

Application for an environmental permit (radioactive substances activity) Part RSR-F – Charges and declarations



Please read through this part of the form and the part RSR-F guidance notes before you fill it in.

It will take about two hours to fill in this part of the form.
Fill in this part for all applications for a radioactive substances activity.

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1 Permit type

If your application relates to permit type G or H (and is not an application for transfer or surrender) provide a copy of your calculations showing how you determined the permit type.

Document reference _____

2 Working out charges

2a Is your application for a variation to change a fixed condition registration to a standard rules permit?

- Yes Answer question 2e, then go to section 4 (there is no charge)
No

2b Is your application for an administrative variation only?

- Yes Go to section 4 (there is no charge)
No

2c Does your application relate to a radioactive substances activity on a nuclear licensed site?

- Yes Go to section 4 (we will charge you on a time and materials basis)
No

2d Does your application relate to the disposal of solid low-level radioactive waste (including high-volume very low-level waste) to land (either at a conventional landfill site or at a dedicated radioactive waste disposal site)?

- Yes Go to section 4 (we will charge you on a time and materials basis)
No Fill in the table below

RSR Permit type (see note 1)	Application type (see note 2)	Charges due (£) (see note 3)

Note 1 A – H as described in the charging scheme guidance.

Note 2 New, variation, transfer or surrender.

Note 3 As specified in the charging scheme guidance. Please print or copy this page as confirmation of the application charge payable and for use in raising the payment. We will not be sending you an invoice to cover this charge.

2e If your permit type is A, is each source you hold a gaseous tritium light device?

- Yes (this does not affect the application fee but may affect your subsistence charge)
No

2 Working out charges, continued

2f If you are claiming the reduced fee for a 'minor technical' variation (permit types D, G and H only), give your reasons

2g If you are claiming the reduced fee for a surrender application (permit types G and H only), give your reasons

3 Payment

Tick below to show how you will make the payments.

- | | |
|---|--------------------------|
| Cheque | <input type="checkbox"/> |
| Postal order | <input type="checkbox"/> |
| Credit or debit card | <input type="checkbox"/> |
| Electronic transfer (for example, BACS) | <input type="checkbox"/> |
| Expected date of transfer (DD/MM/YYYY) | <input type="text"/> |

How to pay

Paying by cheque or postal order

Cheque details

Cheque made payable to

Cheque number

Amount £

You should make cheques or postal orders payable to 'Environment Agency' or 'Environment Agency Wales' as appropriate 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 a reference number (this can be the site reference or permit reference – contact us if you don't know either of these) on the back of your cheque or postal order.

We will not accept cheques with a future date on them.

Paying by credit or debit card

If you are paying by credit or debit card, please fill in the separate form CC1 (available from www.environment-agency.gov.uk/business/sectors/117043.aspx). We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro cards only.

Paying by electronic transfer

If you choose to pay by electronic transfer:

- use the relevant information (dependent on whether the premises your application relates to is in England or Wales) from the table below to make your payment;
- payments made from outside the United Kingdom must be in sterling – use the relevant IBAN/SWIFTBIC number;
- also send your payment details and a reference number (this can be the site reference or permit reference – contact us if you don't know either of these) to the relevant email address or fax number.

If you do not quote your reference number (this can be the site reference or permit reference), there may be a delay in processing your payment and application.

3 Payment, continued

	Premises in England	Premises in Wales
Company name	Environment Agency	Environment Agency Wales
Company address	Income Dept 311, PO Box 263, Peterborough, PE2 8YD	PO Box 663, Cardiff, CF24 0TP
Bank	Citibank, Citigroup Centre, Canada Square, London, E14 5LB	Citibank, Citigroup Centre, Canada Square, London, E14 5LB
Sort code	08-33-00	08-33-00
Account number	12800543	12800578
Payment reference number	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
IBAN number	GB23 CITI0833 0012 8005 43	GB48 CITI0833 0012 8005 78
SWIFTBIC number	CITI GB2LXXX	CITI GB2LXXX
Email details to	FSC-Income@environment-agency.gov.uk and RSR.Rotherham2.NE@environment-agency.gov.uk	online@environment-agency.wales.gov.uk and RSR.Rotherham2.NE@environment-agency.gov.uk
or fax details to	01733 464 892	02920 466 404

4 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.

5 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 it's in the interests of national security, or because the information is confidential.

You can ask for information to be 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 tell the Secretary of State (premises in England) or Welsh Ministers (premises in Wales) 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 or Welsh Ministers 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 or Welsh Ministers decides that it should be included.

Tick the box if you wish to claim confidentiality for your application

Please treat the information in my application as confidential.

Tick the box if you wish to claim national security for your application

(Note: All applications relating to sealed sources are automatically subject to national security restrictions – only tick the box if there is some other reason for claiming national security.)

I believe that including my information in the public register would not be in the interests of national security.

6 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 and may be liable to prosecution.

A relevant person should make the declaration. **If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration.**

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

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

I confirm that my standard facility will fully meet the rules that I have applied for. (This only applies if the application is for a standard rules permit.)

Name _____
 Title (Mr, Mrs and so on) _____
 First name _____
 Last name _____
 Position in organisation _____
 Today's date (DD/MM/YYYY) _____

For transfers only – declaration for person receiving the permit

I declare the information in this application to transfer an environmental permit to me is true to the best of my knowledge and belief. I understand 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 obtain approval you may be liable to prosecution.

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

Name _____
 Title (Mr, Mrs and so on) _____
 First name _____
 Last name _____
 Position in organisation _____
 Today's date (DD/MM/YYYY) _____

7 Application checklist

You must fill in this section.

Tell us what you have sent with this application.

The correct application fee under our charging scheme (Tick the box to say you have included the fee – only applicable if you have completed the table in question 2d)

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

Continuation sheet reference _____

Question reference	Document title	Document reference

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.

Phone: 01142 800 678 or 01142 800 682

Email: RSR.Rotherham2.NE@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

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.

9 Where to send your application

Please send all parts of your filled-in application form and supporting documents to:

Environment Agency

PO Box 4404

Sheffield

S9 9DA

If your application **does not relate to sealed radioactive sources** you may email it to:

RSR.Rotherham2.NE@environment-agency.gov.uk

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.

For Environment Agency use only

Date received (DD/MM/YYYY)

Payment received?

No

Our reference number

Yes Amount received

£ _____

Do you want to remove the 'Restricted - Regulatory' text from the header and footer?

Yes

No