

Ravenhead Quarry Landfill

Environmental Permit Application – Non-Technical Summary (NTS)

Booth Ventures Waste (North West) Limited

Report No. K0158-BLP-R-ENV-01-02

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Client: Booth Ventures Waste (North West) Limited

Report Number: K0158-BLP-R-ENV-01-02

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1 Introduction

1.1 Non-Technical Summary

Booth Ventures Waste (North West) Limited (company number 12508201, the proposed Site Operator) intend to infill the quarry void at Ravenhead Quarry (the Site). The Site is referenced within this application as Ravenhead Quarry Landfill. Booth Ventures Waste (North West) Limited will operate the site under a lease agreement with the landowner Ibstock Brick Ltd (company number 00063230).

This site is currently an active quarry, however upon completion of quarrying activities, the operator proposes restoration of the void by landfilling with non-hazardous wastes.

Applications for Planning Permission and Environmental Permits (the latter being the subject of this application) detail the proposal to utilise excavation waste materials (of a low pollution potential) associated with excavation and construction works to restore the quarry.

It is proposed to infill the existing quarry void as a restoration activity (by landfilling). The infill material will comprise only of wastes which are considered suitable, and which are specified by His Majesty's Revenue and Customs (HMRC) in The Landfill Tax (Qualifying Material) Order 2011 (as amended) (i.e. Qualifying Materials (QMs)).

The design of the infilling scheme and restoration profile will be completed to a level coincident with surrounding perimeter ground levels. The exception are areas of the southeast and southern boundaries where exposure of the Site of Special Scientific Interest (SSSI) will be retained. The SSSI management scheme ("approval of the approach" by Natural England in October 2022) has been considered accordingly in the design of the infilling and restoration. Further details are provided in the Environmental Setting and Site Design (ESID) report K0158-BLP-R-ENV-03-02.

The restoration accounts for long term surface water management through ponds and soakaways that will (through a twin tracked planning application and information detailed therein) provide some enhancement to the local ecology. The surface water will be conveyed to a soakaway location on the western boundary which will drain to the underlying groundwater system, in addition surface water will drain to sewer following agreement with United Utilities. Further details are provided in report K0158-BLP-R-ENV-03-02.

The infilling proposals have been risk assessed accordingly. These assessments demonstrate that the scheme does not pose a risk to the primary groundwater water receptor (the Pennine Coal Measures Strata). Groundwater levels are currently lowered through pumping to allow for the final extraction of the winnable mineral reserves. There are no local water courses (within 1km of the Site), as such there are no surface water receptors. The nearest watercourse is the Dean Brook located approximately 1.25km east northeast.

The infill material comprising only of wastes which are considered suitable, and which are specified by His Majesty's Revenue and Customs (HMRC) in The Landfill Tax (Qualifying Material) Order 2011 (as amended) (i.e. Qualifying Materials (QMs)).

In support of the restoration operations and to support sustainability imported wastes with a recoverable composition will be processed to recover aggregates in accordance with the quality

protocol approved by the Environment Agency¹. It is anticipated that approximately 5% of the wastes imported will be suitable for processing (crushing and/or screening).

Suitable wastes will be stockpiled on hardstanding pad (aggregate over lower permeability soil) located on the southwestern site boundary prior to treatment. When sufficient recoverable wastes have been stockpiled treatment will be undertaken periodically for short periods utilising mobile plant. Recovered aggregate will either be used on site (e.g. for creation of roads and hardstanding areas) or exported and used in accordance with quality protocol (e.g. pipe bedding and highway sub base). The recovery of aggregates from imported wastes will cease when the final restoration of the quarry void is completed.

Consideration of local amenity has also been addressed through an Environmental Risk Assessment (H1) which includes a comprehensive dust and noise management plan.

1.2 Structure of Application and Accompanying Documents

ByrneLooby have been instructed to prepare a permit application for the development and infilling of the Ravenhead Quarry, a twin-tracked planning application submission will be issued to the Local Planning Authority (LPA) addressing the requirement for alternative site restoration. The current approved restoration scheme is not considered desirable (further details are provided in report K0158-BLP-R-ENV-03-02).

This document and associated technical assessments support the application for an Environmental Permit. This report, K0158-BLP-R-ENV-01-02 has been compiled to provide details and documentation to address the questions raised in the Environmental Permit application forms and provide details of operator competence (K0158-BLP-R-ENV-02-02).

Section 1.1 of this report forms the 'Non-Technical Summary' of the proposal.

The completed application forms part A, B2, B3 and F1 are included in Appendix A, a summary set of responses to questions contained within the application forms are provided in Section 3 below. A number of drawings illustrate relevant aspects of the application, the Environmental Setting and Installation Design (ESID) information requirements accord with Environment Agency Guidance², these drawings are numbered as:

- ESID1 Site Location
- ESID2 Environmental Site Setting
- ESID3 Cultural and Natural Heritage
- ESID4 Existing Site Layout (Permit Boundary)
- ESID5A Installation Phasing Plan – Final Extraction
- ESID5B Installation Phasing – Infill Phasing Plan
- ESID6 Proposed Restoration & Cross Sections (including extent of landfill area)
- ESID7A Leachate Management (location of spine drains)
- ESID7B Installation Engineering Details (leachate monitoring chamber / target pad design)

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/296499/LIT_8709_c60600.pdf

² <https://www.gov.uk/government/publications/esid-report-template>

- ESID8A Section line locations B-B', C-C' & D-D'
- ESID8B Section lines B-B', C-C' & D-D' (for Stability assessment)
- ESID8C Schematic Engineering Details (stone finger drain, groundwater chamber and sidewall liner) including section line location A-A'
- ESID8D Schematic Engineering Details (groundwater dewatering chamber).
- ESID9 Regional Geology
- ESID10 Regional Hydrogeology
- ESID11 Geological / Hydrogeological Cross Sections
- ESID12 Monitoring Plan
- ESID13 Surface Water Management

The drawings will be cross-referenced throughout the application where relevant. Risk assessments are also provided accordingly, the following report references support the proposed scheme:

- K0158-BLP-R-ENV-02-02 Operator Competence
- K0158-BLP-R-ENV-03-02 Environmental Setting & Installation Design (ESID)
- K0158-BLP-R-ENV-04-02 Environmental Risk Assessment (H1)
- K0158-BLP-R-ENV-05-02 Waste Acceptance Criteria (WAC)
- K0158-BLP-R-ENV-06-02 Hydrogeological Risk Assessment (HRA)
- K0158-BLP-R-ENV-07-02 Gas Risk Assessment (GRA)
- K0158-BLP-R-ENV-08-02 Stability Assessment (SRA)
- K0158-BLP-R-ENV-09-02 Emissions Monitoring and Financial Provision Report

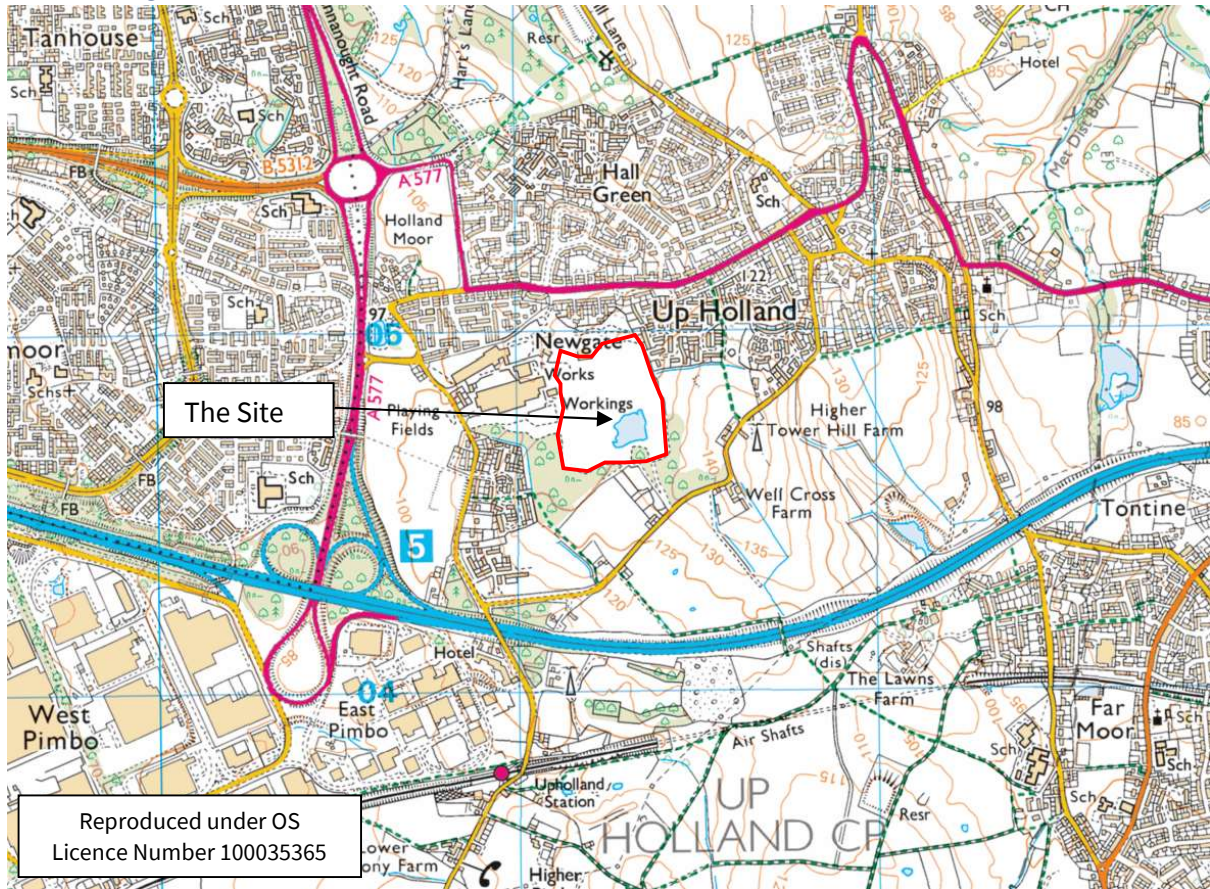
2 Site Location and Description

Ravenhead Quarry is located approximately 500m to the north of the M58 motorway, on the southwest boundary of Upholland, and is approximately 2.5 kilometres to the east of Skelmersdale at National Grid Reference (NGR) SD 5126 0479 (Figure 1, see also Drawing K0158/4/001, ESID 1).

The site is currently an active quarry, the quarrying operations currently occupy the south-eastern area of the quarry, and the mineral processing operations occupy the northern end of the quarry. The whole site is part of the larger Ibstock Brick Works site, which is owned by Ibstock Brick Ltd.

The perimeter of the site is at ~130mAOD in the east and southeast, 120mAOD on the south and northwest boundaries falling to a low point of ~107mAOD near the northwest corner. Current excavation depths within the quarry are estimated to be at ~91mAOD (January 2023), in the southeast area of the current void. Quarry operations may still be undertaken during the initial landfilling phase. Locally, the highest ground is at ~145mAOD at 180m to the east at Tower Hill (Higher Tower Hill farm, Figure 1), with the topography sloping gently to the west-northwest, and at a larger scale to the southwest.

Figure 1 Site Location



2.1 Proposed Development

The site is located entirely within the Carboniferous Pennine Lower Coal Measures strata which is comprised predominantly of low permeability mudstones, with intervening sandstones, seat earths and coal seams. The excavation of the winnable reserves will continue down to a terminal depth of 85m AOD, the base level of the infill scheme (Figure 2, drawing K0158/4/004, ESID 4).

The restoration surface will fall from ~134m AOD to 110m AOD (Figure 2, drawing K0158/4/006, ESID 6), the scheme provides consideration of surface water control accordingly.

It is proposed to complete the infilling of the void with non-hazardous wastes which are listed as qualifying materials³.

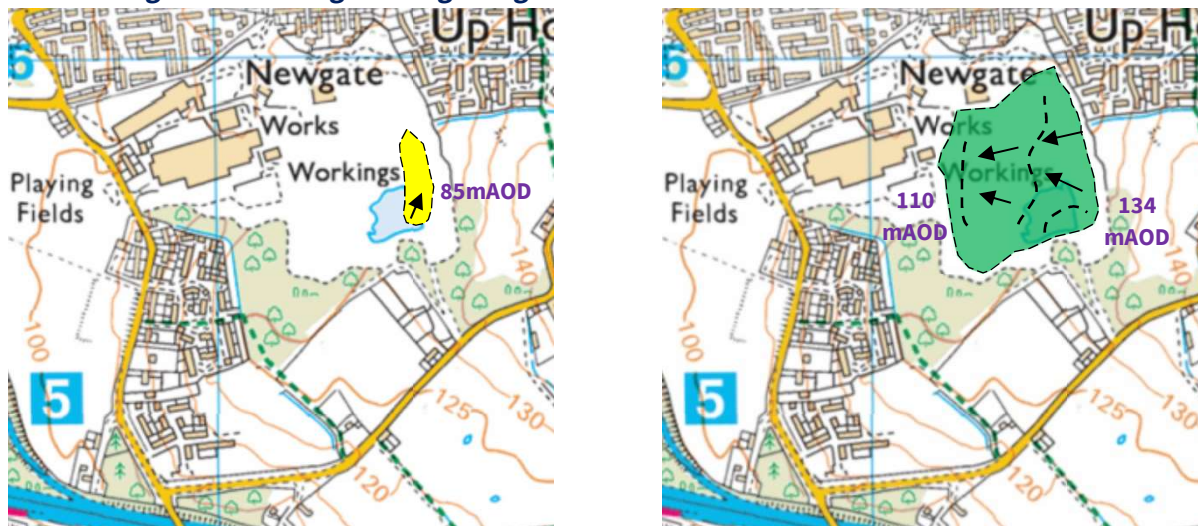
The infill volume is calculated at 1.06Mm³ (equivalent to approximately 2.1M tonnes).

The infilling of the void will provide final restoration contours for the site that are commensurate with the surrounding land surface (as far as is reasonably practical). The proposed wastes will consist of excavation, construction/demolition wastes and similar industrial wastes that have a low-level pollution potential. Therefore, it is not expected that the waste will generate landfill gas or that active management of landfill gas will be required.

³The Landfill Tax (Qualifying Material) Order 2011 (as amended) – <https://www.legislation.gov.uk/uksi/2011/1017/contents/made>

Such a restriction will also prevent the generation of the primary soluble landfill leachate pollutant (i.e. ammonium) as well as the organic degradation by-products, namely hydrolysis products such as the phenols and hazardous substances such as BTEX compounds.

Figure 2 Engineering Design Schematics



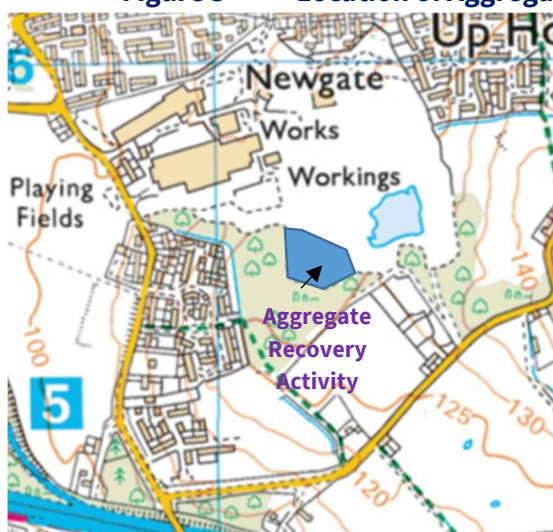
Base (mAOD) & direction of fall

Restoration Surface (mAOD) & direction of fall

As such, the proposed wastes will have a negligible pollution potential (compared to municipal waste sites), thus the void is highly likely to rapidly stabilise to a state where the permitted area could be surrendered upon or shortly after cessation of disposal activities.

Notwithstanding the negligible pollution potential of the wastes proposed for the void, an appropriately “risk based” network of perimeter boreholes will be installed (where additional infrastructure is required to augment existing monitoring locations). The installations will be monitored routinely around the perimeter of the infill area and will be used throughout the site’s operational and post-closure phases to assess whether the void is operating as intended.

Figure 3 Location of Aggregate Recovery Activity



The aggregate recovery operation will be undertaken on a hardcore pad as illustrated on Figure 3 below. The pad will be placed on lower permeability soils which will direct surface water run-off into the quarry void, where the water will either be directed into the current dewatering discharge to foul sewer or to the engineered containment of the new landfill.

2.2 Engineering Overview

The site is located entirely within the Pennine Lower Coal Measures Strata. The Hydrogeological Risk Assessment (K0158-BLP-R-ENV-06-02) has indicated there is no requirement for leachate collection, hence there is no requirement for the inclusion of an Artificial Sealing Liner (ASL)⁴ in addition to the geological barrier.

Information relating to the engineering properties of the engineered liner (reworked site-won materials or imported Clay to the specification of 500 mm to a maximum permeability of 1×10^{-8} m/s), engineering design and groundwater control are provided further in the Environmental Setting & Installation Design / Technical Standards Report (K0158-BLP-R-ENV-03-02).

The stability of the final quarry extraction design is not part of the application, information relating to stability of the waste mass, side slope liner and basal heave considerations are provided in report K0158-BLP-R-ENV-08-02 (Plough Geotechnical Ltd). Liner interface with the waste mass is designed at at 1:3 installed as a “Christmas tree” system.

2.3 Waste Types and Quantities

The void has a calculated capacity of $\sim 1.06\text{Mm}^3$ ($\sim 2.1\text{M}$ tonnes) and comprises an area of approximately $6,000\text{m}^2$, 0.6ha (base), $47,000\text{m}^2$, 4.7ha (cap above the engineered site) and $86,300\text{m}^2$, 8.63ha for the area of restoration.

The proposed design is to restore the void using QMs.

QMs are a list of waste types in which Her Majesty’s Revenue and Customs (HMRC) has made specific allowance for quarry restoration identifying a very limited list of suitable wastes in accordance with The Landfill Tax (Qualifying Material) Order 2011 (as amended). The QM Order lists a series of wastes with limited to negligible pollution potential with respect to the production of landfill gas or leachates. The qualifying materials include wastes in the following groups:

- Group 1 Rocks and soils
- Group 2 Ceramics or concrete materials
- Group 3 Minerals, processed or prepared
- Group 4 Furnace slags
- Group 5 Ash

Of these the majority of the materials to be landfilled are expected to be:

- Soil (including mixed clays, silts and sands);
- Stones; and

⁴ Landfill Directive (99/31/EC) - Council Directive 1999/31/EC of 26 April 1999 on the landfill of waste

- Concrete based construction materials from development schemes

The infilling is anticipated to have a duration of 7 years although material availability may alter the initial assumptions. Input rates averaged over the expected infilling period would equate to 152,000t/y, however, to account for any surplus or additional waste infill availability and only 260 working days in a calendar year, a permitted maximum of 300,000t/y is proposed within the application.

Restoration will meet the objectives of the planning application (twin tracked submission), selected materials will be utilised to assist in surface water control. A typical thickness of 1m of restoration soils is proposed over the cap for achieving the desired restoration profile. ~86,300m³ is required for a final 1m surface layer over the site, which equates to ~172,600t.

The infilling proposals have been risk assessed accordingly (associated application documents). On issue of the Environmental Permit for the infilling, a detailed CQA design, construction and method statement will be submitted to the Environment Agency for approval.

Only selected waste types will be suitable for the recovery of aggregates. These wastes are specified in Appendix C of the quality protocol and can be summarised as:

- Waste gravel and crushed rocks other than those mentioned in 01 04 07 (EWC 01 04 08)
- Waste sand and clays (EWC 01 04 09)
- Glass packaging (EWC 15 01 07) / Glass (EWC 19 12 05 / 20 01 02)
- Concrete (EWC 17 01 01)
- Bricks (EWC 17 01 02)
- Tiles and ceramics (EWC 17 01 03)
- Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06 (EWC 17 01 07)
- Glass (EWC 17 02 02)
- Bituminous mixtures other than those mentioned in 17 03 01 (EWC 17 03 02)
- Soils and stones other than those mentioned in 17 05 03 (17 05 04)
- Dredging spoil other than those mentioned in 17 05 05 (17 05 06)
- Track ballast other than those mentioned in 17 09 01, 17 09 02 and 17 09 03 (17 09 04)
- Mineral (for example sand and stones) 19 12 09
- Garden and park waste (including cemetery waste) – soil and stones (20 02 02)

Assuming 5% of annual inputs to the site area is suitable for recovery approximately 15,000 tonnes of waste will be treated per year. All recovered aggregate will meet the end of waste criteria detailed in

the quality protocol. The recovered aggregate may be utilised on site or exported for use in off-site construction projects.

3 Application Form A Questions

3.1 Question 5c – Please give details of the Directors

Matthew Spencer Booth
Date of Birth: March 1973

Harwood Quarry
Brookfold Lane
Harwood
Bolton
BL2 4LT

4 Application Form B2 Questions

4.1 Question 1 – About the Permit

A Conservation and Heritage Screen has been undertaken and received as part of this application process (ref: EPR/LB3107GH/A001) and is contained as Appendix C with report K0158-BLP-R-ENV-04-02.

4.2 Question 3a – Relevant Offences

The Operator Competence Report (K0158-BLP-R-ENV-02-02) submitted as part of this permit application contains details of relevant offences, technical ability and management systems. There are no relevant offenses.

4.3 Question 3b – Technical Ability

The Operator Competence Report (K0158-BLP-R-ENV-02-02) submitted as part of this permit application contains details of technical ability and management systems.

4.4 Question 3c - Finances

No relevant person, or company in which a relevant person was part of, have any current or past bankruptcy or insolvency proceedings against them. Financial Provision calculations are provided in report K0158-BLP-R-ENV-09-02.

4.5 Question 3d – Management System

The Operator Competence Report (K0158-BLP-R-ENV-02-02) submitted as part of this permit application contains details of the management systems.

4.6 Question 5a – Provide a plan for the site

A location plan for the site is provided in drawing ESID 1 (K0158/4/001), the proposed permit boundary is depicted on ESID 4 (K0158/4/004).

4.7 Question 5b – Provide the relevant sections of a site condition/baseline report

Baseline is considered in report K0158-BLP-R-ENV-03-02, Environmental Setting and Installation Design, this is also referred to as the Technical Standards Report.

4.8 Question 6 – Environmental Risk Assessment

The Environmental Risk Assessment (H1) Report (K0158-BLP-R-ENV-04-02) submitted as part of this permit application contains a full assessment of the environmental risks (amenity) posed by the proposed application. A comprehensive Noise Management Plan is included as Appendix A, and a Dust Management Plan is included as Appendix B.

5 Application Form B3 Questions

5.1 Question 1 – What Activities are you applying for?

Landfilling, designated D5 code in the Landfill Directive, of only Qualifying Materials as defined by The Landfill Tax (Qualifying Materials) Order 2011. Restoration, designated R5 and R10 code of only Qualifying Materials.

A total storage capacity of 1.06Mm³, with an annual throughput of 300,000 tonnes is proposed. A restoration annual throughput of 30,000 tonnes is proposed.

5.2 Question 1b – Types of Waste Accepted and Restriction

The proposed waste types and acceptance procedures are contained in the Waste Acceptance Procedures report (K0158-BLP-R-ENV-05-02) which is included with this application. The wastes proposed are non-hazardous (as defined by WM3)⁵.

5.3 Question 2 – Emissions to Air, Water or Land

Emissions to air, water and land are discussed in detail within risk-based reports.

These include the Hydrogeological Risk Assessment (ref: K0158-BLP-R-ENV-06-02, HRA) with assessment of groundwater and surface waters, the Landfill Gas Risk Assessment (ref: K0158-BLP-R-ENV-07-02) which demonstrates there are no significant emissions to air.

There are no point source emissions to sewer or effluent treatment plants from the application site, there are no point source emissions to air.

5.4 Question 3a – Technical Standards

The technical standards of the proposed development at Ravenhead Quarry are contained in the ESID / Technical Standards Report (ref: K0158-BLP-R-ENV-03-02). A Stability Risk assessment is

⁵https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021051/Waste_classification_technical_guidance_WM3.pdf

provided which assesses the stability of the proposed development which is included in report (ref: K0158-BLP-R-ENV-08-02, Plough Geotechnical Ltd).

5.5 Question 3b – General Requirements

The potential impact due to fugitive emissions, odour or noise is assessed in the accompanying Environmental Risk Assessment (ref: K0158-BLP-R-ENV-04-02), attached part of this application.

5.6 Question 4 – Monitoring

Environmental monitoring proposed for the installation is contained in the Environmental Emissions and Monitoring Plan (ref: K0158-BLP-R-ENV-09-02).

Appendix A – Application Forms

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.

Contents

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

Website: www.gov.uk/government/organisations/environment-agency

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it. More information on how to do this is available at: www.gov.uk/government/organisations/environment-agency/about/complaints-procedure.

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

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

For waste and installations by email to PSC@environment-agency.gov.uk

For flood risk activity permits send 1 copy only to 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 B2 – General – new bespoke permit



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

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

You can apply online for: waste operations; medium combustion plant; and specified generator bespoke environmental permits at <https://apply-for-environmental-permit.service.gov.uk/start/start-or-open-saved>

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.
- 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 the site (excludes mobile plant)
- 3 Your ability as an operator
- 4 Consultation
- 5 Supporting information
- 6 Environmental risk assessment
- 7 How to contact us

Appendix 1 – Low impact installation checklist

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

1 About the permit

1a Discussions before your application

If you have had discussions with us before your application, 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

1 About the permit, continued

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

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

Site Now go to **section 2**

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

Mobile plant only

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

No

Yes

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

No Now go to **section 3**

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

Document reference

Now go to **section 3**

2 About the site (excludes mobile plant)

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

Site name

Address

Postcode

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

2 About the site (excludes mobile plant), continued

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

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

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

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

As in 2a above

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

National grid reference for the regulated facility

Now go to **question 2d**

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

See the guidance notes on part B2.

Regulated facility 1

National grid reference

What is the regulated facility type?

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

2 About the site (excludes mobile plant), continued

Regulated facility 2

National grid reference

What is the regulated facility type?

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

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

Document reference

Now go to **question 2d**

2d Low impact installations (installations only)

Are any of the regulated facilities low impact installations?

No

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

Document reference

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

2e Treating batteries

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

No

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

Document reference for the explanation

2 About the site (excludes mobile plant), continued

2f Ship recycling

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

No

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

Document reference for the explanation

Document reference for the facility recycling plan

2g Multi-operator installation

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

Table 1 – Other permit application references

3 Your ability as an operator

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

3a Relevant offences

Applies to all except standalone surface water discharges and groundwater discharges (see the guidance notes on part B2).

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

3 Your ability as an operator, continued

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position held at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YYYY)

Offence and penalty set

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

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

Now go to **question 3b**

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

3b Technical ability

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

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

ESA/EU skills

Please select one of the following:

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

or

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

3 Your ability as an operator, continued

CIWM/WAMITAB scheme

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

Please select **one** of the following:

- I have enclosed a copy of:
 - the relevant qualification certificate/s
- or
 - evidence of deemed competence
- or
 - Environment Agency assessment
- or
 - evidence of nominated manager status under the transitional provisions for previously exempt activities

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

- I have enclosed a copy of the relevant current continuing competence certificate/s
- The technically competent manager will complete their qualification within four weeks of starting the permitted activities and I have enclosed evidence of their registration with WAMITAB or their EPOC booking as appropriate
- **For medium- and high-risk tier activities other than landfill**

The technically competent manager will complete the qualification within 12 months and I have enclosed evidence of their registration with WAMITAB and, where relevant, EPOC booking.

I understand they must complete either four specified units of the relevant qualification or an EPOC within four weeks of the permitted activities commencing

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

Title (Mr, Mrs, Miss and so on)

First name

Last name

Phone

Mobile

Email

3 Your ability as an operator, continued

Please provide the environmental permit number/s and site address for all other waste 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.

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

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

No

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

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

3 Your ability as an operator, continued

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

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

Renewable bonds

Cash deposits with the Environment Agency

Other – provide comprehensive details

Document reference

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

Document plan reference

Now go to **question 3d**

3d Management systems (all)

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

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

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

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

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

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

What management system will you provide for your regulated facility?

ISO 14001

BS 8555 (Phases 1–5)

Green dragon

Own management system

EMAS Global

Other

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

4d Is the installation on a site for which:

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

No

Yes

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

No

Yes

5 Supporting information

5a Provide a plan or plans for the site

But not any mobile plant

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

(See the guidance notes on part B2.)

Document reference/s of the plans

5 Supporting information, continued

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

See the guidance notes on part B2 for what needs to be marked on the plan.

Document reference of the report

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

5c Provide a non-technical summary of your application

See the guidance notes on part B2.

Document reference of the summary

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

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

No

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

Document reference of the plan

6 Environmental risk assessment

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

Document reference for the assessments

7 How to contact us

If you have difficulty using this form, please contact the person who sent it to you or contact us as shown below.

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

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

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/government/organisations/environment-agency

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

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

7 How to contact us, continued

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

See the guidance notes on part B2.

Installation reference		
Condition	Response	Do you meet this?
A – Management techniques	Provide references to show how your application meets A	Yes
	References	No
B – Aqueous waste	Effluent created	Yes
	m ³ /day	No
C – Abatement systems	Provide references to show how your application meets C	Yes
	References	No
D – Groundwater	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?	Yes
	Yes	No
	No	
E – Producing waste	Hazardous waste	Yes
	Tonnes per year	No
F – Using energy	Non-hazardous waste	Yes
	Tonnes per year	No
G – Preventing accidents	Peak energy consumption	Yes
	MW	No
G – Preventing accidents	Do you have appropriate measures to prevent spills and major releases of liquids?	Yes
	Yes	No
	No	
H – Noise	Provide references to show how your application meets H	Yes
	References	No
I – Emissions of polluting substances	Provide references to show how your application meets I	Yes
	References	No
J – Odours	Provide references to show how your application meets J	Yes
	References	No
K – History of keeping to the regulations	Say here whether you have been involved in any enforcement action (as described in 'Appendix 1 – Compliance history' section of part B2 guidance notes)	Yes
		No

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

Relevant Offences – date of birth information

Please give us the following details

Name

Date of birth (DD/MM/YYYY)

Technical ability – date of birth information

Name

Date of birth (DD/MM/YYYY)

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



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

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

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

If you are applying for a permit for an intensive farm do not use this form, but complete application form part B3.5 instead.

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
- 8 How to contact us
- Appendix 1 – Specific questions for the combustion sector
- Appendix 2 – Specific questions for the chemical sector
- Appendix 3 – Specific questions for the waste incineration sector
- Appendix 4 – Specific questions for the landfill sector and recovery of hazardous waste on land activities

1 What activities are you applying for?

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

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

Document reference

1 What activities are you applying for?, continued**Table 1a – Types of activities**

Schedule 1 listed activities						
Installation name	Schedule 1 or other references (See note 1)	Description of the activity (See note 2)	Activity capacity (See note 3)	Annex I (D codes) and Annex II (R codes) and descriptions	Hazardous waste treatment capacity (if this applies) (See note 3)	Non-hazardous waste treatment capacity (if this applies) (See note 3)
If there are not enough rows, send a separate document and give the document reference number here	Put your main activity first			For installations that take waste only	For installations that take waste only	For installations that take waste only
Directly associated activities (See note 4) Also note: if the DAA is a Medium Combustion Plant or Specified Generator (MCP/SG) please also fill in part B2.5, (see https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-b25-new-bespoke-medium-combustion-plant-and-specified-generator-permit)						
Name of DAA If there are not enough rows, send a separate document and give the document reference number here		Description of the DAA (please identify the schedule 1 activity it serves)				
For installations that take waste (See note 5 below)		Total storage capacity				
		Annual throughput (tonnes each year)				

1 What activities are you applying for?, continued

Notes

1. Quote the section number, part A1 or A2 or B, then paragraph and sub-paragraph number as shown in EPR part 2 of schedule 1, schedule 13 and 14 for Local Authority regulated activities, or schedule 25/25B for Medium Combustion Plant or Specified Generators.
2. Use the description from the relevant schedule of the regulations. Include any extra detail that you think would help to accurately describe what you want to do.
3. By ‘capacity’, we mean:
 - the total incineration capacity (tonnes every hour) for waste incinerators
 - the total landfill capacity (cubic metres) for landfills
 - the total capacity (cubic metres) for the recovery of hazardous waste on land
 - the total treatment capacity (tonnes each day) for waste treatment operations
 - the total storage capacity (tonnes) for waste storage operations
 - the processing and production capacity for manufacturing operations, or
 - the thermal input capacity for combustion activities

Fill each listed activity as a separate line and give an accurate description of any other activities associated with your schedule 1 activities. You cannot have Directly Associated Activities (DAAs) as part of a mobile plant application. If the DAA is a Medium Combustion Plant or Specified Generator (MCP/SG) please fill in the table in appendix 1 question 13.

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 for?, continued**Table 1b – Template example – types of waste accepted and restrictions**

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

1c Recovery of hazardous waste on land

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

You will also need to complete application form part B6 if your installation includes 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 B2 (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

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) (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	See the questions in appendix 1
Chemicals	See the questions in appendix 2
Incinerating waste	See the questions in appendix 3
Landfill and recovery of hazardous waste on land	See the questions in appendix 4

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

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 Installations that include a combustion plant (excluding waste incinerators)

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

Document reference _____

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

No Go to 7c

Yes Please fill in the table in appendix 1 question 13

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

No

Yes Please go to appendix 1 question 11

8 How to contact us

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

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

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

Email: enquiries@environment-agency.gov.uk

Website: <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_x factors are necessary for reporting purposes (that is, if you do not need to monitor emissions), please provide the factors associated with burning the relevant fuels

Fill in a separate table for each installation.

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

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

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

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 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 1 – Specific questions for the combustion sector, continued**12 Does your installation need to be combined heat and power-ready (CHP-ready)?**

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

Document reference of this evidence _____

Yes Please provide a copy of your CHP-ready assessment

Document reference of the CHP-ready assessment _____

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

MCP specific identifier*	
12-digit grid reference or latitude/longitude	
Rated thermal input (MW) of the MCP	
Type of MCP (diesel engine, gas turbine, other engine or other MCP)	
Type of fuels used: gas oil (diesel), natural gas, gaseous fuels other than natural gas, landfill gas	
Date when the new MCP was first put into operation	
Sector of activity of the MCP or the facility in which it is applied (NACE code)	
Expected number of annual operating hours of the MCP and average load in use	

Where the option of exemption under Article 6(8) is used the operator (as identified on Form A) should sign a declaration here that the MCP will not be operated more than the number of hours referred to in this paragraph	
--	--

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

NACE code means Nomenclature of Economic Activities and is the European statistical classification of economic activities (<http://www.export.gov.il/files/EEN/ListNACEcodes.pdf>).

To find out the 12-digit grid reference you can search on the UK Grid Reference Finder website at <https://gridreferencefinder.com/>

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/m³), CO (normal ELV) and TOC (normal ELV) during abnormal operation.

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

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

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

No

Yes 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 SO₂ emission monitoring with periodic sulphur dioxide (SO₂) emission monitoring, as allowed by IED Annex VI, Part 6 (2.5), first paragraph?

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

No

Yes Please give your reasons for doing this

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

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

No

Does not apply

Yes Please give your reasons for doing this

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

No 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 _____

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

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

Document reference of this evidence _____

Yes Please provide a copy of your CHP-ready assessment

Document reference of the CHP-ready assessment _____

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

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

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

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

Document reference of this evidence _____

Yes For landfill you must provide a closure and aftercare plan

Document reference _____

Application for an environmental permit

Part F1 – Charges and declarations



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.

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? 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.

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

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.

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.

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

£ _____



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