

Application for an Environmental Permit

Part F1 – Charges and declarations

Fill in this part for all applications for installations.

Please read through this form and the associated guidance document that can be found on our website, [here](#).

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1. Working out your charges (you must complete this section)

You have to submit an application fee with your application. You can find out the charge by looking at our current [environmental permitting charging scheme](#). This can be found on our 'How we regulate you' webpages.

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.

From 22nd January 2024 you will need to use our new Charge Banding Tool to calculate the charge for all Tier 3 permits. This has replaced Opra as the tool to calculate application charges.

The charge banding tool includes charges for additional activities that are within the same permit for:

- Part A2 or Part B activities,
- Medium Combustion Plant (MCP) or specified generator

Waste activities that would need a permit if they are stand-alone are also now included within the charge banding tool.

We have included an example below to help you complete the table.

- The Tier 2 charge example is for an application for a 'New standard rule' permit.
- The Tier 3 charge example is for an installation based charge calculated using our Charge Banding Tool. The charge banding tool can be found on our website and contains the guidance that you will need to populate the tool.

1a. Type of application	Variation of an existing permit
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1b. Tier 2 Standard Rules Permits

Tier 2 facilities	Charge for each facility (£)	Number of facilities	Charges due (£)
<i>EXAMPLE - SR2009/No.2 Low impact Part A installation</i>	<i>1,669.00</i>	<i>1</i>	<i>1,669.00</i>

1c. Tier 3 Bespoke Permits - Charge Banding Tool

If you are completing an application for a Tier 3 permit, you will need to complete a Charge Banding Tool to calculate the application charge. You can find our banding tools on the following webpage: [Natural Resources Wales / Charges for installation Environmental Permits](#).

You will need to send us a copy of your completed charge banding tool spreadsheet with your application.

Charge for your application taken from the <u>Charge Banding Tool</u>	Charge for each facility (£)	Number of facilities	Charges due (£)
<i>Band 2</i>	<i>£12,109.00</i>	<i>1</i>	<i>£12,109.00</i>

1d. Calculating your subsistence charge - Operational Risk Appraisal Tool (Opra)

You will need to complete an Opra spreadsheet with your new application to allow us to calculate your associated annual subsistence charge.

You will need to complete an Opra spreadsheet to accompany your application for a variation or transfer. For variations, we would need a completed Opra spreadsheet that reflects the situation on the site once your permit is determined.

We will need to receive your completed Opra spreadsheet before we can issue your permit. The spreadsheet can be found on our website, [here](#).

2. Payment

2a. How do you want to pay?

Tick an option below to show how you will pay.

Electronic transfer (for example, BACS)	<input checked="" type="checkbox"/>	<i>Go to section 2b</i>
Credit or Debit card	<input type="checkbox"/>	<i>Go to section 2c</i>
Cheque	<input type="checkbox"/>	<i>Go to section 2d</i>
Postal order	<input type="checkbox"/>	<i>Go to section 2d</i>

2b. Paying by electronic transfer

If you choose to pay by electronic transfer, use the following information to make your payment.

Company name	Natural Resources Wales
Company address	Income Dept., PO BOX 663, Cardiff, CF24 0TP
Bank	RBS
Address	National Westminster Bank Plc, 2 ½ Devonshire Square, London, EC2M 4BA
Sort code	60-70-80
Account number	10014438

Reference number

You can use any reference number but we prefer the number to be 'EPR' followed by the first nine letters of your organisation name followed by a four-digit number.

For example, for a company named Joe Bloggs Ltd, the reference number might be EPRJOEBLOGGS0001. (Remember you can use any four-digit number at the end.)

The reference number you will provide will appear on our bank statements so we can check your payment. We may need to contact your bank to make sure the reference number is quoted correctly.

You should also email your payment details and payment reference number to banking.team@naturalresourceswales.gov.uk / banking.team@cyfoethnaturiolcymru.gov.uk or fax it to 0300 065 3001 and enter it in the space provided below.

BACS reference

EPRDAIRYPARTN0002

Amount paid

Making payments from outside the UK

These details have changed. If you are making your payment from outside the United Kingdom (which must be received in sterling), our IBAN number is GB70 NWBK6070 8010 0144 38 and our SWIFT/BIC number is NWBKGB2L.

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

2c. Paying by credit or debit card

If you are paying by credit or debit card, please fill in the separate form CC1.

You can download this from our website or you can ask for one of our customer service providers to send one by post. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro UK card only

2d. Paying by cheque or postal order

You can download this from our website or you can ask for one of our customer service providers to send one by post. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro UK card only.

We will not accept post-dated cheques (cheques with a future date written on them).

Cheque / postal order number

Amount paid

3. 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.

4. 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.

4a. Confidentiality

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.

Tick the box to confirm you have provided evidence to support your confidentiality claim and give us the document reference, below.

Document reference

4b. National security

You can tell the Welsh Ministers that you believe including 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 .Gov website.

You cannot apply for national security via this application

5. Application checklist (you must complete this section)

Tell us about the supporting evidence and information you have sent with this application.

Application fee - You must submit the correct application fee in line with our current charging scheme.

Tick the box to confirm you have included the correct fee.

Tick the box to confirm that you have included a copy of your completed charge banding tool spreadsheet.

List all the documents you have included in Table 2. Please see the guidance notes for examples on how to complete the checklist.

If the relevant information for a question forms part of a larger document, please specify the relevant section(s) of the document. This will speed up the process of checking your application and making decisions.

If necessary, continue on a separate sheet and tell us the reference you have given the document below.

Document reference

DPCW.01.09_F1

Table 2 - Application checklist

Question reference	Document title / reference	Document section
C3 – Q1a	Environmental Permitting Technical Requirements Document	DPCW.01.09/EPTR – Section 2
C3 – Q2	Environmental Permitting Technical Requirements Document	DPCW.01.09/EPTR – Section 5
C3 – Q3a	Environmental Permitting Technical Requirements Document	DPCW.01.09/EPTR – Section 10
C3 – Q4a	Environmental Permitting Technical Requirements Document	DPCW.01.09/EPTR – Section 8
C3 – Q6a	Environmental Permitting Technical Requirements Document	DPCW.01.09/EPTR – Section 9
C3 – Q6c	Environmental Permitting Technical Requirements Document	DPCW.01.09/EPTR – APP VIII

7. Declaration

You must read this section before making the declaration and sending your form to us.

For transfer applications - Both you and the person receiving the permit must make the declaration.

Section 7d must be completed by the current holder *and* Section 7e must be completed by the proposed new holder.

A relevant person should make the declaration. You must be a relevant person or have the authority of a relevant person to sign this application on their behalf.

Relevant people means each applicant, and in the case of a company, a director, manager, company secretary or any similar officer or employee listed on current appointments in Companies House. In the case of a Limited Liability Partnership (LLP), it includes any partner. If the permit holder is an organisation of individuals, each individual (or individual trustee) must complete the declaration.

To simplify and speed up the application process we recommend that the declaration 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, employee or consultant etc. to sign the declaration on behalf of a relevant person, we will need written confirmation from a relevant person; that is, an officer of the company, a partner in the LLP or the individual, confirming that the person has the authority to fill in the declaration.

If you are joint permit holders you should each fill in your own declaration. We have provided extra spaces for this below. Please send in a separate sheet with your application if you need more room for signatories.

Where the operator is the subject of any insolvency procedure, the declaration must be filled in by the official receiver/appointed insolvency practitioner.

7a. Are you signing the form on *behalf of a relevant person*?

If you are *not* a relevant person, but want to sign the application on their behalf, you must include confirmation that you can do this.

I have included written confirmation from a relevant person to confirm I can sign on their behalf.

7b. Does your application include a standard facility?

If your application includes a standard facility, you also need to confirm that you are able to meet all relevant criteria of the standard rule set/sets for which you are applying.

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

7c. Does your application include ecological survey information?

If your application includes ecological survey information, please see the guidance notes on part F1 and tick the box below to confirm that you have no issue with us using information from any ecological survey you have supplied with your application.

I confirm I am happy for the ecological survey information I have supplied to be used as set out in the guidance.

7d. Declaration

If you're transferring the permit, the current holder or holders should sign this section of the declaration, and the proposed new holder or holders of the permit should sign the declaration in section 7e.

If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2010 (as amended).

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

I understand that if I knowingly or recklessly make a false or misleading statement:

- I may be prosecuted, and
- if convicted, I may have to pay a fine and/or go to prison.

By signing below, you are confirming that you understand and agree with the declaration above.

Title	Mr
First name	Clive John
Last name	Bennett
On behalf of (if relevant)	Dairy Partners (Cymru Wales) Ltd
Today's date	

If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2010 (as amended).

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- **I may be prosecuted, and**
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Title	Mr
First name	Clive John
Last name	Bennett
On behalf of (if relevant)	Dairy Partners (Cymru Wales) Ltd
Today's date	

7e Declaration for the person or persons *receiving* the permit (transfers only)

The persons 'receiving the permit' is the proposed new permit holder.

Note: If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration (in section 7d above). Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.

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Title

First name

Last name

On behalf of (if relevant)

Today's date

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