

**You should only use this form if your intended activity is limited to discharging treated domestic sewage effluent of up to 15 cubic metres (15m<sup>3</sup>) a day to ground or up to 20 cubic meters (20m<sup>3</sup>) a day to surface water.**

If you want to carry out any other activities, fill in the appropriate parts of the EPR application form. These can be found on our website.

Please check that this is the latest version of the form available from our website. All relevant guidance documents can be found on our website.

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Note: You will need to fill in one form for each sewage treatment facility you are applying for.

## 1 About you

### 1a What type of applicant are 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   | <input checked="" type="checkbox"/> | <i>Go to section 1b</i> |
| An organisation of individuals (for example, a partnership) | <input type="checkbox"/>            | <i>Go to section 1c</i> |
| A public body (such as a local council)                     | <input type="checkbox"/>            | <i>Go to section 1d</i> |
| A registered company or other corporate body                | <input type="checkbox"/>            | <i>Go to section 1e</i> |

### 1b Applications from individuals

Please give us the following details

Title

Mr

First name

Michael

Last name

Carr

*Go to section 1f*

### 1c Applications from organisations of individuals

#### 1c1 Organisation details

Organisation name

Type of organisation

If 'Other', Please specify

**1c2 Main representative's details**

Title

First name

Last name

**1c3 Second representative's details:**

Title

First name

Last name

**1c4 Other representative's details**

If relevant, please provide details of all other representatives on a separate sheet and tick here to show that you have done so.

☐

*Go to section 1f*

**1d Applications from public bodies**

**1d1 Public body details**

Public body name

Type of public body

If 'Other', please specify

**1d2 Executive officer's details**

The executive is an officer of the public body authorised to sign on your behalf.

Title

First name

Last name

Position

*Go to section 1f*

**1e Applications from a registered company or other corporate body**

Company name

Company registration number

Date of registration

If you are applying as a corporate organisation that is now a limited company, please provide evidence of your status and tell us the reference number you have given this document with this evidence.

Document reference

*Go to section 1f*

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

For companies this *must* be the address on record at Companies House.

Address

Cefn Caled

Adfa

Newtown

Powys

Postcode

SY16 3DA

Telephone - mobile

07969028209

Telephone - office

Home 01938 810239

Email address

cmikecarr@aol.com

If you are applying as an organisation of individuals, every partner needs to give us their details, including their title. If necessary, continue on a separate sheet and tell us the reference you have given the sheet.

Document reference

**1g UK business address only if different from above**

Address

Postcode

Telephone - mobile

Telephone - office

Email address

Go to section 1h

**1h Who can we talk to about your application?**

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

Title

First name

Last name

Address

Postcode

Telephone - mobile

Telephone - office

Email address

**1i Who can we talk to about your operation?**

Same as the application contact in 7a

Title

First name

Last name

Address

Postcode

Telephone - mobile

Telephone - office

Email address

**2 About this application**

**2a Discussions before your application**

If you have had discussions with us before your application, give us the case reference or details on a separate sheet.

Case or document reference

**2b About your sewage treatment facility**

Where is the sewage treatment facility?

The term 'sewage treatment facility' is used throughout this application form. That term is explained in more detail in the guidance document that accompanies this application form.

Same as the address given in 1f above

Address

  
  
  

Postcode

Telephone - mobile

Telephone - office

Email address

**2c National Grid Reference for the centre of your sewage treatment facility**

National grid reference for the site (12 digit)

**2d What type of activity are you applying for? (tick one)**

A discharge to a surface water, for example a river, stream, canal, lake, estuary or the sea and so on (water discharge activity) ☐

A discharge into the ground, for example a drainage area, onto land, a borehole and so on (groundwater activity) ☒

**2e When did your discharge start? (New or Existing)**

On or after 1 April 2010 (New) ☐ *Go to section 3*

Before 1 April 2010 (Existing) ☒ When was it built? (DD/MM/YYYY)

**3 Your management system** (see guidance note to part B6.5)

You must have a written management system to make sure that your sewage treatment facility is maintained and run effectively. You can find guidance on management systems in our 'How to Comply' document. We have also developed environmental management toolkits for some business sectors which you can use to produce your own management system. You can get this by calling 0300 065 3000 or by downloading it from our guidance webpages.

Tick this box to confirm that you have read the application form guidance and that your management system will meet our requirements. ☒

**4 Your site plan** (see guidance note to part B6.5)

You **must** provide a plan for your sewage treatment facility as part of your application. See the guidance notes on Part B6.5 for what should be included on the plan.

**We cannot process your application without a plan. If you do not send a plan we will have to contact you before we can progress your application.**

Document reference

**5 About your discharge**

**5a What type of premises does your sewage treatment facility serve?**

You must tell us, for example, the number of houses or a description such as a pub, café, restaurant, office and so on.

One Domestic House

**5b How far away is the nearest sewer (in metres)?**

1 Kilometer

You will need to check this with your sewerage undertaker (usually your local water company) and you may also need to check if it is possible to connect to a private sewer.

**5c Tell us why you think you cannot discharge your effluent into a sewer.**

If **any** boundaries of the premises served by the sewage treatment facility are within 30 metres of a public or private sewer you must explain why you cannot discharge your effluent into a public or private sewer.

Your justification must:

- show the extra cost of connecting to a sewer compared to the treatment you propose
- provide details of any physical obstacles; for example, roads, railways, rivers or canals.

Where you are proposing a discharge from a private sewage treatment system in an area where it appears reasonable to discharge your effluent into a sewer, you must, *as a minimum*:

- send us evidence that you have approached the sewerage undertaker, and
- send us their formal response regarding connection.

The guidance notes on part B6 will help you understand what information you need to provide in answer to this question.

**If you fail to send this information with your application, it may be returned to you without processing.**

Tell us your justification in the box below or on a separate sheet if necessary and give us the reference for the extra sheet.

Document reference

Document 2

We cannot connect to sewer treatment or sewerage plant because the nearest point to us is 1 kilo away.

**5d Tell us about the maximum volume of effluent you will discharge in a day (in cubic metres)?**

If your discharge comes from a single domestic property, use Table 1 below to work this out and answer section 5d1.

If your discharge comes from multiple domestic properties, see the notes in section 5d2 and give us your answer in that section.

**5d1 Discharges from a single domestic property.**

Use Table 1 below to help you work out the maximum discharge volume and answer in the box provided.

Document reference

Document 3

Table 1 – discharges from a single domestic property	
Number of bedrooms in your house	Daily volume (cubic metres per day)
1 to 3	1
4 to 6	1.5
7 to 8	2

## 5d2 Discharges from a multiple domestic properties.

If you are discharging sewage from premises other than a single domestic property (for example, from a group of houses, a guest house or a very large house), the volume should be worked out using the industry code of practice known as 'Flows and Loads – 4', which is available from the British Water website. (To help you calculate this, we recommend you read the guidance notes on part B6.5 for more information.)

Tell us the maximum volume and how you worked it out. Answer in the boxes provided.

Document reference

Document 4

Daily volume is 1 as we have 4 bedrooms but only 2 old age pensioners live in property.

## 5e What type of sewage treatment system will you be using to treat your effluent?

Package treatment plant that meets British Standard BS 12566 ☐

Septic tank ☒

Other ☐ You must provide design details in the box below.

## 5f Sample point location

This does not apply if you are discharging to ground up to 5 cubic metres (5m<sup>3</sup>) a day from an existing system.

If you are making a discharge to ground from a new system, or a discharge to a surface water, you must provide a sample point where a sample of your discharge can be safely taken before it has mixed with any other discharges such as rainwater run-off. You must also identify it on the plan required by section 4

Tell us where your outlet is:

Same as the outlet point

Go to section 5g

Different to the outlet point

Provide a grid reference

National grid reference for the sample point (12 digit)

### 5g Where will your treated effluent discharge to?

Mark in Table 2 below where this effluent discharges to and fill in the relevant section or appendix, **and then complete section 6 onwards.**

If you are sending in a paper version of this form you only need to print off and fill in one appendix to save on paper.

Table 1 – discharges from a single domestic property		
Receiving		Relevant sections/ Appendix
River, stream, ditch or canal	<input type="checkbox"/>	Answer <b>all</b> of section 5h below.
Into land (drainage field)	<input type="checkbox"/>	Appendix 1
Tidal river, tidal stream, estuary or coastal waters	<input type="checkbox"/>	Appendix 2
Lake or pond	<input type="checkbox"/>	Appendix 3
Onto land (e.g. via reed bed or grass plot)	<input type="checkbox"/>	Appendix 4
Borehole or well or other deep structure	<input type="checkbox"/>	Appendix 5

### 5h Discharges to a river, stream, ditch or canal

If you are discharging to a river, stream, ditch or canal, you must answer all the questions below. If not, see Table 1 above for the relevant Appendix.

#### 5h1 Give the National Grid Reference of the discharge point (for example, ST 12345 67890)

National grid reference for the discharge point (12 digit)

#### 5h2 Give the name of the watercourse, canal or the main watercourse it is a tributary of if you know it

Watercourse name

#### 5h3 Is the discharge into a

River, stream or ditch ☐

Canal ☐

#### 5h4 Does the watercourse dry up for part of the year?

Yes ☐

No ☐

#### 5h5 Does the discharge reach the watercourse or canal by flowing through a surface water sewer?

Yes ☐ Go to section 5h6

No ☐

#### 5h6 Give the National Grid Reference where the discharge enters the surface water sewer

National grid reference for the entrance point (12 digit)

### 6 More information from you

Are there any other factors we need to take into account as part of your application?

No ☒

Yes ☐ Please provide details

Document reference



## 7 Payment

### 7a Is the maximum volume of effluent you will discharge five cubic metres (5m<sup>3</sup>) or less a day?

The maximum volume is the figure you have given in section 5d.

Yes ☐ The reduced application fee applies and you do not have to pay an annual subsistence charge. Now fill in question 7f.

No ☐ The standard application fee applies. Please note that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit.

Now continue to fill in the questions in this section.

### 7b What date do you want the permit for this effluent to start?

Please note that this is the date that your annual subsistence charges will start, even if you have not started to discharge, unless you contact us to change (delay) the start date.

### 7c Is the discharge time limited?

No ☒

Yes ☐ Please give the date you expect the discharge to end by

Please note that your permit will not end on that date and you will still need to notify us to surrender the permit.

### 7d Will the discharge take place all year?

Yes ☐

No ☐ Please give details of the months when you will make the discharge

### 7e Will the discharge take place on more than six days in any year?

Yes ☐

No ☐

### 7f Who can we talk to about your billing or invoice?

Same as the application contact in 1h

Same as the operation contact in 1i

Title

First name

Last name

Address

Postcode

Telephone - mobile

Telephone - office

Email address

**7g How do you want to pay?**

Tick an option below to show how you will pay.

- |   |                                     |                         |
|---|-------------------------------------|-------------------------|
| Electronic transfer (for example, BACS) | <input type="checkbox"/>            | <i>Go to section 7h</i> |
| Credit or debit card                    | <input type="checkbox"/>            | <i>Go to section 7i</i> |
| Cheque                                  | <input checked="" type="checkbox"/> | <i>Go to section 7j</i> |
| Postal order                            | <input type="checkbox"/>            | <i>Go to section 7j</i> |

**7h 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 five 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](mailto:banking.team@naturalresourceswales.gov.uk) / [banking.team@cyfoethnaturiolcymru.gov.uk](mailto:banking.team@cyfoethnaturiolcymru.gov.uk) or fax it to 0300 065 3001 and enter it in the space provided below.

BACS reference

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.

### 7i 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.

### 7j Paying by cheque or postal order

You should make cheques or postal orders payable to Natural Resources Wales and they should be marked 'A/c Payee'.

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

Cheque/ postal order number

78728858

Amount paid

£125.00

## 8 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.

## 9 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.

### Confidentiality

You can ask for information to be made confidential by ticking the box below and 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.

Confidentiality is unlikely to be applicable for a small-scale sewage discharge except for information about ex-directory telephone numbers. In those cases please write to tell us that information should not go on the public register.

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

Please treat the information in my application as confidential.

☐

## National security

You can tell the Secretary of State 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.

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

## 10 Declaration

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

**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. An agent acting on behalf of an applicant is NOT a relevant person.

Each individual (or individual trustee) who is applying for their name to appear on the permit must complete this declaration. You can send a separate document with the relevant information if there are not enough spaces to sign, below.

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.

### 10a 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.



### 10b Declaration

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 2016.

**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

Michael

Last name

Carr

On behalf of (if relevant)

24/06/2019

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 2016.

**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

Michael

Last name

Carr

On behalf of (if relevant)

Today's date

24/06/2019

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 2016.

**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

Michael

Last name

Carr

On behalf of (if relevant)

Today's date

24/06/2019

## Appendix 1 – Discharges into land (drainage field)

1 Give the national grid reference of the discharge point

2 Is your infiltration system new or existing?

On or after 1 April 2010 (New) ☐

Before 1 April 2010 (Existing) ☐

When was it built?

Answer questions 3–8 if you are able to, if not leave them blank and go to question 9.

3 Is your infiltration system designed and built to British Standard 6297:2007 + A1:2008?

Yes ☐

No ☐ Please provide details, on a separate sheet, of the design criteria used for your infiltration system

Document reference

4 On what date did you carry out a percolation test and dig a trial hole in line with British Standard 6297:2007 + A1:2008?

5 What is your percolation value (Vp) result (seconds per millimetre)?

You must show in the table below how you worked out the percolation value.

	Trial 1	Trial 2	Trial 3	Average
Hole 1				
Hole 2				
Hole 3				
Hole 4				

6 What is the surface area of your infiltration system (in square metres)?

7 If known, mark on the plan you have provided the extent of the infiltration system

8 Is any part of your infiltration system within 50 metres of a well, spring or borehole?

No ☐

Yes ☐ Identify the location of the well spring or borehole on the plan you have provided.

9 Is the well spring or borehole you have identified used to supply water?

No ☐

Yes ☐ You must describe what the water supplied is used for.

**10 Is any part of your infiltration system within 10 metres of a watercourse?**

No ☐

Yes ☐ Identify the location of the watercourse on the plan you have provided.

## **Appendix 2 – Discharges to tidal river, tidal stream, estuary or coastal waters**

**1 Give the National Grid Reference of the discharge point (for example, ST 12345 67890)**

**2 Give the name of the tidal river, tidal stream, estuary or area of coastal water if you know it**

**3 Is the discharge into a**

Tidal river ☐

Tidal stream ☐

Estuary ☐

Coastal water ☐

**4 Is the discharge point above the mean low water spring tide mark?**

No ☐ *Go to section 5*

Yes ☐ You must explain below why the discharge cannot be made below this point.

**5 Does the discharge reach the tidal river, tidal stream, estuary or area of coastal water by flowing through a surface water sewer?**

No ☐ You've completed this section.

Yes ☐ *Go to section 6*

**6 Give the National Grid Reference where the discharge enters the surface water sewer (for example, ST 12345 67890)**



### Appendix 3 – Discharges to a lake or pond

**1 Give the National Grid Reference of the discharge point (for example, ST 12345 67890)**

**2 Give the name of the lake or pond if you know it**

**3 Select from the following table the type of lake or pond you will be discharging to and answer the relevant questions**

Type of lake or pond	X	Relevant question(s)
Lake or pond that does not discharge into a river or watercourse or another pond that then discharges into a river or a watercourse	<input type="checkbox"/>	Permit not required*
Lake or pond that does not discharge into a river or watercourse or another pond that then discharges into a river or a watercourse, where you have had a notice served under paragraph 5 of Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2016.	<input type="checkbox"/>	4 and 5
Lake or pond that discharges into a river or watercourse	<input type="checkbox"/>	4, 5 and 6
*Unless a notice has been served under Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2016.		

**4 What is the surface area of the lake or pond in square metres?**

**5 What is the maximum depth of the lake or pond in metres?**

**6 What is the average depth of the lake or pond in metres?**

## **Appendix 4 – Discharges onto land**

**1 Give the national grid reference of the discharge point**

**2 Select from the table below the type of area where the effluent is disposed of**

Area type	Tick the relevant area type X
Unlined reed bed	<input type="checkbox"/>
Unlined grass plot	<input type="checkbox"/>
Unlined wetland	<input type="checkbox"/>
Other	<input type="checkbox"/> You must provide details in the box below.
<input type="text"/>	

**3 What is the surface area (in square metres) of the land used for your disposal?**

**4 Is any part of your infiltration system within 50 metres of a well, spring or borehole?**

No ☐

Yes ☐ Identify the location of the well spring or borehole on the plan you have provided.

**5 Is the well spring or borehole you have identified used to supply water?**

No ☐

Yes ☐ You must describe in the box below, what the water supplied is used for.

**6 Is any part of your infiltration system within 10 metres of a watercourse?**

No ☐

Yes ☐ Identify the location of the watercourse on the plan you have provided.

## **Appendix 5 – Discharges to a borehole or well (or other deep structure)**

Please note: the term 'other deep structure' means a shaft, natural swallow hole or deep soakage pit etc.

**1 Give the National Grid Reference of the discharge point (for example, ST 12345 67890)**

**2 Is the discharge to ground via a well or a borehole?**

Well ☐

Borehole ☐

Other deep structure ☐ You must provide details in the box below.

**3 What is/or will be the total depth of the borehole or well or other structure (in metres) below ground or other reference level (please specify the reference level you are using)?**

**4 Is the borehole or well or other structure already constructed?**

No ☐

Yes ☐ Identify the location of the well, spring or borehole on the plan you have provided.

If the borehole, well or other structure is sealed from inflowing water with unperforated linings or casing, and you have relevant records, tell us the depth to which these extend (in metres) below your reference level?

National grid reference for entrance point (12 digit)

**5 Does the borehole or well or other structure intermittently or permanently contain standing water?**

No ☐ Go to Section 7

Yes ☐ Go to section 6

**6 What is the highest level the standing water reaches (in metres) below your reference level?**

**7 Is any part of your discharge within 50 metres of a well, spring or borehole?**

No ☐

Yes ☐ Identify the location of the well, spring or borehole on the plan you have provided.

**8 Is the well spring or borehole you have identified used to supply water?**

No ☐

Yes ☐ You must describe in the box below, what the water supplied is used for.