# 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

An organisation of individuals (for example, a partnership)

A public body

A registered company or other corporate body

# 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 permit or transferring a permit for an installation or waste activity please also fill in Appendix 1 Now go to section 4

activity please also fill in Appendix 1

○ 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

Now go to section 2 and if you are applying for a new

Now go to section 3 and if you are applying for a new

permit or transferring a permit for an installation or waste

# 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	cha	arity
--	------	------	----	-----	-------

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 s	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.

1

#### 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.

nave	e given this sheet.	
Doci	ument reference	L
Deta	ils of company secretary (if relevant) and director/s	
Title	(Mr, Mrs, Miss and so on)	
First	name	L
Last	name	L
Title	(Mr, Mrs, Miss and so on)	LJ
First	name	
Last	name	L
Now	go to section 6	
6	Your address	
6a	Your main (registered office) address	
For o	companies this is the address on record at Companies House.	
Cont	tact name	
Title	(Mr, Mrs, Miss and so on)	
First	name	
Last	name	L
Add	ress	L
		L
		L
		L
Post	code	LJ
Cont	tact numbers, including the area code	
Pho	ne	L
Fax		L
Mob	ile	L
Ema	il	L
	an organisation of individuals every partner needs to give us their inue on a separate sheet and tell us below the reference you hav	
Doci	ument reference	L
6b	Main UK business address (if different from above)	
Cont	tact name	
Title	(Mr, Mrs, Miss and so on)	
First	name	L
Last	name	

Address
---------

Postcode

\_\_\_\_\_

L

1

\_\_ \_\_ \_

# 6 Your address, continued

Contact numbers, including the area code	
Phone	
Fax	
Mobile	
Email	L]
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	1

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

L

# 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	L
Last name	L
Address	L
	L
	L
	L
Postcode	
Contact numbers, including the area code	
Phone	L
Fax	L
Mobile	L
Email	L

#### 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	o fill in this form?
-----------------------------	----------------------

1

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

T.

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

Payn	nent r	eceived?	
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 Liability Partnerships)?	example, a partnership) or a company (this includes Limited
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	
Please give us the following details Name	[

#### 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.

#### 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)

Date of birth (DD/MM/YY)

Date of birth (DD/MM/YY)

Date of birth (DD/MM/YY)