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

Environment Agency

You will need to use an Adobe Acrobat reader product to complete this form. The form may not work properly if you use a different pdf reader, such as the one built-in to your internet browser.

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 m^3) a day to ground or up to 20 cubic metres (20 m^3) a day to surface water. Examples of these are:

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

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

If your sewage discharge is to surface water and is 5 cubic metres or less per day, or is to ground and is 2 cubic metres or less per day, and it meets the General Binding Rules, you do not need a permit.

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

You **must** answer section 1 and all sections from section 10 to the end of the application form.

You **must** answer at least one of the following sections: Section 2 or Section 6. Where necessary you will be directed to answer both sections.

You must answer **only one** of the remaining sections.

You will need to fill in **one form for each** sewage treatment system you are applying for.

This form can be:

1. Saved onto a computer and then filled in.
2. Printed off and filled in by hand. Please write clearly in the answer spaces.

We anticipate it will take less than 3 hours to fill in this form if you have all the necessary information available.

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Section 1: About the permit

1.1a Can your discharge meet the general binding rules for the relevant discharge destination, meaning surface water or groundwater?

If your domestic sewage discharge to surface water is less than 5 cubic metres per day or less than 2 cubic metres per day to ground and you meet the general binding rules, you do not need a permit and we legally cannot issue you with a permit. There are different rules depending on whether you are discharging to surface water (for example, a river, stream, canal, lake, estuary, or the sea) or to ground.

☐ Yes You do not need an environmental permit. You do not need to let us know or submit this form. This is the end of the form.

☐ No I have checked the general binding rules for discharges to surface water at **https://www.gov.uk/guidance/general-binding-rules-small-sewage-discharge-to-a-surface-water** and I cannot meet all the relevant rules.

☐ No I have checked the general binding rules for discharges to ground at **https://www.gov.uk/guidance/general-binding-rules-small-sewage-discharge-to-the-ground** and I cannot meet all the relevant rules.

State the rules you cannot meet and why in the following box or an extra sheet.

Reference for the extra sheet.

1.1b Have you spoken to the Environment Agency already about this application?

☐ No Check **https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits** to ensure that you need a permit and the type of permit you need.

☐ Yes Provide your pre-application reference number or the name of your Environment Agency contact and/or any relevant correspondence if you did not use the pre-application advice service.

Pre-application reference number.

Reference for the extra documents.

1.1c How many sewage treatment systems (requiring a permit) would be present at the site you are applying for?

☐ One

☐ Two or more

If two or more, (for example, applying for two sewage treatment systems for the same site going to the same discharge point), you need to fill in one form for each of the treatment systems. You will only have one permit to cover all your treatment systems.

1.1d Have you checked if it is 'reasonable' for you to connect to a public or private foul sewer?

This is explained in **https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits#discharges-in-sewered-areas**

☐ Yes We will check your justification in question 1.6.

☐ No This is a requirement before we consider your application. Your application will be returned if you do not explore this option if you are within reasonable distance to a public or private foul sewer.

1.1e Will the discharge contain anything other than domestic sewage?

This is explained at **https://www.gov.uk/government/publications/domestic-sewage-discharges-to-surface-water-and-groundwater/domestic-sewage-discharges-to-surface-water-and-groundwater**.

☐ Yes This is not the right application form.

☐ No

Check **https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits#apply-for-a-bespoke-permit**.

1.1f Have you obtained all other necessary permissions to ensure that you can undertake the proposed discharge and comply with monitoring requirements?

For example, the permission from landowners for pipework to cross their land, or to have a sampling point on their land, or the Canal and Rivers Trust if you want to discharge into a canal that they manage. **Please note that this is not an exhaustive list**.

☐ Yes

☐ No Explain which permissions you have not been able to get and why in the following box or an extra sheet.

Reference for the extra sheet. _____

Please be aware that if you do not have all the necessary permissions you will not be discharging lawfully. Explained at: **https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits#apply-for-a-bespoke-permit**. Where permission has not been granted, you should also seek alternative options before applying.

Location of the treatment system

1.2a Where is the treatment system?

Site name

Address

Postcode

1.2b National grid reference (NGR) for the centre of your sewage treatment system. Use 2 letters and 10 digits, for example, ST 12345 67890.

NGR:

To find out the national grid reference search on **https://explore.osmaps.com** and then right click on the location

1.2c National grid reference (NGR) for the discharge points. Use 2 letters and 10 digits, for example, ST 12345 67890.

NGR:

If you are discharging to surface water, this is the location of the end of the pipe.

If you are discharging to groundwater, this is the location where the effluent from the treatment system enters the infiltration system.

1.2d Where is your sampling point?

You must provide a sample point where a sample of your discharge can be safely taken before it has mixed with any other discharges for:

– an existing or new discharge to surface water

– an existing discharge to ground and the volume is more than 5 cubic metres (5 m^3) a day

– a new discharge to ground

You do not need to provide us with a sample point NGR if your discharge to ground is up to 5 cubic metres (5 m^3) a day from an existing system.

☐ **At the sewage treatment location – as in question 1.2b.**

This is the Environment Agency's preferred option as most treatment units have an access chamber or a separate sample chamber available for monitoring the efficiency of the plant.

☐ **At the discharge points – as in question 1.2c.**

This is only acceptable for cases where no other effluent from other treatment plants, rainwater, surface water or groundwater is added before this point. The sample point must be representative of the effluent discharged to the environment.

☐ **Other location**

National grid reference (NGR) for the sampling point.

NGR: _____

About the premises and volumes

1.3a Select the premises the permit would cover, choose one property type from the options in 1.3a:

☐ Single domestic property with up to 3 bedrooms (0.75 cubic metres per day).

☐ Single domestic property with 4 bedrooms (0.90 cubic metres per day).

☐ Single domestic property with 5 bedrooms (1.05 cubic metres per day).

☐ Single domestic property with 6 bedrooms (1.20 cubic metres per day).

☐ Single domestic property with 7 bedrooms (1.35 cubic metres per day).

☐ Single domestic property with 8 bedrooms (1.50 cubic metres per day).

☐ Single domestic property with 9 bedrooms (1.65 cubic metres per day).

☐ Single domestic property with 10 bedrooms (1.80 cubic metres per day).

☐ Two domestic properties with up to 6 bedrooms in total (1.50 cubic metres per day).

☐ Two domestic properties with 7 bedrooms in total (1.65 cubic metres per day).

☐ Two domestic properties with 8 bedrooms in total (1.80 cubic metres per day).

☐ Two domestic properties with 9 bedrooms in total (1.80 cubic metres per day).

☐ Two domestic properties with 10 bedrooms in total (1.95 cubic metres per day).

If you have ticked one of the above options **go to question 1.3c.**

☐ Other, **now go to question 1.3b.**

1.3b If the property is not listed above in question 1.3a choose one of the following:

☐ Single domestic property with a different number of bedrooms than the ones listed above:

How many bedrooms are at the property?

_____

☐ A number of domestic properties with a different number of bedrooms than the ones listed above.

State the number of properties and bedrooms for each property, for example, 'There are 3 houses, two of them with 2 bedrooms and the other one with 3 bedrooms' in the following box or an extra sheet.

Reference for the extra sheet.

☐ Is the maximum population greater than 50?

State the number of people.

☐ Other type of property

State the type of premises, for example, cafe, pub, restaurant, office, caravan sites, holiday lets, schools.

1.3c What is the maximum volume of effluent you will discharge in a day in cubic metres (1 cubic metre is 1,000 litres)?

Use the Sewage discharges: calculator for domestic properties at **https://www.gov.uk/government/publications/sewage-discharges-calculator-for-domestic-properties**. If it displays an error message, use Flows and Loads – Sizing criteria, treatment capacity for sewage treatment systems at **https://www.britishwater.co.uk/page/Publications**.

cubic metres per day (m^3/day)

How have you calculated the volume of your discharge?

☐ I ticked one of the boxes for single or two properties up to 10 bedrooms above (in question 1.3a).

☐ I used the Sewage discharges: calculator for domestic properties. The calculator is not suitable for businesses or holiday accommodation.

☐ I used Flows and Loads – Sizing criteria, treatment capacity for sewage treatment systems.

Show how you calculated the volume in the following box or an extra sheet.

Reference for any extra sheets.

About the discharge activity

1.4a 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 (water discharge activity).

☐ A discharge to ground, for example, a drainage field, a shallow infiltration system or a borehole (groundwater activity).

1.4b What date do you want the permit to start?

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 or delay the start date.

☐ As soon as possible

☐ Other date

Provide the date

_____ (DD/MM/YYYY)

1.4c Is the discharge temporary?

☐ No

☐ Yes

Provide the date the discharge will end

_____ (DD/MM/YYYY)

Please note that your permit will not end on that date, and you will still need to tell us to surrender the permit. This is explained at **https://www.gov.uk/guidance/change-transfer-or-cancel-your-environmental-permit#cancel-surrender-your-permit**.

1.4d Will the discharge take place all year?

☐ Yes **Now go to question 1.4f.**

☐ No Provide details of the dates when your discharge will start and end each year, for example, April 1st to October 31st.

_____

1.4e Will the discharge take place on more than six days in any year?

☐ Yes

☐ No

1.4f Is this application to permit an existing discharge?

☐ Yes **Now go to question 1.4g.**

☐ No **Now go to question 1.5.**

1.4g Will the location of the discharge point be changing?

☐ No When did the discharge start?

_____ (DD/MM/YYYY)

☐ Yes When did the discharge start?

_____ (DD/MM/YYYY)

Where was the destination of the previous discharge?

☐ Surface water

☐ Into ground

☐ Onto land

Are you moving the discharge point or infiltration system more than 10 metres away from the existing one?

☐ No

☐ Yes

Are you increasing the volume you are discharging?

☐ No

☐ Yes

Are you replacing or upgrading your sewage treatment system and/or the method in which you dispose of your discharge, for example, replacing your infiltration system if discharging to ground?

☐ No

☐ Yes Provide details about the treatment and infiltration systems previously used and why you are changing them in the following box or an extra sheet if needed.

Reference for the extra sheet.

Did an element of the previous sewage treatment system fail?

☐ No

☐ Yes Provide the details of each failure in the following box or an extra sheet.

Reference for the extra sheet.

Nutrient Neutral Catchment

Check Natural England's page to find out if you are within a nutrient neutral catchment: **https://publications.naturalengland.org.uk/publication/4792131352002560**. To find a list of vulnerable sites download the records file on this page.

If you are in a nutrient neutral catchment and you are contributing to a net increase of nutrient loading (meaning phosphorus and/or nitrogen) through a new discharge you will be required to have appropriate mitigation in place.

1.5a Are you in a nutrient neutral catchment?

☐ No **Now go to question 1.6.**

☐ Yes

What is the name of the nutrient neutral catchment?

1.5b Is this permit for a new discharge?

☐ No **Now go to 1.5c.**

☐ Yes

Will you be required to have appropriate mitigation in place? Contact your local planning authority (LPA) and/or Natural England to discuss appropriate mitigation in your area.

☐ No Provide justification of why you do not need to have appropriate mitigation in place in the following box or an extra sheet.

Reference for the extra sheet.

☐ Yes If you have your mitigation plan in place provide this with your application

Reference for this document.

Now go to question 1.6

1.5c Is this permit for an existing discharge?

☐ Yes

Has the location of the discharge point or volume of the discharge changed?

☐ No **Now go to question 1.6.**

☐ Yes

Will you be required to have appropriate mitigation in place? Contact your local planning authority (LPA) and/or Natural England to discuss appropriate mitigation in your area.

☐ No Provide justification of why your discharge will not result in a net increase of nutrient loading (meaning phosphorus and/or nitrogen) in the following box or an extra sheet, then **go to question 1.6.**

Reference for the extra sheet.

☐ Yes If you have your mitigation plan in place provide this with your application.

Reference for this document.

If you completed independent third-party testing that meets British Standard BS12566, provide your certificate.

Reference for this certificate. _____

Connection to public or private foul sewer

1.6a Provide the shortest distance between any boundary of premises served by the sewage treatment system and the nearest public foul sewer and/or private foul sewer (in metres).

_____ metres

For public foul sewers you might need to contact your sewerage undertaker (usually your water company).

National grid reference (NGR) for the nearest sewer system.

NGR: _____

1.6b Discharges from domestic properties.

Provide the number of domestic properties served by the sewage treatment system.

_____

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

_____ metres

1.6c Discharges from all other premises, for example, cafe, pub, restaurant, office, holiday lets and schools.

Volume of the discharge (your answer to question 1.3c)

_____

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

Volume [ ] (Cubic metres per day) ÷ 0.75 = [ ] × 30 (metres)

= [ ] metres

1.6d Is your answer to question 1.6b or 1.6c greater than the distance to the nearest foul sewer (answer to question 1.6a)?

☐ No — You do not need to justify why you cannot discharge your effluent into the foul sewer at this stage. However, we may in some cases still request this information from you when we determine your application if this information is subsequently required.

Now go to question 1.7a.

☐ Yes — Before you submit the application, you must explore the possibility of connecting to the foul sewer. Then, you must explain why you cannot discharge your effluent into the foul sewer in the following box or an extra sheet.

Reference for the extra sheet. _____

1.6e Is the sewer nearby a public or private one?

☐ **Public** Where you could connect to the foul sewer through a public foul sewer, you must send us evidence that you have approached the sewerage undertaker and their formal response regarding connection.

☐ Tick this box to confirm you have included it with your application.

Reference for evidence documents. _____

If the sewerage undertaker has indicated that they would not allow connection due to lack of capacity you should contact us. Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see Get advice before you apply for an environmental permit: **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit.**

If you have already had enhanced pre-application for this proposal provide the reference number for your enhanced pre-application.

Pre-application reference number. _____

Reference for the enhanced pre-application advice. _____

☐ **Private** Where you could connect to the foul sewer through a private sewer, you must send us evidence to show that you have requested to connect to the private sewer. The written responses from the owners of the private sewer must be provided.

☐ Tick this box to confirm you have included it with your application on a separate sheet.

Reference for evidence documents. _____

1.6f Are you claiming the below as justification for not connecting to the public foul sewer?

If you are applying for an existing discharge, that does not have a permit and no part of the treatment system needs replacing or upgrading, you may give this as a reason for not connecting to a nearby sewer. However, you must provide the date the treatment system was installed as accurately as you can. Please note that for new systems that have been recently installed or systems that have been recently replaced or upgraded a permit may not be granted, even if the system is already in place if the site is considered to be within a reasonable distance to connect to foul sewer.

☐ No

☐ Yes

What date was the system installed? _____ (DD/MM/YYYY)

1.6g Is cost a factor in your justification for not connecting to public or private foul sewer?

☐ No

☐ Yes

You must provide evidence of the extra cost of connecting to a sewer compared to the treatment system you propose.

Reference for the extra sheet. _____

Please note that if we consider that you have not provided enough justification, we will return your application to you.

Foul sewer connection costs:

Cost of sewer pipe and infrastructure, for example, gravity sewer, manholes, or rising main and pumping.

£ _____

Pumping equipment, pump and sump pump, if necessary. Maintenance or running costs of these if they are not adopted by the sewerage undertaker.

£ _____

Digging up of roadside verges, roads or land on route to the sewer and making good.

£ _____

Road closure costs, if necessary.

£ _____

Legal easements to cross land, cost of land purchase, if necessary.

£ _____

Initial connection charges from the sewerage undertaker.

£ _____

The sewerage undertaker will expect any pipe work connecting to their system to be constructed to adoptable standards. Or to the specification of the latest edition of 'Sewers for Adoption – A Design & Construction Guide for Developers'.

Other – Provide details on an extra sheet.

£ _____

Reference for the extra sheet. _____

£ _____ **Total cost to foul sewer.**

Proposed treatment system costs:

Cost of treatment system, pipe work and other materials.

£ _____

Pumping equipment, if necessary.

£ _____

Installation including excavation and digging up of roadside verges, roads or land on route to the treatment system, making good and commissioning.

£ _____

Road closure costs, if necessary.

£

Legal easements to cross land, cost of land purchase, if necessary.

£

Maintenance and running costs.

£

Other – Provide details on an extra sheet.

£

Reference for the extra sheet.

£ **Total cost of proposed treatment systems.**

1.6h Are you using physical or technical barriers as a factor in your justification for not connecting to public or private foul sewer?

☐ No

☐ Yes You must provide justification.

Your justification should include details of any physical obstacles that may impede connection to the foul sewer, for example, topography, roads, railways, designated habitats sites, rivers or canals. Please be aware that we may require cost estimates to be provided to prove that it is not viable for these physical obstacles to be overcome. Provide justification on an extra sheet.

Reference for the extra sheet.

1.6i Are you proposing that the private treatment system can be shown to significantly benefit the environment as the justification for not connecting to public or private foul sewer?

☐ No

☐ Yes To prove significant environmental benefit, you must answer the following:

Have you provided evidence that the effluent will be treated to a higher standard than if connected to foul sewer? Provide a justification on an extra sheet.

☐ No

☐ Yes

Reference for the extra sheet.

Have you shown that the additional environmental benefits from your proposed system would outweigh the potential environmental risks from a private system at the location proposed? Provide justification on an extra sheet.

☐ No

☐ Yes

Reference for the extra sheet.

When assessing this, we consider the nature of the environmental risks that would be associated with non-compliance of your proposed system. Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see Get advice before you apply for an environmental permit: **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**.

Treatment System

1.7a What type of sewage treatment system are you applying for to treat the effluent?

How to check if your treatment system meets the British Standard is explained at **https://www.gov.uk/guidance/general-binding-rules-small-sewage-discharge-to-a-surface-water**.

Your septic tank or treatment plant met the British Standard in place at the time of installation if:

- it has a CE mark – **https://www.gov.uk/guidance/ce-marking**
- the manual or other documentation that came with your tank or treatment plant has a certificate of compliance with a British Standard
- it's on British Water's list of approved equipment – **https://www.britishwater.co.uk/page/Accreditation-Certificationcertified-small-wastewater-treatment-systems-for-up-to-50-pt**

You can also ask the company that installed your equipment to confirm that it met the British Standard in place at the time of installation.

☐ Sewage treatment plant that meets British Standard BS12566:3 or BS12255. **Now go to question 1.7b.**

☐ Septic tank that meets British Standard BS12566:1 or BS12255. **Now go to question 1.7b.**

☐ Packaged or site assembled prefabricated secondary treatment units (placed outside of septic tanks) that can meet British Standards BS12566:6 or BS12255. **Now go to question 1.7b.**

☐ Other systems.

Provide design details of this other system including the stages of treatment carried out on your effluent, in the following box or an extra sheet.

Reference for the extra sheet. _____

Provide justification as to why you are not using a British Standard system in the following box or an extra sheet.

Reference for the extra sheet. _____

For existing sewage treatment systems, did the treatment system meet the relevant British Standards at the time of installation?

☐ Yes

☐ No

Check to see if your system met the British Standard rules in place at the time of installation **https://www.gov.uk/guidance/general-binding-rules-small-sewage-discharge-to-the-ground**.

Your septic tank or treatment plant met the British Standard in place at the time of installation if:

- it has a CE mark – **https://www.gov.uk/guidance/ce-marking**
- the manual or other documentation that came with your tank or treatment plant has a certificate of compliance with a British Standard
- it's on British Water's list of approved equipment – **https://www.britishwater.co.uk/page/Accreditation-Certificationcertified-small-wastewater-treatment-systems-for-up-to-50-pt**

You can also ask the company that installed your equipment to confirm that it met the British Standard in place at the time of installation.

☐ If you are applying to permit an existing system, tick to confirm that the existing system is in good condition.

1.7b Will the treatment system you are applying for be installed according to manufacturer's instructions to ensure it can deliver the required final effluent quality?

☐ Yes

☐ No Provide justification as to why you are not installing the system according to the manufacturer's instructions in the box below or an extra sheet.

☐ NA Provide more information in the box below or an extra sheet.

Reference for the extra sheet. _____

We may refuse your permit if you cannot meet this requirement.

Management System

1.8 Can you confirm that your written management system will meet our requirements?

You must have a written management system to make sure that your sewage treatment system 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. Explained at **https://www.gov.uk/guidance/develop-a-management-system-environmental-permits**.

☐ Yes

☐ No We will refuse your permit application if you cannot meet this requirement.

Receiving environment

1.9 Where will your treated effluent discharge to?

☐ A discharge to a **surface water**, for example, a river, stream, canal, lake, estuary or the sea (water discharge activity). **Now go to Section 2.**

☐ A discharge **to ground**, for example, a drainage field, onto land, a borehole (groundwater activity). **Now go to Section 6.**

Section 2: Preliminary questions for discharges to surface water

2.1 Will the secondary treatment system you are applying for be designed, maintained and operated to deliver the required final effluent quality?

For discharges to surface water, you must confirm whether the treatment system will provide secondary treatment. As a minimum, this requires a final effluent quality of 40 mg/l Biochemical Oxygen Demand (BOD) and 60mg/l suspended solids (or better) as a maximum concentration.

☐ Yes

☐ No What is the secondary treatment system you are applying for designed to deliver for BOD as a maximum concentration (in mg/l)?

_____ mg/l

What is the secondary treatment system you are applying for designed to deliver for suspended solids as a maximum concentration (in mg/l)?

_____ mg/l

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

Surface water sewer: Any sewer which receives only water draining from buildings (including roofs) and land, or any sewer which is described as a surface water sewer on the map maintained by a sewerage undertaker under section 199 Water Industry Act 1991.

☐ No **Now go to question 2.3.**

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

NGR: _____

Give the national grid reference where the surface water sewer meets the final surface watercourse, for example, river or lake.

NGR: _____

Now go to question 2.4.

2.3 Does the discharge reach the final surface watercourse or canal by flowing through highway drains?

Highway drains: “Highway drain” means a drain which a highway authority or other person is entitled to keep open by virtue of section 100 of the 1980 Act.

☐ No **Now go to question 2.4.**

☐ Yes Give the national grid reference where the discharge enters the highway drain.

NGR: _____

Give the national grid reference where the highway drain meets the final surface water course, for example, river or lake.

NGR: _____

Have you obtained written permission from the relevant highways authority?

☐ Yes You need to get a written permission from the relevant highways authority and submit it with your application.

Reference number for this document. _____

Your application will be returned if you do not get written permission from the relevant highways authority before you submit this permit application.

2.4 Provide a site plan that contains the following information with your application.

The requirements detailed below must show the national grid references provided in question 1.2 or the processing of your application may be delayed or your application may be returned.

Give the site plan a reference number and submit it with your application.

Reference for the site plan. _____

Required on your site plan:

Tick the boxes to confirm you have added these requirements.

☐ The boundary of the site, including the full extent of the land ownership relating to the permit application.

☐ Location of the treatment system.

☐ Location of the sampling point or points.

☐ Location of the discharge point or points.

The properties served by the treatment system do not have to be shown.

For discharges to surface water, tick the appropriate box to confirm you have added these requirements:

☐ Discharging to a river, stream, ditch or canal, indicate the direction of the flow of the receiving watercourse.

☐ Discharging via a highway drain, indicate the point where the discharge enters the highway drain.

☐ Discharging via a highway drain, indicate the point where the highway drain meets the final surface watercourse, for example, river, lake, etc.

☐ Discharging via a surface water sewer, indicate the point where the discharge enters the surface water sewer.

☐ Discharging via a surface water sewer, indicate the point where the surface water sewer meets the final surface watercourse, for example, river, lake, etc.

2.5 Where will your treated effluent discharge to?

☐ River, stream, ditch or canal **Now go to Section 3.**

☐ Tidal river, tidal stream, estuary or coastal waters **Now go to Section 4.**

☐ Lake or pond **Now go to Section 5.**

Section 3: Discharges to a river, stream, ditch or canal

3.1 Is the discharge into a:

☐ River, stream or ditch

☐ Canal

3.2 Give the name of the watercourse, canal or the main watercourse it is a tributary of:

_____

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

If a watercourse is dry other than at times of rainfall, this means it does not have a year-round flow. We would expect for a watercourse to have flow all year round regardless of rainfall events unless an event such as extreme drought or an unusually long period of dry weather occurs.

☐ No, it always has water in it. **Now go to section 10.**

☐ Yes, it is dry for part of the year.

Indicate the months when the watercourse is dry:

- ☐ January
- ☐ February
- ☐ March
- ☐ April
- ☐ May
- ☐ June
- ☐ July
- ☐ August
- ☐ September
- ☐ October
- ☐ November
- ☐ December

☐ Yes, it is dry all year-round.

If you apply to discharge to a watercourse that never has flowing water, you must provide justification why a discharge into ground via a British Standard drainage field is not possible. You must prove this justification by completing **section 6: Preliminary questions for discharges to ground.**

☐ Tick to confirm you have completed **section 6 : Preliminary questions for discharges to ground.**

3.4 How many metres downstream of the discharge is it before discharged effluent soaks into the ground?

_____ metres

If your discharge is to a watercourse that dries up for part of the year, you must install an appropriate length of perforated pipe before the discharge point that does not extend more than 10 metres from the bank of any watercourse. Any section of that pipe which lies within 10 metres of the bank of any watercourse must be perforated. The length of perforated pipe installed should be designed appropriately to ensure that when the watercourse is dry, the discharge must be made indirectly to the watercourse via the soil surrounding the perforated pipe. You must make sure to design your system to ensure an appropriate length of perforated piping is installed.

☐ **Tick the box to confirm you will install a section of perforated pipe as per the above guidance.**

Now go to section 10.

Section 4: Discharges to tidal river, tidal stream, tidal estuary or coastal waters

4.1 Is the discharge into a:

☐ Tidal river

☐ Tidal stream

☐ Estuary

☐ Coastal water

4.2 Give the name of the tidal river, tidal stream, estuary or area of coastal water:

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

The mean low water spring tide mark for coastal waters and tidal estuaries can usually be found on Ordnance Survey maps.

☐ No

☐ Yes You must provide justification for why the discharge point cannot be below the mean low water spring tide mark. Provide this information in the following box or an extra sheet.

Reference for the extra sheet.

Now go to section 10.

Section 5: Discharges to lake or pond

You do not need a permit to discharge to an enclosed lake or pond. This means a lake or pond in which all of the following apply:

- it contains water throughout the year, other than in extreme weather conditions
- it does not have an outfall that connects it to a watercourse, or the outfall only discharges to a watercourse in extreme weather conditions
- it is sealed or lined to prevent water draining into the ground or soaking into the surrounding soil.

You must use appropriate pollution prevention measures to make sure your discharge does not cause pollution.

5.1 What type of lake or pond will you be discharging into?

☐ A lake or pond that does not discharge into a river or a watercourse or another pond that then discharges into a river or a watercourse. **A permit is not required**.

☐ A 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.

☐ A lake or pond that discharges into a river or watercourse.

5.2 Give the name of the lake or pond:

_____

5.3 What is the surface area of the lake or pond?

_____ square metres

5.4 What is the maximum depth of the lake or pond?

_____ metres

5.5 What is the average depth of the lake or pond?

_____ metres

Now go to section 10.

Section 6: Preliminary questions for discharges to ground

If you are applying to continue to discharge sewage effluent to ground using an infiltration system which was installed before 1 January 2015 provide the information in question 6.4 onwards, but if you have it, also provide the information in questions 6.1, 6.2 and 6.3.

For all proposed discharges to ground and for systems which started discharging to ground on, or after, 1 January 2015 start at question 6.1.

Percolation testing

An infiltration system is a restricted and well-defined area of ground designed to allow effluent to enter the ground. We expect any new infiltration system to be built to British Standard BS6297:2007 +A1:2008 Code of practice for the design and installation of drainage fields for use in wastewater treatment (or latest version).

Drainage fields are an important component of the treatment of your sewage. If you are proposing to use an alternative infiltration system, we require you to first demonstrate whether a shallow drainage field, designed in accordance with the BS6297, could be achieved based on ground conditions, the percolation rate and available space.

BS6297 sets out the percolation test procedure. You need to carry out percolation tests following this procedure which is summarised at **https://www.gov.uk/guidance/infiltration-systems-groundwater-risk-assessments#percolation-tests**. Use of alternative test methods, for example, test methods for surface water soakaways, will not be accepted.

6.1a Were each of the percolation test holes 300mm square and 300mm deep below the proposed invert level (bottom) of the infiltration pipe?

☐ Yes

☐ No Provide justification why you have not used the above measurement. Use of an alternative test method, for example, test methods for surface water soakaways, will not be accepted. Provide the details in the following box or an extra sheet.

Reference for the extra sheet. _____

6.1b Did you fill each hole with water to a depth of at least 300mm and allow it to seep away overnight before starting your measured percolation testing?

☐ Yes

☐ No Tell us why, in the following box or an extra sheet.

Reference for the extra sheet.

6.1c What were the weather conditions when you carried out the percolation testing?

Describe the conditions in the following box.

6.1d Did your percolation tests achieve a drop in water level of 150mm from the moment the holes were 75% full to when they were only 25% full?

☐ Yes Complete Table 1: **For percolation test results where a drop of 150mm was achieved.**

☐ No Complete Table 2: **For percolation test results where a drop of 150mm was not achieved.**

☐ No Infiltration system installed before 1 January 2015 and no information available on percolation tests. **Now go to question 6.4.**

To meet the British Standard requirements, you must complete at least three tests in two holes which are spaced evenly along the proposed line of the subsurface drainage field.

Information for more than two test holes can be supplied – especially if a large area has been investigated or initial tests show unsatisfactory results.

Table 1: For percolation test results where a drop of 150mm was achieved

Worked example

Percolation Test Hole Number:	**1**	**Your unique reference for this hole (as used on your site plan)**	**TP – 01**

			Elapsed time for water to drain from 75% full to 25% full (a depth of 150 mm)				
Test Date (DD/MM/YYYY)	**Test no.**	**Start time (24-hour clock)**	**Finish time (24-hour clock)**	**As hours and minutes**	**As minutes**	**As seconds**	**Percolation value (Vp) – Seconds divided by 150mm (s/mm)**
01/04/2023	1	09:50	11:00	1h 10mins	70	4,200	28
01/04/2023	2	11:15	12:15	1hr	60	3600	24
01/04/2023	3	13:30	14:50	1hr 20mins	80	4800	32

Your reference number should match the reference number used to show the location of each test hole on your site plan requested in question 6.7. Each test hole should have a unique reference number.

To calculate the average Vp you will need to add the Vp for each test you have completed and divide by the number of tests.

Test 1 Vp	**Test 2 Vp**	**Test 3 Vp**	**Total**	**Divided by the number of tests completed (3 tests in this scenario)**	**(Test 1 Vp + Test 2 Vp + Test 3 Vp) ÷ 3**		**Average Vp**
28	24	32	84		(28 + 24 + 32 = 84) ÷ 3 =	28	= Average Vp for worked example

Table 1a: For percolation test results where a drop of 150mm was achieved

Percolation Test Hole Number:	**1**	**Your unique reference for this hole (as used on your site plan)**	

Elapsed time for water to drain from
75% full to 25% full (a depth of 150 mm)

Test Date DD/MM/YYYY	**Test no.**	**Start time (24-hour clock)**	**Finish time (24-hour clock)**	**As hours and minutes**	**As minutes**	**As seconds**	**Percolation value (Vp) – Seconds divided by 150mm (s/mm)**
	1						
	2						
	3						

Average Vp for Hole 1

Table 1b: For percolation test results where a drop of 150mm was achieved

Percolation Test Hole Number:	**2**	**Your unique reference for this hole (as used on your site plan)**	

Elapsed time for water to drain from
75% full to 25% full (a depth of 150 mm)

Test Date DD/MM/YYYY	**Test no.**	**Start time (24-hour clock)**	**Finish time (24-hour clock)**	**As hours and minutes**	**As minutes**	**As seconds**	**Percolation value (Vp) – Seconds divided by 150mm (s/mm)**
	1						
	2						
	3						

Average Vp for Hole 2

Table 1c: For percolation test results where a drop of 150mm was achieved

Percolation Test Hole Number:	**3**	**Your unique reference for this hole (as used on your site plan)**	

				Elapsed time for water to drain from 75% full to 25% full (a depth of 150 mm)			
Test Date DD/MM/YYYY	**Test no.**	**Start time (24-hour clock)**	**Finish time (24-hour clock)**	**As hours and minutes**	**As minutes**	**As seconds**	**Percolation value (Vp) – Seconds divided by 150mm (s/mm)**
	1						
	2						
	3						

Average Vp for Hole 3

If you complete tests in more than three holes provide the results on an extra sheet, and ensure you include this data in the calculation of average Vp.

Reference for the extra sheet.

Table 1d: Average Vp of all test holes

Average Vp for Hole 1 (table 1.a) + Average Vp for Hole 1 (table 1.b) + Average Vp for Hole 1 (table 1.c), if completed =

Total , divide the total by the number of test holes completed = Overall average Vp of all your test holes.

Table 2: For percolation test results where a drop of 150mm was not achieved

Percolation Test Hole Number	Your Reference Number. (if alternative numbering used on site plan)	Test Date (DD/MM/YYYY)	Test No.	Start time (24-hour clock)	Finish time (24-hour clock)	Change in water level during test (mm)

British Standard BS6297 trial holes

British Standard BS6297 requires a trial hole to be excavated to characterise the soil and subsoil and show whether shallow groundwater is present. The trial hole should be excavated adjacent to the area where the drainage field will be installed. If soil conditions are variable further trial holes should be dug. Trial holes differ to test holes which are used to establish soil percolation rates.

6.2a What were the characteristics of the soil and subsoil that you observed in the trial holes and test holes on site?

Only describe what was observed in your trial holes and test holes, do not include information from other sources. Use the following box or an extra sheet.

Reference for the extra sheet.

Provide at least one photograph per trial and test hole, and written observations made on site.

References for these photograph attachments and observations.

6.2b Was groundwater present in the trial hole?

☐ No

☐ Yes At what depth?

metres below ground level

Infiltration system area

6.3a Calculate the trench area required for a British Standard BS6297 drainage field based on your percolation value (Vp): If the infiltration rate was so slow a drop of 150mm was not achieved and you have filled out Table 2, you are not able to calculate a Vp value. Now go to question 6.3b.

150 litres (equivalent to 0.15 cubic metres) is the standard residential volume of sewage generated per person per day. We use this to calculate the population for both domestic and non-domestic premises.

	use your answer to 1.3			
Max volume of effluent (m^3/day)		÷ 0.15	=	**p**

Now you need to calculate the trench area in accordance with British Standard BS6297 using the population (p) and your percolation value (Vp).

If your Vp result indicates fast infiltration (less than 15 s/mm) you need to use a sand layer or drainage mound. The area of your system should meet or exceed the area calculated based on a Vp of 15 s/mm.

If your Vp is greater than 100 s/mm, it is outside the British Standard BS6297 acceptable range and indicates slow infiltration rates which are not suitable for the installation of a drainage field.

For septic tanks:

p [ ] × Vp [ ] × 0.25 for septic tanks **=Trench area** [ ] m^2

For sewage treatment plants:

p [ ] × Vp [ ] × 0.20 for sewage treatment plants **=Trench area** [ ] m^2

6.3b What is the actual total area of your existing or proposed infiltration system?

For British Standard BS6297 drainage fields this will include an allowance for natural ground between trenches and around the outer trenches. For a square or rectangular shaped infiltration system this is the length (in metres) multiplied by the width (in metres).

[ ] Total Area (square metres)

How have you calculated the area of your infiltration system?

Provide the details in the following box or an extra sheet.

Reference for the extra sheet. [ ]

Site setting

You need a permit if you are discharging to ground in a source protection zone 1 (SPZ1). Source protection zones are explained at: **https://www.gov.uk/guidance/groundwater-source-protection-zones-spzs**. A groundwater SPZ1 is also any area within 50 metres of a private water supply used for human consumption or food production.

You must check if there are any private wells, springs, or boreholes used to supply water for human consumption or food production purposes within 50 metres of your proposed discharge. You can contact your local authority for details on private water supplies. These supplies are not required to hold a permit from the Environment Agency if they pump less than 20 cubic metres (20 m^3) per day, so we do not have the relevant information.

This information may belong to your neighbours. How you should manage this is explained at **https://www.gov.uk/guidance/environmental-permit-privacy-notice#your-responsibility-with-other-peoples-personal-data**.

6.4a Are there any wells, springs or boreholes within 50 metres of your infiltration system?

Tick to confirm you have checked with:

- ☐ Local property and landowners.
- ☐ Neighbours.
- ☐ Local Authority.

☐ No **Now go to 6.4d.**

☐ Yes

6.4b Is the well, spring or borehole you have identified used to supply drinking water or for food production purposes?

☐ No **Now go to question 6.4d.**

☐ Yes You must describe what the water supplied is used for, in the following box or an extra sheet. Identify the location of the well, spring or borehole on the plan required in question 6.7.

Reference for the extra sheet. _____

6.4c Where available provide the following information:

- The depth to groundwater from ground level.
- Construction details for boreholes and wells.
- The depth of the pumping equipment from ground level.
- Results of any water quality testing.
- Details of treatment of the water prior to consumption.
- Details of any known pollution incidents that impacted the water.

Provide these details in the following box or an extra sheet.

Reference for the extra sheet.

6.4d What is the distance to the nearest watercourse (for example, surface water, river or stream)?

metres

If the watercourse is within 10 metres of your infiltration system identify it on the site plan required by question 6.7.

Feasibility of a British Standard drainage field

Our preferred system for treated sewage effluent to be discharged to ground is an engineered, shallow drainage field designed in accordance with British Standard BS6297.

6.5a Is the average percolation test result within the acceptable range (15 to 100 s/mm) required by British Standard BS6297?

Check your answer to question 6.1, Table 1d Average Vp

- ☐ Yes **Now go to question 6.5b.**
- ☐ No The average Vp is less than 15 s/mm. **Now go to question 6.5b.**
- ☐ No The average Vp is greater than 100 s/mm. **Now go to 6.5e.**
- ☐ Not sure I will be using an infiltration system installed before 1983 and do not have any percolation test results. **Now go to question 6.5d.**
- ☐ Not sure I will be using an infiltration system installed between 1983 and 2014 and do not have percolation test results. **Now go to question 6.5d.**
- ☐ Not sure Other. Explain why in the following box or an extra sheet.

Reference for the extra sheet.

6.5b Is there space for a British Standard BS6297 drainage field?

Use the area you have calculated in question 6.3a and 6.3b, the dimensions of the land available and presence of any buildings to explain your response.

☐ Yes

☐ No Explain why in the following box or an extra sheet.

Reference for the extra sheet.

6.5c Are there any other restrictions to installing a British Standard BS6297 drainage field?

☐ No

☐ Yes Explain what these are in the following box or an extra sheet.

Reference for the extra sheet.

6.5d Will your discharge be to a new or existing drainage field which complies with the British Standard BS6297?

☐ Yes, a British Standard drainage field or drainage mound (or sand layer) will be used. **Complete questions 6.6 to 6.8, then go to Section 7.**

☐ Unsure, I will be using an existing system installed before 1 January 2015 and do not know if it complies with BS6297.

Tick to confirm which of the following best describes your existing system:

- ☐ Drainage field. **Complete questions 6.6 to 6.8, then go to Section 7.**
- ☐ Pit or soakaway. **Complete questions 6.6 to 6.8, then go to Section 8**.
- ☐ Well or borehole. **Complete questions 6.6 to 6.8, then go to Section 8**.
- ☐ Concrete ring. **Complete questions 6.6 to 6.8, then go to Section 8**.

☐ No, I will be using a non-British Standard infiltration system.

If your answers to questions 6.5a, 6.5b, and 6.5c indicate a British Standard drainage field could be installed but you are choosing not to use one when there are no restrictions, explain why. Provide your answer in the following box or an extra sheet.

Reference for the extra sheet. _____

If **ground conditions** and **space** would allow the installation of a British Standard drainage field, but you are choosing not to install one **we are more likely to refuse an environmental permit** for such discharges.

6.5e Where would your non-British Standard infiltration system discharge the effluent?

☐ Into land **Complete questions 6.6 and 6.7, then Section 8.**

☐ Onto land via a grass plot **Complete questions 6.6 and 6.7, then Section 9.**

☐ Other

Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see: **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**.

If you have already had enhanced pre-application advice for this proposal provide the reference number for your enhanced pre-application.

Reference for the enhanced pre-application advice. _____

6.6 Are you 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?

☐ No Your proposed discharge does not require you to submit a separate quantitative risk assessment, but you must provide sufficient information as required by this application form to allow the risk assessment to be completed on your behalf by the Environment Agency.

☐ Yes Your proposed discharge requires you to submit a quantitative risk assessment.

Reference for the risk assessment. _____

To do this you need to follow the guidance at **https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit** and send us details of how the risk assessment was carried out and the outcome. If the discharge is, or will be, made to a subsurface infiltration system then we recommend you read **https://www.gov.uk/guidance/infiltration-systems-groundwater-risk-assessments**. This includes advice and a worksheet on how to carry out the risk assessment for shallow infiltration systems. This methodology is not appropriate for deep infiltration systems such as boreholes and wells or systems which cover a relatively small area, for example, concrete rings.

Site plan

6.7 Provide a site plan that contains the following information with your application.

The requirements detailed below must match the national grid references for the relevant locations provided in question 1.2, or the processing of your application may be delayed, or returned. If you are applying for a permit for an existing discharge to ground using an infiltration system installed before 1983, please provide as much detail as possible on your site plan but we understand you may not possess detailed records.

Reference for your site plan. _____

Required for all cases: Tick the boxes to confirm you have added these requirements to the site plan

- ☐ The boundary of the site including the full extent of the land ownership relating to the permit application.
- ☐ Location of the treatment system.
- ☐ Location of the sampling point or points.
- ☐ Location of the discharge point or points.

  If you are discharging to ground, this is the location where the effluent from the treatment system enters the infiltration system.
- ☐ A north arrow.

The properties served by the treatment system do not have to be shown.

Where a percolation test has been carried out, mark the test hole locations. Each test hole should be given a unique reference number to match the reference used in the percolation results in Table 1 or Table 2. We need to understand which percolation result relates to which hole.

- ☐ Unique percolation test hole reference.
- ☐ The extent of the infiltration system with the length and width of each side annotated in metres.
- ☐ Any restrictions in installing a British Standard BS6297 drainage field? For example, the boundary of the property, or proximity to any other buildings. Please also provide distances in metres.
- ☐ The area covered by any infiltration system which is being replaced and will no longer be used.
- ☐ Any well, spring or borehole within 50 metres of the discharge point.
- ☐ Any watercourse within 10 metres of your infiltration system.

6.8 If your application is for a sewage treatment plant which you are already using or you have selected the plant you propose to use, provide details:

Make and model:

_____

The final effluent quality achieved for:

Ammoniacal nitrogen

_____ (mg/l as nitrogen (N)).

Any other chemical parameters quoted by the manufacturer

_____ parameter _____ mg/l

_____ parameter _____ mg/l

_____ parameter _____ mg/l

_____ parameter _____ mg/l

For new discharges to a non-British Standard infiltration system, we expect you to treat your effluent using a sewage treatment plant that meets British Standard BS12566 or BS12255.

Section 7: Discharges to a British Standard drainage field or drainage mound

Ensure you have fully completed **Section 6** before completing this section.

7.1 Tick to confirm which type of British Standard system you are applying for:

☐ Drainage field.

☐ Drainage field with additional sand layer due to fast infiltration (less than 15 s/mm).

☐ Drainage mound.

☐ A drainage field installed before 1983. For systems installed before 1983 **complete questions 7.2 and 7.3**. You only need to answer questions 7.4 to 7.7 if you have the information.

☐ A drainage field installed between 1983 and 2014 and you do not have percolation test results. **Complete questions 7.2 and 7.3**. You only need to answer questions 7.4 to 7.7 if you have the information.

7.2 Tick the appropriate box to describe the drainage field or mound.

☐ Not built yet.

☐ Built but not yet in use.

When was it built? _____ (DD/MM/YYYY)

☐ Already being used to discharge effluent.

When was it built? _____ (DD/MM/YYYY)

When was it operational? _____ (DD/MM/YYYY)

7.3 What are the maximum dimensions of your drainage field?

Tick to show whether this is measured, proposed or estimated:

Length _____ metres:

☐ Measured
☐ Proposed
☐ Estimated

Width _____ metres:

☐ Measured
☐ Proposed
☐ Estimated

Depth _____ metres:

☐ Measured
☐ Proposed
☐ Estimated

Drainage Field details

7.4 What is the thickness of your distribution layer beneath the infiltration pipes?

_____ metres

The British Standard BS6297:2007 + A1:2008 requires the distribution layer to be 0.2 to 0.3 metres thick.

If your answer to question 7.4 is less than 0.2 metres you will also need to complete Section 8 as you have not met the minimum thickness required by the British Standard.

7.5 Is there a minimum of 1.2 metres of unsaturated soil between the seasonally highest groundwater level and the base of the trench that the perforated pipes are laid in?

☐ Yes

☐ No

Tell us how you know this and if you have any additional information on the local depth to groundwater.

Provide you answer in the following box or an extra sheet.

Reference for the extra sheet. _____

7.6 Drainage mounds and drainage fields with additional sand layers

Tell us why you need a drainage mound or additional sand layer in the following box or an extra sheet.

Reference for the extra sheet. _____

7.7 If the average percolation test value (Vp) is less than 15 s/mm, tick both to confirm:

☐ A minimum 0.7 metres thick layer of medium or coarse washed sand is laid on a geotextile membrane below the granular fill distribution layer.

☐ The minimum floor area must be calculated using a Vp equal to 15 s/mm. **Refer to question 6.3a.**

Now go to section 10.

Section 8: Discharges to ground NOT using a British Standard drainage field or drainage mound

Our preferred infiltration systems are drainage fields designed in accordance with British Standard BS6297. Drainage fields are an important component of a non-mains wastewater treatment system and provide additional treatment of the effluent. When the risk to groundwater, or other environmental receptors is assessed, we allow for this additional treatment.

If your infiltration system is not sized or designed in accordance with guidance in the British Standard it is likely to concentrate the discharge over a smaller area and/or discharge at a greater depth. This will pose a higher risk of groundwater pollution because it reduces the potential for further treatment of the effluent compared to a drainage field meeting the British Standard. Therefore, we are more likely to refuse an environmental permit for such discharges.

To evaluate this additional risk requires a more complex assessment. We require information on the design, dimensions, and local conditions to be able to complete this risk assessment on your behalf.

Before we complete this assessment, we need you to robustly demonstrate all of the following:

1. there is no other alternative (for example, discharge to a BS6297 drainage field or surface water) and then;
2. there is adequate evidence to inform a risk assessment;
3. the system will be no deeper than required to achieve sufficient infiltration;
4. evidence is provided to demonstrate how the discharge will not be direct to groundwater. Direct discharges of pollutants to groundwater cannot be permitted and any existing direct discharges will need to be made indirect;
5. where a new discharge is proposed then the effluent will first be treated by a package treatment plant.

Ensure you have fully completed **Section 6** before completing this section.

Depth to groundwater in the local area

The depth to groundwater is an important parameter in our risk assessments. Provide any relevant existing information on local groundwater levels, for example, from borehole records (BGS GeoIndex Onshore at **https://www.bgs.ac.uk/map-viewers/geoindex-onshore**) or knowledge of local wells, boreholes or springs.

8.1a What is the depth to groundwater at, or near, your chosen discharge location?

_____ metres below ground level.

8.1b How far away from your discharge location is the information on groundwater level provided in question 8.1a?

Distance: _____

Units: _____ metres, kilometres or miles

8.1c What is the source of your information on the depth to groundwater?

Reference for the source of information. _____

Additional hydrogeological information

In addition to the depth to groundwater our risk assessment uses information on the hydrogeological properties of the unsaturated and saturated zones beneath your discharge. When we assess your application, we will check if we already hold appropriate information. If we do not, we will ask you to supply this information at a later stage and this will lengthen the time to determine your application.

If you wish to know if we hold relevant information before submitting your permit application, you can apply for our enhanced level of pre-application advice. This is a chargeable service. For more information see **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit.**

8.2a What type of infiltration system are you proposing to use to discharge the effluent to the ground?

Provide details in the following box or an extra sheet.

Reference for the extra sheet. _____

8.2b Tick the appropriate box to describe the infiltration system.

☐ Not built yet.

☐ Built but not yet in use.

When was it built? _____ (DD/MM/YYYY)

☐ Already being used to discharge effluent.

When was it built? _____ (DD/MM/YYYY)

When was it operational? _____ (DD/MM/YYYY)

8.2c What are the maximum dimensions of your infiltration system?

For a square or rectangular system.

Tick to show whether this is measured, proposed or estimated:

Length _____ metres:

☐ Measured
☐ Proposed
☐ Estimated

Width _____ metres:

☐ Measured
☐ Proposed
☐ Estimated

Depth _____ metres:

- ☐ Measured
- ☐ Proposed
- ☐ Estimated

For circular systems, for example, boreholes, wells or concrete rings:

Depth _____ metres:

- ☐ Measured
- ☐ Proposed
- ☐ Estimated

Diameter _____ metres:

- ☐ Measured
- ☐ Proposed
- ☐ Estimated

If you have estimated any of the dimensions of an existing system, explain what evidence the dimensions have been based on.

Provide details in the following box or an extra sheet.

Reference for the extra sheet. _____

Existing infiltration systems – including those that have been built but not yet operational.

8.3a Does your infiltration system contain standing groundwater?

- ☐ Yes – always contains groundwater. **Now go to question 8.3b.**
- ☐ Sometimes – groundwater is present occasionally. **Now go to question 8.3b.**
- ☐ No – never contains groundwater. **Now go to question 8.3d.**

8.3b If groundwater is always, or sometimes present, tell us the highest level it reaches?

_____ metres below ground level.

Is this:

- ☐ Measured
- ☐ Estimated

8.3c Tell us how you will ensure that your discharge will not be directly into groundwater, including when groundwater levels are at a seasonal high. Provide details in the following box or an extra sheet.

Discharges must not be direct to groundwater. This is outlined in position statements G1 and G9 in the Environment Agency's "Groundwater protection position statements", **https://www.gov.uk/government/publications/groundwater-protection-position-statements**.

Provide details in the following box or an extra sheet.

Reference for the extra sheet.

8.3d Provide a document reference for any records, diagrams or borehole logs you have that can help us understand the design and construction of the system. For boreholes tell us about the casing design.

Document Reference.

Provide photocopies where possible. If this is not possible (for example, if the documents are large or bulky) summarise any extra information you have on a separate sheet.

Reference for the extra sheet.

8.3e For an existing system being used to discharge effluent: Has maintenance been carried out on your non-British Standard infiltration system (for example, to aid effective drainage)?

☐ No

☐ Yes Provide details in the following box or an extra sheet.

Reference for the extra sheet.

8.4a Is sufficient infiltration provided by the existing or proposed system to avoid surcharging, flooding or overland run off?

If you are using a non-British Standard infiltration system, it is your responsibility to ensure the system will provide adequate infiltration and we need you to show us you have assessed this.

☐ No

☐ Yes Provide details on how you have assessed this in the following box or an extra sheet.

Reference for the extra sheet.

If the proposed or existing system does not, or will not, allow sufficient infiltration for the volume of treated domestic effluent to avoid surcharging, flooding or overland run-off we are likely to refuse the environmental permit. Before proceeding with your application, you can apply for our enhanced pre-application advice. This is a chargeable service. For more information see: **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**.

8.4b Tell us how your non-British Standard infiltration system is no deeper than needed to allow appropriate infiltration for the discharge. For the depth given in question 8.2c, provide details on how you have addressed this requirement.

It is important that non-British Standard infiltration systems should be no deeper than is needed to allow appropriate infiltration for the discharge.

Provide details in the following box or an extra sheet.

Reference for the extra sheet.

Now go to section 10.

Section 9: Discharges onto land via grass plot

Ensure you have fully completed **Section 6** before completing this section.

Site setting

9.1 Is your unlined grass plot liable to flooding?

☐ No

☐ Yes Tell us about when flooding occurs, the area it covers and how long it typically lasts in the following box or an extra sheet.

Reference for the extra sheet. _____

9.2 What is the slope of your grass plot? _____

It should be no more than 12 degrees. If the slope of your grass plot is greater than 12 degrees, we are more likely to refuse an environmental permit for such discharges.

Tell us how you have calculated or measured the slope in the following box or an extra sheet.

Reference for the extra sheet. _____

9.3 Is the grass plot severely compacted?

☐ No

☐ Yes What part of the grass plot is compacted? How will this affect the ability of the land to allow the effluent to infiltrate to ground? What has caused the compaction? Provide these details in the following box or an extra sheet.

Reference for the extra sheet. _____

Operating Technique Document

9.4 We require your application to be accompanied by an operating technique document we can include in the permit:

☐ Tick to confirm you are providing this as a standalone document in Word or PDF format.

Provide the number of each section in your operating technique document which contains the following compulsory information:

A site plan showing the extent, location and design of the grass plot.

Section No. _____

The design, operation, and maintenance of the grass plot.

Section No. _____

How the operator will ensure:

there is no ponding of effluent on the grass plot

Section No. _____

no run-off containing effluent can leave the plot boundary or cause a nuisance

Section No. _____

the requirements for no ponding and no effluent leaving the plot will still be met in the event the ground is:

frozen hard or snow-covered

Section No. _____

waterlogged due to prolonged rainfall

Section No. _____

Now go to section 10.

Section 10: About you

10.1 Who is this permit for?

☐ An individual or more than one individual.

Title (optional)

First name

Last name

If more than one individual, provide the details of the main representative.

A group of individuals may include trustees of an unincorporated trust, for example, a small charity or club.

Now go to question 10.2a.

☐ An organisation.

Type of organisation, for example, Limited Liability Company (LLC), Limited Liability Partnership (LLP), a statutory body or an incorporated trust. This is not an exhaustive list.

If you are a company, what is your Companies House number?

If you are a statutory body, provide the name of the statutory instrument or Royal Charter which created the organisation.

☐ If you are an Incorporated Trust as explained at **https://www.gov.uk/government/publications/incorporation-of-charity-trustees-cc43/incorporation-of-charity-trustees**, tick this box to confirm that you sent us a copy of your certificate of incorporation with your application.

Document reference.

Name of organisation:

10.2a Address details

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

Address

Postcode

Contact numbers, including the area code:

Phone

Mobile

Email

10.2b If more than one individual or organisations will be named on the permit, the details for all individuals and organisations and their addresses must be provided together on a separate sheet.

Reference for this document.

10.2c Agent or others acting on behalf of the applicant.

If you have a consultant or agent and want to use them as the primary contact please provide the following details.

Title (optional)

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code:

Phone

Mobile

Email

10.3 Who can we contact about your billing or invoice?

☐ Details as in question 10.1.

☐ Agent or consultant as in question 10.2c.

☐ Other.

Title (optional)

First name

Last name

Position

Address

Postcode

Contact numbers, including the area code:

Phone

Mobile

Email

10.4 Do you pay business rates for the domestic property or properties you are applying for?

You should still answer "yes" if you don't pay business rates only because you qualify for business rates relief.

For further guidance see **https://www.gov.uk/introduction-to-business-rates**.

☐ No

☐ Yes

10.5 Are you an organisation operating for charitable purposes?

An organisation operating for charitable purposes must have a charity registration number or a HM Revenue & Customs (HMRC) charity number.

☐ No

☐ Yes

Charity Commission Number

Section 11: Working out charges

11.1 Is a habitats assessment required?

This is the 1.19.10 Habitats assessment for discharges to water and groundwater activities category in the Environment Agency (Environmental Permitting and Abstraction Licensing) (England) Charging Scheme as described in the 'Assessing plans charge' sub-section at: **https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges**.

☐ No

☐ Yes Make sure you pay the additional fee.

11.2 Have you had enhanced pre-application advice for this proposal?

☐ No

☐ Yes Make sure you have paid the invoice in full before you apply to avoid any delays.

11.3 What charging scheme category are you applying for (as per the table 3 below)?

"Domestic household" means any premises which is defined as a domestic property under section 66 of the Local Government Finance Act 1988 or any premises which is exempt from non-domestic rates under Schedule 5 to that Act.

Table 3: Charging scheme categories

Type of premises (as in question 1.3)	Volume (as in question 1.3)	Effluent destination	Do you pay business rates? Note 1	Charging scheme category Note 2	Additional habitats assessment charging category
Domestic property	Up to and including 5 cubic metres per day	Surface water	No	1.3.3	Does not apply
Domestic property	Up to and including 5 cubic metres per day	Surface water	Yes	1.3.5	If applicable, add 1.19.10
Domestic property	Up to and including 5 cubic metres per day	Groundwater	No	1.3.4	Does not apply
Domestic property	Up to and including 5 cubic metres per day	Groundwater	Yes	1.3.6	If applicable, add 1.19.10
Domestic property	More than 5 cubic metres per day up to and including 15 cubic metres per day	Groundwater		1.3.7	If applicable, add 1.19.10
Domestic property	More than 5 cubic metres per day up to and including 20 cubic metres per day	Surface water		1.3.9	If applicable, add 1.19.10
Premise from organisation operating for charitable purposes	Up to and including 5 cubic metres per day	Surface water		1.3.3	Does not apply
Premise from organisation operating for charitable purposes	Up to and including 5 cubic metres per day	Groundwater		1.3.4	Does not apply
Premise from organisation operating for charitable purposes	More than 5 cubic metres per day up to and including 15 cubic metres per day	Groundwater		1.3.7	If applicable, add 1.19.10
Premise from organisation operating for charitable purposes	More than 5 cubic metres per day up to and including 20 cubic metres per day	Surface water		1.3.9	If applicable, add 1.19.10
Other	Up to and including 5 cubic metres per day	Surface water		1.3.5	If applicable, add 1.19.10

Type of premises (as in question 1.3)	Volume (as in question 1.3)	Effluent destination	Do you pay business rates? Note 1	Charging scheme category Note 2	Additional habitats assessment charging category
Other	Up to and including 5 cubic metres per day	Groundwater		1.3.6	If applicable, add 1.19.10
Other	More than 5 cubic metres per day up to and including 15 cubic metres per day	Groundwater		1.3.7	If applicable, add 1.19.10
Other	More than 5 cubic metres per day up to and including 20 cubic metres per day	Surface water		1.3.9	If applicable, add 1.19.10

Note1: **https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance**.

Note 2: you can find the application charge and the additional habitats charge at **https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges**

Section 12: Payment

12.1 How will you pay the application charges?

☐ Credit or debit card.

If you are paying by credit or debit card, we will call you. We can accept payments by Visa, MasterCard or Maestro card only.

☐ Electronic transfer (for example, 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 (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	**PSCAPPXXXXXYYY**

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

☐ Payment from outside the UK (BAN)

If you are making your payment from outside the United Kingdom, **it must be in sterling.** If you do not quote your reference number, there may be a delay in processing your payment and application.

Our IBAN number is	GB23NWBK60708010014411
SWIFTBIC number is	NWBKGB2L.

☐ Other

If you cannot pay through any of these methods, please contact us to discuss it. Check contact details in **section 17** below.

Section 13: Confidentiality and national security

13.1 Are you claiming that some of the information in this application is subject to commercial confidentiality?

Check what we mean by commercial confidentiality at **https://www.gov.uk/government/publications/environmental-permitting-guidance-core-guidance-2**.

☐ No

☐ Yes Enclose a letter with the application giving your reason and a reference for the document.

Reference for this document. _____

We will aim to email or write to you within 20 working days if we agree to your request and let you know if we need more time to decide.

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.

13.2 Are you claiming that some of the information in this application is subject to national security?

☐ No

☐ Yes You must enclose a letter with your application telling us that you have told the Secretary of State for the Department for Environment, Food and Rural Affairs and you must still include the information in your application.

Reference for this document. _____

We will not include the information in the public register unless the Secretary of State decides that it should be included.

Section 14: Privacy notice

The Environment Agency runs the environmental permit application service.

See **https://www.gov.uk/guidance/environmental-permits-privacy-notice** for how we use your personal information in services to support environmental permitting.

Section 15: Declaration

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 and may be prosecuted.

15.1 Declaration for an individual or group of individuals.

If more than one individual will be named on the permit, they all need to complete the declaration table below. A group of individuals may include trustees of an unincorporated trust, for example, a small charity or club.

You do not have to sign the application with your handwritten signature. You can simply tick the box in this section and provide your details.

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.

Declaration of individuals	First name	Last name	You must tick this box to confirm that you understand and agree with the declaration above	Today's date (DD/MM/YYYY)
Person 1			☐	
Person 2			☐	
Person 3			☐	
Person 4			☐	
Person 5			☐	
Person 6			☐	

If more than 6 people, for each additional person provide a dated sheet with their first name and surname, stating:

'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.'

Document reference for declaration when more than 6 individuals.

15.2 Declaration for an organisation.

If you are the relevant person or individual trustee whose name or organisation will appear on the permit, you must complete this declaration.

Relevant people, in the case of a company, means 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.

An agent acting on behalf of an applicant is NOT a relevant person.

We recommend that the declaration in the application form is filled in by an active officer of a company or one of the partners in a Limited Liability Partnership (LLP) as listed on companies' house.

If you wish a manager or other employee to tick the declaration on behalf of the company or LLP, we will need a letter signed by a relevant person, that is an active officer of the company as listed on Companies House or a partner in the LLP confirming that the person has the authority to fill in the declaration.

If more than one relevant person or organisations will be named on the permit, they all need to complete the declaration table below:

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.

Declaration of individuals	First name	Last name	You must tick this box to confirm that you understand and agree with the declaration above	Today's date (DD/MM/YYYY)
Relevant person 1			☐	
Relevant person 2			☐	
Relevant person 3			☐	
Relevant person 4			☐	
Relevant person 5			☐	
Relevant person 6			☐	

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 or appointed insolvency practitioner.

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.

Title (optional)

First name

Last name

Position

☐ You must tick this box to confirm that you understand and agree with the declaration.

Today's date (DD/MM/YYYY).

Section 16: Where to send your application(s)

Send us an application form or more than one application form if you have more than one treatment system to:

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

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

Section 17: How to contact us

If you have difficulty completing this form, please speak to the person who sent you this form or contact us:

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: **https://www.gov.uk/government/organisations/environment-agency#org-contacts**.

If you wish to have a pre-application discussion, call 03708 506 506 or go to **https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit**.

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.

Section 18: Application checklist

You must fill in this section.

If your application is not complete, we will return it to you.

You must do the following:

- ☐ Complete legibly all parts of this form that are relevant to you and your activities.
- ☐ Identify and reference relevant supporting information in the form and send it with the
- ☐ application. Provide a site plan that meets the standards given.
- ☐ Where relevant, provide a supporting letter for any claims that information is commercially confidential.
- ☐ Get the declaration completed by a relevant person (not an agent).
- ☐ Send the correct fee (including habitats assessment where relevant).
- ☐ Paid any outstanding enhanced pre-application fees where relevant.
- ☐ Fill in one form for each sewage treatment system you are applying for.
- ☐ Provide references for each of the above applications

1. _____

2. _____

3. _____

Section 19: Feedback

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 that you may have about this form. (You don't have to answer this part of the form, but it will help us improve our forms if you do.)

How long did it take you to fill in this form?

We will use your feedback to improve our form and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

☐ Yes please

☐ No thank you