the operator's address or to the registered company's name without a change to the registered company number please give details below.

Note: any changes to the identity of the operator itself (for example, change of operator registered company number) need to be the subject of a permit transfer application.

Reason for the change:

## 2 About your proposed change, continued

If you have provided this in a separate document, indicate the reference below.

Document reference

### 2c Type of variation

- Minor variation
- Normal variation
- Substantial variation\*

\* applies (but not limited) to all increases in animal places greater than 40,000 bird places, 2,000 production pigs over 30 kg and 750 sows. See guidance for more examples.

### 3 Relevant offences

Refer to the application form guidance.

Have you, or any other relevant person, been convicted of a relevant offence? A relevant offence is one relating to the environment or environmental regulation.

No  Go to question 4

Yes  Please give details below

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position held at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YYYY)

Offence and penalty set

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

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

Document reference

Now complete the details in Appendix 1.

### 4 Management systems

Please tick the box to confirm that your updated management system meets the conditions set out in Sector Guidance Note EPR6.09 'How to comply with your environmental permit for intensive farming' Version 2, January 2010 (<https://www.gov.uk/government/publications/intensive-farming-introduction-and-chapters>).

Please make sure you send us a summary of your updated management system with your application and provide the document reference below.

Document reference

### 5 Supporting information

#### 5a Provide a plan or plans for the site

Where you are altering the site layout, for example extending a shed or building additional sheds, you must provide an updated site plan.

We need a detailed site plan (or plans) showing:

- site location and the location of farm buildings and equipment (accurately drawn to scale, with a north-facing arrow)
- the installation boundary which should be clearly marked
- the plan must identify all of the land on which your activity takes place
- sources of emissions/releases (e.g. ventilation fans, incinerator, biomass boiler(s), heat exchanger(s), generator, slurry store)
- fuel and chemical storage (e.g. diesel, heating oil, LPG, pesticides, disinfectant and so on)
- the site boundary plan must be geographically correct (i.e. include fences, hedgerows or other features recognisable on site and should **not** be a schematic)
- site drainage (including clean and dirty water drainage routes, discharge points and site surfacing)

Document reference/s for the plans

#### 5b Provide a site drainage plan

Where you are altering the site drainage systems, for example extending the drainage system for the new buildings or adding an emission point, you must provide an updated site drainage plan. This plan should include clean and dirty water drainage routes, discharge points and surfacing.

Document reference for site drainage plan

## 5 Supporting information, continued

### 5c Provide a copy of your updated site condition report

Do any of the changes you plan to make need extra land to be included in the permit?

No

Yes  You must update and submit a copy of your site condition report for the extra land. **Provide the relevant sections of a site condition report.** The H5 Site Condition Report guidance and template is available online at <https://www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report>.

Document reference for your updated site condition report \_\_\_\_\_

## 6 Environmental risk assessment

### 6a Provide us with an environmental risk assessment, which takes into account the impacts the changes to your installation pose to air, land and water.

The risk assessment must follow our guidance ‘Intensive farming risk assessment for your environmental permit’ or an equivalent method as a guide. See <https://www.gov.uk/guidance/intensive-farming-risk-assessment-for-your-environmental-permit>.

Document reference(s) for your updated environmental risk assessment \_\_\_\_\_

Where you are proposing to increase animal places you should include an ammonia impact assessment. Where your ammonia pre application screening indicated that detailed modelling was required you must provide a copy of the ammonia modelling report. **Include a copy of the modelling data files on a compact disc (CD).**

Where your modelling indicates the predicted process contributions are greater than the allowable thresholds your assessment and application should include ammonia reduction techniques to reduce the contribution to the allowable threshold. Please note that there is an additional charge for the assessment of the ammonia risk which must be submitted as part of this application. For the charge see <https://www.gov.uk/topic/environmental-management/environmental-permits>.

Document reference(s) for your ammonia impact assessment and mitigation proposals \_\_\_\_\_

## 7 Emissions to air, water and land

If you are changing or adding emission points fill in Table 1 below with the details (such as ventilation from animal housing, standby generator, and carcass incinerator).

If you require more space to list all emission points, please provide this information on a separate sheet.

Document reference for list of emission points \_\_\_\_\_

**Table 1 – Emissions (releases)**

| Emission point description and location  | Source   |
|--|--|
| <b>Point source emissions to air</b>   |  |
| e.g. Roof fan outlets on Finisher House 1 as shown on site layout plan                           | Finisher House 1   |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| <b>Point source emissions to water</b>   |  |
| e.g. Yard drainage discharge to off-site ditch ‘Mill Stream’, as shown on the site drainage plan | Uncontaminated surface water from yard areas around the office |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## 7 Emissions to air, water and land, continued

| Emission point description and location   | Source   |
|---|--|
| <b>Point source emissions to land</b>   |  |
| e.g. Roof water run-off from Broiler House 3  | Lightly contaminated roof water from Broiler House 3 |
|   |  |
|   |  |
|   |  |
| <b>Point source emissions to sewer, effluent treatment plants or other transfers off site</b> |  |
|   |  |
|   |  |
|   |  |

## 8 Operating techniques

### 8a Technical standards

Please tick the box to confirm that the proposal (the changes) will be in accordance with Sector Guidance Note EPR6.09 'How to comply with your environmental permit for intensive farming' Version 2, January 2010 (<https://www.gov.uk/government/publications/intensive-farming-introduction-and-chapters>)

Please provide a summary of the main measures you use to control emissions from the farm.

Document reference

### 8b Odour, noise or dust and bio-aerosol

Where there are sensitive receptors within 400 metres (100 metres for dust) of the installation boundary or there has been a history of odour or noise complaints, you must assess the potential impact of odour, noise or dust and bio-aerosol emissions. If this applies, you must provide updated odour and noise management plans.

Document references for your updated noise management plan, odour management plan or dust and bio-aerosol management plan.

### 8c Raw materials

Where you will be using additional or new raw materials provide an updated raw materials inventory.

Document reference for your updated raw materials inventory

### 8d Number of animal places

For each type of livestock, tell us the revised number of animal places you are applying for (i.e. the totals which will now be on the installation) by completing Table 2.

#### Table 2 – Livestock

| Type of livestock                             | Number of places |
|---|------------------|
| <b>Poultry</b> (e.g. Broilers, Ducks, Layers) |                  |
|   |                  |
|   |                  |
| <b>Pigs</b>                                   |                  |
| Sows  |                  |
| Production pigs >30 kg                        |                  |
| Pigs <30 kg                                   |                  |

## 8 Operating techniques, continued

### 8e Does this variation result in changes to the slurry or manure management?

- No  Now go to question 9  
 Yes  Now go to question 8f

### 8f Is slurry stored on the installation?

- No  Now go to question 8h  
 Yes  All new and **substantially reconstructed or substantially enlarged** slurry storage systems must conform with the technical measures detailed in the Water Resources (Control of Pollution) (Silage, Slurry and Agricultural Fuel Oil) (England) Regulations 2010 and as amended 2013 (SSAFO) and must be covered

Describe how your slurry system will operate and include a description of the type of cover.

Document reference for the summary

### 8g Is existing slurry storage covered?

- No  All existing slurry stores will need to be covered. Please make reference to an accompanying document which details proposals for covering any existing uncovered slurry stores and lagoons. You should include a timetable for installing the cover(s).

Document reference for the summary

- Yes  Now go to question 8h

### 8h Is manure stored on the installation?

- No  Now go to question 8i  
 Yes  Please tick all of the following that apply

Manure is stored in the yard on an impermeable base, and the effluent is collected in a tank or onsite slurry storage

Manure stores are covered

None of the above – make reference to an accompanying document which explains the situation

Document reference

### 8i Is manure or slurry spread on land owned or controlled by the operator?

- No   
 Yes

### 8j Is manure or slurry exported from the installation?

- No   
 Yes

## 9 Environmental impact assessment

Have your proposals had an environmental impact assessment under Council Directive 85/337/EEC of 27 June 1985 (Environmental Impact Assessment) (EIA)?

Please read the guidance notes for instruction as to when this would be required.

- No  Now go to section 10  
 Yes  Please 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 for the copy

## 10 Resource efficiency and climate change

If your proposed changes include how resource efficiency is managed then answer questions 10a to 10c. Focus on how these aspects will be modified by your proposed changes.

If your proposed changes do not include how resource efficiency is managed then progress to question 11.

## 10 Resource efficiency and climate change, continued

### 10a Describe the basic measures for improving how energy efficient your activities are

Document reference for your updated energy efficiency review

### 10b Have you entered into, or will you enter into, a climate change levy agreement?

No  Describe the specific measures you use for improving energy efficiency

Document reference of this description

Yes  Please provide the date you entered (or the date you expect to enter) and a copy of documents that prove you are taking part in the agreement

Date entered (DD/MM/YYYY)

Document reference of the proof you are providing

### 10c 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 description

## 11 Payment

### Charges

You must submit an application fee with your application. For guidance on the fee and how to pay your charges, please see the document 'Environmental Permitting Charging Scheme & Guidance' (<https://www.gov.uk/government/publications/environmental-permitting-charging-scheme>) or contact us using one of the options in section 17.

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

Tick below to show how you have paid.

Cheque

Postal order

Cash

Credit or debit card

Electronic transfer (BACS)

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded-delivery postal service and enclose your application reference details.

If you are applying for a number of farms the combined fees can be paid through a single transaction by one of the following methods:

#### Cheques

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

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

#### Credit/debit cards

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

Call me to arrange payment by debit or credit card

#### Electronic transfer (BACS)

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

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

## 11 Payment, continued

Account name EA RECEIPTS  
 Payment reference number PSCAPPXXXXXXYY

You need to create your own reference number. It should begin with PSCAPP (to reflect that the application is for a permitted activity) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

You should also email your payment details and reference number to ea\_fsc\_ar@gov.sscl.com.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWK60708010014411 and our SWIFTBIC number is NWBKGB2L.

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

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

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

Fee paid

£

Date payment sent (DD/MM/YYYY)

## 12 Privacy notice

The Environment Agency runs the environmental permit application service.

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

Our personal information charter explains:

- your rights
- what we do with your personal information

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

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

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

### What personal information we collect

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

- name
- date of birth
- address
- email address

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

- name
- address
- email address

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

- convictions
- bankruptcy

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

### Your responsibility with other people's personal information

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



## 12 Privacy notice, continued

### What we do with your personal information

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

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

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

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

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

See the environmental permitting guidance for guidance on national security.

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

### Where your personal information is processed and stored

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

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

### How long we keep your personal information

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

### Removing personal information from the public register

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

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

### Contact

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

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

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

Email:             dataprotection@environment-agency.gov.uk

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

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

## 13 Confidentiality and national security

### Confidentiality

We will normally put all the information on the public register of environmental information. However we may not include certain information in the public register if this isn't in the interests of national security, or because the information is confidential (see the guidance accompanying this form which explains what we mean by confidentiality).

You can ask for information to be made confidential by ticking the box below and enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree to your request, we will let you know how to appeal against our decision, or you can withdraw your application.

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

Please treat the information in my application as confidential

## 13 Confidentiality and national security, continued

### National security

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

You can find guidance on national security in ‘Environmental permitting guidance: core guidance’, published by Defra and available via [www.gov.uk](http://www.gov.uk).

You cannot apply for national security via this application.

## 14 Declaration

**If you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.**

**A relevant person should make the declaration.**

Ensure a relevant person makes the declaration. A relevant person means **each** individual applicant (or individual trustee) who is applying for their name to appear on the permit; each person must complete this declaration so you will have to print a separate copy of this page for each additional individual to complete.

In the case of a registered company, this must be a person who is listed as a ‘current appointment’ at Companies House.

If you wish a manager or other employee to sign the declaration on behalf of the Company or Limited Liability Partnership (LLP) we will need a letter signed by a relevant person, that is an officer of the Company or a partner in the LLP confirming that the person has the authority to fill in the declaration.

In the case of a Limited Liability Partnership (LLP), it includes any partner.

**An agent acting on behalf of an applicant is NOT a relevant person.**

**I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.**

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

Tick this box to confirm that you understand and agree with the declaration above

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Today’s date (DD/MM/YYYY)

If you are an organisation of individuals, for example a partnership, each individual (or individual trustee) who is applying for their name to appear on the permit must complete the declaration. If there are more than three individuals making the declaration, print a separate copy of this page for the additional individuals to complete.

**I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.**

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

Tick this box to confirm that you understand and agree with the declaration above

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Today’s date (DD/MM/YYYY)

**I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.**

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

Tick this box to confirm that you understand and agree with the declaration above

## 14 Declaration, continued

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position \_\_\_\_\_

Today's date (DD/MM/YYYY) \_\_\_\_\_

## 15 Application checklist

Please fill in this section.

If your application is not complete we will return it to you. If you aren't sure about what you need to send, speak to us before you submit your application.

Tell us what you have sent with this application.

The correct application fee under our charging scheme

List all the documents you have included. If necessary, continue on a separate sheet and tell us the reference you have given the document below.

Document reference \_\_\_\_\_

| Document title  | Document reference |
|---|--------------------|
| Non-technical summary of proposed changes   |                    |
| Summary of updated environment management system (if required)                      |                    |
| Updated site location plan and site layout plan (if required)                       |                    |
| Updated site drainage plan (if required)  |                    |
| Updated site condition report (if required)   |                    |
| H1 environmental risk assessment (if required)                                      |                    |
| A copy of the detailed ammonia modelling data files on a compact disc (if required) |                    |
| Technical standards (if required)   |                    |
| Odour management plan (if required)   |                    |
| Noise management plan (if required)   |                    |
| Updated raw materials inventory (if required)                                       |                    |
| Environmental impact assessment – environmental statement (if required)             |                    |
| Updated energy efficiency plan (if required)  |                    |
| Updated waste minimisation review (if required)                                     |                    |

## 16 Where to send your application and how many copies to send us

Please send your filled-in application form to:

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

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

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

You will need to submit:

- **one** electronic or **one** paper copy

## 17 How to contact us

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

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

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

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

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

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

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

## Feedback

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

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

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

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

## Appendix 1 – Date of birth information

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

Have you filled in the Relevant Offences question?

Yes

No

## 2 Relevant Offences - date of birth information

Please give us the following details

Name \_\_\_\_\_

Date of birth (DD/MM/YY) \_\_\_\_\_

# Application for an environmental permit Part F1 – Charges and declarations



You will need to use an Adobe Acrobat 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.

Fill in this part for all applications for:

- installations (excluding new permit and variation applications for intensive farming. Use application form Part B3.5 or C3.5 instead)
- waste operations
- mining waste operations
- medium combustion plant
- specified generators
- water discharges (excluding small discharges of 23m<sup>3</sup> per day if using Part B6.5)
- groundwater activities (excluding small discharges of 15m<sup>3</sup> per day or less if using Part B6.5 OR existing small discharges to Source Protection Zone1 if using Part B6.6)

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

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

The form can be:

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

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

## Contents

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

## 1 Working out charges

You must fill in this section.

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

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

## 1 Working out charges, continued

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

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

Table 2 – Charge type (A)

| Charge activity reference | Charge activity description                     | What are you applying to do?<br><br>For example, a new permit, minor variation, normal variation, substantial variation, surrender, low risk surrender, transfer | Amount      |
|---------------------------|---|--|-------------|
| e.g. 1.17.3               | e.g. Section 5.2 – landfill for hazardous waste | e.g. transfer application  | e.g. £5,561 |
|                           |   |  |             |
|                           |   |  |             |
|                           |   |  |             |
|                           |   |  |             |
|                           |   |  |             |
| Total A                   |   |  |             |

## 1 Working out charges, continued

Table 3 – Additional assessment charges (B)

| Part 1.19 Charges for plans and assessments |   |        | Tick appropriate |
|---|---|--------|------------------|
| Reference                                   | Plan or assessment  | Charge |                  |
| 1.19.1                                      | Waste recovery plan   | £1,231 |                  |
| 1.19.2                                      | Habitats assessment (except where the application activity is a flood risk activity)                  | £779   |                  |
| 1.19.3                                      | Fire prevention plan (except where the application activity is a farming installation)                | £1,241 |                  |
| 1.19.4                                      | Pests management plan (except where the application activity is a farming installation)               | £1,241 |                  |
| 1.19.5                                      | Emissions management plan (except where the application activity is a farming installation)           | £1,241 |                  |
| 1.19.6                                      | Odour management plan (except where the application activity is a farming installation)               | £1,246 |                  |
| 1.19.7                                      | Noise and vibration management plan (except where the application activity is a farming installation) | £1,246 |                  |
| 1.19.8                                      | Ammonia emissions risk assessment (intensive farming applications only)                               | £620   |                  |
| 1.19.9                                      | Dust and bio-aerosol management plan (intensive farming applications only)                            | £620   |                  |
|   | Advertising   | £500   |                  |
| Total B                                     |   |        |                  |

### Total charges

Total A plus total B

## 2 Payment

Tick below to show how you have paid.

Cheque

Credit or debit card

Electronic transfer (for example, BACS)

### Cheques

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

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

## 2 Payment, continued

### Credit/debit cards

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

Call me to arrange payment by debit or credit card

### Electronic transfer BACS

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

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

You need to create your own reference number. It should begin with PSCAPP (to reflect that the application is for a permitted activity) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

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

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWBK60708010014411 and our SWIFTBIC number is NWBKGB2L.

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

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

\_\_\_\_\_

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

\_\_\_\_\_

Fee paid

£ \_\_\_\_\_

Date payment sent (DD/MM/YYYY)

\_\_\_\_\_

## 3 Privacy notice

The Environment Agency runs the environmental permit application service.

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



## 4 Confidentiality and national security

### Confidentiality

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

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

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

Please treat the specified information in my application as confidential

### National security

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

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

You cannot apply for national security via this application.

Now fill in section 5

## 5 Declaration

If you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

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

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

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

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

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

## 5 Declaration, continued

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

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

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

I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)

Tick this box if you do not want us to use information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)

### Name

Title

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Today's date (DD/MM/YYYY)

\_\_\_\_\_

### For transfers only – declaration for person receiving the permit

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

I declare that the information in this application to transfer an environmental permit to me is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

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

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

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

## 5 Declaration, continued

Name

Title

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Today's date (DD/MM/YYYY)

\_\_\_\_\_

Now go to section 6

## 6 Application checklist

You must fill in this section.

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

You must do the following:

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

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

- List all the documents you are sending in the table below. If necessary, continue on a separate sheet. This separate sheet also needs to have a reference number and you should include it in the table below

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

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

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

- Send the correct fee

## 6 Application checklist, continued

| Question reference | Document title | Document reference |
|--------------------|----------------|--------------------|
|                    |                |                    |
|                    |                |                    |
|                    |                |                    |
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|                    |                |                    |
|                    |                |                    |
|                    |                |                    |
|                    |                |                    |

## 7 How to contact us

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

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

Textphone: 03702 422549 (Monday to Friday, 8am to 6pm)

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

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

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

## 8 Where to send your application

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

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

For water discharges and groundwater activities by email to

**[PSC-WaterQuality@environment-agency.gov.uk](mailto:PSC-WaterQuality@environment-agency.gov.uk)**

For waste, installations, medium combustion plant and specified generators by email to

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

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

Or by post to:

Permitting Support, NPS Sheffield

Quadrant 2

99 Parkway Avenue

Parkway Business Park

Sheffield

S9 4WF

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

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

## Feedback

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

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

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

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

Would you like a reply to your feedback?

Yes please

No thank you



**For Environment Agency use only**

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received (£)