

# Application for an environmental permit Part A – About you



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

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

The form can be:

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

**Note:** if you believe including information on a public register would not be in the interests of national security you must

tick the box in section 4 of F1 or F3 and enclose a letter telling us that you have told the Secretary of State. We will not include the information in the public register unless directed otherwise.

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

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

## Contents

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

## 1 About you

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

An individual

Now go to section 2

An organisation of individuals (for example, a partnership)

Now go to section 3

A public body

Now go to section 4

A registered company or other corporate body

Now go to section 5

## 2 Applications from an individual

### 2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

Now go to section 6

## 3 Applications from an organisation of individuals

### 3a Type of organisation

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

\_\_\_\_\_

### 3b Details of the organisation

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

\_\_\_\_\_

### 3 Applications from an organisation of individuals, continued

Contact name

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Date of birth (DD/MM/YYYY) \_\_\_\_\_

Now go to section 6

### 4 Applications from public bodies

#### 4a Type of public body

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

4b Name of the public body \_\_\_\_\_

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

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

Name

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position \_\_\_\_\_

Now go to section 6

### 5 Applications from companies or corporate bodies

5a Name of the company \_\_\_\_\_

5b Company registration number \_\_\_\_\_

Date of registration (DD/MM/YYYY) \_\_\_\_\_

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

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

Now go to section 6

#### 5c Please give details of the directors

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

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

Details of directors

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Date of birth (DD/MM/YYYY) \_\_\_\_\_

## 6 Your address

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

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

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

Document reference for the extra sheet

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

## 7 Contact details

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

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 7 Contact details, continued

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

As in question 7a

As in question 7b

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

Contact name

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 8 How to contact us

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

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

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

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

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

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, or you would like us to review a decision we have made, please let us know. More information on how to do this is available at: [www.gov.uk/government/organisations/environment-agency/about/complaints-procedure](http://www.gov.uk/government/organisations/environment-agency/about/complaints-procedure)

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

## Feedback

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

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

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

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

Would you like a reply to your feedback?

Yes please

No thank you



### For Environment Agency use only

Date received (DD/MM/YYYY)

\_\_\_\_\_

Our reference number

\_\_\_\_\_

Payment received?

No

Yes

Amount received

£ \_\_\_\_\_

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



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

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

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.

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

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

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

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

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

## 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.)

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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?
<b>A – Management techniques</b>	Provide references to show how your application meets A	Yes
	References	No
<b>B – Aqueous waste</b>	Effluent created	Yes
	m <sup>3</sup> /day	No
<b>C – Abatement systems</b>	Provide references to show how your application meets C	Yes
	References	No
<b>D – Groundwater</b>	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?	Yes
	Yes	No
	No	
<b>E – Producing waste</b>	Hazardous waste	Yes
	Tonnes per year	No
<b>F – Using energy</b>	Non-hazardous waste	Yes
	Tonnes per year	No
<b>G – Preventing accidents</b>	Peak energy consumption	Yes
	MW	No
<b>G – Preventing accidents</b>	Do you have appropriate measures to prevent spills and major releases of liquids?	Yes
	Yes	No
	No	
<b>H – Noise</b>	Provide references to show how your application meets H	Yes
	References	No
<b>I – Emissions of polluting substances</b>	Provide references to show how your application meets I	Yes
	References	No
<b>J – Odours</b>	Provide references to show how your application meets J	Yes
	References	No
<b>K – History of keeping to the regulations</b>	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 B4 – New bespoke waste operation permit



**Fill in this part of the form, together with parts A, B2 and F1, if you are applying for a new bespoke permit for a waste operation. Please check that this is the latest version of the form available from our website.**

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

The form can be:

1 Saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.

2 Printed off and filled in by hand. Please write clearly in the answer spaces.

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

## Contents

1 What waste operations are you applying for?

2 Emissions to air, water and land

3 Operating techniques

4 Monitoring

5 How to contact us

Appendix 1 – Specific questions for waste facilities that accept clinical waste

Appendix 2 – Specific questions for waste facilities that accept hazardous waste

Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

Appendix 4 – Specific questions for inert waste landfills and deposit for recovery operations

## 1 What waste operations are you applying for?

Fill in Table 1a below with details of what you are applying for.

Fill in a separate table for each waste operation 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 extra sheet.

Document reference for the extra sheet

### Types of waste accepted

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

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

Name of the waste operation	Description of the waste operation	Annex I (D codes) and Annex II (R codes) and descriptions	Hazardous waste treatment capacity (if this applies). See note 1	Non-hazardous waste treatment capacity (if this applies). See note 1
Add extra rows if you need them. If you do not have enough room go to the line below or send a separate document and give us the document reference here	Use the description from the guidance. Include any extra detail that you think would help to accurately describe what you want to do			
SEE ATTACHED DOCUMENT - Lifecycle Oils Part B4 Attachment Sheet				
For all waste operations	Total storage capacity (see note 2)			
	Annual throughput (tonnes each year)			

**Notes**

- 1 By ‘capacity’, we mean the total landfill capacity (cubic metres), the total deposit for recovery capacity (cubic metres), the total treatment capacity (tonnes each day) for waste treatment and the total storage capacity (tonnes) for waste storage operations.
- 2 By ‘total storage capacity’, we mean the maximum amount of waste in tonnes you store on the site at any one time.

## 1 What waste operations are you applying for?, continued

Please provide the document reference for each document. You can use Table 1b as a template.

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

Document reference for this document \_\_\_\_\_

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

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

### 1c Deposit for recovery purposes (see Appendix 4 and guidance notes on part B4)

Are you applying for a waste recovery activity involving the permanent deposit of waste on land for construction or land reclamation restoration or improvement?

No  Go to question 2

Yes

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

No  Go to question 2

Yes

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

No

Yes

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

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

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

## 2 Emissions to air, water and land

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

Fill in one table for each waste operation.

**Table 2 – Emissions**

Name of the waste operation				
<b>Point source emissions to air</b>				
Emission point reference and location	Source	Parameter	Quantity	Unit
<b>Point source emissions to water (other than sewers)</b>				
Emission point reference and location	Source	Parameter	Quantity	Unit

**2 Emissions to air, water and land, continued**

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

**Supporting information**

**3 Operating techniques**

**3a Technical standards**

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

You must justify your decisions in a separate document if:

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

This justification could include a reference to the Environmental Risk Assessment provided in part B2 of the application form.

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

**Table 3a – Technical standards**

Fill in a separate table for each waste operation.

Name of waste operation		
Description of waste operation	Relevant technical guidance note	Document reference (if appropriate)

In all cases, describe the type of facility or operation you are applying for and, if appropriate, use block diagrams to help describe the process. Provide the document references for the description.

Document reference for the description



### 3 Operating techniques, continued

#### 3b General requirements

Fill in a separate Table 3b for each waste operation.

**Table 3b – General requirements**

Name of the waste operation	
If the TGN or your risk assessment shows that emissions of substances not controlled by emission limits are an important issue, send us your plan for managing them	Document reference or references
If the TGN or your risk assessment shows that odours are an important issue, send us your odour management plan <b>If your activity type is listed in the guidance document ‘Control and monitor emissions for your environmental permit’ as needing an odour management plan, or your risk assessment shows that odours are an important issue, you need to send us your odour management plan.</b>	Document reference or references
If the TGN or your risk assessment shows that noise or vibration are important issues, send us your noise or vibration management plan (or both)	Document reference or references

We may need to ask for management plans or risk assessments in other circumstances based on our regulatory experience. If you are unsure as to whether you need to submit a management plan with your application, please discuss this with the Environment Agency prior to submission. Search for ‘Risk assessment for your environmental permit’ at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

#### 3c Information for specific sectors

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

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

Sector	Appendix
Clinical waste	See the questions in appendix 1
Disposing of and recovering hazardous waste	See the questions in appendix 2
Recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes	See the questions in appendix 3
Inert waste landfill and deposit of waste on land for construction, land reclamation, restoration or improvement	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; and
- the procedures you follow to assess the measures.

Document reference for this information

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

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

Document reference for the assessment

## 5 How to contact us

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

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

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

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

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

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

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

## Feedback

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

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

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

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

Would you like a reply to your feedback?

Yes please

No thank you



### For Environment Agency use only

Date received (DD/MM/YYYY)

\_\_\_\_\_

Our reference number

\_\_\_\_\_

Payment received?

No

Yes

Amount received

£ \_\_\_\_\_

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

**Appendix 1 – Specific questions for waste facilities that accept clinical waste**

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

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

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

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

Yes  EPR 5.07 procedure reference \_\_\_\_\_

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

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

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

Yes  EPR 5.07 procedure reference \_\_\_\_\_

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

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

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

Yes  EPR 5.07 procedure reference \_\_\_\_\_

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

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

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

Yes  EPR 5.07 procedure reference \_\_\_\_\_

**5 Are you proposing to either**

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

No

Yes  Provide justification

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

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

Document reference for the summary \_\_\_\_\_

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

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

## Appendix 2 – Specific questions for waste facilities that accept hazardous waste

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

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

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

Document reference

Yes  SGN 5.06 procedure reference

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

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

Document reference

Yes  SGN 5.06 procedure reference

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

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

Document reference

Yes  SGN 5.06 procedure reference

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

Document reference

### 5 Provide a summary of the treatment activities carried out on the waste facility. This should cover the general principles set out in section 2.1.4 of SGN 5.06

Document reference for the summary

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

Document reference or references

### Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

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

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

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

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

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

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

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

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

Yes

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

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

## Appendix 4 – Specific questions for inert waste landfill and deposit for recovery operations

### 1 Provide your Environmental Setting and Site Design (ESSD) report

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

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

### 2 Provide your Waste Acceptance Procedures (including Waste Acceptance Criteria)

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

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

Yes

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

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

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

Yes

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

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

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

Yes

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

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

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

Yes

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

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

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

Yes  For inert waste landfill you must provide a closure plan

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

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

## Spreading waste to support plant growth

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

Yes

No

Note: If you are not depositing waste to create or treat a growing medium, you do not need to answer questions 8b and 8c.

### 8b If you answered 'yes' to question 8a, can you meet both of the following criteria?

- waste types to be used for the R10 activity are top soils (EWC 17 05 04 or 20 02 02), peat (EWC 17 05 04 or 20 02 02) and/or soil from cleaning and washing beet (EWC 02 04 01) only, and
- The depth of deposit for the R10 activity will not exceed the final 50cm

Yes

No

### 8c If you have answered 'No' to 8b above, have you completed a benefit statement?

Yes

No  If no, please explain why

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

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

# Application for an environmental permit Part F1 – Charges and declarations



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

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

The form can be:

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

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

**Contents**

- 1 Working out charges
- 2 Payment
- 3 The Data Protection Act 1998
- 4 Confidentiality and national security
- 5 Declaration
- 6 Application checklist
- 7 How to contact us
- 8 Where to send your application

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

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

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

**Table 1 Type of application (add number if more than one)**

Installation	Waste	Mining waste	Water discharge/point source discharge to groundwater	Groundwater spreading onto land

**Table 2 Charge type (A)**

Activity description	Activity reference	Percentage charge (see charges tables)						Amount
		100	60	50	30	20	10	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total A</b>								<b>£7,930</b>

**1 Working out charges (you must fill in this section), continued****Table 3 Additional component charges (B)**

Part 1.19 Charges for plans and assessments			Tick appropriate
Reference	Plan or assessment	Charge	
1.19.1	Waste recovery plan	£1,231	<input type="checkbox"/>
1.19.2	Habitats assessment	£779	<input type="checkbox"/>
1.19.3	Fire prevention plan	£1,241	<input type="checkbox"/>
1.19.4	Pest management plan	£1,241	<input type="checkbox"/>
1.19.5	Dust management plan	£1,241	<input type="checkbox"/>
1.19.6	Odour management plan	£1,246	<input type="checkbox"/>
1.19.7	Noise and vibration management plan	£1,246	<input type="checkbox"/>
1.19.8	Ammonia emissions risk assessment	£620	<input type="checkbox"/>
1.19.9	Dust and bio-aerosol management plan	£620	<input type="checkbox"/>
	Advertising	£500	<input type="checkbox"/>
<b>Total B</b>			<b>£0</b>

Total charges

Total A plus total B

**£7,930****2 Payment**

Tick below to show how you have paid.

Cheque

Postal order

Cash

Tick below to confirm you are enclosing cash with the application

Credit or debit card

Electronic transfer (for example, BACS)

Remittance number

Date paid (DD/MM/YYYY)

**How to pay****Paying by cheque, postal order or cash**

Cheque details

Cheque made payable to

Cheque number

Amount

£ 

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

Please write the name of your company and application reference number on the back of your cheque or postal order.

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

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

I have enclosed cash with my application

**Paying by credit or debit card**

If you are paying by credit or debit card, either we can call you or you can fill in the separate form CC1 and enclose it with the application. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.



## 2 Payment, continued

- Please call me to arrange payment by debit or debit card
- I have enclosed form CC1 with my application

### Paying by electronic transfer BACS reference

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

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

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

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

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

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

Now read section 3 below.

## 3 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows). We may pass the information on to our agents or representatives to do these things for us.

Now read section 4 below.

## 4 Confidentiality and national security

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

You can ask for information to be made confidential by enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application.

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

Please treat the information in my application as confidential

## 4 Confidentiality and national security, continued

### National security

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

You can find guidance on national security in ‘Environmental permitting guidance: core guidance’, published by Defra and available via our website at gov.uk.

You cannot apply for national security via this application.

Now go to section 5.

## 5 Declaration

**If you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2010.**

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

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

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

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

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

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

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

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

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

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

Name \_\_\_\_\_

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

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

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

Today’s date (DD/MM/YYYY) \_\_\_\_\_

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

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

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

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

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

**5 Declaration, continued**

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

Name \_\_\_\_\_

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

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

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

Today’s date (DD/MM/YYYY) \_\_\_\_\_

Now go to section 6

**6 Application checklist (you must fill in this section)**

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

You must do the following:

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

Question reference	Document title	Document reference

## 7 How to contact us

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

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

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

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

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

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

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

## 8 Where to send your application (for how many copies to send see the guidance note on part F1)

Please send your filled in application form to:

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

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

Or

Environment Agency Permitting and Support Centre

Environmental Permitting Team

Quadrant 2

99 Parkway Avenue

Parkway Business Park

Sheffield

S9 4WF

**Do you want all information to be sent to you by email?**

Please tick this box if you wish to have all communication about this application sent via email (we will use the details provided in Part A)

## Feedback

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

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

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

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

Would you like a reply to your feedback?

Yes please

No thank you



### For Environment Agency use only

Date received (DD/MM/YYYY)

\_\_\_\_\_

Our reference number

\_\_\_\_\_

Payment received?

No

Yes

Amount received

£ \_\_\_\_\_