

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 want to transfer an existing permit to yourself.

Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

Note: if you believe including information on a public register would not be in the interests of national security you must tick the box in section 5 of F1 or F2 and enclose a letter telling us that you have told the Secretary of State/Welsh ministers. 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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- 3 Applications from an organisation of individuals
- 4 Applications from public bodies
- 5 Applications from companies
- 6 Your address
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- 8 How to contact us

1 About you

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

An individual

An organisation of individuals (for example, a partnership)

A public body

A registered company or other corporate body

☐ Now go to section 2

☐ Now go to section 3

☐ Now go to section 4

☐ Now go to section 5

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

3 Applications from an organisation of individuals

3a Type of organisation

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

3b Details of the organisation

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

3 Applications from an organisation of individuals, continued

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

4 Applications from public bodies

4a Type of public body

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

4b Name of the public body

4c Please give us the following details of the executive

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

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

5 Applications from companies or corporate bodies

5a Name of the company

5b Company registration number

Date of registration (DD/MM/YYYY)

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

Document reference

Now go to section 6

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

6 Your address, continued

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

Document reference for the extra sheet

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

7 Contact details

7a Who can we contact about your application?

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7 Contact details, continued

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

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

As in question 7a

☐

As in question 7b

☐

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

8 How to contact us

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

General enquiries: 08708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 08702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

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

£ _____

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



Fill in this part of the form together with parts A, F1 or F2 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 note we cannot issue your permit for a relevant waste operation or mining waste facility until you have an appropriate planning consent. Please look at the guidance for this part for more information.

Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

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

Contents

- 1 About the permit
 - 2 About the site
 - 3 Your ability as an operator
 - 4 Consultation
 - 5 Planning status
 - 6 Supporting information
 - 7 Environmental risk assessment
 - 8 How to contact us
- Appendix 1 – Low impact installation checklist

1 About the permit

1a Customer reference number

What is your customer reference number?

If you do not have a customer reference number, leave this blank.

The customer reference number is a unique identification number which tells us who you are. It is always made up of one letter and nine numbers in this order A111111111.

1b Discussions before your application

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

Case or document reference

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

Site

☐ Now go to section 2

Mobile plant

☐ Now go to question 1d

Note: The term 'mobile plant' does not include mobile sheep dipping unit.

Mobile plant

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

No ☐

Yes ☐

1e 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 Address Postcode

National grid reference for the site

(for example, ST 12345 67890) **2b What is the type of regulated facility type for the site you are applying for (if only one)?****Note:** if you are applying for more than one regulated facility then go to 2c.Installation ☐ Now tick the relevant box in question 2b1Waste operation ☐ Now tick the relevant box in question 2b2Mining waste operation ☐ Now tick the relevant box in question 2b3Water discharge activity ☐ Now go to question 3dGroundwater activity (point source) ☐ Now go to question 3dGroundwater activity (discharge onto land) ☐ Now go to question 3d

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 belowNational grid reference for the regulated facility **What is the type of activity?****2b1 Installation**Intensive farming installation ☐Local authority (Part A (2) and Part B) ☐Low impact installation (see question 2d below) ☐Opra charged activity ☐Paragraph-17 installation ☐**2b2 Waste operation**☐ Landfill gas facility ☐☐ Opra charged activity ☐☐ Pet cemetery ☐☐ Use of waste in construction (up to 50,000 tonnes) ☐☐ Use of waste in construction (50,000 to 100,000 tonnes) ☐Use of waste in reclamation, restoration
or improvement of land (up to 50,000 tonnes) ☐Use of waste in reclamation, restoration
or improvement of land (50,000 to 100,000 tonnes) ☐Treatment of waste to produce soil, soil
substitutes, road stone and aggregate ☐Manufacture of timber and construction
products from waste ☐**2b3 Mining waste operation**Non Opra charged activity ☐Opra charged activity ☐**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

☐ Now tick the relevant box in question 2c1

Waste operation

☐ Now tick the relevant box in question 2c2

Mining waste operation

☐ Now tick the relevant box in question 2c3

Water discharge activity

☐ Now go to question 3d

Groundwater activity (point source)

☐ Now go to question 3d

Groundwater activity (discharge onto land)

☐ Now go to question 3d

What is the type of activity?

2c1 Installation

Intensive farming installation

Local authority (part A (2) and part B)

Low impact installation (see question 2d below)

Opra charged activity

Paragraph-17 installation

2c2 Waste operation

☐ Landfill gas facility ☐

☐ Opra charged activity ☐

☐ Pet cemetery ☐

☐ Use of waste in construction (up to 50,000 tonnes) ☐

☐ Use of waste in construction (50,000 to 100,000 tonnes) ☐

Use of waste in reclamation, restoration or improvement of land (up to 50,000 tonnes) ☐

Use of waste in reclamation, restoration or improvement of land (50,000 to 100,000 tonnes) ☐

Treatment of waste to produce soil, soil substitutes, road stone and aggregate ☐

Manufacture of timber and construction products from waste ☐

2c3 Mining waste operation

Non Opra charged activity

☐

Opra charged activity

☐

Regulated facility 2

National grid reference

What is the regulated facility type?

Installation

☐ Now tick the relevant box in question 2c1

Waste operation

☐ Now tick the relevant box in question 2c2

Mining waste operation

☐ Now tick the relevant box in question 2c3

Water discharge activity

☐ Now go to question 3d

Groundwater activity (point source)

☐ Now go to question 3d

Groundwater activity (discharge onto land)

☐ Now go to question 3d

2 About the site, continued

What is the type of activity?

2c1 Installation

Intensive farming installation
 Local authority (part A (2) and part B)
 Low impact installation (see question 2d below)
 Opra charged activity
 Paragraph-17 installation

2c2 Waste operation

- | | |
|--|--------------------------|
| <input type="checkbox"/> Landfill gas facility | <input type="checkbox"/> |
| <input type="checkbox"/> Opra charged activity | <input type="checkbox"/> |
| <input type="checkbox"/> Pet cemetery | <input type="checkbox"/> |
| <input type="checkbox"/> Use of waste in construction (up to 50,000 tonnes) | <input type="checkbox"/> |
| <input type="checkbox"/> Use of waste in construction (50,000 to 100,000 tonnes) | <input type="checkbox"/> |
| Use of waste in reclamation, restoration or improvement of land (up to 50,000 tonnes) | <input type="checkbox"/> |
| Use of waste in reclamation, restoration or improvement of land (50,000 to 100,000 tonnes) | <input type="checkbox"/> |
| Treatment of waste to produce soil, soil substitutes, road stone and aggregate | <input type="checkbox"/> |
| Manufacture of timber and construction products from waste | <input type="checkbox"/> |

2c3 Mining waste operation

Non Opra charged activity ☐
 Opra charged activity ☐

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 for the extra sheets

Now go to question 2d

2d Low impact installations (installations only)

Are any of the regulated facilities low impact installations?

No ☐

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

Document reference

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

☐

2e Treating batteries

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

No ☐

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

Document reference for the explanation

2f 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 (for installations and waste operations only – see the guidance notes on part B2)

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

Date of birth (DD/MM/YYYY)

Position at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YYYY)

Offence and penalty set

Date any appeal against the conviction will be heard

(DD/MM/YYYY)

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

Document reference of the extra sheet

For specified waste activities only

Have you sent us a post conviction plan for this offence?

No ☐ You must send us a post conviction plan with this application and give us the document reference below

Document reference

Yes ☐ Please give us the reference for the post conviction plan you have sent and the date sent in

Post conviction plan reference

Date sent in (DD/MM/YYYY)

3b Technical ability (for specified waste management activities and waste operations only – see the guidance notes on part B2)

Please tell us which scheme you are using to show you have the suitable technical skills and knowledge to manage your facility.

Document reference or references for the evidence you provide to show you are keeping to your chosen scheme.

Now go to question 3c

3 Your ability as an operator, continued

3c Finances (for installations, waste operations and mining waste operations only)

Have you or any relevant person ever been made bankrupt or had insolvency proceedings taken against you?

No ☐

Yes ☐ Please give details below

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)?

Bonds ☐

Escrow account ☐

Trust fund ☐

Lump sum ☐

Other ☐

Give the document reference for the proof you are supplying

Provide a plan of your estimated expenditure on each phase of the landfill or mining waste facility.

Give the document plan reference

Now go to question 3d

3d Management systems (all)

Does your management system meet the conditions set out in our guidance?

No ☐

Yes ☐

What management system will you provide for your regulated facility?

EC Eco-Management and Audit Scheme (EMAS) ☐

ISO 14001 ☐

BS 8555 (Phases 1–5) ☐

Green Dragon ☐

Own management system ☐

Please make sure you send us a summary of your management system with your application.

Document reference or references

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

4 Consultation, continued

4c Direct 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 1999, or a safety report is needed under regulation 7 of those Regulations?

No ☐

Yes ☐

5 Planning status

For relevant waste operations, but not mobile plant operations, and relevant mining waste facilities only. Otherwise go to section 6 if this does not apply to you.

Tick which situation applies to you (do not fill in this section if you are making an application for mobile plant).

I have planning permission

☐

I have a certificate of lawful existing use or development

☐

I have an established use certificate

☐

The General Permitted Development Order 1995 applies

☐

I do not need planning permission

☐

Please provide proof

I have applied for planning permission but have not yet had a decision (You can still apply but we will not issue your permit until you can provide us with proof that you have got the permission you need)

☐

Name of the planning authority

Provide a copy of the relevant planning application or permission

Document reference of the application or permission

6 Supporting information

6a Provide a plan or plans for the site (but not any mobile plant)

Mark the site boundary or discharge point, or both, in green – see the guidance notes on part B2.

Document reference or references of the plans

6b Provide the relevant sections of a site condition 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

6c Provide a non technical summary of your application (see the guidance notes on part B2)

Document reference of the summary

7 Environmental risk assessment

Provide an assessment of the risks each of your proposed regulated facilities poses to the environment. The risk assessment must use H1 or an equivalent method.

Document reference for the assessment

8 How to contact us

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Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

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

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

Would you like a reply to your feedback?

Yes please

☐

No thank you

☐

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐

Amount received

£

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

Installation reference				
Condition	Response			Do you meet the condition?
A – Management techniques	Provide references to show how your application meets condition A.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
B – Aqueous waste	Effluent created		m ³ /day	Yes <input type="checkbox"/> No <input type="checkbox"/>
C – Abatement systems	Provide references to show how your application meets condition C.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
D – Groundwater	Do you plan to release any hazardous substances or non hazardous pollutants into the ground?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
E – Producing waste	Hazardous waste		Tonnes per year	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Non hazardous waste		Tonnes per year	
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"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Provide references to show how your application meets condition G.			
	References			
H – Noise	Provide references to show how your application meets condition H.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
I – Emissions of polluting substances	Provide references to show how your application meets condition I.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
J – Odours	Provide references to show how your application meets condition J.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
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"/>	

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 read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

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

Contents

- 1 What activities are you applying for?
- 2 Emissions to air, water and land
- 3 Operating techniques

- 4 Monitoring
- 5 Environmental impact assessment
- 6 Resource efficiency and climate change
- 7 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 intensive farming sector
- Appendix 4 – Specific questions for the clinical waste sector
- Appendix 5 – Specific questions for the hazardous and non hazardous waste recovery and disposal sector
- Appendix 6 – Specific questions for the waste incineration sector
- Appendix 7 – 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 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

Table 1a – Types of activities

Schedule 1 listed activities						
Installation name	Schedule 1 references (See note 1)	Description of the Activity (See note 2)	Activity capacity (See note 3)	Annex IIA or IIB (disposal and recovery) 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)						
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		Total storage capacity (See note 5 below)				
		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 part 2 of schedule 1 to the regulations.
- 2 Use the description from schedule 1 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;
 - 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.
- 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 types of waste you will accept onto the site for that activity. Give the List of Wastes catalogue code and description. If you need to exclude wastes from your activity or facility by restricting the description, quantity, physical nature, hazardous properties, composition or characteristic of the waste, include these in the document. Send it to us with your application form.

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 in the document.

Document reference for this extra information

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

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

2 Emissions to air, water and land

Fill in table 2 below with details of the emissions that result from the operating techniques at each of your installations.

Fill in one table for each installation.

Table 2 – Emissions (releases)

Installation name				
Point source emissions to air				
Emission point reference and location	Source	Parameter	Quantity	Unit
	See Volume 1, Section 6, Emissions Management			
Point source emissions to water (other than sewers)				

2 Emissions to air, water and land, continued

Table 2 – Emissions, continued

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

Supporting information

3 Operating techniques

3a Technical standards

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

You must justify your decisions in a separate document if:

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

This justification could include a reference to the Environmental Risk Assessment provided in section 7 of part B2 (General Bespoke Permit) of the application form.

The documents in table 3a should summarise the main measures you use to control the main issues identified in the H1 assessment or technical guidance. For each of the activities listed in table 3a, describe the type of operation and the options you have chosen for controlling emissions from your process.

3 Operating techniques, continued

Table 3a – Technical standards

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

Installation name		
Schedule 1 activity or directly associated activity description	Relevant technical guidance note (You will need to refer to 'How to comply' for all permits)	Document reference (if appropriate)
	'How to comply'	

If appropriate, use block diagrams to help describe the operation and process. Give the document references you use for each diagram and description.

Document reference

3b General requirements

Fill in a separate table 3b for each installation.

Table 3b – General requirements

Installation name	
If the TGN or H1 assessment shows that fugitive releases are an important issue, send us your plan for managing fugitive releases	Document reference or references Volume 2, Section 2, Impact Assessment Volume 1, Section 6, Emissions Management
If the TGN or H1 assessment shows that odours are an important issue, send us your odour management plan	Document reference or references
If the TGN or H1 assessment shows that noise or vibration are important issues, send us your noise or vibration management plan (or both)	Document reference or references Volume 2, Section 2, Impact Assessment Volume 1, Section 6, Emissions Management

3c Types and amounts of raw materials

Fill in table 3c for all schedule 1 activities. Fill in a separate table for each installation.

Table 3c – Types and amounts of raw materials

Installation name				
Capacity (See note 1 below)				
Schedule 1 activity	Description of raw material and composition material	Maximum amount (tonnes) (See note 2 below)	Annual throughput (tonnes each year)	Description of how the raw material is used including any main hazards (include safety information sheets)
	See Volume 1, Section 7, Resource Management			

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 your site at any one time.

3 Operating techniques, continued

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 document reference you have given the 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 3d – Questions for specific sectors

Sector	Appendix
Combustion	See the questions in appendix 1
Chemicals	See the questions in appendix 2
Intensive farming	See the questions in appendix 3
Clinical waste	See the questions in appendix 4
Hazardous and non-hazardous waste recovery and disposal	See the questions in appendix 5
Incinerating waste	See the questions in appendix 6
Landfill	See the questions in appendix 7

General information

4 Monitoring

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

You should also describe any environmental monitoring. Tell us:

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

Document reference for this information

4b Point source emissions to air only

Provide an assessment of the sampling locations you have used to measure point source emissions to air. The assessment must use M1 (see the guidance notes on part B3).

Document reference of the assessment

5 Environmental impact assessment

5a Have your proposals had 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; and
- the committee report and decision on the EIA.

Document reference for 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 this description

6b Provide a breakdown of any changes to the energy your activities use and create

Document reference of the breakdown

6 Resource efficiency and climate change, continued

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 this 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 you are providing

6d Tell us about, and justify your reasons for, the raw and other materials, other substances and water you will use

Document reference of this document

6e Describe how you avoid producing waste in line with Council Directive 2006/12/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 for your description

7 How to contact us

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

General enquiries: 08708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 08702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

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 7.**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 WID.

2 'Biomass' is referred to in 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_x factors are necessary for reporting purposes (that is, if you do not need to monitor emissions), please provide the factors associated with burning the relevant fuels**

Fill in a separate table for each installation.

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

Note: kg t⁻¹ means kilograms of nitrogen oxides released for each tonne of fuel burned.**4 Will your combustion plant be subject to the Large Combustion Plant Directive? (see Government guidance)**No ☐ Now fill in part FYes ☐**5 Is your plant**an existing plant (a plant licensed before 1 July 1987)? ☐a new plant (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)? ☐

or

a new-new plant (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 4(4)(a) of the LCPD?No ☐ Now go to section 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 the LCPD?

No ☐ Provide details

Document reference

Yes ☐

Appendix 2 – Specific questions for the chemical sector

1 Please provide a technical description of your activities

The description should be enough to allow us to understand:

- the process;
- the main plant and equipment used for each process;
- all reactions, including significant side reactions (that is, the chemistry of the process);
- the material mass flows (including by products and side streams) and the temperatures and pressures in major vessels;
- the all emission control systems (both hardware and management systems), for situations which could involve releasing a significant amount of emissions – particularly the main reactions and how they are controlled;
- a comparison of the indicative BATs and benchmark emission levels standards in Technical Guidance Notes (TGNs) EPR 4.01, EPR 4.02 and EPR 4.03, and chemical sector BREFs.

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 the Solvents Emissions Directive (SED) apply to your activities?

No ☐

Yes ☐ Fill in the following

3a List the activities which are controlled under the SED

Installation reference	
Activities	

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

Document reference

Appendix 3 – Specific questions for the intensive farming sector

1 For each type of livestock, tell us the number of animal places you are applying for

Installation reference	
Type of livestock	Number of places

2 Is manure or slurry exported from the site?

No ☐

Yes ☐

3 Is manure or slurry spread on the site?

No ☐

Yes ☐

Appendix 4 – Specific questions for the clinical waste sector

If you are applying for an activity covered by the Waste Incineration Directive and wish to accept clinical waste you should fill in questions 1, 2 and 3 of this appendix.

Note: If your procedures are fully in line with the standards set out in EPR5.07 then you should tick the ‘yes’ box and provide the procedure reference. There is no need for you to supply a copy of the procedure.

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

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

Document reference

Yes ☐ Document reference

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

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

Document reference

Yes ☐ Document reference

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

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

Document reference

Yes ☐ Document reference

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

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

Document reference

Yes ☐ Document reference

5 Are you proposing to either

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

No ☐

Yes ☐ Provide justification

Document reference

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

Document reference

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

Document reference

Appendix 5 – Specific questions for the hazardous and non hazardous waste recovery and disposal sector

Note: If your procedures are fully in line with the standards set out in SGN 5.06 then you should tick the 'yes' box and provide the procedure reference. There is no need for you to supply a copy of the procedure.

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

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

Document reference

Yes ☐ Document reference

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

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

Document reference

Yes ☐ Document reference

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

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

Document reference

Yes ☐ Document reference

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

Document reference

5 Provide a summary of the treatment activities carried out on the installation. This should cover the general principles set out in section 2.1.4 of SGN 5.06 and the specific principles set out in sections 2.1.5 to 2.1.15 as appropriate of SGN 5.06

Document reference

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

Document reference or references

Appendix 6 – 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 the Waste Incineration Directive (2000/76/EC) (WID)?

No ☐ You do not need to answer any other questions in this appendix

Yes ☐ WID applies

1b Are you subject to WID as an incinerator or co incinerator?

As an incinerator ☐

As a co incinerator ☐

2 Do any of the installations contain more than one incineration line?

No ☐ Now go to section 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 TGN S5.01 (under the subheading 'European legislation and your application for an EP Permit').

4 Describe how the plant is designed, equipped and will be run to make sure it meets the requirements of Council Directive 2000/76/EC, taking into account the categories of waste which will be incinerated

Document reference

5 Describe how the heat created during the incineration and co incineration process is recovered as far as possible (for example, through combined heat and power, creating process steam or district heating)

Document reference

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 13 allowance (see below) if the particulates, CO or TOC continuous emission monitors (CEM) fail?

No ☐

Yes ☐ Article 13 WID allows 'abnormal operation' of the incineration plant under certain circumstances when the CEM for releases to air have failed. Article 13 (4) sets maximum half hourly average release levels for particulates (150mg/m³), CO (normal ELV) and TOC (normal ELV) during abnormal operation.

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

Appendix 6 – Specific questions for the waste incineration sector, continued

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 WID Article 11(4)?

Under WID Article 11 (4), 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 reasons for doing this

9 Do you want to replace continuous water vapour monitoring with pre analysis drying of exhaust gas samples, as allowed by WID Article 11 (5)?

Under WID Article 11 (5), 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 WID Article 11 (6)?

Under WID Article 11 (6), you do not have to continuously monitor emissions for hydrogen chloride if you can prove that the emissions from this pollutant will never be higher than the ELVs allowed.

No ☐

Yes ☐ Please give your reasons for doing this

Appendix 6 – Specific questions for the waste incineration sector, continued

11 Do you want to replace continuous HF emission monitoring with periodic HF emission monitoring, as allowed by WID Article 11 (6)?

Under WID Article 11 (6), you do not have to continuously monitor emissions for hydrogen fluoride if you can prove that the emissions from this pollutant will never be higher than the ELVs allowed.

No ☐

Yes ☐ Please give your reasons for doing this

12 Do you want to replace continuous SO₂ emission monitoring with periodic sulphur dioxide (SO₂) emission monitoring, as allowed by WID Article 11 (6)?

Under WID Article 11 (6), 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/m³ as an hourly average, as allowed by WID Annex V (e)?

No ☐

Does not apply ☐

Yes ☐ Please give your reasons for doing this

Appendix 7 – 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 within H1 – Landfill Annex.

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

Document reference



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

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

Table 1 – Working out charges

Type of application				
	Summary of charges			
Tier 2 facilities	Charge identifier	Number of facilities	Charge for each facility (£)	Charges due (£)
Tier 3 facilities				
Total Opra charging score for installations (and fill in section 2)		× charge multiplier		=
Total Opra charging score for waste operations (and fill in section 2)		× charge multiplier		=
Total Opra charging score for mining waste facilities (and fill in section 2)		× charge multiplier		=
Other charges				
Total charges due				

2 Opra scores (does not apply to standard facilities, any other tier 2 permit applications (e.g. groundwater land spreading activities), or water-discharge or groundwater point source discharge activities)

Fill in table 2 below for your current Opra profiles at the time you make this application. Fill in

- one summary table for all installations;
- one for all waste facilities;
- one for all category A mining waste facilities and mining waste facilities for hazardous wastes.

For transfers you will need to submit a revised OPRA profile to include your own Operator performance. Note: this will not change the set transfer fee.

Table 2 – Summary of Opra scores

Activity references			
Complexity band	Number of activities (or individual mining waste facilities) within each band	Band score	Charging score
A			
B			
C			
D			
E			
Emissions	Band	Band score	Charging score
Air			
Water			
Land			
Sewer			
Waste input			
Offsite waste			
Other	Band	Band score	Charging score
Location			
Operator's performance			
Compliance rating (not applicable for new applications)			
Total Opra charging score			

If you are submitting a bespoke application, you must include a completed electronic copy in Excel of the current Opra spreadsheet.

3 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

£

3 Payment, continued

You should make cheques or postal orders payable to 'Environment Agency' or 'Environment Agency Wales' as appropriate 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.

Note: we will process cheques once your application is confirmed as having been duly made – normally within 10 working days unless information is missing.

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

I have enclosed cash with my application ☐

Paying by credit or debit card

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

Paying by electronic transfer BACS reference

Applying for a permit in **Wales**?

If you choose to pay by electronic transfer and you are applying for a permit in the EA Wales region, you will need to use the following information to make your payment.

Company name:	Environment Agency Wales
Company address:	PO Box 663, Cardiff, CF24 0TP
Bank:	Barclays Bank Plc Address: 15 Queen Square, Bristol, BS1 4NP
Sort code:	20-13-42
Account number:	00440108
Payment reference number:	PSCAPPXXXXYYY

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

You should also email your payment details and a reference number to online@environment-agency.wales.gov.uk or fax it to 02920 466 404.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB42 BARC2013 4200 4401 08 and our SWIFTBIC number is BARC GB22.

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

Applying for a permit in **England**?

If you choose to pay by electronic transfer and you are applying for a permit for another (English) region, you will need to use the following information to make your payment.

Company name:	Environment Agency
Company address:	Income Dept 311, PO Box 263, Peterborough, PE2 8YD
Bank:	Barclays Bank Plc
Address:	15 Queen Square, Bristol, BS1 4NP
Sort code:	20-13-42
Account number:	20744646
Payment reference number:	PSCAPPXXXXYYY

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

You should also email your payment details and reference number to FSC-Income@environment-agency.gov.uk or fax it to 01733 464 892.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB42 BARC2013 4220 7446 46 and our SWIFTBIC number is BARC GB22.

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

Now read section 4 below.

4 The Data Protection Act 1998

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

- deal with your application;

4 The Data Protection Act 1998, continued

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

We may also process or release the information to:

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

Now read section 5 below.

5 Confidentiality and national security

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

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

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.

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

Please treat the information in my application as confidential ☐

Tick the box below if you have written to the Secretary of State or Welsh ministers to claim national security for your application

I attach a letter stating that I have written to the Secretary of State or Welsh ministers explaining why my information should not be included on the public register for national security reasons ☐

Now go to section 6

6 Declaration

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

A relevant person should make the declaration (see guidance notes on part F1).

If you are transferring all or part of your permit, both you and the person receiving the permit must make the 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 ☐

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

on behalf of (for example, if applying on behalf of a company – see guidance to this form)

6 Declaration, continued

Position _____

Today's date (DD/MM/YYYY) _____

For transfers only – declaration for person receiving the permit

A relevant person should make the declaration (see guidance notes on part F1).

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.

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 ☐

Name _____

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

on behalf of (for example, if applying on behalf of a company
– see guidance to this form) _____

Position _____

Today's date (DD/MM/YYYY) _____

Now go to section 7

7 Application checklist (you must fill in this section)

Tell us what you have sent with this application.

The correct application fee under our charging scheme

☐ Tick the box to say you have included the fee

List all the documents you have included. If necessary, continue on a separate sheet and tell us the reference you have given the document below.

Document reference _____

Question reference	Document title	Document reference

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: 08708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 08702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

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.

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

Please send your filled in application form to:

Permitting Support Centre
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

£ _____