

Guidance notes on part F3 – Charging for Flood Risk Activities



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

This guidance will help you complete part F3 of the application form pack.

Contents

- 1 Working out charges**
- 2 Payment**
- 3 Privacy notice**
- 4 Confidentiality and national security**
- 5 Declaration**
- 6 Application checklist**
- 7 How to contact us**
- 8 Where to send your application**

1 Working out charges

You can find out details of our charges for Flood Risk Activity permits:

<https://www.gov.uk/government/publications/environmental-permitting-charging-scheme-2019>

Please note that the charges are revised on 1 April each year and that there is a compliance charge in respect of the costs we incur in the ongoing regulation of the permit. The charging scheme explains when these charges will apply.

It is important that you understand the number of activities and their categories that you want a permit for in order to calculate your charges. Some examples are given below:

Example 1 A new bespoke permit:

activity 1 – An area of bank protection along a watercourse.

activity 2 – A temporary de-watering area including a bund to create a dry working area in river.

Example 2 A new standard rules permit:

activity 1 – SR2016 No.28 – Installation of a clear span bridge on a main river.

activity 2 – SR2016 No.30 – Temporary diversion of a main river.

You should add the details of the charges associated with your application.

If you are unsure of the number of activities or charges, contact your local Environment Agency team via General Enquiries on 03708 506 506 (Monday to Friday 8am to 6pm).

2 Payment

The National Permitting Service will acknowledge receipt of your application, confirm the fees are correct or advise you of any amendments. They will provide you with the correct reference number for you to use before payment is made.

Note: Please note that we cannot start working on your permit until we have received payment.

When we receive your application we check the following:

- the application form is complete
- you've sent the correct application charge
- you've sent the correct supporting documents

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:

Payment by credit or debit card: We can accept payments by Visa, MasterCard or Maestro cards only. You can tick the box asking us to call you to arrange payment. Payment must be made by the person named on the bank card.

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

We cannot invoice you for the payment of the application fee.

Failure to quote your reference number (this must be the permit reference number) or to forward to us your payment details, including applicant name, payment amount and full payment reference number, may result in a delay in processing your payment and therefore your application.

When payment has been made please ensure you email payment details, the date paid, amount paid, your company name, permit reference number, to the National Permitting Service so that they can trace your payment. This helps avoid delays.

Example: FRAP/AA1234BB

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.

Send cheques to:

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

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 at www.gov.uk/environment-agency.

3 Privacy notice

Make sure you understand how we will use the information you provide to us: <https://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter>

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 whilst we assess your claim for confidentiality.

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

You can find guidance on confidentiality in ‘Core Environmental permitting guidance’ published by Defra and available via our website at www.gov.uk/environment-agency.

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 area staff before deciding if anything is confidential information.

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

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 ‘Core Environmental permitting guidance’ published by Defra and available via our website at www.gov.uk/environment-agency.

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 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 or employee listed on current appointments at 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 (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.

5 Declaration, continued

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 rules permits

There is a specific declaration for applications for standard permits, or if your bespoke application includes standard rules. 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 1995;
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and agree limited usage rights in accordance with our Standard Notices that we use when supplying our information; and
- 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.

6 Application checklist

This section must be filled in.

Tell us what you have sent with your application form.

Once your local office has confirmed how much the application fee is, you must include the correct application fee, or evidence of payment. If not, the application will be returned to you.

7 How to contact us

If you need help filling in this form, please contact the person who sent it to you, your local Environment Agency team 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/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.

8 Where to send your application

Applications for these activities are processed by our National Permitting Service teams. We encourage applications by email.

Feedback

Please fill in this section if you want to give feedback.

Our forms have changed recently due to a change in the regulations. We intend to review and improve these forms upon the feedback we receive.