SECTION 1

Forms

OLIVE
Compliance

Application for an environmental permit
Part A – About you

Environment Agency

When to complete the Part A form

Complete this part of the application form if you are:

- applying for a new permit (apart from exclusion 1 below)
- applying to vary (change) an existing permit (apart from exclusion 2 below)
- notifying or applying for a permit surrender (apart from exclusion 3 below)
- notifying or applying to transfer an existing permit to yourself

Exclusions – when you do not need to complete this form

You do not need to complete this form if you are:

1. applying for a new permit for:
   - intensive farming – see **Part B3.5 form**
   - discharge of treated domestic sewage up to 20 cubic metres a day to surface water – see **Part B6.5 form**
   - discharge of treated domestic sewage up to 15 cubic metres a day into ground – see **Part B6.5 form**
   - existing small discharges of sewage to ground in a source protection zone 1 – see **Part B6.6 form**
   - a medium combustion plant standard rule permit – see **MCP guidance**
   - a specified generators standard rule permit – see **SG guidance**
2. applying for a variation to:
   - make an administrative change – see **Part C0.5 form**. Note: you will still need to complete this Part A form if you're changing a name or address on the permit.
   - make a non-administrative change to an intensive farming permit – see **Part C3.5 form**.
3. notifying us of a water discharge or groundwater activity permit surrender – see **Part E1 form**. Note: this exclusion does not apply to surrender applications for standalone groundwater activities at onshore oil and gas facilities. You will need to complete this Part A form for those surrender applications.

Do not use this form for radioactive substance regulation permitting. See **RSR: environmental permit application forms**

Completing the form

Visit our website to check this is the latest version of the form. See **Application for an environmental permit: part A about you**.

Please read through the form before completing it. We expect it will take less than 1 hour to complete if you have all the necessary information available.

The form can be:

saved onto a computer and then filled in. We recommend using Adobe Acrobat software to avoid any compatibility issues.

- printed off and filled in by hand. Please write clearly in the answer spaces. If you need to use the links in this form, you can access the electronic version here: **https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-a-about-you**

Other forms you will need to complete

You will also need to complete other parts of the application form. This depends on your facility type and what you are applying for:

- for a new bespoke permit, see: **New bespoke environmental permit: application forms**
- for a new standard rules permit, see: **Application for an environmental permit: part B1 standard facilities permit**
- If you already have a permit, see **Change, transfer or cancel your environmental permit**

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Appendix 1: Date of birth information for installation and waste activities

1 About you

Tick the box that describes you as the applicant.

- ☐ An individual. Now go to **section 2**.
- ☐ More than one individual. Now go to **section 3**.
- ☐ A public body. Now go to **section 4**.
- ☐ A ministerial government department. Now go to **section 5**.
- ☑ A registered company, limited liability partnerships, or other incorporated body. Now go to **section 6**.

To apply, you must be the legal operator of the activity or facility. See: **Legal operator and competence requirements: environmental permits**

2 Applications from an individual

2.1 Name of applicant

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

First name

Last name

2.2 Address of applicant

Address

Postcode

2.3 Contact details for applicant

Email

Telephone number

Use a business address and contact details where possible. Otherwise use personal details. Individuals based overseas must provide an address for service in the UK.

Now go to **question 7.2**

3 Applications from more than one individual

3.1 Names and addresses of individuals

This could be, for example:

- individuals acting jointly
- individuals that are partners in a general or limited partnership (but not a limited liability partnership)
- unincorporated charities, trusts and associations, (unless we have agreed the charity, trust or association is a legal entity)

For unincorporated trusts, charities and societies provide the names and addresses of all governing individuals. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

For applications from other individuals provide the names and addresses of all individuals. However, for applications involving large numbers of individuals, a smaller number of individuals can be nominated. These individuals will be named on the permit and responsible for controlling activities. For example, where a group of 20 individuals are involved, you may decide to identify four individuals as being the operator. This is only applicable to permit and transfer applications. For variation and surrender applications, provide up to date details of the permit holders.

Use a continuation sheet as necessary.

3.1a Name of first individual

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

First name

Last name

3.1b Address of first individual

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

3 Applications from more than one individual, continued

Address

Postcode

3.1c Name of second individual

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

First name

Last name

3.1d Address of second individual

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

Address

Postcode

3.1e Name of third individual (where applicable)

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

First name

Last name

3 Applications from more than one individual, continued

3.1f Address of third individual (where applicable)

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

Address

Postcode

3.1g Continuation sheet for additional individuals (where applicable)

Document reference of continuation sheet

3.2 Organisation type (if any)

For example, individuals acting jointly (e.g. a club), general partnership, unincorporated charity

3.3 Charity Commission registration number (if any)

Recognised charities may qualify for reduced permitting fees for certain water discharge activities. We'll need a Charity Commission registration number to check if this applies to this application.

3.4 Companies House registration number (Limited Partnerships only)

04912017

Now go to **section 7: Contact details**

4 Applications from public bodies

4.1 Name of public body

4 Applications from public bodies, continued

4.2 Address of public body

Address

Postcode

4.3 Type of public body

For example, local government body, executive agency, non-departmental public body

4.4 Charity Commission number (if any)

Now go to **section 7: Contact details**

5 Applications from ministerial government departments

5.1 Title of Secretary of State for relevant government department

Title

For example, Secretary of State for Environment, Food and Rural Affairs

5.2 Address of the government department

Address

Postcode

Now go to **section 7: Contact details**

6 Applications from registered companies, limited liability partnerships and other corporate bodies

6.1 Name of company, limited liability partnership, or other incorporated body

A. BUCKLER DEMOLITION LIMITED

6.2 Principal address or Registered Office of registered company, limited liability partnership, or other incorporated body

Address

Marsh Road Garage, Marsh Road, Middlesborough, TS1 5LB

Postcode

TS1 5LB

For registered companies and limited liability partnerships this is the office address registered with Companies House. For other incorporated bodies use your principal business address or the address registered with The Charity Commission.

6.3 Main UK business address for overseas corporate bodies (if applicable)

Your main UK business address is required only if your principal or registered office address is overseas.

Address

Postcode

6 Applications from registered companies, limited liability partnerships and other corporate bodies, continued

6.4 Type of incorporated body

Limited Comany

For example, private limited company, public limited company, limited liability partnership, incorporated society, charitable incorporated organisation or community interest company

6.5 Companies House registration number (if any)

04912017

6.6 Charity Commission number (if any)

6.7 Additional information if not registered with Companies House or The Charity Commission (if applicable)

This question does not apply to variation or surrender applications.

If you are not registered with Companies House or The Charity Commission, supply:

- evidence that your company or corporate body is a legal entity
- a description of how you will be the legal operator if you are an overseas company without a UK presence.

Document reference for evidence/description:

Evidence of legal entity could, for example, include:

- a copy of your Certificate of Incorporation for companies.
- a copy of your Memorandum and Articles of Association for incorporated charities and trusts

Now go to section 7: Contact details

7 Contact details

7.1 Contact for receipt of official documents

This question does not apply to applications from an individual. We'll send documents to the individual named in **section 2** of this form. Go to **question 7.2** instead.

Provide the details of someone we can send official documents to, such as notices and copies of permits.

7 Contact details, continued

Important: this must be the permit holder and cannot be an agent or consultant acting on their behalf.

For companies this person must be a company secretary, clerk or a director.

For partnerships this must be a person with control or management of the partnership.

For applications from more than one individual, provide details of everyone who is to receive official documents. You can include all individuals or nominate one or more people. Add a continuation sheet where necessary.

If relevant, we'll also send a copy of official documents to the application contact.

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

Mr

First name

Richard

Last name

Love

Position

Director

'Position' could, for example, be a director, secretary, trustee, or managing partner

Address

Marsh Road Garage, Marsh Road, Middlesborough, TS1 5LB

Postcode

TS1 5LB

Email

ichard@abucklerdemolition.co.uk

Phone number

01642243399

Document reference of continuation sheet for additional people (if any). For applications from more than one individual only.

7 Contact details, continued

7.2 Application contact

Provide the details of someone we can contact about the application. The person must have the authority to act on behalf of the applicant.

☐ Contact details are the same as **section 2** (application from an individual). You do not need to fill in their details again.

☐ Contact details are the same as **question 7.1** (contact for receipt of official documents). You do not need to fill in their details again.

☑ New contact. Add their details below

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

Mrs

First name

Kathrine

Last name

Dowling

Address

Olive Compliance Ltd
Planet House
Northumbrian Way
Newcastle - upon - Tyne
NE12 6EH

Postcode

NE12 6EH

Phone number

07474503411

Email

kath@olivecompliance.com

Position

Consultant

‘Position’ could, for example, be the applicant, their employee, or an agent or consultant acting on their behalf.

☑ Tick if you would like all general communication about this application sent to the above email address.

7 Contact details, continued

7.3 Operational contact

We use this information to help us know who to contact about operations at the site, returns and reporting. The operational contact is ordinarily the permit holder. Anyone else must have the authority to act on behalf of the permit holder.

- ☐ Contact details are the same as **section 2** (application from an individual). You do not need to fill in their details again.
- ☑ Contact details are the same as **question 7.1** (contact for receipt of official documents). You do not need to fill in their details again.
- ☐ Contact details are the same as **question 7.2** (application contact). You do not need to fill in their details again.
- ☐ New contact. Add their details below

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

First name

Last name

Address

Postcode

Phone number

Email

Position

'Position' could, for example, be the applicant, an employee, or an agent or consultant acting on their behalf.

7 Contact details, continued

7.4 Billing contact

Provide a billing contact where we can send requests for payment, such as invoices for the annual subsistence charge.

- ☐ Contact details are the same as **section 2** (application from an individual). You do not need to fill in their details again.
- ☑ Contact details are the same as **question 7.1** (contact for receipt of official documents). You do not need to fill in their details again.
- ☐ Contact details are the same as **question 7.2** (application contact). You do not need to fill in their details again.
- ☐ Contact details are the same as **question 7.3** (operational contact). You do not need to fill in their details again.
- ☐ New contact. Add their details below

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

First name

Last name

Address

Postcode

Phone number

Email

For applications from public bodies and ministerial government departments, go to **section 9**.

For all other applications, go to **section 8**.

8 Environmental record check

Question 8.1 applies if you are:

- applying for a new installation or waste permit
- applying to transfer an existing installation or waste permit
- applying to add a relevant waste operation to a permit that has not previously had one

'Relevant waste operations' are one or both of the following:

- a waste operation (not carried on at an installation or by means of a Part B mobile plant).
- a specified waste management activity (certain installations carrying out waste management activities).

For further details of relevant waste operations, see: **The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018**

We use the date of birth information to check your environmental record.

If this question does not apply, go to **section 9**

8.1 Complete the date of birth information in **Appendix 1** for the applications set out above.

☐ Tick the box to confirm that Appendix 1 has been completed where required.

Then go to **section 9**

9 How to contact us

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

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

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

Email: **enquiries@environment-agency.gov.uk**

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

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

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

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 easy to understand. Please use the space below to give us any comments that you may have about this form.

9 How to contact us, continued

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

We will use your feedback to improve our form.

Would you like a reply to your feedback?

☐ Yes please

☑ No thank you

Go to **section 10**

10 Where to send your application

Send one electronic copy of your completed application via email to:

- **PSC-WaterQuality@environment-agency.gov.uk** for water discharge activities
- **PSC@environment-agency.gov.uk** for waste or installation activities
- **flood.permitting@environment-agency.gov.uk** for flood risk activities

Alternatively send one paper copy of your application to:

Integrated Permitting Services
Environment Agency
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Appendix 1: Date of birth information for installation and waste activities

Dates of birth information in this appendix will not be put onto our Public Register.

Only complete this Appendix if required by **question 8.1**.

A1.1 Are you applying as an individual; group of individuals; or a registered company, limited liability partnership or other incorporated body?

- ☐ An individual. Now go to **A1.2**
- ☐ More than one individual. Now go to **A1.3**.
- ☐ A registered company, limited liability partnership or other incorporated body. Now go to **A1.4**.
- ☐ Public body or ministerial government department. Do not complete this appendix. Go to **section 9** instead.

A1.2 Applications from an individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to **section 9**

A1.3 Applications from more than one individual

For unincorporated trusts, charities and associations provide the name and date of birth of all individuals that are part of the group's controlling or guiding mind. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

In all other instances, provide the names and address of all individuals listed in **section 3** of this form.

Use a continuation sheet where necessary.

Appendix 1: Date of birth information for installation and waste activities, continued

First individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Second individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Third individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Fourth individual

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

First name

Last name

Date of birth (DD/MM/YYYY)

Continuation sheet for additional individuals

Document reference of continuation sheet (if any):

Now go to **section 9**

Appendix 1: Date of birth information for installation and waste activities, continued

A1.4 Applications from registered companies, limited liability partnership or other incorporated bodies

For registered companies provide the names and dates of birth of all directors and any company secretary.

For limited liability partnerships provide the names and dates of birth of all partners.

For other incorporated bodies provide the name and date of birth of all individuals that are part of the body's controlling or guiding mind. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

Use a continuation sheet where necessary.

Provide the company name and registration number on a continuation sheet for any corporate:

- directors
- company secretaries
- partners

First person

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

First name

Last name

Position

Date of birth (DD/MM/YYYY)

Appendix 1: Date of birth information for installation and waste activities, continued

Second person

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

First name

Last name

Position

Date of birth (DD/MM/YYYY)

Third person

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

First name

Last name

Position

Date of birth (DD/MM/YYYY)

Fourth person

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

First name

Last name

Position

Date of birth (DD/MM/YYYY)

Document reference of continuation sheet for additional people or corporate officers (if any):

Now go to **section 9**

Application & Guidance for an environmental permit Part C2 – General – varying a bespoke permit

Use this form if you are applying to make a non-administrative variation (change) to the conditions or any other part of your permit.

In addition to this form, you will also need to complete:

- **Part A: about you https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-a-about-you**
- **Part F1: charges and declarations https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-f1-opra-charges-declarations**

You will also need to complete one or more additional part C forms, depending on your proposed change:

- **Part C3: vary a bespoke installation permit https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit**
- **Part C4: varying a bespoke waste operation permit https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c4-varying-a-bespoke-waste-operation-permit**
- **Part C5: vary a permit to a mining waste permit, or vary a bespoke mining waste permit https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/582774/LIT_6785.pdf**
- **Part C6: vary a water discharge activity, groundwater activity, or point source emission to water from an installation https://assets.publishing.service.gov.uk/media/66743838d427ab249955cef2/Part_C6_vary_a_bespoke_water_discharge_activity_and_groundwater__point_source__environmental_permit.pdf**
- **Part C7: vary a bespoke groundwater permit to discharge used sheep dip, waste pesticide washing or other waste substances https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c7-varying-a-bespoke-groundwater-permit**

If you are not changing to or adding a different facility type, the additional Part C form will depend on your permitted facility type. For example, if you are proposing to change the conditions of an installation permit, the additional form you need to complete is Part C3.

If you are changing to or adding a different facility type, the additional form you complete will depend on the facility you are changing to or adding.

Some examples are given below:

- Waste operation changing to an installation – if your changes mean that your existing waste operation becomes an installation you will need to fill in **Part C3: vary a bespoke installation permit https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit**
- Installation changing to a waste operation – if your changes mean that your existing installation becomes a waste operation you will need to fill in **Part C4: varying a bespoke waste operation permit https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf**

- Change to add a waste operation to an installation – if you are applying to add a waste operation to your existing installation you will need to complete application form **Part C4: varying a bespoke waste operation permit https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf**
- Change to add an installation to a waste operation – if you are applying to add an installation to your existing waste operation you will need to complete application for **Part C3: vary a bespoke installation permit https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit**
- Change to add an inert mining waste operation – if you have an existing permit for a water discharge activity that is integral to the mining waste operation and you wish to vary this permit by adding the requirements for an inert mining waste operation, complete forms Part A, C1 and F1. Please note that we will issue a bespoke permit, but it will resemble the standard rules for mining waste as closely as possible but will not technically be standard rules permit.
- Changing from a standard rule to a bespoke permit – the additional Part C form will depend on the bespoke facility type you are changing to. For example, if you are changing to a bespoke waste operation permit, you will need to complete the **Part C4 form https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf**
- Change to convert to or add a standard facility – to convert your existing permit to a standard permit or add a standard facility, do not complete this part of the form, but see: **Part C1: vary a standard facilities permit https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928394/Application-Part-C1-varying-a-permit-to-change-to-or-add-a-standard-facility.pdf**

To make an administrative change to your permit, do not complete this form. Instead see: **Part C0.5 administrative change to a standard or bespoke permit https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c05-administrative-variation-of-a-standard-or-bespoke-permit**

To vary (change) your intensive farming permit, do not complete this form. Instead use: **https://www.gov.uk/government/publications/application-to-vary-an-environmental-permit-part-c3.5**

To vary (change) your medium combustion plant/specified generator permit, do not complete this form. Instead see: **https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c2.5-vary-to-add-a-new-mcpsg-or-change-an-existing-mcp-or-sg-permit**

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or changing an existing one).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

Please check that this is the latest version of **Part C2 form: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928047/Application-for-a-permit-Part-C2-general-varying-a-bespoke-permit.pdf**

This form can be:

- Saved onto a computer then filled in. We recommend you use an Adobe Acrobat product to complete the form. You may not be able to complete the form using different software, such as a PDF reader built into your internet browser.
- Printed off and filled in by hand. Please write clearly in the answer spaces.

Contents

1 About the permit

2 About your proposed changes

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6 Other supporting information

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Appendix 1 – Low impact installation checklist

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

Appendix 3 – Example site plan

1 About the permit

1a Have you spoken to the Environment Agency already about this application?

☐ No

☑ Yes Provide your pre-application reference number. For further information on pre-application advice see **Get advice before you apply for an environmental permit https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**

Pre-application reference number

EPR/KP3696ZB/V002

Reference for the extra documents

See Section 9

1b If we have agreed you can send application information in stages

Provide your proposed timetable giving the dates of when you will submit each piece of information. For further information please see the guidance on **Send environmental permit application information in stages https://www.gov.uk/guidance/send-environmental-permit-application-information-in-stages**

Timetable document reference

1c Permit number

What is the permit number that this application relates to?

EPR/KP3696ZB

This is the permit number starting with 'EPR' and can be found on your subsistence invoice, for example 'EPR/AB1234CD'

1d Site details (excludes mobile plant)

What is the site name, address and postcode?

Site name

A.BUCKLER HAULAGE LIMITED

Address

Land/premises At, Lloyd Street, Middlesbrough, Cleveland, TS2 1DW

Postcode

TS2 1DW

1 About the permit, continued

National grid reference for the centre of the site

NZ4904221018

Provide the 12-digit Ordnance Survey national grid reference for the centre of the site: for example, ST12345 67890.

There are several online resources available that can help find the grid reference. For example go to the Ordnance Survey website at **https://explore.osmaps.com/?lat=51.776100&lon=-1.894300&zoom=7.0000&style=Standard&type=2d**, locate and right click on the centre of the site.

2 About your proposed changes

2a Type of variation

What type of variation are you applying for? For examples of the different variation types, see our 'Charging Scheme Guidance' **https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#varying-a-permit-charge**.

- ☐ Minor variation
- ☑ Normal variation
- ☐ Substantial variation

2b Changes or additions to existing activities

2b.1 Provide a summary of the changes or additions you want to make to each activity, include details of any changes to discharge points or site boundaries.

2b.2 Provide further details of your proposed changes or additions in a separate document

See NTS_BHL

Document reference of the detailed changes or additions

See NTS_BHL

2 About your proposed changes, continued

2b3 Do you want to remove an activity from your permit?

☑ No

☐ Yes Enter the activity that you are applying to remove in the text box below.

2c Consolidate (combine) two or more permits into one

If you have more than one permit on the same site you can apply to combine them into a single permit.

We will combine the existing permits into a single replacement permit. Where we agree to combine the permits, old style permit conditions will be replaced with modern ones that deliver an equivalent standard. An existing condition may be used if it does not have a modern equivalent.

We may require additional information from you, for example, about your management system.

It is advisable to obtain pre-application advice before you apply to combine your permits. See **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**

Note: You will need to pay a variation charge for each permit being consolidated. See the 'Consolidate permits through variations' section of our Charging Scheme Guidance **https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#consolidate-2-or-more-permits-into-1**.

Do you want to combine two or more permits into one?

☐ Yes – list all the permit numbers you want to combine in Table 1 below.

Table 1 – Permit numbers

☑ No – **go to question 2d**

2 About your proposed changes, continued

2d Consolidate (update) a single permit

We will usually issue a new, updated permit whenever variations are made. If your permit has old style conditions we will usually replace them with modern ones that deliver an equivalent standard. An existing condition may be used if it does not have a modern equivalent.

We do this updating as a regulator initiated variation, so it is not something you need to apply for. If you do not want us to do this, tick the box in 2d.1 below and tell us why.

2d.1

☐ I do not want my permit updated with modern conditions.

Explain your reasons below:

Sometimes we will be unable to update old style conditions as a regulator initiated variation. For example, where the work is disproportionate to the type of variation applied for.

You can still apply to consolidate and update your old-style conditions, but this may incur an additional charge. See the 'Consolidate permits through variations' section of our Charging Scheme Guidance **https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#consolidate-a-single-permit**. You will need to include this as part of your overall application charge.

It is advisable to obtain pre-application advice before you apply to update and modernise your permit. See **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**

2d.2

☑ I am applying to update and modernise my permit.

2e Low impact installations (installations only)

This applies to low-risk installation activities only. If this is not applicable, answer 'No' go straight to **section 3** on the application form.

Read the low impact installation guidance in **appendix 1** to check whether your installations fit the criteria. You must tell us how you meet the criteria in a separate document, giving the document reference in this section.

You must complete the low installation checklist in **appendix 1**. Tick the box to confirm you have filled it in.

2 About your proposed changes, continued

2e.1 Will the changes mean the facility qualifies as a low impact installation?

☑ No Now go to section 3

☐ Yes If yes, tell us how you meet the low impact installation criteria (see the guidance notes in **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

3 Your ability as an operator

If you are applying to add waste installations or waste operations (relevant waste operations) to a permit that has not previously had them, you need to fill in all of section 3. Otherwise, complete the relevant questions as indicated by the accompanying guidance.

Relevant waste operations are one or both of the following:

- A waste operation (not carried on at an installation or by means of a Part B mobile plant).
- A specified waste management activity (certain installations carrying out waste management activities).

For further details refer to **https://www.legislation.gov.uk/uksi/2018/1227/regulation/4/made**

When deciding such applications we consider whether you will be competent operator. We look at any unspent relevant convictions; your technical ability; financial competence; and check that you have a management system.

3a Convictions for any relevant offences

This question applies to relevant waste operations only. Complete the question if you are applying to add a relevant waste operation to a permit that has not had one before.

It does not apply to applications from public bodies or government departments.

Relevant convictions are explained at: **https://www.gov.uk/government/publications/relevant-conviction-guidance-for-permit-applications-for-waste-activities-and-installations-only**

Do you, or any other relevant person, have any unspent convictions for any relevant offence?

☑ No Now go to **question 3b**

☐ Yes Please give details below

3 Your ability as an operator, continued

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position held at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YYYY)

Offence and penalty set

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

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

Document reference

See Section 6

☑ Tick this box to confirm you have provided dates of birth for each relevant person in **Appendix 2**.

Relevant person

For individuals or groups of individuals

A 'relevant person' is:

- the individual where the permit holder is a sole individual
- all individuals where the permit holder is a group of individuals, (such as individuals in a general or limited partnership)

For registered companies

A 'relevant person' is the company itself and any:

- director
- company secretary
- manager
- similar corporate officer

3 Your ability as an operator, continued

For limited liability partnerships

A 'relevant person' is:

- the partnership itself
- all partners

For other organisations or bodies

A relevant person is any person who is part of the controlling or guiding mind of the organisation or body. This could be, for example any:

- trustee
- chairperson
- treasurer
- secretary
- person with a similar position

Relevant unspent convictions must be declared whether the relevant person has been:

- convicted of a relevant offence themselves
- held one of the positions above at a time when the organisation or body was convicted of a relevant offence

3b Technical ability

Section 3b applies to relevant waste operations only.

Complete the questions if:

- you are adding a relevant waste operation to a permit that has not had one before; or
- your proposed variation will change your current technical competence requirements

'Relevant waste operations' are one or both of the following:

- a waste operation (not carried on at an installation or by means of a Part B mobile plant).
- a specified waste management activity (certain installations carrying out waste management activities). For further details about specified waste management activities refer to 2(4) and 2(5) of **https://www.legislation.gov.uk/uksi/2018/1227/regulation/4/made**

3b.1 Which technical competence scheme are you using?

We need to be satisfied that you will have sufficient technical ability to operate your facility.

To demonstrate your technical ability, you must comply with one of the government approved technical competence schemes. The two schemes currently approved are:

- Chartered Institute of Wastes Management/Waste Management Industry Training and Advisory Board (CIWM/WAMITAB) scheme: **https://ciwmquals.co.uk/competence/**.
- Energy and Utility Skills/Environmental Services Association/ (EU skills/ESA) scheme: **https://www.euskills.co.uk/about/our-industries/waste-management/competence-management-system/**.

3 Your ability as an operator, continued

Tick the scheme(s) you are using to demonstrate your technical competence.

☑ CIWM/WAMITAB. Go to question 3b.2

☐ EU skills/ESA. **Go to question 3b.3**

3b.2 CIWM/WAMITAB scheme

The information you provide in this section must be for the person(s) providing technical competence once the new or changed waste operation starts.

Note: grace periods do not apply to variation applications.

Provide the following information for each technically competent manager (TCM).

Use a separate sheet to provide the information for each TCM where more than one is being provided.

Document reference for continuation sheet, (if applicable):

See Section 5

a. Details of the technically competent manager

Title (Mr, Mrs, Miss and so on)

First name

Last name

Phone

Email

☐ Tick this box to confirm you have provided the date of birth for the TCM in **Appendix 2**.

Complete table 2 for any other sites where the manager provides technical competence. This includes permits held by other operators and any other sites where they are intending to provide technically competent management.

3 Your ability as an operator, continued

Continue on a separate sheet as required.

Table 2		
Permit number	**Site address**	**Postcode**

Document reference of the extra sheet (if applicable)

See Section 5

For information on how much time the TCM must be on site, see: **https://www.gov.uk/guidance/legal-operator-and-competence-requirements-environmental-permits#how-much-time-your-technically-competent-manager-must-be-on-site**.

b. Provide evidence of relevant technical competence

Tick the document(s) you are submitting to show evidence of technical competence. The original and continuing competence must be relevant to the activity you are applying for.

Primary competence qualification

☑ a copy of the primary competence qualification certificate(s)

☐ copy of current continuing competence certificate(s). This is required when the original qualification is over 2 years old.

Deemed competence

☑ evidence of deemed competence and current continuing competence certificate(s)

Environment Agency assessed competence

☐ evidence of passing an Environment Agency assessment and current continuing competence certificate(s)

Transitional provisions (for previously exempt activities)

☐ generic knowledge test certificate and current continuing competence certificate(s).

The generic knowledge test option only applies to managers nominated under the 2010 exemption transitional arrangements.

3 Your ability as an operator, continued

3b.3 EU skills/ESA scheme

Provide evidence of technical competence.

☐ Tick this box to confirm you have included a copy of your Competence Management System (CMS) certificate and any appendices

Now go to question 3c

3c Finances

Section 3c applies to installations, waste operations and mining waste operations only.

Complete question 3c.1 if you are applying to add a relevant waste operation to a permit that has not had one before.

Otherwise start at question 3c.2 for variations to all landfills, Category A and hazardous waste mining waste facilities.

If you want to change your permit to extend the area of a landfill or mining waste facility as described above, you will need to discuss when is necessary to review the expenditure plan/ cost profile for variation.

3c.1 Financial competence – adding a relevant waste operation to a permit that has not had one before.

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

☑ No

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

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

See **Environmental permits privacy notice** – **https://www.gov.uk/guidance/environmental-permits-privacy-notice** for how we use your personal information to support environmental permitting.

3 Your ability as an operator, continued

Financial provision – variations to a landfill, Category A or hazardous waste mining waste facilities.

When you apply to change your permit, you must also review your financial provision. This is to make sure it covers any changes in liability.

For further guidance for landfills see: **https://www.gov.uk/guidance/landfill-operators-environmental-permits/calculate-your-financial-provision#review-and-change-your-financial-provision**

For further guidance for mining waste facilities see: the 'Financial guarantees' section of 'Environmental Permitting Guidance – The Mining Waste Directive' **https://www.gov.uk/government/publications/environmental-permitting-guidance-the-mining-waste-directive**

3c.2 Do you need to change the amount of financial provision?

You need to provide an expenditure plan. Tell us the document reference here and send the documents with the application form when you've completed it.

☐ Yes Go to question 3c.3

☐ No Provide an explanation in the box below and then go to **question 3d**

3c.3 How do you plan to make financial provision?

You need to satisfy us that you are financially capable of meeting the obligations of the permit, including during aftercare.

Tick the type of financial provision you intend to use:

☐ Renewable bonds

☐ Cash deposits with the Environment Agency

3c.4 Submit your revised expenditure plan

For landfills, include any updated monitoring point plan or monitoring and extraction point plan. For guidance see: (**https://www.gov.uk/guidance/landfill-operators-environmental-permits/calculate-your-financial-provision**).

Document reference for revised expenditure plan

3 Your ability as an operator, continued

3d Management systems

You must complete section 3d for all variation applications

You must have an effective, written management system in place that identifies and reduces the risk of pollution. You can show this by using a certified scheme or your own system. For guidance on developing a management system see: **https://www.gov.uk/guidance/develop-a-management-system-environmental-permits**

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

For waste and installation activities only: your management system must also explain your resilience to climate change. Explained at: **https://www.gov.uk/guidance/climate-change-risk-assessment-and-adaptation-planning-in-your-management-system**.

For small sewage treatment activities only: your management system must ensure that your sewage treatment system is maintained and run effectively. **https://www.gov.uk/guidance/develop-a-management-system-environmental-permits**

You can find guidance on management systems here: **https://www.gov.uk/guidance/develop-a-management-system-environmental-permits**

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

What management system are you providing for your regulated facility?

☑ ISO 14001

☐ BS 8555 (Phases 1–5)

☐ BS EN ISO 14005:2019

☐ Green dragon

☐ EMAS Global

☐ Other

☑ Own management system

Please send us a summary of your updated management system and a copy of your accreditation (if applicable) with your application.

Document reference/s

See Section 4

4 Environmental risk assessment

Your environmental risk assessment will need updating to consider any additional or other changes in risk. The risk assessment must show the measures in place to reduce and control risks.

The risk assessment must follow the methodology set out in 'Risk assessments for your environmental permit' (see **https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit**), or an equivalent method.

Include modelling reports and files where you have carried out detailed modelling.

If a habitat site is within screening distance, then an additional fee will be required. See **https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges**

You must provide an updated environmental risk assessment. Your risk assessment should clearly identify any additional or other changes in risk. This does not apply when we can do the risk assessment for you. We can do the risk assessment for you where you are:

- a farmer discharging certain substances to ground
- discharging domestic treated sewage, (depending on volume and site sensitivities)

See 'Risk assessments for your environmental permit' at **https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit#when-the-environment-agency-can-do-your-risk-assessment** for further details on when we can do your risk assessment for you.

Document reference(s) for the updated risk assessment, including modelling reports and files where applicable

See Section 4

5 Site condition report

This section is applicable to Part A installations, waste and mining waste operations only. Do not complete for mining waste facilities.

This section does not apply to areas of land where waste is permanently deposited, for example areas of landfill, mining waste operations and deposit for recovery. It does apply to any parts of the site where waste will not be permanently deposited, for example a weighbridge area that will not be backfilled with waste.

You can contact us for pre-application advice on site condition reports, see: **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**

If you want to make any of the changes listed in question 5a, you will need to submit an updated site condition report (SCR). This must include an updated site plan. For details of what to include on the site plan, see the H5 template linked below.

If you do not currently have an SCR, you should use the **H5 Site Condition Report word template https://www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report** to prepare one.

You should keep your SCR up to date throughout the life of your permit. It will help you show how you have protected land and groundwater when you come to surrender your permit.

For SCR guidance and a template see:

https://www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report.

5 Site condition report, continued

5a Are you proposing to make any of the following changes:

- extend your site boundary
- add an installation
- use, produce or release any new hazardous substances
- relocate hazardous substances to a new area within your site?

☑ No **Go to section 6**

☐ Yes Provide a site condition report, or an updated site condition report together with a summary of the changes.

Document reference(s) of your site condition report

Document reference(s) of your change summary document

For installations, go to question 5b

For waste and mining waste operations, go to **section 6**.

5b Stage 1 to 3 assessment for hazardous substances (installations only)

Question 5b only applies to installations.

If you want to make any of the changes listed in question 5b, you will need to update your stage 1 to 3 assessment. If you do not already have a stage 1 to 3 assessment, you will need to carry one out.

For guidance on producing a stage 1 to 3 assessment, see 'EC Commission Guidance concerning baseline reporting (2014/C 136/03)' (**https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0506(01)&from=EN**)

We have also produced a stage 1 to 3 assessment guidance document with worked examples. To request a copy, contact our pre-application service and ask for 'EPR advice note: Stage 1 to 3 assessment'. See: **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**

Are you proposing to make any of the following changes:

- use, produce or release any new hazardous substances
- relocate any hazardous substances you currently use, produce or release to a new area within your site boundary?

☐ No **Go to section 6**

☐ Yes Tick to confirm you have included a stage 1 to 3 assessment as part of your updated site condition report

Go to question 5c

5 Site condition report, continued

5c Baseline reference data (installations only)

Section 5c only applies to installations.

If your stage 1 to 3 assessment identifies a risk to soil and groundwater from relevant hazardous substances, you must provide baseline reference data for those substances. You may be unable to provide this information as part of your application. In this situation, it is likely that we will include an improvement condition in your permit. This will require you to submit baseline reference data within a given timeframe.

You will also be required to do periodic monitoring of soil and groundwater if your stage 1 to 3 assessment identified there is a risk to soil and groundwater from relevant hazardous substances.

It is recommended that you plan for this and include details of your proposed monitoring plan in your updated site condition report. The monitoring period in your permit will depend on the severity of the risk.

If your stage 1 to 3 assessment identifies a risk to soil and groundwater from any other potentially polluting substances, we recommend you establish baseline reference data.

5c.1 Has your stage 1 to 3 assessment identified a risk to soil and groundwater from relevant hazardous substances?

☐ No

☐ Yes Go to question 5c.2

5c.2 Have you have provided baseline reference data in your site condition report?

☐ No

☐ Yes

5c.3 Has your stage 1 to 3 assessment identified a risk to soil and groundwater from any other potentially polluting substances?

☐ No Go to section 6

☐ Yes Go to question 5c.4

5c.4 Have you have provided baseline reference data in your site condition report?

☐ No

☐ Yes

6 Other supporting information

6a Provide a non-technical summary of your application

Write a summary that explains your application. Summarise the key technical standards and control measures for your proposed changes. Use non-technical language wherever possible and avoid detailed data and scientific discussion. Other parts of the application form will ask for these details when necessary.

For mobile plant, tell us how the proposed changes could impact land quality. Describe the mobility of your plant and how you intend to operate.

6 Other supporting information, continued

Document reference of the non-technical summary

See Section 2

6b Updated site plans (not for mobile plant)

If you are extending your site boundary or adding a discharge point you must send us a revised site plan or plans.

For an example of a suitable plan please see **Appendix 3**.

If you are sending us a paper copy of your plan it must be either A3 or A4 size. Alternatively, you can send us an electronic copy. For both formats, the plan must be legible at A4 size, drawn to scale, and include a scale bar. The plan should also include a date, a reference and local features.

For installations, waste and mining waste operations your site plan must also:

- identify all the land on which your activities will take place
- clearly show the outline of the site (preferably in a green colour)

It may be possible to incorporate your site plan into your site condition report plan.

For water discharge or groundwater activity permits your site plan must also show:

- any treatment plant
- the sample point
- the point where the effluent is discharged to the receiving environment

Are you extending your site boundary or adding a discharge point?

☑ No

☐ Yes

Document reference/s of the plans

6c Fire prevention plan (not for mobile plant)

You may need to submit a fire prevention plan (FPP) if you want to start storing combustible waste.

You may need to submit a revised FPP if your changes will increase the fire risk in other ways. This could be an increase in the risk of a fire occurring or an increase in the environmental risk if a fire occurs.

You will not need an FPP if both of the following apply:

- you only store waste with low combustibility
- we are satisfied that you can meet the 3 fire prevention objectives without using any of the measures in our FPP guidance (or alternative measures)

See our FPP guidance at: **https://www.gov.uk/government/publications/fire-prevention-plans-environmental-permits**

6 Other supporting information, continued

Complete this question if you accept or propose to accept combustible waste.

6c.1 Does our Fire Prevention Plan guidance apply to any of your activities?

☐ No Go to section 7

☑ Yes Go to question 6c.2

6c.2 Do you want to start storing combustible waste or will the fire risk increase in other ways?

☐ No

☑ Yes Provide a fire prevention plan or revised fire prevention plan that meets our guidance.

Document reference of the fire prevention plan

See Section 7

7 Consultation

Complete questions 7a to 7c for installations and waste operations and 7d for installations only. You will only need to answer the following questions if your proposed changes will result in the release of any substances to sewer or certain waters.

Does the change or addition to the waste operation or installation involve releasing any substance into any of the following?

7a A sewer managed by a sewerage undertaker?

☑ No

☐ Yes Please name the sewerage undertaker

7b A harbour managed by a harbour authority?

☑ No

☐ Yes Please name the harbour authority

7c Directly into inshore waters?

☑ No

☐ Yes Please name the relevant Inshore Fisheries and Conservation Authority (**https://association-ifca.org.uk/**)

7 Consultation, continued

7d Is the installation on a site for which:

7d.1 a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

☐ No

☐ Yes

7d.2 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

8 How to contact us

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

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

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

Email: **enquiries@environment-agency.gov.uk**

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

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

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

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

Would you like a reply to your feedback?

☐ Yes please

☑ No thank you

Appendix 1 – Low impact installation checklist (if you completed question 2f, low impact installations, you must also complete this checklist below).

Guidance for applicants on low impact installations

The Industrial Emissions Directive (IED) requires us to permit all installations regardless of their potential for environmental harm.

Consequently, we have developed the Low Impact Installation (LII) permit. If the criteria for LII are met, then a simpler permitting approach is adopted but all other aspects of the Environmental Permitting Regulations (EPR) still apply. LII sites are expected to require minimal regulatory effort by our staff.

Such reduction in regulatory effort can be reflected in lower subsistence charges for operators. The low impact qualifying criteria are demanding, as they are not designed to circumvent the purposes of the IED Directive or the Environment Permitting Regulations that implement them.

We do not consider the following waste activities under Schedule 1 of the Environmental Permitting Regulations to be eligible for the low impact approach:

- Section 5.1 – Incineration and co-incineration of waste
- Section 5.2 – Disposal of waste by landfill
- Section 5.3 – Disposal or recovery of hazardous waste, (except for standard rules SR2012 No13 for the treatment of incinerator bottom ash)
- Section 5.4 – Disposal, recovery or a mix of disposal and recovery of non-hazardous waste
- Section 5.6 – Temporary or underground storage of hazardous waste Requirements on the operator

Requirements on the operator

If you can comply with this guidance, you may pay the lower subsistence charge, as set out in our charges scheme. You must first demonstrate to us that your installation can have only a low impact on the environment through your variation application. We will check that the application is duly made and meets the criteria set out in this guidance. If we do not agree that the installation meets these criteria, we will not proceed to determine the application.

An application for a permit variation must address all the matters set out in the guidance on environmental permitting applications in sufficient detail to allow us to determine it, even if you believe that you are likely to satisfy the LII criteria. You must show through your application that your installation meets each of the conditions set out below. The application might not have to be as detailed as that required for installations that do not meet these criteria. However, it will still need to be made in the proper manner, advertised and entered on the Public Register in the usual way. In coming to our view, we will consider any comments that we receive about the application as part of the consultation process.

The permit conditions for a LII will meet the requirements of the Environmental Permitting Regulations. The permit conditions will also aim to ensure that an installation is operated in such a way that all appropriate measures are taken to avoid pollution, in particular through the application of best available techniques (BAT) and achieving a high level of protection of the environment as a whole. The operator will be required to report each year that the installation is still running as set out in the application and certify that actual releases remain below the levels set out in this guidance.

Appendix 1 – Low impact installation checklist, continued

Installation reference

Low impact installation criterion	Section of supporting document that shows how your proposed activity meets the LII criterion	Do you meet LII criterion?
A – Management techniques		☐ Yes ☐ No
B – Aqueous waste		☐ Yes ☐ No
C – Abatement systems/ releases to air		☐ Yes ☐ No
D – Emissions to groundwater		☐ Yes ☐ No
E – Waste production		☐ Yes ☐ No
F – Energy consumption		☐ Yes ☐ No
G – Accident prevention		☐ Yes ☐ No
H – Noise		☐ Yes ☐ No
I – Emissions of polluting substances		☐ Yes ☐ No
J – Odours		☐ Yes ☐ No
K – Compliance history		☐ Yes ☐ No

If you answered 'No' to any of the questions above, your installation cannot be considered as a low impact installation.

Appendix 1 – Low impact installation checklist, continued

Determination of low impact installations

We will determine what constitutes a low impact installation according to the principles set out below. You must demonstrate to our satisfaction that such is the nature of the installation, there is no reasonable likelihood that you will fail to meet any of these criteria.

A. **Management techniques:** All the criteria described below must be met without having to rely on significant management effort. In other words, the installation intrinsically must have only a low environmental impact, including under start up, shut down, or abnormal operating conditions.

B. **Wastewater:** The installation must not release more than 50 m³ per day of water from process activities conducted at the installation giving rise to effluent. No account need be taken of the volume of water exported from the installation as product. Characterise and quantify any aqueous effluents released from the installation on a daily basis and provide justification that the installation releases no more than 50 m³ per day of water from process activities.

C. **Abatement systems/releases to air:** The installation must comply with the criteria in this guidance without having to rely on active abatement for releases to the environment outside of any buildings. Releases must not be dependent on continuing or correct operation of equipment, where failure of active pollution prevention systems could result in an unacceptable external release. For example, if the installation depends on active abatement in the form of scrubbers, filters or electrostatic precipitators to achieve the releases to the environment set out in this guidance, it is unlikely that it can be treated as having only a low potential for impact. However, abatement systems installed solely for the protection of workers (where abatement is not to attenuate external environmental releases) need not be included in this assessment.

D. **Emissions to groundwater:** There must be no planned or fugitive emission from the permitted installation into the ground, or any soak away. This does not preclude the discharge of clean rainwater run-off into soak ways.

E. **Waste production:** The installation must not produce more than one tonne of waste or 10 kg of hazardous waste per day, averaged over a year, with no more than 20 tonnes of Directive waste or 200 kg of hazardous waste being produced in any one day.

F. **Energy consumption:** The installation must not consume energy at a rate greater than 3 MW or, if the installation uses a combined heat and power installation to supply any internal process heat, 10 MW. These limits apply to the sum of energy imported as electricity and produced on site through the combustion of fuels.

G. **Accident prevention:** You must have in place satisfactory containment measures to prevent fugitive emissions to surface water, sewer or land and ensure that these are adequately maintained at all times. This requirement applies to all substances present on site and in any quantity.

H. **Noise:** There must be only a low potential for causing offence due to noise. An installation will not be considered as a low impact installation if it may give rise to noise noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of noise complaint arising from the installation and consideration of the likely offsite noise levels and proximity of sensitive receptors. Describe the main sources of noise from the installation, the nearest noise sensitive locations and any relevant noise measurement surveys which have been undertaken, and the proposed techniques and measures for the control of noise. Provide justification that there is only a low potential for offence due to noise.

Appendix 1 – Low impact installation checklist, continued

I. **Emissions of polluting substances:** Justify that there will be no likelihood of a release to the environment of any particular substance from the whole installation at a rate greater than that determined as insignificant as set out in our guidance note (search for 'Control and monitor emissions for your environmental permit' at: **https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit**. Describe the nature, quantities and sources of foreseeable emissions from the installation.

J. **Odour:** There must be only a low potential for giving offence due to odour. An installation will not be considered as a low impact installation if it may give rise to an offensive smell noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of odour complaint from the installation and whether this class of activity is known by experience to give rise to smells. A significant possibility or actual history of excursions or fugitive emissions, for example from stored materials, would suggest that the installation could not be treated as having a low impact. Provide details of potential sources of odour from the installation, for example from stored materials, and justify that there is only a low potential for offence due to odour.

K. **Compliance history:** If any of the following enforcement actions have taken place at the same installation under the same management (and where appropriate, have not been overturned on appeal), then it will not normally be considered further as a low impact installation:

- prosecution*
- formal caution*
- suspension notice*
- enforcement notice relating to an actual or potential environment incident*

* (All under EPR or the equivalent under previous environmental regimes)

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

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

1 Relevant Offences – date of birth information for each relevant person

Please give us the following details if you have answered 'Yes' to question 3a1

Name of relevant person 1

Date of birth (DD/MM/YY)

Name of relevant person 2

Date of birth (DD/MM/YY)

Name of relevant person 3

Date of birth (DD/MM/YY)

Name of relevant person 4

Date of birth (DD/MM/YY)

Continue on a separate sheet as required

Document reference of continuation sheet

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

2 Technical competence – date of birth information for each technically competent manager

Please give us the following details (relevant waste operations only)

Name of technically competent manager 1

Date of birth (DD/MM/YY)

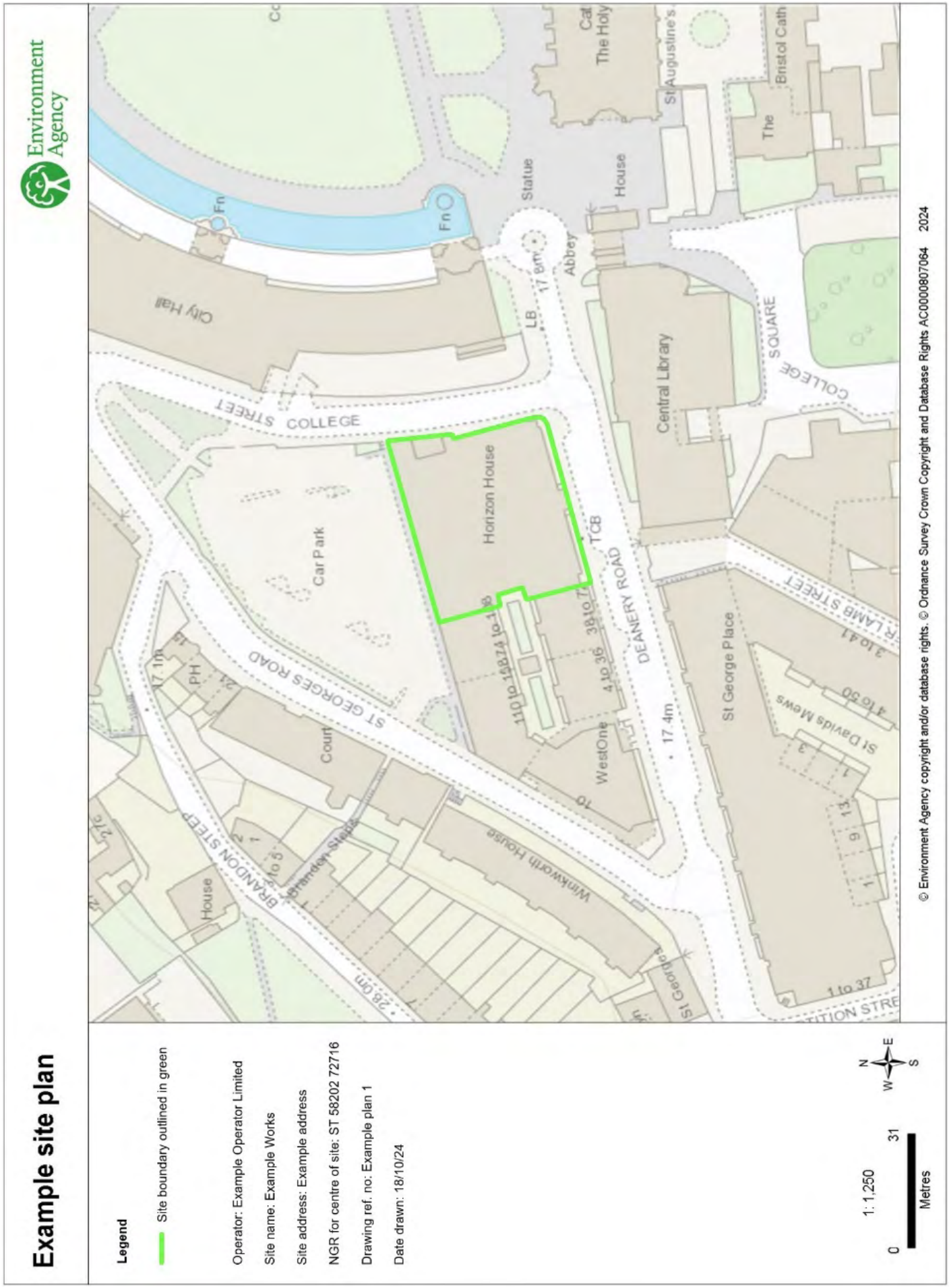
Name of technically competent manager 2

Date of birth (DD/MM/YY)

Continue on a separate sheet as required

Document reference of continuation sheet

Appendix 3 – Example site plan



Copyright issue

Please note that some plans and maps will be copyright. Unless you are using your own maps or plans or have paid for the copyright (for example with Ordnance Survey) you may not have the right to reproduce the map or plan.

Application for an environmental permit Part C4 – Varying a bespoke waste operation permit

Environment Agency

Fill in this part of the form, together with parts A, C2 and F1, if you are applying to vary (change) the conditions or any other part of the permit. Please check that this is the latest version of the form available from our website.

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or making changes to existing ones).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

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

The form can be:

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

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

Contents

1 What waste operations are you applying to vary?
2 Point source emissions to air, water and land
3 Operating techniques
4 Monitoring
5 How to contact us
Appendix 1 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes
Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations

1 What waste operations are you applying to vary?

Fill in Table 1a with details of what you are applying to vary.

Fill in a separate table for each waste operation you are applying to vary. 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 this document.

Document reference	See Section 2

Types of waste accepted

For each line in Table 1a, fill in a separate document to list those wastes you will accept on the site for that operation, giving the List of Wastes catalogue code (search for 'Technical guidance on how to assess and classify waste' at www.gov.uk/government/organisations/environment-agency). 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.

1 What waste operations are you applying to vary?, continued

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

Name of the waste operation	Description of the waste operation	Annex I (D codes) and Annex II (R codes) and descriptions	Hazardous waste treatment capacity (if this applies) (See note 1)	Non-hazardous waste treatment capacity (if this applies) (See note 1)
Add extra rows if you need them. If you do not have enough room, go to the line below or send a separate document and give us the document reference here	Use the description from the guidance. Include any extra detail that you think would help to accurately describe what you want to do			
A.BUCKLER HAULAGE LIMITED	A11 Waste Transfer Station	See NTS Section 2		
For all waste operations	Total storage capacity (see note 2)			
	New total if varying to increase			
	Annual throughput (tonnes each year)			
	New total if varying to increase			

1 What waste operations are you applying to vary?, continued

Notes

1 By 'capacity', we mean:

- 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

2 By 'total storage capacity', we mean the maximum amount of waste in tonnes you store on the site at any one time.

Please provide the document reference. 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: See Section 2

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

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

1c Deposit for recovery purposes (see the guidance notes on part C4)

Are you applying for a waste recovery activity involving the permanent deposit on waste on land for construction or land reclamation (including landfill restoration)?

No ☑ Go to section 2

Yes ☐

Are you applying for an inert landfill permit that includes a restoration activity using waste?

No ☐ Go to section 2

Yes ☐ Please send us a copy of your restoration plan in accordance with our guidance at https://www.gov.uk/guidance/landfill-operators-environmental-permits/restore-your-landfill-site

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

No ☐ Go to section 2

Yes ☐

Have there been any changes to your proposal since the discussions?

No ☐

Yes ☐

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

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

Document reference

2 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 waste operations.

Fill in one table for each waste facility.

Table 2 – Emissions

Name of the waste operation	A.BUCKLER HAULAGE LIMITED			
Point source emissions to air				
Emission point reference and location	Source	Parameter	Quantity	Unit
No point source emissions to air				
Point source emissions to water (other than sewers)				
Emission point reference and location	Source	Parameter	Quantity	Unit
No point source emissions to water				
Point source emissions to sewers, effluent treatment plants or other transfers off site				
Emission point reference and location	Source	Parameter	Quantity	Unit
No point source emissions to sewer				
Point source emissions to land				
Emission point reference and location	Source	Parameter	Quantity	Unit
No point source emissions to land				

Supporting information

3 Operating techniques

3a Technical standards

Fill in Table 3a for each waste operation you refer to in Table 1a above and list the 'appropriate measures' you are planning to use. If you are using the standards set out in the relevant technical guidance(s) (TGN) there is no need to justify using them within your documents in Table 3a.

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 C2 of the application form.

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 technical guidance
- how you will meet other standards set out in the relevant technical guidance

Table 3a – Technical standards

Fill in a separate table for each waste operation.

Waste operation		
Description of the waste operation Add extra rows if you need them	Appropriate measure (TGN reference)	Document reference (if appropriate)
See NTS Section 2		

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 for each waste operation.

Table 3b – General requirements

Name of the waste operation	A.BUCKLER HAULAGE LIMITED
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 See Section 10
If the technical guidance or your risk assessment shows that odours are an important issue, send us your odour management plan. **If your activity type is listed in the guidance document 'Control and monitor emissions for your environmental permit' as needing an odour management plan, or your risk assessment shows that odours are an important issue, you need to send us your odour management plan.**	Document reference or references N/A
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 N/A

3 Operating techniques, continued

We may need to ask for management plans or risk assessments in other circumstances based on our regulatory experience. If you are unsure as to whether you need to submit a management plan with your application, please discuss this with the Environment Agency prior to submission.

Search for 'Risk assessment for your environmental permit' at www.gov.uk/government/organisations/environment-agency.

3c Information for specific sectors

For some of the sectors, we need more information to be able to set appropriate conditions in the permit. This is as well as the information you may provide in sections 5, 6 and 7. For those activities listed in Table 3c, you must answer the questions in the related document.

Table 3c – Questions for specific sectors

Sector	Appendix
Recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes	See the questions in appendix 1
Inert landfill and deposit of waste on land for construction, land reclamation, restoration or improvement	See the questions in appendix 2

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: N/A

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).

Document reference of the assessment:

5 How to contact us

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

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

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

Email: enquiries@environment-agency.gov.uk

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

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

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

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 ☑

Crystal Mark 19112
Clarity approved by Plain English Campaign

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 2.

Appendix 1 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

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

Document reference

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

Document reference

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

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

Document reference

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

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

Document reference

Yes ☐

Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations

1 Please provide your Environmental Setting and Site Design (ESSD) report

Document reference

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

2 Please provide your Waste Acceptance Procedures (including Waste Acceptance Criteria)

Document reference

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

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

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

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

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

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations, continued

6 Have you completed a monitoring plan for the site?

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

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

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

Yes ☐ For inert waste landfill you must provide a closure plan

Document reference

Spreading waste to support plant growth

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

No ☐

Yes ☐

8b If you answered 'yes' to question 8a, does the R10 activity include the spreading of waste to improve the quality of the growing medium (e.g. soil conditioner to improve existing soil profile)?

No ☐

Yes ☐ Go to question 8c

8c If you have answered 'Yes' to question 8b, have you completed a benefit statement?

No ☐ Please explain why

Document reference

Yes ☐

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

Application for an environmental permit Part F1 – Charges and declarations

When to complete the Part F1 form

Complete this form for all applications for:

- installations (except exclusions 1 and 2)
- waste operations (except exclusion 1)
- mining waste operations (except exclusion 1)
- medium combustion plant (except exclusions 1 and 3)
- specified generators (except exclusion 1 and 4)
- water discharges to surface water (except exclusions 1, 5, 6 and 7)
- groundwater activities (except exclusions 1, 6, 8, 9 and 10)

Exclusions – when you do not need to complete this form

You do not need to complete this form if your application is for:

1. an administrative variation. Use the **Part C0.5 form** instead.
2. a permit or non-administrative variation for intensive farming. Use the **Part B3.5 form** or **Part C3.5 form** as appropriate.
3. a medium combustion plant standard rule permit. See **MCP guidance**
4. a specified generator standard rule permit. See **SG guidance**
5. a permit to discharge up to 20 cubic metres a day of treated domestic sewage to surface water. Use the **Part B6.5 form**.
6. a water discharge or groundwater activity transfer notification. Use the **Part A** and **Part D1** forms. This exclusion does not apply to partial transfer of activities. You'll need to complete this Part F1 form as part of the permit variation to reflect the partial transfer.
7. a water discharge surrender notification. Use the **Part E1 form**. This exclusion does not apply to partial surrenders that need a permit variation. If a variation is required, you'll need to complete this Part F1 form as part of your variation application.
8. a permit to discharge up to 15 cubic metres a day of treated domestic sewage to ground. Use the **Part B6.5 form**.
9. a permit for an existing discharge up to 2 cubic metres a day of treated domestic sewage to ground in a source protection zone 1. Use the **Part B6.6 form**.
10. a groundwater activity surrender notification. Use the **Part E1 form**. You will still need to complete this Part F1 form for the following:
    - surrender applications for standalone groundwater activities at onshore oil and gas facilities
    - partial surrender notifications that need a permit variation. If a variation is required, you'll need to complete this Part F1 form as part of your variation application.

Completing this form

Visit our website to check this is the latest version of the form. See **Application for an environmental permit (charges and declarations): part F1**

Please read through this form before completing it.

You will need to refer to our **charging scheme and charge tables** and **charging guidance** to complete the form.

You can also use our **pre-application advice service** to help you work out your charges.

We expect it will take less than 3 hours to complete the form.

The form can be:

- saved to your computer or device and then filled in. We recommend using Adobe Acrobat software to avoid any compatibility issues.
- printed off and filled in by hand. Please write clearly in the answer spaces. If you need to use the links in this form, you can access the electronic version here: **https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-f1-opra-charges-declarations**

Other forms you will need to complete

You'll also need to complete other parts of the application form in addition to this Part F1 form. This depends on your facility type and what you are applying for:

- for a new bespoke permit visit **New bespoke environmental permit: application forms**
- for a new standard rules permit visit **Application for an environmental permit: part B1 standard facilities permit**
- If you already have a permit visit **Change, transfer or cancel your environmental permit**

Contents

1 When you need to pay an application charge

2 Working out your application charge

3 Payment

4 Privacy notice

5 Commercial and industrial confidentiality

6 National security

7 Ecological survey information

8 Declaration

9 Application review section

10 How to contact us

11 Where to send your application

Appendix 1 – declarations from additional people

1 When you need to pay an application charge

1.1 What are you applying for?

Complete Table 1 with your facility type, application type and number of applications.

Table 1

Facility type (see **note 1**)	Application type (see **note 2**)	Number of applications
Waste	Normal Variation	x 1

Table 1 notes

1. Facility type

Choose the facility type from the following list:

- groundwater activity
- installation
- medium combustion plant or specified generator
- mining waste
- waste operation
- water discharge

Use a separate row for each facility type and each application type.

2. Application type

Choose the application type from the following list:

New permit:

- new bespoke permit
- new standard rules permit

Variation:

- minor variation
- normal variation
- substantial variation

Surrender:

- full surrender
- low risk surrender
- partial surrender
- partial surrender with variation

1 When you need to pay an application charge, continued

Transfer:

- full transfer
- partial transfer with variation

Use a separate row for each facility type and each application type.

1.2 Are you applying for any of the following?

Tick any that apply

☐ Part B installation surrender (except a partial surrender requiring a permit variation)

☐ waste mobile plant surrender

☐ authorised ship recycling facility (applications and renewals)

☐ bespoke groundwater mobile plant (all application types)

☐ staged application

If **none** of the above apply, go to **section 2**

If you have ticked **any** of the above, go to **section 4**

The following applications do not attract a charge:

- Part B installation surrender (except a partial surrender requiring a permit variation)
- waste mobile plant surrender

The following charges are payable on demand as time and materials charges:

- authorised ship recycling facility (applications and renewals)
- bespoke groundwater mobile plant (all application types)
- staged applications

For all other applications, charge payments must be made at the time of application.

2 Working out your application charge

For all applications, enter your fixed charges in Table 2. These charges are detailed in our charging scheme tables.

Complete Table 3 if additional charges apply. For example, where additional chargeable assessments are needed.

Your total application charge consists of your fixed charges, plus any additional charges. Complete Table 4 with these figures.

Do not add VAT as most application charges are outside the scope of VAT. The exception is pre-application charges where VAT is applicable. Your pre-application invoice will show if VAT has been included in the charge.

Application charges are set out in **Environmental permits and abstraction licences: tables of charges**.

Guidance on charges is available at **Environmental permits: when and how you are charged**.

You can also use our pre-application advice service to help you work out your charges. Visit **Get advice before you apply for an environmental permit**.

2 Working out your application charge, continued

2.1 Fixed charges

Complete Table 2 with all fixed charges relevant to your application.

Table 2

Ref (from charging table)	**Activity description** (from charging table)	**Additional description** (where applicable – see **note 1**)	**Application type** (from charging table)	**Fixed charge amount** (see **note 2**)
1.16.6	Household, commercial and industrial waste transfer station; includes assessment of fire prevention plan and		Normal Variation	£4588
Total fixed charges				£4588

Continue on separate sheet as necessary

Document reference of continuation sheet (if any):

2 Working out your application charge, continued

Table 2 notes

1. Additional description

For multiple activities on the same permit:

- use a separate row for each chargeable activity
- add a description to help identify the correct charge. For example, if the same activity is being carried out multiple times or is a secondary activity.

Bulk permit transfer with the same charging table reference can be entered on the same row.

2. Fixed charge amount

Enter the fixed charge amount from the relevant **charging table**.

Show any reductions for:

- **batch permit transfers** (also see example 1 below)
- **multi-activity new permit applications** (also see example 2 below)
- **standalone directly associated activities**

New standard rules may not be shown in the current charging scheme tables. Whilst the scheme is being updated, you can find the charges by visiting **Standard rules: environmental permitting**. Then follow the link to the relevant rule set. The charges will be listed on the individual rule set page. Alternatively, you can contact us for pre-application advice by visiting **Get advice before you apply for an environmental permit**.

2 Working out your application charge, continued

Example 1 – batch transfer of 11 permits

Ref (from charging table)	**Activity description** (from charging table)	**Additional description** (where applicable)	**Application type** (from charging table)	**Fixed charge amount**
1.16.9	Household waste amenity site taking hazardous waste; includes assessment of fire prevention plan and odour management plan		Transfer application	£2,529 (100% of largest transfer charge)
1.16.9	Household waste amenity site taking hazardous waste; includes assessment of fire prevention plan and odour management plan		Transfer application	£5,058 (10 applications after 80% reduction)
Total fixed charges				£7,587

Example 2 – multi-activity new permit application

Ref (from charging table)	**Activity description** (from charging table)	**Additional description** (where applicable)	**Application type** (from charging table)	**Fixed charge amount**
1.7.1	Section 6.8: food and drink production	First production line	Permit application	£13,984 (100% of largest activity charge)
1.7.1	Section 6.8: food and drink production	Second production line (same activity carried out multiple times)	Permit application (part of above application)	£1,398 (after 90% reduction)
1.16.2.2	Section 5.4 (a)(ii): non-hazardous waste installation – physico-chemical treatment for disposal	Effluent treatment plant discharging to sewer (secondary activity)	Permit application (part of above application)	£1,344 (after 90% reduction)
Total fixed charges				£16,726

Note: example charges and calculations were correct at time of form publication.

2 Working out your application charge, continued

Now go to **question 2.2**

2.2 Additional application charges

Complete Table 3 with any additional application charges

Table 3

Charging scheme reference (table 1.19 or paragraph reference)	**Additional charge type**	**Tick all applicable**	**Charge amount**
1.19.1	Waste recovery plan or variation or revision of a waste recovery plan assessment	☐	
1.19.2	Habitats assessment (except where the application activity is a water discharge or groundwater activity)	✔	£779
1.19.3	Fire prevention plan assessment	☐	
1.19.4	Pests management plan assessment	☐	
1.19.5	Emissions management plan assessment	✔	£1241
1.19.6	Odour management plan assessment	☐	
1.19.7	Noise and vibration management plan assessment	☐	
1.19.10	Habitats assessment for discharges to water and groundwater activities	☐	
1.19.11	Specific Substances Assessment for a water discharge activity to surface water	☐	
1.19.12	Specific Substances Assessment for a groundwater activity	☐	
Paragraph 10(a)	Advertising charge	☐	
Paragraph 10(c)	Enhanced pre-application charges (invoiced but not yet paid). Include the amount and invoice number in the ‘Charge amount’ column	☐	
Total additional charges			£2020

2 Working out your application charge, continued

Table 3 notes

Complete Table 3 if additional charges apply to your application.

Chargeable plans and assessments

Tick all chargeable plans and assessments submitted in support of your application. Enter the charge amount for each. Charges can be found in the relevant charging table at **Environmental permits and abstraction licences: tables of charges**

Some charges for assessing your plans and documents are already included in the fixed charge. Where this is applicable, it will be shown in the charge table description. For example, the description may say 'includes assessment of fire prevention plan'.

For further guidance visit **Charges for plans and assessments** for further information. There is no need to complete table 3 for assessments already included in the fixed charge.

Advertising charge

Tick the advertising charge box if we've told you we will be advertising your application. For further information see **Advertising charge**.

Enhanced pre-application advice charge

You must pay any outstanding pre-application charge invoices with your application. We will return any applications with unpaid invoices.

Now go to **question 2.3**

2.3 Total amount payable

Complete Table 4 with the total application charges payable.

Table 4

Charge	Charge amount
Total fixed charges (from **Table 2**)	£4588
Total additional charges (from **Table 3**)	£2020
Total amount payable	£6608

Now go to **section 3**

3 Payment

Only complete this section if your application needs to be accompanied by a payment. Refer to **question 1.2**.

Please note we are unable to:

- send you an invoice for application charges, (other than pre-application charges)
- accept payments in instalments

3 Payment, continued

3.1 Payment method

Tick one option to show your payment method. Then follow the link to the relevant payment section and follow the steps shown.

☐ Online card payment using GOV.UK Pay – go to **Paying by GOV.UK Pay**

☑ Electronic bank transfer (for example, by BACS) – go to **Paying by electronic bank transfer**

☐ Credit or debit card payment over the phone – go to **Paying by phone**

☐ Cheque – go to **Paying by cheque**

A. Paying by GOV.UK Pay

GOV.UK Pay is a digital payment system where you can pay using a Visa, MasterCard, Maestro card and some digital wallets.

Follow steps A1 to A3 to pay using GOV.UK Pay.

A1 Create your payment reference number

You'll need to include a unique reference number when making your payment. This reference number means we can match the payment to your application. It may cause delays if you do not include a reference number.

1. Start your reference number with one of the following codes, based on your facility type:
   - PSCAPPWASTE – for waste operations and mining waste operations
   - PSCAPPINST – for installations and medium combustion plant or specified generators
   - PSCAPPWQ – for water discharge and groundwater activities
2. Follow this with the first five letters of the applicant's name
3. Finish with your chosen unique identifying number

Example

- application is for a waste operation, so the code is: PSCAPPWASTE
- applicant is Anyfirm Limited, so the first five letters are: ANYFI
- applicant's chosen identifier is: 01

The payment reference number is therefore: PSCAPPWASTEANYFI01

Make a note of this reference number. You'll need to provide it in step A3 below.

A2 Go to GOV.UK Pay payment page

Click on the relevant link below according to your facility type. This will take you to the relevant page to make your payment.

- Link for: **waste operations and mining waste operations**
- Link for: **installations and medium combustion plant/specified generators**
- Link for: **water discharges and groundwater activities**

3 Payment, continued

A3 Complete the payment details below

Payment reference number

PSCWASTEAPPBUCKL0126

Payment amount

£6608

Payment date

25.01.2026

Now go to **section 4**

B. Paying by electronic bank transfer

Follow steps B1 to B3 to pay by electronic bank transfer, such as BACS.

B1 Create your payment reference number

You'll need to include a unique reference number when making your payment. This reference number means we can match the payment to your application. It may cause delays if you do not include a reference number.

1. Start your reference number with one of the following codes, based on your facility type:

- PSCAPPWASTE – for waste operations and mining waste operations
- PSCAPPINST – for installations and medium combustion plant or specified generators
- PSCAPPWQ – for water discharge and groundwater activities

2. Follow this with the first five letters of the applicant's name
3. Finish with your chosen unique identifying number

Example

- application is for a waste operation, so the code is: PSCAPPWASTE
- applicant is Anyfirm Limited, so the first five letters are: ANYFI
- applicant's chosen identifier is: 01

The payment reference number is therefore: PSCAPPWASTEANYFI01

Make a note of this reference number. You'll need to provide it in step B3 below.

B2 Log onto your banking system

Log onto your banking system to transfer the funds.

You'll need to use the following information to make your payment:

Payee name:	Environment Agency
Sort code:	60-70-80
Account number:	10014411
Account name:	EA RECEIPTS

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWBK60708010014411 and our SWIFTBIC number is NWBKGB2L.

3 Payment, continued

B3 Complete the payment details below

Name of account holder

Payment reference number

Payment amount

Payment date

Also email your payment details and reference number to **ea_fsc_ar@gov.sscl.com**.

Now go to **section 4**

C. Paying by phone

If you want to pay by phone, add the name and phone number of the person making the payment.

Name

Phone number

We'll call the above person to arrange payment. We can accept payments by Visa, MasterCard or Maestro card only.

Now go to **section 4**

D. Paying by cheque

Make your cheque payable to 'Environment Agency' and cross it with 'A/C Payee' (if not already printed on the cheque).

Write the following on the back of your cheque:

- applicant's name
- application reference number (if known)
- application site address and postcode (where applicable)

Enter the cheque number below

3 Payment, continued

If you're submitting a paper application, include your cheque with the application.

If you're emailing your application, include a covering note with your cheque. Post your cheque to our Integrated Permitting Services at the address shown in **section 11**.

Please note, we're unable to accept post-dated cheques.

It is usually quicker and easier to complete your payment online or by phone.

Now go to **section 4**

4 Privacy notice

See how we use your personal information in services to support environmental permitting by visiting **Environmental permits privacy notice**.

Now go to **section 5**

5 Commercial and industrial confidentiality

We're required to put a copy of your application on a public register. We may exclude information we consider to be confidential from the public register. 'Confidential information' in this context means it is commercially or industrially confidential.

You can ask for information in your application to be treated as confidential. You should request confidentiality when you submit your application.

To be considered fully, your request must:

- clearly identify which information should be considered confidential
- include a clear justification for each item you want kept from the public register
- include evidence that the confidentiality is provided by law to protect a legitimate economic interest

Confidential information should be easy to separate from the rest of your application. For example, you could submit two versions of the same document. One version that contains the confidential information and is marked accordingly. The other document is the same, but with the confidential information hidden or removed.

Information identified as confidential won't be put on the public register while we review your request. We'll let you know the outcome once our decision has been made.

You can find further information on commercial and industrial confidentiality by visiting **Environmental permitting guidance: Core guidance**.

Only tick the box below if you do want to claim commercial or industrial confidentiality.

☐ I wish the information I have identified to be treated as confidential and excluded from the public register.

Now go to **section 6**

6 National security

We maintain a public register of permitting applications. We can be directed to exclude information in the interests of national security. If your application contains such information, you may notify the Secretary of State. They will decide whether it should be excluded from the register.

You must tell us if you have given notice to the Secretary of State. You must still include the information in your application. It will be excluded from the register unless the Secretary of State decides it should be included.

You cannot apply for national security using this application form.

You can find further information on national security by visiting **Environmental permitting guidance: Core guidance**.

Now go to **section 7**

7 Ecological survey information

7.1 Have you provided ecological survey data as part of your application?

☐ Yes – go to **question 7.2**

☐ No – go to **section 8**

7.2 Use of ecological survey data

We may wish to use any ecological survey data you have supplied for other purposes as detailed below.

We assume that we are permitted to use the information you supply to us, in connection with our statutory and regulatory responsibilities. In particular (although there may be other uses), we may:

- incorporate the information into our datasets and mapping. These are used for a variety of purposes
- provide information to other applicants and organisations where this enables us to protect wildlife as we are directed to do in the Environment Act
- respond to requests for information under the Freedom of Information Act and the associated Environmental Information Regulations 2004 and agree limited usage rights in accordance with our Standard Notices that we use when supplying our information
- license datasets and mapping derived from or containing information

If you have any queries, please contact us using the details in **section 10** of this form

☐ Tick this box if you do **not** want us to use information from any ecological survey that you have supplied with your application

8 Declaration

Who should complete the declaration

The person needing to complete the declaration depends on the type of legal entity applying. This is set out below:

Individual

One of the following must sign the declaration:

- the individual

8 Declaration, continued

- someone with written authorisation from the individual

Multiple individuals (see below for unincorporated organisations)

One of the following must sign the declaration:

- all individuals named, or to be named on the permit
- someone with written authorisation from all individuals named, or to be named on the permit

Unincorporated trusts, charities and societies

One of the following must sign the declaration:

- trustee
- chairperson
- treasurer
- secretary
- person with a similar position
- someone with written authorisation from any of the above

Registered company

One of the following must sign the declaration:

- director registered at Companies House
- company secretary registered at Companies House
- any similar company officer registered at Companies House
- someone with written authorisation from any of the above

Limited liability partnership

One of the following must sign the declaration:

- partner registered at Companies House
- partnership secretary registered at Companies House
- someone with written authorisation from any of the above

Other incorporated body

One of the following must sign the declaration:

- chairperson
- treasurer
- secretary
- person with a similar position
- someone with written authorisation from any of the above

Public body or ministerial government department

A person with delegated authority under the body's non-financial scheme of delegation must sign the declaration.

Corporate bodies subject to insolvency procedures

The official Receiver or appointed insolvency practitioner must sign the declaration.

8 Declaration, continued

Written authorisations

If you are the applicant and want someone to complete the below declaration on your behalf, you must give them written authorisation to do so.

Your authorisation must confirm the person has authority to complete the declaration for you. Include a copy of the authorisation with your application, unless we already hold a valid one on file.

Agents or consultants cannot complete the declaration without written authorisation from the applicant.

8.1 Declaration by current permit holder or applicant applying for a new permit

The declaration and details below must be completed by the:

- current permit holder for variation, transfer and surrender applications
- applicant applying for a new permit

Declaration

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit **Environmental Permitting Regulations (EPR) offences**

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 misleading information.

☑ Tick this box to confirm that you understand and agree with the declaration above.

In addition, if you are applying for a standard rules permit, tick the box below if you agree with the statement.

☐ I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

Person completing declaration

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

Mr

First name

Richard

Last name

Love

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

A.BUCKLER HAULAGE LIMITED

Position (if relevant)

Director

'Position' could, for example, be a director, secretary, trustee, or partner in a partnership

8 Declaration, continued

Date of declaration (DD/MM/YYYY)

Use **Appendix 1** if more than one person needs to complete the declaration for the same applicant. For example, where multiple individuals are to be named on the permit.

8.2 Are you applying for a permit transfer?

☐ Yes – now go to **question 8.3**

☑ No – now go to **section 9**

8.3 Declaration by proposed new permit holder

The proposed new permit holder must complete the declaration and their details below.

Declaration for permit transfer applications

Permit transfer applications are joint applications.

The existing permit holder must complete the declaration and details in **question 8.1**.

The proposed new permit holder must complete the declaration and details below.

Note: there may be situations when you're unable to trace the permit holder or a joint holder. You may still be able to transfer the permit without their declaration. Contact us to discuss this. You'll need to supply evidence in your application to confirm you're unable to trace them.

It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit **Environmental Permitting Regulations (EPR) offences**

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 misleading information.

☐ Tick this box to confirm that you understand and agree with the declaration above.

Now complete your details below. You do not need to provide a signature as well.

Person completing declaration

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

First name

Last name

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

Position (if relevant)

8 Declaration, continued

‘Position’ could, for example, be a director, secretary, trustee, or partner in a partnership

Date of declaration (DD/MM/YYYY)

Use **Appendix 1** if more than one person needs to complete the declaration for the same applicant. For example, where multiple individuals are to be named on the permit.

Now go to **section 9**

9 Application review section

You must complete this section.

We are unable to return any application or supporting documents. Do not send original legal or important documents.

We can’t progress applications that are incomplete or lack sufficient detail.

If you aren’t sure about what you need to send, contact us before submitting your application. For further information on pre-application advice visit **Get advice before you apply for an environmental permit**.

9.1 Checklist

Tick to confirm you’ve completed the following:

- ☑ filled in all relevant parts of the application form clearly
- ☑ included all required supporting documents and listed them in the table below
- ☐ included supporting information for any commercial or industrial confidentiality claim (where applicable)
- ☑ declaration completed by a relevant person, with written authorisation if needed
- ☑ sent the correct payment

9.2 Table of supporting documents

List of all the documents submitted as part of your application in the table below

Question reference e.g. Part B1, Q5b	Document title	Document reference
Part C2 1a	Pre app advice	Section 9
Part C2 2b	Non Technical Summary	Section 2
Part C2 3a	Directors Information	Section 6
Part C2 3b2	TCM Information	Section 5

9 Application review section, continued

Question reference e.g. Part B1, Q5b	Document title	Document reference
Part C2 3d	Environmental Management System	Section 3
Part C2 4	Environmental Risk Assessment	Section 4
Part C2 6a	Non Technical Summary	Section 2
Part C2 6c2	Fire Prevention Plan	Section 7
Part C4 1	Non Technical Summary	Section 2
Part C4 3a	Non Technical Summary	Section 2
Part C4 3b	DEMP	Section 10

Continue on a separate sheet if necessary.

Document reference of continuation sheet (where applicable)

Now go to **section 10**

10 How to contact us

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

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

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

Email: **enquiries@environment-agency.gov.uk**

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

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

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

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 easy to understand. Please use the space below to give us any comments that you may have about this form.

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

We will use your feedback to improve our form.

Would you like a reply to your feedback?

☐ Yes please

☐ No thank you

Now go to **section 11**

11 Where to send your application

A. By email

Send water discharge and groundwater activity applications to: **PSC-WaterQuality@environment-agency.gov.uk**

Send all other applications to: **PSC@environment-agency.gov.uk**

If your documents are too large to email, you can upload them to a file sharing site and send us the download link. You can also send multiple emails with attachments.

B. By post

Send one paper copy to:

Environment Agency
Integrated Permitting Services
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Appendix 1 – declarations from additional people

Declaration – additional person 1

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit **Environmental Permitting Regulations (EPR) offences**

Complete the declaration and add your details below.

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 misleading information.

☐ Tick this box to confirm that you understand and agree with the declaration above.

In addition, if you are applying for a standard rules permit, tick the box below if you agree with the statement.

☐ I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

Person completing declaration

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

First name

Last name

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

Position (if relevant)

'Position' could, for example, be a director, secretary, trustee, or partner in a partnership.

If applying to transfer a permit, state whether you're the current or proposed holder.

Date of declaration (DD/MM/YYYY)

Declaration – additional person 2

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit **Environmental Permitting Regulations (EPR) offences**

Complete the declaration and add your details below.

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 misleading information.

☐ Tick this box to confirm that you understand and agree with the declaration above.

In addition, if you are applying for a standard rules permit, tick the box below if you agree with the statement.

☐ I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

Person completing declaration

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

First name

Last name

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

Position (if relevant)

'Position' could, for example, be a director, secretary, trustee, or partner in a partnership.

If applying to transfer a permit, state whether you're the current or proposed holder.

Date of declaration (DD/MM/YYYY)

Declaration – additional person 3

Note: It is an offence under the Environmental Permitting (England and Wales) Regulations 2016 to knowingly or recklessly make a statement that is false or misleading for the purpose of obtaining an environmental permit, variation, transfer or surrender (for yourself or anyone else)

For further information visit **Environmental Permitting Regulations (EPR) offences**

Complete the declaration and add your details below.

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 misleading information.

☐ Tick this box to confirm that you understand and agree with the declaration above.

In addition, if you are applying for a standard rules permit, tick the box below if you agree with the statement.

☐ I confirm that my standard rules facility will fully meet the rules that I have applied for.

Now complete your details below. You do not need to provide a signature as well.

Person completing declaration

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

First name

Last name

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

Position (if relevant)

'Position' could, for example, be a director, secretary, trustee, or partner in a partnership.

If applying to transfer a permit, state whether you're the current or proposed holder.

Date of declaration (DD/MM/YYYY)

Continue on separate sheet as necessary

Document reference of continuation sheet (if any)