

Application for an environmental permit

Part B6.5 – Discharging treated domestic sewage effluent (no trade) of up to 15 cubic metres (15 m³) a day into ground or up to 20 cubic metres (20 m³) a day to surface water



Please check that this is the latest version of the form available from our website.

The form can be:

- 1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

You should only use this form if your intended activity is limited to discharging treated domestic sewage effluent (no trade effluent) of up to 15 cubic metres (15 m³) a day to ground or up to 20 cubic metres (20 m³) a day to surface water. If your sewage discharge to surface water is less than 5 cubic metres per day and you meet the general binding rules, you do not need a permit. See <https://www.gov.uk/permits-you-need-for-septic-tanks/general-binding-rules>.

A discharge into the ground, is, for example, to a drainage area, onto land or into a borehole (provided the discharge only results in an indirect discharge to groundwater).

A discharge to surface water is, for example, to a river, stream, canal, lake, estuary or the sea.

If you want to carry out any other activities, fill in the appropriate parts of the EPR application form on the website.

It will take less than two hours to fill in this form.

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.

Note: please read the guidance to this form before filling the form in.

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Appendix 1 – Discharges to a river, stream, ditch or canal
 Appendix 2 – Discharges into land (drainage field)
 Appendix 3 – Discharges onto land
 Appendix 4 – Discharges to a borehole or well (or other deep structure)
 Appendix 5 – Discharges to tidal river, tidal stream, estuary or coastal waters
 Appendix 6 – Discharges to a lake or pond

Note: You will need to fill in one form for each sewage treatment facility you are applying for. If your domestic sewage discharge to surface water is less than 5 cubic metres per day or 2 or less cubic metres per day into ground and you meet the general binding rules, you do not need a permit. See the guidance to B6.5 and <https://www.gov.uk/permits-you-need-for-septic-tanks/general-binding-rules>.

If your discharge is within these volumes please give details in the box below of which conditions of the GBR you cannot meet

Each individual who is applying for their name to appear on the permit must complete the declaration in section 9. You will have to print a separate copy of the declaration page for each additional individual to complete.

1 About you

1a Who will be named on the permit?

Please give us the following details of who you want to be named on the permit.

An individual or group or organisation of individuals

Please give the details of the individual or, where relevant for groups or organisations of individuals, the main representative.

Title (Mr, Mrs, Miss and so on)

First name

Last name

1 About you, continued

Now complete your address at 1b.

More than one individual

If more than one individual will be named on the permit the details for each additional individual required above along with their address required by 1b below must be provided together on a separate sheet, please tell us here the document reference you have given this sheet.

Document reference

An organisation (group) of individuals

Please give us the following details of the organisation of individuals.

Type of organisation, for example, a charity, a partnership, a group of individual householders or a club

Name of organisation if relevant, for example, the name of the charity, partnership or club

A company or corporate body

Name of the company

Company Registration or Charity Commission number

Date registered (DD/MM/YYYY)

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

Document reference

Contact name for company

Title (Mr, Mrs, Miss and so on)

First name

Last name

1b Your address

For companies this is the address on record at Companies House.

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

1c Agent or others acting on behalf of the applicant

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

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

1 About you, continued

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now fill in section 2

2 About this application

2a Have you spoken to us already about this application?

If you have had discussions with us before your application, give us the permit reference number or details on a separate sheet. Tell us below the reference you have given to this extra sheet.

Document reference

2b Have you obtained all the necessary permissions in addition to this environmental permit to be able to carry out the discharge (see B6.5 guidance notes for more details)?

Yes

No

N/A

2c About your sewage treatment facility

The term 'sewage treatment facility' is used throughout this application form. That term is explained in more detail in the guidance document that accompanies this application form.

Where is the sewage treatment facility? (name, address, postcode and national grid reference)

If the address is the same as given in answer to 1b tick this box, if not, enter the details below.

Site name

Address

Postcode

2d National grid reference for the centre of your sewage treatment facility (for example, ST 12345 67890)

To find out the 12-digit grid reference search on the UK Grid Reference Finder website www.gridreferencefinder.com.

2e What type of activity are you applying for?

A discharge to a surface water, for example a river, stream, canal, lake, estuary or the sea and so on (water discharge activity)

Or

A discharge into the ground, for example a drainage area, onto land, a borehole and so on (groundwater activity)

2 About this application, continued

2f1 Is your discharge new or existing?

- New Now go to section 3
- Existing (also choose this one if you are increasing the volume) When did the discharge start?
_____ (DD/MM/YYYY)

2f2 If existing, are you replacing or upgrading your sewage treatment system and/or your infiltration system (if discharging into ground)?

- No
- Yes Please explain below

2f3 If existing, are you moving the discharge point or infiltration system more than 10 metres away from the existing one?

- Yes
- No

2f4 If existing, are you changing the discharge destination, i.e. from surface water into ground or the other way round?

- Yes
- No

If you've answered 'Yes' to 2f1, 2f3 or 2f4 and your domestic sewage discharge is of 5 or less cubic metres per day to surface water or 2 or less cubic metres per day into ground please check if you can meet rules 1-21 in the General Binding Rules for the relevant destination, i.e. surface water or groundwater. If you do, then you do not need a permit and you do not need to submit this application form

Notes

If your discharge was taking place before 1 January 2015 and you've answered 'No' to 2f3 and 2f4 and your domestic sewage discharge is of 5 or less cubic metres per day to surface water or 2 or less cubic metres per day into ground, please check if you can meet rules 1-14 in the General Binding Rules for the relevant destination, i.e. surface water or groundwater. If you do, then you do not need a permit and you do not need to submit this application form.

General Binding Rules (GBR) see <https://www.gov.uk/government/publications/small-sewage-discharges-in-england-general-binding-rules>.

GBR for discharges to surface water see <https://www.gov.uk/guidance/general-binding-rules-small-sewage-discharge-to-a-surface-water>.

GBR for discharges to groundwater see <https://www.gov.uk/guidance/general-binding-rules-small-sewage-discharge-to-the-ground>.

If you are still unsure on whether you meet the general binding rules, please submit a pre-application form (<https://www.gov.uk/government/publications/environmental-permit-pre-application-advice-form>).

Now fill in section 3

3 Your management system

See the guidance note to part B6.5.

You must have a written management system to make sure that your sewage treatment facility is maintained and run effectively.

Your permit requires you (as the operator) to ensure that you manage and operate your activities in accordance with a written management system.

You can find guidance on management systems in the guidance notes to part B6.5 and on our website at <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>.

Tick this box to confirm that you have read the application form guidance and that your management system will meet our requirements

Now fill in section 4

4 Your site plan

You must provide a plan for your sewage treatment facility as part of your application.

PLEASE NOTE THAT WE ARE UNABLE TO PROCESS YOUR APPLICATION WITHOUT YOUR PLAN. IF YOU DO NOT PROVIDE ONE WE WILL RETURN THE APPLICATION TO YOU.

For discharging sewage to a receiving surface water, your plan must show the sewage treatment plant, and the point where the sewage is discharged to the receiving surface water. For discharging sewage to ground, your plan must show the sewage treatment plant and how the sewage is discharged to the ground (for example, the drainage field, borehole or wetland area and so on).

Any sample point identified in answer to 5f below should also be shown.

The properties served by the facility are not part of the facility and do not have to be shown.

Please give the plan a reference number and give it below.

Document reference

Now fill in section 5

5 About your discharge

5a What type of premises does your sewage treatment facility serve, for example the number of houses or a description such as a pub, café, restaurant, office and so on?

5b What is the maximum volume of effluent you will discharge in a day?

 cubic metres

5c Number of bedrooms (for domestic households)?

If your discharge comes from a single domestic property, use the table below to work this out.

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					
	9 bed	1650					
	10 bed	1800					

You can also use an online calculator to help – see <https://www.gov.uk/permits-you-need-for-septic-tanks/general-binding-rules>

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.

How to calculate the maximum daily discharge volume from multiple domestic properties

5 About your discharge, continued

If you are discharging sewage from premises other than a single domestic property (for example, from a group of houses, a guest house or a very large house), the volume should be worked out using the industry code of practice known as ‘Flows and Loads – 4’, which is available from the British Water at www.britishwater.co.uk (to help you calculate this, we recommend you read the guidance notes on part B6.5 for more information).

Show how you calculated the figure given in the box below and continue on a separate sheet if necessary, giving a reference for the extra sheet

Document reference for any extra sheet(s) used for question 5b _____

5d Could your discharge be made to the foul sewer?

Foul sewer means public or private foul sewer.

Before completing questions 5d and 5e, you must read the guidance notes that support this form. You will also need to contact your sewerage undertaker (usually your local water company) and you may also need to check if it is possible to connect to a private foul sewer.

How far away is the nearest foul sewer from the boundary of the premises? _____ metres

5e To assess if it is reasonable to discharge your effluent into the foul sewer:

5e1 Discharges from domestic properties

Multiply the number of properties served by the sewage treatment system by 30 metres.

Number of domestic properties served by the sewage treatment system × 30 metres = metres

5e2 Discharges from all other premises, for example a pub, cafe, restaurant or office

Divide the volume of the discharge (in cubic metres) by 0.75 and then multiply this figure by 30 metres.

Volume of the discharge (answer to question 5b) cubic metres / 0.75 = × 30 = metres

Is your answer to question 5e1 or 5e2 above greater than the distance to the nearest foul sewer (answer to 5c)?

No You do not need to explain why you cannot discharge your effluent into the foul sewer at this point. However we may request this information from you when we determine your application

Yes You must explain why you cannot discharge your effluent into the foul sewer on a separate sheet giving a reference for the extra sheet. Before you submit the application, you must explore the possibility of connecting to the foul sewer, and send us evidence that you have approached the sewerage undertaker, including their formal response regarding connection, if relevant. You must also show the extra cost of connecting to a sewer compared to the treatment system you propose, and details of any physical obstacles for example roads, railways, rivers or canals.

We will only agree to the use of private treatment systems within sewered areas if you can demonstrate that:

- the additional cost of connecting to the foul sewer would be unreasonable
- connection is not practically feasible, or
- the proposed private treatment system can be shown to significantly benefit the environment

We are unlikely to grant a permit for a discharge of treated domestic sewage in circumstances where a private sewerage system is being proposed due to a lack of capacity in the nearest public sewerage network.

The guidance document which supports this application will help you understand what information you need to provide in order to answer this question.

Document reference for where you have given this justification _____

5 About your discharge, continued

5f What type of sewage treatment system will you be using to treat your effluent?

- Package treatment plant that meets British Standard BS 12566
- Septic tank that meets British Standard 12566
- Other

You must provide design details of 'other' treatment including the stages of treatment carried out on your effluent and the final effluent discharge quality that the treatment system is designed to achieve. Provide this information in the box below and continue on a separate sheet if necessary, giving a reference for the extra sheet.

Document reference for any extra sheet(s) used for question 5f

5g You must provide a sample point where a sample of your discharge can be safely taken before it has mixed with any other discharges such as rainwater run off if you are making:

- an existing or new discharge to surface water
- an existing discharge to groundwater and the volume is more than 5 cubic metres (5 m³) a day
- a new discharge to groundwater

This does not apply if you are discharging to ground up to 5 cubic metres (5 m³) a day from an existing system. If your sample point is not at your outlet you must give its grid reference and identify it on the plan required by section 4.

- at the outlet
- at the sewage treatment facility location – as in 2d
- other location Please specify the national grid reference

5h Where will your treated effluent discharge to?

Mark in the table below where this effluent discharges to and fill in the relevant appendix in terms of the information required.

If you are sending in a paper version of this form you only need to print off and fill in one appendix to save on paper.

Receiving environment	Relevant appendix
River, stream, ditch or canal <input type="checkbox"/>	1
Into land (drainage field) <input type="checkbox"/>	2
Onto land (e.g. via reed bed or grass plot) <input type="checkbox"/>	3
Borehole or well or other deep structure <input type="checkbox"/>	4
Tidal river, tidal stream, estuary or coastal waters <input type="checkbox"/>	5
Lake or pond <input type="checkbox"/>	6

5i Risk assessment requirements

A risk assessment must be undertaken in order to determine whether your proposed discharge is environmentally acceptable. For most discharges applicable to this application form, we will undertake a risk assessment for you. You must however provide sufficient information as required by this application form in order for us to carry out the risk assessment on your behalf. This is particularly important where an application to discharge to a borehole or other deep structure is concerned (see appendix 4).

5 About your discharge, continued

If however you are proposing a new discharge of treated domestic effluent to ground via a shallow sub-surface infiltration system in a groundwater source protection zone 1 (SPZ1) with a discharge volume between 2 to 15 cubic metres a day, you must carry out a groundwater quantitative risk assessment following the guidance (search for ‘Groundwater risk assessment for your environmental permit’ at www.gov.uk/government/organisations/environment-agency). You must send us details of how the risk assessment/modelling was carried out and the outcome. See the web guidance for details of how you can find out if your proposed discharge is in a SPZ1.

If your discharge of treated domestic effluent is to ground and outside a SPZ1 with a discharge volume between 2 to 15 cubic metres a day and is existing, you do not need to submit a quantitative risk assessment at this point. However we may request this information from you when we determine your application.

You must only answer this question if your proposed discharge is to ground.

Are you required to submit a quantitative risk assessment as detailed above?

No My proposed discharge does not require me to submit a separate quantitative risk assessment but to provide sufficient information as required by this application form to allow the risk assessment to be undertaken on my behalf

Yes My proposed discharge requires me to submit a quantitative risk assessment as detailed above

Please give the document reference for your risk assessment report

6 Payment

6a Are you a domestic household or an organisation operating for charitable purposes and is the maximum volume of effluent you will discharge five cubic metres (5 m³) or less a day?

Please see the guidance notes to B6.5 for definitions.

This is the figure you have given in question 5b.

Yes A reduced application charge applies

No

Please see ‘Environment Agency charging scheme and guidance: environmental permits, licence and registration costs and fees’ at <https://www.gov.uk/government/publications/environmental-permitting-charging-scheme> or contact us using one of the options in section 10, for details of the current application fees. Please note that the charges are revised on 1 April each year.

Now fill in questions 6b to 6g

6b Who can we contact about your billing or invoice?

Details as in question 1a and 1b

Details as in question 1c

Please give details below if different from question 1a and 1b or 1c.

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

6c What date do you want the permit for this effluent to start?

 (DD/MM/YYYY)

6 Payment, continued

Please note that this is the date that your annual subsistence charges will start, even if you have not started to discharge, unless you contact us to change (delay) the start date.

6d Is the discharge time limited?

Yes Please give the date you expect the discharge to end _____ (DD/MM/YYYY)

Please note that your permit will not end on that date and you will still need to notify us to surrender the permit.

No

6e Will the discharge take place all year?

Yes

No Please give details of the months when you will make the discharge _____

6f Will the discharge take place on more than six days in any year?

Yes

No

6g Tick below to show how you will make the payment

Cheque

Postal order

Cash Tick below to confirm you are enclosing cash with the application

Credit or debit card

Electronic transfer (for example, BACS)

Paying by cheque, postal order or cash

Cheque details

Cheque made payable to _____

Cheque number _____

Amount £ _____

You should make cheques or postal orders payable to 'Environment Agency' and make sure they have 'A/c Payee' written across them if it is not already printed on.

Please write the name of your organisation and application reference number on the back of your cheque or postal order. **We will not** accept cheques with a future date on them.

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded delivery postal service and enclose your application reference details. Please tick the box below to confirm you are enclosing cash.

I have enclosed cash with my application

Paying by credit or debit card

If you are paying by credit or debit card we can call you. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Please call me to arrange payment by debit or debit card

Paying by electronic transfer BACS reference

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 (Environment Agency), PO Box 797, Newport Gwent, NP10 8FZ
Bank	RBS/NatWest
Address	London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London EC2M 4RB
Sort code	60-70-80
Account number	10014411
Account name	EA RECEIPTS
Payment reference number	PSCAPPXXXXYYY

6 Payment, continued

You need to create your own reference number. It should begin with PSCAPP (to reflect that the application is for a permitted activity) and it should include the first five letters of the company 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.

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)

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

7 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 we need your:

- name
- address
- email address

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

- 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.

7 Privacy notice, continued

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.

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.

8 Confidentiality and national security

Confidentiality

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 this is in the interests of national security, or because the information is confidential (see the guidance accompanying this form which explains what we mean by confidentiality).

You can ask for information to be made confidential by ticking the box below and enclosing a letter with your application giving your reasons (see the guidance accompanying this form which explains what we mean by confidentiality). 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.

Only tick the box below 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

National security

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.

8 Confidentiality and national security, continued

You can find guidance on national security in ‘Environmental permitting guidance: core guidance’, published by Defra and available via our website at www.gov.uk/government/organisations/environment-agency.

You cannot apply for national security via this application.

Now fill in section 9

9 Declaration

Each individual who is applying for their name to appear on the permit must complete this declaration. You will have to print a separate copy of this page for each additional individual to complete.

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.

A relevant person should make the declaration (see the guidance notes on part B6.5). An agent acting on behalf of an applicant is NOT a relevant person.

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 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.

You must tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)

Name _____

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

First name _____

Last name _____

on behalf of _____
(for example, if applying on behalf of a company
– see guidance to this form)

Position _____
(if relevant; for example, in a company or organisation and so on)

Today’s date (DD/MM/YYYY) _____

Additional declaration if necessary

Each individual who is applying for their name to appear on the permit must complete this declaration, you will have to print a separate copy of this page for each additional individual to complete.

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 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 below (you do not have to provide a signature as well).

Name _____

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

First name _____

Last name _____

on behalf of _____
(for example, if applying on behalf of a company
– see guidance to this form)

Position _____
(if relevant; for example, in a company or organisation and so on)

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 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>.

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, or you would like us to review a decision we have made, please let us know. More information on how to do this is available at: <https://www.gov.uk/government/organisations/environment-agency/about/complaints-procedure>.

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

One copy of the application and each supporting document provided.

If your application is not complete we will return it to you. If you aren't sure 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 send it with the application
- Provide a plan that meets the standards given in the guidance note on part B6.5
- Provide a supporting letter for any claim that information is confidential
- Get the declaration completed by a relevant person (not an agent)
- Send the correct fee

Please send your filled-in application form to:

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

Or

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

Do you want all information to be sent to you by email?

Please tick this box if you wish to have all communication about this application sent via email (we will use the details provided in part A)

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.

Would you like a reply to your feedback?

Yes please

No thank you

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£

Plain English Campaign’s Crystal Mark does not apply to appendices 1 to 6.

Appendix 1 – Discharges to a river, stream, ditch or canal

If you are discharging to a river, stream, ditch or canal, you must answer questions 1.1 to 1.6 below.

1.1 Give the national grid reference of the discharge point
(for example, ST 12345 67890)

1.2 Give the name of the watercourse, canal or the main
watercourse it is a tributary of if you know it

1.3 Is the discharge into a

River, stream or ditch

Canal

1.4 Does the watercourse dry up for part of the year?

No

Yes How many months per year is the watercourse dry?

Do you agree to install up to 10 metres of perforated pipe work before the discharge point?

The discharge must be made via a perforated pipe. Any section of that pipe which lies within 10 metres of the bank of any watercourse shall be perforated, but this perforated section shall not extend more than 10 metres from the bank of any watercourse.

Yes

No

1.4.1 If the watercourse does dry up for part of the year can you indicate a typical period when the surface water runs dry each year – start and finish (in months).

Watercourse typically becomes dry in:

January May September

February June October

March July November

April August December

Watercourse typically flows again in:

January May September

February June October

March July November

April August December

1.4.2 If the watercourse does dry up for part of the year, how
many metres downstream of the discharge is it before discharged
effluent soaks in?

1.5 Does the discharge reach the watercourse or canal by flowing through a surface water sewer?

Yes Give the national grid reference where the discharge
enters the surface water sewer

No

Appendix 2 – Discharges into land (drainage field)

If you are discharging the effluent into land, you must answer the relevant questions below.

2.1 Give the national grid reference of the discharge point

2.2 Is your infiltration system new or existing?

New

 Now go to question 2.4

Existing

 Now go to question 2.3

2.3 When was it built?

Now answer questions 2.4–2.7 if you are able to, if not leave them blank and go to question 2.8.

2.4 Is your infiltration system designed and built to British Standard 6297:2007 + A1:2008 or the British Standards in force at the time of installation?

Yes

No

2.5 On what date did you carry out a percolation test and dig a trial hole in line with British Standard 6297:2007 + A1:2008? _____ (DD/MM/YYYY)

2.6 What is your percolation value (Vp) result? _____ seconds per millimetre

You must show in the table below how you worked out the percolation value. Please also provide your test sheets and any field notes or observations made regarding ground conditions.

	Trial 1	Trial 2	Trial 3	Trial 2	Average
Hole 1					
Hole 2					
Hole 3					
Hole 4					

2.7 Please show us how you have calculated the area (A) of your infiltration system

p _____ × Vp _____ × 0.25 for septic tanks = A _____ square metres

or

p _____ × Vp _____ × 0.20 for package treatment plants = A _____ square metres

p Population based on maximum occupancy

Vp Percolation value in seconds/mm

2.8 If known, mark on the plan you have provided in response to section 4 the extent of the infiltration system. Please write on the plan the length and width of the sides in metres.

2.9 Is any part of your infiltration system within 50 metres of a well, spring or borehole?

No

Yes Identify the location of the well, spring or borehole on the plan you have provided for section 4 and answer question 2.10

2.10 Is the well, spring or borehole you have identified used to supply water?

No

Yes You must describe what the water supplied is used for

2.11 Is any part of your infiltration system within 10 metres of a watercourse?

No

Yes Identify the location of the watercourse on the plan you have provided for section 4 of the application form

Appendix 3 – Discharges onto land

If you are discharging the effluent onto land, you must answer questions 3.1 to 3.6 below.

3.1 Give the national grid reference of the discharge point _____

3.2 Select from the table below the type of area where the effluent is disposed of

Area type	
Unlined reed bed	<input type="checkbox"/>
Unlined grass plot	<input type="checkbox"/>
Unlined wetland	<input type="checkbox"/>
Other	<input type="checkbox"/> Please specify below

3.3 What is the surface area of the land used for your disposal? _____ square metres

3.4 Is any part of your discharge within 50 metres of a well, spring or borehole?

No

Yes Identify the location of the well, spring or borehole on the plan you have provided and answer question 3.5

3.5 Is the well, spring or borehole you have identified used to supply water?

No

Yes You must describe what the water supplied is used for

3.6 Is any part of your infiltration system within 10 metres of a watercourse?

No

Yes Identify the location of the watercourse on the plan you have provided for section 4 of the application form

Appendix 4 – Discharges to a borehole or well (or other deep structure)

If you are discharging the effluent to a borehole or well or other deep structure (such as a shaft, natural swallow hole or deep soakage pit), we will undertake a groundwater quantitative risk assessment on your behalf in line with the guidance (search for 'Groundwater risk assessment for your environmental permit' at <https://www.gov.uk/government/organisations/environment-agency>). You must ensure that the discharge is indirect to groundwater. Direct discharges to groundwater cannot be permitted.

For us to do this you must answer the following questions relevant to your application, and provide us with additional information as summarised in Table 4A below.

Without this information we will be unable to complete the risk assessment and it is likely your application will be rejected.

4.1 Give the national grid reference of the discharge point _____

4.2 Is the discharge to ground via a well or a borehole?

- Well
- Borehole
- Other deep structure Please give details (e.g. concrete ring structure, shaft, natural swallow hole, soakage pit etc)

4.3 What is the diameter of the borehole, well or other deep structure that the effluent will be discharged into? _____ metres

4.4 Is the borehole or well or other structure already constructed?

Yes Please now answer questions 4.5 to 4.8

No Please now answer questions 4.9 to 4.11

Existing borehole, well or other deep structure

4.5 What is the total depth to the bottom of the existing well, borehole or other structure? _____ metres below ground level

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

0-5 m

5-10 m

Greater than 10 m

Uncertain

What evidence is the estimated depth above based on? _____

4.6 Does the well, borehole or other structure always contain standing water or is water present occasionally?

Yes – always contains water

Sometimes – water is present occasionally

No – never contains water

If groundwater is always, or sometimes present, please tell us what the highest level is that the standing water reaches?

Measured _____ metres below ground level

Estimated _____ metres below ground level

4.7 Please provide any records, diagrams or borehole logs you may have that could help us understand:

- the method of construction (including any solid casings or linings used)
- the likely depth of the deep structure
- the 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 have on a separate sheet.

Document reference for the records, diagrams or borehole logs _____

4.8 If any maintenance has been carried out on your well, borehole or other deep structure (for example, to aid effective drainage), please give details below

Please now answer question 4.12

Proposed borehole, well or other deep structure that has not yet been constructed

4.9 Please tell us why you are unable to install a shallow engineered drainage system: this information forms an important part of our permit determination process. Which methods of shallow disposal have you considered and why were these considered unfeasible to take forward? Please answer questions 4.9 a and b below to provide the results of soakage tests and summarise in the box below any relevant information which supports your decisions e.g. permission refusals from land owners or physical constraints, or e.g. land availability or proximity to buildings).

4.9a What was your percolation value (Vp) result? _____ seconds per millimetre

You must show in the table below how you worked out the percolation value.

	Trial 1	Trial 2	Trial 3	Average
Hole 1				
Hole 2				
Hole 3				
Hole 4				

4.9b If a shallow engineered drainage system were feasible, what would be the required surface area of your infiltration system? _____ square metres

Supporting information to explain why you are unable to install a shallow-engineered drainage system can be appended to your application.

Document reference for these details _____

4.10 Please tell us the type of deep structure (for example, borehole, well, deep soakage pit) you propose to install

What will the total depth be? _____ metres below ground level

4.11 Please tell us the reason this depth has been selected and, if you are aware of any relevant existing information on local water levels, please also tell us the depth to groundwater (in metres below ground level). What measures will you undertake to ensure the discharge is not directly into groundwater? If the discharge will be direct to groundwater explain why you cannot make it indirect. Direct discharges to groundwater cannot be permitted.

Proximity of your discharge to other receptors

4.12 Is the borehole, well or other deep structure where the discharge is being / will be made within 50 metres of any other well, spring or borehole used to supply water for drinking water or food production purposes?

- Yes Please show the location of the well spring or borehole you identified in answer to question 4.12 on the plan you have provided for Section 4 of the main application form. Please now answer question 4.13
- No Please now answer question 4.14

4.13 Please tell us about the water supply (or supplies) used for drinking water or food production purposes identified in question 4.12 above, for example, the name of the property or properties served by the water supply, what they use the water for (drinking water, food production) and where they are in relation to your discharge

4.14 What is the distance to the nearest watercourse (e.g. surface water, river, stream or ditch)? _____ metres

Please tell us whether you have considered discharging to surface water and why this is not feasible

Please fill in Table 4A below.

Without this information we will be unable to carry out a hydrogeological risk assessment on your behalf.

Table 4A summarises the information which is required to allow us to undertake a hydrogeological risk assessment of your discharge to a deep infiltration system – without this information your application will be rejected. You will already have provided some of this information earlier in this application form. **We also need you to provide additional information indicated by a tick (✓) in Table 4A.** To find out what further information is required please search for ‘Groundwater risk assessment for your environmental permit’ at www.gov.uk/government/organisations/environment-agency. You may require the advice of an environmental consultant to collate this information.

For some of the risk assessment inputs we are better placed to provide the information and will do so for those parameters indicated by an asterisk (*) as far as possible. However, if you wish to provide site specific information for those parameters with an asterisk you are welcome to do so.

Table 4A – Further information for the Environment Agency to complete a groundwater quantitative risk assessment on your behalf

Information	Description	Existing structure	Proposed structure	Information supplied?
Information supplied by the applicant This has already been requested earlier in the application form				Information you have already supplied on the application form
National grid reference of the discharge point		Q2d	Q2d	
Volume of effluent (m ³ per day)		Q5d	Q5d	
Type of effluent treatment	Septic tank, package treatment plant, other	Q5e	Q5e	
Type of deep infiltration system	Borehole, well, concrete ring structure, other	Appendix 4 Q4.2	Appendix 4 Q4.2	
Diameter of deep infiltration system (metres)		Appendix 4 Q4.3	Appendix 4 Q4.3	

Form EPB: Application for an environmental permit – Part B6.5 discharging up to 15 m³ a day into ground or up to 20 m³ a day to surface water

Information	Description	Existing structure	Proposed structure	Information supplied?
Depth to the base of deep infiltration structure (metres)		Appendix 4 Q4.5	Appendix 4 Q4.10	
Depth to water table (metres)	Is discharge above or below water table?	Appendix 4 Q4.6 & Q4.7	Appendix 4 Q4.11	
Justification for a deep infiltration system	Why are you unable to install a shallow infiltration system? What other options for disposal have been considered? Provide full details of the infiltration tests undertaken plus results	Appendix 4 Q4.7 if available	Appendix 4 Q4.9	
<p>Information supplied by the applicant This is additional information we need from you that is not provided elsewhere on the application form. Site data should be provided where it is already available, if not then relevant literature values can be submitted with the source of the data and justification of the values selected quoted. Please tick the right-hand column to confirm you have provided this essential information.</p>				
Concentration of relevant substances entering the infiltration system	For discharges of domestic effluent we will routinely assess the concentration of nitrogen species, particularly the ammonium concentration	Required	Required	<input type="checkbox"/>
Length of screened borehole section below the water table (metres)	Depth in metres of the borehole screened section that is below the water table (This applies only to boreholes that have groundwater in the base)	Required	Required	<input type="checkbox"/>
Calculated area of infiltration system (square metres)	Explain how the area of the infiltration system has been calculated – this is especially relevant if a non-circular system is used	Required	Required	<input type="checkbox"/>
Unsaturated zone parameters	The following represent the strata above the water table: <ul style="list-style-type: none"> hydraulic conductivity (metres per day) water-filled porosity (per cent) bulk density (grammes per cubic centimetre) 	Required	Required	<input type="checkbox"/>
Saturated zone parameters	The following represent the strata above the water table: <ul style="list-style-type: none"> hydraulic conductivity (metres per day) water-filled porosity (per cent) bulk density (grammes per cubic centimetre) hydraulic gradient of the water table (fraction) 	Required	Required	<input type="checkbox"/>
<p>Information provided by the Environment Agency where possible You are free to provide this information if you wish, or in some specific cases we may need to ask for this at a later stage).</p>				
Environmental standard	The relevant environmental standard or compliance value against which we will assess your effluent discharge	*	*	<input type="checkbox"/>
Information	Description	Existing structure	Proposed structure	Information supplied?
Half-life for degradation of the substance (days)	<p>If you wish to know more about these parameters see 'Groundwater risk assessment for your environmental permit' at www.gov.uk/government/organisations/environment-agency</p>	*	*	<input type="checkbox"/>
Soil water partition coefficient (litres per kilogramme)		*	*	<input type="checkbox"/>
Mixing zone thickness (metres)		*	*	<input type="checkbox"/>
Distance to compliance point (metres)		*	*	<input type="checkbox"/>

Appendix 5 – Discharges to tidal river, tidal stream, estuary or coastal waters

If you are discharging the effluent to tidal waters, you must answer questions 5.1 to 5.6 below.

5.1 Give the national grid reference of the discharge point _____

5.2 Give the name of the tidal river, tidal stream, estuary or area of coastal water if you know it _____

5.3 Is the discharge into a

Tidal river

Tidal stream

Estuary

Coastal water

5.4 Is the discharge point above the mean low water spring tide mark?

Yes

No Please explain, in the box below, why the discharge cannot be made below this point and continue on a separate sheet if necessary, giving a reference for the extra sheet

Document reference for any extra sheet(s) used for question 5.4 _____

5.5 Does the discharge reach the tidal river, tidal stream, estuary or area of coastal water by flowing through a surface water sewer?

Yes Give the national grid reference where the discharge enters the surface water sewer _____

No

Appendix 6 – Discharges to a lake or pond

If you are discharging the effluent to a lake or pond, you must answer questions 6.1 to 6.6 below.

6.1 Give the national grid reference of the discharge point _____

6.2 Give the name of the lake or pond if you know it _____

6.3 Select from the following table the type of lake or pond you will be discharging to and answer the relevant questions

Type of lake or pond	Relevant questions
Lake or pond that does not discharge into a river or watercourse or another pond that then discharges into a river or a watercourse <input type="checkbox"/>	Permit not required*
Lake or pond that does not discharge into a river or watercourse or another pond that then discharges into a river or watercourse, where you have had a notice served under paragraph 5 of Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2016 <input type="checkbox"/>	6.4, 6.5
Lake or pond that discharges into a river or watercourse <input type="checkbox"/>	6.4, 6.5, 6.6

* Unless a Notice has been served under paragraph 5 of Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2016

6.4 What is the surface area of the lake or pond? _____ square meters

6.5 What is the maximum depth of the lake or pond? _____ meters

6.6 What is the average depth of the lake or pond? _____ meters