Application for an environmental permit Part F1 – Charges and declarations

Fill in this part for all applications for installations, waste operations, mining waste operations, water discharges, point source groundwater discharges and groundwater discharges onto land. Please check that this is the latest version of the form available from our website.

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

The form can be:

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

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

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

Contents

1 Working out charges
2 Payment
3 The Data Protection Act 1998
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. You can find out the charge by searching for 'Environment Agency charging scheme and guidance: environmental permits' at www.gov.uk/government/organisations/environment-agency.

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

Table 1 Type of application (add number if more than one)

Installation	Waste	Mining waste	Water discharge/point source discharge to groundwater	Groundwater spreading onto land
food & drink production				
	Treatment plant			

Table 2 Charge type (A)

Activity description	Activity reference	Percentage charge (see charges tables)						Amount
		100	60	50	30	20	10	
food & drink production	1.7.1	☑	☐	☐	☐	☐	☐	£ 13,984.00
Treatment plant	1.16.2	☐	☐	☑	☐	☐	☐	6,992.00
		☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	
Total A								£ 20,976.00

1 Working out charges (you must fill in this section), continued

Table 3 Additional component 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	£779	☑
1.19.3	Fire prevention plan	£1,241	☐
1.19.4	Pest management plan	£1,241	☐
1.19.5	Dust management plan	£1,241	☐
1.19.6	Odour management plan	£1,246	☐
1.19.7	Noise and vibration management plan	£1,246	☐
1.19.8	Ammonia emissions risk assessment	£620	☐
1.19.9	Dust and bio-aerosol management plan	£620	☐
	Advertising	£500	☐
Total B			£ 779.00

Total charges

Total A plus total B £ 21,755.00

2 Payment

Tick below to show how you have paid.

Cheque ☐

Postal order ☐

Cash ☐ Tick below to confirm you are enclosing cash with the application

Credit or debit card ☐

Electronic transfer (for example, BACS) ☑

Remittance number 1028890672 PSCACORNI500

Date paid (DD/MM/YYYY) 20/02/2020

How to pay

Paying by cheque, postal order or cash

Cheque details

Cheque made payable to

Cheque number

Amount £

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

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

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

I have enclosed cash with my application ☐

Paying by credit or debit card

If you are paying by credit or debit card, either we can call you or you can fill in the separate form CC1 and enclose it with the application. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

2 Payment, continued

Please call me to arrange payment by debit or debit card ☐

I have enclosed form CC1 with my application ☐

Paying by electronic transfer BACS reference

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

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

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

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

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

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

Now read section 3 below.

3 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows). We may pass the information on to our agents or representatives to do these things for us.

Now read section 4 below.

4 Confidentiality and national security

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.

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

Please treat the information in my application as confidential ☐

4 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 our website at gov.uk.

You cannot apply for national security via this application.

Now go to 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 2010.

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

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

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

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

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

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

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

I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)	☑
Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)	☑
Tick this box if you do not want us to use information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)	☐
Name	
Title (Mr, Mrs, Miss and so on)	Mr
First name	George
Last name	Clarke
on behalf of (if relevant; for example, a company or organisation and so on)	
Position (if relevant; for example, in a company or organisation and so on)	Product Director
Today's date (DD/MM/YYYY)	20/02/2020

For transfers only – declaration for person receiving the permit

A relevant person should make the declaration (see 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.

5 Declaration, continued

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

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

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

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

Today's date (DD/MM/YYYY)

Now go to section 6

6 Application checklist (you must fill in this section)

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

You must do the following:

Complete legibly all parts of this form that are relevant to you and your activities ☑

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

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

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

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

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

Send the correct fee ☐

Question reference	Document title	Document reference
2	Payment	BACS reference
Part A	Application form for an environmental permit	Part A application
Part B2	General - new bespoke permit	Part B2 application
Part B2, 3b	Wamitab certificate 1820	training record
Part B2, 3b	Permits continued	Additional permits held by site
Part B2, 3d	EMS 001 The environment management plan	summary of management plan
Part B2, 5a	Location and site maps	map of plant and site location
Part B2, 5c	Application summary	simple terms summary of the application
Part B2, 6	Risk assessment	Environmental risk assessment
H5	site condition report	document H5, site condition report
H5, 1	Aquatic macro invertebrate report 20181220	invertebrate report
Part A	Directors	list of directors and dates of birth
Part B3	Application for an environmental permit	Part B3 application
Part F1 6 continuation	additional list of documents	further supporting documents

7 How to contact us

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

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

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

Email: enquiries@environment-agency.gov.uk

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

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

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

8 Where to send your application (for how many copies to send see the guidance note on part F1)

Please send your filled in application form to:

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

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

Or

Environment Agency Permitting and Support Centre
Environmental Permitting Team
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

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

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

Feedback

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

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

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

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 ☑

Crystal Mark 19132
Clarity approved by Plain English Campaign

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐ Amount received

£