

Application for an environmental permit

Part F1 – Opra, charges and declarations



Fill in this part for all applications for installations, waste operations, mining waste operations and groundwater discharges onto land. Please check that this is the latest version of the form available from our website.

For applications for water discharge and point source groundwater discharge activities you need to fill in part F2 instead.

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

It will take less than two hours to fill in this part of the application form.

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1 Working out charges (you must fill in this section)

You have to submit an application fee with your application. You can find out the charge by either looking at the relevant standard rules permit page, the 'Making an application' webpage <http://www.environment-agency.gov.uk/business/topics/permitting/32318.aspx>, or the current environmental permitting charging scheme. This can be found on our guidance webpages. It sets out our charges under the Environmental Permitting Regulations 2013. 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.

Note: for Opra charged Tier 3 Facilities you also need to complete an Opra profile (see section 2).

Table 1 – Working out charges

Type of application	<i>Variation</i>			
	Summary of charges			
Tier 2 facilities (including Part A(2) and Part B; see guidance notes on part F1)	Charge identifier	Number of facilities	Charge for each facility (£)	Charges due (£)
Tier 3 facilities				
Total Opra charging score for installations		× charge multiplier		=
Total Opra charging score for waste operations		× charge multiplier		=
Total Opra charging score for mining waste facilities		× charge multiplier		=
Other charges				
Total charges due				

2 Opra (does not apply to standard facilities, any other tier 2 permit applications (e.g. groundwater land spreading activities), or water-discharge or groundwater point source discharge activities)

If you are submitting a bespoke application, you must include a completed electronic copy in Excel of the current Opra spreadsheet.

For variations, full and partial surrenders you will need to submit a copy of your current Opra profile based on your existing profile, not any new profile following the variation or surrender.

For transfers you will need to submit a revised Opra profile to include your own operator performance. Note: this will not change the set transfer fee.

Tick this box to confirm that you have included the OPRA spreadsheet

**3 Payment**

Tick below to show how you have paid.

Cheque



Postal order



Cash



Tick below to confirm you are enclosing cash with the application

Credit or debit card



Electronic transfer (for example, BACS)



Remittance number

Date paid (DD/MM/YYYY)

How to pay**Paying by cheque, postal order or cash**

Cheque details

Cheque made payable to

Natural Resources Wales

Cheque number

Amount

£

You should make cheques or postal orders payable to Natural Resources Wales and make sure they have 'A/c Payee' written across them if it is not already printed on.

Please write the name of your company and application reference number on the back of your cheque or postal order.

We will not accept cheques with a future date on them.

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded delivery postal service and enclose your application reference details. Please tick the box below to confirm you are enclosing cash.

I have enclosed cash with my application

**Paying by credit or debit card**

If you are paying by credit or debit card, either we can call you or you can fill in the separate form CC1 and enclose it with the application. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Please call me to arrange payment by debit or credit card



I have enclosed form CC1 with my application

**Paying by electronic transfer BACS reference****Applying for a permit in Wales?**

If you choose to pay by electronic transfer and you are applying for a permit in the EA Wales region, you will need to use the following information to make your payment.

Company name: Natural Resources Wales

Company address: Income Dept., Cambria House, 29 Newport Road, Cardiff CF24 0TP

Bank: Citigroup Centre

Canada Square, London, E14 5LB

Sort code: 08-33-00

Account number: 12800578

Payment reference number: PSCAPPXXXXYYY

You need to create your own reference number. It should begin with PSCAPP (to reflect that the application is for a permitted activity) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

3 Payment, continued

You should also email your payment details and a reference number to online@naturalresourceswales.gov.uk / arlein@cyfoethnaturiolcymru.gov.uk or fax it to 02920 466 404.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB48 CITI0833 0012 8005 78 and our SWIFTBIC number is CITI GB2LXXX.

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

Now read section 4 below.

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.

Now read section 5 below.

5 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.

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

Please treat the information in my application as confidential



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 Environment Agency website <http://www.environment-agency.gov.uk>.

You cannot apply for national security via this application.

Now go to section 6

6 Declaration

If you knowingly or carelessly make a statement that is false or misleading to help you get an 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). 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 will have to print a separate copy of this page for each additional individual to complete.

If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration.

6 Declaration, continued

Note: If you are unable to trace one or more of the current permit holders please see below under the transfers declaration.

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.

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

I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)



Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below



Tick this box to confirm that you have no issue with us using information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)



Name

Title (Mr, Mrs, Miss and so on)

Mrs

First name

Sonia

Last name

Jenkins

on behalf of (if relevant; for example, a company or organisation and so on)

A J Recycling Ltd.

Position (if relevant; for example, in a company or organisation and so on)

Company Secretary

Today's date (DD/MM/YYYY)

19-08-2015

For transfers only – declaration for person receiving the permit

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

I declare that the information in this application to transfer an environmental permit to me 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.

Note: If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration as 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.

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 (if relevant; for example, a company or organisation and so on)

Position (if relevant; for example, in a company or organisation and so on)

Today's date (DD/MM/YYYY)

Now go to section 7

7 Application checklist (you must fill in this section)

Tell us what you have sent with this application.

The correct application fee under our charging scheme

☐ Tick the box to say you have included the fee

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

Document reference

Question reference	Document title	Document reference
PART F1 QUESTION 2	OPRA SPREADSHEET	AJR ①

8 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 / ymholiadau@cyfoethnaturiolcymru.gov.uk

Website: www.naturalresourceswales.gov.uk / 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.

9 Where to send your application (for how many copies to send see the guidance note on part F1)

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) ☒

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

☐

No thank you

☐

For Natural Resources Wales use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐

Amount received

£

05R①

Opra Spreadsheet for Waste Facilities

Version	1.8	Release Date:	01-Apr-13
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Permit No:	JP3998FN	Site Name:	A J RECYCLING LTD
Date:	20/08/2015	Operator:	A J RECYCLING LTD

Attribute	Bands		Points
Complexity(s):	A		4
Emissions:	B		7
Location:	A		1
Operator Performance:	A		2
	Total:		14

Fees and Charges	
Application Fee	£2,338
Normal Variation	£1,904
Full Surrender	£1,708
Part Surrender	£1,708
Subsistence	See Charge Tables

Compliance Rating	
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Subsistence Multiplier 100%

[Reference Sheet](#)

Complexity Attribute

Site Type: A15



Complexity Band:

A

2nd Site Type:

...



2nd Band:

Complexity Bands are based on a lookup table (see References tab)

More than one Complexity (Site Type) is required only in circumstances where the permit in question covers a landfill activity and a treating/keeping activity. In all other circumstances only one site type should be entered. Where more than one site type applies, the one carrying the highest relevant complexity band is used.

Emissions Attribute (Waste Input)

Waste Type	Annual Tonnage	Emission Threshold	Emission Index
Inert		1000	
Non Hazardous (Non Bio)	23,799	750	31
Non Hazardous (Bio)	1,200	500	2
Hazardous		250	
Total:			33

Emission Bands are based on total index: <10=A, <100=B, <1000=C, <10000=D, >=10000=E

Total:

33

Band:

B

Location Attribute

Question

Proximity to Human Occupation:

>1km



Answer

Points

Assessment under wildlife, countryside or habitats legislation:

No



Groundwater/Aquifers:

No



Sensitivity of surface water:

None



Question

Direct run-offs:

No



Answer

Points

Air Quality Management Zone:

No



Flood Plain:

No



Total Points:

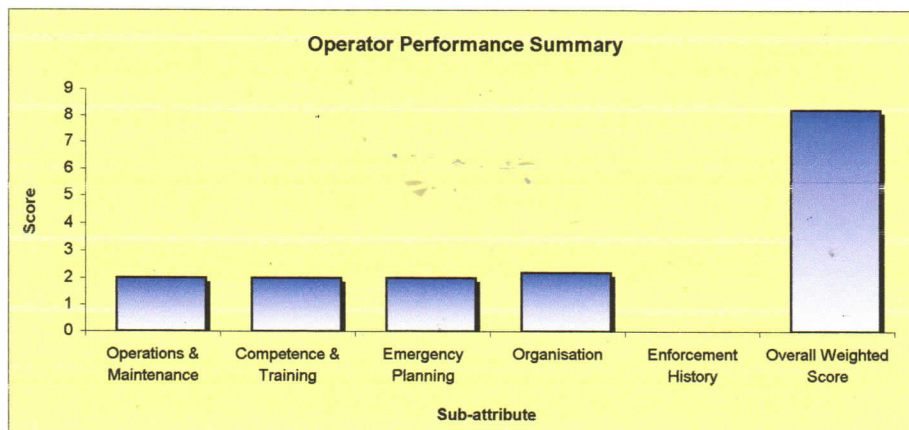
Band:

A

Location Bands are based on total points: 0-4=A, 5-8=B, 9-12=C, 13-18=D, >18=E

Organisation - 40%			
Internal/External Environment Management Systems: Answer either Question 1 or Question 2 NB: If your externally audited system is ISO9001 but you also have an internal environmental management system, you may be able to obtain a better score by providing answers to question 2			
1	Do you have a certified Environmental Management System, subject to external audit, which covers the activities allowed by this permit? If so which one?	No ☐	0
Sub Total			0
2 If you do not operate an externally audited environmental management system but have an internal one, assess your system against the criteria below:			
2.1	Has your company adopted an environmental policy and programme which :		
	– includes a commitment to continual improvement and prevention of pollution?	Yes ☐	3
	– includes a commitment to comply with relevant legislation, and with other requirements that the organisation subscribes to?	Yes ☐	3
	– identifies, sets, monitors and reviews environmental objectives, independently of the permit?	Yes ☐	3
2.2	Do you have an environmental policy and programme which is subject to audit by your company?	Yes ☐	2
2.3	Are there annual reports on environmental performance, objectives and targets, future planned improvements and/or do you participate in local community liaison meetings?	No ☐	0
			0
4	Within the past 5 years have you failed to meet an improvement condition set by the Agency in a Permit or Variation by the due date, without prior agreement? (minus 2 for each failure). ADD NUMBER OF FAILURES NOT Y OR N	0 ☐	0
Organisational Total:			11.0
			2.2
Max = 12 Weight = 40% Weighted Score			

Enforcement History (0 to -40% weighting)			
Please enter the number of times relevant enforcement actions have been pursued in connection with your site. Note: the timescales over which action remains relevant depends on the type of enforcement action and is contained in the questions below			
1	Number of Enforcement, Improvement, Works, Compliance or Restoration Notices issued in the past year by the Environment Agency under any legislation, by the Health and Safety Executive relevant to the COMAH Regulations or by local authorities under Part I of the Environmental Protection Act 1990 or relevant notice or Abatement Notices issued by local authorities or magistrates courts under Part III of the Environmental Protection Act 1990 (in all cases, other than any overturned on appeal by the Operator)	0	
2	Number of Formal Cautions, Enforcement Undertakings or Fixed Monetary Penalties issued by the Environment Agency in respect of offences under relevant legislation in the last 3 years.	0	
3	Number of Prohibition, Stop, Suspension or Revocation Notices issued by the Environment Agency under any legislation, by the HSE relevant to the COMAH Regulations or by local authorities under Part I of the Environmental Protection Act 1990, (other than any overturned on appeal by the Operator) in the last 3 years	0	
4	Number of Convictions on prosecutions brought by the Environment Agency under any legislation, by the HSE relevant to the COMAH regulations or by local authorities (in respect of offences under Parts I or III of the Environmental Protection Act 1990) in last 5 years (or 10 years where a term of imprisonment was imposed on the Operator) (other than any overturned on appeal). Or number of any Variable Monetary Penalties issued.	0	
			0
			0.0
Overall Operator Performance Score:			8.20
Band E= less than 2 D= 2 to 3.99, C= 4 to 5.99, B= 6 to 7.99 , A= 8 to 11			BAND= A
			Max = -40 Weight = 40% Weighted Score



Operator Performance Summary
Operations & Maintenance
Competence & Training
Emergency Planning
Organisation
Enforcement History
Overall Weighted Score

Operations & Maintenance

1	Do you have documented operating procedures for operations that may have an adverse impact on the environment?	Yes	4	
2	Is there a defined procedure for identifying, reviewing and prioritising items of plant for which a preventative maintenance regime is appropriate?	Yes	2	
			0	
4	Do you have a preventative maintenance programme for items of plant whose failure could lead to impact on the environment?	Yes	2	Max = 12
5	Does the preventative maintenance programme include regular checks and formal inspections of infrastructure items such as tanks, pipework, retaining walls, bunds and ducts?	Yes	2	Weight = 20%
6	Are the reports, results and recommendations arising from your own audits made available to senior management on a regular basis?	Yes	2	Weighted Score
Operations and Maintenance Total			12	2.0

Competence and Training - 20%

1	Has a training needs assessment been carried out which: – Identifies all posts for which specific environmental awareness training is required; and – Identifies the scope and level to which such training is to be given?	Yes	3	
2	Are training systems in place for all relevant staff that cover the following factors: – the regulatory requirements associated with the Permit as they affect their roles and responsibilities; – likely potential environmental impacts which may be caused by plant under their control. This should cover both normal and abnormal circumstances; – reporting procedures to inform supervisors or managers of deviations from permit conditions; – procedures to be used by supervisors or managers for the reporting of deviations from permit conditions to the Environment Agency – prevention of accidental emissions and action to be taken when accidental emissions occur?	Yes	2	
		Yes	2	
		Yes	3	
		Yes	2	
		Yes	2	Max = 17
3	Do you assess the potential environmental risks posed by the work of contractors and provide instructions to contractors about protecting the environment while working on site?	Yes	3	Weight = 20%
4	If there are industry standards for training in this sector (e.g. WAMITAB) do you apply them? (If no industry standards please leave blank)	Yes	0	Weighted Score
Competence Training Total			17	2.0

Emergency planning - 20%

1	Is there an accident plan that complies with guidance covering the following aspects of foreseeable scenarios: likelihood, consequences, actions to prevent, action to take in the event it occurs?	Yes	10	
2	Has the plan identified areas where improvement is needed?	Yes	2	
3	Where improvement has been identified, does the plan include an implementation programme with acceptable timescales to the Agency? If not, points will be deducted.	Yes	0	
			0	
			0	Max = 12
			0	Weight = 20%
			0	Weighted Score
Emergency planning Total			12	2.0

2011/12

Charge Multipliers					
App	£157	Nor Var	£136	Full Surr	£122
Subs	NA				

Converting Bands to Opra Score

Band	A	B	C	D	E	DD	EE	EEE
Complexity	4	10	35	50	65	100	130	195
Emissions	3	7	15	30	40			
Location	1	2	3	5	7			
Op Perf	2	4	7	10	14			
Compliance Rating	0.95	1	1.1	1.25	1.5	3		
Band	A	B	C	D	E	F		

EMS	Points
No	0
EMAS	20
ISO14001	15
Other Accredited	12
ISO 9001	8

Complexity Bands	
...	EEE
A01	B
A01-Closed	EE
A02	B
A02-Closed	E
A03	B
A03-Closed	DD
A04	B
A04-Closed	B
A04-Dredgings	C
A05	A
A05-Closed	C
A06	A
A06-Closed	C
A07	A
A07-Closed	C
A08	A
A08-Closed	D
A09	B
A10	C
A11	D
A12	B
A13 (non-haz)	C
A13 (haz)	B
A14	A
A15	A
A16 (non-haz)	D
A16a (haz)	E
A17	D
A18	C
A19	B
A19a	C
A20	C