

Application for an environmental permit

Part B6.6 – Existing small sewage discharges to ground within a source protection zone 1



Please read through this form and the guidance notes. Please write clearly in the answer spaces.

It will take about one hour to fill in this form.

Environmental permit application form Part B6.6

This form is for an environmental permit application for **existing** small sewage discharges to ground of treated domestic sewage effluent of two cubic metres a day or less in a groundwater source protection zone 1 (SPZ1).

- An existing discharge is one that was in place before 1 January 2015

Two cubic metres per day is the same as 2000 litres; it is roughly equivalent to:

- the discharge from a single property with up to 11 bedrooms
- where two properties share a septic tank or package treatment plant (PTP) with a neighbour – a total of 10 bedrooms in both of the properties

Table 1 on page 4 will help you work out if your discharge is two cubic metres a day or less (a small sewage discharge) and whether you need to complete this form.

Discharges to boreholes, wells or other deep structures

If you discharge to a well, borehole or other deep structure you will have to provide additional information in order for us to assess your application fully. Please make sure you answer the additional questions in Appendix 1.

Additional information sheets

If you have to send us any additional sheets please provide a document reference for each sheet in the following format: house number or name/postcode/sheet name. For example: Eve Cottage/AB10 2BC/Site plan

Please send the documents with the application form when you have completed it.

Please read the guidance notes (contained in boxes within the text) for each section as you go through the form. The term 'sewage treatment facility' is used throughout this form. It is explained in more detail in the guidance note 2c.

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Introduction

This form is for an environmental permit application for existing small sewage discharges to ground in an SPZ1.

This discharge is legally a 'groundwater activity' under current legislation and an environmental permit is required for all sewage discharges to ground in an SPZ1.

Before filling in this part B6.6 you should confirm the following:

- your discharge is to ground from a septic tank or a PTP
- it is an existing discharge
- it is two cubic metres per day or less

Do not fill in this form if:

- the discharge is made to surface water, even if you are within a groundwater SPZ1 (you may be eligible for an exemption from the requirement for a permit)
- you no longer make the discharge (for example, you are now connected to the mains foul sewer)

To see if you are eligible for an exemption please visit www.gov.uk and search for 'septic tanks' and 'small sewage discharges' or call our National Customer Contact Centre on 03708 506 506.

Introduction, continued

Which form(s) do I have to complete?

If the discharge is new (started on or after 1 January 2015) or if the volume is more than two cubic metres per day do not fill in this form. Please fill in part B6.5. This is available from www.gov.uk or by calling our National Customer Contact Centre on 03708 506 506.

If you are making any other kind of discharge please search on the www.gov.uk website for 'small sewage discharge' or contact us on 03708 506 506.

If you have more than one sewage treatment facility that you wish to apply for please indicate on the form. For sections where the information is different for each sewage treatment facility it will be necessary to complete these sections for each facility. For example, each discharge will need a different grid reference number for each discharge point.

Source protection zone 1

You can check if you are in an SPZ1 using our groundwater interactive maps. Go to www.gov.uk and search for 'maps' and follow the links from 'check local environmental data and maps' and select the 'groundwater' maps. We do not hold records of private water supplies that are used for drinking water.

Introduction, continued

You should also ask your neighbours if there is a private drinking water supply (a well, borehole or spring) within 50 metres of the point of discharge. This will also be an SPZ1 with a default radius of 50 metres from the supply.

Definition of 'domestic sewage' effluent

Our definition of 'domestic sewage' is based on the Urban Waste Water Treatment Directive and the Water Industry Act (1991) and case law.

'Domestic sewage' means sewage effluent from residential properties and services that originates predominantly from the human metabolism and from household activities. This is typically waste from toilets, sinks and drains in a home or small business (such as a nursing home, guest house or pub). If you are not sure please contact us.

1 About you

1a Have you spoken to us already about this application?

If you have already spoken to us about your application please give details on a separate sheet and tell us the reference number you have given it. We will then be able to refer to the information you have already given us and the discussions we have had with you. This will help us to make a decision about your application.

Document reference

1b Your details

An individual

Please provide your title (Mr, Mrs, Miss, and so on), your full name, the address where you live with the postcode and your telephone and/or your mobile number. Please provide your email address if you have one. We can issue permits only to named individuals.

Note that in some cases the address may be different from where the discharge is taking place. You can provide further details in 2a if necessary.

Small businesses

Please provide your company name and company registration number. If you are applying as a limited company, give the address of the registered office. Please also provide the email address of the company secretary as we will use this to email a copy of the permit and any associated information or notices connected with the permit.

Unregistered corporate bodies

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

Please give us details of the people you want to be named on the permit. If you are applying for a permit for more than one individual (for example, because you share your sewage treatment facility with your neighbours), or as a corporate organisation (for example, a limited company), please give us the name and contact details of the main representative.

1 About you, continued

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Address

(If you are applying as a company, this must be the address given at Companies House.)

Postcode _____

Contact numbers, including the area code

Phone _____

Mobile _____

Email _____

Company or corporate organisation name

(If you are applying as a company, this must be the name given at Companies House.)

Company registration number (if relevant)

If you are applying as a corporate organisation that is not a limited company, please provide evidence of your status and tell us the reference you have given the document containing this evidence.

Document reference

1c Details of additional applicants

You need to provide details of additional applicants if you share a septic tank or a PTP with your neighbours, or if you are applying as a group of people, such as a partnership or a club. Please provide the name of the lead individual who is filling in the form in 1b and include on a separate sheet the title, full name and address of all the other individuals. Additional applicants will also need to complete the declaration in section 9.

Do you want additional people to be named on the permit?

Yes ☐

No ☐

On a separate sheet please give us the details we ask for in 1b for all additional applicants. Please tell us the reference you have given this sheet.

Document reference

1 About you, continued

1d Has someone helped you to fill in this form?

This may be a family member, a friend or an agent. It will help us if there is someone we can contact if we have any questions about the application. If you do not name anyone here we will contact the person named in 1b. The person you name should have the authority to act on your behalf but only the applicant or applicants named in 1b are able to complete the declaration in part 9.

If you want us to contact another person not named in 1b you must provide their details here. This can be a relative or someone acting as a consultant or an 'agent' for you.

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Mobile _____

Email _____

2 About your application

2a About your sewage treatment facility

If your sewage treatment facility is at the same address as you gave in 1b tick this box ☐

If not, please give the name, address and postcode details here.

Site name

Address

Postcode _____

2 About your application, continued

2b Discharge point national grid reference

What is a 12-digit national grid reference and how do I find one for my discharge point?

A 12-digit national grid reference is two letters followed by 10 numbers, for example, ST 12345 67890.

You can find a grid reference using the UK Grid Reference Finder website at www.gridreferencefinder.com.

How to use the grid reference finder

Enter your postcode. On the aerial photograph find your property and try to identify as closely as possible where the point of discharge is. Right-click on this spot and a grid reference will be provided.

Grid reference of the discharge point

2c What type of sewage treatment system (discharge) are you applying for?

Please indicate on the application form what sewage treatment system you are using to treat your sewage effluent.

A septic tank is a simple tank that is usually buried in the ground; it has an inflow of sewage from the house and an outflow from the tank. The septic tank allows solid matter to settle in the tank and liquids to flow out. The outflow from the septic tank requires further treatment and this is normally achieved by allowing it to soak into the ground, where bacteria in the soil complete the treatment process.

Normal maintenance for a septic tank would be removal of the accumulated solid matter (sludge) from the bottom of the tank. This is known as de-sludging.

Package sewage treatment plants (PTPs) are like mini-sewage works and produce cleaner effluent than septic tanks. PTPs are more sophisticated than septic tanks and require a source of power as well as more regular maintenance. They also accumulate solid matter (sludge) that is settled out from the sewage and therefore also require de-sludging. To find out if your PTP meets BS 12566 you can look at the manufacturer's information or maintenance instructions. If you are unsure, you must describe the treatment plant as best you can.

A drainage field or infiltration system is a series of infiltration pipes with holes placed in trenches and arranged so that sewage effluent can be trickled through the ground for further treatment. This should not be confused with surface water 'soakaways' which are underground structures, designed to speed the drainage of rainwater into the ground and are not suitable for discharging sewage effluent (see question 4d).

Please tick one box

A discharge from a septic tank ☐

A discharge from a package treatment plant that meets BS 12566 ☐

A discharge from a package treatment plant (not known if it meets BS 12566) ☐

Other (see guidance notes below) ☐

2 About your application, continued

2c What type of sewage treatment facility (discharge) are you applying for?

If you are unsure what type of sewage treatment facility you are applying for, please tick 'other'. You must provide design details of 'other' treatment systems in a separate document giving a document reference. For example, do you discharge to a reed bed following treatment by a septic tank or package treatment plant?

Document reference

3 Operating your treatment system

Your permit will include a condition to make sure your small sewage discharge is maintained and run effectively. This is referred to within your permit as the general management condition.

These are the things you will need to do to comply with the general management condition:

- know your treatment system
- look after and routinely check your system
- follow some dos and don'ts to prevent pollution
- keep a record of maintenance for your system
- record accidents/incidents, near misses and complaints

For further information and guidance please see our website www.gov.uk and search for 'small sewage discharge'.

The British Water Codes of Practice guides provide some useful information on how to look after your system. Please search on their website, www.britishwater.co.uk for:

- 'Guide to the Desludging of Sewage Treatment Systems'
- 'A Guide for Users of Small Wastewater Treatment Systems'.

Please tick this box to confirm that that you will be able to meet this condition ☐

4 About your existing discharge

4a What is the maximum volume of effluent you discharge in a day (in litres)?

Use table 1 below to work this out and check whether your discharge is within the permitted maximum daily volume.

Please circle on the table which situation is representative of your small sewage discharge and note the maximum volume of effluent you discharge in a day in the section below.

Please note that all values given in Table 1 are based on typical sewage generation from a domestic household.

These rates may differ for other uses, such as small offices and restaurants.

For small businesses

For more information please see 'Flows and Loads 4 – Sizing Criteria, Treatment Capacity for Sewage Treatment Equipment', published by British Water. We recommend that small businesses refer to this as sewage generation rates will differ depending on usage. You should provide details of how the daily volume was calculated.

'Wastewater Treatment Systems (Package Plants)' is also published by British Water. Both publications are available from British Water at www.britishwater.co.uk.

Maximum volume of effluent

litres

Table 1 – Maximum volume of effluent in litres – houses

| | | Single property | Property 2 | | | | |
|------------|-------------|-----------------|---|-------|-------|-------|-------|
| | | | Up to 3 bed | 4 bed | 5 bed | 6 bed | 7 bed |
| Property 1 | Up to 3 bed | 750 | 1500 | 1650 | 1800 | 1800 | 1950 |
| | 4 bed | 900 | 1650 | 1800 | 1800 | 1950 | |
| | 5 bed | 1050 | 1800 | 1800 | 1950 | | |
| | 6 bed | 1200 | 1800 | 1950 | | | |
| | 7 bed | 1350 | 1950 | | | | |
| | 8 bed | 1500 | Above 2000 litres (2 m³) daily discharge limit. This form cannot be used for these applications. Please use part B6.5 to apply. | | | | |
| | 9 bed | 1650 | | | | | |
| | 10 bed | 1800 | | | | | |
| | 11 bed | 1950 | | | | | |

Note 1: The number of bedrooms is used as differing numbers of people may occupy the property at different times.

Note 2: Dark grey boxes have a reduction factor applied to allow for the balancing effects on daily flow of a group of houses.

Note 3: For groups of small one- and two-bedroom houses and flats please refer to 'Flows and Loads 4' (www.britishwater.co.uk) or contact us for further information.

4 About your existing discharge, continued

4b Are you discharging to a borehole?

Yes ☐

No ☐

If you are discharging to a well, borehole or other deep structure you will also need to answer the questions in Appendix 1. (You do not need to answer 4d and 4g.)

4c Do you know when your sewage treatment facility was built or installed?

Please give the date your sewage treatment facility was installed as accurately as you can. If you do not know this, it may have been when the property was constructed. For example, you could answer 'Early 1970s'.

Date (DD/MM/YYYY)

4d Is your drainage field or infiltration system designed and built to BS 6297:2007+A1:2008?

Please indicate if you know whether the drainage field was built to BS 6297:2007+A1:2008. See also guidance note to 2c. Please provide a description on a separate sheet if you are not sure what system you have.

Yes ☐

No ☐

Don't know ☐

4e When your drainage field or infiltration system was designed or built, was a percolation test in line with BS 6297:2007+A1:2008 undertaken?

Yes ☐

No ☐

Don't know ☐

4f If a percolation test was undertaken in line with BS 6297:2007+A1:2008 do you know the percolation value (Vp) in seconds per millimetre?

The results of the percolation test describe how slowly or fast the sewage will drain away into the soil. It is normally a number between 15 and 100 and is called the Vp. It is usually measured in seconds per millimetre.

Yes ☐ Vp value _____

No ☐

4g What are the dimensions (length and width) of your drainage field or infiltration system?

Please provide the length and width (in metres) of the infiltration system as illustrated on the example site plan in section 5.

_____ metres

You should mark the extent of the drainage field or infiltration system on your site plan, which you will need to provide in response to section 5.

4 About your existing discharge, continued

4h Is any part of your drainage field or infiltration system within 50 metres of a well, spring or borehole used to supply water for human consumption?

Yes ☐

No ☐

Don't know ☐

If you answer 'Yes', you should mark the location of the well, spring or borehole on your site plan, which you will need to provide in response to section 5. Please describe on a separate sheet what, as far as you know, the water supplied is used for, giving a document reference, for example, a private household drinking water supply; industrial use for food manufacturing; water bottling, and so on.

Document reference

4i What do you currently do to maintain the sewage treatment facility?

How often is your septic tank or package treatment plant de-sludged?

How often is your package treatment plant serviced?

Is this the service frequency recommended by the manufacturer?

Yes ☐

No ☐

Don't know ☐

For any further information on maintenance please continue on a separate sheet, giving a document reference.

Document reference

5 Your site plan

You must send us a site plan with your application. If you do not provide a site plan we will not be able to process your application and we will need to ask you for one.

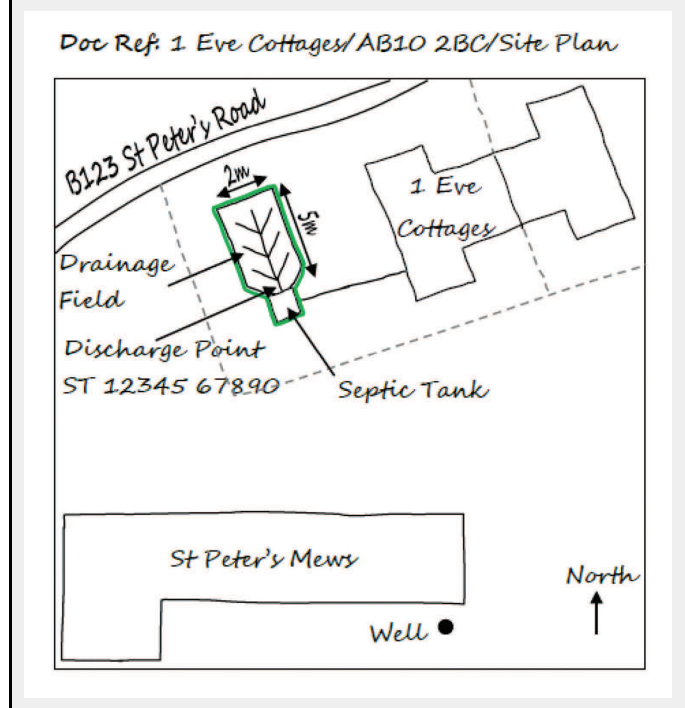
Your site plan must show the extent of your sewage treatment facility, ideally outlined in green or another colour. The extent of your sewage treatment facility means:

- the septic tank or package treatment plant (or other method of treatment)
- the extent and dimensions (in metres) of the drainage field (or other method of discharge to ground, such as a borehole)

Your site plan must also show any well, borehole or spring used to supply water for human consumption that you are aware of within 50 metres of any part of your facility. We will hold details of large abstractions; you will need to check if there are any smaller private water supplies nearby. For example, you could ask your neighbours.

If you have a sampling point where the treated effluent could be sampled, you should also mark this on your site plan. Please show the properties served by the sewage treatment facility. However, these are not part of the sewage treatment facility and so do not need to be outlined in green. If you are discharging to a well or borehole then you should provide the grid reference for this.

Please provide the grid reference you gave in 2b. An example of a site plan is shown below:



Please draw your site plan on a separate sheet.

Document reference

5 Your site plan, continued

Copyright issue

If you do not use a hand-drawn plan, 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 will need to check whether you have the right to reproduce the map or plan.

6 Further information about your application

Please provide any further information that you feel is necessary to support your application. For example, is there any relevant information about your sewage treatment facility that we have not asked for anywhere else on the form and that you want us to consider? This could include:

- if any major maintenance has been carried out
- if there are problems during wetter periods (such as seepage of sewage)
- if flooding is a problem
- if in the past you have rectified any problems that were causing odour
- manufacturer's information, if this helps you describe the type of sewage treatment facility you are applying for in 2c
- if any monitoring has been done, a copy of the results

Please continue on a separate sheet if necessary, giving the document reference.

Are there any other factors we need to take into account as part of your application?

No ☐

Yes ☐ Please provide details on a separate sheet

Document reference

7 Payment

Please make your cheque or postal order payable to 'Environment Agency' and crossed 'A/c payee'. Send it to us with your completed application form and any relevant supporting documents. Post-dated cheques will not be accepted.

Cheques: Your cheque will be processed once we have confirmed your application as duly made; this will normally be within 10 working days unless other information is missing.

Cash: We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded delivery postal service and enclose details of your name, address and postcode.

Payment by credit or debit card: We can accept payments by Visa, MasterCard or Maestro cards only. We prefer to phone you to arrange payment. We will destroy your card details once we have processed your payment.

Payment by electronic transfer (BACS): If you choose to pay by electronic transfer you will need to use the following information to make your payment:

Company name: Environment Agency

Company address: SSCL Banking Team, PO Box 263, Peterborough, Cambridgeshire, PE2 8 YD

Bank: RBS/Nat West

Address: London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London, EC2M 4RB

Sort code: 60-70-80

Account number: 10014411

Account name: Account number: 10014411

Payment reference number: PSCAPPXXXXYYY

You need to create your own reference number. It should begin with PSCAPP (to show that the application is for a permitted activity) and it should include the first five letters of your name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

You should also email your payment details and reference number to ea_fsc_ar@gov.sscl.com.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWK60708010014411 and our SWIFTBIC number is NWBKGB2L. If you do not quote your reference number, there may be a delay in processing your payment and application.

Information on charges

We consult widely on changes to our charging schemes and tariffs, which require government approval before being implemented. You can get further information about the bases of our charges, our consultation processes and any current or recent consultations from our website at www.gov.uk.

A reduced fee is payable for this application and you also do not have to pay an annual subsistence charge. Please see the letter that came with this application form or visit www.gov.uk and search for 'small sewage discharge' to find out the fees that are relevant to this application.

7 Payment, continued

Choose the method you will be using to pay for your application.

Please tick to show how you will pay.

Cheque or postal order ☐

Cash ☐

Credit or debit card

Please phone us to arrange payment by credit or debit card ☐

Electronic transfer (for example, BACS) ☐

Provide a unique reference number for the application, i.e. do not only use the company name only

State who is paying (full name and whether this is the agent/applicant/other)

Fee paid

£ _____

Date payment sent (DD/MM/YYYY)

8 Privacy notice and confidentiality

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 we need your:

- name
- address
- email address

8 Privacy notice and confidentiality, continued

If you're the agent, consultant, employee responsible for the activity or the employee responsible for billing and invoicing we need you:

- name
- address
- email address

If you're the applicant we need details of any:

- convictions
- bankruptcy

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.

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.

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.

8 Privacy notice and confidentiality, continued

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:

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

Email: 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.

Confidentiality

Confidential information is information that is commercially or industrially confidential in relation to any person. Information may be withheld from the public registers only where the regulator judges that it may be commercially or industrially confidential. When this happens, a statement must be placed on the register indicating that the information exists.

You can ask for information to be made confidential by ticking the box below and enclosing a letter with your application giving your reasons. Only tick the box if you are very certain that you wish information to be confidential.

This is likely to delay your application. 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.

Confidentiality is unlikely to be applicable for a small-scale sewage discharge except for information about ex-directory telephone numbers. In those cases please write to tell us that this information should not go on the public register.

National security

Please note that you cannot apply for national security via this application.

8 Privacy notice and confidentiality, continued

You can tell the Secretary of State that you believe 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.

We will not be able to progress your application until we receive the decision from the Secretary of State and therefore your application is highly likely to be delayed.

Tick this box only if you wish to claim confidentiality for your application and have enclosed a letter stating your reasons.

We will then have to assess your statement and therefore the progress of your application may take longer.

Please treat the information in my application as confidential

☐

9 Declaration

Each individual who is applying for their name to appear on the permit must complete this declaration.

For an individual householder or non-corporate organisations, this means the individual who has given their details in 1b. If you have provided details of additional applicants in 1c you must also make a separate copy of this page for every additional applicant to complete.

Ensure that the person who makes the declaration is a 'relevant person'.

A 'relevant person' means each applicant (individual), and in the case of a company, a director, manager, company secretary or any similar officer or employee listed on current appointments in Companies House. In the case of a Limited Liability Partnership (LLP), it includes any partner.

A relative or agent acting on behalf of an applicant is not a relevant person.

There is no signature box on the application form. By ticking the box in section 9 and providing your details you are confirming that you are an applicant and that the information in the application is true to the best of your knowledge and belief. You are also confirming that you understand that the application may be refused or approval withdrawn if you give false or incomplete information.

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 2010.

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

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details. You do not have to provide a signature as well

☐

9 Declaration, continued

Name

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

on behalf of (if relevant, the name of the company or corporate organisation)

Position (if relevant, for example, a company director, manager or company secretary)

Today's date (DD/MM/YYYY)

10 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

Website:

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

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.

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.

11 Where to send your application

Please send one copy of the filled-in application form and one copy of each supporting document to

Email: PSC-WaterQuality@environment-agency.gov.uk

Or

Permitting Support, NPS Sheffield
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

12 Application checklist

You must fill in this section.

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

If your application is not complete we will return it to you. If you aren't certain about what you need to send, speak to us before you submit your application.

You must do the following:

- Complete legibly all parts of this form that are relevant to you and your activities ☐
- Identify relevant supporting information in the form and include it with the application ☐
- For new permits or any changes to the site plan – provide a plan that meets the standards given in the guidance notes ☐
- Enclose a supporting letter for any claim that information is confidential ☐
- Get the declaration completed by a relevant person (not an agent) ☐
- Pay the correct fee
(Tick the box to say you have included the fee) ☐

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐ Amount received

£

Appendix 1 – Discharges to a well, borehole or other deep structure

If you are discharging the effluent to a well or borehole or another deep structure such as concrete rings, a shaft, natural swallow hole or deep soakage pit, you must answer questions A1.1 to A1.6. Please provide as much information as possible.

Please indicate clearly on your site plan with a 12-digit grid reference the location of any well, borehole or other deep structure that you discharge to.

Discharges to boreholes, wells and other deep structures typically concentrate the discharge in one place. They therefore pose a higher risk of groundwater pollution and so we may ask you to provide additional justification for using such a means of disposal. Please refer to section G of 'Groundwater protection: Principles and practice (GP3) 2013'. This is available at www.gov.uk.

A1.1 How is the effluent discharged?

- Well ☐
Borehole ☐
Other deep structure ☐ Please give details on a separate sheet (for example, shaft, natural swallow hole, soakage pit and so on)

Document reference

A1.2 Do you have any records, diagrams or borehole logs?

If you have a borehole record, please send a copy with your application.

If you can provide any records, diagrams or borehole logs this would help us understand the method of construction (including any solid casings or linings used), likely depth or local groundwater conditions. Please provide photocopies where possible. If this is not possible (for example, if the documents are large or bulky) please summarise any additional information you may have on a separate sheet, giving a document reference.

Please note we are unable to return any copies.

Yes ☐

No ☐

Document reference

A1.3 Do you know, or can you find out, the total depth to the base of the well, borehole or other structure?

Please give the distance (in metres) from surface level down to the maximum depth of the well, boreholes, shaft and so on.

This information should be included in any borehole record if you have one.

The British Geological Survey may hold details of your borehole. Search their website for borehole scans at www.bgs.ac.uk/data/boreholescans/home.html.

Depth

_____ metres

Appendix 1 – Discharges to a well, borehole or other deep structure, continued

If you do not know the depth, please estimate it based on the following categories.

- Up to 3 m ☐
3–5 m ☐
5–10 m ☐
10–20 m ☐
Greater than 20 m ☐
Uncertain ☐

A1.4 What is the diameter of the borehole, well or other deep structure that the effluent will be discharged into?

_____ metres

A1.5 Does the well, borehole or other structure contain standing water?

If the borehole, well or other structure contains standing water, either all of the time or sometimes during winter or periods of wet weather, please tell us. This is the distance from ground to the highest level that the surface of the water reaches in the well or borehole or structure.

Yes, always ☐

Yes, sometimes ☐

No ☐

If you answered 'Yes' can you tell us, or estimate, the highest level the standing water reaches?

_____ metres below ground level

A1.6 Is any maintenance carried out on your well, borehole or other deep structure, for example, to aid effective drainage?

Please provide any records of any maintenance that has been carried out.

Yes ☐ Please give details on a separate sheet

No ☐

Document reference