# 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.

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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

EA reference quoted on letter: EPR/JB3604FF

Reference for the extra documents

ALBUS.01.07/EPTR App I

## 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/JB3604FF

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

Albus Environmental Limited

Address

212 Kingsnorth Industrial Estate, Hoo, Rochester, Kent

Postcode

ME3 9NZ

# 1 About the permit, continued

National grid reference for the centre of the site

TQ 80890 72907

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

•expansion of the Environmental Permit boundary for inclusion of the offensive waste building extension and to incorporate additional yard area. No additional waste storage in the expanded areas is proposed;

•operation of a sharps container treatment plant designed to wash and disinfect sharps containers prior to shredding within a fully enclosed system. Treatment of sharps is not proposed;

•incorporation of an additional point source emission to air associated with the sharps container treatment plant;

Document reference of the detailed changes or additions

ALBU.01.07/ETPR Section 2

# 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

☐ 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):

**a. Details of the technically competent manager**

Title (Mr, Mrs, Miss and so on)

Mr

First name

Nick

Last name

Clarke

Phone

07467223866

Email

nclarke@albusenvironmental.com

☑ 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** |
| CB3606SY | Unit 2, Watling street, bean, Dartford, Kent | DA2 8AH |
| EP3126LC | Unit E, White oak Square, London Road, Swanley, Ken | BR8 7AG |
| | | |
| | | |

Document reference of the extra sheet (if applicable)

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

ALBU.01.07/ETPR App II

# 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

ALBU.01.07/ERA

# 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

ALBU.01.07/ASCR

Document reference(s) of your change summary document

ALBU.01.07/ASCR – Page iii (document history)

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

ALBU.01.07/NTS

## 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

ALBUS.01.07 - 00 & 01

## 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

Fire Prevention Plan (revised Sept 2026)

# 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<br>☐ No |
| B – Aqueous waste | | ☐ Yes<br>☐ No |
| C – Abatement systems/ releases to air | | ☐ Yes<br>☐ No |
| D – Emissions to groundwater | | ☐ Yes<br>☐ No |
| E – Waste production | | ☐ Yes<br>☐ No |
| F – Energy consumption | | ☐ Yes<br>☐ No |
| G – Accident prevention | | ☐ Yes<br>☐ No |
| H – Noise | | ☐ Yes<br>☐ No |
| I – Emissions of polluting substances | | ☐ Yes<br>☐ No |
| J – Odours | | ☐ Yes<br>☐ No |
| K – Compliance history | | ☐ Yes<br>☐ 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 $m^3$ 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 $m^3$ 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

Mr Nick Clarke

Date of birth (DD/MM/YY)

[redacted]

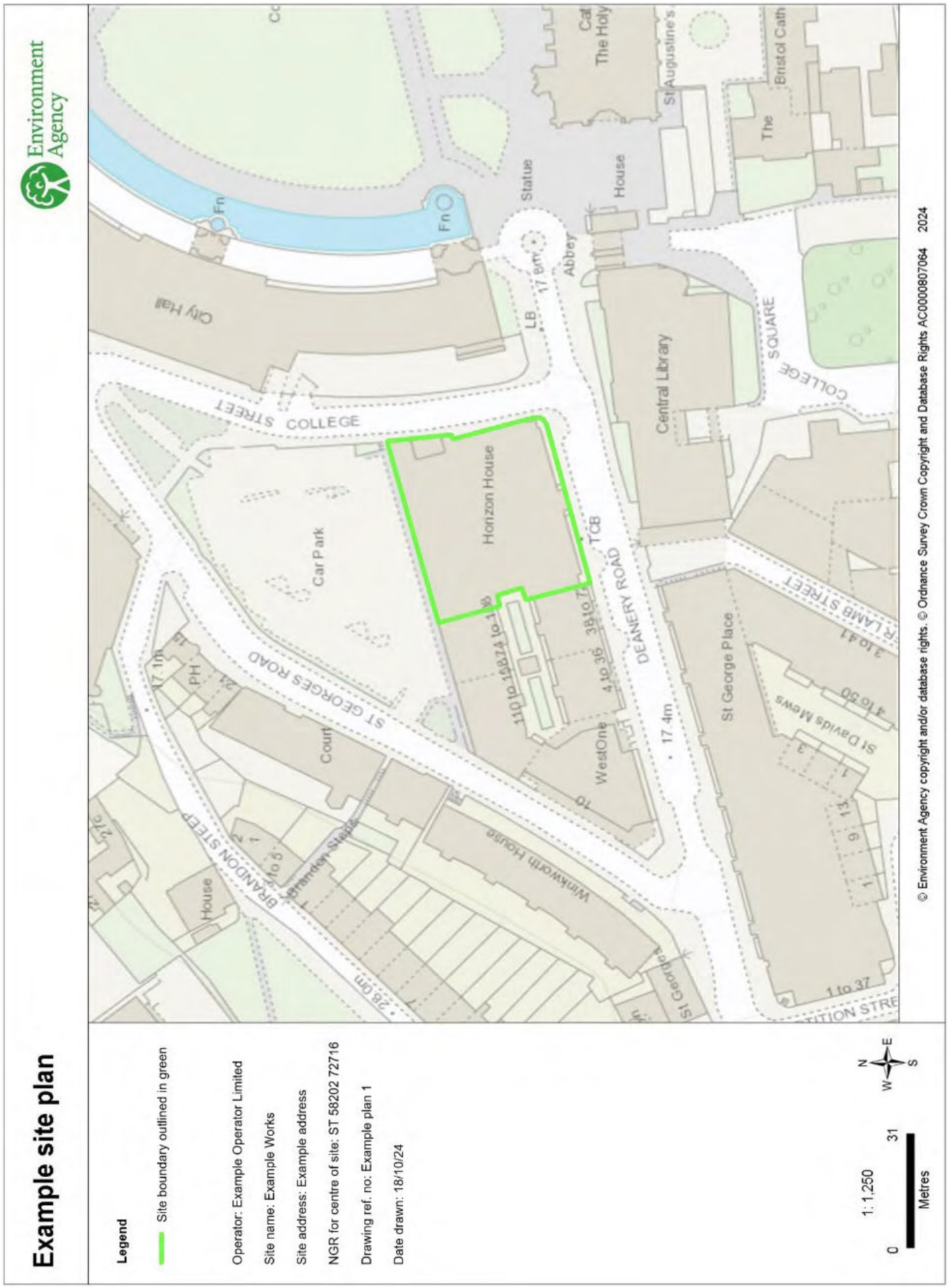
Name of technically competent manager 2

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.