# 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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# 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**.
- [x] 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

DDE (SW) Limited

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

Address

Dorton Group
Station Goods Yard
Station Road
Burgess Hill
West Sussex

Postcode

RH15 9DG

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

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)

0512393

### 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

Duke (Kenneth)

Last name

Harvey

Position

Managing Director

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

Address

DDE (SW) Limited
DRE Yard
Recycling way
Smithaleigh
Plymouth

Postcode

PL7 5FJ

Email

duke@dortongroup.com

Phone number

01444253333

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)

Mr

First name

Anthony

Last name

Fletcher

Address

AtkinsRealis
Aperture West
Rydon Lane
Exeter
Devon

Postcode

EX2 5SP

Phone number

01392352907

Email

at.fletcher@atkinsrealis.com

Position

Chief Engineer

'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.
- [x] New contact. Add their details below

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

First name

Jane

Last name

Lawrence

Address

Dorton Group
Nailards Wood
Cross Colwood Lane
Bolney
Haywards Heath
West Sussex

Postcode

RH17 5RU

Phone number

01444253333

Email

jane@dortongroup.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)

First name

Kenneth

Last name

Harvey

Position

Managing Director

Date of birth (DD/MM/YYYY)

02/04/1964

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

### Second person

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

First name

Damien

Last name

Pemberton

Position

Operations Director

Date of birth (DD/MM/YYYY)

08/05/1985

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

Environment Agency

You will need to use an Adobe Acrobat product to complete this form. The form may not work properly if you use a different pdf reader, such as the one built-in to your internet browser.

Fill in this part of the form together with parts A and F1 if you are applying for a new bespoke permit. You also need to fill in part B2.5, B3, B4, B5, B6, or B7 (this depends on what activities you are applying for).

Please check that this is the latest version of the form available from our website.

Please read through this form and the accompanying Part B2 guidance notes(see **https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1102174/Guidance-app-for-an-environmental-permit-part-b2-general-new-bespoke-permit.pdf**).

The form can be:

1) saved onto a computer and then filled in.

2) printed off and filled in by hand. Please write clearly in the answer spaces

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

**Contents**

**1 About the permit**

**2 About the site (excludes mobile plant)**

**3 Your ability as an operator**

**4 Consultation**

**5 Supporting information**

**6 Environmental risk assessment**

**7 How to contact us**

**Appendix 1 – Low impact installation checklist**

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

## 1 About the permit

### 1a Discussions before your application

If you have had discussions with us before your application, including having requested to submit your application in stages, give us the permit reference or details on a separate sheet. Tell us below the reference you have given this extra sheet(s).

Permit or document reference

CFIL01 Supporting Information App A

# 1 About the permit, continued

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

Mobile plant Now go to **question 1c**

☑ Site Now go to **section 2**

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

**Mobile plant only**

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

☐ No

☐ Yes

### 1d Have there been any changes to your proposal since this discussion?

☐ No Now go to **section 3**

☐ Yes You should send us a description of the activity you want to carry out, highlighting the changes you have made since our pre-application discussions

Document reference

Now go to **section 3**

# 2 About the site (excludes mobile plant)

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

Site name

Challonsleigh Farm

Address

DRE Dorton Group Recycling
Devon Expressway
Smithaleigh
Lee Mill
Plymouth

Postcode

PL7 5FD

National grid reference for the middle of the site, or for water quality/groundwater activities, the discharge point (for example, ST 12345 67890).

SX 59586 55351

# 2 About the site (excludes mobile plant), continued

## 2b What type of regulated facility are you applying for?

**Note: if you are applying for more than one regulated facility then go to 2c.**

Installation

- ☐ Waste operation
- ☐ Mining waste operation
- ☐ Water discharge activity
- ☐ Groundwater activity (point source)
- ☐ Groundwater activity (discharge onto land)

What is the national grid reference for the regulated facility (if only one)?
(**See the guidance notes on part B2**.)

- ☐ As in 2a above
- ☐ Different from that in 2a Please fill in the national grid reference below

National grid reference for the regulated facility

Now go to **question 2d**

## 2c If you are applying for more than one regulated facility on your site, what are their types and their grid references?

**See the guidance notes on part B2**.

**Regulated facility 1**

National grid reference

SX 59586 55351

**What is the regulated facility type?**

Installation

- ☑ Waste operation
- ☐ Mining waste operation
- ☐ Water discharge activity
- ☐ Groundwater activity (point source)
- ☐ Groundwater activity (discharge onto land)

# 2 About the site (excludes mobile plant), continued

**Regulated facility 2**

National grid reference

SX59757 55430

**What is the regulated facility type?**

Installation

- ☐ Waste operation
- ☐ Mining waste operation
- ☑ Water discharge activity
- ☐ Groundwater activity (point source)
- ☐ Groundwater activity (discharge onto land)

Use several copies of this page or separate sheets if you have a long list of regulated facilities. Send them to us with your application form. Tell us below the reference you have given these extra sheets.

Document reference

Now go to **question 2d**

### 2d Low impact installations (installations only)

Are any of the regulated facilities low impact installations?

- ✔ No
- ☐ Yes If yes, tell us how you meet the conditions for a low impact installation (**see the guidance notes on part B2** – Appendix 1).

Document reference

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

### 2e Treating batteries

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

- ✔ No
- ☐ Yes Tell us how you will do this, send us a copy of your explanation and tell us below the reference you have given this explanation

Document reference for the explanation

# 2 About the site (excludes mobile plant), continued

## 2f Ship recycling

Is your activity covered by the Ship Recycling Regulations 2015? (**See the guidance notes on part B2**.)

✔ No

☐ Yes Tell us how you will do this. Please send us a copy of your explanation and your facility recycling plan, and tell us below the reference numbers you have given these documents

Document reference for the explanation

Document reference for the facility recycling plan

## 2g Multi-operator installation

If the site is a multi-operator site (that is there is more than one operator of the installation) then fill in the table below the application reference for each of the other permits.

**Table 1 – Other permit application references**

| |
|---|
| |
| |
| |
| |

# 3 Your ability as an operator

If you are only applying for a standalone water discharge or for a groundwater activity, you only have to fill in **question 3d**.

## 3a Relevant offences

Applies to all except standalone surface water discharges and groundwater discharges (**see the guidance notes on part B2**).

**Have you, or any other relevant person, been convicted of any relevant offence? (see https://www.gov.uk/government/publications/relevant-conviction-guidance-for-permit-applications-for-waste-activities-and-installations-only)**

✔ 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.

Now go to **question 3b**

Please also complete the details in **Appendix 2**.

## 3b Technical ability

**Relevant waste operations only (see the guidance notes on part B2).**

Please indicate which of the two schemes you are using to demonstrate you are technically competent to operate your facility and the evidence you have enclosed to demonstrate this.

**ESA/EU skills**

Please select one of the following:

☐ I have enclosed a copy of the current Competence Management System certificate

**or**

☐ We will have a certified Competence Management System within 12 months and have enclosed evidence of the contract with an accredited certification body

# 3 Your ability as an operator, continued

### CIWM/WAMITAB scheme

Your answers below must relate to the person(s) providing technically competent management when the permitted activities start.

Please select **one** of the following:

- I have enclosed a copy of:

  ✔ the relevant qualification certificate/s

  **or**

  ☐ evidence of deemed competence

  **or**

  ☐ Environment Agency assessment

  **or**

  ☐ evidence of nominated manager status under the transitional provisions for previously exempt activities

  and, if deemed competent or Agency-assessed, or nominated manager, or if the original qualification is over two years old:

  ☐ I have enclosed a copy of the relevant current continuing competence certificate/s

- ☐ The technically competent manager will complete their qualification within four weeks of starting the permitted activities and I have enclosed evidence of their registration with WAMITAB or their EPOC booking as appropriate

- **For medium- and high-risk tier activities other than landfill**

  ☐ The technically competent manager will complete the qualification within 12 months and I have enclosed evidence of their registration with WAMITAB and, where relevant, EPOC booking. I understand they must complete either four specified units of the relevant qualification or an EPOC within four weeks of the permitted activities commencing

For each technically competent manager please give the following information. If necessary, use a separate sheet to give us these details and tell us below the document reference you have given the extra sheet.

Title (Mr, Mrs, Miss and so on)

Mr

First name

Damien

Last name

Pemberton

Phone

01752 425159

Mobile

07825 398974

Email

damien@dde - recycling.com

# 3 Your ability as an operator, continued

Please provide the environmental permit number/s and site address for all other waste operations, (**see part B2 guidance notes**), that the proposed technically competent manager provides technical competence for, including permits held by other operators. Continue on a separate sheet as required.

| Permit number | Site address | Postcode |
|---|---|---|
| EPR/GB3402FP | Lower Challonsleigh Farm, Smithaleigh, Plymouth, Devon | PL7 5AX |
| | | |
| | | |
| | | |

Document reference

Now go to **question 3c**

Please also complete the details in **Appendix 2**.

### 3c Finances

Installations, waste operations and mining waste operations only.

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

Do you, or any relevant person, or a company in which you (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 want to contact a credit reference agency for a report about your business's finances.

See **Environmental permits privacy notice - GOV.UK (www.gov.uk)** for how we use your personal information to support environmental permitting.

# 3 Your ability as an operator, continued

**Landfill, Category A mining waste facilities and mining waste facilities for hazardous waste only**

How do you plan to make financial provision (to operate a landfill or a mining waste facility you need to show us that you are financially capable of meeting the obligations of closure and aftercare)?

- ✔ Renewable bonds
- ☐ Cash deposits with the Environment Agency
- ☐ Other – provide comprehensive details

Document reference

Provide a cost profile and expenditure plan of your estimated costs throughout the aftercare period of your site.

Document plan reference

CFIL06 Challonsleigh inert landfill expenditure plan

Now go to **question 3d**

### 3d Management systems (all)

You must have an effective, written management system in place that identifies and reduces the risk of pollution. You may show this by using a certified scheme or your own system.

Your permit requires you (as the operator) to ensure that you manage and operate your activities in accordance with a written management system.

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

For waste and installation permits only: your management system must also explain your resilience to climate change.

You can find guidance on management systems on our website at **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 will you provide for your regulated facility?

ISO 14001

- ☐ BS 8555 (Phases 1–5)
- ☐ BS EN ISO 14005:2019
- ☐ Green dragon
- ☑ Own management system
- ☐ EMAS Global
- ☐ Other

Please send us a summary of the management system you are using and a copy of your accreditation (if applicable) with your application.

Document reference/s

CFIL01 Challonsleigh Supporting Info App C

# 4 Consultation

Fill in 4a to 4c for installations and waste operations and 4d for installations only.

Could the waste operation or installation involve releasing any substance into any of the following?

**4a A sewer managed by a sewerage undertaker?**

✔ No

☐ Yes Please name the sewerage undertaker

**4b A harbour managed by a harbour authority?**

✔ No

☐ Yes Please name the harbour authority

**4c Directly into relevant territorial waters or coastal waters within the sea fisheries district of a local fisheries committee?**

✔ No

☐ Yes Please name the fisheries committee

**4d Is the installation on a site for which:**

4d1 a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

☐ No

☐ Yes

4d2 a policy document for preventing major accidents is needed under regulation 5 of the Control of Major Accident Hazards Regulations 2015, or a safety report is needed under regulation 7 of those Regulations?

☐ No

☐ Yes

# 5 Supporting information

**5a Provide a plan or plans for the site**

**But not any mobile plant**

Clearly mark the site boundary or discharge point, or both. The site plan must be legible at A4 size, drawn to scale and include a scale bar.

# 5 Supporting information, continued

Also include site drainage plans, site layout plans, and plant design drawings/process flow diagrams (as required). (**See the guidance notes on part B2**.)

Document reference/s of the plans

CFIL02 Challonsleigh ESSD Appendix A

**5b Provide the relevant sections of a site condition/baseline report if this applies**

**See the guidance notes on part B2**

Document reference of the report

CFIL02 Challonsleigh ESSD

☐ If you are applying for an installation, tick the box to confirm that you have sent in a baseline report

**5c Provide a non-technical summary of your application**

**See the guidance notes on part B2 for what needs to be included**.

Document reference of the summary

CFIL01 Challonsleigh Supporting Info Ch1

**5d Are you applying for an activity that includes the storage of combustible wastes?**

This applies to all activities excluding standalone water and groundwater discharges.

✔ No

☐ Yes Provide a fire prevention plan (**see the guidance notes on part B2**).

Document reference of the plan

# 6 Environmental risk assessment

Provide an assessment of the risks each of your proposed regulated facilities poses to the environment. The risk assessment must follow the methodology set out in 'Risk assessments for your environmental permit' at **Risk assessments for your environmental permit – GOV.UK (www.gov.uk)** or an equivalent method.

For air dispersion modelling see: **Environmental permitting: air dispersion modelling reports – GOV.UK (www.gov.uk)**

Document reference(s) for the assessments, including modelling reports and files where applicable

CFIL01 Challonsleigh Supporting Info App E

# 7 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**

# 7 How to contact us, continued

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

## For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

- ☐ No
- ◯ Yes

Amount received (£)

# Appendix 1 – Low impact installation checklist

| Low impact installation criterion (see the Part B2 guidance notes) | 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 – Wastewater | | ☐ 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 2 – Date of birth information for Relevant offences and/or Technical ability questions only

Date of birth information in this appendix will not be put onto our Public Register. Continue on a separate sheet if necessary

### 1. Relevant Offences – date of birth information for relevant persons(s)

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

Name

Date of birth (DD/MM/YYYY)

### 2. Technical ability – date of birth information for technically competent manager(s)

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

Name

Damien Pemberton

Date of birth (DD/MM/YYYY)

08/05/1985

# Application for an environmental permit
# Part B4 – New bespoke waste operation permit

Environment Agency

Fill in this part of the form, together with parts A, B2 and F1, if you are applying for a new bespoke permit for a waste operation. Please check that this is the latest version of the form available from our website.

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

You can apply online for waste bespoke environmental permits.

Apply online for an environmental permit.

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 for?
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 for?

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

Fill in a separate table for each waste operation you are applying for. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given the extra sheet.

Document reference: n/a

### 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 for?, 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 | | | |
| Challonsleigh Farm Inert Landfill | Inert waste landfill | D1 deposit onto land | | |
| Challonsleigh Farm Inert Landfill | Deposit for recovery | R11 use of waste obtained from R5 recycling/reclamation of other inorganic materials | | |
| | | | | |
| | | | | |
| For all waste operations | Total storage capacity (see note 2) | | | 591,000.00 |
| | Annual throughput (tonnes each year) based on 10 yrs, 1.835 t/m3 | | | 108,500.00 |

**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.

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

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: CFIL01 Challonsleigh Supporting Info

### 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 Appendix 4 and the guidance notes on part B4)

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: CFIL09 Challonsleigh Waste Recovery Plan

## 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 operation.

### Table 2 – Emissions

| Name of the waste operation | Challonsleigh Farm Inert Landfill | | | |
|---|---|---|---|---|
| **Point source emissions to air** | | | | |
| Emission point reference and location | Source | Parameter | Quantity | Unit |
| None | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **Point source emissions to water (other than sewers)** | | | | |
| Emission point reference and location | Source | Parameter | Quantity | Unit |
| CFIL_SW1_ North | Rainfall runoff | Water | 54,584.00 | m3/annum |
| Restored 59261m2 x 1.345m rain x 0.33 Cr | | | | |
| SX 59753 55437 | | | | |
| CFIL_SW1_ South | | | | |
| Restored 75762m2 x 1.345m rain x 0.33 Cr | | | 33,627.00 | m3/annum |
| SX59757 55430 | | | | |
| | | | | |
| **Point source emissions to sewers, effluent treatment plants or other transfers off site** | | | | |
| Emission point reference and location | Source | Parameter | Quantity | Unit |
| None | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **Point source emissions to land** | | | | |
| Emission point reference and location | Source | Parameter | Quantity | Unit |
| None | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

# 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 B2 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 | Challonsleigh Farm Inert Landfill | |
|---|---|---|
| Description of the waste operation<br>Add extra rows if you need them | Appropriate measure (TGN reference) | Document reference<br>(if appropriate) |
| Construction of inert landfill | Earthworks in landfill engineering | LFE4 |
| CQA of earthworks | Compliance monitoring & testing of earthworks | Inert Waste Guidance - Standard |
| | | and Measures for the Deposit of |
| | | Inert Waste on Land |
| Waste acceptance | Waste classfication | WM3 |
| Monitoring | of groundwater and surface water | LFTGN02 |
| Monitoring | of landfill gas | LFTGN03 |
| Monitoring | of dust emissions | IAQM Guidance |

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: CFIL02, 03,05,07,08,Challonsleigh Operating Techniques apri

### 3b General requirements

Fill in a separate table for each waste operation.

### Table 3b – General requirements

| Name of the waste operation | |
|---|---|
| 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<br>n/a |
| If the technical guidance or your risk assessment shows that odours are an important issue, send us your odour management plan.<br>**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<br>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<br>ES Vol 3 App B Noise |

## 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: CFIL02 Challonsleigh Landfill ESSD

### 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: n/a

## 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 19105
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: CFIL02 Challonsleigh ESSD

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: Challonsleigh Farm Inert Landfill Site D Operating Techniques

### 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: CFIL03 Challonsleigh HRA

### 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: CFIL02 Challonsleigh ESSD

### 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: CFIL04 Challonsleigh SRA

## 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: See ESSD, HRA, GRA & SRA

### 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: CFIL01 Challonsleigh Supporting Info

### 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 B6:
# 1. New bespoke water discharge activity
# 2. New bespoke groundwater activity (point source discharge)
# 3. Point source emission to water from an installation.

Environment Agency

You will need to use an Adobe reader product to complete this form. The form may not work properly if you use a different pdf reader, such as the one built-in to your internet browser.

This application is for a bespoke water discharge activity or groundwater point source discharge activity environmental permit. Check **https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits** to ensure that you need a permit and the type of permit you need.

You should also complete this form if you are applying for a bespoke installation activity that includes a point source emission to water, groundwater or sewer.

Fill in this part of the form, together with parts A, B2 and F1, **https://www.gov.uk/government/collections/environmental-permit-application-forms-for-a-new-bespoke-permit** if you are applying for a new bespoke permit for a water discharge activity or a point source discharge groundwater activity. You need to fill in part B6, including any relevant appendices, once for each effluent you are applying for.

Fill in this part of the form, together with parts A, B2, B3 and F1, **https://www.gov.uk/government/collections/environmental-permit-application-forms-for-a-new-bespoke-permit** if you are applying for a new bespoke permit for an installation where a point source emission to water, groundwater or sewer forms part of the operation.

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

If you want to apply for an environmental permit for a ground source or surface water source heating and cooling scheme fill out forms A, B8 and F1. **https://www.gov.uk/government/publications/new-ground-source-heating-and-cooling-scheme-form-and-guidance-notes**

You may also need to complete this form if you have a point source emission to water from a waste operation. For further information see **https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits**

Please check that this is the latest version of the form available from our website.

Grey boxes indicate the guidance notes to help you complete the form. The form can be:

1) saved onto a computer and then filled in.

2) printed off and filled in by hand. Please write clearly in the answer spaces.

We anticipate it will take less than three hours to fill in this part of the application form if you have all the necessary information available.

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# 1 About the effluent – details and type

From the list below, tick the box for the type of effluent you are applying for on this form and answer the questions shown in that row in Table 1. You must fill in a separate copy of this form and the appropriate section or sections for each effluent you plan to discharge. For mixed effluents which share treatment and have a common monitoring point, for example sewage treated with trade and/or non-sewage, choose the type of effluent which makes up the highest volume of the discharge.

## Table 1 – About the effluent

| Type of effluent | Charge band | Tick box | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10 | Q11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Treated sewage effluent (non-water company) | 1.3.3 Sewage effluent discharge with a volume up to and including 5m³ a day to surface water from domestic household or organisation operating for charitable purposes | ☐ | All | All | b | - | All | All | All | - | - | b, j, k | All |
| | 1.3.4 Sewage effluent discharge with a volume up to and including 5m³/day to groundwater from domestic household or organisation operating for charitable purposes | ☐ | All | All | b | - | All | All | All | - | - | b, j, k | All |
| | 1.3.5 Sewage effluent discharge with a volume up to and including 5m³ a day to surface water | ☐ | All | All | b | - | All | All | All | - | - | b, j, k | All |
| | 1.3.6 Sewage effluent discharge with a volume up to and including 5m³/day to groundwater | ☐ | All | All | b | - | All | All | All | - | - | b, j, k | All |
| | 1.3.7 Sewage effluent discharge with a volume greater than 5m³/day up to and including 15m³/day to groundwater | ☐ | All | All | b | - | All | All | All | b, c, d | - | b, j, k | All |
| | 1.3.8 Sewage effluent discharge with a volume greater than 15m³/day to groundwater | ☐ | All | All | b | - | All | All | All | b, c, d | d, f | a, b, c, d, e, f, j, k | All |

| Type of effluent | Charge band | Tick box | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10 | Q11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Treated sewage effluent (non-water company) | 1.3.9 Sewage effluent discharge with a volume greater than 5m³/day up to and including 50m³/day to surface water | ☐ | All | All | b | - | All | All | All | b, c, d | a or b, f | b, j, k | All |
| | 1.3.10 Sewage effluent discharge with a volume greater than 50m³/day to surface water | ☐ | All | All | b | - | All | All | All | b, c, d | a or b, f | a, b, c, d, e, f, j, k | All |
| Water company WwTW treated sewage effluent | 1.3.5 Sewage effluent discharge with a volume up to and including 5m³/day to surface water | ☐ | All | a, b, e | a (b is optional) | - | - | All | All | a, b, c, d | c, f | a, b, c, f, j, k | All |
| | 1.3.6 Sewage effluent discharge with a volume up to and including 5m³/day to groundwater | ☐ | All | a, b, e | a (b is optional) | - | - | All | All | a, b, c, d | c, f | a, b, c, f, j, k | All |
| | 1.3.7 Sewage effluent discharge with a volume greater than 5m³/day up to and including 15m³/day to groundwater | ☐ | All | a, b, e | a (b is optional) | - | - | All | All | a, b, c, d | c, f | a, b, c, f, j, k | All |
| | 1.3.8 Sewage effluent discharge with a volume greater than 15m³/day to groundwater | ☐ | All | a, b, e | a (b is optional) | - | - | All | All | a, b, c, d | c, d, f | a, b, c, d, e, f, j, k | All |
| | 1.3.9 Sewage effluent discharge with a volume greater than 5m³/day up to and including 50m³/day to surface water | ☐ | All | a, b, e | a (b is optional) | - | - | All | All | a, b, c, d | b if relevant, c, f | a, b, c, f, j, k | All |
| | 1.3.10 Sewage effluent discharge with a volume greater than 50m³/day to surface water | ☐ | All | a, b, e | a (b is optional) | - | - | All | All | a, b, c, d | b if relevant, c, f | a, b, c, d, e, f, j, k | All |

| Type of effluent | Charge band | Tick box | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10 | Q11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Settled storm sewage | 1.3.18 Sewerage network and sewage treatment works storm sewage | ☐ | All | a, b, e | - | a, b, c, d, f, g, h, i, j, k | - | - | All | - | c, f | b, g, h, l, j, k | All |
| Storm sewage | 1.3.18 Sewerage network and sewage treatment works storm sewage | ☐ | All | a, b, e | - | a, b, c, e, f, g, h, i, j, k | - | - | All | - | c, f | b, g, j, k | All |
| Emergency overflow | 1.3.19 Emergency overflows | ☐ | All | a, b, e | - | a, l, m, n, o | - | - | All | - | c, f | b, g, j, k | All |
| Trade and/or non-sewage – known volume | 1.3.11 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume up to and including 5m³/day | ☐ | All | All | b, c | - | All | All | All | b, c, d | a, b or d, f | b, f, j, k | All |
| | 1.3.12 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume greater than 5m³/day | ☐ | All | All | b, c | - | All | All | All | b, c, d | a, b or d, f | b, d, e, f, j, k | All |
| Trade and/or non-sewage –rainfall dependent | 1.3.11 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume up to and including 5m³/day | ☐ | All | a, b, e | b, c, d, e | - | - | All | All | b, c, d | a, b or d, f | b, f, j, k | All |
| | 1.3.12 Trade and/or non-sewage effluent discharge to surface water or groundwater with a volume greater than 5m³/day | ☑ | All | a, b, e | b, c, d, e | - | - | All | All | b, c, d | a, b or d, f | b, d, e, f, j, k | All |

| Type of effluent | Charge band | Tick box | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10 | Q11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Cooling water or thermal discharge (includes heating and cooling systems) | 1.3.13 Cooling water or thermal discharge to surface water | ☐ | All | All | b, c | - | - | All | All | b, c, d, e, f | a, b or d, f | a, b, d, e, f, j, k | All |
| | 1.3.14 Cooling water or thermal discharge to groundwater | ☐ | All | All | b, c | - | - | All | All | b, c, d, e, f | a, b or d, f | a, b, d, e, f, j, k | All |
| Aquaculture | 1.3.17 Aquaculture | ☐ | All | All | b, c | - | - | All | All | b, c, d | a, b or d, f | a, b, d, e, f, j, k | All |
| Effluent and/or contaminated surface water run-off arising from the operation of an installation | No additional charge, as already included as part of the installation permit application charge | ☐ | a, b, d | c | b, c, d | - | a, b2 | All | a, b, g | b, c, d, e, f | e, f | a, b, d, e, f, j, k | All |

**1a Give a brief description of the discharge you want a permit for,** for example, the nature of the trade carried on at the premises, or for a discharge of treated domestic sewage effluent, which premises are connected to the sewage treatment plant.

Domestic sewage is explained at: **https://www.gov.uk/government/publications/domestic-sewage-discharges-to-surface-water-and-groundwater/domestic-sewage-discharges-to-surface-water-and-groundwater**

Where the discharge is from a sewage treatment plant operated by a water company and serving an 'agglomeration' you must tell us the name of the agglomeration and the population equivalent served by the treatment plant. (An agglomeration is where a population is sufficiently concentrated for urban waste water to be collected and treated in an urban waste water treatment plant).

The effluent discharge will be rainfall dependent surface water runoff from an inert landfill during its operation and restoration until surrender of the environmental permit. An ordinary watercourse bisects the proposed landfil so runoff will be entering from the north and south of the watercourse. All effluent will be passed through settlement ponds with flow control to restrict the discharge to existing / Greenfield. The discharge will be to an ordinary watercourse which flows within 50m into the River Yealm, a main river.

**1b Give this effluent a unique name.**

CFIL_SW1

You must use this reference to identify this effluent throughout this application and all associated documents. For example 'treated sewage effluent' or 'trade effluent'.

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

- ☐ Yes
- ☐ No

**1d Have you obtained all the necessary permissions to ensure that you can undertake the proposed discharge and comply with monitoring requirements?**

For example, the permission from landowners for pipework to cross their land, or to have a sampling point on their land, or the Canal and Rivers Trust if you want to discharge into a canal that they manage. **Please note that this is not an exhaustive list.** Please be aware that if you do not have all the necessary permissions you will not be discharging lawfully. Explained at: **https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits#apply-for-a-bespoke-permit**. Where permission has not been granted, you should also seek alternative options before applying.

- ☐ Yes
- ☐ No
- ☐ Does not apply

Explain which permissions you have not been able to get and why in the following box or on an extra sheet.

Document reference

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

### 2a What date do you want the permit for this effluent to start?

☐ As soon as possible

☑ Other date

Provide the date 18/07/2027 (DD/MM/YYYY)

Please note that this is the date that your annual subsistence charges will start, even if you have not started to discharge, unless you contact us to change or delay the start date. To change or delay the start date use the Administrative Variation application form C0.5. The start date cannot be before the permit is issued and cannot be changed or delayed after it has already passed.

### 2b Is the discharge temporary?

☐ No

☐ Yes

Provide the date you expect the discharge to end: 31/12/2042 (DD/MM/YYYY)

Please note that your permit will not end on that date, and you will still need to tell us to surrender the permit. This is explained at **https://www.gov.uk/guidance/change-transfer-or-cancel-your-environmental-permit#cancel-surrender-your-permit**.

### 2c Will the discharge take place all year?

☐ Yes

☐ No

Provide details of the dates when your discharge will start and end each year, for example, April 1st to October 31st.

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

☐ Yes

☑ No

### 2e Is this application to permit an existing discharge?

Answer 'yes' if you are applying for an existing discharge that does not have a permit, and if no part of the treatment system needs replacing or upgrading. Please note for recent installations, a permit will not be granted if the site is considered to be within a reasonable distance to connect to a foul sewer, even if the system is already in place.

☐ Yes

☑ No

# 3 How much do you want to discharge?

**3a What is the daily dry weather flow?** [ ] cubic metres

Read 'Calculating dry weather flow (DWF) at waste water treatment works' at **https://www.gov.uk/government/publications/calculating-dry-weather-flow-dwf-at-waste-water-treatment-works/calculating-dry-weather-flow-dwf-at-waste-water-treatment-works** on how dry weather flow is calculated.

**3b What is the maximum volume of effluent you will discharge in a day?** [5,130] cubic metres

You must ensure that you choose a volume you can always comply with. For some sewage effluent discharges and some trade effluent discharges you must use the industry 'Code of practice: flows and loads 4' to calculate your maximum daily flow. Flows and Loads – Sizing criteria, treatment capacity for sewage treatment systems at **https://www.britishwater.co.uk/page/Publications.**

Show how you calculated the figure given in the box below and continue on an extra sheet if necessary.

Maximum daily discharge
South of unnamed water course : from 75762m2 – 1 in 100 yr 24 hr (excluding areal and seasonal correction factors) = 24hr x 4.8 mm/hr/1000 x 0.377 (composite run off co efficient )= 2,802 m3
North of unnamed water course : from 59261 – 1 in 100 yr 24 hr (excluding areal and seasonal correction factors) = 24hr x 4.8 mm/hr/1000 x 0.377 (composite run off co efficient )=2,328 m3

Document reference [CFIL02 Challonsleigh ESSD see App F]

**3c What is the maximum rate of discharge?** [128] litres a second

This is the maximum instantaneous rate at which the effluent is discharged. It may be the maximum pumped rate (for example, in pumped discharges of quarry water) or the theoretical maximum flow from a gravity-fed pipe from lagoons used to balance rainfall-dependent discharges. For rainfall-dependent discharges this should typically be based on the 1-in-30-year storm event.

Show how you calculated the figure given in the box below and continue on an extra sheet if necessary.

restricted to 1:100yr greenfield run off rate of 9.5 l/s/ha by designed attenuation ponds.

South of stream 75762m2 x 9.5l/s/ha = 72l/s
North of stream 59261m2 x 9.5l/s/ha = 56l/s

Document reference [CFIL02 Challonsleigh ESSD see App F]

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

[0] cubic metres

In a discharge containing rainfall dependent effluent, this will be the maximum total daily volume of any non-rainfall-dependent element.

Show how you calculated the figure given in the box below and continue on an extra sheet if necessary.

Maximum daily discharge

South of unnamed water course : from 75762m2 – 1 in 30 yr 24 hr (excluding areal and seasonal correction factors) = 24hr x 3.74 mm/hr/1000 x 0.377 (composite run off co efficient )= 2,564 m3
North of unnamed water course : from 59261 – 1 in 30 yr 24 hr (excluding areal and seasonal correction factors ) = 24hr x 3.74 mm/hr/1000 x 0.377 (composite run off co efficient )=2,005 m3

Document reference

**3e What is the maximum rate of rainfall dependent discharge?** 117 litres a second

In a discharge containing rainfall dependent effluent, this will typically be based on the 1-in-30-year storm event.

Show how you calculated the figure given in the box below and continue on an extra sheet if necessary.

restricted to 1:100yr greenfield run off rate of 9.5 l/s/ha by designed attenuation ponds.

South of stream 75762m2 x 9.5l/s/ha = 72l/s
North of stream 59261m2 x 9.5l/s/ha = 56l/s

Document reference CFIL02 Challonsleigh ESSD see App F

# 4 Intermittent sewage discharges

Further guidance can be found in 'Water companies: environmental permits for storm overflows and emergency overflows permits' at **https://www.gov.uk/government/publications/water-companies-environmental-permits-for-storm-overflows-and-emergency-overflows**.

**4a For each answer to 4b to 4n below, show how you worked out all the figures on an extra sheet**

Document reference 4b

Document reference 4c

Document reference 4d

Document reference 4e

Document reference 4g

Document reference 4h

Document reference 4i

Document reference 4j

Document reference 4k

Document reference 4l

Document reference 4m

Document reference 4n

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

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

**4d What is the pass forward flow at the settled storm overflow setting?**

litres a second

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

**4f Is the discharge screened?**

☐ Yes **Answer the relevant questions from 4g to 4j**

☐ No **Now go to 4k**

4g and 4i. If your effluent is screened answer 4g for a mesh screen, 4i for a bar screen, or 4g and 4i for a split screen.

4h and 4j. If your effluent is screened provide the maximum flow receiving screening. For split screens provide details of the maximum flow receiving the mesh screening as well as the maximum flow receiving bar screening. (The maximum flow receiving screening may also be described as the minimum screen capacity flow).

**4g What is the mesh screen spacing?** ⌊_____⌋ millimetres

**4h What is the minimum screen capacity flow through the mesh screen?**

⌊_____⌋ litres a second

**4i What is the bar screen spacing?** ⌊_____⌋ millimetres

**4j What is the minimum screen capacity flow through the bar screen?**

⌊_____⌋ litres a second

**4k Is the overflow constructed to good engineering design?**

☐ Yes

☐ No **On an extra sheet explain what standards the overflow has been constructed to**

**4l What is the emergency storage capacity of the sewer and wet well?**

⌊_____⌋ cubic metres

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

⌊_____⌋ hours and minutes

**4n What is the pass forward flow at the pumping station?** ⌊_____⌋ litres a second

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

Document reference for pumping station key protection measures.

⌊_____⌋

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

Before answering these questions, you must read the guidance **https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits#discharges-in-sewered-areas**

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

**5a Provide the shortest distance between any boundary of premises served by the sewage treatment facility, or any boundary of the trade premises, and the nearest public foul sewer and/or private sewer.**

_____ metres

**National grid reference (NGR) for the nearest sewer system.**

**NGR** _____

**Use 2 letters and 10 digits, for example, ST 12345 67890.** To find out the national grid reference search on **https://explore.osmaps.com**

**5b1 Discharges from domestic properties**

Provide the number of domestic properties served by the sewage treatment system.

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

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

**5b2 Discharges from all other premises including trade effluent**

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

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

**5b3 Is your answer to question 5b1 or 5b2 above greater than the distance to the nearest foul sewer (answer to 5a)?**

☐ No You do not need to explain why you cannot discharge your effluent into the foul sewer at this point. However, we may in some cases still request this information from you when we determine your application if this information is subsequently required. **Now go to question 6.**

☐ Yes Before you submit the application, you must explore the possibility of connecting to the foul sewer. Then, you must explain why you cannot discharge your effluent into the foul sewer in the following box or an extra sheet.

Document reference

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

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

**5c Is the sewer nearby a public or private one?**

You must provide details of the nearest sewer including evidence that you have approached the sewerage undertaker and their formal response regarding connection.

☐ Public Where you could connect to the foul sewer through a public foul sewer, you must send us evidence that you have approached the sewerage undertaker and their formal response regarding connection.

☐ Tick this box to confirm you have included this information with your application.

Document reference

If the sewerage undertaker has indicated that they would not allow connection due to lack of capacity you should contact us. We are unlikely to grant a permit for a discharge of treated domestic sewage in circumstances where a private sewerage system is being proposed due to a lack of capacity in the nearest public sewerage network. Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see Get advice before you apply for an environmental permit: **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**.

If you have already had enhanced pre-application for this proposal provide the reference number for your enhanced pre-application.

Pre-application reference number:

Document reference for enhanced pre-application advice:

☐ Private Where you could connect to the foul sewer through a private sewer, you must send us evidence to show that you have requested to connect to the private sewer. Written responses from the owners of the private sewer must be provided.

☐ Tick this box to confirm you have included this information with your application on an extra sheet.

Document reference

### 5d Is the existing system a factor in your justification for not connecting to the public foul sewer?

If you are applying for an existing discharge, that does not have a permit and no part of the treatment system needs replacing or upgrading, you may give this as a reason for not connecting to a nearby sewer. However, you must provide the date the treatment system was installed as accurately as you can. Please note that for new systems that have been recently installed or systems that have been recently replaced or upgraded a permit will not be granted if the site is considered to be within a reasonable distance to connect to a foul sewer (even if the system is already in place).

☑ No

☐ Yes What date was the system installed?

(DD/MM/YYYY)

### 5e Is cost a factor in your justification for not connection to public or private foul sewer?

If you have answered 'yes' to 5b3, you need to show the difference between the cost of connection to the foul sewer and that of your proposed private treatment system. This applies to new discharges, or existing discharges where you are proposing to replace or upgrade any part of your existing treatment system.

☐ No

☐ Yes

You must provide evidence of the extra cost of connecting to a sewer compared to the treatment system you propose.

Document reference

Please note that if we consider that you have not provided enough justification, we will return your application to you.

**Foul sewer connection costs:**

Cost of sewer pipe and infrastructure, for example, gravity sewer, pipework, manholes, or rising main and pumping.

£

Pumping equipment, pump and sump pump, if necessary. Maintenance or running costs of these if they are not adopted by the sewerage undertaker.

£

Installation: Digging up of roadside verges, roads or land on route to the sewer and making good.

£

Road closure costs, if necessary.

£

Legal easements to cross land, cost of land purchase, if necessary.

£

Initial connection charges from the sewerage undertaker.

£

Cost of maintenance and upkeep.

£

The sewerage undertaker will expect any pipe work connecting to their system to be constructed to adoptable standards or to the specification of the latest edition of 'Sewers for Adoption – A Design & Construction Guide for Developers'.

Other: Provide details on an extra sheet

£

Document reference

**Total cost to foul sewer:** £

**Proposed treatment system costs**

Cost of treatment system, pipe work and other materials.

£

Pumping equipment, if necessary.

£

Installation including excavation and digging up of roadside verges, roads or land on route to the treatment system, making good and commissioning.

£

Road closure costs, if necessary.

£

Legal easements to cross land, cost of land purchase, if necessary.

£

Maintenance and running costs.

£

Other – Provide details on an extra sheet.

£

Document reference

**Total cost of proposed treatment system:** £

**5f Are you using physical or technical barriers as a factor in your justification for not connecting to public or private foul sewer?**

☐ No

☐ Yes You must provide justification

Your justification should include details of any physical obstacles that may impede connection to the foul sewer, for example, topography, roads, railways, designated habitats sites, rivers or canals. Please be aware that we may require cost estimates to be provided to prove that it is not viable for these physical obstacles to be overcome. Provide justification on an extra sheet.

Document reference

**5g Are you proposing that the private treatment system can be shown to significantly benefit the environment as the justification for not connecting to public or private foul sewer?**

☐ No

☐ Yes

To prove significant environmental benefit, you must answer the following:

**Have you provided evidence that the effluent will be treated to a higher standard than if connected to foul sewer? Provide a justification on an extra sheet.**

☐ No

☐ Yes

Document reference

**Have you shown that the additional environmental benefits from your proposed system would outweigh the potential environmental risks from a private system at the location proposed? Provide justification on an extra sheet.**

☐ No

☐ Yes

Document reference

When assessing this, we consider the nature of the environmental risks that would be associated with non-compliance of your proposed system. Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see Get advice before you apply for an environmental permit: **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**.

# 6 Nutrient neutral

Check Natural England's page to find out if you are within a nutrient neutral catchment: **https://publications.naturalengland.org.uk/publication/4792131352002560**. To find a list of vulnerable sites download the records file on this page.

If your new discharge contributes to a net increase in nutrient loading (phosphorus and/or nitrogen) in a nutrient neutral catchment, request a GIS screening report from our pre-application service. If the screening confirms your discharge is within the relevant distance of a nutrient neutral designated site, you will be required to have appropriate mitigation in place.

**6a Are you in a nutrient neutral catchment?**

☑ No **Now go to question 7.**

☐ Yes

**What is the name of the nutrient neutral catchment?**

**6b Is this permit for a new discharge?**

☐ No **Now go to question 6c.**

☐ Yes

**Will you be required to have appropriate mitigation in place? Contact your local planning authority (LPA) and/or Natural England to discuss appropriate mitigation in your area.**

☐ No Provide justification of why you do not need to have appropriate mitigation in place in the following box or an extra sheet.

Reference for the extra sheet.

☐ Yes If you have your mitigation plan in place, provide this with your application

Document reference.

**Now go to question 7**

**6c Is this permit for an existing discharge?**

☐ Yes

**Has the location of the discharge point or volume of the discharge changed?**

☐ No **Now go to question 7.**

☐ Yes

**Will you be required to have appropriate mitigation in place? Contact your local planning authority (LPA) and/or Natural England to discuss appropriate mitigation in your area.**

☐ No Provide justification of why your discharge will not result in a net increase of nutrient loading (meaning phosphorus and/or nitrogen) in the following box or an extra sheet.

Reference for the extra sheet. ⌊_____⌋

☐ Yes If you have your mitigation plan in place, provide this with your application.

Document reference. ⌊_____⌋

**If you have completed independent third-party testing that meets British Standard BS12566, provide your certificate.**

Reference for this certificate. ⌊_____⌋

# 7 How will the effluent be treated?

### 7a Is your effluent treated?

☑ Yes

☐ No You must explain why the effluent will not be treated.

Document reference for where you have given this justification.

CFIL02 Challonsleigh ESSD see App F

### 7b Fill in Table 2 for each stage of the treatments carried out on your effluent in the order in which they are carried out.

For installations and waste applications with point source emission to water or sewer **complete all relevant parts of question 8**, there is no need to duplicate information already provided in part B3 or Part B4 forms. Where this information is already provided, give the document reference.

Document reference

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

| Description | Order of treatment (for example first, second, third, fourth) | |
|---|---|---|
| package treatment plant | | Now go to 7d |
| septic tank | | Now go to 7d |
| septic tank with internal septic tank retrofit kit | | Now go to 7d |
| septic tank and sequential batch reactor | | Now go to 7d |
| septic tank and rotating biological contactor | | Now go to 7d |
| septic tank and reedbed | | Now go to 7d |
| trench arch system | | Now go to 7d |
| biological filtration | | Now go to 7g |
| high rate biological | | Now go to 7g |
| tertiary biological | | Now go to 7g |
| chemical | | Now go to 7g |
| activated carbon | | Now go to 7g |

| Description | Order of treatment (for example first, second, third, fourth) | |
|---|---|---|
| sand filtration | | Now go to 7g |
| activated sludge | | Now go to 7g |
| oxidation ditch | | Now go to 7g |
| dosing using aluminium for phosphate removal | | Now go to 7g |
| dosing using iron for phosphate removal | | Now go to 7g |
| dosing using iron and aluminium for phosphate removal | | Now go to 7g |
| dosing using polyelectrolytes | | Now go to 7g |
| primary settlement | | Now go to 7g |
| screening | | Now go to 7g |
| maceration | | Now go to 7g |
| no treatment required – good engineering design | | Now go to 7g |
| lagoon settlement | second | Now go to 7g |
| oil interceptor | | Now go to 7g |
| chlorination | | Now go to 7g |
| dechlorination | | Now go to 7g |
| ph correction | | Now go to 7g |
| UV disinfection | | Now go to 7g |
| membrane filtration | | Now go to 7g |
| sterilisation | | Now go to 7g |
| land irrigation | | Now go to 7g |

| Description | Order of treatment (for example first, second, third, fourth) | |
|---|---|---|
| reedbed | | Now go to 7g |
| constructed wetland | | Now go to 7g |
| Other | first | Now go to 7c |

**7c Provide design details of this other system including the stages of treatment carried out on your effluent, in the following box or an extra sheet. Now go to 7g.**

Settlement within ditches with check dams

Document reference CFIL02 Challonsleigh ESSD Ch 4

**7d For existing sewage treatment systems, did the treatment system meet the relevant British Standards at the time of installation?**

☐ Yes **Now go to 7g.**

☐ No **Now go to 7e.**

How to check if your treatment system meets the British Standard is explained at **https://www.gov.uk/guidance/general-binding-rules-small-sewage-discharge-to-a-surface-water**.

Your septic tank or treatment plant met the British Standard in place at the time of installation if:

- it has a CE mark – **https://www.gov.uk/guidance/ce-marking**
- the manual or other documentation that came with your tank or treatment plant has a certificate of compliance with a British Standard
- it's on British Water's list of approved equipment – **https://www.britishwater.co.uk/page/Accreditation-Certificationcertified-small-wastewater-treatment-systems-for-up-to-50-pt**

You can also ask the company that installed your equipment to confirm that it met the British Standard in place at the time of installation.

**7e Provide justification as to why you are not using a British Standard system in the following box or an extra sheet.**

Document reference

**7f Will the secondary treatment system you are applying for be designed, maintained and operated to deliver the required final effluent quality?**

For discharges to surface water, you must confirm whether the treatment system will provide secondary treatment. As a minimum this requires a final effluent quality of 40 mg/l BOD (Biochemical Oxygen Demand) and 60mg/l suspended solids (or better) as maximum concentrations.

☐ Yes

☐ No What is the secondary treatment system you are applying for designed to deliver for BOD as a maximum concentration?

mg/l

What is the secondary treatment system you are applying for designed to deliver for suspended solids as a maximum concentration?

mg/l

**7g You must provide details on an extra sheet of the final effluent discharge quality that the overall treatment system is designed to achieve.**

Document reference CFIL02 Challonsleigh ESSD see App F

# 8 What will be in the effluent?

For all applications, whether to surface water, or onto or into ground, you should still check to see if your discharge is likely to contain any of the specific substances listed in the guidance documents on 'Risk assessment for treated sewage or trade effluent discharges to surface water or groundwater'

(see **https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit**).

If you answer 'yes' to any of 8a to 8c, the discharge contains, or potentially contains, specific substances, you must answer question 9 and send us the screening or modelling and data.

Specific substances means:

For a groundwater activity:

- hazardous substances (as defined by paragraph 4 of Schedule 22 to the Regulations)
- non-hazardous pollutants (as defined by paragraph 5 of Schedule 22 to the Regulations)

This does not include discharges that only contain, or are only likely to contain as their primary pollutants, ammoniacal nitrogen or ammonium and suspended solids.

You can find a list of these substances at **https://www.wfduk.org/resources/groundwater-hazardous-substances-standards**

For a surface water discharge activity:

- priority hazardous substances
- priority substances or other pollutants as defined by the Environmental Quality Standards Directive (EQSD) (2008/105/EC, as amended by 2013/39/EU)
- specific pollutants as defined by Annex 8 of the Water Framework Directive (2000/60/EC) and transposed into UK legislation through the Water Framework Directive (Standards and Classification) Directions (England and Wales) 2015
- or any other substances which the Agency requires assessment because of their bioaccumulative, toxic or ecotoxicological properties
- or any other properties which the Agency considers to present a risk to the aquatic environment

You can find a list of these substances at: **https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit**

Answer all relevant questions for your discharge below.

**8a Are any of the specific substances, as defined in the above guidance, entering your upstream sewerage network through any authorised trade consents or known inputs?**

☐ Yes Complete this question and ensure you complete the relevant parts of question 9. You will need to complete a risk assessment.

☐ No Provide details on an extra sheet of how you have established that the effluent is not likely to contain specific substances.

Document reference

☐ Does not apply I am not a commercial site treating effluent and do not provide treatment for other effluent streams.

**8b Are any of the specific substances, as defined in the above guidance, added to or present in the effluent as a result of the activities on site?**

☑ Yes Complete all remaining relevant parts of questions 8 and ensure you complete the relevant parts of question 9. You will need to complete a risk assessment.

☐ No Provide details on a separate sheet of how you have established that the effluent is not likely to contain specific substances.

Document reference

**8c Have any of the specific substances, as defined in the above guidance, been detected in samples of effluent?**

☑ Yes Complete all remaining relevant questions in section 8 and ensure you complete the relevant parts of question 9. You will need to complete a risk assessment.

☐ No Provide details on an extra sheet of how you have established that the effluent is not likely to contain specific substances.

Document reference

**8d If you have answered 'No' to any of questions 8a to 8c provide details of the evidence you have submitted, include data of all substances assessed, whether or not they require to be taken forward to question 9.**

**Please note that if you discharge directly into a designated conservation site, we will consult with Natural England which may result in the requirement for further modelling which you may be required to carry out.**

Tick all relevant boxes to indicate the evidence you have provided

☐ Sampling data

☐ Monitoring data

☐ Literature review

☐ Process review

☐ Other

Document reference

**Complete 8e and 8f if the temperature of the discharge will change compared to an incoming water supply. Then, if you have answered yes to any of questions 8a-8c, you must answer at least one of the questions in 9.**

**8e What is the maximum temperature of your discharge?**

degrees Celsius

**8f What is the maximum expected temperature change of the incoming water supply?**

increase in degrees Celsius

decrease in degrees Celsius

# 9 Environmental risk assessments and modelling

You will need to carry out an environmental risk assessment or modelling to support your application. In some cases we will carry out your risk assessment: **https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit**. Answer all the questions that are relevant to your discharge. If an environmental risk assessment or modelling is required, you must send it to us with your application. We recommend you contact us for pre-application advice. You can apply for our enhanced pre-application advice. This is a chargeable service. For more information see Get advice before you apply for an environmental permit: **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit.**

Further guidance can be found in 'Surface water pollution risk assessment for your environmental permit' at **https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit** and 'Groundwater risk assessment for your environmental permit' at **https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit**.

Send us the completed H1 risk assessment tool along with the raw data used to create the summary statistics.

The following information is required to allow the assessment to be undertaken:

- Which substances may be present in the discharge? Substances may be present if:
  i. They're allowed to be added to the discharge (for example water company trade effluent consent or discharges from installations).
  ii. You have added them to the discharge (for example iron or aluminium to remove phosphorus). Read the Environment Agency's guidance on dosed substances for the rules on this.
  iii. You have detected them using chemical analysis.
- For existing discharges, the discharge effluent will need to be analysed for all the substances that may be present in the effluent. Baseline (upstream) river quality data may also be beneficial, as it will provide more accurate information for the assessment to be undertaken.
- For new discharges, estimated or proxy site data will be necessary.
- For each substance, please provide the information set out in the table below.

| | |
|---|---|
| Substance | The chemical name of the substance being analysed |
| Unit | The units of measurement. These will usually be micrograms per litre (µg/l), but may also be mg/l or ng/l |
| Maximum concentration | The maximum recorded concentration of the substance in the effluent |
| Minimum concentration | The minimum recorded concentration of the substance in the effluent |
| Mean concentration | The average recorded concentration of the substance in the effluent |
| Maximum flow | The maximum recorded effluent flow |
| Mean flow | The average recorded effluent flow |
| Number of samples | The minimum number of samples required for screening and modelling is 12; the ideal number is 36 (or, for new discharges, assumed means and standard deviations can be accepted if effluent data are not available). |

| | |
|---|---|
| Inputting metals into the H1 risk assessment tool | For metals with bioavailable EQSs for a more accurate assessment, we recommend running the dissolved data through the H1 risk assessment tool rather than total data. For all other metals use total data. |
| If the H1 risk assessment tool shows modelling is required | For metals with bioavailable EQS's you only need to provide dissolved data. Total data can be used but this will lead to a more precautionary assessment.<br>For metals without bioavailable EQS's you need to provide dissolved and total data. |
| Required minimum reporting value | 'Surface water pollution risk assessment for your environmental permit' at **https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit** or 'Groundwater pollution risk assessment for your environment permit' at **https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit** and **https://www.gov.uk/government/publications/protect-groundwater-and-prevent-groundwater-pollution**, should be checked to determine the minimum reporting value for the analysis of each substance. If the detection limit used is not low enough, the analysis may need to be repeated. |
| EQS | The relevant environmental quality standard for the substance. This can be found in 'Surface water pollution risk assessment for your environmental permit' at **https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit** |

For discharges to a freshwater (non-tidal) river, in general you do not need to carry out modelling for sanitary parameters such as biochemical oxygen demand or ammonia. Most of the information we will need to do this can be provided on part B6, but you may need to add other relevant details. If our assessment concludes that we are not able to accept the proposed activity, we may ask you to provide further evidence by carrying out a higher level of assessment yourself, or we may advise you that the proposed discharge is unacceptable. Where you plan to do the assessment yourself you may need to contact us for information or advice first.

### 9a Discharges to surface water (except canal, lake, or reservoir).

For discharges to a freshwater (non-tidal) river, if you have answered 'yes' to any of 8a to 8c, the discharge contains, or potentially contains, specific substances.

You must carry out a specific substances screen of sample data using the H1 risk assessment tool in 'Surface water pollution risk assessment for your environmental permit' at **https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit**. Send us the completed H1 risk assessment tool along with the raw data used to create the summary statistics.

Document reference for the H1 risk assessment tool and raw data

CFIL02Challonsleigh ESSD see App F

**Note:** if you do not submit the H1 risk assessment tool and raw data we will return your application to you.

### 9b Discharges to canals, lakes, reservoirs, estuaries, coastal waters or bathing waters.

For discharges to canals, lakes, estuaries, coastal waters or bathing waters you must submit a risk assessment.

Document reference for the risk assessment

In addition, if you have answered 'yes' to any of 8a to 8c, the discharge contains, or potentially contains, specific substances. You must carry out another modelling report following the guidance 'Surface water pollution risk assessment for your environmental permit' (see **https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit**). Send us details of how the modelling was carried out and the outcome.

We cannot undertake assessments on your behalf, but we can offer advice as to what needs to be done. If you do not have the skills to do this yourself, then you will need to engage a consultant to advise you and to undertake the assessment.

Document reference for the modelling report

**Note:** if you do not submit the risk assessment and the modelling report we will return your application to you.

### 9c Sewer modelling report (for discharges of final effluent from a water company WwTW or intermittent sewage discharges).

For discharges of final effluent from a water company WwTW or intermittent sewage discharges, you must submit a sewer modelling report. Send us details of how the modelling was carried out and the outcome.

Document reference for the H1 risk assessment tool and raw data

**Have you answered yes to any of 8a to 8c?**

☐ No

☐ Yes Send us the completed H1 risk assessment tool, along with the raw data used to create the summary statistics

Document reference for the H1 risk assessment tool and raw data

**Note:** if you do not submit the H1 risk assessment tool and modelling report, we will return your application to you.

## 9d Discharges to ground.

You must carry out a groundwater quantitative risk assessment following the guidance in 'Groundwater risk assessment for your environmental permit' (see **https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit**). For discharges to ground, we will usually be able to carry out a risk assessment for you where the discharge is less than 15 cubic metres per day of treated domestic sewage and in a non-sensitive area, (see **https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit** for further information).

We will expect you to do the risk assessment in other situations and we can offer advice as to what needs to be done. If you do not have the skills to do this yourself, then you will need to engage a suitably qualified consultant to advise you and to undertake the assessment. For further guidance see 'Groundwater risk assessment for your environmental permit' at **https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit**

For groundwater remediation schemes you must send us send a site-specific remediation strategy that has been agreed with the local Environment Agency groundwater and contaminated land team. This should include:

- conceptual model
- quantitative site-specific risk assessment
- site-specific remedial targets
- details of the contaminant concentrations contained within the proposed discharge

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

Document reference

**Note:** if you do not submit the risk assessment and modelling report we will return your application to you.

## 9e Discharges to freshwater (non-tidal) rivers from an installation, including discharges via sewer

If the discharge contains, or potentially contains, any specific substances, you must carry out screening following the guidance (see **https://www.gov.uk/guidance/surface-water-pollution-risk-assessment-for-your-environmental-permit**).

**Have you answered yes to any of 8a to 8c?**

☐ No

☑ Yes Send us the completed H1 risk assessment tool, along with the raw data used to create the summary statistics. Where the discharge is via sewer, include sewage treatment reduction factors in the calculations.

Document reference for the H1 risk assessment tool and raw data

CFIL02Challonsleigh ESSD see App F

**Note:** if you do not submit the H1 risk assessment tool, we will return your application to you.

## 9f Environmental impact assessment.

### Have you carried out an environmental impact assessment?

☐ No

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

Document reference for the environmental impact assessment

CFIL01 Supporting Info

# 10 Monitoring arrangements

### 10a What is the national grid reference of the inlet sampling point? (for example, SJ 12345 67890)

This is the sample point that will be used for discharges which are made up of returned abstracted water; for example, fish farms and cooling water. In these cases we will set a comparative limit to assess compliance against. It is also required for larger sewage treatment sites that meet the requirements of the Urban Waste Water Treatment Regulations (UWWTR). It allows a composite sample of the influent to the sewage treatment works to be obtained. You must provide a permanent means of access to monitoring points.

**NGR:** N/A

### 10b What is the national grid reference of the effluent sample point?

This is the sample point used to assess compliance with any water quality emission limits on your permit. You must ensure that it allows a representative sample of the discharge to be obtained. You must also ensure that all constituents of the discharge pass through the sampling point at all times. The sample point can be where the effluent meets the receiving environment only in cases where no other effluent is added before this point. You must provide a permanent means of access to monitoring points.

Note for small existing discharges to ground only:

If you are applying for a permit for an existing discharge of treated sewage effluent of not more than 5 cubic metres a day to ground (for example, using a drainage field) which does not already have a sample point we will not expect you to provide one.

**NGR:** SW1;259759,55434.5& SW2;259758.5,55436.5

### 10c Do you have an Urban Waste Water Treatment Directive final effluent sampling point?

This is a requirement for larger sewage treatment sites that meet the requirements of the UWWTR. It allows a composite sample of the final effluent from the sewage treatment works to be obtained. Further guidance on the UWWTR can be found **https://www.gov.uk/government/publications/waste-water-treatment-works-treatment-monitoring-and-compliance-limits/waste-water-treatment-works-treatment-monitoring-and-compliance-limits#Population-equivalent-thresholds-for-analytical-parameters**. You must provide a permanent means of access to monitoring points.

☐ Yes Please provide the national grid reference

☑ No

### 10d What is the national grid reference of the flow monitoring point?

If your effluent has a maximum volume of 50 cubic metres a day or less you do not need to complete questions 10d or 10e. See **https://www.gov.uk/government/publications/minimum-requirements-for-self-monitoring-of-flow-mcerts-performance-standard**

**NGR:** See drawing ESSD6A

**10e Does the flow monitor have an MCERTS certificate?**

☐ Yes Please give the certificate number ⌊_____⌋

☑ No

**10f Do you have a UV disinfection efficacy monitoring point?**

This type of monitoring point is only required for discharges that undergo some form of disinfection. For example, ozone or ultraviolet disinfection, membrane filtration and so on.

☐ Yes Please provide the national grid reference ⌊_____⌋

☑ No

**10g Do you have an event duration monitoring or a discharge operation monitoring point?**

☐ Yes Please provide the national grid reference ⌊_____⌋

☑ No

**10h Do you have an overflow operation (into storm tank) monitoring point?**

☐ Yes Provide the national grid reference ⌊_____⌋

☑ No

**10i Do you have a flow passed forward monitoring point?**

☐ Yes Provide the national grid reference ⌊_____⌋

☑ No

If you have answered yes to 10i, where is the flow passed forward monitor installed?

☐ Inlet

☐ Post treatment process

**10j You should clearly mark on the plan the locations of any of the above that apply to this effluent.**

You must send us a map or plan that:

- is A4 or larger
- is at a scale of 1:10,000 (approximately 6 inches to 1 mile)
- shows clearly which direction north is

The plan should show:

- the boundary of the site including the full extent of the land ownership relating to the permit application
- the premises discharging effluent
- the site in relation to the local area
- any watercourses, wells, springs or boreholes on the site (or within 50 metres of it).

You must also mark on the map points to show where:

- effluent is discharged into the controlled waters
- samples of effluent and influent can be taken automatically or manually (if required)

- flow or quality will be measured (if required)

You may submit more than one plan if necessary.

Document reference for the plan See drawing ESSD6A & ESSD2

**10k Do you intend to do your own effluent monitoring?**

☑ Yes

☐ No

# 11 Where will the effluent discharge to?

### 11a Mark in Table 3 where this effluent discharges to and fill in the relevant section or sections.

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

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

| Receiving environment | | Relevant section |
|---|---|---|
| Tidal river, tidal stream, estuary or coastal waters | ☐ | 1 |
| Non-tidal river, stream or canal | ☑ | 2 |
| Lake or pond | ☐ | 3 |
| Discharges to a British Standard drainage field or drainage mound | ☐ | 4 and 5 |
| Discharges into ground not using a British Standard drainage field or drainage mound | ☐ | 4 and 6 |
| Discharges onto land via grass plot | ☐ | 4 and 7 |

Effluents are usually discharged to one location in one receiving environment. However, if your effluent can be discharged to more than one location within a single receiving environment, for example, two different discharge points on a non-tidal river, you should complete the appropriate section and ensure you give all relevant details of every discharge point that the effluent can be discharged through. To do this you will need to complete a relevant appendix for each separate discharge point for an effluent and explain any different circumstances under which each is used.

If your effluent discharges to more than one location in a different receiving environment, for example, to a borehole or to a non-tidal river (under different circumstances), you will need to complete all relevant appendices for each discharge point and explain the different circumstances under which each is used.

**Note:** You need to make sure that you have all the necessary permissions to discharge from landowners, for example The Canal and Rivers Trust, if you want to discharge into a canal that they manage, or the local highways authority if you want to discharge via a highway drain.

### 11b Is this effluent discharged through more than one outlet?

☑ No

☐ Yes Give details, on an extra sheet, of the circumstances under which each outlet would be used by this effluent

Document reference

### 11c If you answered yes to question 11b above make sure you show clearly on your discharge point section or sections and site plan that this one effluent can discharge to more than one discharge point.

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

# 12 How to contact us

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

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm) Textphone: 03702 422549 (Monday to Friday, 8am to 6pm)

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

Website: **https://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.

The EA used to provide a link to a co ordinate finding web site, which would be useful on this form or the guidance as it was very clear and easy to use

How long did it take you to fill in this form? 6hrs

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?

- [x] Yes please
- [ ] No thank you

## For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

- ○ No
- ☐ Yes

Amount received (£)

# Section 1: Discharges to tidal river, tidal stream, estuary or coastal waters

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

**1.1 Give the discharge point a unique name.**

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

**1.2 Give the national grid reference of the discharge point.**

**NGR:**

**1.3 Give the name of the tidal river, tidal stream, estuary or area of coastal water.**

**1.4 Is the discharge into a:**

- ☐ Tidal river
- ☐ Tidal stream
- ☐ An estuary
- ☐ Coastal water

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

Most effluents pass along a dedicated pipe and are discharged via an outlet to a receiving water. In some cases effluents may be discharged into a surface water sewer owned by someone else before they discharge into a receiving water. If this is the case you must give the national grid reference where your discharge enters the surface water sewer

☐ Yes, give the national grid reference where the discharge enters the surface water sewer.

**NGR:**

Give the national grid reference where the surface water sewer meets the final watercourse, for example, river or lake.

**NGR:**

☐ No

### 1.6 Does the discharge reach the final surface watercourse or canal by flowing through highway drains?

Highway drains: "Highway drain" means a drain which a highway authority or other person is entitled to keep open by virtue of section 100 of the 1980 Act.

☐ No

☐ Yes Give the national grid reference where the discharge enters the highway drain.

**NGR:** ⌊_____⌋

**Note:** Give the national grid reference where the highway drain meets the final surface water course, for example, river or lake.

**NGR:** ⌊_____⌋

**Have you obtained written permission from the relevant highways authority?**

☐ Yes You need to get a written permission from the relevant highways authority and submit it with your application.

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

Document reference for the written permission ⌊_____⌋

**Note:** Your application will be returned if you do not get written permission from the relevant highways authority before you submit this permit application.

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

☐ No

☐ Yes Please explain, on an extra sheet, why the discharge cannot be made below this point

Document reference ⌊_____⌋

### 1.8 How is the effluent dispersed?

⌊_____⌋

For example, open pipe or diffuser system. Choose 'open pipe' if the effluent enters the tidal river, estuary or coastal water from a pipe. We will have told you if a diffuser is needed during pre-application discussions.

If diffuser system go to question 1.9

### 1.9 Give details, on an extra sheet, of the design of the diffuser system.

Document reference ⌊_____⌋

# Section 2: Discharges to non-tidal river, stream, ditch or canal

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

**2.1 Give the discharge point a unique name.**

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

CFIL_SW1

**2.2 Give the national grid reference of the discharge point:**

**NGR:** SX 59759 55434

**2.3 Give the name of the watercourse, canal or the main watercourse if it is a tributary:**

Unamed, within 35m of the discharge it flows into R.

**2.4 Is the discharge into a**

- [x] Non-tidal river
- [ ] Stream or ditch
- [ ] Canal

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

Most effluents pass along a dedicated pipe and are discharged via an outlet to receiving water. In some cases effluents may be discharged into a surface water sewer owned by someone else before they discharge into a receiving water. If this is the case you must give the national grid reference where your discharge enters the surface water sewer.

- [ ] Yes Give the national grid reference where the discharge enters the surface water sewer.

**NGR:**

Give the national grid reference where the surface water sewer meets the final watercourse, for example, river or lake.

**NGR:**

- [x] No

**2.6 Does the discharge reach the final surface watercourse or canal by flowing through highway drains?**

Highway drains: "Highway drain" means a drain which a highway authority or other person is entitled to keep open by virtue of section 100 of the 1980 Act.

- [ ] No
- [ ] Yes Give the national grid reference where the discharge enters the highway drain.

**NGR:**

Give the national grid reference where the highway drain meets the final surface water course, for example, river or lake.

**NGR:**

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

**Have you obtained written permission from the relevant highways authority?**

☐ Yes

Document reference for the written permission from the relevant highways authority.

**Note:** Your application will be returned if you do not get written permission from the relevant highways authority before you submit this permit application.

### 2.7 Does the watercourse dry up for part of the year?

If a watercourse is dry other than at times of rainfall, this means it does not have a year-round flow. We would expect for a watercourse to have flow all year round regardless of rainfall events unless an event such as extreme drought or an unusually long period of dry weather.

☐ No, it always has flowing water in it.

☑ Yes, it is dry for part of the year: indicate the months when the watercourse is dry:

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

☐ Yes, it is dry all year-round.

If you apply to discharge to a watercourse that never has flowing water, you must provide justification why a discharge into ground via a British Standard drainage field is not possible. You must prove this justification by completing **section 4: Preliminary questions for discharges to ground.**

☐ Tick to confirm you have completed **section 4: Preliminary questions for discharges to ground.**

**2.8 If the watercourse does dry up for part of the year, how many metres downstream of the discharge is it before the discharged effluent soaks into the ground?**

0

You must install an appropriate length of perforated pipe before the discharge point that does not extend more than 10 metres from the bank of any watercourse. Any section of that pipe which lies within 10 metres of the bank of any watercourse must be perforated. The length of perforated pipe installed should be designed appropriately to ensure that when the watercourse is dry, the discharge must be made indirectly to the watercourse via the soil surrounding the perforated pipe. You must make sure to design your system to ensure an appropriate length of perforated piping is installed.

☑ Tick the box to confirm you will install a section of perforated pipe as per the above guidance.

# Section 3: Discharges to a lake or pond

You do not need a permit to discharge to an enclosed lake or pond. This means a lake or pond in which all of the following apply:

- it contains water throughout the year, other than in extreme weather conditions
- it does not have an outfall that connects it to a watercourse, or has an outfall that only discharges in extreme weather conditions
- It is sealed or lined to prevent water draining into the ground or soaking into the surrounding soil.

You must use appropriate pollution prevention measures to make sure your discharge does not cause pollution.

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

**3.1 Give the discharge point a unique name.**

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

**3.2 Give the national grid reference of the discharge point.**

**NGR:**

**3.3 Give the name of the lake or pond.**

**3.4 Select from the following list the type of lake or pond you will be discharging to and answer the relevant questions**

Type of lake or pond

☐ A lake or pond that does not discharge into a river or a watercourse or another pond that then discharges into a river or a watercourse. **Permit not required.**

☐ A lake or pond that does not discharge into a river or watercourse or another pond that then discharges into a river or watercourse, where you have had a notice served under paragraph 5 of Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2016.

☐ A lake or pond that discharges into a river or watercourse.

**3.5 What is the surface area of the lake or pond?**

square metres

**3.6 What is the maximum depth of the lake or pond?**

metres

**3.7 What is the average depth of the lake or pond?**

metres

# Section 4: Preliminary questions for discharges to ground

If you are applying to continue to discharge sewage effluent to ground using an infiltration system which was installed before 1 January 2015 provide, the information in question 4.4 onwards, but if you have it, also provide the information in questions 4.1, 4.2 and 4.3.

For all proposed discharges to ground and for systems which started discharging to ground on, or after, 1 January 2015 start at question 4.1.

## Percolation testing

An infiltration system is a restricted and well-defined area of ground designed to allow effluent to enter the ground. We expect any new infiltration system to be built to British Standard BS6297:2007 +A1:2008 Code of practice for the design and installation of drainage fields for use in wastewater treatment (or latest version).

Drainage fields are an important component of the treatment of your sewage. If you are proposing to use an alternative infiltration system, we require you to first demonstrate whether a shallow drainage field, designed in accordance with the BS6297, could be achieved based on ground conditions, the percolation rate and available space.

BS6297 sets out the percolation test procedure. You need to carry out percolation tests following this procedure which is summarised at **https://www.gov.uk/guidance/infiltration-systems-groundwater-risk-assessments#percolation-tests**. Use of alternative test methods, for example, test methods for surface water soakaways, will not be accepted.

**4.1a Were each of the percolation test holes 300mm square and 300mm deep below the proposed invert level (bottom) of the infiltration pipe?**

☐ Yes

☐ No Provide justification why you have not used the above measurement. Use of an alternative test method, for example, test methods for surface water soakaways, will not be accepted. Provide the details in the following box or an extra sheet.

Reference for the extra sheet. ⌊_____⌋

**4.1b Did you fill each hole with water to a depth of at least 300mm and allow it to seep away overnight before starting your measured percolation testing?**

☐ Yes

☐ No Tell us why, in the following box or an extra sheet.

Reference for the extra sheet.

**4.1c What were the weather conditions when you carried out the percolation testing?**

Describe the conditions in the following box.

**4.1d Did your percolation tests achieve a drop in water level of 150mm from the moment the holes were 75% full to when they were only 25% full?**

☐ Yes Complete Table 1: **For percolation test results where a drop of 150mm was achieved.**

☐ No Complete Table 2: **For percolation test results where a drop of 150mm was not achieved.**

☐ No Infiltration system installed before 1 January 2015 and no information available on percolation tests. **Now go to question 4.4.**

To meet the British Standard requirements, you must complete at least three tests in two holes which are spaced evenly along the proposed line of the subsurface drainage field.

Information for more than two test holes can be supplied – especially if a large area has been investigated or initial tests show unsatisfactory results.

**Table 1: For percolation test results where a drop of 150mm was achieved**

**Worked example**

| **Percolation test hole number:** | **1** | **Your unique reference for this hole (as used on your site plan)** | **TP – 01** |
|---|---|---|---|

| | | | | Elapsed time for water to drain from 75% full to 25% full (a depth of 150 mm) | | | |
|---|---|---|---|---|---|---|---|
| **Test date (DD/MM/YYYY)** | **Test no.** | **Start time (24-hour clock)** | **Finish time (24-hour clock)** | **As hours and minutes** | **As minutes** | **As seconds** | **Percolation value (Vp) – Seconds divided by 150mm (s/mm)** |
| 01/04/2023 | 1 | 09:50 | 11:00 | 1h 10mins | 70 | 4,200 | 28 |
| 01/04/2023 | 2 | 11:15 | 12:15 | 1hr | 60 | 3,600 | 24 |
| 01/04/2023 | 3 | 13:30 | 14:50 | 1hr 20mins | 80 | 4,800 | 32 |

Your reference number should match the reference number used to show the location of each test hole on your site plan requested in question 4.7. Each test hole should have a unique reference number.

**To calculate the average Vp you will need to add the Vp for each test you have completed and divide by the number of tests.**

| **Test 1 Vp** | **Test 2 Vp** | **Test 3 Vp** | **Total** | **Divided by the number of tests completed (3 tests in this scenario)** | **(Test 1 Vp + Test 2 Vp + Test 3 Vp) ÷ 3** | | **Average Vp** |
|---|---|---|---|---|---|---|---|
| 28 | 24 | 32 | 84 | | (28 + 24 + 32 = 84) ÷ 3 = | 28 | = Average Vp for worked example |

**Table 1a: For percolation test results where a drop of 150mm was achieved**

| **Percolation test hole number:** | **1** | **Your unique reference for this hole (as used on your site plan)** | |
|---|---|---|---|

Elapsed time for water to drain from
75% full to 25% full (a depth of 150 mm)

| **Test date DD/MM/YYYY** | **Test no.** | **Start time (24-hour clock)** | **Finish time (24-hour clock)** | **As hours and minutes** | **As minutes** | **As seconds** | **Percolation value (Vp) – Seconds divided by 150mm (s/mm)** |
|---|---|---|---|---|---|---|---|
| | **1** | | | | | | |
| | **2** | | | | | | |
| | **3** | | | | | | |

**Average Vp for Hole 1**

**Table 1b: For percolation test results where a drop of 150mm was achieved**

| **Percolation test hole number:** | **2** | **Your unique reference for this hole (as used on your site plan)** | |
|---|---|---|---|

Elapsed time for water to drain from
75% full to 25% full (a depth of 150 mm)

| **Test date DD/MM/YYYY** | **Test no.** | **Start time (24-hour clock)** | **Finish time (24-hour clock)** | **As hours and minutes** | **As minutes** | **As seconds** | **Percolation value (Vp) – Seconds divided by 150mm (s/mm)** |
|---|---|---|---|---|---|---|---|
| | **1** | | | | | | |
| | **2** | | | | | | |
| | **3** | | | | | | |

**Average Vp for Hole 2**

**Table 1c: For percolation test results where a drop of 150mm was achieved**

| **Percolation test hole number:** | **3** | **Your unique reference for this hole (as used on your site plan)** | |
|---|---|---|---|

Elapsed time for water to drain from 75% full to 25% full (a depth of 150 mm)

| **Test date DD/MM/YYYY** | **Test no.** | **Start time (24-hour clock)** | **Finish time (24-hour clock)** | **As hours and minutes** | **As minutes** | **As seconds** | **Percolation value (Vp) – Seconds divided by 150mm (s/mm)** |
|---|---|---|---|---|---|---|---|
| | **1** | | | | | | |
| | **2** | | | | | | |
| | **3** | | | | | | |

**Average Vp for Hole 3**

If you complete tests in more than three holes provide the results on an extra sheet, and ensure you include this data in the calculation of average Vp.

Reference for the extra sheet.

**Table 1d: Average Vp of all test holes**

Average Vp for Hole 1 (table 1.a) + Average Vp for Hole 1 (table 1.b) + Average Vp for Hole 1 (table 1.c), if completed =

**Total , divide the total by the number of test holes completed = Overall average Vp of all your test holes.**

## Table 2: For percolation test results where a drop of 150mm was not achieved

| Percolation test hole number | Your reference number (if alternative numbering used on site plan) | Test date (DD/MM/YYYY) | Test No. | Start time (24-hour clock) | Finish time (24-hour clock) | Change in water level during test (mm) |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**British Standard BS6297 trial holes**

British Standard BS6297 requires a trial hole to be excavated to characterise the soil and subsoil and show whether shallow groundwater is present. The trial hole should be excavated adjacent to the area where the drainage field will be installed. If soil conditions are variable further trial holes should be dug. Trial holes differ to test holes which are used to establish soil percolation rates.

**4.2a What were the characteristics of the soil and subsoil that you observed in the trial holes and test holes on site?**

Only describe what was observed in your trial holes and test holes, do not include information from other sources. Use the following box or an extra sheet.

Reference for the extra sheet. ⌊_____⌋

Provide at least one photograph per trial and test hole, and written observations made on site.

References for these photograph attachments and observations. ⌊_____⌋

**4.2b Was groundwater present in the trial hole?**

☐ No

☐ Yes At what depth?

⌊_____⌋ metres below ground level

## Infiltration system area

**4.3a Calculate the trench area required for a British Standard BS6297 drainage field based on your percolation value (Vp): If the infiltration rate was so slow a drop of 150mm was not achieved and you have filled out Table 2, you are not able to calculate a Vp value. Now go to question 4.3b.**

150 litres (equivalent to 0.15 cubic metres) is the standard residential volume of sewage generated per person per day. We use this to calculate the population for both domestic and non-domestic premises.

| | use your answer to 1.3 | | | |
|---|---|---|---|---|
| Max volume of effluent ($m^3$/day) | | ÷ 0.15 | = | **p** |

Now you need to calculate the trench area in accordance with British Standard BS6297 using the population (p) and your percolation value (Vp).

If your Vp result indicates fast infiltration (less than 15 s/mm) you need to use a sand layer or drainage mound. The area of your system should meet or exceed the area calculated based on a Vp of 15 s/mm.

If your Vp is greater than 100 s/mm, it is outside the British Standard BS6297 acceptable range and indicates slow infiltration rates which are not suitable for the installation of a drainage field.

**For septic tanks:**

**p** [ ] × Vp [ ] × 0.25 for septic tanks **=Trench area** [ ] $m^2$

**For sewage treatment plants:**

**p** [ ] × Vp [ ] × 0.20 for sewage treatment plants **=Trench area** [ ] $m^2$

### 4.3b What is the actual total area of your existing or proposed infiltration system?

For British Standard BS6297 drainage fields this will include an allowance for natural ground between trenches and around the outer trenches. For a square or rectangular shaped infiltration system this is the length (in metres) multiplied by the width (in metres).

[ ] Total Area (square metres)

**How have you calculated the area of your infiltration system?**

Provide the details in the following box or an extra sheet.

Reference for the extra sheet. [ ]

## Site setting

You need a permit if you are discharging to ground in a source protection zone 1 (SPZ1). Source protection zones are explained at **https://www.gov.uk/guidance/groundwater-source-protection-zones-spzs**. A groundwater SPZ1 is also any area within 50 metres of a private water supply used for human consumption or food production.

You must check if there are any private wells, springs, or boreholes used to supply water for human consumption or food production purposes within 50 metres of your proposed discharge. You can contact your local authority for details on private water supplies. These supplies are not required to hold a permit from the Environment Agency if they pump less than 20 cubic metres (20 $m^3$) per day, so we do not have the relevant information.

This information may belong to your neighbours. How you should manage this is explained at **https://www.gov.uk/guidance/environmental-permits-privacy-notice#your-responsibility-with-other-peoples-personal-data**.

**4.4a Are there any wells, springs or boreholes within 50 metres of your infiltration system?**

Tick to confirm you have checked with:

- ☐ Local property and landowners
- ☐ Neighbours
- ☐ Local authority

☐ No **Now go to 4.4d.**

☐ Yes

**4.4b Is the well, spring or borehole you have identified used to supply drinking water or for food production purposes?**

☐ No **Now go to question 4.4d.**

☐ Yes You must describe what the water supplied is used for, in the following box or an extra sheet. Identify the location of the well, spring or borehole on the plan required in question 4.7.

Reference for the extra sheet. ⌊_____⌋

**4.4c Where available provide the following information:**

- The depth to groundwater from ground level.
- Construction details for boreholes and wells.
- The depth of the pumping equipment from ground level.
- Results of any water quality testing.
- Details of treatment of the water prior to consumption.
- Details of any known pollution incidents that impacted the water.

Provide these details in the following box or an extra sheet.

Reference for the extra sheet.

**4.4d What is the distance to the nearest watercourse (for example, surface water, river or stream)?**

metres

If the watercourse is within 10 metres of your infiltration system identify it on the site plan required by question 4.7.

## Feasibility of a British Standard drainage field

Our preferred system for treated sewage effluent to be discharged to ground is an engineered, shallow drainage field designed in accordance with British Standard BS6297.

**4.5a Is the average percolation test result within the acceptable range (15 to 100 s/mm) required by British Standard BS6297?**

Check your answer to question 4.1, Table 1d Average Vp

- ☐ Yes **Now go to question 4.5b.**
- ☐ No The average Vp is less than 15 s/mm. **Now go to question 4.5b.**
- ☐ No The average Vp is greater than 100 s/mm. **Now go to 4.5e.**
- ☐ Not sure I will be using an infiltration system installed before 1983 and do not have any percolation test results. **Now go to question 4.5d.**
- ☐ Not sure I will be using an infiltration system installed between 1983 and 2014 and do not have percolation test results. **Now go to question 4.5d.**
- ☐ Not sure Other. Explain why in the following box or an extra sheet.

Reference for the extra sheet.

### 4.5b Is there space for a British Standard BS6297 drainage field?

Use the area you have calculated in question 4.3a and 4.3b, the dimensions of the land available and presence of any buildings to explain your response.

☐ Yes

☐ No Explain why in the following box or an extra sheet.

Reference for the extra sheet. ⌊_____⌋

### 4.5c Are there any other restrictions to installing a British Standard BS6297 drainage field?

☐ No

☐ Yes Explain what these are in the following box or an extra sheet.

Reference for the extra sheet. ⌊_____⌋

### 4.5d Will your discharge be to a new or existing drainage field which complies with the British Standard BS6297?

☐ Yes, a British Standard drainage field or drainage mound (or sand layer) will be used. **Complete questions 4.6 to 4.8, then go to Section 5.**

☐ Unsure, I will be using an existing system installed before 1 January 2015 and do not know if it complies with BS6297.

Tick to confirm which of the following best describes your existing system:

- ☐ Drainage field. **Complete questions 4.6 to 4.8, then go to Section 5.**
- ☐ Pit or soakaway. **Complete questions 4.6 to 4.8, then go to Section 6**.
- ☐ Well or borehole. **Complete questions 4.6 to 4.8, then go to Section 6**.
- ☐ Concrete ring. **Complete questions 4.6 to 4.8, then go to Section 6**.

☐ No, I will be using a non-British Standard infiltration system.

If your answers to questions 4.5a, 4.5b, and 4.5c indicate a British Standard drainage field could be installed but you are choosing not to use one when there are no restrictions, explain why. Provide your answer in the following box or an extra sheet.

Reference for the extra sheet.

If **ground conditions** and **space** would allow the installation of a British Standard drainage field, but you are choosing not to install one **we are more likely to refuse an environmental permit** for such discharges.

**4.5e Where would your non-British Standard infiltration system discharge the effluent?**

- ☐ Into land **Complete questions 4.6 and 4.7, then Section 6.**
- ☐ Onto land via a grass plot **Complete questions 4.6 and 4.7, then Section 7.**
- ☐ Other

Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see: **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**.

If you have already had enhanced pre-application advice for this proposal provide the reference number for your enhanced pre-application.

Reference for the enhanced pre-application advice.

**4.6 Are you proposing a new discharge of treated domestic effluent to ground via a shallow sub-surface infiltration system in a groundwater source protection zone 1 (SPZ1) with a discharge volume between 2 to 15 cubic metres a day?**

- ☐ No Your proposed discharge does not require you to submit a separate quantitative risk assessment, but you must provide sufficient information as required by this application form to allow the risk assessment to be completed on your behalf by the Environment Agency.
- ☐ Yes Your proposed discharge requires you to submit a quantitative risk assessment.

Reference for the risk assessment.

To do this you need to follow the guidance at **https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit** and send us details of how the risk assessment was carried out and the outcome. If the discharge is, or will be, made to a subsurface infiltration system then we recommend you read **https://www.gov.uk/guidance/infiltration-systems-groundwater-risk-assessments**. This includes advice and a worksheet on how to carry out the risk assessment for shallow infiltration systems. This methodology is not appropriate for deep infiltration systems such as boreholes and wells or systems which cover a relatively small area, for example, concrete rings.

## Site plan

### 4.7 Provide a site plan that contains the following information with your application.

The requirements detailed below must match the national grid references for the relevant locations provided in this application, or the processing of your application may be delayed, or returned. If you are applying for a permit for an existing discharge to ground using an infiltration system installed before 1983, please provide as much detail as possible on your site plan but we understand you may not possess detailed records.

Reference for your site plan. ⌊_____⌋

**Required for all cases:** Tick the boxes to confirm you have added these requirements to the site plan

- ☐ The boundary of the site including the full extent of the land ownership relating to the permit application.
- ☐ Location of the treatment system.
- ☐ Location of the sampling point or points.
- ☐ Location of the discharge point or points.

  If you are discharging to ground, this is the location where the effluent from the treatment system enters the infiltration system.
- ☐ A north arrow.

The properties served by the treatment system do not have to be shown.

Where a percolation test has been carried out, mark the test hole locations. Each test hole should be given a unique reference number to match the reference used in the percolation results in Table 1 or Table 2. We need to understand which percolation result relates to which hole.

- ☐ Unique percolation test hole reference.
- ☐ The extent of the infiltration system with the length and width of each side annotated in metres.
- ☐ Any restrictions in installing a British Standard BS6297 drainage field? For example, the boundary of the property, or proximity to any other buildings. Please also provide distances in metres.
- ☐ The area covered by any infiltration system which is being replaced and will no longer be used.
- ☐ Any well, spring or borehole within 50 metres of the discharge point.
- ☐ Any watercourse within 10 metres of your infiltration system.

### 4.8 If your application is for a sewage treatment plant which you are already using or you have selected the plant you propose to use, provide details:

Make and model:

⌊_____⌋

The final effluent quality achieved for:

Ammoniacal nitrogen

⌊_____⌋ (mg/l as nitrogen (N)).

Any other chemical parameters quoted by the manufacturer

| | | | |
|---|---|---|---|
| | parameter | | mg/l |
| | parameter | | mg/l |
| | parameter | | mg/l |
| | parameter | | mg/l |

For new discharges to a non-British Standard infiltration system, we expect you to treat your effluent using a sewage treatment plant that meets British Standard BS12566 or BS12255.

# Section 5: Discharges to a British Standard drainage field or drainage mound

Ensure you have fully completed **Section 4** before completing this section.

### 5.1 Tick to confirm which type of British Standard system you are applying for:

☐ Drainage field.

☐ Drainage field with additional sand layer due to fast infiltration (less than 15 s/mm).

☐ Drainage mound.

☐ A drainage field installed before 1983. For systems installed before 1983 **complete questions 5.2 and 5.3**. You only need to answer questions 5.4 to 5.7 if you have the information.

☐ A drainage field installed between 1983 and 2014 and you do not have percolation test results. **Complete questions 5.2 and 5.3**. You only need to answer questions 5.4 to 5.7 if you have the information.

### 5.2 Tick the appropriate box to describe the drainage field or mound.

☐ Not built yet.

☐ Built but not yet in use.

When was it built? ⌊_____⌋ (DD/MM/YYYY)

☐ Already being used to discharge effluent.

When was it built? ⌊_____⌋ (DD/MM/YYYY)

When was it operational? ⌊_____⌋ (DD/MM/YYYY)

### 5.3 What are the maximum dimensions of your drainage field?

**Tick to show whether this is measured, proposed or estimated:**

Length ⌊_____⌋ metres:

☐ Measured
☐ Proposed
☐ Estimated

Width ⌊_____⌋ metres:

☐ Measured
☐ Proposed
☐ Estimated

Depth ⌊_____⌋ metres:

☐ Measured
☐ Proposed
☐ Estimated

## Drainage field details

### 5.4 What is the thickness of your distribution layer beneath the infiltration pipes?

_____ metres

The British Standard BS6297:2007 + A1:2008 requires the distribution layer to be 0.2 to 0.3 metres thick.

If your answer to question 5.4 is less than 0.2 metres you will also need to complete Section 6 as you have not met the minimum thickness required by the British Standard.

### 5.5 Is there a minimum of 1.2 metres of unsaturated soil between the seasonally highest groundwater level and the base of the trench that the perforated pipes are laid in?

☐ Yes

☐ No

Tell us how you know this and if you have any additional information on the local depth to groundwater.

Provide you answer in the following box or an extra sheet.

Reference for the extra sheet. _____

### 5.6 Drainage mounds and drainage fields with additional sand layers.

Tell us why you need a drainage mound or additional sand layer in the following box or an extra sheet.

Reference for the extra sheet. _____

### 5.7 If the average percolation test value (Vp) is less than 15 s/mm, tick both to confirm:

☐ A minimum 0.7 metres thick layer of medium or coarse washed sand is laid on a geotextile membrane below the granular fill distribution layer.

☐ The minimum floor area must be calculated using a Vp equal to 15 s/mm. **Refer to question 4.3a.**

# Section 6: Discharges to ground NOT using a British Standard drainage field or drainage mound

Our preferred infiltration systems are drainage fields designed in accordance with British Standard BS6297. Drainage fields are an important component of a non-mains wastewater treatment system and provide additional treatment of the effluent. When the risk to groundwater, or other environmental receptors is assessed, we allow for this additional treatment.

If your infiltration system is not sized or designed in accordance with guidance in the British Standard it is likely to concentrate the discharge over a smaller area and/or discharge at a greater depth. This will pose a higher risk of groundwater pollution because it reduces the potential for further treatment of the effluent compared to a drainage field meeting the British Standard. Therefore, we are more likely to refuse an environmental permit for such discharges.

To evaluate this additional risk requires a more complex assessment. We require information on the design, dimensions, and local conditions to be able to complete this risk assessment on your behalf.

Before we complete this assessment, we need you to robustly demonstrate all of the following:

1. there is no other alternative (for example, discharge to a BS6297 drainage field or surface water) and then;
2. there is adequate evidence to inform a risk assessment;
3. the system will be no deeper than required to achieve sufficient infiltration;
4. evidence is provided to demonstrate how the discharge will not be direct to groundwater. Direct discharges of pollutants to groundwater cannot be permitted and any existing direct discharges will need to be made indirect;
5. where a new discharge is proposed then the effluent will first be treated by a package treatment plant.

Ensure you have fully completed **Section 4** before completing this section.

## Depth to groundwater in the local area

The depth to groundwater is an important parameter in our risk assessments. Provide any relevant existing information on local groundwater levels, for example, from borehole records (BGS GeoIndex Onshore at **https://www.bgs.ac.uk/map-viewers/geoindex-onshore**) or knowledge of local wells, boreholes or springs.

**6.1a What is the depth to groundwater at, or near, your chosen discharge location?**

⌊_____⌋ metres below ground level.

**6.1b How far away from your discharge location is the information on groundwater level provided in question 6.1a?**

Distance: ⌊_____⌋

Units: ⌊_____⌋ metres, kilometres or miles

**6.1c What is the source of your information on the depth to groundwater?**

Reference for the source of information. ⌊_____⌋

**Additional hydrogeological information**

In addition to the depth to groundwater, our risk assessment uses information on the hydrogeological properties of the unsaturated and saturated zones beneath your discharge. When we assess your application, we will check if we already hold appropriate information. If we do not, we will ask you to supply this information at a later stage and this will lengthen the time to determine your application.

If you wish to know if we hold relevant information before submitting your permit application, you can apply for our enhanced level of pre-application advice. This is a chargeable service. For more information see **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit.**

### 6.2a What type of infiltration system are you proposing to use to discharge the effluent to the ground?

Provide details in the following box or an extra sheet.

Reference for the extra sheet. ⌊_____⌋

### 6.2b Tick the appropriate box to describe the infiltration system.

☐ Not built yet.

☐ Built but not yet in use.

When was it built? ⌊_____⌋ (DD/MM/YYYY)

☐ Already being used to discharge effluent.

When was it built? ⌊_____⌋ (DD/MM/YYYY)

When was it operational? ⌊_____⌋ (DD/MM/YYYY)

### 6.2c What are the maximum dimensions of your infiltration system?

**For a square or rectangular system.**

Tick to show whether this is measured, proposed or estimated:

Length ⌊_____⌋ metres:

☐ Measured
☐ Proposed
☐ Estimated

Width ⌊_____⌋ metres:

☐ Measured
☐ Proposed
☐ Estimated

Depth ⌊_____⌋ metres:

- ☐ Measured
- ☐ Proposed
- ☐ Estimated

**For circular systems, for example, boreholes, wells or concrete rings:**

Depth ⌊_____⌋ metres:

- ☐ Measured
- ☐ Proposed
- ☐ Estimated

Diameter ⌊_____⌋ metres:

- ☐ Measured
- ☐ Proposed
- ☐ Estimated

If you have estimated any of the dimensions of an existing system, explain what evidence the dimensions have been based on.

Provide details in the following box or an extra sheet.

| |
|---|
| |

Reference for the extra sheet. ⌊_____⌋

**Existing infiltration systems – including those that have been built but not yet operational.**

**6.3a Does your infiltration system contain standing groundwater?**

- ☐ Yes – always contains groundwater. **Now go to question 6.3b.**
- ☐ Sometimes – groundwater is present occasionally. **Now go to question 6.3b.**
- ☐ No – never contains groundwater. **Now go to question 6.3d.**

**6.3b If groundwater is always, or sometimes present, tell us the highest level it reaches?**

⌊_____⌋ metres below ground level.

Is this:

- ☐ Measured
- ☐ Estimated

**6.3c Tell us how you will ensure that your discharge will not be directly into groundwater, including when groundwater levels are at a seasonal high. Provide details in the following box or an extra sheet.**

Discharges must not be direct to groundwater. This is outlined in position statements G1 and G9 in the Environment Agency's "Groundwater protection position statements", **https://www.gov.uk/government/publications/groundwater-protection-position-statements**.

Provide details in the following box or an extra sheet.

Reference for the extra sheet.

**6.3d Provide a document reference for any records, diagrams or borehole logs you have that can help us understand the design and construction of the system. For boreholes tell us about the casing design.**

Document reference.

Provide photocopies where possible. If this is not possible (for example, if the documents are large or bulky) summarise any extra information you have on an extra sheet.

Reference for the extra sheet.

**6.3e For an existing system being used to discharge effluent: Has maintenance been carried out on your non-British Standard infiltration system (for example, to aid effective drainage)?**

☐ No

☐ Yes Provide details in the following box or an extra sheet.

Reference for the extra sheet.

### 6.4a Is sufficient infiltration provided by the existing or proposed system to avoid surcharging, flooding or overland run off?

If you are using a non-British Standard infiltration system, it is your responsibility to ensure the system will provide adequate infiltration and we need you to show us you have assessed this.

☐ No

☐ Yes

Provide details on how you have assessed this in the following box or an extra sheet.

Reference for the extra sheet.

If the proposed or existing system does not, or will not, allow sufficient infiltration for the volume of treated domestic effluent to avoid surcharging, flooding or overland run-off we are likely to refuse the environmental permit. Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see: **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**.

### 6.4b Tell us how your non-British Standard infiltration system is no deeper than needed to allow appropriate infiltration for the discharge. For the depth given in question 6.2c, provide details on how you have addressed this requirement.

It is important that non-British Standard infiltration systems should be no deeper than is needed to allow appropriate infiltration for the discharge.

Provide details in the following box or an extra sheet.

Reference for the extra sheet.

# Section 7: Discharges onto land via grass plot

Ensure you have fully completed **Section 4** before completing this section.

## Site setting

### 7.1 Is your unlined grass plot liable to flooding?

☐ No

☐ Yes Tell us about when flooding occurs, the area it covers and how long it typically lasts in the following box or an extra sheet.

Reference for the extra sheet.

### 7.2 What is the slope of your grass plot?

It should be no more than 12 degrees. If the slope of your grass plot is greater than 12 degrees, we are more likely to refuse an environmental permit for such discharges.

Tell us how you have calculated or measured the slope in the following box or an extra sheet.

Reference for the extra sheet.

### 7.3 Is the grass plot severely compacted?

☐ No

☐ Yes What part of the grass plot is compacted? How will this affect the ability of the land to allow the effluent to infiltrate to ground? What has caused the compaction? Provide these details in the following box or an extra sheet.

Reference for the extra sheet.

## Operating Technique Document

### 7.4 We require your application to be accompanied by an operating technique document we can include in the permit:

☐ Tick to confirm you are providing this as a standalone document in Word or PDF format.

Provide the number of each section in your operating technique document which contains the following compulsory information:

A site plan showing the extent, location and design of the grass plot.

Section No. ⌊_____⌋

The design, operation, and maintenance of the grass plot.

Section No. ⌊_____⌋

How the operator will ensure:

there is no ponding of effluent on the grass plot

Section No. ⌊_____⌋

no run-off containing effluent can leave the plot boundary or cause a nuisance

Section No. ⌊_____⌋

the requirements for no ponding and no effluent leaving the plot will still be met in the event the ground is:

frozen hard or snow-covered

Section No. ⌊_____⌋

waterlogged due to prolonged rainfall

Section No. ⌊_____⌋

# Application for an environmental permit Part F1 – Charges and declarations

Environment Agency

## 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.

Only write your answers in the spaces provided. Please do not make any changes to the form.

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**

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**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 operation | New bespoke permit | 2 |
| Water discharge | New standard rules permit | 2 |
| | | |

**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**) |
|---|---|---|---|---|
| 1.17.7 | Landfill for Inert Waste | | Permit application | 13,704.71 |
| 1.17.9 | Deposit of waste for recovery | | Permit application | 9,556.87 |
| 1.3.12 | rainfall related discharge activity > 5m3 / day | northern outlet | Permit application | 8,126.99 |
| 1.3.12 | rainfall related discharge activity > 5m3 / day | southern outlet | Permit application | 812.70 |
| | | | | |
| **Total fixed charges** | | | | 32,201.27 |

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: this example is provided to illustrate the calculation methodology. The charges shown are for demonstration purposes only. Please refer to the charging scheme for the actual charge amount.

Now go to **question 2.2**

# 2 Working out your application charge, continued

## 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) | ☐ | |
| 1.19.3 | Fire prevention plan assessment | ☐ | |
| 1.19.4 | Pests management plan assessment | ☐ | |
| 1.19.5 | Emissions management plan assessment | ☐ | |
| 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 | ☐ | |
| 1.19.13 | Decarbonisation readiness assessment for combustion electricity generating power plant equal to or greater than 50 MWth or for energy from waste plant of any size | ☐ | |
| 1.19.14 | Decarbonisation readiness assessment for combustion electricity generating power plant less than 50 MWth | ☐ | |
| 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** | | | 0 |

# 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**) | 32,201.27 |
| Total additional charges (from **Table 3**) | 0 |
| **Total amount payable** | 32,201.27 |

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: 001

The payment reference number is therefore: PSCAPPWASTEANYFI001

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

PSCAPPWASTEDORT0040

Payment amount

32,201.27

Payment date

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

Duke (Kenneth)

Last name

Harvey

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

DDE (SW) Ltd

Position (if relevant)

Managing Director

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

# 8 Declaration, continued

Date of declaration (DD/MM/YYYY)

22/05/2026

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<br>e.g. Part B1, Q5b | Document title | Document reference |
|---|---|---|
| Part B2 Q1a, 3d, 5c, 6 | Challonsleigh Supporting Information | CFIL01 |
| Part B2 Q5a, 5b | Challonsleigh ESSD | CFIL02 |
| Part B2 Q3c | Challonsleigh inert landfill expenditure plan | CFIL06 |
| Part B2 Q3 | Wamitab Certificate | CFIL 01 App B |

# 9 Application review section, continued

| Question reference<br>e.g. Part B1, Q5b | Document title | Document reference |
|---|---|---|
| Part B4 Q1b and App2 Q7 | Challonsleigh Supporting Information | CFIL01 |
| Part B4 Q1c | CFIL09 Challonsleigh Waste Recovery Plan | CFIL09 |
| Part B4 Q3a | ESSD,CQA Plan,Site Procedures,HRA,GRA, DMP | CFIL02, CFIL07, CFIL03, CFIL05, CFIL08 |
| Part B4 Q3a | ESSD,CQA Plan,Site Procedures,HRA,GRA, DMP | Challonsleigh Operating Techniques Rev 1 April 2025 |
| Part B4 Q3b | ES Vol 3 App B Noise & Vibration Impact Assmnt | CFIL01 App D |
| Part B4 Q4a | Challonsleigh ESSD Appendix G | CFIL02 |
| Part B4 App 2 Q1 & 4 | Challonsleigh ESSD | CFIL02 |
| Part B4 App 2 Q3 | Challonsleigh HRA | CFIL03 |
| Part B4 App 2 Q5 | Challonsleigh SRA | CFIL05 |
| Part B4 App2 Q6 | Challonsleigh ESSD, HRA, GRA & SRA | CFIL02, CFIL03, CFIL04, CFIL05 |
| Part B4 App 2 Q2 | Challonsleigh Farm Inert Landfill Site D Operating Techniques | Challonsleigh Operating Techniques Rev 1 April 2025 |

Continue on a separate sheet if necessary.

Document reference of continuation sheet (where applicable)

Env permit Part F1 continuation sheet May 2026

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)

# Appendix 1 – declarations from additional people, continued

## 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)

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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**

# Appendix 1 – declarations from additional people, continued

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)