

# Guidance notes on part C0.5 – Administrative variation of a standard or bespoke permit



## Please read these guidance notes carefully before you fill in the forms.

This guidance will help you complete part C0.5 of the application form pack.

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.

If you submit documents that are not required please note that they are not assessed.

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## 1 About the permit

### 1a Discussions before your application

If you have already discussed this application with us, either tell us the permit reference number or give details in a separate document and tell us its document reference number.

We can then refer to the information you've already given us, to help us determine your application.

If you wish to have a pre-application discussion call 03708 506 506.

### 1b Permit number

Tell us what the current permit number is. It may be called licence or consent number under previous legislation.

### 1d Contact details

Tell us who we can contact about this application.

## 2 About your proposed changes

### 2a Details of proposed change

An administrative change can be, for example, to correct mistakes in a permit.

For more details, please see the the environment permit charging scheme guidance at [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency).

Please give us brief details in the box on the form. If you need to provide more information please attach it, give it a document reference and refer to that in the box.

If your changes include changes to your personal or company details (for example, new address or contacts) please fill in the relevant sections of part A and make a note in the box.

Please note that a variation application that involves a claim that the information is confidential, except for national security reasons, cannot be considered an administrative variation.

## 3 The Data Protection Act 1998

Make sure you understand how we will use the information you provide to us.

## 4 National security

Ensure you enclose with the application a letter stating that you have written to the Secretary of State to claim national security for your application.

You can find guidance on national security in 'Environmental permitting guidance: core guidance' published by Defra and available at [gov.uk](http://gov.uk).

### You cannot apply for national security via this application.

We will not be able to progress your application until we receive the decision from the Secretary of State and therefore it is highly likely to delay your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

## 5 Declaration

### Make sure a relevant person makes the declaration.

‘Relevant people’ means each applicant, and in the case of a company, a director, manager, company secretary or any similar officer/employee listed on current appointments in Companies House. In the case of a Limited Liability Partnership (LLP), it includes any partner.

If you are signing on behalf of a company you should state the company name and company number.

If you wish a manager or other employee **not listed on current appointments at Companies House** to fill in the declaration on behalf of the company or LLP we will need confirmation (by letter or email) from a relevant person; that is, an officer of the company or a partner in the LLP confirming that the person has the authority to fill in the declaration.

Where the operator is the subject of any insolvency procedure it will be necessary for the declaration to be filled in by the Official Receiver/appointed insolvency practitioner.

## 6 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](mailto:enquiries@environment-agency.gov.uk)

Website: [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

## 7 Where to send your application and how many copies to send us

Please send your filled in application form to:

By email to [PSC@environment-agency.gov.uk](mailto:PSC@environment-agency.gov.uk)

OR

Environment Agency Permitting and Support Centre

Environmental Permitting Team

Quadrant 2

99 Parkway Avenue

Parkway Business Park

Sheffield

S9 4WF

The following table tells you how many copies of the application form and supporting documents you need to send to us.

Type of application	Number of copies of the application form and supporting documents
Applications	1 CD and 1 paper copy OR 1 electronic copy