

Waste basic generic pre-application advice

Check if you need an environmental permit

If you are unsure whether your activity requires an environmental permit or what kind of permit you require, you should read our [guidance on whether you need an environmental permit](#).

How do I apply for a new permit?

To apply for a new permit, you must complete the relevant forms and provide the required supporting information.

For some operations you can apply for a [standard rules](#) environmental permit. These have fixed conditions and are only suitable for a limited number of activities and locations. For all other activities and locations you need to apply for a bespoke permit.

Standard rules

- [Apply for a new standard rules online](#)
- Or you can apply using the forms. You must complete application form A, B1 and F1. You should read the guidance notes that accompany each form.

[Application forms and guidance for a new standard rules permit.](#)

Please download the application forms and open with an Adobe Acrobat Reader. You may not be able to complete the form using other pdf readers, such as the one built into your internet browser.

You need to email the completed forms, along with supporting documentation, to psc@environment-agency.gov.uk

Bespoke permit

- Apply for a bespoke permit online
- Or you can apply using the forms. You must complete application forms A, B2, B4 and F1. You should read the guidance notes that accompany each form.

[Application forms and guidance for a bespoke permit application.](#)

You should download the application forms and open with an Adobe Acrobat Reader. You may not be able to complete the form using other pdf readers, such as the one built into your internet browser.

You need to email the completed forms, along with supporting documentation, to psc@environment-agency.gov.uk

How do I change, transfer or cancel my permit?

If you already have a permit, and want to change (vary) it, transfer it to another person or business, or surrender it, you must provide the correct forms and supporting information.

Changing (varying) your permit

If you want to change something in your permit or add something to it, you must apply for a variation.

To make an administrative change only to your permit you must complete application form C0.5.

To change (vary) a standard rules permit you must complete application forms A, C1 and F1.

To change (vary) a bespoke permit, you must complete application forms A, C2, C4 and F1.

[Forms and guidance to change \(vary\) your environmental permit](#)

Transferring your permit to somebody else

To transfer your permit, you must complete application forms A, D2 and F1.

[Forms and guidance to transfer your environmental permit](#)

Cancelling (surrendering) your permit

To cancel (surrender) all or part of your permit you must complete application forms A, E2 and F1

[Forms and guidance to cancel \(surrender\) your environmental permit](#)

Declaration (in Part F1)

Please ensure the Declaration section is completed by each “relevant person”.

- For an application from an individual, a relevant person is the person to be named on the permit.
- For an application from more than one individual, each person who is applying for their name to be on the permit must complete the declaration – you will have to complete a separate copy of the declaration page for each additional individual.

- In the case of a company a relevant person must be an active director/company secretary as listed on [Companies House](#).
- For a limited liability partnership, the declaration must be completed by a partner.
- For a charity, a relevant person is a key post holder: chair, chief executive, director or trustee.

Further information on who should complete the declaration can be found in section 5 of the [guidance notes for the F1 application form](#).

How much will my permit cost?

Before applying, you should read our [Environmental permitting charges guidance](#). This sets out how to calculate your fee and when certain charges apply.

There are fixed baseline charges for new applications.

Variations to permits and surrender applications are charged at a percentage of the baseline charge.

Transfer (and part transfer) applications are charged at a fixed rate.

Application fees are discounted for new applications with multiple activities and for bulk transfers. Full details are listed in the charging guidance.

Baseline charge

You can find a full list of waste activity charges in table 1.16 in the tables of charges in the [Environmental permitting charging scheme](#). The baseline charge for an application covers the work the Environment Agency carries out each time they determine a typical permit application.

Standard Rules charges

All waste standard rules have the same baseline charges:

- £3,926 (for activities that require a Fire Prevention Plan)
- £2,641 (for activities that do not require a Fire Prevention Plan)

The activity description in the table of charges tells you whether a Fire Prevention Plan is required.

Bespoke permit charges

Baseline bespoke charges are set by activity. These are listed in sections 1.16.5 – 1.16.19 of the charging scheme.

Some bespoke activities require a Fire Prevention Plan or Odour Management Plan or both. Where these are required the cost of the assessment is included in the baseline charge.

Add-on charges

You may have to pay an add-on assessment charge for the assessment of plans, for example a dust management plan.

If we need to carry out additional assessments, for example a habitats assessment, we may charge extra for this work.

You must pay the add-on charge when applying for a new permit or if you need to submit a new plan when applying for a permit variation.

In some cases the costs of assessing these plans is included in the baseline application charge. The activity description in table 1 in the tables of charges will say if this is the case.

The plans and assessments are listed in table 1.19 in the tables of charges in the charging scheme.

For waste site, the most commonly required additional management plan assessment charges are:

Odour management plan - £1,246

Fire Prevention Plan - £1,241

Emissions (dust) management plan – £1,241

Noise and vibration management plan - £1,246

Waste recovery plan (deposit for recovery sites only) - £1,231

Habitats assessment

For certain protected sites we need to carry out a habitats assessment. For these sites we charge a fixed fee of £779.

This is an assessment of the risks to one or more of these sites, a:

- European Site within the meaning of the Conservation of Habitats and Species Regulations 2017
- site referred to in the National Planning Policy Framework 2018 as requiring the same assessment as a European Site
- site of special scientific interest within the meaning of the Wildlife and Countryside Act 1981

- marine conservation zone within the meaning of the Marine and Coastal Access Act 2009

Before making your application, you should check if your site is located within the relevant screening distance of a designated site. If so, you need to assess the risk to the site(s) from your activity and you will need to pay the additional charge to cover the assessment of the risk.

To help you identify relevant sites, you can ask us to complete a Nature and Heritage Conservation Screening assessment for you, using the [online pre-application service](#). The screening assessment service is free of charge.

If you are applying for a variation and emissions or impacts are increasing as a result of that change then, depending on the location of the facility, you may need to assess how the changes will affect habitat sites.

Subsistence

If we grant a permit, you will need to pay an annual subsistence fee to cover the ongoing costs of regulating the permit. The subsistence charges are listed in the tables of charges in Part 3 of the charging scheme.

Sites of High Public Interest (SHPI)

If your site is designated as a SHPI additional fees and a different charging process apply. Additional information on SHPI is included in [section 2.5 of the Environmental Permitting Charges Guidance](#).

- An application for a SHPI is subject to a newspaper advertising fee of £500.
- The number of hours it takes to determine the application will be calculated at £100 per hour (commonly referred to as a 'time and materials' charge). If this is higher than the standard application fee listed in the Charging Scheme, the additional fee component will be charged – please see [section 2.5 of the Environmental Permitting Charges Guidance](#).

Supporting documents

You need to supply supporting documents with your application. The online guidance and application form guidance explain what documents you need to provide. Depending on the type of application, you might not be required to provide all of the documents listed below.

If you do not provide the correct supporting information this may delay the processing your application.

We will check your application to make sure it is complete. We refer to these checks as 'duly making'. This is to ensure we have enough information to start to determine your permit application. We will contact you if information is missing.

If we cannot progress your application past this stage for any reason, we will return it and refund the application charge minus 20% to cover our costs to that point.

We will not charge this if we return an application after having done very little work – for example, because it contained obvious errors or omissions.

The amount we will keep is capped at £1,500.

Once we have duly made an application we will start to determine it. This is when we do our technical checks. We may need to ask you for further information or additional documents at this stage.

Non-Technical Summary

For new bespoke permit and most variation applications you need to send us a simple explanation of your proposed activities (or in the case of a variation, what changes you propose to make). This should include a summary of your operations and a summary of the key technical standards and control measures arising from your risk assessment.

As a guide, this summary document should be no more than one to two pages in length.

Site plan

New waste applications require a site plan. It is also required when you propose to increase or reduce your site boundary.

The plan must clearly show the full site boundary in a single unbroken line. For standard rules permits, the boundary must be in green.

Your plan should clearly mark the site layout, infrastructure and drainage arrangements.

If possible, try to include local features, such as roads or landmarks, this helps identify the site location in the surrounding area.

Site plans are not required for applications relating to mobile plant.

Environmental Management System

For new bespoke permit applications and transfer applications you must send a summary of your environmental management system (EMS). An update to your EMS may also be required for some variation applications. You should follow the [guidance on developing a management system](#).

Your EMS should include a plan for dealing with any incidents or events that could result in pollution. This should follow our [guidance on producing an accident](#)

[prevention and management plan](#). If applying for a variation, you may need to update this plan to incorporate the proposed changes.

A copy of your ISO 14001 certificate (or equivalent) is not sufficient on its own. You need to provide a summary of the site-specific management system.

Environmental Risk Assessment

For new applications or when you make changes, you must consider the environmental risk posed by your proposals. This must take the form of an environmental risk assessment which should follow the methodology set out in [risk assessments for your environmental permit](#).

You should read our guide to [risk assessments for specific activities](#) and consider using our assessment tool to evaluate your environmental risk. Our assessment tool will inform you when more detailed modelling is required.

You should [check if your site is located in a flood risk zone](#). If the site is in a flood zone, you should assess the risk of pollution in the event of a flood.

Depending on the outcome of your initial environmental assessment, you may be required to undertake detailed modelling of your environmental risk.

Technical Description

For new bespoke permit applications, you will need to provide details of the technical standards you will follow (or in the case of a variation, the standards that apply to the changes you propose to make). Full details of what you need to provide and what standards you should follow are included in [section 3a of the guidance for Part B4 application form](#).

As well as the guidance on risk assessments, management systems and controlling emissions, there is [specific technical guidance for some regulated industry sectors](#). For waste permits, this includes additional guidance on:

- Landspreading
- Mining waste
- Chemical waste
- Healthcare waste
- Non-hazardous and inert waste

Your technical description should include plans showing the layout of your site. The technical assessment should also include details of your operating techniques and the infrastructure you are using to minimise the risk of pollution, including any details of secondary containment used (such as bunds) and how this meets any relevant standards. Please see the [pollution prevention guidance](#) for additional advice.

If you are varying your permit, you should detail any existing operating techniques (as listed in table S1.2 of your permit) that are subject to change by the application being made and demonstrate how they will meet any relevant technical standards.

Waste codes

For new bespoke permit applications and variations to change the types of waste accepted at your site, you need to provide a list of waste codes from the European Waste Catalogue. You should follow the [waste classification technical guidance](#) to decide what waste code your waste should be classified under.

For standard rules permits, the list of waste codes is fixed. If you apply for a standard rules permit, you need to check that it covers all the waste codes that you need to accept for your activity.

Amenity management plans

You must read our guidance on how to [control and monitor emissions for your environmental permit](#).

This includes guidance on controlling pollution from odour, dust, noise, pests and other 'fugitive emissions' (emissions without set emission limits).

For standard rules permits, separate amenity management plans are not required as the risks have been assessed as part of the generic risk assessment for each rules set.

For bespoke permit applications, you may be required to produce standalone amenity management plans to demonstrate how you will control and monitor emissions. The guidance sets out which activities require amenity management plans.

Your amenity management plan will be assessed as part of your application. You may need to pay an additional charge for the assessment. Further information on this is included in the 'How much will my permit cost' section above.

This also applies to variations which may lead to an increase in emissions as a result of the changes being proposed.

We have included additional notes below on specific considerations for noise impact assessments below.

Risks from Noise and Vibration, Industrial and Commercial Sound and Noise Management Plans

If your risk assessment shows your operation is likely to cause pollution from noise or vibration beyond your site boundary you must [provide a noise impact assessment](#)

(NIA) based on BS4142:2014+A1:2019 – ‘Methods for rating and assessing industrial and commercial sound’.

Where your assessment has used calculations or modelling to predict sound pressure levels at receptors, you must follow our [guidance on the presentation of your acoustic data: Noise impact assessments involving calculations or modelling](#).

Your NIA must be accompanied by a [Noise Management Plan](#) (NMP) based on the results of your NIA.

If you are unsure whether you need to produce a NIA or NMP, we can complete a screening check to check if you are likely to need one. The noise screening is available as part of our enhanced service. You should apply for the enhanced service using the [online pre-application form](#).

We are aware that applicants are not always sure what to provide, and this can cause delays in getting your permit determined. We have produced supplementary advice on completing your NIA and a NMP template to help you get your application right first time. For sectors where we know noise is a common issue, we will provide these documents as part of the basic pre-application response. If you haven't received them but would like a copy, please request them in a follow-up enquiry.

Fire Prevention Plan (FPP)

If you store combustible waste at your site, you need to provide an FPP. You must follow our [guidance on Fire Prevention Plans](#). This tells you what to include in your FPP and the fire prevention measures you must put in place. We have also produced a [Fire Prevention Plan template](#) to help you prepare your plan.

If you are varying your permit and this will lead to an increased fire risk then a new or updated plan will be required.

If you are surrendering (ceasing to operate on) part of your site, or you are transferring part of your site to another operator, then a new or updated plan may be required.

Climate Change Risk Assessment

For new bespoke applications you will need to complete the screening questions in part B2 of the application form. Depending on your answers, you may need to submit a climate change risk assessment. [Part B2 guidance](#) provides more information on this.

Technical Competence

If your activities include waste management you must meet [legal operator and competence requirements](#). You will need to send in evidence of appropriate

technical competence for the proposed activities (or in the case of variations, the proposed changes). You will need to include valid certificates or other acceptable evidence.

If you are supplying WAMITAB certificates as evidence of your technical competency, you need to provide both the original award certificate and a current certificate of continuing competence (if the validity of your original award has expired).

If you are applying for a new site and are relying on the 'grace' period at the permit application stage, you need to provide confirmation of your registration for the relevant technical competence award for your activity. This should be written confirmation from a registered learning centre.

Grace periods are not applicable to transfer and variation applications. You need to meet the full technical competence requirements at the time of applying to transfer or vary your permit.

Site condition report

For new bespoke permits or variations to increase the area of your facility you should send us a site condition report which covers the area that will be covered by the permit. This should be in line with our guidance [H5 Site condition report – guidance and templates](#).

This needs to include a conceptual site model and identify any relevant hazardous substances on site. Quantitative baseline soil and groundwater monitoring data on the condition of the site should be included or a justification on why this is not required should be provided. You should also consider if you need to undertake soil gas monitoring.

If you choose not to take baseline data, this may make it more difficult to demonstrate you have not caused pollution at the site when you apply to surrender the site.

Further Support

Basic advice follow-up questions

If you have questions that are not answered by the document or in the guidance linked from it, you can ask a basic advice follow-up question.

In your follow-up question, you need to include:

- your name
- contact telephone number

- your pre-application reference number (provided in the email accompanying this advice)

You should check your basic follow-up question falls within the scope of basic advice, as listed below. When sending your follow-up question, please summarise your application proposal along with your specific questions.

We can provide free basic advice on:

- the standard rules set which is relevant for your activities, or the type of permit you need if there are no relevant standard rules
- checks on whether your activity meets the criteria for a standard rules permit (we can check your eligibility for a rules set, but you need to decide whether you can meet the conditions)
- heritage and nature conservation screening
- the correct application forms to use
- what guidance you must follow
- information about risk assessments you may need to do to accompany your application
- the correct application charge (in rare cases, complex charging advice may require enhanced pre-application).

Please email your follow-up question to preapplicationservice@environment-agency.gov.uk and we will contact you.

If your question does not fall within the scope of free basic advice we will explain why. You may need to apply for chargeable enhanced pre-application advice.

Enhanced pre-application advice

If you want technical advice on your activity you can apply for our enhanced pre-application service. This a chargeable service. Further details of the service are provided in [section 2.3 of our charging guidance](#).

This enhanced service could include advice on:

- the type of permit you need
- complex modelling
- preparing risk assessments
- parallel tracking for complex permits with planning applications
- monitoring requirements (including baseline)
- what guidance you must follow before you submit your application

Once the Environment Agency receive your request for enhanced pre application they will assess if this is something they are able to provide at this time. Please note:

the Environment Agency cannot provide a review of your application prior to submission.

You can apply for enhanced pre-application advice using our [pre-application request form](#).

Submitting an application

Please submit your application by email or, if applicable, by using the online form as detailed in the 'How do I apply for a new permit?' section above. Any applications submitted by post may be delayed as our offices are not yet fully operational following the Covid-19 lockdown.

Application Timescales

Our current queues are large and we are taking longer than usual to allocate work for initial assessment, known as duly making. The table below shows our estimated queue times by application type. Please note, this is based on our average times and some applications may be picked up before or after the timescales listed below.

Application type	Estimated time to allocation (updated May 22)
New standard rules	23-27 weeks
New Bespoke	34-38 weeks
Admin variation	25-29 weeks
Minor variation	21-25 weeks
Normal variation	37-41 weeks
Substantial variation	36-40 weeks
Transfer	26-30 weeks
Surrender	25-29 weeks

Once an application is duly made, the amount of time taken to determine your application will vary. It will be impacted by factors such as:

- The quality of the application
- The complexity of the application
- Whether an application is of high public interest
- Whether the application includes novel technologies or techniques
- Whether the determination requires input from others, both internal and external to the Environment Agency
- Whether modelling and/or monitoring and assessment is required, for example Air Quality modelling and assessment

The Permitting Officer determining your application will be able to keep you updated with the progress of your application.