

# 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. Please write clearly in the answer spaces.**

**For more guidance on what we consider to be an administrative change see the Environment Permitting Change Scheme Guidance on the Environment Agency website <http://www.environment-agency.gov.uk>.**

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

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## 1 About the permit

### 1a Customer reference number

What is your customer reference number? \_\_\_\_\_

If you do not have a customer reference number, you can 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 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 \_\_\_\_\_

### 1c Permit number

What is the permit number that this application relates to? \_\_\_\_\_

### 1d Site details

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

Site name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

### 1e 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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 1 About the permit, continued

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

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, reduce volumes to a lower level (for installations, waste operations and mining waste operations only), increase the area of a standard facility with no other changes or to change a fixed-condition waste management licence to a standard facility. For more examples, please see the environment permit charging scheme guidance on the Environment Agency website <http://www.environment-agency.gov.uk>.

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

## 3 Supporting information

### 3a Does the change involve increasing the area of a standard permit?

No ☐

Yes ☐ Please provide a new plan with the revised site boundary marked in green, give the plan a document report reference and then write this reference below.

Document report reference or references

## 4 The Data Protection Act 1998

We, the Natural Resources Body for Wales (hereafter “Natural Resources Wales”), 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.

## 5 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 Welsh ministers 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 Welsh ministers and you must still include the information in your application. We will not include the information in the public register unless the Welsh ministers decides that it should be included.

You can find guidance on national security in ‘Core Environmental Permitting Guidance’ published by Defra and available via the Environment Agency website <http://www.environment-agency.gov.uk>.

You cannot apply for national security via this application.

**Now fill in section 6.**

## 6 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 2013.**

**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

☐

**Only tick the following box if you are applying to change a fixed condition waste management licence to a standard facility:**

I confirm that my standard facility will fully meet the rules that I have applied for

☐

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)

## 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: 0300 065 3000 (Monday to Friday, 8am to 6pm)

Email: [enquiries@naturalresourceswales.gov.uk](mailto:enquiries@naturalresourceswales.gov.uk) / [ymholiadau@cyfoethnaturiolcymru.gov.uk](mailto:ymholiadau@cyfoethnaturiolcymru.gov.uk)

Website: [www.naturalresourceswales.gov.uk](http://www.naturalresourceswales.gov.uk) / [www.cyfoethnaturiolcymru.gov.uk](http://www.cyfoethnaturiolcymru.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.**

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

Please send your filled in application form to:

Permit Receipt Centre (Cardiff)

Natural Resources Wales

29 Newport Road

Cambria House

Cardiff

CF24 0TP

Canolfan Derbyn Tryddedau

Ty Cambria

29 Heol Casnewydd

Caerdydd

CF24 0TP

**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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## ADDITIONAL SHEET FOR EXTRA NAMES

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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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Today's date (DD/MM/YYYY)

