

Application for an environmental permit

Part B6.5 – Discharging treated domestic sewage effluent of up to 15 cubic metres (15m³) a day into ground or up to 20 cubic metres (20m³) a day to surface water



Please write clearly in the answer spaces. Please check that this is the latest version of the form available from our website.

You should only use this form if your intended activity is limited to discharging treated domestic sewage effluent of up to 15 cubic metres (15m³) a day to ground or up to 20 cubic metres (20m³) a day to surface water.

A discharge into the ground, is, for example, to a drainage area, onto land or into a borehole.

A discharge to surface water is, for example, to a river, stream, canal, lake, estuary or the sea.

If you want to carry out any other activities, fill in the appropriate parts of the EPR application form on the website at www.environment-agency.gov.uk/business/topics/permitting/32318.aspx

It will take less than two hours to fill in this form.

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it.

Note: please read the guidance to this form before filling the form in.

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Note: You will need to fill in one form for each sewage treatment facility you are applying for.

1 About you

1a Customer reference number

What is your customer reference number? _____

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

The customer reference number is a unique identification number given to you by us which tells us who you are. It is always made up of one letter and nine numbers in this order A111111111. If you can provide your customer reference number there is no need for you to answer any more questions in part 1 unless any of the details for this application differ from those associated with your customer reference.

1b Who will be named on the permit?

Please give us the following details of who you want to be named on the permit.

An individual or group or organisation of individuals

Please give the details of the individual or, where relevant for groups or organisations of individuals, the main representative.

Name _____

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

First name _____

Last name _____

Now complete your address at 1c

More than one individual

If more than one individual will be named on the permit the details for each additional individual required above along with their address required by 1c below must be provided together on a separate sheet, please tell us here the document reference you have given this sheet.

Document reference _____

An organisation (group) of individuals

1 About you, continued

Please give us the following details of the organisation of individuals.

Type of organisation

For example, a charity, a partnership, a group of individual householders or a club and so on.

Name of organisation if relevant

For example the name of the charity, partnership or club and so on

A company or corporate body

Name of the company

Company registration number

Date registered (DD/MM/YYYY)

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

Document reference

Contact name for company

Title (Mr, Mrs, Miss and so on)

First name

Last name

1c Your address

For companies this is the address on record at Companies House.

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

1d Agent or others acting on behalf of the applicant

If you want us to contact an agent or another person not named above in 1b their details must be provided below. This can be someone acting as a consultant or an 'agent' for you.

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Address

1 About you, continued

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now fill in section 2

2 About this application

2a Have you spoken to us already about this application?

If you have had pre-application discussions with us before your application, please provide details on a separate sheet. Tell us below the reference you have given this sheet.

Document reference

2b About your sewage treatment facility

The term 'sewage treatment facility' is used throughout this application form. That term is explained in more detail in the guidance document that accompanies this application form.

Where is the sewage treatment facility? (name, address, postcode and national grid reference)

If the address is the same as given in answer to 1c tick this box,
if not, enter the details below.

Site name

Address

Postcode

2c National Grid Reference for the centre of your sewage treatment facility

(for example, ST 12345 67890)

To find out the 12-digit grid reference you can search on the UK Grid Reference Finder website which you can link to via our website www.environment-agency.gov.uk/business/topics/permitting/121923.aspx

2d What type of activity are you applying for? (tick one)

A discharge to a surface water, for example a river, stream, canal, lake, estuary or the sea and so on
(water discharge activity)

A discharge into the ground, for example a drainage area, onto land, a borehole and so on (groundwater activity)

2e Is your discharge new or existing?

New

Existing When was it built?

Now fill in section 3

3 Your management system (see guidance note to part B6.5)

You must have a written management system to make sure that your sewage treatment facility is maintained and run effectively.

To help you meet this condition, we have provided 'toolkits' for operators of small sewage treatment facilities. These toolkits explain what you may need to consider and actions you may need to take and record. You can get them by calling 03708 506 506 or by downloading them from our website at www.environment-agency.gov.uk/business/topics/pollution/113738.aspx.

3 Your management system (see guidance note to part B6.5), continued

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

Now fill in section 4

4 Your site plan

You must provide a plan for your sewage treatment facility as part of your application.

PLEASE NOTE THAT WE ARE UNABLE TO PROCESS YOUR APPLICATION WITHOUT YOUR PLAN. WE WILL HAVE TO CONTACT YOU TO REQUEST ONE IF YOU DO NOT SEND ONE IN WITH YOUR APPLICATION.

Your plan must show the extent of your sewage treatment facility, outlined in green. For discharging sewage to a receiving surface water, your plan must show the sewage treatment plant, the discharge pipe and the point where the sewage is discharged to the receiving surface water. For discharging sewage to ground, your plan must show the sewage treatment plant and how the sewage is discharged to the ground (for example, the drainage field, borehole or wetland area and so on).

The properties served by the facility are not part of the facility and do not have to be shown outlined in green.

Please give the plan a reference number and write it below.

Document reference of the plan

Now fill in section 5

5 About your discharge

5a What type of premises does your sewage treatment facility serve, for example the number of houses or a description such as a pub, café, restaurant, office and so on

5b How far away is the nearest sewer (in metres)?

You will need to check this with your sewerage undertaker (usually your local water company) and you may also need to check if it is possible to connect to a private sewer.

5c If **any** boundaries of the premises served by the sewage treatment facility are within 30 metres of a public or private sewer you must explain why you cannot discharge your effluent into a public or private sewer in the box below or on a separate sheet if necessary giving a reference for the extra sheet.

You must show the extra cost of connecting to a sewer compared to the treatment you propose, and details of any physical obstacles; for example, roads, railways, rivers or canals. Where you are proposing a discharge from a private sewage treatment system in an area where it appears reasonable to discharge your effluent into a sewer, you must, as a minimum, send us evidence that you have approached the sewerage undertaker, and send us their formal response regarding connection. The guidance notes on part B6.5 will help you understand what information you need to provide in answer to this question.

Document reference for any extra sheet(s) used for question 5c

5d What is the maximum volume of effluent you will discharge in a day (in cubic metres)?

If your discharge comes from a single domestic property, use the table below to work this out.

Number of bedrooms in your house	Daily volume (cubic metres per day)
1 to 3	1
4 to 6	1.5
7 to 8	2

How to calculate the maximum daily discharge volume from multiple domestic properties

If you are discharging sewage from premises other than a single domestic property (for example, from a group of houses, a guest house or a very large house), the volume should be worked out using the industry code of practice known as 'Flows and Loads – 3', which is available from British Water at www.britishwater.co.uk. (To help you calculate this, we recommend you read the guidance notes on part B6.5 for more information.)

Show how you calculated the figure given in the box below and continue on a separate sheet if necessary, giving a reference for the extra sheet.

5 About your discharge, continued

Document reference for any extra sheet(s) used for question 5d _____

5e What type of sewage treatment system will you be using to treat your effluent?

- Package treatment plant that meets British Standard BS 12566
- Septic tank
- Other

You must provide design details of 'other' treatment systems in the box below and continue on a separate sheet if necessary, giving a reference for the extra sheet.

Document reference for any extra sheet(s) used for question 5e _____

5f If you are making a discharge to ground from a new system (this does not apply if you are discharging to ground up to 5 cubic metres (5m³) a day from an existing system) or a discharge to a surface water, you must provide a sample point where a sample of your discharge can be safely taken before it has mixed with any other discharges such as rainwater run off. If your sample point is not at your outlet you must give its grid reference and identify it on the plan required by section 4

What is the National Grid Reference of your discharge sample point if not at the outlet (for example, ST 12345 67890) _____

5g Where will your treated effluent discharge to?

Mark in the table below where this effluent discharges to and fill in the relevant appendix.

If you are sending in a paper version of this form you only need to print off and fill in one appendix to save on paper.

Receiving environment	X	Relevant appendix
River, stream, ditch or canal		1
Into land (drainage field)		2
Onto land (e.g. via reed bed or grass plot)		3
Borehole or well or other deep structure		4
Tidal river, tidal stream, estuary or coastal waters		5
Lake or pond		6

Now fill in section 6

6 More information from you

Are there any other factors we need to take into account as part of your application?

Yes Please provide details on a separate sheet.

Document reference for these details _____

No

Now fill in section 7

7 Payment

7a Is the maximum volume of effluent you will discharge five cubic metres (5m³) or less a day?

This is the figure you have given in question 5d.

Yes The reduced application fee applies and you do not have to pay an annual subsistence charge. Now fill in question 7g.

7 Payment, continued

No The standard application fee applies. Please note that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit. Now fill in questions 7b to g.

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

Details as in question 1b and 1c

Details as in question 1d

Please give details below if different from question 1b and 1c or 1d.

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

First name _____

Last name _____

Position _____

Address _____

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

7c What date do you want the permit for this effluent to start?
(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 (delay) the start date.

7d Is the discharge time limited?

Yes Please give the date you expect the discharge to end
(DD/MM/YYYY) _____

Please note that your permit will not end on that date and you will still need to notify us to surrender the permit

No

7e Will the discharge take place all year?

Yes

No Please give details of the months when you will make
the discharge _____

7f Will the discharge take place on more than six days in any year?

Yes

No

7g Please see the 'Making an application' section of our website, or contact us using one of the options in section 11, for details of the current application fees. Please note that the charges are revised on 1 April each year.

Please see the document 'How to pay us' in the 'Making an application' section of our website.

Tick below to show how you will make the payment.

Cheque

Postal order

Cash

7 Payment, continued

Credit or debit card

Electronic transfer (for example, BACS)

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded-delivery postal service and enclose your application reference details.

Paying by credit or debit card

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

Please call me to arrange payment by debit or debit card

I have enclosed form CC1 with my application

Paying by electronic transfer BACS reference

Sites in Wales

Company name: Environment Agency Wales
Company address: PO Box 663, Cardiff, CF24 0TP
Bank: Citigroup Centre
Canada Square, London, E14 5LB
Sort code: 08-33-00
Account number: 12800578
Payment reference number: PSCAPPXXXXYYY

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

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

Sites in England

Company name: Environment Agency
Company address: Income Dept 311,
PO Box 263, Peterborough, PE2 8YD
Bank: Citigroup Centre
Address: Canada Square, London, E14 5LB
Sort code: 08-33-00
Account number: 12800543
Payment reference number: PSCAPPXXXXYYY

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

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

8 The Data Protection Act 1998

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

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

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and

9 Confidentiality and national security, continued

- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows). We may pass the information on to our agents or representatives to do these things for us.

Now read section 9 below

Confidentiality

We will normally put all the information in your application on a public register of environmental information. However, we may not include certain information in the public register if this is in the interests of national security, or because the information is confidential (see the guidance accompanying this form which explains what we mean by confidentiality).

You can ask for information to be made confidential by ticking the box below and enclosing a letter with your application giving your reasons (see the guidance accompanying this form which explains what we mean by confidentiality). If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application.

Confidentiality is unlikely to be applicable for a small-scale sewage discharge except for information about ex-directory telephone numbers. In those cases please write to tell us that information should not go on the public register.

Only tick the box below if you wish to claim confidentiality for your application and have enclosed a letter stating your reasons. We will then have to assess your statement and therefore the progress of your application may take longer.

Please treat the information in my application as confidential.

National security

You can tell the Secretary of State/Welsh ministers that you believe including information on a public register would not be in the interests of national security. You must enclose a letter with your application telling us that you have told the Secretary of State and you must still include the information in your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

You can find guidance on national security in 'Core Environmental Permitting Guidance' published by Defra and available via our website at www.environment-agency.gov.uk.

You cannot apply for national security via this application.

Now fill in section 10

10 Declaration

Each individual who is applying for their name to appear on the permit must complete this declaration. You will have to print a separate copy of this page for each additional individual to complete.

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 2012.

A relevant person should make the declaration (see guidance notes on part B6.5). An agent acting on behalf of an applicant is NOT a relevant person.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

You must tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well).

Name _____

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

First name _____

Last name _____

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

Position (if relevant, for example, in a company or organisation and so on) _____

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

11 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 422549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

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

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

12 Where to send your application (one copy of the application and each supporting document provided)

Please send your filled-in application form to:

By email to PSC-WaterQuality@environment-agency.gov.uk

Or

Permitting Support Centre

Quadrant 2

99 Parkway Avenue

Parkway Business Park

Sheffield

S9 4WF

Do you want all information to be sent to you by email?

Please tick this box if you wish to have all communication about this application sent via email (we will use the details provided in Part A).

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

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

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

Would you like a reply to your feedback?

Yes please

No thank you

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received

£

Plain English Campaign's Crystal Mark does not apply to appendices 1 to 6.

Appendix 1 – Discharges to a river, stream, ditch or canal

If you are discharging to a river, stream, ditch or canal, you must answer questions 1.1 to 1.6 below.

1.1 Give the National Grid Reference of the discharge point
(for example, ST 12345 67890)

1.2 Give the name of the watercourse, canal or the main
watercourse it is a tributary of if you know it

1.3 Is the discharge into a
(tick one)

River, stream or ditch

Canal

1.4 Does the watercourse dry up for part of the year?

Yes

No

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

Yes Go to 1.6

No

1.6 Give the National Grid Reference where the discharge enters
the surface water sewer

Appendix 2 – Discharges into land (drainage field)

If you are discharging the effluent into land, you must answer the relevant questions below.

2.1 Give the National Grid Reference of the discharge point (for example, ST 12345 67890) _____

2.2 Is your infiltration system new or existing?

New Now go to question 2.4

Existing Now go to question 2.3

2.3 When was it built? _____

Now answer questions 2.4–2.7 if you are able to. If not go straight to 2.8.

2.4 Is your infiltration system designed and built to British Standards 6297:2007 + A1:2008?

Yes

No

2.5 On what date did you carry out a percolation test and dig a trial hole in line with British Standards 6297:2007 + A1:2008?

Date (DD/MM/YYYY) _____

2.6 What is your percolation value (Vp) result (in seconds per millimetre)? _____

You must show in the table below how you worked out the percolation value.

	Trial 1	Trial 2	Trial 3	Average
Hole 1				
Hole 2				
Hole 3				
Hole 4				

2.7 What is the surface area of your infiltration system (in square metres)? _____

2.8 If known, mark on the plan you have provided in response to section 4 the extent of the infiltration system.

2.9 Is any part of your infiltration system within 50 metres of a well, spring or borehole?

Yes

No

Identify the location of the well, spring or borehole on the plan you have provided for section 4 and answer question 2.10.

2.10 Is the well, spring or borehole you have identified used to supply water?

Yes

No

You must describe in the space below what the water supplied is used for.

2.11 Is any part of your infiltration system within 10 metres of a watercourse?

Yes

No

Identify the location of the watercourse on the plan you have provided for section 4 of the application form.

Appendix 3 – Discharges onto land

If you are discharging the effluent onto land, you must answer questions 3.1 to 3.6 below.

3.1 Give the National Grid Reference of the discharge point _____
(for example, ST 12345 67890)

3.2 Select from the table below the type of area where the effluent is disposed of

Area type	X
Unlined reed bed	
Unlined grass plot	
Unlined wetland	
Other (please specify below)	

3.3 What is the surface area (in square metres) of the land used for your disposal? _____

3.4 Is any part of your discharge within 50 metres of a well, spring or borehole?

Yes

No

Identify the location of the well, spring or borehole on the plan you have provided and answer question 3.5

3.5 Is the well, spring or borehole you have identified used to supply water?

Yes

No

You must describe in the space below what the water supplied is used for.

3.6 Is any part of your infiltration system within 10 metres of a watercourse?

Yes

No

Identify the location of the watercourse on the plan you have provided for section 4 of the application form.

Appendix 4 – Discharges to a borehole or well (or other deep structure)

If you are discharging the effluent to a borehole or well or other deep structure (such as a shaft, natural swallow hole or deep soakage pit), you must answer questions 4.1 to 4.9 below.

4.1 Give the National Grid Reference of the discharge point (for example, ST 12345 67890) _____

4.2 Is the discharge to ground via a well or a borehole?

Well

Borehole

Other deep structure

If you have ticked the box for 'other deep structure' please give details (e.g. shaft, natural swallow hole, soakage pit etc). _____

4.3 What is/or will be the total depth of the borehole or well or other structure (in metres) below ground or other reference level (please specify the reference level you are using)? _____

4.4 Is the borehole or well or other structure already constructed?

Yes

No

If the borehole, well or other structure is sealed from inflowing water with unperforated linings or casing, and you have relevant records, tell us the depth to which these extend (in metres) below your reference level? _____

4.6 Does the borehole or well or other structure intermittently or permanently contain standing water?

Yes Now answer question 4.7

No Go to question 4.8

4.7 What is the highest level the standing water reaches (in metres) below your reference level? _____

4.8 Is any part of your discharge within 50 metres of another well, spring or borehole?

Yes

No

Identify the location of the well, spring or borehole you identified in answer to question 4.8 on the plan you have provided for section 4.

4.9 Is the well, spring or borehole you have identified used to supply water?

Yes

No

You must describe in the space below what the water supplied is used for.

Appendix 5 – Discharges to tidal river, tidal stream, estuary or coastal waters

If you are discharging the effluent to tidal waters, you must answer questions 5.1 to 5.6 below.

5.1 Give the National Grid Reference of the discharge point
(for example, ST 12345 67890) _____

5.2 Give the name of the tidal river, tidal stream, estuary or area
of coastal water if you know it _____

5.3 Is the discharge into a
(tick one)

Tidal river

Tidal stream

Estuary

Coastal water

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

Yes

No

Please explain, in the box below, why the discharge cannot be made below this point and continue on a separate sheet if necessary, giving a reference for the extra sheet.

Document reference for any extra sheet(s) used for question 5.4 _____

5.5 Does the discharge reach the tidal river, tidal stream, estuary or area of coastal water by flowing through a surface water sewer?

Yes Now go to question 5.6

No

5.6 Give the National Grid Reference where the discharge
enters the surface water sewer (for example, ST 12345 67890) _____

Appendix 6 – Discharges to a lake or pond

If you are discharging the effluent to a lake or pond, you must answer questions 6.1 to 6.6 below

6.1 Give the National Grid Reference of the discharge point _____

(for example, ST 12345 67890)

6.2 Give the name of the lake or pond if you know it _____

6.3 Select from the following table the type of lake or pond you will be discharging to and answer the relevant questions

Type of lake or pond	X	Relevant question(s)
Lake or pond that does not discharge into a river or watercourse or another pond that then discharges into a river or a watercourse		Permit not required*
Lake or pond that does not discharge into a river or watercourse or another pond that then discharges into a river or a watercourse, where you have had a notice served under paragraph 5 of Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2010		6.4, 6.5
Lake or pond that discharges into a river or watercourse		6.4, 6.5, 6.6

*Unless a notice has been served under Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2010

6.4 What is the surface area of the lake or pond in square metres? _____

6.5 What is the maximum depth of the lake or pond in metres? _____

6.6 What is the average depth of the lake or pond in metres? _____