

Guidance notes on part C1 – Varying a permit – to change to or to add a standard facility



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

This guidance will help you complete part C1 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 or go to <https://www.gov.uk/government/publications/environmental-permit-pre-application-advice-form>.

1b Permit number

Tell us what the current permit number is.

2 About your proposed changes

2a What are your proposed changes?

Tell us if you are applying to convert your existing permit to a standard permit or adding a standard rules set to your current permit. If you want to do both give us more details in a separate document and write the document reference here.

Note: If you want to change from an existing permit (that is not a fixed condition licence) to a standard facility the charge will be the relevant application charge for the standard permit. See charging guidance for more details.

2b Consolidating (combining) existing permits

If you have several permits on one site and you want to consolidate (combine) them into one permit, list the relevant permit numbers here in Table 2. You will need to apply to vary each of the permits you want to consolidate. Please make sure you discuss your plans to consolidate your permits with us before you apply.

Note: please be aware that if you are applying to consolidate (combine) permits you are agreeing to have a modern style permit.

When we consolidate (combine) the permits we create one permit of modern conditions to replace the former permits. If the permits being consolidated are not modern permits we will map the existing conditions across to modern ones. Therefore your final permit will be a modern-style one.

3 Standard facilities

3a Standard facilities

We have produced sets of standard rules and have made an assessment of the risk from each of them. These are available at www.gov.uk/government/organisations/environment-agency. You can apply to have a standard permit that has one or more of these standard rules.

Look at the rules and generic risk assessment to make sure that your proposals can meet the rules and fit within the assessment.

Applying for a permit subject to the rules is voluntary.

Applying for more than one standard rules or to add a standard rules to a bespoke permit.

If you are applying for a permit which will include more than one standard rules set these must be carried out as discrete and self-contained activities. A standard rules permit is an option where the environmental risks from a specific discrete activity are known.

Where multiple interconnected activities take place the risk increases, meaning that the generic risk assessments no longer apply and a standard rules permit is no longer appropriate. If you want to carry out multiple activities on the same site which are interconnected you need to apply for a bespoke permit.

If you are applying for more than one standard rules set you will need to show:

- how the rules sets are not interconnected
- are kept separate
- are operated as a discrete activity

We may need to ask for more information from you to demonstrate how the activities are kept discrete unless the activities are clearly distinct from one another.

If you are applying to add a standard rules to an existing bespoke permit we will also expect the standard rules to be carried out as a discrete and self-contained activity.

3b Mining waste operation

If you are applying for a standard permit for a mining waste operation you also need to complete the waste management plan checklist in appendix 2.

3d Deposit for recovery purposes

If you are applying for a waste recovery activity involving the permanent deposit of waste on land for construction, reclamation, restoration or improvement of land you must answer this question.

Before applying for a permit to deposit waste on land you should refer to the guidance to decide whether the proposed activity is likely to be viewed by us as recovery or disposal. Prepare your case and present it to us in a waste recovery plan before you submit your permit application. We will try to advise you whether we think your proposal is recovery or disposal within 14 days from receiving the information. We will contact you if our advice is likely to take significantly longer and advise you when a response will be provided.

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>.

Submit your waste recovery plan to psc@environment-agency.gov.uk with a covering letter that identifies it as a pre-application stage waste recovery plan for assessment and includes:

- contact name
- contact phone number
- contact email
- site address
- application/pre-application reference numbers (if obtained)

When you are aware of our advice, you will be able to apply for the appropriate permit. We will check your application against any pre-application advice that we gave you. We may refuse the application if we disagree with the application made. You have a statutory right of appeal of this decision to the Planning Inspectorate. It is very much in your interests to agree with us first that your proposal is waste recovery before applying for a recovery permit.

You must provide us with a copy of your waste recovery plan that complies with the guidance, highlighting any changes made since your pre-application discussions. Please tell us the reference number you have given the document.

For further guidance on deposit for recovery please see our website at www.gov.uk/government/organisations/environment-agency.

3e SR 2010Nos 2 or 3 Discharges to surface water

Give a date when you want the permit for this effluent to start.

You cannot discharge your effluent before the start date on your permit. Charges will start on this date.

We recommend that you do not apply more than 12 weeks ahead of when the permit is needed unless you accept payment of these charges before the discharge date.

We recommend that you contact us before submitting your application to check that you can meet the nature conservation risk criteria. You can do this by emailing us at: PSC-WaterQuality@environment-agency.gov.uk

Please include:

- contact name
- contact phone number
- contact email
- site address
- six-figure grid reference for site of discharge

- name of standard rules permit

If you are applying for Standard rules SR2010 No 3 you must use ‘Flows and Loads 4 – Sizing Criteria, Treatment Capacity for Sewage Treatment Systems (Package Plants)’ published by British Water (ISBN: 978-1-903481-10-3) and available at <http://www.britishwater.co.uk> to calculate their maximum daily discharge volume.

3g Low-impact installations

Read the low impact installation guidance in appendix 1 to check that your installations fit the conditions. You must tell us how you meet the conditions in a separate document, giving the document reference in this section.

You must complete the low impact installation checklist in appendix 1 of part C1. Tick the box to confirm that it has been filled in.

4 General information

4a Provide a plan or plans for the site

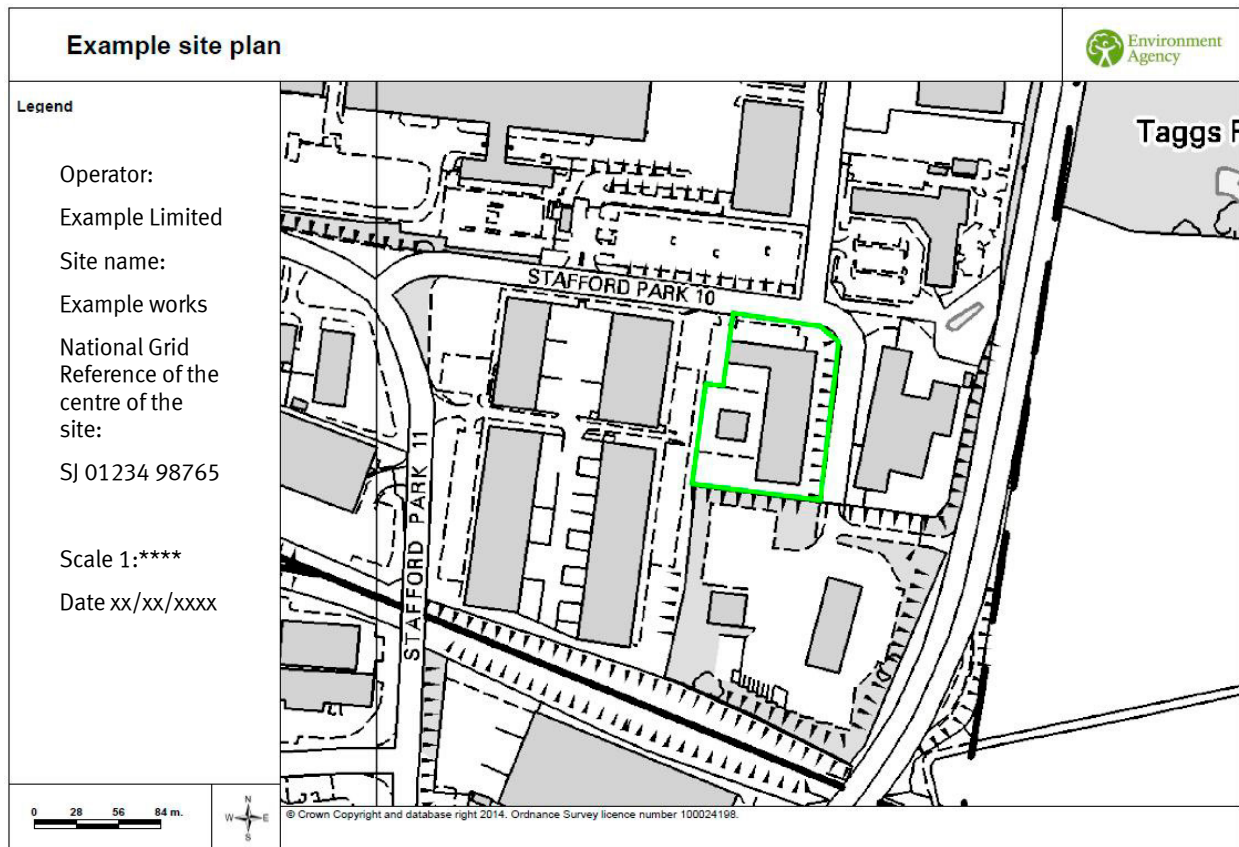
If you are adding land as part of your application to vary your permit you must send us a revised site plan that identifies all of the land on which your activities or waste operations, or mining waste operations (including mining waste facilities) (or all/both) take place. The site plan should provide a date and a reference number and must be drawn accurately to a defined scale. The outline of the site must be clearly marked.

If you are applying for more than one standard rules set you will need to outline the area each activity takes place and annotate the plan to make it clear which rule set will take place in which area.

If you are applying for a permit for a site based standard facility, there will be specific restrictions within the standard rules on where the permitted activities can be carried out, such as proximity to nature conservation sites or residential properties and workplaces. We will treat the site boundary as the boundary of the activities unless there is a defined area within this on the site plan which clearly shows where the permitted activities are to take place. This may be important to you if your proposed activities only occupy a small portion of a larger site.

For water discharge activity standard permits your site plan must show:

- the sewage treatment plant
- the sample point identified in answer to 3e
- the point where the sewage is discharged to the receiving surface water



If you are sending us a paper copy of your site plan it must be either A3 or A4 size. Alternatively, you can send us an electronic copy on CD. For an example of a suitable plan see opposite.

Copyright issue

Please note that some plans and maps will have copyright issues. Unless you are using your own maps or plans or have paid for the copyright (for example with Ordnance Survey) you may not have the right to reproduce the map or plan.

4b Provide the relevant sections of a site condition report if this applies

For installations standard rules permits you must provide us with a site condition report.

If you are applying for a standard permit for an IED installation (SR2012 Nos 4, 8, 9, 11 and 13), tick the box to confirm that you have sent in a baseline report.

To surrender the permit you will need to be able to show that the site has been returned to a satisfactory state. In order to achieve this you must produce a Site Condition Record (SCR), which describes the condition of the site. It should identify any substance in, on or under the land that may constitute a pollution risk. The first part of this will be created at the permit application stage and it will then be updated and added to throughout the life of the permit. The SCR would then be completed and submitted in support of an application to surrender.

You must provide us with a Site Condition Report with sections 1 to 3 completed with your application. You must also send us a detailed site plan (or plans) showing:

- site location, the area covered by the site condition record, and the location and nature of the activities and/or waste facilities on the site
- locations of receptors, sources of emissions/releases, and monitoring points
- site drainage
- site surfacing

Search for 'Environmental permitting: H5 site condition report and template' at www.gov.uk/government/organisations/environment-agency or call 03708 506 506.

4c Provide a fire prevention plan if the standard rule set you are applying for requires one

Table 2 – Relevant standard rule sets for a standard facilities permit

If you are applying for a standard rules set which requires a Fire Prevention Plan you must send us a Fire Prevention Plan that complies with the Fire Prevention Plan Guidance. Search for 'Fire prevention plan guidance' at www.gov.uk/government/organisations/environment-agency. You need to follow this guidance if your permit says you must have a fire prevention plan or if you need to submit one as part of your variation application.

If your variation increases the risk of fires occurring or could increase the risks to the environment if a fire occurs you need must send us a copy of your fire prevention plan. Examples of changes that may increase the fire risk include:

- Extending the site boundary towards sensitive receptors
- Accepting combustible waste for the first time
- Storing waste within a building

We may need to ask for fire prevention plans in other circumstances based on our regulatory experience

Standard rule description	Tonnes per annum (tpa)	Standard rule set
Metal recycling and waste electrical and electronic equipment authorised treatment facility excluding ozone-depleting substances	Less than 75,000 tpa	SR2015 No3
Household, commercial and industrial waste transfer station	Less than 75,000 tpa	SR2015 No4
Household, commercial and industrial waste transfer station (no building)	Less than 5,000 tpa	SR2015 No5
Household, commercial and industrial waste transfer station with treatment	Less than 75,000 tpa	SR2015 No6
Household, commercial and industrial waste transfer station with asbestos storage	Less than 75,000 tpa	SR2015 No8
Household, commercial and industrial waste transfer station with treatment and asbestos storage	Less than 75,000 tpa	SR2015 No10
Non-hazardous mechanical biological (aerobic) treatment (MBT) facility	Less than 75,000 tpa	SR2015 No12
Vehicle storage, depollution and dismantling (authorised treatment) facility	Less than 75,000 tpa	SR2015No13 75kte
Metal recycling site	Less than 75,000 tpa	SR2015No14 75kte
Waste electrical and electronic equipment authorised treatment facility (ATF) excluding ozone depleting substances	Less than 75,000 tpa	SR2015No15 75kte
Metal recycling site	Less than 25,000 tonnes per site	SR2015 No16
Vehicle storage, depollution and dismantling (authorised treatment) facility	Less than 5,000 tonnes per site	SR2015 No17
Metal recycling, vehicle storage, depollution and dismantling (authorised treatment)	Less than 25,000 tonnes a	SR2015 No18

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Standard rule description	Tonnes per annum (tpa)	Standard rule set
facility	year of waste metal and less than 5,000 tonnes a year of waste motor vehicles	
Non-hazardous household waste amenity site	Less than 75,000 tpa	SR2015 No19
Non-hazardous and hazardous household waste amenity site	Less than 75,000 tpa	SR2015 No20
Materials recycling facility	Less than 75,000 tpa	SR2015 No21
Treatment of waste wood for recovery	Less than 5,000 tpa	SR2015 No23
Use of waste to manufacture timber and construction products	Less than 75,000 tonnes per year	SR2015 No24

The fire prevention plan shall as a minimum specify:

- i the total amount of waste (tonnes and cubic metres) that will be stored on-site at any one time and, if more than one type of waste is to be stored on site, the total amount of each type of waste
- ii the maximum time each type of waste will be stored on site
- iii the method of storage of each type of waste
- iv the maximum volume of each waste pile in cubic metres and the number of piles
- v the location within the site where each type of waste will be stored
- vi the maximum size of any waste pile stack, stipulating the maximum height, width and depth in metres
- vii the minimum separation (fire break) distance between waste piles or storage areas
- viii if fire walls are used in place of fire breaks, full details of the design and construction of such walls
- ix the steps put in place to prevent and minimise the risk of a fire or of its spreading within the site or from the site
- x the steps put in place to extinguish a fire if one starts
- xi the steps and procedures to be followed if a fire occurs on site, including how the impact or emissions from a fire that may affect people or the environment will be minimised
- xii the provisions made to enable safe access to the site for emergency responders, and how the impact on people and the environment from fighting the fire will be minimised

NOTE: there will be other aspects you will have to cover in your fire prevention plan for example the type of operation, the scale of it and the location. See the Fire Prevention plan guidance for further details.

Contact your local Environment Agency office for pre-application advice. You can find this by calling 03708 506 506 or going to <https://www.gov.uk/government/publications/environmental-permit-pre-application-advice-form>.

5 Your ability as an operator

When determining your application we must consider whether you will be a competent operator. We look at your technical ability and whether you have been convicted of a relevant offence. A relevant offence is one relating to the environment or environmental regulation. We also check to see if you have been declared bankrupt or insolvent and can check your financial standing by way of a credit check. We also check that you have a management system.

5a Relevant offences (installations and waste operations only)

Relevant people

Relevant people for these checks mean each applicant, and in the case of a company, a director, manager, company secretary or any similar officer or employee. In the case of a Limited Liability Partnership (LLP), it includes any partner. It also includes any person who has held a position in a company or LLP when it was convicted of a relevant offence.

Relevant offences

You must tell us if any of the relevant people or the company itself in your application have been convicted of a relevant offence. A relevant offence is one relating to the environment or environmental regulation. A list of relevant offences can be found by searching for 'relevant conviction guidance for permit applications for waste activities and installations only' at www.gov.uk or by calling 03708 506 506.

If any of the relevant people in your application have been convicted of an offence you must look at our relevant offences guidance. This will help you complete this section and any extra information about the offence that you feel we should take into account.

5b Technical ability (specified waste management activities and waste operations only)

We need to be satisfied that you will have sufficient technical ability to operate your facility. Your management system should include information about how you will assess, develop and maintain technical ability.

You must have appropriate technical management in place before we can issue your permit. You need to give us details of each person who will provide technical management at your facility.

If your proposed mining waste operations include mining waste facilities, you must demonstrate that you have appropriate technical management in place and that your management system will provide the necessary staff training and development, but not for mining waste facilities for inert wastes or unpolluted soils.

Relevant waste operations

You will need to provide evidence that you have a ‘relevant qualification’ from one of the waste industry-based schemes if you are applying to operate a ‘relevant waste operation’.

Standard rules that are relevant waste operations can be found on our website

‘Relevant waste operation’ covers all former waste management licence operations as well as waste operations carried out as, or within, installations that used to be categorised as specified waste management activities under PPC. This is most of those in Sections 5.2 to 5.4 and 5.6 of Schedule 1 to the Regulations. It does not include Section 5.1 incinerators or ancillary waste operations such as the use of waste fuel. It is used in the Government Core Guidance on environmental permitting for the application of policy on approved technical competence schemes.

You will not need to supply evidence that you have a relevant qualification if you are applying to operate SRP 2009 No4 ‘Combustion of biogas in engines at a sewage treatment works’.

If you are applying for a permit to carry out ‘relevant waste operations’ you must demonstrate technical competence to do this by complying with one of the government-approved technical competence schemes. The two schemes currently approved are:

- Chartered Institute of Wastes Management/Waste Management Industry Training and Advisory Board (CIWM/WAMITAB) scheme: <https://wamitab.org.uk/competence/> (for more information email either education@ciwm.co.uk or info.admin@wamitab.org.uk) or
- Environmental Services Association/Energy and Utility Skills (ESA/EU skills) scheme: <https://www.euskills.co.uk/about/the-group/energy-utility-skills-register/> (for more information email enquiries@euskills.co.uk).

If you are applying for more than one standard rules set and relying on the CIWM/WAMITAB scheme you will need the relevant qualification for each of the standard rules.

5c Finances (installations, waste operations and mining waste operations only)

You will need to provide details of any insolvency or bankruptcy proceedings against the applicant or any relevant person, or a company in which you were a relevant person.

We may also want to contact a credit reference agency to verify your financial standing. You are giving your consent to this check by completing and submitting the application form.

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.

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 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/government/organisations/environment-agency

Appendix 1 – Low impact installation checklist

If you completed question 3g, low impact installations, you must also complete this checklist.

Guidance for applicants on low impact installations

The Industrial Emissions Directive (IED) requires us to permit all installations regardless of their potential for environmental harm.

Consequently we have developed the Low Impact Installation (LII) permit. If the criteria for LII are met, then a simpler permitting approach is adopted but all other aspects of the Environmental Permitting Regulations (EPR) still apply. LII sites are expected to require minimal regulatory effort by our staff.

Such reduction in regulatory effort can be reflected in lower application and subsistence charges for operators. The criteria for qualification as low impact remain deliberately demanding, as they are not designed to circumvent the purposes of the IED Directive or the EP Regulations that implement them.

Apart from pet cemeteries and the simple storage of waste (e.g. lockable asbestos skips), we do not consider the following waste activities under Schedule 1 of the Environmental Permitting Regulations to be eligible for the low impact approach:

- Section 5.1 – Incineration and co-incineration of waste
- Section 5.2 – Disposal of waste by landfill
- Section 5.3 – Disposal of waste other than by incineration or landfill

- Section 5.4 – Recovery of waste

Requirements on the operator

If you are able to comply with this guidance you may pay the lower fees, as set out in our charges scheme, but you must first demonstrate to us that your installation can have only a low impact on the environment through your application for a permit. We will check that the application is duly made and meets the criteria set out in this guidance. If we do not agree that the installation meets these criteria, we will not proceed to determine the application. Your application will be returned and you will be advised to submit a full application for a bespoke permit.

An application for a permit must address all of the matters set out in the guidance on applications for an Environmental Permit, in sufficient detail to allow us to determine it, even if you believe that you are likely to satisfy the LII criteria. You must show through your application that your installation meets each of the conditions set out below. The application might not have to be as detailed as that required for installations that do not meet these criteria. However, it will still need to be made in the proper manner, advertised and entered on the Public Register in the usual way. In coming to our view, we will consider any comments that we receive about the application as part of the consultation process.

The permit that we issue to an operator of a LII will contain conditions that meet the requirements of the Environmental Permitting Regulations. The permit will also aim to ensure that an installation is operated in such a way that all appropriate measures are taken to avoid pollution, in particular through the application of best available techniques (BAT), and achieving a high level of protection of the environment as a whole. The operator will be required to report each year that the installation is still running as set out in the application and certify that actual releases remain below the levels set out in this guidance.

Determination of low impact installations

We will determine what constitutes a low impact installation according to the principles set out below. You must demonstrate to our satisfaction that such is the nature of the installation, there is no reasonable likelihood that you will fail to meet any of these conditions.

Management techniques: All of the criteria described below must be met without having to rely on significant management effort. In other words, the installation intrinsically must have only a low environmental impact, including under start up, shut down, or abnormal operating conditions.

Aqueous waste: The installation must not release more than 50 m³ per day of water from process activities conducted at the installation giving rise to effluent. No account need be taken of the volume of water exported from the installation as product. Characterise and quantify any aqueous effluents released from the installation on a daily basis and provide justification that the installation releases no more than 50 m³ per day of water from process activities.

Abatement systems/releases to air: The installation must comply with the criteria in this guidance without having to rely on active abatement for releases to the environment outside of any buildings. Releases must not be dependent on continuing or correct operation of equipment, where failure of active pollution prevention systems could result in an unacceptable external release. For example, if the installation depends on active abatement in the form of scrubbers, filters or electrostatic precipitators to achieve the releases to the environment set out in this guidance, it is unlikely that it can be treated as having only a low potential for impact. However, abatement systems installed solely for the protection of workers (where abatement is not to attenuate external environmental releases) need not be included in this assessment.

Groundwater regulations: There must be no planned or fugitive emission from the permitted installation into the ground, or any soakaway. This does not preclude the discharge of clean rain water run-off into soakaways. Pet cemeteries may be exempt from this criterion provided certain specified conditions are met:

- the landfill is not within a Groundwater Source Protection Zone 1 or 2
- there is a minimum of one metre unsaturated zone between the bottom of the buried carcass or cremated remains and the groundwater table
- there is a minimum of one metre of soil between the carcass and the surface
- burial density shall not exceed 20 kg of carcass or cremated remains per m²

Pet cemeteries fall within the Directive definition of 'landfill' and are landfills for non-hazardous waste. This interpretation has been confirmed by Defra. Where pet crematoria dispose of their ash on site, that activity will also constitute a landfill for non-hazardous waste.

Waste production: The installation must not give rise to more than one tonne of Directive waste or 10 kg of hazardous waste per day, averaged over a year, with not more than 20 tonnes of Directive waste or 200 kg of hazardous waste being released in any one day. For the purpose of this application, no information is required on the proposed recovery and disposal of waste streams arising from the installation.

Energy consumption: The installation must not consume energy at a rate greater than 3 MW or, if the installation uses a combined heat and power installation to supply any internal process heat, 10 MW. These limits apply to the sum of energy imported as electricity and produced on site through the combustion of fuels.

Accident prevention: You must have in place satisfactory containment measures to prevent fugitive emissions to surface water, sewer or land and ensure that these are adequately maintained at all times. This requirement applies to all substances present on site and in any quantity.

Noise: There must be only a low potential for causing offence due to noise. An installation will not be considered as a low impact installation if it may give rise to noise noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of noise complaint arising from the installation and consideration of the likely offsite noise levels and proximity of

sensitive receptors. Describe the main sources of noise from the installation, the nearest noise sensitive locations and any relevant noise measurement surveys which have been undertaken; and the proposed techniques and measures for the control of noise. Provide justification that there is only a low potential for offence due to noise.

Emissions of polluting substances: Justify that there will be no likelihood of a release to the environment of any particular substance from the whole installation at a rate greater than that determined as insignificant as set out in our guidance note (search for ‘Control and monitor emissions for your environmental permit’ on www.gov.uk/government/organisations/environment-agency).

Describe the nature, quantities and sources of foreseeable emissions from the installation.

Odour: There must be only a low potential for giving offence due to odour. An installation will not be considered as a low impact installation if it may give rise to an offensive smell noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of odour complaint from the installation and whether this class of activity is known by experience to give rise to smells. A significant possibility or actual history of excursions or fugitive emissions, for example from stored materials, would suggest that the installation could not be treated as having a low impact. Provide details of potential sources of odour from the installation, for example from stored materials, and justify that there is only a low potential for offence due to odour.

Compliance history: If any of the following enforcement actions have taken place at the same installation under the same management (and where appropriate, have not been overturned on appeal), then it will not normally be considered further as a low impact installation:

- prosecution*
- formal caution*
- suspension notice*
- enforcement notice relating to an actual or potential environment incident*

* (All under EPR or the equivalent under previous environmental regimes)

Appendix 2 – Waste management plan checklist for standard permit applications for mining waste operations

Complete the checklist and refer to the technical guidance note for mining waste operations at <https://www.gov.uk/government/publications/mining-waste-operations-epr-614-additional-guidance>.