

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.

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

tick the box in section 4 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.

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.

Contents

- 1 About you
- 2 Applications from an individual
- 3 Applications from an organisation of individuals
- 4 Applications from public bodies
- 5 Applications from companies
- 6 Your address
- 7 Contact details
- 8 How to contact us

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

An organisation of individuals (for example, a partnership)

Now go to section 3

A public body

Now go to section 4

A registered company or other corporate body

Now go to section 5

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

3 Applications from an organisation of individuals

3a Type of organisation

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

3b Details of the organisation

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.

3 Applications from an organisation of individuals, continued

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

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

Now go to section 6

5c Please give details of the directors

If relevant, provide details of other directors on a separate sheet and tell us the reference you have given this sheet.

Document reference

Details of directors

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

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 for the extra sheet

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

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

Now go to section 7

7 Contact details

7a Who can we contact about your application?

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?

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

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, 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: 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.

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

£ _____

Application for an environmental permit Part B2 – General – new bespoke permit



Fill in this part of the form together with parts A and F1 if you are applying for a new bespoke permit. You also need to fill in part B3, B4, B5, B6, or B7 (this depends on what activities you are applying for). 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.

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- 1 About the permit
 - 2 About the site
 - 3 Your ability as an operator
 - 4 Consultation
 - 5 Supporting information
 - 6 Environmental risk assessment
 - 7 How to contact us
- Appendix 1 – Low impact installation checklist**

1 About the permit

1a Discussions before your application

If you have had discussions with us before your application, give us the permit reference or details on a separate sheet. Tell us below the reference you have given this extra sheet.

Permit or document reference

1b Is the permit for a site or for mobile plant?

Site

Now go to section 2

Mobile plant

Now go to question 1c

Note: The term 'mobile plant' does not include mobile sheep dipping unit.

Mobile plant

1c Have we told you during pre-application discussions that we believe that a mobile permit is suitable for your activity?

No

Yes

1d Have there been any changes to your proposal since this discussion?

No Now go to section 3

Yes You should send us a description of the activity you want to carry out, highlighting the changes you have made since our pre-application discussions.

Document reference

Now go to section 3

2 About the site (but not mobile plant)

2a What is the site name, address, postcode and national grid reference?

Site name

Address

Postcode

National grid reference for the site
(for example, ST 12345 67890)

2b What type of regulated facility are you applying for?

Note: if you are applying for more than one regulated facility then go to 2c.

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

What is the national grid reference for the regulated facility (if only one)? (See the guidance notes on part B2.)

As in 2a above

Different from that in 2a Please fill in the national grid reference below

National grid reference for the regulated facility

Now go to question 2d

2c If you are applying for more than one regulated facility on your site, what are their types and their grid references?

See the guidance notes on part B2.

Regulated facility 1

National grid reference

What is the regulated facility type?

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

Regulated facility 2

National grid reference

What is the regulated facility type?

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

2 About the site, continued

Use several copies of this page or separate sheets if you have a long list of regulated facilities. Send them to us with your application form. Tell us below the reference you have given these extra sheets.

Document reference for the extra sheets _____

Now go to question 2d

2d Low impact installations (installations only)

Are any of the regulated facilities low impact installations?

No

Yes If yes, tell us how you meet the conditions for a low impact installation. (See the guidance notes on part B2 – Appendix 1.)

Document reference _____

Tick the box to confirm you have filled in the low impact installation checklist in appendix 1 for each regulated facility.

2e Treating batteries

Are you planning to treat batteries? (See the guidance notes on part B2.)

No

Yes Tell us how you will do this, send us a copy of your explanation and tell us below the reference you have given this explanation.

Document reference for the explanation _____

2f Ship recycling

Is your activity covered by the Ship Recycling Regulations 2015? (See the guidance notes on part B2.)

No

Yes Tell us how you will do this. Please send us a copy of your explanation and your facility recycling plan, and tell us below the reference numbers you have given these documents

Document reference for the explanation _____

Document reference for the facility recycling plan _____

2g Multi-operator installation

If the site is a multi-operator site (that is there is more than one operator of the installation) then fill in the table below the application reference for each of the other permits.

Table 1 – Other permit application references

3 Your ability as an operator

If you are only applying for a standalone water discharge or for a groundwater activity, you only have to fill in question 3d.

3a Relevant offences (applies to all except standalone surface water discharges and groundwater discharges – see the guidance notes on part B2)

Have you, or any other relevant person, been convicted of any relevant offence?

No Now go to question 3b

Yes Please give details below

Name of the relevant person

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

First name _____

Last name _____

Date of birth (DD/MM/YYYY) _____

Position at the time of the offence _____

3 Your ability as an operator, continued

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 of the extra sheet _____

3b Technical ability (relevant waste operations only – see the guidance notes on part B1)

Please indicate which of the two schemes you are using to demonstrate you are technically competent to operate your facility and the evidence you have enclosed to demonstrate this.

ESA/EU skills

Please select one of the following:

I have enclosed a copy of the current Competence Management System certificate

or

We will have a certified Competence Management System within 12 months and have enclosed evidence of the contract with an accredited certification body

CIWM/WAMITAB scheme

Please select **one** of the following:

● I have enclosed a copy of:

– the relevant qualification certificate/s

or

– evidence of deemed competence

or

– Environment Agency assessment

or

– evidence of nominated manager status under the transitional provisions for previously exempt activities

and, if deemed competent or Agency-assessed or nominated manager, or if the original qualification is over two years old:

I have enclosed a copy of the relevant current continuing competence certificate/s

● I will complete my qualification within four weeks of starting the permitted activities and have enclosed evidence of my registration with WAMITAB or my EPOC booking as appropriate

● **For medium- and high-risk tier activities other than landfill** I will complete the qualification within 12 months and have enclosed evidence of registration with WAMITAB and, where relevant, EPOC booking. I understand I must complete either four specified units of the relevant qualification or an EPOC within four weeks of the permitted activities commencing

For each technically competent manager please give the following information. If necessary, use a separate sheet to give us these details and tell us below the document reference you have given the extra sheet:

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

First name _____

Last name _____

Date of birth (DD/MM/YYYY) _____

Phone _____

Mobile _____

Email _____

3 Your ability as an operator, continued

Please provide the environmental permit number/s and site address for **all** other waste activities that the proposed technically competent manager provides technical competence for, including permits held by other operators. Continue on a separate sheet as required.

Permit number	Site address	Postcode

Document reference of the extra sheet _____

Now go to question 3c

3c Finances (for installations, waste operations and mining waste operations only)

Please note that 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.

Do you or any relevant person or a company in which you were a relevant person have current or past bankruptcy or insolvency proceedings against you?

No

Yes Please give details below, including the required set-up costs (including infrastructure), maintenance and clean up costs for the proposed facility against which a credit check may be assessed.

We may want to contact a credit reference agency for a report about your business's finances.

Landfill, Category A mining waste facilities and mining waste facilities for hazardous waste only

How do you plan to make financial provision (to operate a landfill or a mining waste facility you need to show us that you are financially capable of meeting the obligations of closure and aftercare)?

Bonds

Escrow account

Trust fund

Lump sum

Other

Provide a plan of your estimated expenditure on each phase of the landfill or mining waste facility.

Give the document plan reference _____

Now go to question 3d

3d Management systems (all)

You must have an effective, written management system in place that identifies and reduces the risk of pollution. You may show this by using a certified scheme or your own system.

Your permit requires you (as the operator) to ensure that you manage and operate your activities in accordance with a written management system.

You can find guidance on management systems on our website at www.gov.uk/government/organisations/environment-agency

Tick this box to confirm that you have read the guidance and that your management system will meet our requirements.

What management system will you provide for your regulated facility?

EC Eco-Management and Audit Scheme (EMAS)

EMAS Easy

ISO 14001

BS 8555 (Phases 1–5)

Acorn

3 Your ability as an operator, continued

Green Dragon

Own management system

Please make sure you send us a summary of your management system with your application.

Document reference or references _____

4 Consultation (fill in 4a to 4c for installations and waste operations and 4d for installations only)

Could the waste operation or installation involve releasing any substance into any of the following?

4a A sewer managed by a sewerage undertaker

No

Yes Please name the sewerage undertaker _____

4b A harbour managed by a harbour authority

No

Yes Please name the harbour authority _____

4c Direct into relevant territorial waters or coastal waters within the sea fisheries district of a local fisheries committee

No

Yes Please name the fisheries committee _____

4d Is the installation on a site for which:

4d1 a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

No

Yes

4d2 a policy document for preventing major accidents is needed under regulation 5 of the Control of Major Accident Hazards Regulations 2015, or a safety report is needed under regulation 7 of those Regulations?

No

Yes

5 Supporting information

5a Provide a plan or plans for the site (but not any mobile plant)

Clearly mark the site boundary or discharge point, or both – see the guidance notes on part B2.

Document reference or references of the plans _____

5b Provide the relevant sections of a site condition/baseline report if this applies (see the guidance notes on part B2 for what needs to be marked on the plan)

Document reference of the report _____

If you are applying for an installation, tick the box to confirm that you have sent in a baseline report.

5c Provide a non-technical summary of your application (see the guidance notes on part B2)

Document reference of the summary _____

5d Are you applying for an activity that includes the storage of combustible wastes?

This applies to all activities excluding standalone water and groundwater discharges.

Yes Provide a fire prevention plan (see the guidance notes on part B2). You need to highlight any changes you have made since your pre-application discussions.

No

Document reference of the plan _____

6 Environmental risk assessment

Provide an assessment of the risks each of your proposed regulated facilities poses to the environment. The risk assessment must follow the methodology set out in 'Risk assessments for your environmental permit' at <https://www.gov.uk/government/collections/technical-guidance-for-regulated-industry-sectors-environmental-permitting> or an equivalent method.

Document reference for the assessment _____

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.

Feedback

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

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

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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

£ _____

Plain English Campaign’s Crystal Mark does not apply to appendix 1.

Appendix 1 – Low impact installation checklist (see the guidance notes on part B2)

Installation reference	Response		Do you meet this?
Condition	Response		Do you meet this?
A – Management techniques	Provide references to show how your application meets A.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	References		
B – Aqueous waste	Effluent created	m ³ /day	Yes <input type="checkbox"/> No <input type="checkbox"/>
C – Abatement systems	Provide references to show how your application meets C.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	References		
D – Groundwater	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
E – Producing waste	Hazardous waste	Tonnes per year	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Non-hazardous waste	Tonnes per year	
F – Using energy	Peak energy consumption	MW	Yes <input type="checkbox"/> No <input type="checkbox"/>
G – Preventing accidents	Do you have appropriate measures to prevent spills and major releases of liquids? (See ‘How to comply’.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Provide references to show how your application meets G.		
	References		
H – Noise	Provide references to show how your application meets H.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	References		
I – Emissions of polluting substances	Provide references to show how your application meets I.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	References		
J – Odours	Provide references to show how your application meets J.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	References		
K – History of keeping to the regulations	Say here whether you have been involved in any enforcement action as described in Compliance History Appendix 1 explanatory notes.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Application for an environmental permit Part B3 – New bespoke installation permit



If you are applying for a new bespoke permit for an installation, fill in this part of the form, together with parts A, B2 and F1. 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 three hours to fill in this part of the application form.

Contents

- 1 What activities are you applying for?
 - 2 Emissions to air, water and land
 - 3 Operating techniques
 - 4 Monitoring
 - 5 Environmental impact assessment
 - 6 Resource efficiency and climate change
 - 7 Installations that include a combustion plant
 - 8 How to contact us
- Appendix 1 – Specific questions for the combustion sector
Appendix 2 – Specific questions for the chemical sector
Appendix 3 – Specific questions for the intensive farming sector
Appendix 4 – Specific questions for the clinical waste sector
Appendix 5 – Specific questions for the hazardous and non-hazardous waste recovery and disposal sector
Appendix 6 – Specific questions for the waste incineration sector
Appendix 7 – Specific questions for the landfill sector

1 What activities are you applying for?

Fill in Table 1a below with details of all the activities listed in schedule 1 of the Environmental Permitting Regulations (EPR) and all directly associated activities (DAAs) (in separate rows) that you propose to carry out at the installation.

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

Document reference

Table 1a – Types of activities

Schedule 1 listed activities						
Installation name	Schedule 1 references (See note 1)	Description of the Activity (See note 2)	Activity capacity (See note 3)	Annex I (D codes) and Annex II (R codes) and descriptions	Hazardous waste treatment capacity (if this applies) (See note 3)	Non-hazardous waste treatment capacity (if this applies) (See note 3)
Add extra rows if you need them. If you do not have enough room go to the line below or send a separate document and give us the document reference here	Put your main activity first			For installations that take waste only	For installations that take waste only	For installations that take waste only
Directly associated activities (See note 4)						
Name of DAA		Description of the DAA (please identify the schedule 1 activity it serves)				
Add extra rows if you need them						
For installations that take waste		Total storage capacity (See note 5 below)				
		Annual throughput (tonnes each year)				

1 What activities are you applying for?, continued

Notes

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

Types of waste accepted

For those installations that take waste, for each line in Table 1a (including DAAs), fill in a separate document to list those types of waste you will accept onto the site for that activity. Give the List of Wastes catalogue code and description (search for 'Technical guidance on how to assess and classify waste' at www.gov.uk/environment-agency). If you need to exclude wastes from your activity or facility by restricting the description, quantity, physical nature, hazardous properties, composition or characteristic of the waste, include these in the document. Send it to us with your application form.

Please provide the reference for each document.

You can use Table 1b as a template.

If you want to accept any waste with a code ending in 99, you must provide more information and a full description in the document.

Document reference for this extra information

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

Waste code	Description of waste
Example 02 01 08*	Example Agrochemical waste containing hazardous substances
06 01 02*	Hydrochloric acid

2 Emissions to air, water and land

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

Fill in one table for each installation.

Table 2 – Emissions (releases)

Installation name				
Point source emissions to air				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to water (other than sewers)				

2 Emissions to air, water and land, continued

Table 2 – Emissions, continued

Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to sewers, effluent treatment plants or other transfers off site				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to land				
Emission point reference and location	Source	Parameter	Quantity	Unit

Supporting information

3 Operating techniques

3a Technical standards

Fill in Table 3a for each activity at the installation you have referred to in Table 1a above and list the relevant technical guidance note (TGN) or notes you are planning to use. If you are planning to use the standards set out in the TGN, there is no need to justify using them.

You must justify your decisions in a separate document if:

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

This justification could include a reference to the Environmental Risk Assessment provided in part B2 (General Bespoke Permit) of the application form.

The documents in Table 3a should summarise the main measures you use to control the main issues identified in your risk assessment (search for 'Risk assessment for your environmental permit' at www.gov.uk/environment-agency) or technical guidance. For each of the activities listed in Table 3a, describe the type of operation and the options you have chosen for controlling emissions from your process.

3 Operating techniques, continued

Table 3a – Technical standards

Note: Fill in a separate table for each activity at the installation.

Installation name		
Schedule 1 activity or directly associated activity description	Relevant technical guidance or best available techniques as described in BAT conclusions under IED (see footnote below).	Document reference (if appropriate)

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

If appropriate, use block diagrams to help describe the operation and process. Give the document references you use for each diagram and description.

Document reference

3b General requirements

Fill in a separate Table 3b for each installation.

Table 3b – General requirements

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

Search for 'Risk assessment for your environmental permit' at www.gov.uk/environment-agency.

3c Types and amounts of raw materials

Fill in Table 3c for all schedule 1 activities. Fill in a separate table for each installation.

Table 3c – Types and amounts of raw materials

Installation name				
Capacity (See note 1 below)				
Schedule 1 activity	Description of raw material and composition material	Maximum amount (tonnes) (See note 2 below)	Annual throughput (tonnes each year)	Description of how the raw material is used including any main hazards (include safety information sheets)

Notes

- By 'capacity', we mean the total storage capacity (tonnes) or total treatment capacity (tonnes each day).
- By 'maximum amount', we mean the maximum amount of raw materials on your site at any one time.

3 Operating techniques, continued

Use a separate sheet if you have a long list of raw materials, and send it to us with your application form.

Please also provide the document reference you have given the extra sheet.

Document reference

3d Information for specific sectors

For some of the sectors, we need more information to be able to set appropriate conditions in the permit.

This is as well as the information you may provide in sections 5, 6 and 7.

For those activities listed below, you must answer the questions in the related document.

Table 3d – Questions for specific sectors

Sector	Appendix
Combustion	See the questions in appendix 1
Chemicals	See the questions in appendix 2
Intensive farming	See the questions in appendix 3
Clinical waste	See the questions in appendix 4
Hazardous and non-hazardous waste recovery and disposal	See the questions in appendix 5
Incinerating waste	See the questions in appendix 6
Landfill	See the questions in appendix 7

General information

4 Monitoring

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

You should also describe any environmental monitoring. Tell us:

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

Document reference for this information

4b Point source emissions to air only

Provide an assessment of the sampling locations you have used to measure point source emissions to air. The assessment must use M1 (search for ‘M1 sampling requirements for stack emission monitoring’ at www.gov.uk/environment-agency).

Document reference of the assessment

5 Environmental impact assessment

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

No Now go to section 6

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

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

Document reference for the copy

6 Resource efficiency and climate change

If the site is a landfill, you only need to fill in this section if the application includes landfill gas engines.

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

Document reference of this description

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

Document reference of the breakdown

6 Resource efficiency and climate change, continued

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

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

Document reference of this description

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

Please also provide documents that prove you are taking part in the agreement.

Document reference of the proof you are providing

6d Tell us about, and justify your reasons for, the raw and other materials, other substances and water you will use

Document reference of this document

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

If you produce waste, describe how you recover it.

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

Document reference for your description

7 Installations that include a combustion plant (excluding waste incinerators)

Is the aggregated net thermal input of your combustion plant more than 20 MW?

No

Yes Please go to Appendix 1 question 11.

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

Website: www.gov.uk/environment-agency

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

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

Feedback

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

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

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

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

Would you like a reply to your feedback?

Yes please

No thank you



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received

£ _____

Plain English Campaign's Crystal Mark does not apply to appendices 1 to 7.**Appendix 1 – Specific questions for the combustion sector****1 Identify the type of fuel burned in your combustion units (including when your units are started up, shut down and run as normal). If your units are dual fuelled (that is, use two types of fuel), list both the fuels you use**

Fill in a separate table for each installation.

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

Notes

1 Not covered by Industrial Emissions Directive 2010/75/EU.

2 'Biomass' is referred to in www.opsi.gov.uk/si/si2002/20020914.htm.

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

Document reference _____

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

Fill in a separate table for each installation.

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

Appendix 1 – Specific questions for the combustion sector, continued

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

Fill in a separate table for each installation.

Installation reference	
Fuel	NOx factor (kgt ⁻¹)
Fuel 1	
Fuel 2	
Fuel 3	
Fuel 4	

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

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

No Now fill in part F

Yes

5 Is your plant

an existing plant (a plant licensed before 1 July 1987)?

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

or

a new-new plant (a plant for which an application was made on or after 27 November 2002)?

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

Fill in a separate table for each installation.

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

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

No Now go to section 9

Yes

8 Have you subsequently withdrawn your declaration?

No

Yes

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

Installation reference	
LCPs under NERP	LCPs with ELVs

Appendix 1 – Specific questions for the combustion sector, continued

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

Yes

Document reference number

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

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

Document reference number of this evidence

Yes Please submit a copy of your CBA

Document reference number of the CBA

12 Does your installation need to be combined heat and power-ready (CHP-ready)?

No Please provide supporting evidence of why a CHP-ready assessment is not required (for example, an agreement from us)

Document reference number of this evidence

Yes Please provide a copy of your CHP-ready assessment

Document reference number of the CHP-ready assessment

Appendix 2 – Specific questions for the chemical sector

1 Please provide a technical description of your activities

The description should be enough to allow us to understand:

- the process;
- the main plant and equipment used for each process;
- all reactions, including significant side reactions (that is, the chemistry of the process);
- the material mass flows (including by products and side streams) and the temperatures and pressures in major vessels;
- the all emission control systems (both hardware and management systems), for situations which could involve releasing a significant amount of emissions – particularly the main reactions and how they are controlled;
- a comparison of the indicative BATs and benchmark emission levels standards: technical guidance notes (TGNs); additional guidance ‘The production of large volume organic chemicals’ (EPR 4.01); ‘Speciality organic chemicals sector’ (EPR 4.02); ‘Inorganic chemicals sector’ (EPR 4.03); and best available techniques reference documents (BREFs) for the chemical sector.

Document reference

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

No

Yes Provide a copy of your protocol to accompany this application

Document reference

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

No

Yes Fill in the following

3a List the activities which are controlled under the IED

Installation reference	<input type="text"/>
Activities	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

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

Document reference

Appendix 3 – Specific questions for the intensive farming sector

1 For each type of livestock, tell us the number of animal places you are applying for

Installation reference	
Type of livestock	Number of places

2 Is manure or slurry exported from the site?

No

Yes

3 Is manure or slurry spread on the site?

No

Yes

Appendix 4 – Specific questions for the clinical waste sector

If you are applying for an activity covered by Chapter IV of the Industrial Emissions Directive and wish to accept clinical waste you should fill in questions 1, 2 and 3 of this appendix.

Note: If your procedures are fully in line with the standards set out in ‘Technical guidance for managing clinical waste’ (EPR 5.07) then you should tick the ‘yes’ box and provide the procedure reference from EPR 5.07. There is no need for you to supply a copy of the procedure.

1 Are pre-acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.2 of EPR 5.07 and which are used to assess a waste enquiry before it is accepted at the installation?

No Provide justification for departure from EPR 5.07 and submit a copy of your procedures

Document reference _____

Yes EPR 5.07 procedure reference _____

2 Are waste acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.2 of EPR 5.07, and which are used to cover issues such as loads arriving and being inspected, sampling waste, rejecting waste, and keeping records to track waste?

No Provide justification for departure from EPR 5.07 and submit a copy of your procedures

Document reference _____

Yes EPR 5.07 procedure reference _____

3 Are waste storage, handling and dispatch procedures, and infrastructure in place that are fully in line with the appropriate measures set out in section 3.2 of EPR 5.07?

No Provide justification for departure from EPR 5.07 and submit a copy of your procedures

Document reference _____

Yes EPR 5.07 procedure reference _____

4 Are monitoring procedures in place that are fully in line with the appropriate measures set out in section 3.3 of EPR 5.07?

No Provide justification for departure from EPR 5.07 and submit a copy of your procedures

Document reference _____

Yes EPR 5.07 procedure reference _____

5 Are you proposing to either

- accept an additional waste not included in Table 2.1 of section 2.1 of EPR 5.07, or
- apply a permitted activity to a waste other than that identified for that waste in Table 2.1?

No

Yes Provide justification

Document reference _____

6 Please provide a summary description of the treatment activities undertaken on the installation. This should cover the general principles set out in section 2.1.4 of EPR 5.07

Document reference for summary _____

7 Please provide layout plans detailing the location of each treatment plant and main plant items and process flow diagrams for the treatment plant

Document reference _____

Appendix 5 – Specific questions for the hazardous and non-hazardous waste recovery and disposal sector

Note: If your procedures are fully in line with the standards set out in ‘Recovery and disposal of hazardous and non-hazardous waste’ (SGN 5.06) then you should tick the ‘yes’ box and provide the procedure reference from SGN 5.06. There is no need for you to supply a copy of the procedure.

1 Are pre-acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.1.1 of SGN 5.06, and which are used to assess a waste enquiry before it is accepted at the installation?

No Provide justification for departure from SGN 5.06 and submit a copy of your procedures

Document reference _____

Yes SGN 5.06 procedure reference _____

2 Are waste acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.1.2 of SGN 5.06, and which are used to cover issues such as loads arriving and being inspected, sampling waste, rejecting waste, and keeping records to track waste?

No Provide justification for departure from SGN 5.06 and submit a copy of your procedures

Document reference _____

Yes SGN 5.06 procedure reference _____

3 Are waste storage procedures and infrastructure in place that are fully in line with the appropriate measures set out in section 2.1.3 of SGN 5.06?

No Provide justification for departure from SGN 5.06 and submit a copy of your procedures

Document reference _____

Yes SGN 5.06 procedure reference _____

4 Provide a layout plan giving details of where the installation is based, the infrastructure in place (including areas and structures for separately storing types of waste which may be dangerous to store together) and capacity of waste storage areas and structures

Document reference _____

5 Provide a summary of the treatment activities carried out on the installation. This should cover the general principles set out in section 2.1.4 of SGN 5.06 and the specific principles set out in sections 2.1.5 to 2.1.15 as appropriate of SGN 5.06

Document reference for summary _____

6 Provide layout plans giving details of where each treatment plant is based, the main items at each plant, and process flow diagrams for the treatment plant

Document reference or references _____

Appendix 6 – Specific questions for the waste incineration sector

If you are proposing to accept clinical waste please also fill in questions 1, 2 and 3 of appendix 4 above.

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

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

Yes IED applies

1b Are you subject to IED as an incinerator or co-incinerator?

As an incinerator

As a co-incinerator

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

No Now go to section 4

Yes

3 How many incineration lines are there within each installation?

Fill in a separate table for each installation

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

You must provide the information we ask for in questions 4, 5 and 6 below in separate documents. The information must at least include all the details set out in section 2 ('Key Issues') of S5.01 'Incineration of waste: additional guidance' (under the subheading 'European legislation and your application for an EP Permit').

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

Document reference

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

Document reference

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

Document reference

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

Question 3 identifier, if necessary

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

No

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

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

Appendix 6 – Specific questions for the waste incineration sector, continued

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

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

No

Yes Please give reasons for doing this

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

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

No

Yes Please give your reasons for doing this

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

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

No

Yes Please give your reasons for doing this

Appendix 6 – Specific questions for the waste incineration sector, continued

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

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

No

Yes Please give your reasons for doing this

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

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

No

Yes Please give your reasons for doing this

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

No

Does not apply

Yes Please give your reasons for doing this

Appendix 6 – Specific questions for the waste incineration sector, continued

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

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

Document reference number of this evidence _____

Yes Please submit a copy of your CBA

Document reference number of the CBA _____

15 Does your installation need to be combined heat and power-ready (CHP-ready)?

No Please provide supporting evidence of why a CHP-ready assessment is not required (for example, an agreement from us)

Document reference number of this evidence _____

Yes Please provide a copy of your CHP-ready assessment

Document reference number of the CHP-ready assessment _____

Appendix 7 – Specific questions for the landfill sector

1 Provide your Environmental Setting and Installation Design (ESID) report

Document reference _____

2 Provide your hydrogeological risk assessment (HRA) for the site

Document reference _____

3 Provide your stability risk assessment (SRA) for the site

Document reference _____

4 Provide your landfill gas risk assessment (LFGRA) for the site

Document reference _____

We have developed templates for these four reports which can be found at <https://www.gov.uk/government/collections/environmental-permitting-landfill-sector-technical-guidance>

5 Provide your proposed plan for closing the site and your procedures for looking after the site once it has closed

Document reference _____

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

Table 2 Charge type (A)

Activity description	Activity reference	Percentage charge (see charges tables)						Amount
		100	60	50	30	20	10	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total A								

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	<input type="checkbox"/>
1.19.2	Habitats assessment	£779	<input type="checkbox"/>
1.19.3	Fire prevention plan	£1,241	<input type="checkbox"/>
1.19.4	Pest management plan	£1,241	<input type="checkbox"/>
1.19.5	Dust management plan	£1,241	<input type="checkbox"/>
1.19.6	Odour management plan	£1,246	<input type="checkbox"/>
1.19.7	Noise and vibration management plan	£1,246	<input type="checkbox"/>
1.19.8	Ammonia emissions risk assessment	£620	<input type="checkbox"/>
1.19.9	Dust and bio-aerosol management plan	£620	<input type="checkbox"/>
	Advertising	£500	<input type="checkbox"/>
Total B			

Total charges

Total A plus total B

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

Date paid (DD/MM/YYYY)

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	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@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) _____

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) _____

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

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



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received

£ _____