

Application for an environmental permit

Part A – About you



When to complete the Part A form

Complete this part of the application form if you are:

- applying for a new permit (apart from exclusion 1 below)
- applying to vary (change) an existing permit (apart from exclusion 2 below)
- notifying or applying for a permit surrender (apart from exclusion 3 below)
- notifying or applying to transfer an existing permit to yourself

Exclusions – when you do not need to complete this form

You do not need to complete this form if you are:

1. applying for a new permit for:
 - intensive farming – see [Part B3.5 form](#)
 - discharge of treated domestic sewage up to 20 cubic metres a day to surface water – see [Part B6.5 form](#)
 - discharge of treated domestic sewage up to 15 cubic metres a day into ground – see [Part B6.5 form](#)
 - existing small discharges of sewage to ground in a source protection zone 1 – see [Part B6.6 form](#)
 - a medium combustion plant standard rule permit – see [MCP guidance](#)
 - a specified generators standard rule permit – see [SG guidance](#)
2. applying for a variation to:
 - make an administrative change – see [Part C0.5 form](#). Note: you will still need to complete this Part A form if you're changing a name or address on the permit.
 - make a non-administrative change to an intensive farming permit – see [Part C3.5 form](#).
3. notifying us of a water discharge or groundwater activity permit surrender – see [Part E1 form](#). Note: this exclusion does not apply to surrender applications for standalone groundwater activities at onshore oil and gas facilities. You will need to complete this Part A form for those surrender applications.

Do not use this form for radioactive substance regulation permitting. See [RSR: environmental permit application forms](#)

Completing the form

Visit our website to check this is the latest version of the form. See [Application for an environmental permit: part A about you](#).

Please read through the form before completing it. We expect it will take less than 1 hour to complete if you have all the necessary information available.

The form can be:

saved onto a computer and then filled in. We recommend using Adobe Acrobat software to avoid any compatibility issues.

- printed off and filled in by hand. Please write clearly in the answer spaces. If you need to use the links in this form, you can access the electronic version here: <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-a-about-you>

Other forms you will need to complete

You will also need to complete other parts of the application form. This depends on your facility type and what you are applying for:

- for a new bespoke permit, see: [New bespoke environmental permit: application forms](#)
- for a new standard rules permit, see: [Application for an environmental permit: part B1 standard facilities permit](#)
- If you already have a permit, see [Change, transfer or cancel your environmental permit](#)

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1 About you

Tick the box that describes you as the applicant.

- ☐ An individual. Now go to **section 2**.
- ☐ More than one individual. Now go to **section 3**.
- ☐ A public body. Now go to **section 4**.
- ☐ A ministerial government department. Now go to **section 5**.
- ☒ A registered company, limited liability partnerships, or other incorporated body. Now go to **section 6**.

To apply, you must be the legal operator of the activity or facility. See: **Legal operator and competence requirements: environmental permits**

2 Applications from an individual

2.1 Name of applicant

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

First name

Last name

2.2 Address of applicant

Address

Postcode

2.3 Contact details for applicant

Email

Telephone number

Use a business address and contact details where possible. Otherwise use personal details. Individuals based overseas must provide an address for service in the UK.

Now go to [question 7.2](#)

3 Applications from more than one individual

3.1 Names and addresses of individuals

This could be, for example:

- individuals acting jointly
- individuals that are partners in a general or limited partnership (but not a limited liability partnership)
- unincorporated charities, trusts and associations, (unless we have agreed the charity, trust or association is a legal entity)

For unincorporated trusts, charities and societies provide the names and addresses of all governing individuals. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

For applications from other individuals provide the names and addresses of all individuals.

However, for applications involving large numbers of individuals, a smaller number of individuals can be nominated. These individuals will be named on the permit and responsible for controlling activities. For example, where a group of 20 individuals are involved, you may decide to identify four individuals as being the operator. This is only applicable to permit and transfer applications. For variation and surrender applications, provide up to date details of the permit holders.

Use a continuation sheet as necessary.

3.1a Name of first individual

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

First name

Last name

3.1b Address of first individual

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

3 Applications from more than one individual, continued

Address

Postcode

3.1c Name of second individual

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

First name

Last name

3.1d Address of second individual

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

Address

Postcode

3.1e Name of third individual (where applicable)

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

First name

Last name

3 Applications from more than one individual, continued

3.1f Address of third individual (where applicable)

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

Address

Postcode

3.1g Continuation sheet for additional individuals (where applicable)

Document reference of continuation sheet

3.2 Organisation type (if any)

For example, individuals acting jointly (e.g. a club), general partnership, unincorporated charity

3.3 Charity Commission registration number (if any)

Recognised charities may qualify for reduced permitting fees for certain water discharge activities. We'll need a Charity Commission registration number to check if this applies to this application.

3.4 Companies House registration number (Limited Partnerships only)

Now go to [section 7: Contact details](#)

4 Applications from public bodies

4.1 Name of public body

4 Applications from public bodies, continued

4.2 Address of public body

Address

Postcode

4.3 Type of public body

For example, local government body, executive agency, non-departmental public body

4.4 Charity Commission number (if any)

Now go to [section 7: Contact details](#)

5 Applications from ministerial government departments

5.1 Title of Secretary of State for relevant government department

Title

For example, Secretary of State for Environment, Food and Rural Affairs

5.2 Address of the government department

Address

Postcode

Now go to **section 7: Contact details**

6 Applications from registered companies, limited liability partnerships and other corporate bodies

6.1 Name of company, limited liability partnership, or other incorporated body

Watercycle Technologies Limited

6.2 Principal address or Registered Office of registered company, limited liability partnership, or other incorporated body

Address

4th Floor Suite
A&B City Labs,
Oxford Road,
Manchester

Postcode

M13 9NQ

For registered companies and limited liability partnerships this is the office address registered with Companies House. For other incorporated bodies use your principal business address or the address registered with The Charity Commission.

6.3 Main UK business address for overseas corporate bodies (if applicable)

Your main UK business address is required only if your principal or registered office address is overseas.

Address

Postcode

6 Applications from registered companies, limited liability partnerships and other corporate bodies, continued

6.4 Type of incorporated body

Private Limited Company

For example, private limited company, public limited company, limited liability partnership, incorporated society, charitable incorporated organisation or community interest company

6.5 Companies House registration number (if any)

10771817

6.6 Charity Commission number (if any)

6.7 Additional information if not registered with Companies House or The Charity Commission (if applicable)

This question does not apply to variation or surrender applications.

If you are not registered with Companies House or The Charity Commission, supply:

- evidence that your company or corporate body is a legal entity
- a description of how you will be the legal operator if you are an overseas company without a UK presence.

Document reference for evidence/description:

Evidence of legal entity could, for example, include:

- a copy of your Certificate of Incorporation for companies.
- a copy of your Memorandum and Articles of Association for incorporated charities and trusts

Now go to section 7: Contact details

7 Contact details

7.1 Contact for receipt of official documents

This question does not apply to applications from an individual. We'll send documents to the individual named in [section 2](#) of this form. Go to [question 7.2](#) instead.

Provide the details of someone we can send official documents to, such as notices and copies of permits.

7 Contact details, continued

Important: this must be the permit holder and cannot be an agent or consultant acting on their behalf.

For companies this person must be a company secretary, clerk or a director.

For partnerships this must be a person with control or management of the partnership.

For applications from more than one individual, provide details of everyone who is to receive official documents. You can include all individuals or nominate one or more people. Add a continuation sheet where necessary.

If relevant, we'll also send a copy of official documents to the application contact.

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

Mr

First name

Sebastian

Last name

Leaper

Position

Director

'Position' could, for example, be a director, secretary, trustee, or managing partner

Address

4th Floor, Suite A&B
CityLabs 1.0,
Oxford Road,
Manchester,

Postcode

M13 9NQ

Email

seb.leaper@watercycletechnologies.com

Phone number

07766936538

Document reference of continuation sheet for additional people (if any). For applications from more than one individual only.

7 Contact details, continued

7.2 Application contact

Provide the details of someone we can contact about the application. The person must have the authority to act on behalf of the applicant.

- ☐ Contact details are the same as **section 2** (application from an individual). You do not need to fill in their details again.
- ☐ Contact details are the same as **question 7.1** (contact for receipt of official documents). You do not need to fill in their details again.
- ☒ New contact. Add their details below

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

Mr

First name

Adam

Last name

Clegg

Address

1 Aire Street,
Leeds

Postcode

LS1 4PR

Phone number

01925 937195

Email

adamclegg@airqualityconsultants.co.uk

Position

Technical Director

'Position' could, for example, be the applicant, their employee, or an agent or consultant acting on their behalf.

- ☒ Tick if you would like all general communication about this application sent to the above email address.

7 Contact details, continued

7.3 Operational contact

We use this information to help us know who to contact about operations at the site, returns and reporting. The operational contact is ordinarily the permit holder. Anyone else must have the authority to act on behalf of the permit holder.

- ☐ Contact details are the same as **section 2** (application from an individual). You do not need to fill in their details again.
- ☐ Contact details are the same as **question 7.1** (contact for receipt of official documents). You do not need to fill in their details again.
- ☐ Contact details are the same as **question 7.2** (application contact). You do not need to fill in their details again.
- ☒ New contact. Add their details below

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

Mr

First name

Matthew

Last name

Rockey

Address

Block 8,
The Heath Business & Technical Park,
Heath Road South,
Runcorn,
Cheshire

Postcode

WA7 4QX

Phone number

07355091453

Email

matt.rockey@watercycletechnologies.com

Position

Chief Operations Officer

'Position' could, for example, be the applicant, an employee, or an agent or consultant acting on their behalf.

7 Contact details, continued

7.4 Billing contact

Provide a billing contact where we can send requests for payment, such as invoices for the annual subsistence charge.

- ☐ Contact details are the same as **section 2** (application from an individual). You do not need to fill in their details again.
- ☐ Contact details are the same as **question 7.1** (contact for receipt of official documents). You do not need to fill in their details again.
- ☐ Contact details are the same as **question 7.2** (application contact). You do not need to fill in their details again.
- ☐ Contact details are the same as **question 7.3** (operational contact). You do not need to fill in their details again.

☒ New contact. Add their details below

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

Mrs

First name

Kate

Last name

Lawlor

Address

4th Floor Suite A&B,
CityLabs 1.0,
Oxford Road,
Manchester

Postcode

M13 9NQ

Phone number

07542610215

Email

kate.lawlor@watercycletechnologies.com

For applications from public bodies and ministerial government departments, go to **section 9**.

For all other applications, go to **section 8**.

8 Environmental record check

Question 8.1 applies if you are:

- applying for a new installation or waste permit
 - applying to transfer an existing installation or waste permit
 - applying to add a relevant waste operation to a permit that has not previously had one
- ‘Relevant waste operations’ are one or both of the following:
- a waste operation (not carried on at an installation or by means of a Part B mobile plant).
 - a specified waste management activity (certain installations carrying out waste management activities).

For further details of relevant waste operations, see: **The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018**

We use the date of birth information to check your environmental record.

If this question does not apply, go to **section 9**

8.1 Complete the date of birth information in **Appendix 1** for the applications set out above.

☒ Tick the box to confirm that Appendix 1 has been completed where required.

Then go to **section 9**

9 How to contact us

If you have difficulty using 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.

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

9 How to contact us, continued

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

We will use your feedback to improve our form.

Would you like a reply to your feedback?

☐ Yes please

☐ No thank you

Go to **section 10**

10 Where to send your application

Send one electronic copy of your completed application via email to:

- **PSC-WaterQuality@environment-agency.gov.uk** for water discharge activities
- **PSC@environment-agency.gov.uk** for waste or installation activities
- **flood.permitting@environment-agency.gov.uk** for flood risk activities

Alternatively send one paper copy of your application to:

Integrated Permitting Services
Environment Agency
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Appendix 1: Date of birth information for installation and waste activities

Dates of birth information in this appendix will not be put onto our Public Register.

Only complete this Appendix if required by [question 8.1](#).

A1.1 Are you applying as an individual; group of individuals; or a registered company, limited liability partnership or other incorporated body?

- ☐ An individual. Now go to [A1.2](#)
- ☐ More than one individual. Now go to [A1.3](#).
- ☒ A registered company, limited liability partnership or other incorporated body. Now go to [A1.4](#).
- ☐ Public body or ministerial government department. Do not complete this appendix. Go to [section 9](#) instead.

A1.2 Applications from an individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to [section 9](#)

A1.3 Applications from more than one individual

For unincorporated trusts, charities and associations provide the name and date of birth of all individuals that are part of the group's controlling or guiding mind. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

In all other instances, provide the names and address of all individuals listed in [section 3](#) of this form.

Use a continuation sheet where necessary.

Appendix 1: Date of birth information for installation and waste activities, continued

First individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Second individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Third individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Fourth individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Continuation sheet for additional individuals

Document reference of continuation sheet (if any):

Now go to **section 9**

Appendix 1: Date of birth information for installation and waste activities, continued

A1.4 Applications from registered companies, limited liability partnership or other incorporated bodies

For registered companies provide the names and dates of birth of all directors and any company secretary.

For limited liability partnerships provide the names and dates of birth of all partners.

For other incorporated bodies provide the name and date of birth of all individuals that are part of the body's controlling or guiding mind. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

Use a continuation sheet where necessary.

Provide the company name and registration number on a continuation sheet for any corporate:

- directors
- company secretaries
- partners

First person

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

First name

Last name

Position

Date of birth (DD/MM/YYYY)

Appendix 1: Date of birth information for installation and waste activities, continued

Second person

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

First name

Richard

Last name

Cooper

Position

Director

Date of birth (DD/MM/YYYY)

Third person

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

First name

Paul

Last name

Dudley

Position

Director

Date of birth (DD/MM/YYYY)

Fourth person

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

First name

Philip

Last name

Kemp

Position

Director

Date of birth (DD/MM/YYYY)

Document reference of continuation sheet for additional people or corporate officers (if any):

Appendix 1: Directors (Part A)

Now go to **section 9**

Application for an environmental permit

Part B2 – General – new bespoke permit



You will need to use an Adobe Acrobat product to complete this form. The form may not work properly if you use a different pdf reader, such as the one built-in to your internet browser.

Fill in this part 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 B2.5, 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 accompanying Part B2 guidance notes (see https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1102174/Guidance-app-for-an-environmental-permit-part-b2-general-new-bespoke-permit.pdf).

The form can be:

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

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

Contents

- 1 About the permit
- 2 About the site (excludes mobile plant)
- 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

Appendix 2 – Date of birth information for Relevant offences and/or Technical ability questions only

1 About the permit

1a Discussions before your application

If you have had discussions with us before your application, including having requested to submit your application in stages, give us the permit reference or details on a separate sheet. Tell us below the reference you have given this extra sheet(s).

Permit or document reference

1 About the permit, continued

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

Mobile plant Now go to **question 1c**

Site Now go to **section 2**

Note: The term ‘mobile plant’ does not include mobile sheep dipping units.

Mobile plant only

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 (excludes mobile plant)

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

Site name

Address

Postcode

National grid reference for the middle of the site, or for water quality/groundwater activities, the discharge point (for example, ST 12345 67890).

2 About the site (excludes mobile plant), continued

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)

2 About the site (excludes mobile plant), continued

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)

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

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

2 About the site (excludes mobile plant), continued

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? (see <https://www.gov.uk/government/publications/relevant-conviction-guidance-for-permit-applications-for-waste-activities-and-installations-only>)

No Now go to **question 3b**

Yes Please give details below

3 Your ability as an operator, continued

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position held at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YYYY)

Offence and penalty set

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

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

Now go to **question 3b**

Please also complete the details in **Appendix 2**.

3b Technical ability

Relevant waste operations only (see the guidance notes on part B2).

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

3 Your ability as an operator, continued

CIWM/WAMITAB scheme

Your answers below must relate to the person(s) providing technically competent management when the permitted activities start.

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
- The technically competent manager will complete their qualification within four weeks of starting the permitted activities and I have enclosed evidence of their registration with WAMITAB or their EPOC booking as appropriate
- **For medium- and high-risk tier activities other than landfill**
The technically competent manager will complete the qualification within 12 months and I have enclosed evidence of their registration with WAMITAB and, where relevant, EPOC booking. I understand they 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

Phone

Mobile

Email

3 Your ability as an operator, continued

Please provide the environmental permit number/s and site address for all other waste operations, (**see part B2 guidance notes**), 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

Now go to **question 3c**

Please also complete the details in **Appendix 2**.

3c Finances

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 (or they) (or any relevant person) 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.

See **Environmental permits privacy notice - GOV.UK (www.gov.uk)** for how we use your personal information to support environmental permitting.

3 Your ability as an operator, continued

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)?

Renewable bonds

Cash deposits with the Environment Agency

Other – provide comprehensive details

Document reference

Provide a cost profile and expenditure plan of your estimated costs throughout the aftercare period of your site.

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 need to be able to explain what happens at each site and which parts of the overall management system apply. For example, at some sites you may need to show you are carrying out additional measures to prevent pollution because they are nearer to sensitive locations than others.

For waste and installation permits only: your management system must also explain your resilience to climate change.

You can find guidance on management systems on our website at <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

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?

ISO 14001

BS 8555 (Phases 1–5)

BS EN ISO 14005:2019

Green dragon

Own management system

EMAS Global

Other

Please send us a summary of the management system you are using and a copy of your accreditation (if applicable) with your application.

Document reference/s

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 Directly 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. The site plan must be legible at A4 size, drawn to scale and include a scale bar.

5 Supporting information, continued

Also include site drainage plans, site layout plans, and plant design drawings/process flow diagrams (as required). (**See the guidance notes on part B2.**)

Document reference/s of the plans

5b Provide the relevant sections of a site condition/baseline report if this applies

See the guidance notes on part B2

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 for what needs to be included.

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.

No

Yes Provide a fire prevention plan (**see the guidance notes on part B2**).

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 **Risk assessments for your environmental permit – GOV.UK (www.gov.uk)** or an equivalent method.

For air dispersion modelling see: **Environmental permitting: air dispersion modelling reports – GOV.UK (www.gov.uk)**

Document reference(s) for the assessments, including modelling reports and files where applicable

7 How to contact us

If you have difficulty using 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**

7 How to contact us, continued

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.)

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

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

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

Would you like a reply to your feedback?

Yes please

No thank you

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received (£)

Appendix 1 – Low impact installation checklist

Low impact installation criterion (see the Part B2 guidance notes)	Section of supporting document that shows how your proposed activity meets the LII criterion	Do you meet LII criterion?
A – Management techniques		Yes No
B – Wastewater		Yes No
C – Abatement systems/ releases to air		Yes No
D – Emissions to groundwater		Yes No
E – Waste production		Yes No
F – Energy consumption		Yes No
G – Accident prevention		Yes No
H – Noise		Yes No
I – Emissions of polluting substances		Yes No
J – Odours		Yes No
K – Compliance history		Yes No

If you answered 'No' to any of the questions above, your installation cannot be considered as a low impact installation.

Appendix 2 – Date of birth information for Relevant offences and/or Technical ability questions only

Date of birth information in this appendix will not be put onto our Public Register. Continue on a separate sheet if necessary

1. Relevant Offences – date of birth information for relevant persons(s)

Please give us the following details if you have answered 'Yes' to question 3a

Name

Date of birth (DD/MM/YYYY)

2. Technical ability – date of birth information for technically competent manager(s)

Please give us the following details (relevant waste operations only)

Name

Date of birth (DD/MM/YYYY)

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



When to complete the Part B3 form

Complete this part of the application form if you are applying for a new bespoke permit for an installation.

Completing the form

Visit our website to check this is the latest version of the form. See **Application for an environmental permit: part B3 new bespoke installation**.

Please read through the form and **Part B3 guidance notes** before completing it.

We expect it will take less than 3 hours to complete if you have all the necessary information available.

The form can be:

- saved onto a computer or device and then filled in. We recommend using Adobe Acrobat software to avoid any compatibility issues.
- printed off and filled in by hand. Please write clearly in the answer spaces. If you need to use the links in this form, you can access the electronic version here: **<https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-b3-new-bespoke-installation>**.

Other forms you will need to complete

In addition to this part of the form, you will also need to complete:

- **Part A: about you**
- **Part B2: General – new bespoke permit**
- **Part F1: charges and declarations**

When not to use this form

Do not use this form if you want to apply for an intensive farming installation permit. Use the **Part B3.5** form instead.

Contents

- 1 What activities are you applying for?**
 - 2 Point source 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 (excluding waste incinerators)**
 - 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 waste incineration sector**
- Appendix 4 – Specific questions for the landfill sector and recovery of hazardous waste on land activities**

1 What activities are you applying for?

Fill in Table 1a below with details of all the activities listed in schedule 1 or other references (see note 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

1 What activities are you applying for? continued

Table 1a – Types of activities

Schedule 1 listed activities						
Installation name	Schedule 1 or other 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)
If there are not enough rows, send a separate document and give the document reference number 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) Note: if the DAA is a Medium Combustion Plant or Specified Generator (MCP/SG) you must also fill in Part B2.5 form .						
Name of DAA If there are not enough rows, send a separate document and give the document reference number here		Description of the DAA (please identify the schedule 1 activity it serves)				
For installations that take waste (See note 5 below)		Total storage capacity				
		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 EPR part 2 of schedule 1, schedule 13 and 14 for Local Authority regulated activities, or schedule 25/25B for Medium Combustion Plant or Specified Generators.
2. Use the description from the relevant schedule 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 capacity (cubic metres) for the recovery of hazardous waste on land
 - the total treatment capacity (tonnes each day) for waste treatment operations
 - 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 each listed activity as a separate line and give an accurate description of any other activities associated with your schedule 1 activities. You cannot have Directly Associated Activities (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 wastes you will accept on to the site for that activity. Give the List of Wastes catalogue code and description (see **Waste classification technical guidance**).

If you need to exclude waste 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 of the waste in the document, (for example, detailing the source, nature and composition of the waste). Where you only want to receive specific wastes within a waste code you can provide further details of the waste you want to receive. Where a waste is dual coded you should use both codes for the waste.

Document reference of this extra information

1 What activities are you applying for? continued

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

Waste code	Description of the waste
Example	Example
02 01 08*	Agrochemical waste containing hazardous substances
18 01 03*	Infectious clinical waste, not contaminated with chemicals or medicines – human healthcare (may contain sharps) for alternative treatment
17 05 03*/17 06 05*	Non-hazardous soil from construction or demolition contaminated with fragments of asbestos cement sheet

1c Recovery of hazardous waste on land

1c.1 Are you applying for a waste recovery activity involving the permanent deposit of inorganic hazardous waste on land for construction or land reclamation?

No Now go to **section 2**

Yes Now go to **question 1c.2**

1c.2 Send us a copy of your waste recovery plan (WRP). This must comply with our guidance at **Waste recovery plans and deposit for recovery permits**.

Document reference

Now go to **question 1c.3**

1c.3 Have we pre-assessed your WRP?

Yes Now go to **question 1c.4**

No Now go to **section 2**

1c.4 Have there been any (non-administrative) changes to your WRP since the pre-application assessment?

No

Yes Provide a document that explains and justifies for the changes you have made

Document reference

There is a separate charge for the assessment of each new, varied or revised WRP. This must be submitted with the WRP at the pre-application stage of as part of the application.

For details of the charge see **Environmental permits: when and how you are charged**.

2 Point source emissions to air, water and land

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

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)				
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

Fill in one table for each installation, continuing on a separate sheet if necessary.

Document reference for continuation sheet (if applicable)

2 Point source emissions to air, water and land, continued

You will also need to complete the **Part B6 form** if your installation includes a point source emission(s) to:

- water
- groundwater or
- sewer

3 Operating techniques

3a Technical standards

3a.1 Fill in Table 3a for each activity at the installation you refer to in Table 1a above and list the ‘Best Available Techniques’ you are planning to use.

There is no need to justify using the standards set out in:

- **BAT conclusions (BATC)**
- **BAT reference documents (BREFs)**
- **Environment Agency technical guidance (TGN)**

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 you have provided in Part B2 (General bespoke permit) of the application form.

For Part A(2) activities refer to **Integrated pollution prevention and control: sector guidance notes**.

For Part B and Schedule 14 activities see **Local Air Pollution Prevention and Control (LAPPC): process guidance notes**.

For each of the activities listed in Table 1a, the documents in Table 3a should summarise:

- the operations undertaken
- the measures you will use to control the emissions from your process, as identified in your risk assessment or the relevant BAT conclusions, BREF or technical guidance
- how you will meet other standards set out in the relevant BAT conclusions document, BREF or technical guidance

3 Operating techniques, continued

Table 3a – Technical standards

Installation name		
Description of the schedule 1 activity or directly associated activity	Best available technique (BATC, BREF or TGN reference) (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)

Fill in a separate table for each activity at the installation, continuing on a separate sheet if necessary.

Document reference for continuation sheet (if applicable)

3a.2 Describe the type of facility or operation you are applying for and provide site infrastructure plans, location plans and process flow diagrams or block diagrams to help describe the operations and processes undertaken. Give the document references you use for each plan, diagram and description.

Document references

3b General requirements

Fill in a separate Table 4 for each installation.

Table 4 – General requirements

Name of the installation	
If the technical guidance 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 _____
Where the technical guidance or your risk assessment shows that odours are an important issue, send us your odour management plan	Document reference or references _____
If the technical guidance 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 _____

3 Operating techniques, continued

For guidance on risk assessments for your environmental permit see [Risk assessments for your environmental permit](#).

3c Types and amounts of raw materials

Fill in Table 5 for all schedule 1 activities.

Table 5 – Types and amounts of raw materials

Name of the installation				
Capacity (See note 1 below)				
Schedule 1 activity	Description of raw material and composition	Maximum amount (tonnes) (See note 2 below)	Annual throughput (tonnes each year)	Description of the use of the raw material including any main hazards (include safety data sheets)

Notes

1. By ‘capacity’, we mean the total storage capacity (tonnes) or total treatment capacity (tonnes each day).
2. By ‘maximum amount’, we mean the maximum amount of raw materials on the site at any one time.

Fill in a separate table for each installation, continuing on a separate sheet if necessary.

Document reference for continuation sheet (if applicable)

Use a separate sheet if you have a long list of raw materials. Send it to us with your application form. Please also provide the reference of this extra sheet.

Document reference for continuation sheet

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 relevant appendix.

3 Operating techniques, continued

Table 6 – Questions for specific sectors

Sector	Appendix
Combustion	See the questions in appendix 1
Chemicals	See the questions in appendix 2
Incinerating waste	See the questions in appendix 3
Landfill and recovery of hazardous waste on land	See the questions in appendix 4

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
- the procedures you follow to assess the measures

Document reference

4b Point source emissions to air only

4b1 Has the sampling location been designed to meet BS EN 15259 clause 6.2 and 6.3?

No

Yes

4b2 Are the sample ports large enough for monitoring equipment and positioned in accordance with section 6 and appendix A of BS EN 15259?

No

Yes

4b3 Is access adjacent to the ports large enough to provide sufficient working area, support and clearance for a sample team to work safely with their equipment throughout the duration of the test?

No

Yes

4b4 Are the sample location(s) at least 5 HD from the stack exit

No

Yes

4b5 Are the sample location(s) at least 2 HD upstream from any bend or obstruction?

No

Yes

4b6 Are the sample location(s) at least 5 HD downstream from any bend or obstruction?

No

Yes

4 Monitoring, continued

4b7 Does the sample plane have a constant cross sectional area?

No

Yes

4b8 If horizontal, is the duct square or rectangular (unless it is less than or equal to 0.35 m in diameter)

No

Yes

4b9 If you have answered 'No' to any of the questions 4b1 to 4b8 above, provide an assessment to how the standards in BS EN 15259 will be met.

Document reference of the assessment

5 Environmental impact assessment

5a Have your proposals been the subject of 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 Provide a copy of the environmental statement and, if the procedure has been completed:

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

Document reference of the documents

6 Resource efficiency and climate change

If the site is a landfill or a recovery of hazardous waste on land activity, you only need to fill in this section if the application includes gas engines.

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

Document reference of the description

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

Document reference of the description

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 the description

6 Resource efficiency and climate change, continued

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

In addition, provide documentation to prove you are taking part in the agreement.

Document reference of the proof

6d Explain and justify the raw and other materials, other substances and water that you will use

Document reference of the justification

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 of the description

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

7a List all your combustion plant at the site and provide thermal input and operating hours for each

Document reference

7b Do any of your combustion plants have a net rated thermal input of 1 or more MW and is not an excluded MCP?

No Now go to **question 7c**

Yes You must also complete **Part B2.5** of the application form

7c Is the aggregated net thermal input of your combustion plant more than 20 MW?

No

Yes Now go to **appendix 1, question 11**

8 How to contact us

If you have difficulty using 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

8 How to contact us, continued

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

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We want to make our forms easy to fill in and easy to understand. Please use the space below to give us any comments you may have about this form.

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

Would you like a reply to your feedback?

Yes

No

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)			
Landfill gas			
Other			

Notes

- Not covered by Industrial Emissions Directive 2010/75/EU.
- ‘Biomass’ is referred to **The Renewables Obligation Order 2002**

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

Document reference for extra information (if applicable)

Appendix 1 – Specific questions for the combustion sector, continued

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

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				

Fill in a separate table for each installation, continuing on a separate sheet if necessary

Document reference for continuation sheet (if applicable)

Appendix 1 – Specific questions for the combustion sector, continued

3 If NO_x 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

Installation reference	
Fuel	NO _x factor (kg t ⁻¹)
Fuel 1	
Fuel 2	
Fuel 3	
Fuel 4	

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

Fill in a separate table for each installation, continuing on a separate sheet if necessary

Document reference for continuation sheet (if applicable)

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

No You have completed the relevant questions in this appendix

Yes

5 What is your plant?

an existing one A plant licensed before 1 July 1987

a new one 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

a new-new one 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

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

Fill in a separate table for each installation, continuing on a separate sheet if necessary

Document reference for continuation sheet (if applicable)

Appendix 1 – Specific questions for the combustion sector, continued

- 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 **question 9 of this appendix**

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

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

No

Yes

Document reference

- 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 Provide supporting evidence of why a CBA is not required (for example, an agreement from us)

Document reference of evidence

Yes Submit a copy of your CBA Document reference of the CBA

Document reference of the CBA

Appendix 1 – Specific questions for the combustion sector, continued

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

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

Document reference of evidence

Yes Provide a copy of your CHP-ready assessment

Document reference of CHP-ready assessment

13 Decarbonisation readiness (DR): Are you installing or substantially refurbishing any in-scope generators or voluntarily applying the DR requirements to existing plant?

No

Yes Provide a Decarbonisation Readiness Report

Document reference of Decarbonisation Readiness Report

For guidance on decarbonisation readiness visit **Decarbonisation readiness in environmental permit applications**.

“In-scope generator” is defined in **Schedule 25C** of the Environmental Permitting Regulations.

Appendix 2 – Specific questions for the chemical sector

1 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
- 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 for regulated industry sectors: environmental permitting**
 - **Production of large volume organic chemicals: additional guidance**
 - **Speciality organic chemicals sector: additional guidance**
 - **Inorganic chemicals sector: additional guidance**
 - **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

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

No

Yes Complete questions 3b and 3c

3b List the activities that are controlled under the IED

Installation reference	
Activities	

Appendix 2 – Specific questions for the chemical sector, continued

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

Document reference

Appendix 3 – Specific questions for the waste incineration sector

If you are proposing to accept clinical waste, complete your answer to **question 3a ‘Technical standards’** with reference to relevant parts of our guidance **Healthcare waste: appropriate measures for permitted facilities**.

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?

A co-incinerator?

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

No Now go to **question 4 of this appendix**

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 **Incineration of waste (EPR5.01): additional guidance** (under the sub heading ‘European legislation and your application for an EP Permit’).

You must answer questions 7 to 13 on the form below.

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

Appendix 3 – Specific questions for the waste incineration sector, continued

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 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 (150 mg/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).

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 Give your reasons for doing this

Appendix 3 – Specific questions for the waste incineration sector, continued

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 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 Give your reasons for doing this

Appendix 3 – 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 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 Give your reasons for doing this

Appendix 3 – Specific questions for the waste incineration sector, continued

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 Give your reasons for doing this

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 Provide supporting evidence of why a CBA is not required (for example, an agreement from us)

Document reference of this evidence

Yes Submit a copy of your CBA

Document reference of the CBA

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

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

Document reference of this evidence

Yes Provide a copy of your CHP-ready assessment

Document reference of the CHP-ready assessment

Appendix 3 – Specific questions for the waste incineration sector, continued

16 Information to be provided by the operator to the competent authority for each Medium Combustion Plant as identified in Annex I of Medium Combustion Plant Directive (EU/2015/2193)

MCP specific identifier*	
12-digit grid reference or latitude/longitude	
Rated thermal input (MW) of the MCP	
Type of MCP (diesel engine, gas turbine, other engine or other MCP)	
Type of fuels used: gas oil (diesel), natural gas, gaseous fuels other than natural gas, landfill gas	
Date when the new MCP was first put into operation	
Sector of activity of the MCP or the facility in which it is applied (NACE code)	
Expected number of annual operating hours of the MCP and average load in use	
Where the option of exemption under Article 6(8) is used the operator (as identified on Form A) should sign a declaration here that the MCP will not be operated more than the number of hours referred to in this paragraph	

* identifier – the MCP must be traceable via a serial number or other unique identifier, name plate, manufacturer and or model

NACE code means Nomenclature of Economic Activities and is the European statistical classification of economic activities. NACE codes can be found by following the links at <https://ec.europa.eu/eurostat/web/nace>.

There are several online resources available that can help you find the grid reference. For example, go to the [Ordnance Survey website](#), then locate and right click on the relevant point.

Appendix 4 – Specific questions for the landfill sector and recovery of hazardous waste on land activities

- 1 For the landfill sector, provide your Environmental Setting and Installation Design (ESID) report and any other risk assessments to control emissions.**

For recovery of hazardous waste on land activities, provide your Environmental Setting and Site Design (ESSD) report and any other risk assessments to control emissions

Document reference

- 2 For recovery of hazardous waste on land activities, provide your Waste Acceptance Procedures (including Waste Acceptance Criteria)**

Document reference

Refer to our guidance at **Waste acceptance procedures for deposit for recovery**

- 3 Provide your hydrogeological risk assessment (HRA) for the site**

Document reference

- 4 Provide your outline engineering plan for the site**

Document reference

- 5 Provide your stability risk assessment (SRA) for the site**

Document reference

- 6 Provide your landfill gas risk assessment (LFGRA) for the site**

Document reference

We have developed guidance on these assessments and their reports which can be found at **Environmental permitting: landfill sector technical guidance.**

Appendix 4 – Specific questions for the landfill sector and recovery of hazardous waste on land activities, continued

7 For recovery of hazardous waste on land activities, have you completed a monitoring plan for the site?

No Refer to the section of your ESSD that explains why this is unnecessary for your site

Document reference of this evidence

Yes

Document reference

8 Have you completed a proposed plan for closing the site and your procedures for looking after the site once it has closed?

No If you have answered 'no' for recovery of hazardous waste on land activities, refer to the section of your ESSD that explains why this is unnecessary for your site

Document reference of this evidence

Yes For landfill you must provide a closure and aftercare plan

Document reference

Application for an environmental permit

Part F1 – Charges and declarations



When to complete the Part F1 form

Complete this form for all applications for:

- installations (except exclusions 1 and 2)
- waste operations (except exclusion 1)
- mining waste operations (except exclusion 1)
- medium combustion plant (except exclusions 1 and 3)
- specified generators (except exclusion 1 and 4)
- water discharges to surface water (except exclusions 1, 5, 6 and 7)
- groundwater activities (except exclusions 1, 6, 8, 9 and 10)

Exclusions – when you do not need to complete this form

You do not need to complete this form if your application is for:

1. an administrative variation. Use the **Part C0.5 form** instead.
2. a permit or non-administrative variation for intensive farming. Use the **Part B3.5 form** or **Part C3.5 form** as appropriate.
3. a medium combustion plant standard rule permit. See **MCP guidance**
4. a specified generator standard rule permit. See **SG guidance**
5. a permit to discharge up to 20 cubic metres a day of treated domestic sewage to surface water. Use the **Part B6.5 form**.
6. a water discharge or groundwater activity transfer notification. Use the **Part A** and **Part D1** forms. This exclusion does not apply to partial transfer of activities. You'll need to complete this Part F1 form as part of the permit variation to reflect the partial transfer.
7. a water discharge surrender notification. Use the **Part E1 form**. This exclusion does not apply to partial surrenders that need a permit variation. If a variation is required, you'll need to complete this Part F1 form as part of your variation application.
8. a permit to discharge up to 15 cubic metres a day of treated domestic sewage to ground. Use the **Part B6.5 form**.
9. a permit for an existing discharge up to 2 cubic metres a day of treated domestic sewage to ground in a source protection zone 1. Use the **Part B6.6 form**.
10. a groundwater activity surrender notification. Use the **Part E1 form**. You will still need to complete this Part F1 form for the following:
 - surrender applications for standalone groundwater activities at onshore oil and gas facilities
 - partial surrender notifications that need a permit variation. If a variation is required, you'll need to complete this Part F1 form as part of your variation application.

Completing this form

Visit our website to check this is the latest version of the form. See **Application for an environmental permit (charges and declarations): part F1**

Please read through this form before completing it.

You will need to refer to our **charging scheme and charge tables** and **charging guidance** to complete the form.

You can also use our **pre-application advice service** to help you work out your charges.

Only write your answers in the spaces provided. Please do not make any changes to the form.

We expect it will take less than 3 hours to complete the form.

The form can be:

- saved to your computer or device and then filled in. We recommend using Adobe Acrobat software to avoid any compatibility issues.
- printed off and filled in by hand. Please write clearly in the answer spaces. If you need to use the links in this form, you can access the electronic version here: **<https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-f1-opra-charges-declarations>**

Other forms you will need to complete

You'll also need to complete other parts of the application form in addition to this Part F1 form. This depends on your facility type and what you are applying for:

- for a new bespoke permit visit **New bespoke environmental permit: application forms**
- for a new standard rules permit visit **Application for an environmental permit: part B1 standard facilities permit**
- If you already have a permit visit **Change, transfer or cancel your environmental permit**

Contents

- 1 When you need to pay an application charge**
 - 2 Working out your application charge**
 - 3 Payment**
 - 4 Privacy notice**
 - 5 Commercial and industrial confidentiality**
 - 6 National security**
 - 7 Ecological survey information**
 - 8 Declaration**
 - 9 Application review section**
 - 10 How to contact us**
 - 11 Where to send your application**
- Appendix 1 – declarations from additional people**

1 When you need to pay an application charge

1.1 What are you applying for?

Complete Table 1 with your facility type, application type and number of applications.

Table 1

Facility type (see note 1)	Application type (see note 2)	Number of applications

Table 1 notes

1. Facility type

Choose the facility type from the following list:

- groundwater activity
- installation
- medium combustion plant or specified generator
- mining waste
- waste operation
- water discharge

Use a separate row for each facility type and each application type.

2. Application type

Choose the application type from the following list:

New permit:

- new bespoke permit
- new standard rules permit

Variation:

- minor variation
- normal variation
- substantial variation

Surrender:

- full surrender
- low risk surrender
- partial surrender
- partial surrender with variation

1 When you need to pay an application charge, continued

Transfer:

- full transfer
- partial transfer with variation

Use a separate row for each facility type and each application type.

1.2 Are you applying for any of the following?

Tick any that apply

- Part B installation surrender (except a partial surrender requiring a permit variation)
- waste mobile plant surrender
- authorised ship recycling facility (applications and renewals)
- bespoke groundwater mobile plant (all application types)
- staged application

If **none** of the above apply, go to **section 2**

If you have ticked **any** of the above, go to **section 4**

The following applications do not attract a charge:

- Part B installation surrender (except a partial surrender requiring a permit variation)
- waste mobile plant surrender

The following charges are payable on demand as time and materials charges:

- authorised ship recycling facility (applications and renewals)
- bespoke groundwater mobile plant (all application types)
- staged applications

For all other applications, charge payments must be made at the time of application.

2 Working out your application charge

For all applications, enter your fixed charges in Table 2. These charges are detailed in our charging scheme tables.

Complete Table 3 if additional charges apply. For example, where additional chargeable assessments are needed.

Your total application charge consists of your fixed charges, plus any additional charges. Complete Table 4 with these figures.

Do not add VAT as most application charges are outside the scope of VAT. The exception is pre-application charges where VAT is applicable. Your pre-application invoice will show if VAT has been included in the charge.

Application charges are set out in **Environmental permits and abstraction licences: tables of charges**.

Guidance on charges is available at **Environmental permits: when and how you are charged**.

You can also use our pre-application advice service to help you work out your charges. Visit **Get advice before you apply for an environmental permit**.

2 Working out your application charge, continued

2.1 Fixed charges

Complete Table 2 with all fixed charges relevant to your application.

Table 2

Ref (from charging table)	Activity description (from charging table)	Additional description (where applicable – see note 1)	Application type (from charging table)	Fixed charge amount (see note 2)
Total fixed charges				

Continue on separate sheet as necessary

Document reference of continuation sheet (if any):

2 Working out your application charge, continued

Table 2 notes

1. Additional description

For multiple activities on the same permit:

- use a separate row for each chargeable activity
- add a description to help identify the correct charge. For example, if the same activity is being carried out multiple times or is a secondary activity.

Bulk permit transfer with the same charging table reference can be entered on the same row.

2. Fixed charge amount

Enter the fixed charge amount from the relevant **charging table**.

Show any reductions for:

- **batch permit transfers** (also see example 1 below)
- **multi-activity new permit applications** (also see example 2 below)
- **standalone directly associated activities**

New standard rules may not be shown in the current charging scheme tables. Whilst the scheme is being updated, you can find the charges by visiting **Standard rules: environmental permitting**. Then follow the link to the relevant rule set. The charges will be listed on the individual rule set page.

Alternatively, you can contact us for pre-application advice by visiting **Get advice before you apply for an environmental permit**.

2 Working out your application charge, continued

Example 1 – batch transfer of 11 permits

Ref (from charging table)	Activity description (from charging table)	Additional description (where applicable)	Application type (from charging table)	Fixed charge amount
1.16.9	Household waste amenity site taking hazardous waste; includes assessment of fire prevention plan and odour management plan		Transfer application	£2,529 (100% of largest transfer charge)
1.16.9	Household waste amenity site taking hazardous waste; includes assessment of fire prevention plan and odour management plan		Transfer application	£5,058 (10 applications after 80% reduction)
Total fixed charges				£7,587

Example 2 – multi-activity new permit application

Ref (from charging table)	Activity description (from charging table)	Additional description (where applicable)	Application type (from charging table)	Fixed charge amount
1.7.1	Section 6.8: food and drink production	First production line	Permit application	£13,984 (100% of largest activity charge)
1.7.1	Section 6.8: food and drink production	Second production line (same activity carried out multiple times)	Permit application (part of above application)	£1,398 (after 90% reduction)
1.16.2.2	Section 5.4 (a)(ii): non-hazardous waste installation – physico-chemical treatment for disposal	Effluent treatment plant discharging to sewer (secondary activity)	Permit application (part of above application)	£1,344 (after 90% reduction)
Total fixed charges				£16,726

Note: this example is provided to illustrate the calculation methodology. The charges shown are for demonstration purposes only. Please refer to the charging scheme for the actual charge amount.

Now go to **question 2.2**

2 Working out your application charge, continued

2.2 Additional application charges

Complete Table 3 with any additional application charges

Table 3

Charging scheme reference (table 1.19 or paragraph reference)	Additional charge type	Tick all applicable	Charge amount
1.19.1	Waste recovery plan or variation or revision of a waste recovery plan assessment		
1.19.2	Habitats assessment (except where the application activity is a water discharge or groundwater activity)		
1.19.3	Fire prevention plan assessment		
1.19.4	Pests management plan assessment		
1.19.5	Emissions management plan assessment		
1.19.6	Odour management plan assessment		
1.19.7	Noise and vibration management plan assessment		
1.19.10	Habitats assessment for discharges to water and groundwater activities		
1.19.11	Specific Substances Assessment for a water discharge activity to surface water		
1.19.12	Specific Substances Assessment for a groundwater activity		
1.19.13	Decarbonisation readiness assessment for combustion electricity generating power plant equal to or greater than 50 MWth or for energy from waste plant of any size		
1.19.14	Decarbonisation readiness assessment for combustion electricity generating power plant less than 50 MWth		
Paragraph 10(a)	Advertising charge		
Paragraph 10(c)	Enhanced pre-application charges (invoiced but not yet paid). Include the amount and invoice number in the 'Charge amount' column		
Total additional charges			

2 Working out your application charge, continued

Table 3 notes

Complete Table 3 if additional charges apply to your application.

Chargeable plans and assessments

Tick all chargeable plans and assessments submitted in support of your application. Enter the charge amount for each. Charges can be found in the relevant charging table at **Environmental permits and abstraction licences: tables of charges**

Some charges for assessing your plans and documents are already included in the fixed charge. Where this is applicable, it will be shown in the charge table description. For example, the description may say ‘includes assessment of fire prevention plan’.

For further guidance visit **Charges for plans and assessments** for further information. There is no need to complete table 3 for assessments already included in the fixed charge.

Advertising charge

Tick the advertising charge box if we’ve told you we will be advertising your application. For further information see **Advertising charge**.

Enhanced pre-application advice charge

You must pay any outstanding pre-application charge invoices with your application. We will return any applications with unpaid invoices.

Now go to **question 2.3**

2.3 Total amount payable

Complete Table 4 with the total application charges payable.

Table 4

Charge	Charge amount
Total fixed charges (from <u>Table 2</u>)	
Total additional charges (from <u>Table 3</u>)	
Total amount payable	

Now go to **section 3**

3 Payment

Only complete this section if your application needs to be accompanied by a payment. Refer to **question 1.2**.

Please note we are unable to:

- send you an invoice for application charges, (other than pre-application charges)
- accept payments in instalments

3 Payment, continued

3.1 Payment method

Tick one option to show your payment method. Then follow the link to the relevant payment section and follow the steps shown.

Online card payment using GOV.UK Pay – go to **Paying by GOV.UK Pay**

Electronic bank transfer (for example, by BACS) – go to **Paying by electronic bank transfer**

Credit or debit card payment over the phone – go to **Paying by phone**

Cheque – go to **Paying by cheque**

A. Paying by GOV.UK Pay

GOV.UK Pay is a digital payment system where you can pay using a Visa, MasterCard, Maestro card and some digital wallets.

Follow steps A1 to A3 to pay using GOV.UK Pay.

A1 Create your payment reference number

You'll need to include a unique reference number when making your payment. This reference number means we can match the payment to your application. It may cause delays if you do not include a reference number.

1. Start your reference number with one of the following codes, based on your facility type:

- PSCAPPWASTE – for waste operations and mining waste operations
- PSCAPPINST – for installations and medium combustion plant or specified generators
- PSCAPPWQ – for water discharge and groundwater activities

2. Follow this with the first five letters of the applicant's name

3. Finish with your chosen unique identifying number

Example

- application is for a waste operation, so the code is: PSCAPPWASTE
- applicant is Anyfirm Limited, so the first five letters are: ANYFI
- applicant's chosen identifier is: 001

The payment reference number is therefore: PSCAPPWASTEANYFI001

Make a note of this reference number. You'll need to provide it in step A3 below.

A2 Go to GOV.UK Pay payment page

Click on the relevant link below according to your facility type. This will take you to the relevant page to make your payment.

- Link for: **waste operations and mining waste operations**
- Link for: **installations and medium combustion plant/specified generators**
- Link for: **water discharges and groundwater activities**

3 Payment, continued

A3 Complete the payment details below

Payment reference number

Payment amount

Payment date

Now go to **section 4**

B. Paying by electronic bank transfer

Follow steps B1 to B3 to pay by electronic bank transfer, such as BACS.

B1 Create your payment reference number

You'll need to include a unique reference number when making your payment. This reference number means we can match the payment to your application. It may cause delays if you do not include a reference number.

1. Start your reference number with one of the following codes, based on your facility type:

- PSCAPPWASTE – for waste operations and mining waste operations
- PSCAPPINST – for installations and medium combustion plant or specified generators
- PSCAPPWQ – for water discharge and groundwater activities

2. Follow this with the first five letters of the applicant's name

3. Finish with your chosen unique identifying number

Example

- application is for a waste operation, so the code is: PSCAPPWASTE
- applicant is Anyfirm Limited, so the first five letters are: ANYFI
- applicant's chosen identifier is: 01

The payment reference number is therefore: PSCAPPWASTEANYFI01

Make a note of this reference number. You'll need to provide it in step B3 below.

B2 Log onto your banking system

Log onto your banking system to transfer the funds.

You'll need to use the following information to make your payment:

Payee name:	Environment Agency
Sort code:	60-70-80
Account number:	10014411
Account name:	EA RECEIPTS

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

3 Payment, continued

B3 Complete the payment details below

Name of account holder

Payment reference number

Payment amount

Payment date

Also email your payment details and reference number to ea_fsc_ar@gov.sscl.com.

Now go to **section 4**

C. Paying by phone

If you want to pay by phone, add the name and phone number of the person making the payment.

Name

Phone number

We'll call the above person to arrange payment. We can accept payments by Visa, MasterCard or Maestro card only.

Now go to **section 4**

D. Paying by cheque

Make your cheque payable to 'Environment Agency' and cross it with 'A/C Payee' (if not already printed on the cheque).

Write the following on the back of your cheque:

- applicant's name
- application reference number (if known)
- application site address and postcode (where applicable)

Enter the cheque number below

3 Payment, continued

If you're submitting a paper application, include your cheque with the application.

If you're emailing your application, include a covering note with your cheque. Post your cheque to our Integrated Permitting Services at the address shown in **section 11**.

Please note, we're unable to accept post-dated cheques.

It is usually quicker and easier to complete your payment online or by phone.

Now go to **section 4**

4 Privacy notice

See how we use your personal information in services to support environmental permitting by visiting **Environmental permits privacy notice**.

Now go to **section 5**

5 Commercial and industrial confidentiality

We're required to put a copy of your application on a public register. We may exclude information we consider to be confidential from the public register. 'Confidential information' in this context means it is commercially or industrially confidential.

You can ask for information in your application to be treated as confidential. You should request confidentiality when you submit your application.

To be considered fully, your request must:

- clearly identify which information should be considered confidential
- include a clear justification for each item you want kept from the public register
- include evidence that the confidentiality is provided by law to protect a legitimate economic interest

Confidential information should be easy to separate from the rest of your application. For example, you could submit two versions of the same document. One version that contains the confidential information and is marked accordingly. The other document is the same, but with the confidential information hidden or removed.

Information identified as confidential won't be put on the public register while we review your request. We'll let you know the outcome once our decision has been made.

You can find further information on commercial and industrial confidentiality by visiting **Environmental permitting guidance: Core guidance**.

Only tick the box below if you do want to claim commercial or industrial confidentiality.

I wish the information I have identified to be treated as confidential and excluded from the public register.

Now go to **section 6**

6 National security

We maintain a public register of permitting applications. We can be directed to exclude information in the interests of national security. If your application contains such information, you may notify the Secretary of State. They will decide whether it should be excluded from the register.

You must tell us if you have given notice to the Secretary of State. You must still include the information in your application. It will be excluded from the register unless the Secretary of State decides it should be included.

You cannot apply for national security using this application form.

You can find further information on national security by visiting [**Environmental permitting guidance: Core guidance**](#).

Now go to [**section 7**](#)

7 Ecological survey information

7.1 Have you provided ecological survey data as part of your application?

Yes – go to [**question 7.2**](#)

No – go to [**section 8**](#)

7.2 Use of ecological survey data

We may wish to use any ecological survey data you have supplied for other purposes as detailed below.

We assume that we are permitted to use the information you supply to us, in connection with our statutory and regulatory responsibilities. In particular (although there may be other uses), we may:

- incorporate the information into our datasets and mapping. These are used for a variety of purposes
- provide information to other applicants and organisations where this enables us to protect wildlife as we are directed to do in the Environment Act
- respond to requests for information under the Freedom of Information Act and the associated Environmental Information Regulations 2004 and agree limited usage rights in accordance with our Standard Notices that we use when supplying our information
- license datasets and mapping derived from or containing information

If you have any queries, please contact us using the details in [**section 10**](#) of this form

Tick this box if you do **not** want us to use information from any ecological survey that you have supplied with your application

8 Declaration

Who should complete the declaration

The person needing to complete the declaration depends on the type of legal entity applying. This is set out below:

Individual

One of the following must sign the declaration:

- the individual

8 Declaration, continued

- someone with written authorisation from the individual

Multiple individuals (see below for unincorporated organisations)

One of the following must sign the declaration:

- all individuals named, or to be named on the permit
- someone with written authorisation from all individuals named, or to be named on the permit

Unincorporated trusts, charities and societies

One of the following must sign the declaration:

- trustee
- chairperson
- treasurer
- secretary
- person with a similar position
- someone with written authorisation from any of the above

Registered company

One of the following must sign the declaration:

- director registered at Companies House
- company secretary registered at Companies House
- any similar company officer registered at Companies House
- someone with written authorisation from any of the above

Limited liability partnership

One of the following must sign the declaration:

- partner registered at Companies House
- partnership secretary registered at Companies House
- someone with written authorisation from any of the above

Other incorporated body

One of the following must sign the declaration:

- chairperson
- treasurer
- secretary
- person with a similar position
- someone with written authorisation from any of the above

Public body or ministerial government department

A person with delegated authority under the body's non-financial scheme of delegation must sign the declaration.

Corporate bodies subject to insolvency procedures

The official Receiver or appointed insolvency practitioner must sign the declaration.

8 Declaration, continued

Written authorisations

If you are the applicant and want someone to complete the below declaration on your behalf, you must give them written authorisation to do so.

Your authorisation must confirm the person has authority to complete the declaration for you. Include a copy of the authorisation with your application, unless we already hold a valid one on file.

Agents or consultants cannot complete the declaration without written authorisation from the applicant.

8.1 Declaration by current permit holder or applicant applying for a new permit

The declaration and details below must be completed by the:

- current permit holder for variation, transfer and surrender applications
- applicant applying for a new permit

Declaration

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit [Environmental Permitting Regulations \(EPR\) offences](#)

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 misleading information.

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

In addition, if you are applying for a standard rules permit, tick the box below if you agree with the statement.

I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

Person completing declaration

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

First name

Last name

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

Position (if relevant)

‘Position’ could, for example, be a director, secretary, trustee, or partner in a partnership

8 Declaration, continued

Date of declaration (DD/MM/YYYY)

Use **Appendix 1** if more than one person needs to complete the declaration for the same applicant. For example, where multiple individuals are to be named on the permit.

8.2 Are you applying for a permit transfer?

Yes – now go to **question 8.3**

No – now go to **section 9**

8.3 Declaration by proposed new permit holder

The proposed new permit holder must complete the declaration and their details below.

Declaration for permit transfer applications

Permit transfer applications are joint applications.

The existing permit holder must complete the declaration and details in **question 8.1**.

The proposed new permit holder must complete the declaration and details below.

Note: there may be situations when you're unable to trace the permit holder or a joint holder. You may still be able to transfer the permit without their declaration. Contact us to discuss this. You'll need to supply evidence in your application to confirm you're unable to trace them.

It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit **Environmental Permitting Regulations (EPR) offences**

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 misleading information.

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

Now complete your details below. You do not need to provide a signature as well.

Person completing declaration

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

First name

Last name

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

Position (if relevant)

8 Declaration, continued

'Position' could, for example, be a director, secretary, trustee, or partner in a partnership

Date of declaration (DD/MM/YYYY)

Use **Appendix 1** if more than one person needs to complete the declaration for the same applicant. For example, where multiple individuals are to be named on the permit.

Now go to **section 9**

9 Application review section

You must complete this section.

We are unable to return any application or supporting documents. Do not send original legal or important documents.

We can't progress applications that are incomplete or lack sufficient detail.

If you aren't sure about what you need to send, contact us before submitting your application. For further information on pre-application advice visit **Get advice before you apply for an environmental permit.**

9.1 Checklist

Tick to confirm you've completed the following:

- filled in all relevant parts of the application form clearly
- included all required supporting documents and listed them in the table below
- included supporting information for any commercial or industrial confidentiality claim (where applicable)
- declaration completed by a relevant person, with written authorisation if needed
- sent the correct payment

9.2 Table of supporting documents

List of all the documents submitted as part of your application in the table below

Question reference e.g. Part B1, Q5b	Document title	Document reference

9 Application review section, continued

Question reference e.g. Part B1, Q5b	Document title	Document reference

Continue on a separate sheet if necessary.

Document reference of continuation sheet (where applicable)

Now go to **section 10**

10 How to contact us

If you have difficulty using 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.

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

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

We will use your feedback to improve our form.

Would you like a reply to your feedback?

Yes please

No thank you

Now go to **section 11**

11 Where to send your application

A. By email

Send water discharge and groundwater activity applications to: **PSC-WaterQuality@environment-agency.gov.uk**

Send all other applications to: **PSC@environment-agency.gov.uk**

If your documents are too large to email, you can upload them to a file sharing site and send us the download link. You can also send multiple emails with attachments.

B. By post

Send one paper copy to:

Environment Agency
Integrated Permitting Services
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Appendix 1 – declarations from additional people

Declaration – additional person 1

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit [Environmental Permitting Regulations \(EPR\) offences](#)

Complete the declaration and add your details below.

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 misleading information.

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

In addition, if you are applying for a standard rules permit, tick the box below if you agree with the statement.

I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

Person completing declaration

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

First name

Last name

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

Position (if relevant)

‘Position’ could, for example, be a director, secretary, trustee, or partner in a partnership.

If applying to transfer a permit, state whether you’re the current or proposed holder.

Date of declaration (DD/MM/YYYY)

Appendix 1 – declarations from additional people, continued

Declaration – additional person 2

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

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I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

Person completing declaration

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

First name

Last name

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

Position (if relevant)

‘Position’ could, for example, be a director, secretary, trustee, or partner in a partnership.

If applying to transfer a permit, state whether you’re the current or proposed holder.

Date of declaration (DD/MM/YYYY)

Declaration – additional person 3

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit [Environmental Permitting Regulations \(EPR\) offences](#)

Appendix 1 – declarations from additional people, continued

Complete the declaration and add your details below.

Declaration

I declare that the information in this application is true to the best of my knowledge and belief.

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

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I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

Person completing declaration

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

First name

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

Position (if relevant)

‘Position’ could, for example, be a director, secretary, trustee, or partner in a partnership.
If applying to transfer a permit, state whether you’re the current or proposed holder.

Date of declaration (DD/MM/YYYY)

Continue on separate sheet as necessary

Document reference of continuation sheet (if any)
