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**

Contents

Section 1: About you

Section 2: Applications from an individual

Section 3: Applications from more than one individual

Section 4: Applications from public bodies

Section 5: Applications from ministerial government departments

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

Section 7: Contact details

Section 8: Environmental record check

Section 9: How to contact us

Section 10: Where to send your application

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)

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

Bakkavor Foods Limited - Boston Meals

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

Address

Fitzroy Place, 5th Floor, 8 Mortimer Street, London, England

Postcode

W1T 3JJ

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

N/A

Postcode

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

6.4 Type of incorporated body

Private limited Company

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)

01060806

6.6 Charity Commission number (if any)

N/A

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

Lee

Last name

Miley

Position

Chief Operating Officer

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

Address

Fitzroy Place, 5th Floor, 8 Mortimer Street, London, England

Postcode

W1T 3JJ

Email

Lee.Miley@Bakkavor.com

Phone number

+447970010662

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)

First name

Dayle

Last name

Rowson

Address

Bakkavor Meals Boston - Chappel Road, Old Leake, Boston

Postcode

PE22 9PN

Phone number

07955297735

Email

dayle.rowson@bakkavor.com

Position

SHE Manager

'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

Amanda

Last name

Mitchell

Address

Bakkavor Meals Boston - Chappel Road, Old Leake, Boston

Postcode

PE22 9PN

Phone number

01205336842

Email

amanda.mitchel@Bakkavor.com

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)

See BMB A1.4 Directors Details

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**