

# Application for an environmental permit (Radioactive Substances Activity) Part RSR-F – Charges and declarations



**Please read through this part of the form and the part RSR-F guidance notes before you fill it in.**

It will take about two hours to fill in this part of the form.

Fill in this part for all applications for a radioactive substances activity.

## Contents

- 1 Radioactive Substances Activity**
- 2 Working out charges**
- 3 Payment**
- 4 Data Protection**
- 5 Confidentiality and national security**
- 6 Declaration**
- 7 Application checklist**
- 8 How to contact us/send your application**
- 9 Feedback**

## 1 Radioactive Substances Activity

If your application relates to the keeping or use of unsealed radioactive sources and subsequent disposal of radioactive waste (and is not an application for transfer or surrender) provide a copy of your calculations showing how you determined whether your activity was of low or high complexity.

Document reference

\_\_\_\_\_

## 2 Working out charges

**2a** Is your application for an administrative only variation?

Yes Go to section 4 (there is no charge)

No

**2b** Does your application include a radioactive substances activity on a nuclear licensed site?

Yes Go to section 4 (we will charge you on a time and materials basis)

No

**2c** Does your application include a radioactive substances activity which involves the use of radioactive material for the purposes of generating electricity from fusion, including any associated research and development?

Yes Go to section 4 (we will charge you on a time and materials basis)

No

## 2 Working out charges, continued

**2d** Does your application include the disposal of solid low-level radioactive waste (including high-volume very low-level waste) by deposit in or on land (either at a conventional landfill site or at a dedicated radioactive waste disposal site)?

Yes Go to section 4 (we will charge you on a time and materials basis)

No Fill in the table below

RSA Reference (see note 1)	Application type (see note 2)	Charges due (£) (see note 3)

Note 1 Radioactive Substances Activity Reference 1.2.1 to 1.2.9, as described in the charging scheme guidance.

Note 2 New, variation (administrative only, minor or normal), transfer or surrender.

Note 3 As specified in the charging scheme guidance. If you need to, please print or copy this page as confirmation of the charge you have calculated and for your use in arranging the payment. We will not send you an invoice to cover this charge.

**2e** If you are claiming the reduced fee for a ‘minor variation’, give your reasons

## 3 Payment

Tick below to show how you will make the payments.

Cheque

Credit or debit card

Electronic transfer (for example, BACS)

Expected date of transfer (DD/MM/YYYY)

### How to pay

#### Paying by cheque

Cheque details

Cheque made payable to

### 3 Payment, continued

Cheque number

Amount (£)

You should make cheques payable to ‘Environment Agency’ as appropriate and make sure they have ‘A/c Payee’ written across them if it is not already printed on.

Please write the name of your company and a reference number (this can be the site reference or permit reference – contact us if you don’t know either of these) on the back of your cheque.

We will **not** accept cheques with a future date on them.

#### **Paying by credit or debit card**

If you are paying by credit or debit card, please contact us on 02030 258 174 or 02030 258 207. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro cards only.

#### **Paying by electronic transfer**

If you choose to pay by electronic transfer:

- use the information overleaf to make your payment
- payments made from outside the United Kingdom must be in sterling – use the relevant IBAN/ SWIFTBIC number
- also send your payment details and a reference number (this can be the site reference or permit reference – contact us if you don’t know either of these) to the relevant email address overleaf

If you do not quote your reference number (this can be the site reference or permit reference), there may be a delay in processing your payment and application.

Account name: EA RECEIPTS

Bank: RBS/NatWest

Sort code: 60-70-80

Account number: 10014411

Payment reference number: xxxxxxxxxxxxxxxx

IBAN number: GB23NWBK60708010014411

SWIFTBIC number: NWBKGB2L

Email details to: **ea\_fsc\_ar@gov.sscl.com** and  
**RSR.Rotherham2.NE@environment-agency.gov.uk**  
(you are recommended to retype this address to ensure delivery)

## 4 Data Protection

### Environmental permit application privacy notice

The Environment Agency runs the environmental permit application service.

We are the data controller for this service. A data controller determines how and why personal information is processed. Our personal information charter explains:

- your rights
- what we do with your personal information

We're allowed to process your personal information because we have official authority as the environmental regulator. We need this information to carry out a task in the public interest that is set out in law. As the data controller, when you apply for an environmental permit, we have a legal obligation to process your personal data under the Environmental Permitting Regulations. The second lawful basis for processing your personal data is to comply with this legal obligation.

We need your personal information to process your environmental permit application. If you do not give us this information we cannot issue a permit to you. After we've issued a permit to you, we use your personal information:

- to check that you're complying with your permit
- during any potential enforcement action

### What personal information we collect

If you're the individual applicant, director or company secretary of a company applying or a technically competent manager or agent, consultant or the employee responsible for billing and invoicing we need your:

- name
- address
- email address

We also collect any questions or feedback you leave, including your email address if you contact us.

### Your responsibility with other people's personal information

If you've included personal information about other people on your application, you must tell them. You must provide them with a copy of this privacy notice so that they know how their personal information will be used.

### What we do with your personal information

We use your personal information to help us decide whether to issue you with a permit.

For cases where we consult, the information is available online on our consultation website during the consultation period. This website is available to everyone so your information may be seen outside the European Economic Area.

After consultation we put all the information you give us in your application on our **public register**.

If you can demonstrate that any information you send us is commercially or industrially confidential, we'll consider withholding that information from our public register.

If you think that the information you'll send us may be a threat to national security you must contact the Secretary Of State before you apply. You must still send us that information with your application. We will not include this information on our public register unless the Secretary of State decides it can be included.

## 4 Data Protection, continued

See the [environmental permitting guidance](#) for guidance on national security.

We may use your email address to contact you for user research to improve our service. You don't have to take part in the research.

### Where your personal information is processed and stored

We store and process your personal information on servers in the UK. We will not host your personal information outside the European Economic Area.

We do not use your personal information to make an automated decision or for automated profiling.

### How long we keep your personal information

We keep your personal information while your permit is in use and for 7 years after you surrender your permit. If the permit is for a landfill site, we keep the data for 10 years after surrender.

### Removing personal information from the public register

We will remove your personal information from the public register if:

- you withdraw your application
- we refuse your application and the time limit for appealing the decision has expired or an appeal is dismissed
- the information is no longer relevant for public participation purposes under the Environmental Permitting Regulations

### Contact

Our Data Protection Team gives independent advice. They monitor how the Environment Agency uses your personal information.

If you have questions or concerns about how we process personal information, or to make a complaint or request relating to data protection, please contact:

Data Protection Team  
Environment Agency  
Horizon House  
Deanery Road  
Bristol  
BS1 5AH

Email: [dataprotection@environment-agency.gov.uk](mailto:dataprotection@environment-agency.gov.uk)

You can also [make a complaint](#) to the Information Commissioner's Office (ICO).

The ICO is the supervisory authority for data protection legislation. The [ICO website](#) has a full list of your rights under data protection legislation.

## 5 Confidentiality and national security

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 it is in the interests of national security not to do so, or because the information is commercially confidential.

You can ask for information to be treated as confidential by enclosing a letter with your application giving your reasons. 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.

You can tell the Secretary of State that you believe that 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.

### Tick the box if you wish to assert confidentiality

Please treat the information in my application as confidential

### Tick the box if you wish to assert national security and you have told the Secretary of State about your opinion

(Note: All applications relating to sealed sources are automatically subject to national security restrictions – only tick the box if there is some other reason for asserting national security.)

I believe that including my information in the public register would not be in the interests of national security

## 6 Declaration

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 and may be liable to prosecution.

A relevant person should make the declaration. **If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration.**

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

Tick this box to confirm that you understand and agree with the declaration above

### Name

Title (Mr, Mrs, Miss and so on)

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

Position in organisation

\_\_\_\_\_

Today's date (DD/MM/YYYY)

\_\_\_\_\_

## 6 Declaration, continued

### For transfers only – declaration for person receiving the permit

I declare the information in this application to transfer an environmental permit to me is true to the best of my knowledge and belief. I understand 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 obtain approval you may be liable to prosecution.

Tick this box to confirm that you understand and agree with the declaration above

#### Name

Title (Mr, Mrs, Miss and so on)

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

Position in organisation

\_\_\_\_\_

Today's date (DD/MM/YYYY)

\_\_\_\_\_

## 7 Application checklist

You must fill in this section.

Tell us what you have sent with this application.

The correct application fee under our charging scheme

(Tick the box to say you have included the fee – only applicable if you have completed the table in question 2c)

List all the documents you have included. If necessary, continue on a separate sheet and tell us the document reference you have given it below.

Continuation sheet reference

\_\_\_\_\_

## 7 Application checklist, continued

Question reference	Document title	Document reference

## 8 How to contact us/send your application

Please send all parts of your filled-in application form and supporting documents to our Radioactive Substances Regulation Permit Support Team as described below:

For all applications (including nuclear sites) which do not relate to sealed radioactive sources you should email it to: **[RSR.Rotherham2.NE@environment-agency.gov.uk](mailto:RSR.Rotherham2.NE@environment-agency.gov.uk)**

For sealed sources you should contact us by telephone and we will tell you how to submit the information securely. Telephone: 0800 032 1628

### Support:

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below:

Phone: 0800 032 1628

For premises not on a nuclear site email: **[RSR.Rotherham2.NE@environment-agency.gov.uk](mailto:RSR.Rotherham2.NE@environment-agency.gov.uk)**

For premises on a nuclear site:

Nuclear Regulation Group email: **[nuclear@environment-agency.gov.uk](mailto:nuclear@environment-agency.gov.uk)**

Website: **<https://www.gov.uk/government/collections/radioactive-substances-regulation-for-non-nuclear-sites>** or **<https://www.gov.uk/government/collections/radioactive-substances-regulation-for-nuclear-sites>**

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.



## 9 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.

### For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received (£)

Do you want to remove the 'Official – Sensitive' text from the header and footer?

Yes

No