

Application for an environmental permit

Part A – About you



You will need to fill in this part A if you are applying for a new permit, applying to change an existing permit or want to transfer an existing permit to yourself. Please check that this is the latest version of the form available from our website.

Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

Note: if you believe including information on a public register would not be in the interests of national security you must tick the box in section 5 of F1 or F2 and enclose a letter telling us that you have told the Secretary of State/Welsh ministers. We will not include the information in the public register unless directed otherwise.

It will take less than one hour to fill in this part of the application form.

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

Contents

- 1 About you
- 2 Applications from an individual
- 3 Applications from an organisation of individuals
- 4 Applications from public bodies
- 5 Applications from companies
- 6 Your address
- 7 Contact details
- 8 How to contact us

1 About you

Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

An individual

An organisation of individuals (for example, a partnership)

A public body

A registered company or other corporate body

Now go to section 2

Now go to section 3

Now go to section 4

Now go to section 5

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

3 Applications from an organisation of individuals

3a Type of organisation

For example, a charity, a partnership, a group of individuals or a club

3b Details of the organisation

If you are an organisation of individuals, please give the details of the main representative below. If relevant, provide details of other members (please include their title Mr, Mrs and so on) on a separate sheet and tell us the document reference you have given this sheet.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

3 Applications from an organisation of individuals, continued

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

4 Applications from public bodies

4a Type of public body

For example, NHS trust, local authority, English county council

4b Name of the public body

4c Please give us the following details of the executive

An officer of the public body authorised to sign on your behalf

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

5 Applications from companies or corporate bodies

5a Name of the company

5b Company registration number

Date of registration (DD/MM/YYYY)

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

Document reference

Now go to section 6

6 Your address

6a Your main (registered office) address

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

6 Your address, continued

For an organisation of individuals every partner needs to give us their details, including their title Mr, Mrs and so on. So, if necessary, continue on a separate sheet and tell us below the reference you have given the sheet.

Document reference for the extra sheet

6b Main UK business address (if different from above)

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Mr

Trevor

Tayman

Beth 6 Basin 3

Chatham Dockyard

Gillingham

Kent

ME4 4SR

001322357000

01322357011

trevor@mwm.uk.com

Now go to section 7

7 Contact details

7a Who can we contact about your application?

This can be someone acting as a consultant or an 'agent' for you.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Mr

Trevor

Tayman

185 Manor Road

Erith

Kent

DA8 2AD

01322357000

01322357011

trevor@mwm.uk.com

8 How to contact us

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

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

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

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

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.

Feedback

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

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

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

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

No thank you



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£ _____

Application for an environmental permit Part D2 – Application for transfer (installations, waste operations and mining waste operations only)



If you want to transfer all, or part of, your existing permit to another person, you must get the person who will take on the permit to fill in parts A, D2 and F1. Please check that this is the latest version of the form available from our website.

Note: the current holder of the permit has to tick the relevant declaration in section 6 part F.

Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

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

Contents

- 1 About the people involved in a transfer of a permit
- 2 About the transfer
- 3 About the parts of the permit you want to transfer
- 4 Your ability as the new operator
- 5 Date on which the transfer will take place
- 6 How to contact us

1 About the people involved in a transfer of a permit

1a Existing permit holder

What is your customer reference number? _____

If you do not have a customer reference number, you may leave this blank.

1b New permit holder

What is your customer reference number? _____

If you do not have a customer reference number you may leave this blank. However you must make sure that you have filled in part A of this form.

1c Discussions before your application

If you have had discussions with us before your application, provide the case reference or details on a separate sheet and tell us below the reference you have given the document.

Case or document reference _____

1d Permit number

What is the permit number that this application relates to? _____

EPR/XP3598HJ

1e Site details

What is the name, address and postcode of the site?

Site name _____

Nordic Recycling Ltd

Address _____

Beth 6 Basin 3 Chatham Dockyard

Gillingham

Kent

Postcode _____

ME4 4SR

2 About the transfer

2a Are you applying to transfer all or part of the permit to yourself?

All of the permit

Now go to question 2b

Part of the permit

Now go to section 3

2b Whole permit transfers only

If you are applying to transfer the whole permit and can demonstrate that management will stay substantially the same as that of the current holder, you will pay a lower application charge.

If the permit is transferred to you, will you manage the activities the permit is for in largely the same way and can you provide evidence of this?

No

Yes Document reference _____

EMP 001

2 About the transfer, continued

You can find guidance on management systems in both 'How to comply' and 'Horizontal guidance Note 6 Environmental management systems'. You can get these by calling 03708 506 506 or by downloading them from our website at www.environment-agency.gov.uk.

Now fill in section 4

3 About the parts of the permit you want to transfer

Fill in Table 1 listing the activity to be transferred.

3a Supply a map or plan identifying the part (or parts) of the permit your application relates to

Document reference of the map or plan

3b Fill in Table 1 listing the installation, waste facility or mining waste operations you want to transfer to yourself

If you are also transferring any directly associated activities, you should identify these separately in the table.

Fill in a separate table for each activity you are applying to transfer to yourself. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given the extra sheet.

Document reference of the extra sheet

Table 1 – Parts of the permit you want to transfer

Activity reference			Description of the waste facility or waste mobile plant	Description of the mining waste operation	Standard facility	Proposed operator
Schedule 1 references	Description of the activity	Directly associated activity				

You do not need to fill in the rest of this form if you are transferring standard facilities only. Now fill in section 4.

3c In your view, will transferring part of the permit lead to shared operations that will need you to apply to vary (change) the permit conditions?

No

Yes Provide a written explanation

Document reference of this explanation

Now fill in the relevant parts of C1 to C6 if you have answered 'yes' to question 3c above, and go to section 4 in all cases.

4 Your ability as the new operator

4a Relevant offences (for installations, waste operations only – see the guidance notes on part D2)

Have you, or any other relevant person, been convicted of any relevant offence?

No

Yes Please give details below

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

Mr

First name

Peter

Last name

Alexander

Date of birth (DD/MM/YYYY)

Position held at the time of the offence

Director

Name of the court where the case was dealt with

Maidstone Crown Court

Date of the conviction (DD/MM/YYYY)

25/05/2010

Offence and penalty set

Illegal tipping of a controlled waste £35000

Date any appeal against the conviction will be heard (DD/MM/YYYY)

If necessary, use a separate sheet to give us details of other relevant offences (and post conviction plans if relevant) and tell us below the reference number you have given the extra sheet.

Document reference of the extra sheet

Have you sent us a post conviction plan for this offence?

No You must send us a post conviction plan with this application and give us the document reference below

Document reference

Yes Please give us the reference for the post conviction plan you have sent and the date sent in

Post conviction plan reference

PCP 002

Date sent in (DD/MM/YYYY)

Now go to question 4b

4b Technical ability (relevant waste operations only – see the guidance notes on part D2)

Please tick the scheme you are using to show you have the suitable technical skills and knowledge to manage your facility.

CIWM/WAMITAB

ESA/EU

Please send in a registration letter from your scheme, as above

Now go to question 4c

4c Finances

Do you or any relevant person have current or past bankruptcy or insolvency proceedings against you?

No

Yes Please give details below, including the required set-up costs (including infrastructure), maintenance and clean up costs for the proposed facility against which a credit check may be assessed.

We may want to contact a credit reference agency for a report about your business's finances.

4 Your ability as the new operator, continued

Landfill, Category A mining waste facilities and mining waste facilities for hazardous waste only

How do you plan to make financial provision?

- Bonds
- Escrow account
- Trust fund
- Lump sum
- Other

Now go to question 4d

4d Management systems

You can find guidance on management systems in both 'How to Comply' and 'Horizontal Guidance Note 6 – Environmental Management Systems'. We have also developed environmental management toolkits for some business sectors which you can use to produce your own management system. You can get these by calling 03708 506 506 or by downloading them from our website at www.environment-agency.gov.uk.

Does your management system meet the conditions set out in our guidance?

No

Yes

What management system will you provide for your regulated facility?

- EC Eco-Management and Audit Scheme (EMAS)
- ISO 14001
- BS 8555 (Phases 1–5)
- Green Dragon
- Own management system

Please make sure you send us a summary of your management system with your application.

Document reference or references for this summary

SAP business One, As used at MWM Erith

5 Date on which the transfer will take place

Tell us the date that you want to transfer the permit in the format DD/MM/YYYY

01/04/2013

6 How to contact us

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

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

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

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

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.

Feedback

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

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

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

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

No thank you



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£ _____

Application for an environmental permit – Part C2 – General – varying a bespoke permit



<p>Fill in this part of the form, together with part A and the relevant parts of C3 to C7 and part F1 or F2, if you are applying to vary (change) the conditions or any other part of the permit. Please check that this is the latest version of the form available from our website.</p> <p>You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or changing existing ones).</p> <p>You do not need to resend any information from your original permit application if it is not affected by your proposed changes.</p>	<p>Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.</p> <p>It will take less than two hours to fill in this form.</p> <p>Contents</p> <ol style="list-style-type: none">1 About the permit2 About your proposed changes3 Your ability as an operator4 Consultation5 Supporting information6 Environmental risk assessment7 How to contact us <p>Appendix 1 – Low impact installation checklist</p>
--	--

1 About the permit

Note: If you are applying to convert your existing permit to a standard permit or add a standard facility you need to fill out form C1.

1a Customer reference number

What is your customer reference number? _____

If you do not have a customer reference number, you may leave this blank.

The customer reference number is a unique identification number which tells us who you are. It is always made up of one letter and nine numbers in this order A111111111.

1b Discussions before your application

If you have had discussions with us before your application, provide the case reference number or details on a separate sheet and tell us below the reference you have given the document.

Case or document reference _____

1c Permit number

What is the permit number that this application relates to? _____

EPR/XP3598HJ

1d Site details

What is the name, address and postcode of the site?

Site name _____

Nordic Recycling Ltd

Address _____

Berth 6 Basin 3 Chatham Dockyard

Gillingham

Kent

Postcode _____

ME4 4RS

2 About your proposed changes

2a Type of variation

What type of variation are you applying for? (Please tick)

Standalone water discharge activity or point source
groundwater activity

Minor technical

Normal variation

Substantial

2 About your proposed changes, continued

2b Changes or additions to existing activities

Please give us brief details in the box below. More detailed information can be given in Table 1 below.

To add enclosed EWC codes to the site Permit
--

Fill in Table 1 with details of all the proposed changes to current activities. In the final column of the table, give us the document reference for the proposed changes and send them to us with your filled in application form.

Fill in a separate table for each activity you are applying to vary or add. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given this document.

Document reference

EWC 001

You only need to fill in one table for your mining waste operations.

If your proposed change is to modernise (update) your permit, now answer 2c1 otherwise go to 2d.

If your proposed change is to consolidate (combine) a number of permits, now answer 2c2 otherwise go to 2d.

Note: In both cases we may require additional information from you about, for example your management system. Therefore we would always advise you to talk to us before you submit any application to modernise or consolidate permits. Please see the 'Help with your application' web page on www.environment-agency.gov.uk.

2c Consolidating existing permits

2c1 Do you want to have a modern style permit?

No

Yes

2c2 Identify all the permits you want to consolidate by listing the permit numbers in Table 2 below.

Table 2 – Permit numbers

2d Treating batteries

Are you proposing to treat batteries?

No

Yes Tell us how you will do this and send us a copy of your explanation

Document reference for the explanation

2e Low impact installations (installations only)

Will any changes mean that any of the regulated facilities will become low impact installations?

No Now go to section 3

Yes

If yes, tell us how you meet the conditions for a low impact installation (see the guidance in appendix 1).

Document reference for the explanation

Tick the box to confirm you have filled in the low impact installation checklist in appendix 1 for each regulated facility.

Now go to section 3

Table 1 – Changes to existing activities

Name	Installation schedule 1 references	Description of the installation activity	Description of waste operation	Description of the mining waste operations	Description of water discharge activity	Description of groundwater activity	Proposed changes document reference
i.e. name of installation, waste operation, mining waste operation, water discharge activity or groundwater activity							
Example – Effluent unique name					Example – treated sewage effluent		
If you do not have enough room, go to the line below or send a separate document and give us the document reference here							

3 Your ability as an operator

If you are applying to add waste installations or waste operations to a permit that has not previously had them, you need to fill in all of section 3.

If you are applying to consolidate two or more permits or have an updated permit you must fill in question 3d.

This section does not apply for applications to surrender a permit.

3a Relevant offences (installations and waste operations only – see the guidance notes on part C2)

Have you, or any other relevant person, been convicted of any relevant offence?

No Now go to question 3b

Yes Please give details below

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

Mr

First name

Peter

Last name

Alexander

Date of birth (DD/MM/YYYY)

Position at the time of the offence

Director

Name of the court

Maidstone Crown Court

Date of the conviction (DD/MM/YYYY)

25/05/2010

Offence and penalty set

Illegal tipping of controlled waste £35000

Date any appeal against the conviction will be heard

(DD/MM/YYYY)

If necessary, use a separate sheet to give us details of other relevant offences (and post conviction plans if relevant) and tell us below the reference number you have given the extra sheet.

Document reference of the extra sheet

Have you sent us a post conviction plan for this offence?

No You must send us a post conviction plan with this application and give us the document reference below

Document reference

Yes Please give us the reference for the post conviction plan you have sent and the date sent in

Post conviction plan reference

PCP002

Date sent in (DD/MM/YYYY)

18/06/2010

Now go to question 3b

3b Technical ability (specified waste management activities and waste operations only – see the guidance notes on part C2)

Please tick the scheme you are using to show you have the suitable technical skills and knowledge to manage your facility.

CIWM/WAMITAB

ESA/EU

Please send in a registration letter from your scheme as above

Now go to question 3c

3c Finances (installations, waste operations and mining waste operations – see the guidance notes on part C2)

Do you or any relevant person have current or past bankruptcy or insolvency proceedings against you?

No

Yes Please give details below, including the required set-up costs (including infrastructure), maintenance and clean up costs for the proposed facility against which a credit check may be assessed.

We may want to contact a credit reference agency for a report about your business's finances.

3 Your ability as an operator, continued

Landfill, Category A mining waste facilities and mining waste facilities for hazardous waste only

How do you plan to make financial provision (to operate a landfill or a mining waste facility you need to show us that you are financially capable of meeting the obligations of closure and aftercare)?

- Bonds
- Escrow account
- Trust fund
- Lump sum
- Other

Provide a plan of your estimated expenditure on each phase of the landfill or mining waste facility.

Give the document plan reference number

Now go to question 3d

3d Management systems

You can find guidance on management systems in both 'How to Comply' and 'Horizontal Guidance Note 6 – Environmental Management Systems'. We have also developed environmental management toolkits for some business sectors which you can use to produce your own management system. You can get these by calling 03708 506 506 or by downloading them from our website at www.environment-agency.gov.uk.

Does your management system meet the conditions set out in our guidance?

No

Yes

What management system will you provide for your regulated facility?

- EC Eco-Management and Audit Scheme (EMAS)
- ISO 14001
- BS 8555 (Phases 1–5)
- Green Dragon
- Own management system

You must send us a summary of your management system with your application.

Document reference or references for this summary

SAP Business One

4 Consultation (fill in 4a to 4c for installations and waste operations and 4d for installations only)

Could the waste operation or installation involve releasing any substance into any of the following?

4a A sewer managed by a sewerage undertaker?

No

Yes Please name the sewerage undertaker

4b A harbour managed by a harbour authority?

No

Yes Please name the harbour authority

4c Directly into relevant territorial waters or coastal waters within the sea fisheries district of a local fisheries committee?

No

Yes Please name the fisheries committee

4 Consultation (fill in 4a to 4c for installations and waste operations and 4d for installations only), continued

4d Is the installation on a site for which

4d1 a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

No

Yes

4d2 a policy document for preventing major accidents is needed under regulation 5 of the Control of Major Accident Hazards Regulations 1999, or a safety report is needed under regulation 7 of those regulations?

No

Yes

5 Supporting information

5a Provide a plan or plans for the site (see the guidance notes on part C2 for what needs to be marked on the plan)

Document plan reference or references

SS/GG/12

5b Do any of the variations you plan to make need extra land to be included in the permit?

No

Yes Please provide a site report for the extra land.

Document report reference or references

5c Provide a non-technical summary of your application

Document reference

EMS 001

5d Adding an installation

If you are applying to add an installation, tick the box to confirm that you have sent in a baseline report and provide a reference.

Document reference of the report

6 Environmental risk assessment (if you need one – see the guidance notes on part C2)

Provide an assessment of the risks each of your proposed activities cause to the environment. The risk assessment must use H1 or an equal method.

Document reference of the assessment

7 How to contact us

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

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

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

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

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.

Feedback

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

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

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

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

No thank you



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£

Plain English Campaign's Crystal Mark does not apply to appendix 1.

Appendix 1 – Low impact installation checklist

Installation reference	Response		Do you meet this?
Condition			
A – Management techniques	Provide references to show how your application meets A.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	References EMS 001		
B – Aqueous waste	Effluent created	m ³ /day	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
C – Abatement systems	Provide references to show how your application meets C.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	References		
D – Groundwater	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
E – Producing waste	Hazardous waste	Tonnes per year	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Non-hazardous waste	Tonnes per year	
F – Using energy	Peak energy consumption	MW	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
G – Preventing accidents	Do you have appropriate measures to prevent spills and major releases of liquids? (See 'How to comply'.)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Provide references to show how your application meets G.		
	References EMS001		
H – Noise	Provide references to show how your application meets H.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	References EMS001		
I – Emissions of polluting substances	Provide references to show how your application meets I.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	References EMS001		
J – Odours	Provide references to show how your application meets J.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	References EMS001		
K – History of keeping to the regulations	Say here whether you have been involved in any enforcement action as described in Compliance History Appendix 1 explanatory notes.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Application for an environmental permit Part F1 – Opra, charges and declarations



Fill in this part for all applications for installations, waste operations, mining waste operations and groundwater discharges onto land. Please check that this is the latest version of the form available from our website.

For applications for water discharge and point source groundwater discharge activities you need to fill in part F2 instead.

Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

It will take less than two hours to fill in this part of the application form.

Contents

- 1 Working out charges
- 2 Opra
- 3 Payment
- 4 The Data Protection Act 1998
- 5 Confidentiality and national security
- 6 Declaration
- 7 Application checklist
- 8 How to contact us
- 9 Where to send your application

1 Working out charges (you must fill in this section)

You have to submit an application fee with your application. You can find out the charge by either looking at the relevant standard rules permit page, the 'Making an application' webpage at <http://www.environment-agency.gov.uk/business/topics/permitting/32318.aspx>, or the current environmental permitting charging scheme on our website at www.environment-agency.gov.uk which sets out our charges under the Environmental Permitting Regulations. Please remember that the charges are revised on 1 April each year and that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit.

Note: for Opra charged Tier 3 Facilities you also need to complete an Opra profile (see section 2).

Table 1 – Working out charges

Type of application	Summary of charges			
Tier 2 facilities (including Part A(2) and Part B; see guidance notes on part F1)	Charge identifier	Number of facilities	Charge for each facility (£)	Charges due (£)
Transfer Permit		1	1,950.00	1,950.00
Tier 3 facilities				
Total Opra charging score for installations		× charge multiplier		=
Total Opra charging score for waste operations	26.00	× charge multiplier	136.00	= 3,536.00
Total Opra charging score for mining waste facilities		× charge multiplier		=
Other charges				
Total charges due				5,486.00

2 Opra (does not apply to standard facilities, any other tier 2 permit applications (e.g. groundwater land spreading activities), or water-discharge or groundwater point source discharge activities)

If you are submitting a bespoke application, you must include a completed electronic copy in Excel of the current Opra spreadsheet.

For variations, full and partial surrenders you will need to submit a copy of your current Opra profile based on your existing profile, not any new profile following the variation or surrender.

For transfers you will need to submit a revised Opra profile to include your own operator performance. Note: this will not change the set transfer fee.

Tick this box to confirm that you have included the OPRA spreadsheet

3 Payment

Tick below to show how you have paid.

Cheque

Postal order

Cash

Tick below to confirm you are enclosing cash with the application

Credit or debit card

Electronic transfer (for example, BACS)

Remittance number

Date paid (DD/MM/YYYY)

How to pay

Paying by cheque, postal order or cash

Cheque details

Cheque made payable to

Environment Agency

Cheque number

Amount

£

5,078.00

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

Please write the name of your company and application reference number on the back of your cheque or postal order.

We will not accept cheques with a future date on them.

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

I have enclosed cash with my application

Paying by credit or debit card

If you are paying by credit or debit card, either we can call you or you can fill in the separate form CC1 and enclose it with the application. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Please call me to arrange payment by debit or debit card

I have enclosed form CC1 with my application

Paying by electronic transfer BACS reference

Applying for a permit in Wales?

If you choose to pay by electronic transfer and you are applying for a permit in the EA Wales region, you will need to use the following information to make your payment.

Company name: Environment Agency Wales
Company address: PO Box 663, Cardiff, CF24 0TP
Bank: Citigroup Centre
Canada Square, London, E14 5LB
Sort code: 08-33-00
Account number: 12800578
Payment reference number: PSCAPPXXXXYYY

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.

3 Payment, continued

You should also email your payment details and a reference number to online@environment-agency.wales.gov.uk or fax it to 02920 466 404.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB48 CITI0833 0012 8005 78 and our SWIFTBIC number is CITI GB2LXXX.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Applying for a permit in England?

If you choose to pay by electronic transfer and you are applying for a permit for another (English) region, you will need to use the following information to make your payment.

Company name: Environment Agency
Company address: Income Dept 311, PO Box 263, Peterborough, PE2 8YD
Bank: Citigroup Centre
Address: Canada Square, London, E14 5LB
Sort code: 08-33-00
Account number: 12800543
Payment reference number: PSCAPPXXXXYYY

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 FSC-Income@environment-agency.gov.uk or fax it to 01733 464 892.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23 CITI0833 0012 8005 78 and our SWIFTBIC number is CITI GB2LXXX.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Now read section 4 below.

4 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows). We may pass the information on to our agents or representatives to do these things for us.

Now read section 5 below.

5 Confidentiality and national security

We will normally put all the information in your application on a public register of environmental information. However, we may not include certain information in the public register if this is in the interests of national security, or because the information is confidential.

You can ask for information to be made confidential by enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application.

Only tick the box below if you wish to claim confidentiality for your application

Please treat the information in my application as confidential

9 Where to send your application (for how many copies to send see the guidance note on part F1)

Please send your filled in application form to:

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

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

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

Feedback

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

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

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

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

- Yes please
- No thank you



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£ _____

Application for an environmental permit

Part A – About you



You will need to fill in this part A if you are applying for a new permit, applying to change an existing permit or want to transfer an existing permit to yourself. Please check that this is the latest version of the form available from our website.

Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

Note: if you believe including information on a public register would not be in the interests of national security you must tick the box in section 5 of F1 or F2 and enclose a letter telling us that you have told the Secretary of State/Welsh ministers. We will not include the information in the public register unless directed otherwise.

It will take less than one hour to fill in this part of the application form.

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

Contents

- 1 About you
- 2 Applications from an individual
- 3 Applications from an organisation of individuals
- 4 Applications from public bodies
- 5 Applications from companies
- 6 Your address
- 7 Contact details
- 8 How to contact us

1 About you

Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

An individual

Now go to section 2

An organisation of individuals (for example, a partnership)

Now go to section 3

A public body

Now go to section 4

A registered company or other corporate body

Now go to section 5

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

3 Applications from an organisation of individuals

3a Type of organisation

For example, a charity, a partnership, a group of individuals or a club

3b Details of the organisation

If you are an organisation of individuals, please give the details of the main representative below. If relevant, provide details of other members (please include their title Mr, Mrs and so on) on a separate sheet and tell us the document reference you have given this sheet.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

3 Applications from an organisation of individuals, continued

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

4 Applications from public bodies

4a Type of public body

For example, NHS trust, local authority, English county council

4b Name of the public body

4c Please give us the following details of the executive

An officer of the public body authorised to sign on your behalf

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

5 Applications from companies or corporate bodies

5a Name of the company

5b Company registration number

Date of registration (DD/MM/YYYY)

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

Document reference

Now go to section 6

6 Your address

6a Your main (registered office) address

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

6 Your address, continued

For an organisation of individuals every partner needs to give us their details, including their title Mr, Mrs and so on. So, if necessary, continue on a separate sheet and tell us below the reference you have given the sheet.

Document reference for the extra sheet

6b Main UK business address (if different from above)

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Mr

Trevor

Tayman

Beth 6 Basin 3

Chatham Dockyard

Gillingham

Kent

ME4 4SR

001322357000

01322357011

trevor@mwm.uk.com

Now go to section 7

7 Contact details

7a Who can we contact about your application?

This can be someone acting as a consultant or an 'agent' for you.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Mr

Trevor

Tayman

185 Manor Road

Erith

Kent

DA8 2AD

01322357000

01322357011

trevor@mwm.uk.com

7 Contact details, continued

7b Who can we contact about your operation (if different from question 7a)?

Contact name _____

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

First name _____

Last name _____

Address _____

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

7c Who can we contact about your billing or invoice?

As in question 7a

As in question 7b

Please give details below if different from question 7a or 7b.

Contact name _____

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

First name _____ Sarah _____

Last name _____ Friedlos _____

Address _____ 185 Manor Road _____
_____ Erith _____
_____ Kent _____

Postcode _____ DA8 2AD _____

Contact numbers, including the area code

Phone _____ 01322357000 _____

Fax _____ 01322357011 _____

Mobile _____

Email _____ sarah@mwm.uk.com _____

8 How to contact us

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

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

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

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

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.

Feedback

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

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

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

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

No thank you



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£ _____