

# Guidance notes on part C8 General – varying a flood risk activity permit



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

This guidance will help you complete part C8 of the application form pack.

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

If you submit documents that are not required, please note that they are not assessed.

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## **1 About the permit**

Note: If you are applying to convert your existing standard permit to a bespoke permit, please complete parts B10 and C8. To add a standard rule, you need to fill out part B11.

If you have an existing permit for a flood risk activity you can add a standard rule activity to the permit, complete forms A, B11 and F3. If you can no longer comply with the rules of a standard permit, you will require a bespoke permit to carry out the works. You should surrender the standard rule permit and apply for a bespoke permit using parts A, B10 and F3.

### **1a Discussions before your application**

If you have already discussed this application with us, either tell us the permit reference number or give details in a separate document and tell us its document reference number.

We can then refer to the information you’ve already given us to help us determine your application.

If you wish to have a pre-application discussion, call 03708 506 506.

### **1b Permit number**

Tell us what the current permit number is.

## 1c Site details

Provide site details to help us identify the location (useful information might include landmarks, site description, man-made or natural features). In some cases an address may help us identify the location of the site.

If there are a number of different activities taking place on your site, you need to provide the location for each of these activities. For activities taking place over larger or multiple sites, you may need to include this information as part of ‘supporting information’.

Please also provide a National Grid Reference if there is one. A National Grid Reference can be obtained from [www.gridreferencefinder.com](http://www.gridreferencefinder.com).

## 2 About your proposed changes

### 2a Type of variation

Tick one option to tell us which type of variation you are applying for: administrative variation, minor variation, other variation or additional activity variation.

Further information on these terms can be found in the current charging scheme guidance, which can be downloaded from our website [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk), or by calling 03708 506 506.

### 2b Changes to existing activities

Fill in Table 1 with details of any changes to existing regulated activities on your permit. Fill in a separate line for each activity or condition on the permit you are applying to vary.

### 2c Consolidating (combining) existing permits

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

## 3 Management systems (all)

You must have an effective, written management system in place that identifies and reduces the risks of environmental harm and flooding from the activities covered by the permit. You may show this by using a certified scheme or your own system.

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 by searching for ‘Develop a management system: environmental permits’ for flood risk activity at [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency).

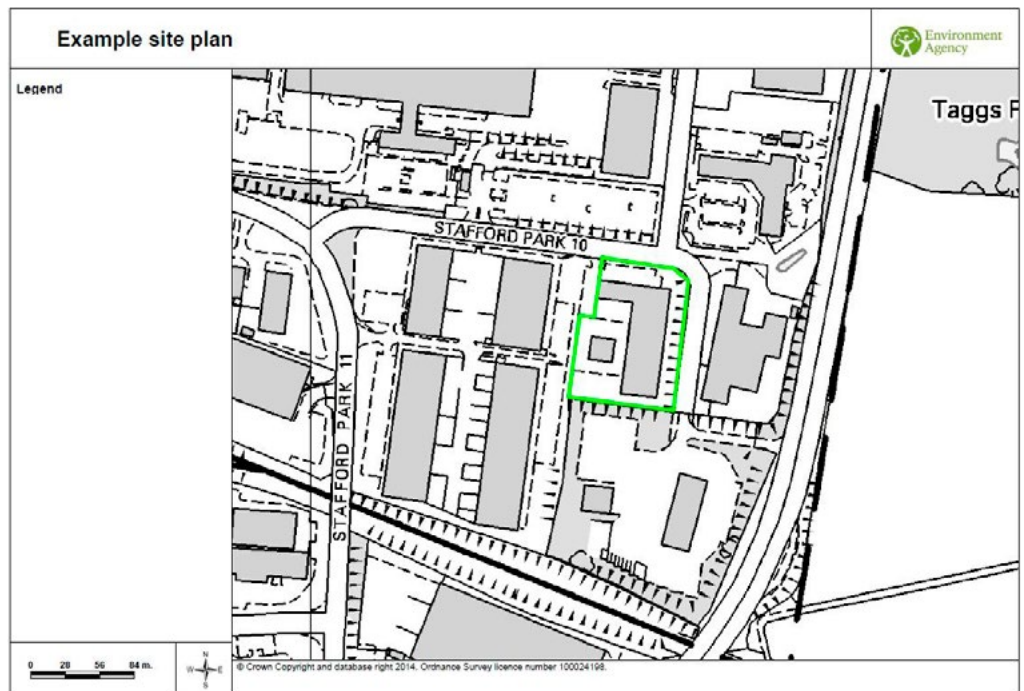
Send us a summary of your management system

You must send us a summary of your management system. The summary should cover all the points in ‘Develop a management system: environmental permits’ for flood risk activity at [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency). Give the document reference here and send the documents with the application form when you’ve completed it.

## 4 Supporting information

### 4a Do you require any extra land to be included in the permit as part of the variation/s?

If you are adding land as part of your application to vary your permit, you must send us a revised site plan that identifies all of the land on which your activities take place. The site plan should provide a date and a reference number and must be drawn accurately to a defined scale. The outline of the site must be clearly marked. It will be helpful if local features are shown on the plan to help us place the site in its local environment.



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 via email. For an example of a suitable plan see opposite.

#### Copyright issue

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

### 4b Provide a non-technical summary of your application

Write a summary that explains your application, in non-technical language as much as possible, avoiding technical terms, detailed data and scientific discussion. If necessary you will be asked to provide more detailed answers on risk assessment and technical standards later in the application.

It should include a summary of the activity and a summary of the key technical standards and control measures arising from your risk assessment.

### 4c Adding an activity

If you are applying to add a bespoke or standard rule activity, tick the box to confirm that you have sent in the correct fee and all supporting plans and risk assessments.

List the plans, drawings and documents included with this variation. If they have reference numbers, include them on this list.

## 5 Flood and environmental risk assessment

Technical guidance on risk assessment can be viewed on our website at [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency) or by calling 03708 506 506.

You should now describe the flood and environmental risk posed by your proposals. This must take the form of a flood and environmental risk assessment which should follow the methodology set out in 'Risk assessments for your environmental permit' at [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency).

Where you wish to use a different methodology, that methodology must address the same issues to an equivalent level of detail. The purpose of the environmental risk assessment is to demonstrate that the impacts of your proposals will be acceptable.

## **6 How to contact us**

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

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

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

Email: [\*\*enquiries@environment-agency.gov.uk\*\*](mailto:enquiries@environment-agency.gov.uk)

Website: [\*\*www.gov.uk/environment-agency\*\*](http://www.gov.uk/environment-agency)