

# Guidance notes on Part B3.5 – Application for an environmental permit to operate an intensive farming installation



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

This guidance will help you complete form B3.5 Application for an environmental permit to operate an intensive farming installation.

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

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

## Contents

- 1 About you
- 2 About this application
- 3 Your ability as an operator
- 4 Consultation
- 5 Supporting information
- 6 Environmental risk assessment
- 7 Emissions to air, water and land
- 8 Operating techniques
- 9 Environmental impact assessment
- 10 Resource efficiency and climate change
- 11 Payment
- 12 Privacy notice
- 13 Confidentiality and national security
- 14 Declaration
- 15 Application checklist
- 16 Where to send your application and how many copies
- 17 How to contact us

## Timescales

We aim to determine permit applications within 13 weeks – and quicker wherever possible.

This timescale is subject to having the correct information submitted with the application. Should we require more information to determine the application, this timescale may be extended. There will be situations where a determination, by its nature, can't be completed within 13 weeks, for example particularly complex applications or those attracting a high level of public interest. We will be clear with you when this applies.

## Pre-application discussion

You should contact your local Environment Agency office to arrange a pre-application discussion. The Environment Agency's customer services will be able to put you in touch with your local office: telephone 03708 506 506.

At the pre-application discussion we will advise you about the application process and identify nearby nature conservation sites which will need to be considered in your environmental risk assessment.

If you require assistance in accessing any of the documents linked through this guidance, please call the Environment Agency's customer services: telephone 03708 506 506.

## Installation

Throughout the application form and the permit documents, reference is made to the 'installation'. This is a term used to describe the area of the pig or poultry farm site on which the permitted activities (and other activities which are directly associated) take place. It will be the area outlined in green on the site plan.

For more information please read our guidance RGN No. 2 Understanding the meaning of regulated facility – Appendix 3, Interpretation of Intensive Farming Installations (Version 3, April 2013) available at <https://www.gov.uk/government/publications/rgn-2-understanding-the-meaning-of-regulated-facility>

## 1 About you

1 Who will be named on the permit?

Are you applying as an individual, an organisation of individuals (e.g. a partnership) or a company?

Tick the box which describes you as an applicant.

**1a** An individual

Fill in the details of the applicant. We can only issue permits to named individuals.

Now go to question 1d on the form.

**1b** More than one individual or an organisation of individuals (including partnerships)

Fill in the details of the type of organisation for example a partnership, a charity, a group of individuals or a club.

We can only issue permits to named individuals, not to a partnership. We therefore need details of each person in the partnership. Please give the details of the main representative on the application form. Use a separate sheet to give us the details of the additional applicants including their address, date of birth and contact details (e.g. telephone number/email address) and tell us the document reference you have given this sheet in the space provided on the form.

Please give the trading name of the organisation in the space provided on the form. The name of the organisation can appear on the permit as 'trading as' **but the holders must be named individuals**.

Limited Liability Partnerships – do not fill in this section, you must fill in section 1c.

Now go to question 1d on the form.

**1c** A company or corporate body

Give us the name of the company, the company registration number and the date your company was registered.

Now go to question 1d on the form.

Provide a contact name for the company. For a registered company this needs to be a person listed on record at Companies House as a 'current appointment'. <http://www.companieshouse.gov.uk>

**1d** Your main (registered office) address

If you are applying as a limited company, give the address of the registered office.

If you are applying as a company the email address given should be that of the company secretary, which should match the one held at Companies House. This is the one we will use to email a copy of the permit and any associated information or notices connected to the permit.

### Partnerships

We can only issue permits to named individuals. We cannot issue a permit to a partnership. We therefore need the address of each person in the partnership.

**1e** Main UK business address (if different from above)

This is only required if it is different from your principal business address (for example, companies registered overseas).

**1f** Who can we contact about your application?

It will help us if there is someone we can contact if we have any questions about your application. If the person is not yourself, the person you name should have the authority to act on your behalf, for example a consultant or agent.

**1g** Who can we contact about your operation (if different from question 1f)?

This question concerns the operation of the installation. Please give details of who should be contacted for any future information or notices connected with the permit. It could be yourself as the operator or a person who is authorised to act on your behalf.

**1h** Who can we contact about your billing or invoice?

Please indicate who can be contacted in relation to the billing or invoicing concerning your application by ticking one of the boxes; or enter their contact details if it is someone different.

## 2 About this application

**2a** Have you told us already about this application?

You should contact your local Environment Agency office to arrange a pre-application discussion. The Environment Agency's customer services will be able to put you in touch with your local office: telephone 03708 506 506.

At the pre-application discussion we will advise you about the application process and identify nearby nature conservation sites which will need to be considered in your environmental risk assessment.

Please provide the permit reference number if you had pre-application discussions with us. We will then be able to refer back to the information you've already given us, which will help us to determine your application.

## About the installation

**2b** Where is the installation? (name, address, postcode and national grid reference for the centre of the installation)

The 'installation' means all the land the pig or poultry farm occupies. Your application may be for one farming installation that comprises several individual 'sites' in close proximity to each other. If there is more than one 'site' to the installation you can enter subsequent sites in the following section 2c.

Provide the 12-character Ordnance Survey national grid reference for the centre of the site, for example, AB 12340 56780.

Give the site name and address details.

To find out the 12-digit grid reference you can search on the UK Grid Reference Finder website <http://gridreferencefinder.com/>

**2c** If your installation comprises two or more 'sites', where are the additional 'sites'? (name, address, postcode and national grid reference for the centre of each 'site')

Your application may be for one farming installation that comprises several 'sites' in close proximity to each other. We will be able to advise you during the pre-application discussion of the permitting requirements where there is more than one 'site'.

Please provide the details of the additional 'sites'. If there are more than two sites provide the details in a separate document and give the document reference in the space provided on the form.

**2d** What activities are you applying for?

Pig and poultry farmers must apply to us for an environmental permit to operate if their livestock capacity exceeds the thresholds listed in Section 6.9 of Schedule 1 of the EPR Regulations:

- Section 6.9 A(1)(a)(i) – rearing of poultry 40,000 places
- Section 6.9 A(1)(a)(ii) – rearing of production pigs (over 30kg) 2,000 places
- Section 6.9 A(1)(a)(iii) – rearing of sows 750 places

Please tick the corresponding boxes in this section to indicate which activity or activities you are applying for.

## 3 Your ability as an operator

When determining your application we must consider whether you will be a competent operator. We check that you have a written management system. We will look at your technical ability, your financial status and whether you have been convicted of a relevant offence. Technical ability includes your previous experience and details of any formal or informal training. A relevant offence is one relating to the environment or environmental regulation. We also check to see if you have been declared bankrupt or insolvent and can check your financial standing by way of a credit check.

**3a** Management systems

You must have an effective, written management system in place that identifies and reduces the risk of pollution. You may show this by using a certified scheme or your own system.

Your permit requires you (as the operator) to ensure that you manage and operate your activities in accordance with a written management system.

You can find guidance on management systems in 'How to comply with your environmental permit for intensive farming' Version 2, January 2010 available on the following website: <https://www.gov.uk/government/publications/intensive-farming-introduction-and-chapters>

Both documents are also available by calling 03708 506 506.

Please tick the box to confirm that your management system meets the conditions set out in Sector Guidance Note EPR6.09 'How to comply with your environmental permit for intensive farming' Version 2, January 2010.

**3b** Please tick to confirm that your management system covers the following

Confirm that your management system covers the key areas listed by ticking the boxes.

**3c** What management system will you provide for your regulated facility?

Please tick the relevant box to indicate if you will use your own management system or a certified management system.

You must send us a summary of your management system in a separate document and tell us the document reference in the space provided on the form.

### 3d Financial status

Please tick the relevant box to indicate whether you have any current or past bankruptcy or insolvency proceedings against you.

You will need to provide details of any insolvency or bankruptcy proceedings against the applicant or any relevant person.

We may also want to contact a credit reference agency to verify your financial standing. You are giving your consent to this check by completing and submitting the application form.

### 3e Relevant offences

#### Relevant people

Relevant people for these checks means each applicant, and in the case of a company, a director, manager, company secretary or any similar officer or employee. In the case of a Limited Liability Partnership (LLP), it includes any partner. It also includes any person who has held a position in a company or LLP when it was convicted of a relevant offence.

#### Relevant offences

You must tell us if any of the relevant people or the company itself in your application have been convicted of a relevant offence.

A relevant offence is one relating to the environment or environmental regulation. A list of relevant offences can be found in the relevant offences guidance and can be downloaded from <https://www.gov.uk/government/publications/relevant-conviction-guidance-for-permit-applications-for-waste-activities-and-installations-only> or is available by calling 03708 506 506.

If any of the relevant people in your application have been convicted of an offence you must look at our relevant offences guidance. This will help you complete this section and any extra information about the offence that you feel we should take into account.

If no tick the box and go to question 4a.

If yes tick the box and provide the name of the relevant person, date of birth and further details about the conviction.

## 4 Consultation

We need to consult the right authorities if your operation will involve the release of anything to a sewer.

### 4a Could the activities at the farm result in process effluent being released into a sewer managed by a sewerage undertaker?

We need to consult the relevant authority if your operation will involve the release of a substance to a sewer. If this is the case then tick 'Yes' and provide the name of the sewerage undertaker. Otherwise tick 'No'. Note we are only interested in discharges to sewers of process effluents (e.g. wash water) and not domestic sewage from the office or farmhouse.

## 5 Supporting information

### 5a Provide a plan or plans for the site:

You must send us a site plan (or plans) showing:

- site location and the location of farm buildings and equipment (accurately drawn to scale, with a north-facing arrow);
- the installation boundary which should be clearly marked in green;
- the plan must identify all the land on which your activity takes place;
- sources of emissions/releases (e.g. ventilation fans, incinerator, biomass boiler(s), heat exchanger(s), generator, slurry store);
- fuel and chemical storage (e.g. diesel, heating oil, LPG, pesticides, disinfectant and so on);
- the site boundary plan must be geographically correct (i.e. include fences, hedgerows or other features recognisable on site and should **not** be a schematic); and
- site drainage (including clean and dirty water drainage routes, discharge points and surfacing).

The installation boundary on the plan should not encompass buildings and plant not associated with the installation (e.g. the farm house where the site manager lives or a barn used for another activity).

If you are sending us a paper copy of your site plan it must be either A3 or A4 size. Alternatively you can send us an electronic copy on CD. Give the plan(s) reference(s) in the space provided on the form.

### Copyright issue

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

**5b** Provide the relevant sections of a site condition report

Site protection must be addressed throughout the life of an environmental permit, so if pollution is caused it must be dealt with quickly and effectively. If you surrender the permit at anytime in the future, you will need to be able show that the site has been returned to a satisfactory state. In order to do this you are required to produce a Site Condition Report which describes the condition of the site. It should identify any substance in, on or under the land that may constitute a pollution risk. The first part of the report is created at the permit application and it will then be updated and added to throughout the life of the permit. The Site Condition Report would then be completed and submitted in support of a surrender application.

You need to provide us with a Site Condition Report with sections 1 to 3 completed with your application. The H5 Site Condition Report guidance and template is available on the following website: [www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report](http://www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report) or by calling 03708 506 506.

The remaining sections (4 to 10) of the Site Condition Report template **do not need to be completed at this application stage**, but will need to be completed throughout the life of the permit and at permit surrender.

**5c** Provide a non-technical summary of your application

Provide a non-technical summary that explains your application in non-technical language as much as possible avoiding technical terms, detailed data and scientific discussion. This should include a summary of the activities at the installation, a breakdown of the numbers and types of livestock (including details of housing and ventilation types), and the control measures arising from your risk assessment. You will be asked to provide more detailed answers on risk assessment and technical standards elsewhere in the form.

Give the non-technical summary document reference in the space provided on the form.

## **6 Environmental risk assessment**

**6a** Provide an assessment of the risks the proposed installation poses to the environment

Once you have worked through the Sector Guidance Note EPR6.09 'How to comply with your environmental permit for intensive farming' Version 2, January 2010, you will have developed a full set of proposals for your installation including the nature, quantities and sources of your foreseeable emissions to air, water and land. You should now describe the environmental risk posed by your proposals.

This must take the form of an environmental risk assessment which should follow the methodology set out in Intensive Farming risk assessment which specifically covers intensive farming installations. Where you wish to use a methodology other than that, that methodology must address the same issues as and to an equivalent level of detail.

This guidance can be found at <https://www.gov.uk/guidance/intensive-farming-risk-assessment-for-your-environmental-permit> or by calling 03708 506 506..

The purpose of the environmental risk assessment is to demonstrate that the impacts of your proposals will be acceptable.

The key issues for intensive farms are:

- odour
- noise
- fugitive emissions such as dust and flies
- airborne ammonia emissions
- combustion gas airborne stack emissions assessment from biomass boilers or poultry litter burners.

An impact assessment must be submitted with your application to assess the potential impact of airborne ammonia emissions from your installation on nearby wildlife sites.

We will establish if there is a requirement to submit detailed modelling of airborne ammonia emissions during the pre-application discussion by carrying out ammonia screening assessment for you. If our screening assessment indicates that detailed modelling will be required, this does not necessarily mean the permit will require emission reductions, or even be refused. This is simply to identify which sites show potential to damage a nature conservation site and where more detailed modelling is required. Once the pre-application process is complete, we will send you a report detailing whether you need to provide detailed modelling as part of your application.

Where your detailed modelling indicates emissions from your installation are not within allowable levels at nearby receptors, then **your application must include proposals for ammonia reduction techniques to reduce the emissions to the allowable level.**

Where there are Special Areas of Conservation, Special Protection Areas, Ramsar and Sites of Special Scientific Interest we will need to consult with Natural England before the determination of the application can be completed.

Provide a copy of your environmental risk assessment covering each of the key issues including an ammonia screening assessment and if necessary a copy of the detailed modelling assessment. **If detailed modelling has been undertaken, please include a copy of the electronic modelling data files on a CD.** Give the document reference in the space provided on the form.

## 7 Emissions to air, water and land

List all emission points to air, water, land and sewer from your operation in Table 1 or you can create your own table of emission points if they are listed elsewhere in your application. Give the document reference for the table in the space provided on the form. Give a unique reference for each emission point and a description of the source of the emission and the location (e.g. A1 Boiler exhaust from biomass boiler between Sheds 1 and 2).

## 8 Operating techniques

### 8a Technical standards

For intensive farming, you must operate your intensive pig and poultry installation in accordance with the techniques laid out in Sector Guidance Note EPR6.09 'How to comply with your environmental permit for intensive farming' Version 2, January 2010. You will need to provide a summary of the main methods that you use to control emissions from the installation and insert a document reference in the space provided on the form.

You need to summarise the main measures you will use to control the main issues identified in your environmental risk assessment. As a starting point refer to the Sector Guidance Note EPR6.09 'How to comply with your environmental permit for intensive farming' Version 2, January 2010 guidance and consider the relevant requirements in Chapter 2 and 3 for your production process. Describe how you will meet the technical standards. You should use the terminology from the guidance note. This will ensure that we are clear as to the technical standards you are proposing.

If you plan to use another standard this will need to be fully justified in a separate document.

Your environmental risk assessment may indicate that your farming installation could impact nearby receptors. If this is the case you will need to pick appropriate techniques to mitigate against this, and describe how you will adopt these techniques.

### 8b Odour

It is possible that any odour from the installation may impact nearby receptors such as local residents or businesses.

You are required to submit a written odour management plan as part of your application where your installation is within 400 metres (100 metres for dust) of sensitive receptors or the installation has been the cause of odour complaints in the past. Sensitive receptors include, but are not limited to, neighbouring dwellings, workplaces, schools, hospitals or parks. Tick the relevant boxes.

If there are sensitive receptors within 400m or a history of complaints provide the document reference for your written odour management plan and submit a copy with your application.

To help produce your odour management plan further information is available:

- H4 Odour Management Guidance (published March 2011): <https://www.gov.uk/government/publications/environmental-permitting-h4-odour-management>
- Sector Guidance Note EPR6.09 'How to comply with your environmental permit for intensive farming' Version 2, January 2010 (Appendix 4): <https://www.gov.uk/government/publications/intensive-farming-introduction-and-chapters>
- Code of Conduct: Addressing Odour Complaints: <http://www.nfuonline.com/assets/14808>
- Poultry Industry Good Practice Checklist: <http://www.nfuonline.com/assets/14807>
- Pig Industry Good Practice Checklist: <http://www.nfuonline.com/assets/17335>

### 8c1 Noise

It is possible that any noise from the installation may impact nearby receptors such as local residents or businesses.

You are required to submit a written noise management plan as part of your application where your installation is within 400m of sensitive receptors. Sensitive receptors include, but are not limited to, neighbouring dwellings, workplaces, schools, hospitals or parks. Tick the relevant boxes.

If there are sensitive receptors within 400m or a history of complaints provide the document reference for your written noise management plan and submit a copy with your application.

To help produce your noise management plan further information is available:

- <https://www.gov.uk/government/publications/intensive-farming-introduction-and-chapters>

### 8c2 Dust and bio-aerosol

It is possible that any dust and bio-aerosol from the installation may impact nearby receptors such as local residents or businesses.

You are required to submit a written dust and bio-aerosol management plan as part of your application where your installation is within 100m of sensitive receptors. Sensitive receptors include, but are not limited to, neighbouring dwellings, workplaces, schools, hospitals or parks. Tick the relevant boxes.

If there are sensitive receptors within 100m provide the document reference for your written dust and bio-aerosol management plan and submit a copy with your application.

To help produce your dust and bio-aerosol management plan further information is available:

- <https://www.gov.uk/government/publications/intensive-farming-introduction-and-chapters>

**8d** Types and amounts of raw materials

You should submit a list of the main materials used which have potential for significant environmental impact. List all the raw materials you will use, and other information requested under the relevant headings provided in Table 2 on the application form.

If your list does not fit into the table continue in a separate document and give the document reference.

Further guidance is provided in the Sector Guidance Note EPR 6.09 ‘How to comply with your environmental permit for intensive farming’ Version 2, January 2010 available on the following website: <https://www.gov.uk/government/publications/intensive-farming-introduction-and-chapters>

**8e** Existing buildings, manure, wash water and slurry storage

All **newly** constructed buildings should be built to Best Available Technique (BAT) standards.

You should review any existing livestock housing and existing site drainage. Please identify all aspects of the design and management which does or does not meet BAT standards. Where you identify any improvements that you can make to either the design or management of the housing and drainage which will help to reduce the emissions, you should submit an Improvement Plan with a timetable for implementation. This plan may be included as part of an improvement programme within your permit.

However we will not normally give any leeway through an improvement programme where the activities are already causing significant pollution – e.g. causing significant odour complaints. We will not normally give any leeway through an improvement programme where there is a risk of pollution and the actions taken are relatively straightforward – e.g. unbunded fuel tank or lack of wash water containment. In instances such as this, we would expect the improvements to be made prior to the permitted operations commencing.

Guidance on completing a housing and drainage review can be found in Annex 7 and Annex 8 of Sector Guidance Note EPR6.09 ‘How to comply with your environmental permit for intensive farming’ Version 2, January 2010: <https://www.gov.uk/government/publications/intensive-farming-introduction-and-chapters>

Please give the document references for your reviews in the spaces provided on the form.

**8f** For each type of livestock, tell us the number of animal places you are applying for

For each livestock type, complete Table 3 with the maximum number of animal places by type that will be reared at the installation at any one time.

**IMPORTANT:**

**The number of animal places allowed at your installation will be limited to the number you apply for in this table. This limit applies to the number of animals placed at the beginning of the production/crop cycle.**

**If you wish to increase the number of animal places after your permit is issued you must apply for a variation and will be asked to reassess the impact of the increase in ammonia emissions on nearby sensitive receptors.**

Use the livestock types from the list below:

**Poultry:**

Broilers  
Layers  
Turkeys  
Ducks  
Pullets  
Quail  
Other poultry

**Pigs:**

Sows  
Production pigs over 30kg  
Pigs under 30kg

**8g** Is slurry stored on the installation?

Please tick the relevant box to indicate if slurry is stored at the installation (within the installation boundary).

If ‘No’ go to question 8i

If ‘Yes’ tick the box.

All new and substantially reconstructed or substantially enlarged slurry storage systems must conform with the technical measures detailed in the Water Resources (Control of Pollution) (Silage, Slurry and Agricultural Fuel Oil) (England) Regulations 2010 and as amended 2013 (SSAFO) and must be covered before they’re used.

Please provide a description of the slurry system including how it will operate, the dimensions and a description of the cover type on a separate document and include the document reference in the space provided on the form.

**8h** Is existing slurry storage covered?

For any **existing** slurry storage facilities at the installation, please tick the relevant box to confirm whether the slurry storage is covered.

Existing uncovered slurry stores can continue to be used but you must submit a written plan detailing proposals for replacing or covering **with your permit application**.

This plan may be included as an improvement programme within your permit.

The plan should take into account the appropriate measures in section [5.3.1] [6.3.1] of Sector Guidance Note EPR6.09 'How to comply with your environmental permit for intensive farming' Version 2, January 2010, and shall include a timetable for the replacement and refurbishment work.

Plans which include covering stores at a future date will be assessed against the risks of pollution from the stores before a permit is issued.

Guidance on producing a proposal for covering slurry stores can be found in Annex 9 of Sector Guidance Note EPR6.09 'How to comply with your environmental permit for intensive farming' Version 2, January 2010: <https://www.gov.uk/government/publications/intensive-farming-introduction-and-chapters>

Include the document reference for your plan in the space provided on the form.

**8i** Is manure stored on the installation?

If 'No' go to question 8k

If manure (the term 'manure' includes used litter) is stored on the installation, please tick all of the boxes that apply under this section.

If the manure storage arrangements are not adequately covered by one of these categories, please provide a brief description in the box provided or make reference to an accompanying document containing this information.

**8j** If manure/used litter is stored on the farm, please state the maximum amount stored within the installation boundary at any one time in approximate tonnes in the box provided.

Please enter the amount in tonnes in the space provided

**8k** Is manure or slurry spread on land owned by the operator?

Please tick the relevant box

**8l** Is manure or slurry exported from the installation?

Please tick the relevant box

## **9 Environmental impact assessment**

Have your proposals had an environmental impact assessment under Council Directive 85/337/EEC of 27 June 1985 (Environmental Impact Assessment) (EIA)?

If your proposals have been the subject of an EIA from a planning application enclose a copy of the environmental statement and include the document reference in the space provided on the form and tick 'Yes'. Otherwise tick 'No'.

If you have received your planning permission for your proposal you need to include:

- a copy of the planning permission; and
- the committee report and decision on the EIA.

## **10 Resource efficiency and climate change**

**10a** Have you entered into, or will you enter into, a climate change levy agreement?

If your installation is not in a Climate Change Agreement (CCA) please tick the box, you will need to submit an energy efficiency action plan as part of your application.

To help produce your energy efficiency plan further information is available on the following websites:

- Energy Efficiency <https://www.gov.uk/guidance/energy-efficiency-standards-for-industrial-plants-to-get-environmental-permits>
- Section 1.3 of Sector Guidance Note EPR6.09 'How to comply with your environmental permit for intensive farming' Version 2, January 2010: <https://www.gov.uk/government/publications/intensive-farming-introduction-and-chapters>

Please give the document reference number of your plan.

If your installation participates in a CCA please tick the box. You are required as a minimum to supply a copy of the front sheet of the underlying agreement signed by Defra. Please give the date you entered, or will enter, CCA and the document reference number.

If you have already included this information in your management system, please state that document reference.



**10b** Describe how you avoid producing waste in line with Council Directive 2008/98/EC on waste

Describe how you will avoid waste production in accordance with Council Directive 2008/98/EC on waste. Where you do produce waste you must describe how it is recovered. If it is technically or economically impossible to recover the waste you produce, you must describe how it will be disposed of in a way that avoids or reduces any impact on the environment.

If you have carried out a waste minimisation review in the two years prior to the submission of the application include details with your application. Otherwise the first waste minimisation review shall take place within two years of issue of your permit. Use the Raw Materials Inventory as a starting point of the materials present on your site and describe how you will avoid, recover or dispose of each waste.

Please give the document reference number of your review.

You need to tell us about any waste that you are sending off site. We need to know what type of waste it is and what type of waste disposal or recovery operation it is being sent to or for.

## **11 Payment**

You must submit an application fee with your application.

Please note that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit. Please see the Environmental Permitting Charging Scheme & Guidance document available on the following website: <https://www.gov.uk/government/publications/environmental-permitting-ep-charges-scheme>. This document provides a list of charges and guidance on how to pay your fees.

Please ensure any additional activity charges are included with the application/variation fee such as where relevant poultry litter or waste wood burners and /or anaerobic digester facilities are over the relevant scheduled activity threshold as defined in the EPR Regulations.

**IMPORTANT: Please note that the charges are revised on 1 April each year.**

When we receive your application at the Permitting Support Centre we check the following:

- The application form is complete;
- You've sent the correct application charge;
- You've sent the correct supporting documents.

Once we have all this information, we call the application 'duly made'. If anything is missing we will ask you for it. Please note that we cannot 'duly make' your application until evidence of payment has been sent in.

### **Have you included the payment?**

Tick the box to confirm you have paid for your application.

### **How you will make the payment**

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

**Cheques and postal orders:** These should be made payable to Environment Agency as appropriate and crossed 'A/c Payee'. Send it to us with your completed application form and any relevant supporting documents.

Post-dated cheques will not be accepted.

**Cash:** We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded-delivery postal service and enclose details of the name of your company and a reference number (this can be the customer reference, permit reference or an application reference generated at pre-application stage) or your name, address and postcode.

**Payment by credit or debit card:** We can accept payments by Visa, MasterCard or Maestro cards only. Please tick the box asking us to call you to arrange payment.

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

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

### **Information on charges**

We consult widely on changes to our charging schemes and tariffs, which require government approval before being implemented. You can access further information about the bases of our charges, our consultation processes and any current or recent consultations from our website: <http://www.environment-agency.gov.uk/business/regulation/31859.aspx>

## **12 Privacy notice**

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

## 13 Confidentiality and national security

### Confidentiality

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

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

You can find guidance on confidentiality in ‘Environmental permitting guidance: core guidance’, published by Defra and available via [www.gov.uk](http://www.gov.uk).

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

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

### National security

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

You can find guidance on national security in ‘Environmental permitting guidance: core guidance’, published by Defra and available via [www.gov.uk](http://www.gov.uk)

**You cannot apply for national security via this application.**

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

## 14 Declaration

Ensure a relevant person makes the declaration.

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

NOTE: If you are an organisation of individuals, for example a partnership, each individual (or individual trustee) who is applying for their name to appear on the permit must complete the declaration. If there are more than three individuals completing the declaration, print a separate copy of this page for the additional individuals to complete.

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

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

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

## 15 Application checklist (This section must be filled in)

If your application is not complete we will return it to you. If you aren't sure about what you need to send, speak to us before you submit your application.

Tell us what you have sent with your application form.

Please tick the box to show you have included the correct application fee, or evidence of payment. If you do not include the fee, the application will be returned to you.

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

## 16 Where to send your application and how many copies to send us

Please send your filled-in application form to:

By email to: [PSC@environment-agency.gov.uk](mailto:PSC@environment-agency.gov.uk)

OR

Environment Agency Permitting and Support Centre  
Environmental Permitting Team  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WF

If you wish to have all communication about this application sent via email, please tick the box.

You will need to submit

- **One** electronic or **one** paper copy.

## 17 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 422549 (Monday to Friday, 8am to 6pm)

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

Website: [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

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