

Application for an environmental permit

Part C0.5 – Administrative variation of a standard or bespoke permit



You should only use this form for administrative changes – read the guidance notes for this form before filling it in. Please check that this is the latest version of the form available from our website.

Fill in this form if you are only applying to make an administrative change to your permit. If you are changing any address or contact details you should also fill in part A with the new details.

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

Please read through this form and the guidance notes that came with it.

The form can be:

- 1 Saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open

or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.

- 2 Printed off and filled in by hand. Please write clearly in the answer spaces.

For more guidance on what we consider to be an administrative change see the ‘Environmental Permitting Charging Scheme & Guidance’ at www.gov.uk/government/organisations/environment-agency.

It will take less than one hour to fill in this form.

Contents

- 1 About the permit
- 2 About your proposed changes
- 3 Privacy notice
- 4 National security
- 5 Declaration
- 6 How to contact us
- 7 Where to send your application

1 About the permit

1a Discussions before your application

If you have had discussions with us before making your application, give the case reference number or details on a separate sheet and then write the reference number you have given this document below.

Case or document reference

1b Permit number

What is the permit number that this application relates to?

1c Site details

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

Site name

Address

Postcode

1d Contact details

Who can we contact about this application? (This can be someone acting as a consultant or an ‘agent’ for you.)

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Address

Postcode

1 About the permit, continued

Contact numbers, including the area code

| | |
|--------|----------------------|
| Phone | <input type="text"/> |
| Fax | <input type="text"/> |
| Mobile | <input type="text"/> |
| Email | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |

Now go to section 2.

2 About your proposed administrative changes

2a Details of proposed change

An administrative change can be for example, to correct mistakes in a permit. For more examples, please see the environment permit charging scheme guidance at www.gov.uk/government/organisations/environment-agency.

Please give us brief details in the box below. If you need to provide more information please give details on a separate sheet, give it a document reference and refer to that in the box below.

If your changes include changes to your personal details or company details (for example, a new address or new contacts) please fill in the relevant sections of part A and make a note that you have done this in the box below.

Please note that adding a claim to the application that the information is confidential is not an administrative change, unless you are claiming that the information is confidential for national security reasons.

| |
|--------------------------------------|
| Details of the administrative change |
| <div></div> |

3 Privacy notice

The Environment Agency is the data controller collecting this personal data. You can contact our Data Protection Officer at:

Address: Data Protection team
Environment Agency
Horizon House
Deanery Road
Bristol
BS1 5AH

Email: dataprotection@environment-agency.gov.uk

3 Privacy notice, continued

Why are we collecting personal data and what will we do with it?

We are collecting and processing personal data in order to process payment details and issue a suitable permit.

We are processing personal data relating to criminal convictions and offences, or related security measures, under official authority.

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller; namely, to issue an environmental permit. Failure to provide the information requested will mean that we cannot issue a permit to you.

Sharing and transferring personal data

We will not share or disclose your personal data to any other party outside the Environment Agency without your explicit consent unless lawfully able to do so.

We will not transfer the personal data that you provide outside the European Economic Area.

How long we hold personal data for

We will keep your personal data for the length of time your permit exists in line with our standard information retention policy.

Automated decision making and profiling

We will not use the information you provide for automated individual decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain things about an individual).

Your rights

You have rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). The Information Commissioner's Office (ICO) is the supervisory authority for data protection legislation.

The ICO website has a full list of your rights under data protection legislation. You can access this here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>

You have the right to lodge a complaint with the ICO at any time. Should you wish to exercise that right full details are available at: <https://ico.org.uk/make-a-complaint>

4 National security

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

Please remember that adding a claim to the application that the information is confidential is not an administrative change, unless you are claiming that the information is confidential for national security reasons.

You can tell the Secretary of State that you believe including the information on a public register would not be in the interests of national security. You must enclose a letter with your application telling us that you have told the Secretary of State and you must still include the information in your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

You can find guidance on national security in 'Environmental permitting guidance: core guidance' published by Defra and available at gov.uk.

You cannot apply for national security via this application.

Now fill in section 5.

5 Declaration

We have provided an additional sheet at the end of this form for extra names.

If you knowingly or carelessly make a statement that is false or misleading in relation to this environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

A relevant person should make the declaration (see guidance notes on part F1).

If you are joint permit holders you should each fill in your own declaration (we have provided an additional sheet at the end for this).

I declare that the information in this application is true to the best of my knowledge and belief.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

Tick this box to confirm that you understand and agree with the declaration above

☐

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

5 Declaration, continued

on behalf of (for example, if applying on behalf of a company
– see guidance to this form)

Today's date (DD/MM/YYYY)

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

Email: enquiries@environment-agency.gov.uk

Website: 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.

7 Where to send your application (for how many copies to send see the guidance note on part C0.5)

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.

You must do the following:

Complete legibly all parts of this form that are relevant
to you and your activities

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or any changes to the site plan, provide a plan that meets
the standards given in the guidance note on part C0.5

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Get the declaration completed by a relevant person

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Please send your filled in application form to:

Environment Agency Permitting and Support Centre

Environmental Permitting Team

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).

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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

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No thank you

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ADDITIONAL SHEET FOR EXTRA NAMES

If you knowingly or carelessly make a statement that is false or misleading in relation to this environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

A relevant person should make the declaration (see guidance notes on part F1).

If you are joint permit holders you should each fill in your own declaration (we have provided an additional sheet at the end for this).

I declare that the information in this application is true to the best of my knowledge and belief.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

Tick this box to confirm that you understand and agree with the declaration above

☐

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

on behalf of (for example, if applying on behalf of a company – see guidance to this form)

Today's date (DD/MM/YYYY)

Tick this box to confirm that you understand and agree with the declaration above

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Name

Title (Mr, Mrs, Miss and so on)

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