

Registration of your ground source heating and cooling system as exempt from the need for an environmental permit



**ENVIRONMENT
AGENCY**

Please note this form is for the registration of low risk open loop ground source heating and cooling systems only - see guidance note.

Please read through this form and the guidance that accompanies it before you fill in this form.

It should take about 10 minutes to fill in this form and it is likely that you will have to find out some information before you will be able to do so.

How to fill in this form

Please fill in this form and return it in the post to the address given below if you are an operator of a ground source heating and cooling system (referred to as 'GSHC system') and wish to notify us of a registration. Please do not complete this form if you are not an operator.

If you make a mistake on the form, just cross it out with a pen and enter the correct information where possible.

How much does it cost?

There is no charge for registration of your GSHC system and there are no associated annual charges.

How do I register?

Just follow this step by step process:

Step 1 Have you read the guidance?

We have produced guidance to help you fill in this form

Step 2 Read and fill in Parts A and B.

Step 3 Read and tick the declaration in Part C.

After you fill in the form, please read through it again and make sure you have correctly answered all the questions. This will make sure we can process your registration as quickly as possible.

Step 4 Post the form to us at this address:

P&SC Water Quality Team
Environment Agency
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF.

Registration of low risk ground source heating and cooling systems

Part A About you as the operator of a GSHC system

See guidance note A1

A1 About you as the operator of the GSHC system

Title (Mr, Mrs, Miss, Dr, etc) (required)	
Forename and surname (required)	
Business, organisation or partnership name (if applicable)	
Address (required)	
Postcode	
Contact phone number including the area code (optional)	Home: Mobile:
Email (optional)	
Company registration number (if applicable)	

For small businesses and companies please see guidance note A1

A2 Tell us if the GSHC system is at a different address from that stated in Part A1

See guidance note A2

Address	
Postcode	

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Part B About your GSHC system

See guidance note B1

B1 Please tick only one activity you want to register.

The activity you tick will set the discharge rate conditions and temperature constraints on your registration.

		Tick here
001	A cooled aquifer system with a volume of less than 1500 cubic metres per day	
002	A balanced system with a volume of less than 430 cubic metres per day	
003	A heated aquifer system with a volume of less than 215 cubic metres per day	

If you decide to change the activity type your registration may no longer be valid and you may need to apply for an environmental permit. Please see guidance note B1.

If your activity falls outside the scope of the discharge rate conditions then do not continue with this submission as you will need to apply for an environmental permit.

B2 Further Conditions

See guidance note B2

For registration of a low risk open loop GSHC system you must confirm compliance with the following conditions

Number	Condition
1	Nothing will be added to the water within the system
2	The temperature of water discharged from the system will not exceed 25°C and will not vary by more than 10°C compared to the abstracted water
3	The system is not on a known contaminated site or where there has been previous contaminative use
4	Water from the system will not be discharged within 50 metres of a watercourse
5	Water from the system will not be discharged within 50 metres of a groundwater-fed wetland
6	Water from the system will not be discharged within 50 metres of a point of groundwater abstraction
7	Water from the system will not be discharged within a groundwater Source Protection Zone 1 (SPZ1)
8	The abstraction and discharge will be within the same aquifer
9	Water within the system will not be used for any other purpose

Does the ground source heating and cooling system comply with all of the above conditions?	Yes	
	No	

If you answered no to this question then you will need to apply for an environmental permit to continue with the proposed activity. If you think you may need to apply for an environmental permit then either look at the guidance on our website or contact our National Customer Contact Centre on 03708 506 506 or email us at enquiries@environment-agency.gov.uk.

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B3 12-digit grid reference

See guidance note B3

You need to provide a 12-digit grid reference for the location of the discharge point. A 12-digit grid reference consists of 2 letters followed by 10 numbers (for example AB 123245 67890).

12-figure grid reference	--- -----
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Part C Declaration

See guidance note C

You must read this section before ticking the declaration and sending your form to us.

Ticking the declaration confirms that you have read the guidance, understood and accepted the registration conditions and confirmed that you will comply with them.

This means that your GSHC system must operate without causing pollution, in particular without causing:

- a harm to people and the environment;
- b damage to property; and
- c a negative effect on facilities or other legitimate uses of the environment.

For more information on protected sites and species, please visit our website, contact our National Customer Contact Centre on 03708 506 506 or email us at enquiries@environment-agency.gov.uk.

Please now read the paragraphs on Data Protection and National Security on the next page.

The operator for this registration who is the person named in A2 must now tick the declaration section. A person knowingly or recklessly making a statement which is false or misleading to gain a registration (for themselves or another person) commits an offence under Regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010.

If you make a false or misleading statement we may prosecute you, and if you are convicted, you may have to pay a fine or go to prison (or both).

I declare that the information provided on the registration form is correct		Tick here
Title (Mr, Mrs, Miss, Dr, etc.)		
First name		
Last name		
Company Position (if applicable)		
Today's date		

The Data Protection Act 1998

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

- deal with your registration;
- make sure you keep to the conditions of the registration; 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
- 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.

National security

We will normally put all the information in your submission, apart from the contact details, onto a public register of environmental information. However, we may exclude certain information from the public register on grounds of national security.

If you believe that information should be excluded, you must tell the Secretary of State in a letter why it would not be in the interests of national security to put the information on a public register. You must enclose a copy of this letter with your submission and you must still include the information in your submission. We will not include the information on the public register if the Secretary of State decides that it should be excluded.

Note: We will not be able to progress your registration until we receive the decision from the Secretary of State, therefore this is likely to delay your registration.

Tick this box only if you wish to claim confidentiality for your submission and have enclosed a letter stating your reasons. We will then have to assess your statement and therefore the progress of your registration may take longer.

Please treat the information in my submission as confidential