

# Application for an environmental permit

## Part A – About you



You will need to fill in this part A if you are applying for a new permit, applying to change an existing permit or surrender your permit, or want to transfer an existing permit to yourself. Please check that this is the latest version of the form available from our website.

You can apply online for Waste standard rules environmental permits, bespoke waste permits and bespoke Medium combustion plant permits

Apply online for an environmental permit.

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

The form can be:

- 1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

**Note:** if you believe including information on a public register would not be in the interests of national security you must enclose a letter telling us that you have told the Secretary of State. We will not include the information in the public register unless directed otherwise.

It will take less than one hour to fill in this part of the application form.

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it.

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- 1 About you
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  - 3 Applications from an organisation of individuals or charity
  - 4 Applications from public bodies
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  - 6 Your address
  - 7 Contact details
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  - 9 Where to send your application
- Appendix 1 – Date of birth information for installation and waste activities (applications for a new permit or transferring a permit) only

## 1 About you

Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

An individual

- Now go to section 2 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

An organisation of individuals (for example, a partnership)

- Now go to section 3 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

A public body

- Now go to section 4

A registered company or other corporate body

- Now go to section 5 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

## 2 Applications from an individual

### 2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

### 3 Applications from an organisation of individuals or charity

#### 3a Type of organisation

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

#### 3b Details of the organisation or charity

If you are an organisation of individuals, please give the details of the main representative below. If relevant, provide details of other members (please include their title Mr, Mrs and so on) on a separate sheet and tell us the document reference you have given this sheet

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to question 3c or section 6

#### 3c Details of charity

Full name of charity

This should be the full name of the legal entity not any trading name.

#### 3d Company registration number

If you are registered with Companies House please tell us your registration number

#### 3e Charity Commission number

If you are registered with the Charity Commission please tell us your registration number

Now go to section 6

### 4 Applications from public bodies

#### 4a Type of public body

For example, NHS trust, local authority, English county council

#### 4b Name of the public body

#### 4c Please give us the following details of the executive

An officer of the public body authorised to sign on your behalf

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

### 5 Applications from companies or corporate bodies

#### 5a Name of the company

#### 5b Company registration number

Date of registration (DD/MM/YYYY)

If you are applying as a corporate organisation that is not a limited company, please provide evidence of your status and tell us below the reference you have given the document containing this evidence.

Document reference

## 5 Applications from companies or corporate bodies, continued

### 5c Please give details of the directors

If relevant, provide details of other directors and company secretary, if there is one, on a separate sheet and tell us the reference you have given this sheet.

Document reference

Details of company secretary (if relevant) and director/s

Title (Mr, Mrs, Miss and so on)

First name

Last name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

## 6 Your address

### 6a Your main (registered office) address

For companies this is the address on record at Companies House.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

For an organisation of individuals every partner needs to give us their details, including their title Mr, Mrs and so on. So, if necessary, continue on a separate sheet and tell us below the reference you have given the sheet.

Document reference

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

## 6 Your address, continued

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

## 7 Contact details

### 7a Who can we contact about your application?

It will help us if there is someone we can contact if we have any questions about your application. The person you name should have the authority to act on your behalf.

Please add a second contact on a separate sheet if this person is not always available.

Document reference of this separate sheet

This can be someone acting as a consultant or an 'agent' for you.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

### 7b Who can we contact about your operation (if different from question 7a)?

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 7 Contact details, continued

### 7c Who can we contact about your billing or invoice?

**Note:** Please provide the name and address that all invoices should be sent to for your subsistence fees.

As in question 7a

As in question 7b

Please give details below if different from question 7a or 7b.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 8 How to contact us

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

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

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

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.gov.uk/government/organisations/environment-agency](http://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. More information on how to do this is available at: [www.gov.uk/government/organisations/environment-agency/about/complaints-procedure](http://www.gov.uk/government/organisations/environment-agency/about/complaints-procedure).

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

## 9 Where to send your application

For how many copies to send see the guidance note on part A.

For water discharges by email to [PSC-WaterQuality@environment-agency.gov.uk](mailto:PSC-WaterQuality@environment-agency.gov.uk)

For waste and installations by email to [PSC@environment-agency.gov.uk](mailto:PSC@environment-agency.gov.uk)

For flood risk activity permits send 1 copy only to [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk) or to the local Environment Agency office for where the work is proposed to be carried out.

Or

Permitting Support, NPS Sheffield  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WF

## 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 – Date of birth information for installation and waste activities (applications for a new permit or transferring a permit) only

### Date of birth information in this appendix will not be put onto our Public Register

Are you applying as an individual, an organisation of individuals (for example, a partnership) or a company (this includes Limited Liability Partnerships)?

- An individual  Now go to 2
- An organisation of individuals (for example, a partnership)  Now go to 3
- A registered company or other corporate body  Now go to 4

### 2 Applications from an individual

Please give us the following details

Name

Date of birth (DD/MM/YY)

### 3 Applications from an organisation of individuals or charity

#### Details of the organisation or charity

If you are an organisation of individuals, please give the date of birth details of the main representative below. If relevant, provide details of other members on a separate sheet and tell us the document reference you have given this sheet.

Name

Date of birth (DD/MM/YY)

Document reference

### 4 Applications from companies or corporate bodies

Name of the company

Please give the date of birth details for all directors and company secretary if there is one. If relevant, provide those details of other directors on a separate sheet and tell us the document reference you have given this sheet.

Details of company secretary (if relevant) and director/s

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Document reference

# Application for an environmental permit

## Part C2 – General – varying a bespoke permit



Fill in this part of the form, together with part A and the relevant parts of C3 to C7 and part F1 or F2, if you are applying to vary (change) the conditions or any other part of the permit. Please check that this is the latest version of the form available from our website.

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or changing existing ones).

**Waste operation changing to installation or vice versa?**

If your changes mean that a waste operation becomes an installation (or vice versa) you also need to fill in either part C3 (waste to installation) or part C4 (installation to waste).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

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

The form can be:

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- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

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

**Contents**

- 1 About the permit
- 2 About your proposed changes
- 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

Note: If you are applying to convert your existing permit to a standard permit or add a standard facility you need to fill out form C1.

#### 1a Discussions before your application

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

Permit or document reference

#### 1b Permit number

What is the permit number that this application relates to?

#### 1c Site details

What is the name, address and postcode of the site?

Site name

Address

Postcode

### 2 About your proposed changes

#### 2a Type of variation

What type of variation are you applying for?

Minor technical

Normal variation

Substantial



## 2 About your proposed changes, continued

### 2b Changes or additions to existing activities

Please give us brief details in the box below. More detailed information can be given in Table 1 below.

|  |
|--|
|  |
|--|

Fill in Table 1 with details of all the proposed changes to current activities. In the final column of the table, give us the document reference for the proposed changes and send them to us with your filled in application form.

Fill in a separate table for each activity you are applying to vary or add. 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 this document.

Document reference

You only need to fill in one table for your mining waste operations.

### 2c Consolidating (combining) or updating existing permits

If your proposed change is to modernise (update) your permit, now answer 2c1; otherwise go to 2d.

If your proposed change is to consolidate (combine) a number of permits, now answer 2c2; otherwise go to 2d.

Note: In both cases we may require additional information from you about, for example, your management system. Therefore we would always advise you to talk to us before you submit any application to modernise or consolidate permits.

2c1 Do you want to have a modern style permit?

No

Yes

2c2 Identify all the permits you want to consolidate (combine) by listing the permit numbers in Table 2 below

**Table 2 – Permit numbers**

|  |
|--|
|  |
|  |
|  |
|  |

### 2d Treating batteries

2d Are you proposing to treat batteries?

No

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

Document reference for the explanation

### 2e Ship recycling

2e1 Is your activity covered by the Ship Recycling Regulations 2015? (See the guidance notes on part C2.)

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

2e2 Is this a renewal of an existing authorisation covered by the Ship Recycling Regulations 2015?

No

Yes  Tell us the expiry date of your existing authorisation  (DD/MM/YYYY)

## 2 About your proposed changes, continued

**Table 1 – Changes to existing activities**

Fill in Table 1 with details of all the proposed changes to current activities. In the final column of the table, give us the document reference for the proposed changes and send them to us with your filled in application form.

| Name   | Installation schedule<br>1 references | Description of the<br>installation activity | Description of waste<br>operation | Description of the<br>mining waste<br>operations | Description of water<br>discharge activity | Description of<br>groundwater activity | Proposed changes<br>document reference |
|--|---------------------------------------|---|-----------------------------------|--|--|--|--|
| i.e. name of<br>installation, waste<br>operation, mining<br>waste operation,<br>water discharge<br>activity or<br>groundwater activity     |                                       |   |                                   |  |  |  |  |
| Example – effluent<br>unique name  |                                       |   |                                   |  | Example – treated<br>sewage effluent       |  |  |
| If you do not have<br>enough room, go to<br>the line below or<br>send a separate<br>document and give<br>us the document<br>reference here |                                       |   |                                   |  |  |  |  |
|  |                                       |   |                                   |  |  |  |  |
|  |                                       |   |                                   |  |  |  |  |
|  |                                       |   |                                   |  |  |  |  |
|  |                                       |   |                                   |  |  |  |  |
|  |                                       |   |                                   |  |  |  |  |
|  |                                       |   |                                   |  |  |  |  |
|  |                                       |   |                                   |  |  |  |  |
|  |                                       |   |                                   |  |  |  |  |
|  |                                       |   |                                   |  |  |  |  |
|  |                                       |   |                                   |  |  |  |  |
|  |                                       |   |                                   |  |  |  |  |

## 2 About your proposed changes, continued

### 2f Low impact installations (installations only)

2f1 Will any changes mean that any of the regulated facilities will become low impact installations?

No  Now go to section 3

Yes  If yes, tell us how you meet the conditions for a low impact installation (see the guidance notes on part C2 – 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

## 3 Your ability as an operator

If you are applying to add waste installations or waste operations to a permit that has not previously had them, you need to fill in all of section 3.

If you are applying to consolidate (combine) two or more permits or have an updated permit you must fill in question 3d.

This section does not apply for applications to surrender a permit.

### 3a Relevant offences

Installations and waste operations only (see the guidance notes on part C2).

3a1 Have you, or any other relevant person, been convicted of any relevant offence?

No  Now go to question 3b

Yes  Please give details below

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position held at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YY)

Offence and penalty set

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

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

Document reference

Now go to question 3b

Please also complete the details in Appendix 2.

### 3b Technical ability

Specified waste management activities and waste operations only (see the guidance notes on part C1).

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

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

#### CIWM/WAMITAB scheme

Please select one of the following:

• I have enclosed a copy of:

- the relevant qualification certificate/s

or

- evidence of deemed competence

or

### 3 Your ability as an operator, continued

- 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 if there is evidence of a 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

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) | <input type="text"/> |
| First name                      | <input type="text"/> |
| Last name                       | <input type="text"/> |
| Phone                           | <input type="text"/> |
| Mobile                          | <input type="text"/> |
| Email                           | <input type="text"/> |

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

| Permit number | Site address | Postcode |
|---------------|--------------|----------|
|               |              |          |
|               |              |          |
|               |              |          |
|               |              |          |

Document reference

Now go to question 3c

Please also complete the details in Appendix 2.

#### 3c Finances

Installations, waste operations and mining waste operations only (see the guidance notes on part C2).

**Please note that if you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.**

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

No

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

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

### 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

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.

You can find guidance on management systems on our website at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

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

What management system will you provide for your regulated facility?

- ISO 14001
- BS 8555 (Phases 1–5)
- Acorn
- Green dragon
- Own management system

Please make sure you send us a summary of your management system 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 \_\_\_\_\_

## 4 Consultation, continued

### 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

See the guidance notes on part C2 for what needs to be marked on the plan.

Clearly mark the site boundary or discharge point, or both. Also include site drainage plans, site layout plans, and plant design drawings/process flow diagrams (as required). (See the guidance notes on part C2.)

Document reference/s of the plans

### 5b Do any of the variations you plan to make need extra land to be included in the permit?

No

Yes  Please provide a site report for the extra land

Document report reference/s

### 5c Provide a non-technical summary of your application

Document reference of the summary

### 5d Risk of fire from sites storing combustible waste

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  Go to question 5f

Yes  Go to question 5e

### 5e Will your variation increase the risk of a fire occurring or increase the environmental risk if a fire occurs?

See the guidance notes on part C2.

No

Yes  Provide a fire prevention plan. You need to highlight any changes you have made since your pre-application discussions

Document reference of the plan

### 5f Adding an installation

If you are applying to add an installation, tick the box to confirm that you have sent in a baseline report and provide a reference

Document reference of the report

## 6 Environmental risk assessment

If you need one, see the guidance notes on part C2.

Provide an assessment of any additional risks the proposed changes or additions to your regulated facilities poses to the environment as part of your application to vary this permit. The risk assessment must follow the methodology set out in 'Risk assessments for your environmental permit' at <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit> or an equivalent method.

Document reference for the assessment

## 7 How to contact us

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

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

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.gov.uk/government/organisations/environment-agency](http://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

£ \_\_\_\_\_

**Plain English Campaign's Crystal Mark does not apply to appendix 1.****Appendix 1 – Low impact installation checklist**

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



## 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**

Have you filled in the Relevant Offences question?

Yes

No

Have you filled in the Technical ability question?

Yes

No

### 2 Relevant Offences - date of birth information

Please give us the following details

Name

Date of birth (DD/MM/YY)

### 3 Technical ability - date of birth information

Name

Date of birth (DD/MM/YY)

# Application for an environmental permit

## Part C2.5 – Variation to a bespoke permit to add a new MCP/SG permitted activity or to vary an existing MCP/SG standalone permit



|  |  |
|--|--|
| <p>Fill in this part of the form, together with parts A and F1 if you are applying to vary (change) the conditions or any other part of the permit.</p> <p>Please check that this is the latest version of the form available from our website.</p> <p>You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or making changes to existing ones).</p> <p>You do not need to resend any information from your original permit application if it is not affected by your proposed changes.</p> | <p>Please read through this form.</p> <p>The form can be:</p> <ol style="list-style-type: none"><li>1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.</li><li>2) printed off and filled in by hand. Please write clearly in the answer spaces.</li></ol> <p>It will take less than one hour to fill in this part of the application form.</p> <p>Contents</p> <ol style="list-style-type: none"><li>1 About the permit you wish to vary</li><li>2 Emissions to air</li><li>3 MCP/SG Emissions Monitoring</li><li>4 Supporting information</li><li>5 How to contact us</li></ol> <p>Appendix 1 – Specific questions for the MCP/SG</p> |
|--|--|

### 1 About the permit you wish to vary

#### 1a Discussions before your application

If you have engaged in discussions with us before making this application please give us the reference number of any relevant documentation.

Document reference

#### 1b What is the number of the permit you wish to vary?

#### 1c Site details

What is the name, address and postcode of the site?

Site name

Address

Postcode

**1 About the permit you wish to vary, continued****1d Listed activities**

Fill in Table 1 with details of what you are applying to vary.

**Table 1 – with example**

| Listed activities                            |   |  |                                |                                   |   |  |
|--|---|--|--------------------------------|-----------------------------------|---|--|
| Installation/regulated facility or site name | Schedule-1 (or other) or Schedule 25A/25B references (see note 1) | Description of the activity (see note 2)   | Activity capacity (see note 3) | Description of existing activity  | Description of proposed change          | Document reference of proposed changes |
| Peter's Crisps                               | 6.8A(1)(d)(ii)  | Producing fruit & vegetables   | 350 tonnes/day                 | Food and Drink manufacturing unit | Addition of new Medium Combustion Plant | Ref: MCP 1                             |
|  |   |  |                                |                                   |   |  |
|  |   |  |                                |                                   |   |  |
|  |   |  |                                |                                   |   |  |
|  |   |  |                                |                                   |   |  |
| Directly associated activities (see note 4)  |   |  |                                |                                   |   |  |
| Name of DAA                                  |   | Description of the DAA (identifying the schedule-1 activity or activities it serves) |                                |                                   |   |  |
|  |   |  |                                |                                   |   |  |
|  |   |  |                                |                                   |   |  |
|  |   |  |                                |                                   |   |  |
| For installations that take waste            |   | Total storage capacity (see note 5)  |                                |                                   |   |  |
|  |   | Annual throughput (tonnes each year)   |                                |                                   |   |  |

## 1 About the permit you wish to vary, continued

### Notes

- 1 Quote the section number, part A(1) or A(2) or B, then paragraph and sub-paragraph number as shown in part 2 of schedule 1 to the regulations. For other regulated facilities quote the EPR Schedule that applies, i.e. Schedule 9 for a waste operation. If amending an existing MCP/SG then use Schedule 25A or Schedule 25B as appropriate.
- 2 Use the description from the schedules of the regulations. Include any extra detail that you think would help to accurately describe what you want to do.
- 3 By ‘capacity’, we mean the total incineration capacity (tonnes every hour) for waste incinerators, the total landfill capacity (cubic metres) for landfills, the total treatment capacity (tonnes every day) for waste treatment and the total storage capacity (tonnes) for waste-storage operations, the processing and production capacity for manufacturing operations or the thermal input capacity for combustion activities.
- 4 Fill this in as a separate line and give an accurate description of any other activities associated with your schedule-1 activities. You cannot have DAAs as part of a mobile plant application or waste/mining waste operation.
- 5 By ‘total storage capacity’, we mean the maximum amount of waste (in tonnes) you store on the site at any one time.

### 1e Type of variation

Tick the box to tell us which type of variation you are applying for:

- Minor technical
- Normal variation
- Substantial

Definitions of these terms are available via: <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#vary>

### 1f Changes to existing activities

Provide a brief summary of the changes you are proposing to make in the space below

## 2 Emissions to air

Fill in Table 2 with details of the emissions that will result from the changes you are proposing to make to your existing activities.

**Table 2 – Emissions**

| Installation or Regulated Facility name                          |        |           |               |       |
|--|--------|-----------|---------------|-------|
| Point-source emissions to air resulting from proposed change     |        |           |               |       |
| Emission-point reference and location (NGR/Latitude & Longitude) | Source | Parameter | Concentration | Units |
|  |        |           |               |       |
|  |        |           |               |       |
|  |        |           |               |       |
|  |        |           |               |       |
|  |        |           |               |       |

### 2a Is your permit variation application for the addition of a new MCP/SG onto your existing IED Installation?

- No
- Yes  You need to review the BAT assessment for your new installation including the additional MCP/SG and any associated fuel storage facilities

If this is the case provide the document reference number

## 2 Emissions to air, continued

### 2b Is your permit variation application for a new activity or substantially refurbished activity for medium combustion plants with a total aggregated thermal input of 20MW thermal or more?

No

Yes  You must either submit a report which shows how your MCP also meets the requirements of Schedule 24 of the Environmental Permitting Regulations which implement the relevant requirements of the Energy Efficiency Directive (2012/27/EU) (see [www.gov.uk/guidance/energy-efficiency-standards-for-industrial-plants-to-get-environmental-permits#additional-requirements-for-new-and-substantially-refurbished-combustion-plants](http://www.gov.uk/guidance/energy-efficiency-standards-for-industrial-plants-to-get-environmental-permits#additional-requirements-for-new-and-substantially-refurbished-combustion-plants)) or provide an explanation of why Schedule 24 does not apply in your case

### 2c Permit variation application for a new MCP

Is your unit greater than or equal to 20MW thermal?

No

Yes

Is your unit one that burns waste biomass as described in Article 3(18)(b) of the Medium Combustion Plant Directive?

No

Yes

If you have answered Yes to either or both of these questions you should confirm whether the MCP falls under the description of an EPR Part B activity as set out below:

Do any of the MCPs on site meet the criteria of a Schedule 1, Part 2, Chapter 1, section 1.1 Part B activity?

No

Yes

Do any of the MCPs on site meet the criteria of a Schedule 1, Part 2, Chapter 5, section 5.1 Part B activity?

No

Yes

If you have answered Yes to either of these questions, then you must complete a Best Available Techniques assessment in line with the relevant Environmental Permitting technical guidance note (see <https://www.gov.uk/guidance/part-b-activities-combustion-and-incineration-permits>).

If this is the case provide the document reference number

### 2d Habitats screening for MCP and/or SG

If there are habitats within the screening distance for your new plant then you need to complete an H1 assessment and possibly air quality modelling. This work will be submitted in a supporting document.

If this is the case provide the document reference number

### 2e Does your application refer to an existing Mining Waste activity?

No

Yes

#### 2e1 If yes, does your application propose a change in how you currently use or dispose of your waste gas?

No

Yes  You must submit an amended Waste Management Plan (WMP) which covers the changes in your permitted activity to reflect the operation of your new MCP/SG. (See Appendix 6 in the guidance <https://www.gov.uk/government/publications/mining-waste-operations-epr-614-additional-guidance>)

Document reference of the amended WMP

### 2f Is your permit variation application for a SG where a unit is greater than or equal to 20MW thermal?

No

Yes  You should confirm whether it falls under the description of an EPR Part B activity as set out in 2c

No

Yes  You must complete a Best Available Techniques (BAT) assessment in line with the relevant Environmental Permitting technical guidance note (see <https://www.gov.uk/guidance/part-b-activities-combustion-and-incineration-permits>)

If this is the case provide the document reference number

## 2 Emissions to air, continued

### 2g Are you applying for an SG permit that does not require dispersion modelling to assess the risk to the environment from proposed emissions to air?

No

Yes  Please provide a completed copy of the Environment Agency's new 'Specified Generator Tranche B screening tool' to support your decision. This is available via <https://www.gov.uk/guidance/specified-generators-dispersion-modelling-assessment>

### 2h Are you applying for an SG permit that requires dispersion modelling to assess the risk to the environment from your proposed emissions to air?

No

Yes  Please refer to 'Guidance on dispersion modelling for oxides of nitrogen assessment from specified generators' available via <https://www.gov.uk/government/collections/medium-combustion-plant-and-specified-generator-regulations>

Please also submit a copy of your completed modelling report and modelling input files to us in support of your application

If you have used the Environment Agency's new 'Specified Generator Tranche B screening tool' (available via <https://www.gov.uk/guidance/specified-generators-dispersion-modelling-assessment>) to help make your decision please also supply a completed copy of this tool with your application.

Where you wish to use a different methodology to assess the environmental impact, that methodology must address the same issues to an equivalent level of detail. The purpose of the environmental risk assessment is to demonstrate that the impacts of your proposals will be acceptable.

## 2i Information for MCP/SG

You must complete this section for all applications.

Complete the checklist(s) in Appendix 1 for the MCP/SG which are the purpose of this permit variation application. This is additional to the information you may provide in the following sections of this application form.

If your variation relates to a combustion plant that is both a new Medium Combustion Plant and a Specified Generator then you need to complete both checklists in Appendix 1.

## 3 MCP/SG Emissions Monitoring

Give details of the emissions monitoring you will undertake regarding the operation of your new MCP/SG. See M5 reference via <https://www.gov.uk/government/publications/m5-monitoring-of-stack-gas-emissions-from-medium-combustion-plants-and-specified-generators>

## 4 Supporting information

### 4a Provide a non-technical summary of your application to vary your existing permit

Write a non-technical summary that explains your application in non-technical language as much as possible avoiding technical terms, detailed data and scientific discussion. It should include a summary of the regulated facility, a summary of the key technical standards and control measures arising from your risk assessment and how the subject of your application fits with the existing permitted activity(s). If your application is for mobile plant describe the mobility of your plant and how you intend to operate.

Document reference of the summary

## 4 Supporting information, continued

### 4b Is the boundary of your existing site being extended to accommodate the addition of a MCP/SG?

- No  Submit a copy of the existing site plan showing the location of the new plant
- Yes  Submit an amended site plan to show the new boundary and where the new plant will be located. If your existing permit relates to an EPR Installation or Waste Operation, also submit an updated site condition report to include the land enclosed by the boundary extension. (See section 5 of the guidance note 'C2' available via [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/783854/Form-guidance-Part\\_C2-vary-a-bespoke-permit.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/783854/Form-guidance-Part_C2-vary-a-bespoke-permit.pdf))

Document reference or references of the plans and Site Condition Report

## 5 How to contact us

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

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

Textphone: 03702 422549 (Monday to Friday, 8am to 6pm)

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.gov.uk/government/organisations/environment-agency](http://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.**

**Appendix 1 – Specific questions for the MCP/SG****Medium Combustion Plant checklist**

Information to be provided by the operator to the competent authority for each Medium Combustion Plant

|   |         |          |          |           |
|---|---------|----------|----------|-----------|
| MCP Site specific identifier*   |         |          |          |           |
| Grid reference of the location of the MCP<br>(either NGR or Latitude/Longitude)   | Easting | Northing | Latitude | Longitude |
|   |         |          |          |           |
| Rated thermal input (MW) of the MCP   |         |          |          |           |
| Type of MCP (e.g. boiler)   |         |          |          |           |
| Type of fuels used: gas oil (diesel), natural gas,<br>gaseous fuels other than natural gas  |         |          |          |           |
| Date when the new MCP was first put into operation  |         |          |          |           |
| Sector of activity of the MCP or the facility in which it is<br>applied (NACE code**)   |         |          |          |           |
| Expected number of annual operating hours of the MCP  |         |          |          |           |
| Average load in use (%)   |         |          |          |           |
| Where the option of exemption under Article 6(8) is<br>used, a declaration signed here by the operator (as<br>identified on Form A) that the MCP will not be operated<br>more than the number of hours referred to in this<br>paragraph |         |          |          |           |
| Stack height (m)  |         |          |          |           |
| Distance to nearest human receptor (m)  |         |          |          |           |
| Distance to nearest ecological receptor (m)   |         |          |          |           |

\* 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, see <http://www.export.gov.il/files/EEN/ListNACEcodes.pdf>.To find the 12-digit grid reference you can search on the UK Grid Reference Finder website at <http://www.gridreferencefinder.com>.**Generator checklist**

Information to be provided by the operator to the competent authority for each generator which comprises the Specified Generator (Excluded generators are not required to be included in this table). If you have more than one generator please provide the additional information on a supporting sheet.

|  |         |          |          |           |
|--|---------|----------|----------|-----------|
| Specific identifier*   |         |          |          |           |
| Rated thermal input of generator in MW thermal                                 |         |          |          |           |
| Total rated thermal input of all generators on site in MW<br>thermal           |         |          |          |           |
| Grid reference of the location of the SG<br>(either NGR or Latitude/Longitude) | Easting | Northing | Latitude | Longitude |
|  |         |          |          |           |
| Commissioning date (MM/YYYY)   |         |          |          |           |
| Fuel   |         |          |          |           |
| Technology (engine/turbine)  |         |          |          |           |
| Annual hours   |         |          |          |           |
| Annual load (%)  |         |          |          |           |
| Distance to nearest human receptor (m)   |         |          |          |           |
| Distance to nearest ecological receptor (m)                                    |         |          |          |           |
| Background NO <sub>2</sub> (µg/m <sup>3</sup> )                                |         |          |          |           |
| If your generator is in an AQMA please give details                            |         |          |          |           |

\* identifier – the SG should be traceable via a serial number or other unique identifier, name plate, manufacturer and or model.

For each generator provide the 12-digit Ordnance Survey national grid reference, or Latitude and Longitude expressed to 4 decimal places, e.g. Latitude 50.6154, Longitude -1.1765.



# Application for an environmental permit

## Part C3 – Variation to a bespoke installation permit



Fill in this part of the form, together with part A, part C2 and part F1, if you are applying to vary (change) the conditions or any other part of the permit.

Please check that this is the latest version of the form available from our website.

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or making changes to existing ones).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

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

The form can be:

- 1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

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

### Contents

- [1 What activities are you applying for?](#)
- [2 Point source emissions to air, water and land](#)
- [3 Operating techniques](#)
- [4 Monitoring](#)
- [5 Environmental impact assessment](#)
- [6 Resource efficiency and climate change](#)
- [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 to vary?

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 vary.

**Note: if you want to add a Medium Combustion Plant or Specified Generator (MCP/SG) to your installation please use part C2.5 instead. If you want to vary an intensive farm permit please use part C3.5 instead.**

Fill in a separate table for each installation you are applying to vary. 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 to vary?, 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)   |   |  |                                |   |   |   |
| Name of DAA<br>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 to vary?, 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.
2. Use the description from schedule 1 of EPR. 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 this in 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 <https://www.gov.uk/government/publications/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 to vary?, 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**

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 question 2

Yes

**Have you written a waste recovery plan (WRP) that shows that you will use waste to perform the same function as non waste materials you would have used?**

No            You must write a WRP to support your application.

Yes

**Have we advised you during pre-application discussions that we believe the activity is waste recovery?**

No

Yes

**Have there been any changes to your proposal since the discussions?**

No

Yes

Please send us a copy of your current waste recovery plan that complies with our guidance at <https://www.gov.uk/government/publications/deposit-for-recovery-operators-environmental-permits/waste-recovery-plans-and-deposit-for-recovery-permits>. You need to highlight any changes you may have made since your pre-application discussions.

Document reference

Please note that there is an additional charge for the assessment or re assessment of a waste recovery plan that must be submitted as part of this application. For the charge see <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance>

## 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.

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

**Table 2 – Emissions (releases)**

|  |        |           |          |      |
|--|--------|-----------|----------|------|
| Installation name  |        |           |          |      |
| <b>Point source emissions to air</b>   |        |           |          |      |
| Emission point reference and location  | Source | Parameter | Quantity | Unit |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
| <b>Point source emissions to water (other than sewers)</b>                                     |        |           |          |      |
| Emission point reference and location  | Source | Parameter | Quantity | Unit |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
| <b>Point source emissions to sewers, effluent treatment plants or other transfers off site</b> |        |           |          |      |
| Emission point reference and location  | Source | Parameter | Quantity | Unit |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
| <b>Point source emissions to land</b>  |        |           |          |      |
| Emission point reference and location  | Source | Parameter | Quantity | Unit |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |

You will also need to complete application form part C6 if your variation includes changing or adding a point source emission(s) to:

- water
- groundwater or
- sewer

## Supporting information

### 3 Operating techniques

#### 3a Technical standards

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. If you use the standards set out in the relevant BAT conclusion(s), BAT reference document(s) (BREF) and/or technical guidance(s) (TGN) there is no need to justify using them within your documents in Table 3a.

For Part A(2) activities refer to <https://www.gov.uk/government/collections/integrated-pollution-prevention-and-control-sector-guidance-notes> and for Part B and Schedule 14 activities see <https://www.gov.uk/government/collections/local-air-pollution-prevention-and-control-lappc-process-guidance-notes>

You must justify your decisions in a separate document if:

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

This justification could include a reference to the Environmental Risk Assessment provided in part C2 (general bespoke permit) of the application form.

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

**Table 3 – Technical standards**

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

| 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)

In all cases, 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 reference \_\_\_\_\_

3a1 Does your permit (in Table 1.2 Operating Techniques or similar table in the permit) have references to any of your own documents or parts of documents submitted as part of a previous application for this site?

No Now go to 3b

Yes Please tell us in a separate document what document references are no longer valid or have been superseded and why

Please also tell us below the reference number you have given the document and send it in with your application

Document reference \_\_\_\_\_

### 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 |

For guidance on risk assessments for your environmental permit see <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit>

### 3c Types and amounts of raw materials

Fill in Table 5 for all schedule 1 activities. Fill in a separate table for each installation.

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)<br>(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

- By 'capacity', we mean the total storage capacity (tonnes) or total treatment capacity (tonnes each day).
  - By 'maximum amount', we mean the maximum amount of raw materials on the site at any one time.
- Use a separate sheet if you have a long list of raw materials, and send it to us with your application form. Please also provide the reference of this extra sheet.

Document reference

\_\_\_\_\_



### 3d Information for specific sectors

For some of the sectors, we need more information to be able to set appropriate conditions in the permit. This is as well as the information you may provide in sections 5, 6 and 7. For those activities listed below, you must answer the questions in the related document.

**Table 6 – Questions for specific sectors**

| Sector   | Appendix  |
|--|---|
| Combustion                                       | <a href="#">See the questions in appendix 1</a> |
| Chemicals  | <a href="#">See the questions in appendix 2</a> |
| Incinerating waste                               | <a href="#">See the questions in appendix 3</a> |
| Landfill and recovery of hazardous waste on land | <a href="#">See the questions in appendix 4</a> |

## General information

Complete section 4 if you are proposing to change or add an emission point(s).

### 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

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 question 6

Yes Please 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 copy

## 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

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

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

Document reference of the proof

### 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 How to contact us

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

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

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

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: <https://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)

\_\_\_\_\_

Payment received?

No

Our reference number

\_\_\_\_\_

Yes

Amount received

£ \_\_\_\_\_

**Plain English Campaign's Crystal Mark does not apply to appendices 1 to 4.**

## 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

1. Not covered by Industrial Emissions Directive 2010/75/EU.
2. 'Biomass' is referred to The Renewables Obligation Order 2002 (<https://www.legislation.gov.uk/uksi/2002/914/contents/made>)

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

Document reference

**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**

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

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

## Appendix 1 – Specific questions for the combustion sector, continued

### 3 If NO<sub>x</sub> factors are necessary for reporting purposes (that is, if you do not need to monitor emissions), please provide the factors associated with burning the relevant fuels

Fill in a separate table for each installation.

|                        |   |
|------------------------|---|
| Installation reference |   |
| Fuel                   | NO <sub>x</sub> factor (kgt <sup>-1</sup> ) |
| Fuel 1                 |   |
| Fuel 2                 |   |
| Fuel 3                 |   |
| Fuel 4                 |   |

Note: kgt<sup>-1</sup> means kilograms of nitrogen oxides released for each tonne of fuel burned.

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

No            Now fill in application form part F

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 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

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

Fill in a separate table for each installation.

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

**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

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 Are you substantially refurbishing an existing installation according to the meaning given in Article 14 of the Energy Efficiency Directive?**

No

Yes Now go to question 12

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

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

Document reference of this evidence \_\_\_\_\_

Yes Please submit a copy of your CBA

Document reference of the CBA \_\_\_\_\_



## Appendix 2 – Specific questions for the chemical sector

### 1 Please provide a technical description of your activities

- The description should be enough to allow us to understand:
- the process
- the main plant and equipment used for each process
- all reactions, including significant side reactions (that is, the chemistry of the process)
- the material mass flows (including by products and side streams) and the temperatures and pressures in major vessels
- the all emission control systems (both hardware and management systems), for situations which could involve releasing a significant amount of emissions – particularly the main reactions and how they are controlled
- a comparison of the indicative BATs and benchmark emission levels standards: technical guidance notes (TGNs) (see <https://www.gov.uk/government/collections/technical-guidance-for-regulated-industry-sectors-environmental-permitting>); additional guidance ‘The production of large volume organic chemicals’ (EPR 4.01); ‘Speciality organic chemicals sector’ (EPR 4.02); ‘Inorganic chemicals sector’ (EPR 4.03); and best available techniques reference documents (BREFs) for the chemical sector

Document reference \_\_\_\_\_

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

No

Yes Provide a copy of your protocol to accompany this application

Document reference \_\_\_\_\_

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

No

Yes Fill in the following

#### 3a List the activities which are controlled under the IED

|                        |  |
|------------------------|--|
| Installation reference |  |
| Activities             |  |
|                        |  |
|                        |  |

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

Document reference \_\_\_\_\_

## Appendix 3 – Specific questions for the waste incineration sector

If you are proposing to accept clinical waste, please complete your answer to question 3a ‘Technical standards’ with reference to relevant parts of our healthcare waste appropriate measures guidance (see <https://www.gov.uk/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  
 Yes

### 3 How many incineration lines are there within each installation?

Fill in a separate table for each installation.

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

You must provide the information we ask for in questions 4, 5 and 6 below in separate documents. The information must at least include all the details set out in section 2 (‘Key Issues’) of S5.01 ‘Incineration of waste: additional guidance’ (under the sub heading ‘European legislation and your application for an EP Permit’). See <https://www.gov.uk/government/collections/technical-guidance-for-regulated-industry-sectors-environmental-permitting>.

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/m<sup>3</sup>), 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 Please 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          Please give your reasons for doing this

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

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

No

Yes          Please give your reasons for doing this

### **Appendix 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          Please give your reasons for doing this

#### **12 Do you want to replace continuous SO<sub>2</sub> emission monitoring with periodic sulphur dioxide (SO<sub>2</sub>) emission monitoring, as allowed by IED Annex VI, Part 6 (2.5), first paragraph?**

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

No

Yes          Please give your reasons for doing this

### 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/m<sup>3</sup> as an hourly average, as allowed by IED Annex VI, Part 3?**

No

Does not apply

Yes Please give your reasons for doing this

**14 Are you substantially refurbishing an existing installation according to the meaning given in Article 14 of the Energy Efficiency Directive?**

No

Yes Please go to question 15

Document reference of the CHP-ready assessment \_\_\_\_\_

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

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

Document reference of this evidence \_\_\_\_\_

Yes Please submit a copy of your CBA

Document reference of the CBA \_\_\_\_\_

## 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

<https://www.gov.uk/government/publications/deposit-for-recovery-operators-environmental-permits/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

<https://www.gov.uk/government/collections/environmental-permitting-landfill-sector-technical-guidance>

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

No Please 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 C4 – Varying a bespoke waste operation permit



Fill in this part of the form, together with parts A, C2 and F1, if you are applying to vary (change) the conditions or any other part of the permit. Please check that this is the latest version of the form available from our website.

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or making changes to existing ones).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

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

The form can be:

- 1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

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

**Contents**

- 1 What waste operations are you applying to vary?
- 2 Point source emissions to air, water and land
- 3 Operating techniques
- 4 Monitoring
- 5 How to contact us

Appendix 1 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations

### 1 What waste operations are you applying to vary?

Fill in Table 1a with details of what you are applying to vary.

Fill in a separate table for each waste operation you are applying to vary. 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 this document.

Document reference

#### Types of waste accepted

For each line in Table 1a, fill in a separate document to list those wastes you will accept on the site for that operation, giving the List of Wastes catalogue code (search for 'Technical guidance on how to assess and classify waste' at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)). 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.



## 1 What waste operations are you applying to vary?, continued

**Table 1a – Waste operations which do not form part of an installation**

| Name of the waste operation   | Description of the waste operation   | Annex I (D codes) and Annex II (R codes) and descriptions | Hazardous waste treatment capacity (if this applies) (See note 1) | Non-hazardous waste treatment capacity (if this applies) (See note 1) |
|---|--|---|---|---|
| Add extra rows if you need them. If you do not have enough room, go to the line below or send a separate document and give us the document reference here | Use the description from the guidance. Include any extra detail that you think would help to accurately describe what you want to do |   |   |   |
|   |  |   |   |   |
|   |  |   |   |   |
|   |  |   |   |   |
|   |  |   |   |   |
| For all waste operations  | Total storage capacity (see note 2)  |   |   |   |
|   | New total if varying to increase   |   |   |   |
|   | Annual throughput (tonnes each year)   |   |   |   |
|   | New total if varying to increase   |   |   |   |

**1 What waste operations are you applying to vary?, continued****Notes**

1 By 'capacity', we mean:

- the total landfill capacity (cubic metres) for landfills
- the total treatment capacity (tonnes each day) for waste treatment
- the total storage capacity (tonnes) for waste-storage operations

2 By 'total storage capacity', we mean the maximum amount of waste in tonnes you store on the site at any one time.

Please provide the document reference. 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 \_\_\_\_\_

**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 Deposit for recovery purposes (see the guidance notes on part C4)**

Are you applying for a waste recovery activity involving the permanent deposit on waste on land for construction or land reclamation (including landfill restoration)?

No  Go to section 2

Yes

Are you applying for an inert landfill permit that includes a restoration activity using waste?

No  Go to section 2

Yes  Please send us a copy of your restoration plan in accordance with our guidance at <https://www.gov.uk/guidance/landfill-operators-environmental-permits/restore-your-landfill-site>

Have we advised you during pre-application discussions that we believe the activity is waste recovery?

No  Go to section 2

Yes

Have there been any changes to your proposal since the discussions?

No

Yes

Please send us a copy of your waste recovery plan that complies with our guidance at <https://www.gov.uk/guidance/waste-recovery-plans-and-permits>. You need to highlight any changes you have made since your pre-application discussions. Also give us the reference number of the document with your justification.

**Please note that there is an additional charge for the assessment of a waste recovery plan that must be submitted as part of this application. For the charge see <https://www.gov.uk/topic/environmental-management/environmental-permits>.**

Document reference \_\_\_\_\_

## 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 waste operations.

Fill in one table for each waste facility.

**Table 2 – Emissions**

| Name of the waste operation  |        |           |          |      |
|--|--------|-----------|----------|------|
| <b>Point source emissions to air</b>   |        |           |          |      |
| Emission point reference and location  | Source | Parameter | Quantity | Unit |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
| <b>Point source emissions to water (other than sewers)</b>                                     |        |           |          |      |
| Emission point reference and location  | Source | Parameter | Quantity | Unit |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
| <b>Point source emissions to sewers, effluent treatment plants or other transfers off site</b> |        |           |          |      |
| Emission point reference and location  | Source | Parameter | Quantity | Unit |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
| <b>Point source emissions to land</b>  |        |           |          |      |
| Emission point reference and location  | Source | Parameter | Quantity | Unit |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |
|  |        |           |          |      |

## Supporting information

### 3 Operating techniques

#### 3a Technical standards

Fill in Table 3a for each waste operation you refer to in Table 1a above and list the ‘appropriate measures’ you are planning to use. If you are using the standards set out in the relevant technical guidance(s) (TGN) there is no need to justify using them within your documents in Table 3a.

You must justify your decisions in a separate document if:

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

This justification could include a reference to the Environmental Risk Assessment provided in part C2 of the application form.

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 technical guidance
- how you will meet other standards set out in the relevant technical guidance

#### Table 3a – Technical standards

Fill in a separate table for each waste operation.

| Waste operation   |                                     |  |
|---|-------------------------------------|--|
| Description of the waste operation<br>Add extra rows if you need them | Appropriate measure (TGN reference) | Document reference<br>(if appropriate) |
|   |                                     |  |
|   |                                     |  |
|   |                                     |  |
|   |                                     |  |
|   |                                     |  |
|   |                                     |  |
|   |                                     |  |
|   |                                     |  |
|   |                                     |  |
|   |                                     |  |

In all cases, 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 reference

#### 3b General requirements

Fill in a separate table for each waste operation.

#### Table 3b – General requirements

| Name of the waste operation   |                                  |
|---|----------------------------------|
| 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 |
| If the technical guidance or your risk assessment shows that odours are an important issue, send us your odour management plan.<br><br><b>If your activity type is listed in the guidance document ‘Control and monitor emissions for your environmental permit’ as needing an odour management plan, or your risk assessment shows that odours are an important issue, you need to send us your odour management plan.</b> | 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

We may need to ask for management plans or risk assessments in other circumstances based on our regulatory experience. If you are unsure as to whether you need to submit a management plan with your application, please discuss this with the Environment Agency prior to submission.

Search for 'Risk assessment for your environmental permit' at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

#### 3c 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 in Table 3c, you must answer the questions in the related document.

**Table 3c – Questions for specific sectors**

| Sector   | Appendix                        |
|--|---------------------------------|
| Recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes | See the questions in appendix 1 |
| Inert landfill and deposit of waste on land for construction, land reclamation, restoration or improvement           | See the questions in appendix 2 |

### General information

#### 4 Monitoring

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

You should also describe any environmental monitoring. Tell us:

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

Document reference

##### 4b Point source emissions to air only

Provide an assessment of the sampling locations used to measure point source emissions to air. The assessment must use M1 (search for 'M1 sampling requirements for stack emission monitoring' at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)).

Document reference of the assessment

#### 5 How to contact us

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

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

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

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.gov.uk/government/organisations/environment-agency](http://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

£

## Plain English Campaign's Crystal Mark does not apply to appendices 1 to 2.

### Appendix 1 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

**1 Please provide an accurate and reliable characterisation of your compost like outputs (CLO). This should be based on sampling and analysis of the CLO produced by the treatment (MBT) process over a 12-month period and in accordance with section 2 of TGN 6.15**

Document reference

**2 Please provide an agricultural benefit assessment for the use of your CLO. This should be based on section 2 of TGN 6.15 and should be signed and dated by an appropriate technical expert**

Document reference

**3 Please provide a site-specific risk assessment of risks to soil and food chain receptors. This should be based on Schedule 2 of TGN 6.15 and include a map with a green outline showing the boundary of the area being treated and include:**

- locations where the waste will be stored and spread
- any spring, well or borehole used to supply water for domestic or food production purposes that is within 250 metres of the area being treated
- any spring, well or borehole not being used for domestic or food production purposes that is within 50 metres of the area being treated
- any European designated sites (candidate or Special Area of Conservation, proposed or Special Protections Area in England and Wales or Ramsar Site) or Sites of Special Scientific Interest (SSSI) which are within 500 metres of the place where waste is to be stored or spread
- the location of public rights of way
- any Groundwater Source Protection Zones
- surface watercourses
- any buildings or houses within 250 metres of the area being treated
- land drains within the boundary

Document reference

**4 Are the technical standards and measures fully in line with those set out in section 3 of TGN 6.15?**

No  Provide justification for departure from TGN 6.15 and a copy of the proposed technical standards, measures or procedures

Document reference

Yes

### Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations

**1 Please provide your Environmental Setting and Site Design (ESSD) report**

Document reference

Note: You should use the Environment Agency template to help you develop an environmental setting and site design (ESSD) report.

**2 Please provide your Waste Acceptance Procedures (including Waste Acceptance Criteria)**

Document reference

**3 Have you provided a hydrogeological risk assessment (HRA) for the site?**

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

Yes  Document reference

**4 Have you completed an outline engineering plan for the site?**

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

Yes  Document reference

**5 Have you provided a stability risk assessment (SRA) for your site?**

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

Yes  Document reference

## Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations, continued

### 6 Have you completed a monitoring plan for the site?

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

Yes  Document reference \_\_\_\_\_

### 7 Have you completed a plan for closing the site and procedures for looking after the site once it has closed?

No  If no for deposit for recovery activities please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes  For inert waste landfill you must provide a closure plan

Document reference \_\_\_\_\_

## Spreading waste to support plant growth

### 8a Does the activity involve the deposit of waste to create or treat a growing medium (R10 for land treatment)?

No

Yes

### 8b If you answered 'yes' to question 8a, does the R10 activity include the spreading of waste to improve the quality of the growing medium (e.g. soil conditioner to improve existing soil profile)?

No

Yes  Go to question 8c

### 8c If you have answered 'Yes' to question 8b, have you completed a benefit statement?

No  Please explain why

Document reference \_\_\_\_\_

Yes

Note: Refer to our guidance when completing your statement (including EPR 8.01, section 6).



# Application for an environmental permit

## Part F1 – Charges and declarations



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

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

The form can be:

- 1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

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

### Contents

- 1 Working out charges
- 2 Payment
- 3 Privacy notice
- 4 Confidentiality and national security
- 5 Declaration
- 6 Application checklist
- 7 How to contact us
- 8 Where to send your application

Each individual who is applying for their name to appear on the permit must complete the declaration in section 5. You will have to print a separate copy of the declaration page for each additional individual to complete.

## 1 Working out charges

You must fill in this section.

You have to submit an application fee with your application. You can find out the charge by searching for 'Environment Agency charging scheme and guidance: environmental permits' at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

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

**Table 1 – Type of application (fill number of activity being applied for in each column)**

| Installation | Waste | Mining waste | Medium Combustion Plant (MCP)/Specified Generator (SG) | Water discharge/point source discharge to groundwater | Groundwater spreading onto land |
|--------------|-------|--------------|--|---|---------------------------------|
|              |       |              |  |   |                                 |
|              |       |              |  |   |                                 |
|              |       |              |  |   |                                 |
|              |       |              |  |   |                                 |
|              |       |              |  |   |                                 |

**Table 2 – Charge type (A)**

| Charge activity reference | Charge activity description                | What are you applying to do?<br>E.g. new, minor variation, normal variation, substantial variation, surrender, low risk surrender, transfer | Amount      |
|---------------------------|--|---|-------------|
| e.g. 1.17.3               | e.g. Sect 5.2 landfill for hazardous waste | e.g. transfer   | e.g. £5,561 |
|                           |  |   |             |
|                           |  |   |             |
|                           |  |   |             |
|                           |  |   |             |
| Total A                   |  |   |             |

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

**Table 3 – Additional assessment charges (B)**

| Part 1.19 Charges for plans and assessments |   |        | Tick appropriate         |
|---|---|--------|--------------------------|
| Reference                                   | Plan or assessment  | Charge |                          |
| 1.19.1                                      | Waste recovery plan   | £1,231 | <input type="checkbox"/> |
| 1.19.2                                      | Habitats assessment (except where the application activity is a flood risk activity)                  | £779   | <input type="checkbox"/> |
| 1.19.3                                      | Fire prevention plan (except where the application activity is a farming installation)                | £1,241 | <input type="checkbox"/> |
| 1.19.4                                      | Pests management plan (except where the application activity is a farming installation)               | £1,241 | <input type="checkbox"/> |
| 1.19.5                                      | Emissions management plan (except where the application activity is a farming installation)           | £1,241 | <input type="checkbox"/> |
| 1.19.6                                      | Odour management plan (except where the application activity is a farming installation)               | £1,246 | <input type="checkbox"/> |
| 1.19.7                                      | Noise and vibration management plan (except where the application activity is a farming installation) | £1,246 | <input type="checkbox"/> |
| 1.19.8                                      | Ammonia emissions risk assessment (intensive farming applications only)                               | £620   | <input type="checkbox"/> |
| 1.19.9                                      | Dust and bio-aerosol management plan (intensive farming applications only)                            | £620   | <input type="checkbox"/> |
|   | Advertising   | £500   | <input type="checkbox"/> |
| Total B                                     |   |        |                          |

Total charges

Total A plus total B

\_\_\_\_\_

## 2 Payment

Tick below to show how you have paid.

Cheque

Postal order

Cash

Tick below to confirm you are enclosing cash with the application

Credit or debit card

Electronic transfer (for example, BACS)

Remittance number

\_\_\_\_\_

Date paid (DD/MM/YYYY)

\_\_\_\_\_

### How to pay

#### Paying by cheque, postal order or cash

Cheque details

Cheque made payable to

\_\_\_\_\_

Cheque number

\_\_\_\_\_

Amount

£ \_\_\_\_\_

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

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

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

I have enclosed cash with my application

## 2 Payment, continued

### Paying by credit or debit card

If you are paying by credit or debit card we can call you. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Please call me to arrange payment by debit or debit card

### Paying by electronic transfer BACS reference

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

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

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

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

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

Provide a unique reference number for the application, i.e. do not only use the company name only

State who is paying (full name and whether this is the agent/ applicant/other)

Fee paid

£

Date payment sent (DD/MM/YYYY)

Now read section 3 below

You should also email your payment details and reference number to [ea\\_fsc\\_ar@gov.sscl.com](mailto:ea_fsc_ar@gov.sscl.com).

## 3 Privacy notice

The Environment Agency runs the environmental permit application service.

We are the data controller for this service. A data controller determines how and why personal information is processed.

Our personal information charter explains:

- your rights
- what we do with your personal information

We're allowed to process your personal information because we have official authority as the environmental regulator. We need this information to carry out a task in the public interest that is set out in law. As the data controller, when you apply for an environmental permit, we have a legal obligation to process your personal data under the Environmental Permitting Regulations. The second lawful basis for processing your personal data is to comply with this legal obligation.

We need your personal information to process your environmental permit application. If you do not give us this information we cannot issue a permit to you. After we've issued a permit to you, we use your personal information:

- to check that you're complying with your permit
- during any potential enforcement action

### What personal information we collect

If you're the individual applicant, director or company secretary of a company applying or a technically competent manager we need your:

- name
- date of birth

### 3 Privacy notice, continued

- address
- email address

If you're the agent, consultant, employee responsible for the activity or the employee responsible for billing and invoicing we need your:

- name
- address
- email address

If you're the applicant we need details of any:

- convictions
- bankruptcy

We also collect any questions or feedback you leave, including your email address if you contact us.

#### Your responsibility with other people's personal information

If you've included personal information about other people on your application, you must tell them. You must provide them with a copy of this privacy notice so that they know how their personal information will be used.

#### What we do with your personal information

We use your personal information to help us decide whether to issue you with a permit.

The information (except dates of birth) is available online on our consultation website during the consultation period. This website is available to everyone so your information may be seen outside the European Economic Area.

After consultation we put all the information (except dates of birth) you give us in your application on our public register.

If you can demonstrate that any information you send us is commercially or industrially confidential, we'll consider withholding that information from our public register.

If you think that the information you'll send us may be a threat to national security you must contact the Secretary Of State before you apply. You must still send us that information with your application. We will not include this information on our public register unless the Secretary of State decides it can be included.

See the environmental permitting guidance for guidance on national security.

We may use your email address to contact you for user research to improve our service. You don't have to take part in the research.

#### Where your personal information is processed and stored

We store and process your personal information on servers in the UK. We will not host your personal information outside the European Economic Area.

We do not use your personal information to make an automated decision or for automated profiling.

#### How long we keep your personal information

We keep your personal information while your permit is in use and for 7 years after you surrender your permit. If the permit is for a landfill site, we keep the data for 10 years after surrender.

#### Removing personal information from the public register

We will remove your personal information from the public register if:

- you withdraw your application
- we refuse your application and the time limit for appealing the decision has expired or an appeal is dismissed
- the information is no longer relevant for public participation purposes under the Environmental Permitting Regulations

#### Contact

Our Data Protection Team gives independent advice. They monitor how the Environment Agency uses your personal information.

If you have questions or concerns about how we process personal information, or to make a complaint or request relating to data protection, please contact:

Address:           Data Protection Team  
                      Environment Agency  
                      Horizon House  
                      Deanery Road  
                      Bristol  
                      BS1 5AH

### 3 Privacy notice, continued

Email: [dataprotection@environment-agency.gov.uk](mailto:dataprotection@environment-agency.gov.uk)

You can also make a complaint to the Information Commissioner's Office (ICO).

The ICO is the supervisory authority for data protection legislation. The ICO website has a full list of your rights under data protection legislation.

Now read section 4 below

### 4 Confidentiality and national security

#### Confidentiality

We will normally put all the information in your application on a public register of environmental information. However, we may not include certain information in the public register if this is in the interests of national security, or because the information is confidential.

You can ask for information to be made confidential by enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application. You can find guidance on confidentiality in 'Environmental permitting guidance: core guidance', published by Defra and available via our website at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

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

Please treat the information in my application as confidential

#### National security

You can tell the Secretary of State that you believe including information on a public register would not be in the interests of national security. You must enclose a letter with your application telling us that you have told the Secretary of State and you must still include the information in your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

You can find guidance on national security in 'Environmental permitting guidance: core guidance', published by Defra and available via our website at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

You cannot apply for national security via this application.

Now fill in section 5

### 5 Declaration

**If you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.**

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

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

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

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

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

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

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

I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)

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

Tick this box if you do not want us to use information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)

## 5 Declaration, continued

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

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

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

Today's date (DD/MM/YYYY)

### For transfers only – declaration for person receiving the permit

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

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

**Note:** If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration as above. Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.

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

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

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

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

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

Today's date (DD/MM/YYYY)

Now go to section 6

## 6 Application checklist

### You must fill in this section.

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

You must do the following:

- Complete legibly all parts of this form that are relevant to you and your activities
- Identify relevant supporting information in the form and send it with the application
- List all the documents you are sending in the table below. If necessary, continue on a separate sheet. This separate sheet also needs to have a reference number and you should include it in the table below
- For new permits or any changes to the site plan, provide a plan that meets the standards given in the guidance note on part F1
- Provide a supporting letter for any claim that information is confidential
- Get the declaration completed by a relevant person (not an agent)
- Send the correct fee



## 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

£ \_\_\_\_\_