

Guidance notes on part A – About you



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

This guidance will help you complete part A 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.

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1 About you

Are you applying as an individual, an organisation of individuals (e.g. a partnership), a company or public body?

Tick the box which describes you as an applicant. If you are applying as a public body or company, give us their name. You can also give us any trading or partnership name if you are applying as an individual or organisation of individuals.

An organisation of individuals includes a group of individuals that together hold a water-discharge activity (previously known as a discharge consent).

You then need to go to the relevant section 2, 3, 4 or 5 and Appendix 1 on the application form.

2 Applications from an individual

Fill in the details of each applicant. We can only issue permits to named individuals.

You then need to go to section 6 on the application form.

3 Applications from organisation of individuals or charity

Fill in the details of the type and any trading name. If you are an organisation of individuals (for example, a charity, a partnership, a group of individuals or a club) please give the details of the main representative. We can only issue permits to named individuals.

We cannot issue a permit to a partnership. We therefore need details of each person in the partnership. If the permit is for multiple properties it will help to apply as a management company rather than as a large number of individuals.

If necessary, use a separate sheet to give us the details of additional applicants and tell us the document reference you have in the space provided on the form.

Limited Liability Partnerships – do not fill in this section; you must fill in section 5.

You then need to go to section 6 on the application form.

4 Applications from public bodies

Fill in details of the type, name of the public body and the name of the executive responsible.

4a Type of public body – please choose from English county council, English district council, English unitary authority, English metropolitan council, London borough council, other government authority, NHS trust, primary care trust, other health body, fire authority, other public body.

4c The executive is any person within the public body who is authorised to sign on their behalf.

You then need to go to section 6 on the application form.

5 Applications from companies

Give us the company registration number and date your company was registered.

Unregistered corporate bodies

If you are an unregistered corporate body, you will need to give us evidence that you are a legal body and we can issue a permit to you.

You then need to go to section 6 on the application form.

6 Your address

Your main (registered office) address

All applicants must give us this. If you are applying as a limited company, give the address of the registered office.

If you are applying as a company the email address given should be that of the company secretary as this is the one we will use to email a copy of the permit and any associated information or notices connected to the permit.

Partnerships

We can only issue permits to named individuals. We cannot issue a permit to a partnership. We therefore need the address of each person in the partnership. If necessary, use a separate sheet to give us the details of additional applicants and tell us the document reference you have in the space provided on the form.

You then need to go to section 7 on the application form.

Main UK business address (if different from above)

This is only required if it is different from your principal business address (for example, companies registered overseas).

7 Contact details

7a It will help us if there is someone we can contact if we have any questions about your application. The person you name should have the authority to act on your behalf. They can be an agent rather than the operator.

If the operational contact is different fill in question 7b and if the billing invoice contact is different fill in question 7c.

If you wish to have all communication about this application via email please tick the box in part F1. We will use the email address provided to send you all associated information or notices connected with the permit.

8 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

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.

9 Where to send your application and how many copies to send us

Please send your filled-in application form to:

For water discharges by email to PSC-WaterQuality@environment-agency.gov.uk

For waste and installations by email to PSC@environment-agency.gov.uk

For flood risk activity permits send 1 copy only to enquiries@environment-agency.gov.uk or to the local Environment Agency office for where the work is proposed to be carried out.

OR

Permitting Support, NPS Sheffield
 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
All types of application	One paper copy OR one electronic copy

We may occasionally ask you for additional copies of lengthy supporting documents, preferably on disc. If this is the case we will contact you directly to discuss what is needed.

Appendix 1 – Date of birth information

Please fill in the information in this appendix.

Dates of birth will not be put onto our Public Register.