

# Application for an environmental permit

## Part A – About you



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

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

Apply online for an environmental permit.

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

The form can be:

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

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

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

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

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## 1 About you

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

An individual

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

An organisation of individuals (for example, a partnership)

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

A public body

Now go to section 4

A registered company or other corporate body

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

## 2 Applications from an individual

### 2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

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

#### 3a Type of organisation

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

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

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to question 3c or section 6

#### 3c Details of charity

Full name of charity

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

#### 3d Company registration number

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

#### 3e Charity Commission number

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

Now go to section 6

### 4 Applications from public bodies

#### 4a Type of public body

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

#### 4b Name of the public body

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

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

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

### 5 Applications from companies or corporate bodies

#### 5a Name of the company

#### 5b Company registration number

Date of registration (DD/MM/YYYY)

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

Document reference

## 5 Applications from companies or corporate bodies, continued

### 5c Please give details of the directors

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

Document reference

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

Title (Mr, Mrs, Miss and so on)

First name

Last name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

## 6 Your address

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

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

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

Document reference

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

## 6 Your address, continued

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

## 7 Contact details

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

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

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

Document reference of this separate sheet

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 7 Contact details, continued

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

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

As in question 7a

As in question 7b

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 8 How to contact us

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

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

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

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

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

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it. More information on how to do this is available at:

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

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

## 9 Where to send your application

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

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

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

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

Or

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

## Feedback

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

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

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

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

Would you like a reply to your feedback?

Yes please

No thank you



### For Environment Agency use only

Date received (DD/MM/YYYY)  
\_\_\_\_\_

Our reference number  
\_\_\_\_\_

Payment received?

No

Yes  Amount received

£ \_\_\_\_\_

## Appendix 1 – Date of birth information for installation and waste activities (applications for a new permit or transferring a permit) only

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

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

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

### 2 Applications from an individual

Please give us the following details

Name

Date of birth (DD/MM/YY)

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

#### Details of the organisation or charity

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

Name

Date of birth (DD/MM/YY)

Document reference

### 4 Applications from companies or corporate bodies

Name of the company

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

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

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Document reference

# Application for an environmental permit

## Part 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 bespoke environmental 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.
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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
- 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

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

- Site  Now go to section 2
- Mobile plant  Now go to question 1c

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

#### Mobile plant

#### 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

#### But not mobile plant

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

Site name



## 2 About the site, continued

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode

\_\_\_\_\_

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

\_\_\_\_\_

### 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

## 2 About the site, continued

### 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)

#### 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

## 2 About the site, continued

### 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

\_\_\_\_\_

### 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

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)

\_\_\_\_\_

### 3 Your ability as an operator, continued

Offence and penalty set

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

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

Document reference

Now go to question 3b

Please also complete the details in Appendix 2.

#### 3b Technical ability

##### 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

##### CIWM/WAMITAB scheme

Please select **one** of the following:

- I have enclosed a copy of:
  - the relevant qualification certificate/s

or

- evidence of deemed competence

or

- 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

- I will complete my qualification within four weeks of starting the permitted activities and have enclosed evidence of my registration with WAMITAB or my EPOC booking as appropriate

- **For medium- and high-risk tier activities other than landfill**  
I will complete the qualification within 12 months and have enclosed evidence of registration with WAMITAB and, where relevant, EPOC booking. I understand I 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 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.

#### 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.

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

### 3 Your ability as an operator, continued

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

EC Eco-Management and Audit Scheme (EMAS)

EMAS Easy

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

#### 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

## 5 Supporting information, continued

### 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 [www.gov.uk/government/collections/technical-guidance-for-regulated-industry-sectors-environmental-permitting](http://www.gov.uk/government/collections/technical-guidance-for-regulated-industry-sectors-environmental-permitting) or an equivalent method.

Document reference for the assessments

### For Waste and Installation Permits only

All bespoke waste and installations permit applications must carry out a climate change risk assessment if the planned duration of the operation is more than 5 years. This will normally be reviewed and discussed with you as part of our compliance activities. However, we may require you to submit your climate change risk assessment as part of your application depending on your risk screening score. We will consider the information contained within your climate change risk assessment when we grant your permit. Conditions may be applied to some permits to manage climate risks.

### 6b Climate change risk screening

See the guidance to Part B2.

Mark your score in each category in the table below. Add each individual score to give a total.

CATEGORY	SCREENING QUESTIONS	SCORE	YOUR SCORE
1 TIMESCALES	How long will a permit be required for this site/activity?  <b>5 years or less of operation. No need to fill in the rest of the screening. You do not need to fill in a risk assessment. Please go straight to question 7.</b>	0	
	Less than 20 years of operation	1	
	Until between 2040 and 2060 (between 20 and 40 years from now)	3	
	Until 2060 or beyond (more than 40 years from now)	5	
2 FLOODING	What is your site's risk of flooding from rivers or the sea?		
	Not in a flood-risk zone	0	
	Very low or Low	1	
	Medium	2	
	High	5	
3 WATER USE	If you use water for your site operations or fire prevention, what is the source of your water?		
	Water not required	0	
	Mains water	1	
	Surface water or groundwater abstraction	5	
<b>TOTAL SCREENING SCORE</b>			

If your total screening score is 5 or more, complete the climate change risk assessment and submit it with your permit application.

If you expect to operate for 5 years or less, you do not need to submit a risk assessment with your application, regardless of your screening score.

You must enter your score for every category in the table above. If you expect to operate for 5 years or less you may enter 'Not Applicable' for categories 2 and 3.

## 6 Environmental risk assessment, continued

Document reference of the risk assessment  
(if submitted with application) \_\_\_\_\_

If your total screening score is less than 5 we may still request your risk assessment as part of determining this application if we believe you face unmanaged climate risks.

If we do not review your risk assessment as part of your application, it will form part of your Environmental Management System and we will discuss it with you as part of our compliance activities.

## 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.**

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

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

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

Have you filled in the Relevant Offences question?

Yes

No

Have you filled in the Technical ability question?

Yes

No

### 2 Relevant Offences - date of birth information

Please give us the following details

Name

Date of birth (DD/MM/YY)

### 3 Technical ability - date of birth information

Name

Date of birth (DD/MM/YY)

# Application for an environmental permit

## Part 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 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 activities are you applying for?
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  - 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

## 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)
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	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.						
Name of DAA		Description of the DAA (please identify the schedule 1 activity it serves)				
Add extra rows if you need them						
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 either part 2 of schedule 1, schedule 13 and 14 for Local Authority regulated activities or schedule 25 for MCP to the regulations.
- 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 treatment capacity (tonnes each day) for waste treatment operations
  - the total storage capacity (tonnes) for waste storage operations
  - the processing and production capacity for manufacturing operations, or
  - the thermal input capacity for combustion activities
- 4 Fill this in as a separate line and give an accurate description of any other activities associated with your schedule 1 activities. You cannot have 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.
- 5 By ‘total storage capacity’, we mean the maximum amount of waste, in tonnes, you store on the site at any one time.

### Types of waste accepted

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

If you need to exclude waste from your activity or facility by restricting the description, quantity, physical nature, hazardous properties, composition or characteristic of the waste, include these in the document. Send it to us with your application form.

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 \_\_\_\_\_

**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

## 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.

**Table 2 – Emissions (releases)**

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

## 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 Add extra rows if you need them	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

### 3 Operating techniques, continued

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 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	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

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

Document reference of the assessment



## 5 Environmental impact assessment

### 5a Have your proposals been the subject of an environmental impact assessment under Council Directive 85/337/EEC of 27 June 1985 [Environmental Impact Assessment] (EIA)?

No  Now go to section 6

Yes  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, you only need to fill in this section if the application includes landfill 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 breakdown

\_\_\_\_\_

### 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 one 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](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 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)			
Other			

**Notes**

- 1 Not covered by Industrial Emissions Directive 2010/75/EU.
- 2 'Biomass' is referred to in [www.opsi.gov.uk/si/si2002/20020914.htm](http://www.opsi.gov.uk/si/si2002/20020914.htm).

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

Document reference **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.

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

**Appendix 1 – Specific questions for the combustion sector, continued****3 If NO<sub>x</sub> factors are necessary for reporting purposes (that is, if you do not need to monitor emissions), please provide the factors associated with burning the relevant fuels**

Fill in a separate table for each installation.

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

Note: kg<sup>t</sup><sup>-1</sup> means kilograms of nitrogen oxides released for each tonne of fuel burned.**4 Will your combustion plant be subject to Chapter III of the Industrial Emissions Directive 2010/75/EU?**

See Government Guidance.

No  Now fill in part FYes **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)	

**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 9Yes **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

**Appendix 1 – Specific questions for the combustion sector, continued****10 Do you meet the monitoring requirements of Chapter III of the Industrial Emissions Directive?**No Yes  Document reference number \_\_\_\_\_**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 number of this evidence \_\_\_\_\_

Yes  Please submit a copy of your CBA

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

**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 number of this evidence \_\_\_\_\_

Yes  Please provide a copy of your CHP-ready assessment

Document reference number 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	
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 <http://www.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

## Appendix 2 – Specific questions for the chemical sector, continued

- a comparison of the indicative BATs and benchmark emission levels standards: technical guidance notes (TGNs); 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 also fill in questions 1, 2 and 3 of appendix 4 above.

### 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’).

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 \_\_\_\_\_

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

**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

**6 Describe how you will limit the amount and harmful effects of residues and describe how they will be recycled where this is appropriate**

Document reference

For each line identified in question 3, answer questions 7 to 13 below

Question 3 identifier, if necessary

**7 Do you want to take advantage of the Article 45 (1)(f) allowance (see below) if the particulates, CO or TOC continuous emission monitors (CEM) fail?**

No

Yes  This allows 'abnormal operation' of the incineration plant under certain circumstances when the CEM for releases to air have failed. Annex VI, Part 3(2) sets maximum half hourly average release levels for particulates (150 mg/m<sup>3</sup>), CO (normal ELV) and TOC (normal ELV) during abnormal operation

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

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

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

No

Yes  Please give your reasons for doing this

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

**9 Do you want to replace continuous water vapour monitoring with pre-analysis drying of exhaust gas samples, as allowed by IED Annex VI, Part 6 (2.4)?**

Under this you do not have to continuously monitor the amount of water vapour in the air released if the sampled exhaust gas is dried before the emissions are analysed.

No

Yes  Please give your reasons for doing this

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

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

No

Yes  Please give your reasons for doing this

**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



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

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

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

No

Yes  Please give your reasons for doing this

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

No

Does not apply

Yes  Please give your reasons for doing this

**14 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 number of this evidence

Yes  Please submit a copy of your CBA

Document reference number 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 number of this evidence

Yes  Please provide a copy of your CHP-ready assessment

Document reference number of the CHP-ready assessment

## Appendix 4 – Specific questions for the landfill sector

### 1 Provide your Environmental Setting and Installation Design (ESID) report

Document reference

### 2 Provide your hydrogeological risk assessment (HRA) for the site

Document reference

### 3 Provide your stability risk assessment (SRA) for the site

Document reference

### 4 Provide your landfill gas risk assessment (LFGRA) for the site

Document reference

We have developed templates for these four reports which can be found at [www.gov.uk/government/collections/environmental-permitting-landfill-sector-technical-guidance](http://www.gov.uk/government/collections/environmental-permitting-landfill-sector-technical-guidance).

### 5 Provide your proposed plan for closing the site and your procedures for looking after the site once it has closed

Document reference

# Application for an environmental permit

## Part B6 – New bespoke water discharge activity or groundwater activity (point source discharge) or point source emission to water from an installation



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 water discharge activity or a point source discharge groundwater activity.

Fill in this part of the form, together with parts A, B2, B3 and F1, if you are applying for a new bespoke permit for an installation where a point source emission to water, groundwater or sewer forms part of the 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.

If you want to apply for a standalone discharge of treated domestic sewage effluent of up to fifteen cubic metres (15 m<sup>3</sup>) a day to ground or up to twenty cubic metres (20 m<sup>3</sup>) a day to surface water, please fill in form B6.5.

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

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# 1 About the effluent – details and type

From the list below, choose which type of effluent you are applying for on this form and answer the questions shown in Table 1.

You must fill in a separate copy of this form and the appropriate appendix or appendices for each type of effluent you plan to discharge.

**Table 1 – About the effluent**

Type of effluent	Charge band	Please tick box	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Sewage effluent (non-water company)	1.3.8 Sewage effluent discharge with a volume greater than 15 m <sup>3</sup> /day to groundwater (not requiring specific substances assessment)		All	a, b, c, d	b, f	-	a, b	All	-	d, f*	a, b, c, d*, e*, f*, h, i	All
	1.3.9 Sewage effluent discharge to groundwater requiring specific substances assessment (any volume)		All	a, b, c, d	b, f	-	a, b	All	b, c, d, e	d, f*	a, b, c, d*, e*, f*, h, i	All
	1.3.10 Sewage effluent discharge with a volume greater than 5 m <sup>3</sup> /day up to and including 50 m <sup>3</sup> /day to surface water (not requiring specific substances assessment)		All	a, b, c, d	b, f	-	a, b	All	-	b*, f*	a, b, c, f*, h, i	All
	1.3.11 Sewage effluent discharge with a volume greater than 50 m <sup>3</sup> /day to surface water (not requiring specific substances assessment)		All	a, b, c, d	b, f	-	a, b	All	-	b*, f*	a, b, c, d*, e*, f*, h, i	All
	1.3.11 Sewage effluent discharge to surface water requiring specific substances assessment (any volume)		All	a, b, c, d	b, f	-	a, b	All	b, c, d, e	b*, c, f*	a, b, c, d*, e*, f*, h, i	All

Type of effluent	Charge band	Please tick box	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Water company WwTW treated sewage effluent	1.3.8 Sewage effluent discharge with a volume greater than 15 m <sup>3</sup> /day to groundwater (not requiring specific substances assessment)		All	a, b	a, f (b is optional)	-	-	All	-	a, d, f*	a, b, c, d*, e*, f*, h, i	All
	1.3.9 Sewage effluent discharge to groundwater requiring specific substances assessment (any volume)		All	a, b	a, f (b is optional)	-	-	All	a, b, c, d, e	a, d, f*	a, b, c, d*, e*, f*, h, i	All
	1.3.10 Sewage effluent discharge with a volume greater than 5 m <sup>3</sup> /day up to and including 50 m <sup>3</sup> /day to surface water (not requiring specific substances assessment)		All	a, b	a, f (b is optional)	-	-	All	-	a, b*, f*	a, b, c, f*, h, i	All
	1.3.11 Sewage effluent discharge with a volume greater than 50 m <sup>3</sup> /day to surface water (not requiring specific substances assessment)		All	a, b	a, f (b is optional)	-	-	All	-	a, b*, f*	a, b, c, d*, e*, f*, h, i	All
	1.3.11 Sewage effluent discharge to surface water requiring specific substances assessment (any volume)		All	a, b	a, f (b is optional)	-	-	All	a, b, c, d, e	a, b*, c, f*	a, b, c, d*, e*, f*, h, i	All

Type of effluent	Charge band	Please tick box	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Settled storm sewage	1.3.19 Combined sewer overflow		All	a, b	-	a, b, c, d, f, g, h, i, j, k	-	All	-	a, b*, d*, f*	b, g, h, i	All
Storm sewage	1.3.19 Combined sewer overflow		All	a, b	-	a, b, c, e, f, g, h, i, j, k	-	All	-	a, b*, d*, f*	b, g, h, i	All
Emergency overflow	1.3.20 Emergency overflows		All	a, b	-	a, l, m, n, o	-	All	-	a, b*, d*, f*	b, g, h, i	All
Trade and/or non-sewage – known volume	1.3.12 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume up to and including 5 m <sup>3</sup> /day (not requiring specific substances assessment)		All	a, b, c, d	b, c, f	-	a, b	All	b, c, d, e	b*, d*, f*	b, f*, h, i	All
	1.3.13 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume greater than 5 m <sup>3</sup> /day (not requiring specific substances assessment)		All	a, b, c, d	b, c, f	-	a, b	All	b, c, d, e	b*, d*, f*	b, d*, e*, f*, h, i	All
	1.3.14 Trade and/or non-sewage effluent discharge to surface water or groundwater requiring specific substances assessment (any volume)		All	a, b, c, d	b, c, f	-	a, b	All	b, c, d, e	b*, d*, f*, c*	b, d*, e*, f*, h, i	All

Type of effluent	Charge band	Please tick box	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Trade and/or non-sewage – rainfall-dependent	1.3.12 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume up to and including 5 m <sup>3</sup> /day (not requiring specific substances assessment)		All	a, b	b, e, f	-	-	All	b, c, d, e	b*, d*, f*	b, f*, h, i	All
	1.3.13 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume greater than 5 m <sup>3</sup> /day (not requiring specific substances assessment)		All	a, b	b, e, f	-	-	All	b, c, d, e	b*, d*, f*	b, d*, e*, f*, h, i	All
	1.3.14 Trade and/or non-sewage effluent discharge to surface water or groundwater requiring specific substances assessment (any volume)		All	a, b	b, e, f	-	-	All	b, d, e	b*, c, d*, f*	b, d*, e*, f*, h, i	All
Mixed effluent (sewage combined with trade and/or non-sewage) – known volume	1.3.8 Sewage effluent discharge with a volume greater than 15 m <sup>3</sup> /day to groundwater (not requiring specific substances assessment)		All	a, b, c, d	b, c, f	-	a, b	All	b, c, d, e	d, f	a, b, c, d*, e*, f*, h, i	All
	1.3.9 Sewage effluent discharge to groundwater requiring specific substances assessment (any volume)		All	a, b, c, d	b, c, f	-	a, b	All	b, c, d, e	d, f*	a, b, c, d*, e*, f*, h, i	All

Type of effluent	Charge band	Please tick box	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Mixed effluent (sewage combined with trade and/or non-sewage) – known volume	1.3.10 Sewage effluent discharge with a volume greater than 5 m <sup>3</sup> /day up to and including 50 m <sup>3</sup> /day to surface water (not requiring specific substances assessment)		All	a, b, c, d	b, c, f	-	a, b	All	b, c, d, e	b*, f*	a, b, c, f*, h, i	All
	1.3.11 Sewage effluent discharge with a volume greater than 50 m <sup>3</sup> /day to surface water (not requiring specific substances assessment)		All	a, b, c, d	b, c, f	-	a, b	All	b, c, d, e	b*, f*	a, b, c, d*, e*, f*, h, i	All
	1.3.11 Sewage effluent discharge to surface water requiring specific substances assessment (any volume)		All	a, b, c, d	b, c, f	-	a, b	All	b, c, d, e	b, c, d	a, b, c, d*, e*, f*, h, i	All
Mixed effluent (sewage combined with trade and/or non-sewage) containing rainfall-dependent effluent	1.3.8 Sewage effluent discharge with a volume greater than 15 m <sup>3</sup> /day to groundwater (not requiring specific substances assessment)		All	a, b	b, c, d, e, f	-	a, b	All	b, c, d, e	d, f*	a, b, c, d*, e*, f*, h, i	All
	1.3.9 Sewage effluent discharge to groundwater requiring specific substances assessment (any volume)		All	a, b	b, c, d, e, f	-	a, b	All	b, c, d, e	d, f*	a, b, c, d*, e*, f*, h, i	All



Type of effluent	Charge band	Please tick box	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
	1.3.10 Sewage effluent discharge with a volume greater than 5 m <sup>3</sup> /day up to and including 50 m <sup>3</sup> /day to surface water (not requiring specific substances assessment)		All	a, b	b, c, d, e, f	- a, b		All	b, c, d, e	b*, f*	a, b, c, f*, h, i	All
Mixed effluent (sewage combined with trade and/or non-sewage) containing rainfall-dependent effluent	1.3.11 Sewage effluent discharge with a volume greater than 50 m <sup>3</sup> /day to surface water (not requiring specific substances assessment)		All	a, b	b, c, d, e, f	-	a, b	All	b, c, d, e	b*, f*	a, b, c, d*, e*, f*, h, i	All
	1.3.11 Sewage effluent discharge to surface water requiring specific substances assessment (any volume)		All	a, b	b, c, d, e, f	-	a, b	All	b, c, d, e	b*, c, f*	a, b, c, d*, e*, f*, h, i	All
Trade – returned abstracted water (including ground source heating and cooling)	1.3.15 Cooling water or thermal discharge to surface water or groundwater (not requiring specific substances assessment)		All	a, b, c, d	b, c, f	-	-	All	b, c, d, e, f, g	b*, d*, f*	a*, b, d*, e*, f*, h, i	All
	1.3.16 Cooling water or thermal discharge to surface water or groundwater requiring specific substances assessment		All	a, b, c, d	b, c, f	-	-	All	b, c, d, e, f, g	b*, c, d*, f*	a*, b, d*, e*, f*, h, i	All

Type of effluent	Charge band	Please tick box	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
	1.3.17 Aquaculture (not requiring specific substances assessment)		All	a, b, c, d	b, c, f	-	-	All	b, c, d, e	b*, d*, f*	a*, b, d*, e*, f*, h, i	All
Trade – returned abstracted water (including ground source heating and cooling)	1.3.18 Aquaculture requiring specific substances assessment		All	a, b, c, d	b, c, f	-	-	All	b, c, d, e	b*, c, d*, f*	a*, b, d*, e*, f*, h, i	All
Effluent and/or contaminated surface water run-off arising from the operation of an installation	No additional charge, as already included as part of the installation permit application charge		a, b, d	c	b, c, d, f	--	a, b2	a, b, c	b, c, d, e, f, g	b, d, e, f	a, b, d, e, f, h, i	a, b, c

\* Check the relevant question and our guidance notes on part B6 to see if you need to give an answer.

## 1 About the effluent – details and type, continued

1a Give a brief description of the effluent discharge you want a permit for, for example, treated domestic sewage effluent

1b Give this effluent a unique name

You must use this name to identify this effluent throughout this application and all associated documents.

1c Is this a release from a dam, weir or sluice ('reservoir release') under Schedule 21 of the EPR meaning of water discharge activity?

Yes

No

1d Have you obtained all the necessary permissions in addition to this environmental permit to be able to carry out the discharge (see B6 guidance notes for more details)?

Yes

No

N/A

## 2 About the effluent – how long will you need to discharge the effluent for?

2a What date do you want the permit for this effluent to start? \_\_\_\_\_ (DD/MM/YYYY)

Please note that this is the date that your annual subsistence charges will start, even if you have not started to discharge, unless you contact us to change (delay) the start date (see the guidance notes on part B6). The start date cannot be before the permit is issued and cannot be changed (delayed) after it has already passed.

2b Is the discharge time limited?

Yes Please give the date you expect the discharge to end but please note that your permit will not end on that date and you will still need to notify us to surrender the permit \_\_\_\_\_ (DD/MM/YYYY)

No

2c Will the discharge take place all year?

Yes

No Please give details of the months when you will make the discharge \_\_\_\_\_

2d Will the discharge take place on more than six days in any year?

Yes

No

### 3 How much do you want to discharge?

3a What is the daily dry weather flow? \_\_\_\_\_ cubic metres

3b What is the maximum volume of effluent you will discharge in a day? \_\_\_\_\_ cubic metres

Show how you calculated the figure given in the box below and continue on a separate sheet if necessary, giving a reference for the extra sheet

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

3c What is the maximum rate of discharge? \_\_\_\_\_ litres a second

3d What is the maximum volume of non-rainfall dependent effluent you will discharge in a day? \_\_\_\_\_ cubic metres

3e What is the maximum rate of rainfall dependent discharge? \_\_\_\_\_ litres a second

3f For each answer in question 3, show how you worked out the figure on a separate sheet

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

### 4 Intermittent sewage discharges

4a For each answer to 4b to 4o below, show how you worked out the figure on a separate sheet

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

4b What is the total volume of the off-line/storm tank storage? \_\_\_\_\_ cubic metres

4c What is the total volume of on-line storage? \_\_\_\_\_ cubic metres

4d What is the pass forward flow at the settled storm overflow setting? \_\_\_\_\_ litres a second

4e What is the pass forward flow at the storm overflow setting? \_\_\_\_\_ litres a second

4f Is the discharge screened?

Yes Answer the relevant questions from 4g to 4j

No Now go to 4k

4g What is the mesh screen spacing? \_\_\_\_\_ millimetres

4h What is the minimum screen capacity flow through the mesh screen? \_\_\_\_\_ litres a second

4i What is the bar screen spacing? \_\_\_\_\_ millimetres

4j What is the minimum screen capacity flow through the bar screen? \_\_\_\_\_ litres a second

4k Is the overflow constructed to good engineering design?

Yes

No On a separate sheet explain what standards the overflow has been constructed to

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

4l What is the emergency storage capacity of the sewer and wet well? \_\_\_\_\_ cubic metres

4m What is the storage time within the sewer and the wet well above the top water level at dry weather flow? \_\_\_\_\_ hours and minutes

4n What is the pass forward flow at the pumping station? \_\_\_\_\_ litres a second

4o For intermittent emergency overflows you must provide a document setting out the key protection measures you will provide

Document reference for pumping station key protection measures \_\_\_\_\_

## 5 Should your discharge be made to the foul sewer?

Foul sewer means public or private foul sewer.

Before answering these questions, you must read the guidance notes to part B6.

You will also need to contact your sewerage undertaker (usually your local water company) and you may need to check if it is possible to connect to a private foul sewer.

5a How far away is the nearest foul sewer from the boundary of the premises?  metres

5b To assess whether it is reasonable to discharge your effluent into the foul sewer, please answer 5b1 or 5b2

5b1 Discharges from domestic properties

Multiply the number of properties served by the sewage treatment system by 30 metres.

Number of domestic properties served by the sewage treatment system metres  × 30 metres =  metres

5b2 Discharges from all other premises including trade effluent

Divide the volume of the discharge (in cubic metres) by 0.75 and then multiply this figure by 30 metres.

Volume of the discharge (answer to question 3b)  cubic metres / 0.75 =  × 30 =  metres

Is your answer to question 5b1 or 5b2 above greater than the distance to the nearest foul sewer (answer to 5a)?

No You do not need to explain why you cannot discharge your effluent into the foul sewer at this point. However, we may request this information from you when we determine your application. Now go to question 6.

Yes You must explain on a separate sheet why you cannot discharge your effluent into the foul sewer, giving a reference for the extra sheet. Before you submit the application, you must explore the possibility of connecting to the foul sewer, and send us evidence that you have approached the sewerage undertaker, including their formal response regarding connection, if relevant. You must also show the extra cost of connecting to a sewer compared with the treatment system you propose, and details of any physical obstacles such as roads, railways, rivers or canals.

We will only agree to the use of private treatment systems within sewered areas if you can demonstrate that:

- the additional cost of connecting to the foul sewer would be unreasonable
- connection is not practically feasible, or
- the proposed private treatment system can be shown to significantly benefit the environment

**We are unlikely to grant a permit for a discharge of treated domestic sewage in circumstances where a private sewerage system is being proposed due to a lack of capacity in the nearest public sewerage network.**

The guidance notes to part B6 will help you understand what information you need to provide in order to answer this question.

Document reference for where you have given this justification

## 6 How will the effluent be treated?

### 6a Do you treat your effluent?

Yes Now go to question 6b

No You must explain why the effluent will not be treated

Document reference for where you have given  
this justification \_\_\_\_\_

### 6b Fill in Table 2 for each stage of the treatments carried out on your effluent in the order in which they are carried out

For installations with point source emission to water or sewer, there is no need to duplicate information already provided in part B3 form. Where this information is already provided, give the document reference and go to question 7.

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

### Table 2 – Treatments carried out on your effluent

Order of treatment	Code number	Description
First		
Second		
Third		
Fourth		

Continue on a separate sheet if you need more rows. If you prefer, you can also send us an overall design for the whole treatment process.

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

### 6c You must provide details on a separate sheet of the final effluent discharge quality that the overall treatment system is designed to achieve

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



## 7 What will be in the effluent?

For all applications, whether to surface water, or onto or into ground, you should still check to see if your discharge is likely to contain any of the specific substances listed in the guidance documents on ‘Risk assessment for treated sewage or trade effluent discharges to surface water or groundwater’ (see <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit>)

Answer the relevant questions for your discharge below.

**7a Are any of the specific substances listed in ‘Risk assessment for treated sewage or trade effluent discharges to surface water or groundwater’ likely to enter the sewerage system upstream of the discharge through any authorised or known inputs?**

Yes

No

**7b Are any of the specific substances listed in ‘Risk assessment for treated sewage or trade effluent discharges to surface water or groundwater’ added to or present in the effluent as a result of the activities on the site?**

Yes

No

**7c Have any of the specific substances listed in ‘Risk assessment for treated sewage or trade effluent discharges to surface water or groundwater’ been detected in samples of the effluent or in the sewerage catchment upstream of the discharge?**

Yes

No

**7d Are there any other harmful or specific substances in your effluent not mentioned in ‘Risk assessment for treated sewage or trade effluent discharges to surface water or groundwater’?**

Yes

No

**7e If you have answered ‘No’ to any of questions 7a to 7d provide details on a separate sheet of how you have established that the effluent is not likely to contain specific substances.**

Document reference

\_\_\_\_\_

**7f What is the maximum temperature of your discharge?**

\_\_\_\_\_ degrees Celsius

**7g What is the maximum expected temperature change compared to the incoming water supply?**

\_\_\_\_\_ increase in degrees Celsius

\_\_\_\_\_ decrease in degrees Celsius

## 8 Environmental risk assessments and modelling

You may need to carry out an environmental risk assessment or modelling to support your application. Please answer all the questions that are relevant to your discharge. If an environmental risk assessment or modelling is required, you must send it to us with your application.

### 8a Sewer modelling report (for discharges of final effluent from a water company WwTW or intermittent sewage discharges)

You must carry out sewer modelling following the guidance ‘Surface water pollution risk assessment for your environmental permit’ (see <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit>). Send us details of how the modelling was carried out and the outcome.

Document reference for the sewer modelling report \_\_\_\_\_

### 8b Discharges to lakes, estuaries, coastal waters or bathing waters

You must carry out modelling following the guidance ‘Surface water pollution risk assessment for your environmental permit’ (see <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit>). Send us details of how the modelling was carried out and the outcome.

Document reference for the modelling report \_\_\_\_\_

### 8c Discharges to freshwater (non-tidal) rivers

If the discharge contains, or potentially contains, any specific substances, you must carry out screening following the guidance (see <https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit>). The guidance notes on part B6 outline the information you must provide.

Have you answered yes to any of 7a to 7d?

Yes Send us the completed screening tool, along with the raw data used to create the summary statistics

Document reference for the screening tool and raw data \_\_\_\_\_

No

### 8d Discharges to groundwater

You must carry out a groundwater quantitative risk assessment following the guidance in ‘Groundwater risk assessment for your environmental permit’ (see <https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit>).

Send us details of how the modelling was carried out and the outcome.

For groundwater remediation schemes you must send us a site-specific remediation strategy that has been agreed with the local Environment Agency Groundwater and Contaminated Land Team.

Document reference for the groundwater remediation report \_\_\_\_\_

**8e Discharges to freshwater (non-tidal) rivers from an installation, including discharges via sewer**

If the discharge contains, or potentially contains, any specific substances, you must carry out screening following the guidance (see <https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit>). The guidance notes on part B6 outline the information you must provide.

Have you answered yes to any of 7a to 7d?

Yes Send us the completed screening tool, along with the raw data used to create the summary statistics. Where the discharge is via sewer, include sewage treatment reduction factors in the calculations.

Document reference for the screening tool and raw data

---

There is no need to duplicate information already provided in part B3 form. Where this information is already provided, give the document reference above.

No

**8f Environmental impact assessment**

Have you carried out an environmental impact assessment?

Yes Send us details of how the assessment was carried out and the outcome

Document reference for the environmental impact assessment

---

No

## 9 Monitoring arrangements

Note: If your effluent has a maximum volume of no more than 50 cubic metres a day you do not need to complete question 9d or 9e.

**9a What is the national grid reference of the inlet sampling point?  
(for example, SJ 12345 67890)** \_\_\_\_\_

**9b What is the national grid reference of the effluent  
sample point?** \_\_\_\_\_

**9c Do you have an Urban Waste Water Treatment Directive final effluent sampling point?**

Yes Please provide the national grid reference \_\_\_\_\_

No

**9d What is the national grid reference of the flow  
monitoring point?** \_\_\_\_\_

**9e Does the flow monitor have an MCERTS certificate?**

Yes Please give the certificate number \_\_\_\_\_

No

**9f Do you have a UV disinfection efficacy monitoring point?**

Yes Please provide the national grid reference \_\_\_\_\_

No

**9g Do you have an event duration monitoring point(s)?**

Yes Please provide the national grid reference \_\_\_\_\_

No

**9h You should clearly mark on the plan the locations of any of the above that apply to  
this effluent**

Document reference for the plan \_\_\_\_\_

**9i Do you intend to do your own effluent monitoring?**

Yes

No

## 10 Where will the effluent discharge to?

### 10a Mark in Table 3 where this effluent discharges to and fill in the relevant appendix or appendices.

You must use the name you gave to this effluent in answer to question 1b of this form when filling in your relevant appendix or appendices.

**Table 3 – Where the effluent discharges to**

Receiving environment	Relevant appendix
Borehole or well	1
Into land (for example, through a drainage system)	2
Onto land	3
Tidal river, tidal stream, estuary or coastal waters	4
Non-tidal river, stream or canal	5
Lake or pond	6

### 10b Is this effluent discharged through more than one outlet?

Yes Give details, on a separate sheet, of the circumstances under which each outlet would be used by this effluent

Document reference

No

10c If you answered yes to question 10b above make sure you show clearly on your discharge point appendix or appendices and site plan that this one effluent can discharge to more than one discharge point.

You must give us all the details we need for each of the discharge points used by this effluent.

## 11 How to contact us

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

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

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

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

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

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

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

### 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 6.**

**Appendix 1 – Discharges to a borehole or well (or other deep structure)**

If you are discharging the effluent to a borehole or well or other deep structure (such as concrete rings, natural swallow hole or deep soakage pit) you must ensure that the discharge is indirect to groundwater. Direct discharges to groundwater cannot be permitted. We will undertake a groundwater quantitative risk assessment on your behalf in line with the guidance ‘Groundwater risk assessment for your environmental permit’ (see <https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit>)

For us to do this you must answer the following questions relevant to your application and provide us with additional information as summarised in Table 4.

Without this information we will be unable to complete the risk assessment and it is likely your application will be rejected.

Answer all the questions below. Use a separate line for each effluent if more than one effluent discharges using this discharge point. Remember, when linking your effluent to a discharge point you must use the name you gave to your effluent in answer to question 1b in the effluent form.

1.1 Give the discharge point a unique name

For example, ‘Outlet 1’ (you must use this name to identify the discharge point on the plan)

1.2 Give the national grid reference of the discharge point

1.3 Is the discharge to ground via a

Well

Borehole

Other deep structure

Please give details (e.g. concrete ring structure, shaft, natural swallow hole, soakage pit etc.)

1.4 What is the diameter of the borehole, well or other deep structure that the effluent will be discharged into?  metres

1.5 Is the borehole, well or other structure already constructed?

Yes Now answer questions 1.6 to 1.9

No Now answer questions 1.10 to 1.12

## Appendix 1 – Discharges to a borehole or well (or other deep structure) continued

### Existing borehole, well or other deep structure

1.6 What is the total depth to the bottom of the existing well, borehole or other structure? \_\_\_\_\_ metres below ground level

If you are unaware of the actual depth please estimate the depth based on the following categories:

0–5 metres

5–10 metres

Greater than 10 metres

Uncertain

What evidence is the estimated depth above based on? \_\_\_\_\_

1.7 Does the well, borehole or other structure extend into groundwater?

Yes – always contains water

Sometimes – water is present occasionally

No – never contains water

If groundwater is always, or sometimes, present, what is the highest level that the standing water reaches?

Measured \_\_\_\_\_ metres below ground level

Estimated \_\_\_\_\_ metres below ground level

1.8 Please provide any records, diagrams or borehole logs you may have that could help us understand:

- the method of construction (including any solid casings or linings used)
- the likely depth of the deep structure
- the local groundwater conditions

Please provide photocopies where possible. If it is not possible (for example, if the documents are large or bulky) please summarise any additional information you have on a separate sheet.

Document reference for the records, diagrams or borehole logs \_\_\_\_\_

1.9 If any maintenance has been carried out on your well, borehole or other deep structure (for example, to aid effective drainage), please give details below

Please now answer question 1.13



## Appendix 1 – Discharges to a borehole or well (or other deep structure), continued

### Proposed borehole, well or other deep structure that has not yet been constructed

1.10 Please tell us why you are unable to install a shallow engineered drainage system. This information forms an important part of our permit determination process. Which methods of shallow disposal have you considered, and why did you decide these were not feasible to take forward? Please answer questions 1.10a and 1.10b to provide the results of soakage tests and summarise in the box any relevant information supporting your decisions (for example, permission refusals from landowners or physical constraints, or land availability or proximity to buildings).

1.10a What was your percolation value ( $V_p$ ) result? \_\_\_\_\_ seconds per millimetre

You must show in Table 4 how you worked out the percolation value.

**Table 4 – Percolation value**

	Trial 1	Trial 2	Trial 3	Average
Hole 1				
Hole 2				
Hole 3				
Hole 4				

1.10b If a shallow engineered drainage system were feasible, what would be the required surface area of your infiltration system? \_\_\_\_\_ square metres

Supporting information to explain why you are unable to install a shallow engineered drainage system can be appended to your application.

Document reference for these details \_\_\_\_\_

1.11 Please tell us the type of deep structure (for example, borehole, well, deep soakage pit) you propose to install

What will the total depth be? \_\_\_\_\_ metres below ground level

## **Appendix 1 – Discharges to a borehole or well (or other deep structure) continued**

- 1.12 Please tell us the reason this depth has been selected and, if you are aware of any relevant existing information on local water levels, please also tell us the depth to groundwater (in metres below ground level). What measures will you undertake to ensure the discharge is not direct into groundwater? If the discharge will be direct to groundwater explain why you cannot make it indirect. Direct discharges to groundwater cannot be permitted.

### **Proximity of your discharge to other receptors**

- 1.13 Is the borehole, well or other deep structure where the discharge is being/will be made within 50 metres of any other well, spring or borehole used to supply water for drinking water or food production purposes?

Yes Please show the location of the well, spring or borehole you identified in answer to question 1.13 on the plan you have provided for section 4 of the main application form. Please now answer question 1.14

No Please now answer question 1.15

- 1.14 Please tell us about the water supply (or supplies) used for drinking water or food production purposes identified in question 1.13 above; for example, the name of the property or properties served by the water supply, what they use the water for (drinking water, food production) and where they are in relation to your discharge

## Appendix 1 – Discharges to a borehole or well (or other deep structure) continued

1.15 What is the distance to the nearest watercourse

(for example, surface water, river, stream or ditch)?  metres

Please tell us whether you have considered discharging to surface water and why this is not feasible

In Table 5 please provide any further information required for us to complete a groundwater quantitative risk assessment on your behalf in line with the guidance ‘Groundwater risk assessment for your environmental permit’ at

<https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit>. Without this information we will be unable to carry out a hydrogeological risk assessment on your behalf.

Table 5 summarises the information required to allow us to undertake a hydrogeological risk assessment of your discharge to a deep infiltration system. Without this information your application will be rejected. You will already have provided some of this information earlier in this application form. **We also need you to provide additional information indicated by a tick (✓) in Table 5.** For further guidance on the additional information required see <https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit> and the guidance notes on part B6. You may require the advice of an environmental consultant to collate this information.

For some of the risk assessment inputs we are better placed to provide the information and will do so for those parameters indicated by an asterisk (\*) as far as possible. However, if you wish to provide site-specific information for those parameters with an asterisk you are welcome to do so.

**Table 5 – Further information required for the Environment Agency to complete a groundwater quantitative risk assessment on your behalf**

Information	Description	Existing structure	Proposed structure	Information supplied?
Information supplied by the applicant This has already been requested earlier in the application form				Information you have already supplied on the application form
National grid reference of the discharge point		Appendix 1 Q2	Appendix 1 Q2	
Volume of effluent (m <sup>3</sup> per day)		Q3b	Q3b	
Type of effluent treatment	Septic tank, package treatment plant, other	Q6	Q6	
Type of deep infiltration system	Borehole, well, concrete ring structure, other	Appendix 1 Q3	Appendix 1 Q3	
Diameter of deep infiltration system (metres)		Appendix 1 Q4	Appendix 1 Q4	
Depth to the base of deep infiltration structure (metres)		Appendix 1 Q6	Appendix 1 Q11	
Depth to water table (metres)	Is discharge above or below water table?	Appendix 1 Q7, Q8	Appendix 1 Q12	
Justification for a deep infiltration system	Why are you unable to install a shallow infiltration system? What other options for disposal have been considered? Provide full details of the infiltration tests undertaken plus results	Appendix 1 Q8 if available	Appendix 1 Q10	
Information supplied by the applicant This is additional information we need from you that is not provided elsewhere on the application form. Site data should be given where it is already available. If not, you can submit the relevant literature values quoting the source of the data and justification of the values you have selected. Please tick the right-hand column to confirm you have provided this essential information.				

## Appendix 1 – Discharges to a borehole or well (or other deep structure) continued

Information	Description	Existing structure	Proposed structure	Information supplied?
Concentration of relevant substances entering the infiltration system	For discharges of domestic effluent we will routinely assess the concentration of nitrogen species, particularly the ammonium concentration	✓	✓	
Length of screened borehole section below the water table (metres)	Depth in metres of the borehole screened section that is below the water table (This applies only to boreholes that have groundwater in the base)	✓	✓	
Calculated area of infiltration system (square metres)	Explain how the area of the infiltration system has been calculated – this is especially relevant if a non-circular system is used	✓	✓	
Unsaturated zone parameters	The following represent the strata above the water table: <ul style="list-style-type: none"> <li>• hydraulic conductivity (metres per day)</li> <li>• water-filled porosity (per cent)</li> <li>• bulk density (grammes per cubic centimetre)</li> </ul>	✓	✓	
Saturated zone parameters	The following represent the strata below the water table: hydraulic conductivity (metres per day) water-filled porosity (per cent) bulk density (grammes per cubic centimetre) hydraulic gradient of the water table (fraction)	✓	✓	
<p>Information provided by the Environment Agency where possible  You are free to provide this information if you wish, or in some specific cases we may need to ask for this at a later stage. Please tick if you have provided this information (optional).</p>				

## Appendix 1 – Discharges to a borehole or well (or other deep structure) continued

Information	Description	Existing structure	Proposed structure	Information supplied?
Environmental standard	The relevant environmental standard or compliance value against which we will assess your effluent discharge	*	*	
Half-life for degradation of the substance (days)	If you wish to know more about these parameters see 'Groundwater risk assessment for your environmental permit' at <a href="https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit">https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit</a>	*	*	
Soil water partition coefficient (litres per kilogramme)		*	*	
Mixing zone thickness (metres)		*	*	
Distance to compliance point (metres)		*	*	

## Appendix 2 – Discharges into land

Answer the questions below. Use a separate line for each effluent if more than one effluent discharges using this discharge point. Remember, when linking your effluent to a discharge point you must use the name you gave to your effluent in answer to question 1b in the effluent form.

2.1 Give the discharge point a unique name

For example, 'Outlet 1' (you must use this name to identify the discharge point on the plan)

2.2 Give the national grid reference of the discharge point

2.3 Is your infiltration system new or existing?

New Now go to question 2.5

Existing Now go to question 2.4

2.4a When was it built?

 (DD/MM/YYYY)

2.4b Now answer questions 2.5–2.8 if you are able to, if not leave them blank and go to question 2.9

2.5 Is your infiltration system designed and built to British Standard 6297:2007 + A1:2008 or the British Standards in force at the time of installation?

Yes

No Please provide details, on a separate sheet, of the design criteria used for your infiltration system

Document reference

2.6 On what date did you carry out a percolation test and dig a trial hole in line with British Standard 6297:2007 + A1:2008?

 (DD/MM/YYYY)

2.7 What is your percolation value (Vp) result?

 seconds per millimetre

You must show in Table 6 how you worked out the percolation value. Please also provide your test sheets and any field notes or observations made regarding ground conditions.

**Table 6 – Percolation value**

	Trial 1	Trial 2	Trial 3	Average
Hole 1				
Hole 2				
Hole 3				
Hole 4				

2.8 Please show us how you have calculated the area (A) of your infiltration system

$$p \times V_p = \quad \times 0.25 \text{ for septic tanks} = A \quad \text{square metres}$$

or

$$p \times V_p = \quad \times 0.20 \text{ for package treatment plants} = A \quad \text{square metres}$$

p Population based on maximum occupancy

Vp Percolation value in seconds/mm

## Appendix 2 – Discharges into land, continued

2.9 If known, mark on the plan you have provided the extent of the infiltration system. Please write on the plan the length and width of the sides in metres.

2.10 Is any part of your infiltration system within 50 metres of a well, spring or borehole?

No

Yes Identify the location of the well, spring or borehole on the plan you have provided and answer question 2.11

2.11 Is the well, spring or borehole you have identified used to supply water?

No

Yes You must describe what the water supplied is used for

2.12 Is any part of your infiltration system within 10 metres of a watercourse?

No

Yes Identify the location of the watercourse on the plan you have provided for section 4 of part B2



### Appendix 3 – Discharges onto land

Answer all the questions below. Use a separate line for each effluent if more than one effluent discharges using this discharge point. Remember, when linking your effluent to a discharge point you must use the name you gave to your effluent in answer to question 1b in the effluent form.

3.1 Give the discharge point a unique name

For example, 'Outlet 1' (you must use this name to identify the discharge point on the plan)

3.2 Give the national grid reference of the discharge point

3.3 Select from the table below the type of area where the effluent is disposed of

Area type	
Unlined reed bed	
Unlined grass plot	
Unlined wetland	
Other	Please specify below

3.4 What is the surface area of the land used for your disposal?

 square metres

3.5 Is any part of your infiltration system within 50 metres of a well, spring or borehole?

No

Yes Identify the location of the well, spring or borehole on the plan you have provided and answer question 3.6

3.6 Is the well, spring or borehole you have identified used to supply water?

No

Yes You must describe what the water supplied is used for

3.7 Is any part of your infiltration system within 10 metres of a watercourse?

No

Yes Identify the location of the watercourse on the plan you have provided for section 4 of part B2

## Appendix 4 – Discharges to tidal river, tidal stream, estuary or coastal waters

Answer all the questions below. Use a separate line for each effluent if more than one effluent discharges using this discharge point. Remember, when linking your effluent to a discharge point you must use the name you gave to your effluent in answer to question 1b in the effluent form.

4.1 Give the discharge point a unique name  
For example, 'Outlet 1' (you must use this name to identify the discharge point on the plan) \_\_\_\_\_

4.2 Give the national grid reference of the discharge point \_\_\_\_\_

4.3 Give the name of the tidal river, tidal stream, estuary or area of coastal water if you know it \_\_\_\_\_

4.4 Is the discharge into a

Tidal river

Tidal stream

An estuary

Coastal water

4.5 Does the discharge reach the watercourse by flowing through a surface water sewer?

Yes Give the national grid reference where the discharge enters the surface water sewer \_\_\_\_\_

No

4.6 Is the discharge point above the mean low water spring tide mark?

Yes Please explain, on a separate sheet, why the discharge cannot be made below this point

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

No

4.7 How is the effluent dispersed?

For example, open pipe or diffuser system \_\_\_\_\_

If diffuser system go to question 4.8

4.8 Give details, on a separate sheet, of the design of the diffuser system

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

4.9 Is the discharge made to a roadside drain or ditch?

No

Yes If yes, it is your responsibility to ascertain whether the relevant highways authority is responsible for the roadside drain or ditch. If it is, you need to secure the appropriate permissions from the relevant highways authority before submitting an application for an environmental permit to the Environment Agency. A copy of the written permission from the relevant highways authority must be submitted with the environmental permit application.

Document reference for the written permission from the relevant highways authority \_\_\_\_\_

## Appendix 5 – Discharges to non-tidal river, stream or canal

Answer all the questions below. Use a separate line for each effluent if more than one effluent discharges using this discharge point. Remember, when linking your effluent to a discharge point you must use the name you gave to your effluent in answer to question 1b in the effluent form.

5.1 Give the discharge point a unique name  
For example, 'Outlet 1' (you must use this name to identify the discharge point on the plan) \_\_\_\_\_

5.2 Give the national grid reference of the discharge point \_\_\_\_\_

5.3 Give the name of the watercourse, canal or the main watercourse it is a tributary of if you know it \_\_\_\_\_

5.4 Is the discharge into a  
Non-tidal river  
Stream  
Canal

5.5 Does the discharge reach the watercourse or canal by flowing through a surface water sewer?

Yes Give the national grid reference where the discharge enters the surface water sewer \_\_\_\_\_

No

5.6 Does the watercourse dry up for part of the year?

No

Yes How many months per year is the watercourse dry? \_\_\_\_\_

Do you agree to install perforated pipe work before the discharge point?

The discharge must be made via a perforated pipe. Any section of that pipe which lies within 10 metres of the bank of any watercourse shall be perforated, but this perforated section shall not extend more than 10 metres from the bank of any watercourse.

Yes

No

5.6.1. If the watercourse does dry up for part of the year can you indicate a typical period when the surface water runs dry each year – start and finish (in months)

Watercourse typically becomes dry in:

January	May	September
February	June	October
March	July	November
April	August	December

Watercourse typically flows again in:

January	May	September
February	June	October
March	July	November
April	August	December

## Appendix 5 – Discharges to non-tidal river, stream or canal, continued

5.6.2 If the watercourse does dry up for part of the year, how many metres downstream of the discharge is it before the discharged effluent soaks in?

5.7 Is the discharge made to a roadside drain or ditch?

No

Yes If yes, it is your responsibility to ascertain whether the relevant highways authority is responsible for the roadside drain or ditch. If it is, you need to secure the appropriate permissions from the relevant highways authority before submitting an application for an environmental permit to the Environment Agency. A copy of the written permission from the relevant highways authority must be submitted with the environmental permit application.

Document reference for the written permission from the relevant highways authority

## Appendix 6 – Discharges to a lake or pond

Answer all the questions below. Use a separate line for each effluent if more than one effluent discharges using this discharge point. Remember, when linking your effluent to a discharge point you must use the name you gave to your effluent in answer to question 1b in the effluent form.

6.1 Give the discharge point a unique name  
For example, 'Outlet 1' (you must use this name to identify the discharge point on the plan) \_\_\_\_\_

6.2 Give the national grid reference of the discharge point \_\_\_\_\_

6.3 Give the name of the lake or pond if you know it \_\_\_\_\_

6.4 Select from the following table the type of lake or pond you will be discharging to and answer the relevant questions

Type of lake or pond	Relevant questions
Lake or pond which is not connected to a river or watercourse	Permit not required*
Lake or pond which is not connected to a river or watercourse, where you have had a notice served under paragraph 5 of Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2016	6.5, 6.6, 6.7
Lake or pond that discharges into a river or watercourse	6.5, 6.6, 6.7

\* Unless a Notice has been served under paragraph 5 of Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2016

6.5 What is the surface area of the lake or pond? \_\_\_\_\_ square metres

6.6 What is the maximum depth of the lake or pond? \_\_\_\_\_ metres

6.7 What is the average depth of the lake or pond? \_\_\_\_\_ metres

# Application for an environmental permit

## Part F1 – Charges and declarations



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

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

The form can be:

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

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

### Contents

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

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

## 1 Working out charges

You must fill in this section.

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

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

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

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

**Table 2 – Charge type (A)**

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

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

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

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

Total charges

Total A plus total B

\_\_\_\_\_

## 2 Payment

Tick below to show how you have paid.

Cheque

Postal order

Cash

Tick below to confirm you are enclosing cash with the application

Credit or debit card

Electronic transfer (for example, BACS)

Remittance number

\_\_\_\_\_

Date paid (DD/MM/YYYY)

\_\_\_\_\_

### How to pay

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

Cheque details

Cheque made payable to

\_\_\_\_\_

Cheque number

\_\_\_\_\_

Amount

£ \_\_\_\_\_

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

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

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

I have enclosed cash with my application

## 2 Payment, continued

### Paying by credit or debit card

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

Please call me to arrange payment by debit or debit card

### Paying by electronic transfer BACS reference

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

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

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

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

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

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

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

Fee paid £

Date payment sent (DD/MM/YYYY)

Now read section 3 below

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

## 3 Privacy notice

The Environment Agency runs the environmental permit application service.

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

Our personal information charter explains:

- your rights
- what we do with your personal information

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

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

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

### What personal information we collect

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

- name
- date of birth



### 3 Privacy notice, continued

- address
- email address

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

- name
- address
- email address

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

- convictions
- bankruptcy

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

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

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

#### What we do with your personal information

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

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

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

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

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

See the environmental permitting guidance for guidance on national security.

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

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

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

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

#### How long we keep your personal information

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

#### Removing personal information from the public register

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

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

#### Contact

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

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

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

### 3 Privacy notice, continued

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

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

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

Now read section 4 below

### 4 Confidentiality and national security

#### Confidentiality

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

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

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

Please treat the information in my application as confidential

#### National security

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

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

You cannot apply for national security via this application.

Now fill in section 5

### 5 Declaration

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

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

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

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

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

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

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

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

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

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

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

## 5 Declaration, continued

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

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

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

Today's date (DD/MM/YYYY)

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

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

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

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

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

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

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

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

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

Today's date (DD/MM/YYYY)

Now go to section 6

## 6 Application checklist

### You must fill in this section.

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

You must do the following:

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



## Feedback

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

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

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

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

Would you like a reply to your feedback?

Yes please

No thank you



### For Environment Agency use only

Date received (DD/MM/YYYY)  
\_\_\_\_\_

Our reference number  
\_\_\_\_\_

Payment received?

No

Yes  Amount received

£ \_\_\_\_\_