



Application for an environmental permit:

Part C2 – General: Varying a bespoke permit

Fill in this part of the form, together with part A, the relevant parts of C3 to C7 and part F1 or F2.

Please check that this is the latest version of the form available from our website.

Note: If you are applying to convert your existing permit to a standard permit or add a standard facility you need to fill out form C1.

If you want to make an administrative change, you should complete form C0.5.

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or changing existing ones).

You do not need to resend any information from your original permit application.

Please read through this form and the guidance notes that came with it. All relevant guidance documents can be found on our website.

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1 About the permit

1a Discussions before your application

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

Case or document reference

1b Permit number

Permit number this application relates to?

1c Site details

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

Site name

Address

Postcode

2 About your proposed changes

2a Type of variation

What type of variation are you applying for? (Please tick)

Standalone water discharge activity or point source groundwater activity

☐

Minor technical

☐

Normal variation

☒

Substantial

☐

2b Provide a non-technical summary of your application

Please give us brief details of all the proposed changes to current activities, and any new activities you want to add to your permit.

You can use the box below, in Table 1 below. Or, you can use a separate sheet and send it to us with your application form. Tell us below the reference you have given this document.

Document reference

Table 1 – Details of the proposed changes

CHANGE OF PERMITTED DISCHARGE POINT ONLY.

2c Consolidating existing permits into the modern style

Consolidating your permit can mean:

- combining the original permit and all subsequent changes into a single document (modern permit), or
- combining two or more environmental permits for the same operator and site into a single permit.

Note: In both cases we may require additional information from you about, for example your management system. Therefore we would always advise you to talk to us before you submit any application to modernise or consolidate permits.

2c1 Do you want to have a modern style (consolidated) permit?

No ☒ Go to section 2d

Yes ☐ Please note: An additional charge may apply for modernising your permit(s).

2c2 Identify all the permits you want to consolidate by listing the permit numbers/ versions in Table 2 below.

Table 2 – Permit numbers

2d Low impact installations (installations only)

Are any of the regulated facilities low impact installations?

No ☒ Go to section 2e

Yes ☐

Please give us a description of your proposed activity telling us how you meet the conditions for a low impact installation and send it to us with your application form.

Document reference

Tick the box to confirm you have filled in the low impact installation checklist in Appendix 1 for each regulated facility.

☐

2e Treating batteries

Are you planning to treat batteries? (See the guidance notes on part C2.)

No

☒

Yes

☐

Tell us how you will do this, send us a copy of your explanation and tell us the reference you have given this explanation.

Document reference

2f Medium Combustion Plant

Are you applying to add additional new Medium Combustion Plant(s) to your existing permit

No

☒

Yes

☐

Please complete Table 3 below

Table 3 – Adding Additional Medium Combustion Plant		
	Number Currently permitted for	Number you wish to add
Medium Combustion Plant		

Please complete Appendix 8 of Form C3 for each new Medium Combustion Plant you wish to add.

2g Combined Medium Combustion Plant and Specified Generators

2g1 Are you applying to add a Specified Generator to your existing permit?

No

☒

Go to section 3

Yes

☐

Go to section 2g2 and complete Appendix 9 of Form C3 for each generator that comprises the Specified Generator.

2g2 Is the Specified Generator also a new Medium Combustion Plant?

No

☒

Yes

☐

Please complete Appendix 8 and Appendix 9 of Form C3 for each new Medium Combustion Plant you wish to add that is also a Specified Generator.

3 Your ability as an operator

If you are only applying to change or add a water discharge activity, you only have to fill in question 3d.

If you are applying to add waste installations or waste operations to a permit that has not previously had them, you need to fill in all of section 3.

If you are applying to consolidate two or more permits or have an updated permit you must fill in question 3d.

3a Relevant offences – installations, waste operations, medium combustion plant and specified generators (See guidance notes on part C2)

Have you, or any other relevant person, been convicted of any relevant offence?

No

☒

Go to section 3b

Yes

☐

Please give details below

Title

First name

Last name

Date of birth (DD/MM/YYYY)

Position held at the time of the offence

Name of the court where the case was dealt with

Date of conviction (DD/MM/YYYY)

Offence and penalty set

Date any appeal against the conviction will be heard (DD/MM/YYYY)

If necessary, use a separate sheet to give us details of other relevant offences, and tell us below the reference number you have given the extra sheet.

Document reference

3b Technical ability - relevant waste operations only (see the guidance notes on part C2)

3b1 Which approved scheme are you using to show you have the suitable technical skills and knowledge to manage your facility?

CIWM / WAMITAB

☐

N/A.

ESA / EU

☐

3b2 Do you already hold the relevant, formal qualifications to manage your facility?

Yes ☐ Tick to confirm you've included all original *and* continuing competence evidence. ☐

No ☐ Tick to confirm you've included evidence you've registered with a Scheme. ☐

3c Finances (installations, waste operations, mining waste operations, medium combustion plant and specified generators)

Do you or any relevant person have current or past bankruptcy or insolvency proceedings against you?

No

☒

Go to section 3d.

Yes

☐

Please give details of the required set-up (including infrastructure), maintenance and clean up costs for the proposed facility, against which a credit check may be assessed.

Please note: We may want to contact a credit reference agency for a report about your business's finances.

Landfill, Category A mining waste facilities and mining waste facilities for hazardous waste only

How do you plan to make financial provision (to operate a landfill or a mining waste facility you need to show us that you are financially capable of meeting the obligations of closure and aftercare)?

- Bonds ☐
- Escrow account ☐
- Trust fund ☐
- Lump sum ☐
- Other ☐

N/A.

Provide a plan of your estimated expenditure on each phase of the landfill or mining waste facility.

Document reference

3d Management systems (all)

You can find guidance on management systems in both 'How to Comply' and 'Horizontal Guidance Note 6 – Environmental Management Systems'. We have also developed environmental management toolkits for some business sectors which you can use to produce your own management system. You can get these by calling 0300 065 3000 or by downloading them from our guidance webpages.

3d1 Does your management system meet the conditions set out in our guidance?

Yes ☒

No ☐

3d2 What management system will you provide for your regulated facility?

EC Eco-Management and Audit Scheme (EMAS) ☐

ISO 14001 ☐

BS 8555 (Phases 1–5) ☐

Green Dragon ☐

Own management system ☒

3d3 Make sure you include a summary of your management system which sets out any changes or additional measures you will put in place to the address risks from the proposed changes. Tick the box to confirm you've done this and tell us the reference below.

☐

Document reference

operation and maintenance
Manual (679268)

Water discharge activities: Go to section 5.

4 Consultation (fill in 4a to 4c for installations and waste operations and 4d for installations only)

Could the waste operation or installation involve releasing any substance into any of the following?

4a A sewer managed by a sewerage undertaker

No ☐

Yes ☐ Please name the sewerage undertaker

4b A harbour managed by a harbour authority

No ☐

Yes ☐ Please name the harbour authority

4c Direct into relevant territorial waters or coastal waters within the sea fisheries district of a local fisheries

No ☐

Yes ☐ Please name the fisheries committee

4d Is the installation on a site for which:

4d1 a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

No ☐

Yes ☐

4d2 a policy document for preventing major accidents is needed under regulation 5 of the Control of Major Accident Hazards

No ☐

Yes ☐

5 Supporting information

5a Provide a plan or plans for the site (see guidance notes on part C2 for what needs to be marked on the plan)

Document reference

LOCATION PLAN

5b Do any of the variations you plan to make need extra land to be included in the permit?

No ☒

Yes ☐ Please provide a site report for the extra land.

Document reference

5c Adding an installation N/A

If you are applying to add an installation, tick the box to confirm that you have sent in a baseline report and provide a reference.

☐

Document reference

6 Environmental risk assessment - if you need one (see the guidance notes on part C2)

Provide an assessment of the risks each of your proposed activities cause to the environment. The risk assessment must use H1 or an equal method.

Document reference

C2.6 Environment
Risk Assessment.

Appendix 1 – Low impact installation checklist (see guidance notes on part C2)

Installation reference	N/A.			
Condition	Response			Do you meet this?
A – Management techniques	Provide references to show how your application meets A.			Yes <input type="checkbox"/>
	References			No <input type="checkbox"/>
B – Aqueous waste	Effluent created	m3/day		Yes <input type="checkbox"/>
				No <input type="checkbox"/>
C – Abatement systems	Provide references to show how your application meets C.			Yes <input type="checkbox"/>
	References			No <input type="checkbox"/>
D - Groundwater	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?	Yes	<input type="checkbox"/>	Yes <input type="checkbox"/>
		No	<input type="checkbox"/>	No <input type="checkbox"/>
E – Producing waste	Hazardous waste	Tonnes per year		Yes <input type="checkbox"/>
	Non-hazardous waste	Tonnes per year		No <input type="checkbox"/>
F – Using energy	Peak energy consumption	MW		Yes <input type="checkbox"/>
				No <input type="checkbox"/>
G – Preventing accidents	Do you have appropriate measures to prevent spills and major releases of liquids? (See 'How to comply'.)	Yes	<input type="checkbox"/>	Yes <input type="checkbox"/>
		No	<input type="checkbox"/>	No <input type="checkbox"/>
	Provide references to show how your application meets G.			
H - Noise	Provide references to show how your application meets H.			Yes <input type="checkbox"/>
	Reference			No <input type="checkbox"/>
I - Emissions of polluting substances	Provide references to show how your application meets I.			Yes <input type="checkbox"/>
	Reference			No <input type="checkbox"/>
J – Odours	Provide references to show how your application meets J.			Yes <input type="checkbox"/>
	Reference			No <input type="checkbox"/>
K – History of keeping to the regulations	Say here whether you have been involved in any enforcement action as described in Compliance History Appendix 1 explanatory notes.	Yes	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

