

Guidance notes on part F1 – Charges and declarations



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

This guidance will help you complete part F1 of the application form pack.

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it.

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1 Working out charges

The permitting charging scheme table tells you how much you need to pay.

Fill in Table 2 with the activity description and reference from the table of charges (see below for link). Table 3 lists the additional assessment charges that may apply. The description in the table of charges will state whether these are included in your baseline charge. If not, they may be payable in addition to the baseline charge. See the Charging scheme guidance for more information.

If you want to surrender an activity that has never operated you pay a fixed charge, which you can enter into the application charge box.

You can find the environment permit charging scheme guidance at <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance> or by calling 03708 506 506.

Please remember that you can contact us for pre-application advice at any time; basic pre-application advice is included in your permit application charge.

Getting pre-application advice will help you submit a good quality application and calculating the correct fee is part of free basic pre-application advice. Complete the pre-application advice form at <https://www.gov.uk/government/publications/environmental-permit-pre-application-advice-form> if you want either basic (free) or enhanced (chargeable) pre-application advice.

If you cannot access the form, please contact us at <https://www.gov.uk/government/organisations/environment-agency> and we will send you a paper copy to complete and return.

2 Payment

Note: Please note that we cannot ‘duly make’ your application until evidence of payment has been sent in.

‘Duly make’

‘Duly making’ is the process of checking an application under the Environmental Permitting Regulations to make sure that it contains all the relevant documents and that the fundamental requirements have been addressed to allow the determination to begin. This includes the following:

- All relevant parts of the application form have been submitted and completed
- Where relevant, assessments of any environmental impact have been included to a level of detail consistent with the predicted level of environmental impact and in line with the relevant guidance. This includes the provision of both modelling data and associated information and data files as indicated by the relevant guidance
- The correct application charge has been paid

For waste and installations, the following also apply:

- For specified waste activities, the competence of the applicant has been addressed and details submitted
- Details have been provided of all the relevant process descriptions/waste operations, including a non-technical summary, an accurate site plan and site location plan
- A site condition report (new permit application/variation to increase the permitted area and surrender) has been submitted that addresses all relevant aspects for that location or site, including drainage plans where necessary
- There is justification of the selection of the techniques/equipment used against the requirements of best available techniques (BAT) for installations or appropriate measures for waste operations
- All relevant site-specific risk assessments and management plans (from the list below) have been supplied (or an indication of why they have not been supplied); these must contain all the relevant sections/parts as set out in any appropriate technical guidance:
 - Emissions
 - Odour
 - Bio-aerosol risk assessment
 - Noise and vibration
 - Pests
 - Fire prevention

For landfills and mining waste (new bespoke and transfer) an expenditure plan must be provided with the application.

Once we have all this information, we call the application duly made. If anything is missing, we will ask you for it.

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

Cheques: These should be made 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.

Payment by credit or debit card: We can accept payments by Visa, MasterCard or Maestro cards only.

Payment by electronic transfer: Make sure you use the right payment information.

2 Payment, continued

Failure to quote your reference (this can be the customer reference, permit reference or an application reference generated at pre-application stage) or to forward to us your payment details, including applicant name, payment amount and full payment reference, may result in a delay in processing your payment and therefore your application.

Information on charges

We consult widely on changes to our charging schemes and tariffs, which require government approval before being implemented.

You can access further information about the bases of our charges, our consultation processes and any current or recent consultations from our website <https://www.gov.uk/guidance/environment-agency-fees-and-charges>.

3 Privacy notice

Make sure you understand how we will use the information you provide to us.

4 Confidentiality and national security

Confidentiality

Only tick this box if you are very certain that you wish information to be confidential. This may delay your application.

Confidential information is information that is commercially or industrially confidential in relation to any person. Information may be withheld from the public register where we judge it may be commercially or industrially confidential. When this occurs, we will place a statement on the register indicating the existence of that information.

You can find guidance on confidentiality in ‘Environmental permitting guidance: core guidance’ published by Defra and available at <https://www.gov.uk/government/publications/environmental-permitting-guidance-core-guidance--2>.

Please ensure that you include a copy of your supporting statement detailing why you are requesting confidentiality and what information you believe should be kept confidential. We advise you to have a pre-application discussion with NPS, Pre-Application service before deciding if anything is confidential information.

We will then assess your statement. Please note, we will not be able to consult fully on your application until your confidentiality request is decided.

National security

Ensure you enclose with the application a letter stating that you have written to the Secretary of State to claim national security for your application.

You can find guidance on national security in ‘Environmental permitting guidance: core guidance’ published by Defra and available at gov.uk.

You cannot apply for national security via this application.

We will not be able to progress your application until we receive the decision from the Secretary of State and therefore it is highly likely to delay your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

5 Declaration

Ensure a relevant person makes the declaration.

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

Note: Each individual (or individual trustee) 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.

To simplify and speed up the application process we recommend that the declaration in the application form is filled in by an officer of a company or one of the partners in a Limited Liability Partnership (LLP).

If you wish a manager or other employee not listed on current appointments at Companies House to fill in the declaration on behalf of the company or LLP we will need confirmation (by letter or email) from a relevant person; that is, an officer of the company or a partner in the LLP confirming that the person has the authority to fill in the declaration.

Where the operator is the subject of any insolvency procedure it will be necessary for the declaration to be filled in by the Official Receiver/appointed insolvency practitioner.

Applications for standard operations

There is a specific declaration for applications for standard permits, or if your bespoke application includes standard operations. Make sure you read it and tick the box if you agree.

How we will use any ecological survey data you supply in support of an application

We may want to use any ecological survey data you have supplied for other purposes as detailed below.

We assume that we are permitted to use the information you supply to us, in connection with our statutory and regulatory responsibilities. In particular (although there may be other uses), we may:

- incorporate the information into our datasets and mapping. These are used for a variety of purposes
- provide information to other applicants and organisations where this enables us to protect wildlife as we are directed to do in the Environment Act
- respond to requests for information under the Freedom of Information Act and the associated Environmental Information Regulations 2004 and agree limited usage rights in accordance with our Standard Notices that we use when supplying our information
- license datasets and mapping derived from or containing information

If you have any queries on this, please contact us using the details at the end of the form and guidance notes.

Transfer applications

For permit transfers, both the permit holder and the person receiving the permit must make the declaration. Make sure you read it and tick the relevant box if you agree.

If you cannot trace a person or persons holding the permit, you may be able to transfer the permit without their declaration as above. Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.

6 Application checklist

You must fill in this section.

Tell us what you have sent with your application form.

You must include the correct application fee, or evidence of payment. If not the application will be returned to you.

Where you have referenced supporting documents in the application questions you've answered, you must fill in the table as per the following example.

Example checklist

Question reference	Document title	Document reference
3	Payment	Payment included or via BACS reference PSCAPPXXXXYYY
Part A	Section 5(c) Site plan (J7534/01) P7534/01	Part A
Part B	Section 2(a) Non-technical summary S23429/01	Part B
Part B	Section 5 Justification for alternative technical standard: Accident management J34565/01	Part B

Provide a plan or plans for the site (for an example see guidance to application form Parts B1 or B2)

You must send us a site plan that identifies all of the land on which your activities or waste operations, or mining waste operations (including mining waste facilities) (or all both) will take place. Clearly mark the site boundary or discharge point, or both.

The site plan should provide a date and a reference number and must be drawn accurately to a defined scale. The outline of the site must be clearly marked. It will be helpful if local features are shown on the plan to help us place the site in its local environment. Also include site drainage plans, site layout plans, and plant design drawings/process flow diagrams (as required).

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

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

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

- the sewage treatment plant
- the sample point
- the point where the sewage is discharged to the receiving surface water

6 Application checklist, continued

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

Copyright issue

Please note that some plans and maps will have copyright issues, unless you are using your own maps or plans or have paid for them.

7 How to contact us

If you have difficulty using this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

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

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

8 Where to send your application

Please send your filled-in application form and supporting documents to:

For water discharges and groundwater activities by email to

PSC-WaterQuality@environment-agency.gov.uk

For waste, installations, medium combustion plant and specified generators by email to

PSC@environment-agency.gov.uk

For large electronic documents (too large for email attachment) customers can upload their applications to file sharing sites and send us a link to download the documents. Alternatively, customers can send more than one email with documents attached.

Or

Permitting Support, NPS Sheffield

Quadrant 2

99 Parkway Avenue

Parkway Business Park

Sheffield

S9 4WF

Tick the box if you wish to have all communication about this application sent via email. We will use the email address provided in Part A to email all associated information or notices connected with the permit.

The following table tells you how many copies of the application form and supporting documents you need to send to us.

Type of application	Number of copies of the application form and supporting documents
All types of application	One paper copy OR one CD