

## Application for an environmental permit:

### Part B6.5 – Discharging treated domestic sewage effluent of up to 15 cubic metres (15m<sup>3</sup>) a day into ground or up to 20 cubic metres (20m<sup>3</sup>) a day to surface water

<p><b>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.</b></p> <p>You do not need a permit if you discharge to a lake or pond that does <i>not</i> discharge into:</p> <ul style="list-style-type: none"> <li>- a river or watercourse, or</li> <li>- another pond that then discharges into a river or a watercourse</li> </ul> <p><b>unless</b> a notice has been served under Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2016.</p> <p>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.</p> <p>Please check that this is the latest version of the form</p>	<p>available from our website. All relevant guidance documents can be found on our website.</p> <p style="text-align: right;"><b>Natural Resources Wales</b> Fully Received</p> <p style="text-align: right;"><b>04 SEP 2018</b></p> <p style="text-align: right;"><b>Cardiff</b></p> <p>Contents</p> <ol style="list-style-type: none"> <li>1 About you</li> <li>2 About this application</li> <li>3 Your management system</li> <li>4 Your site plan</li> <li>5 About your discharge</li> <li>6 Discharges to a river, stream, ditch or canal</li> <li>7 Discharges into land (drainage field)</li> <li>8 Discharges to tidal river, tidal stream, estuary or coastal waters</li> <li>9 Discharges to a lake or pond</li> <li>10 Discharges onto land</li> <li>11 Payment</li> <li>12 The Data Protection Act 1998</li> <li>13 Confidentiality and national security</li> <li>14 Declaration</li> </ol>
---	---

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

#### 1 About you

##### 1a Who will be named on the permit?

Please give us the following details of who you want to be named on the permit.

##### An individual, or a group, or an organisation of individuals

Please give the details of the individual or, where relevant for groups or organisations of individuals, the main representative.

Title

DR

First name

JOHN

Last name

LLOYD

##### Now complete your address in 1b

##### More than one individual

If more than one individual will be named on the permit, the details for each additional individual required above along with their address required by 1b below, must be provided together on a separate sheet.

Tell us the document reference you have given this sheet.

Document reference

##### An organisation (group) of individuals

Please give us the following details of the organisation of individuals.

Type of organisation - For example, a charity, a partnership, a club, a group of individual householders, etc.

If 'Other', Please specify

Organisation name (if relevant)

**A registered company or other corporate body**

Company name

Company registration number

Date of registration (DD/MM/YYYY)

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

**Contact name for the company**

Title

First name

Last name

**1b Your address**

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

Address

Postcode

Telephone - mobile

Telephone - office

Email address

**1c Agent or others acting on behalf of the applicant**

If you want us to contact an agent or another person not named above in 1a, their details must be provided below. This can be someone acting as a consultant or an 'agent' for you.

Title

First name

Last name

Position

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

Case discussed with Susan Lenthall  
advised to complete this form 29/8/18

### 2b About your 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.

Where is the sewage treatment facility?

Same as the address given in 1b 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)

**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?**

For example, the number of houses or a description such as a pub, café, restaurant, office and so on.

**5b When did your discharge start? (New or Existing)**

Before 1 April 2010 (Existing)



When was it built? (DD/MM/YYYY)

**Now go to 5e**

On or after 1 April 2010 (New)



*Now complete the rest of this section.*

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

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.

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

Wherever feasible, you should connect to a public or private sewer, unless the distance from the boundary of all premises served by the sewage treatment facility, is **greater than** the number of premises served, multiplied by a distance of 30 metres. Use the following formula to help you calculate if this is the case.

**Distance to sewer from closest boundary point > number of premises served x 30 metres**

If the distance to the sewer is *not* greater than the number of premises x 30 metres, 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 B6.5 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

**5e What is the maximum volume of effluent you will discharge in a day (in cubic metres)?**

Maximum daily volume

1

**If your discharge comes from a single domestic property, use Table 1 below to work this out.**

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

**How to calculate maximum daily discharge volume from 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.)

**Show how you calculated the figure given in the box below. Continue on a separate sheet if necessary, and give the reference for the extra sheet below.**

Document reference

**5f 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.

### 5g 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 sample point is:

Same as the outlet point

☐ Go to section 5h

Different to the outlet point

☐ Provide a grid reference

National grid reference for the sample point (12 digit)

### 5h Discharge point location

National grid reference for the discharge point (12 digit)

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

Mark in Table 2 below where this effluent discharges to, and complete the relevant section.

**If you are proposing to discharge multiple effluents, you must complete a separate application form for each effluent and submit the form, along with the correct application fee, for assessment.**

Once you have answered all relevant questions in the section, continue to section 11.

Table 2		
Receiving		Relevant sections to complete
River, stream, ditch or canal	<input type="checkbox"/>	Answer <b>section 6</b>
Into land (drainage field)	<input checked="" type="checkbox"/>	Answer <b>section 7</b>
Tidal river, tidal stream, estuary or coastal waters	<input type="checkbox"/>	Answer <b>section 8</b>
Lake or pond	<input type="checkbox"/>	Answer <b>section 9</b>
Onto land (e.g. via reed bed or grass plot)	<input type="checkbox"/>	Answer <b>section 10</b>

### 6 Discharges to a river, stream, ditch or canal

**6a Give the name of the watercourse, canal or the main watercourse it is a tributary of if you know it**

Watercourse name

**6b Is the discharge into a**

River, stream or ditch

☐

Canal

☐

**6c Does the watercourse dry up for part of the year?**

Yes ☐

No ☐

**6d Does the discharge reach the watercourse or canal by flowing through a surface water sewer?**

No ☐

Yes ☐ Tell us the national grid reference for the entrance point below.

National grid reference (12 digit)

Now go to section 11.

## 7 Discharges into land (drainage field)

### 7a Is your infiltration system new or existing?

On or after 1 April 2010 (New) ☐ You **must** answer questions 7b to 7i, below.

Before 1 April 2010 (Existing) ☒ When was it built?

1950s

Answer questions 7b–7f if you are able to, if not leave them blank and go to question 7g.

### 7b 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. You must justify why it is not designed to British Standard 6297:2007 + A1:2008.

Document reference

### 7c On what date did you carry out a percolation test and dig a trial hole in line with British Standard 6297:2007 + A1:2008?

### 7d 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				

### 7e What is the surface area of your infiltration system (in square metres)?

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

### 7g Is any part of your infiltration system within 50 metres of a well, spring or borehole?

No ☐ Go to question 7i

Yes ☒ You **must** identify the location of the well spring or borehole on the plan you have provided.

### 7h 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.

**7i 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.

**Now go to section 11.**

## **8 Discharges to tidal river, tidal stream, estuary or coastal waters**

**8a Give the name of the tidal river, tidal stream, estuary or area of coastal water if you know it**

**8b Is the discharge into a**

Tidal river ☐

Tidal stream ☐

Estuary ☐

Coastal water ☐

**8c 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.

**8d 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. Now go to section 11.

Yes ☐ You must provide the National Grid Reference, below.

**8e Give the National Grid Reference where the discharge enters the surface water sewer (for example, ST 12345 67890)**

**Now go to section 11.**

## **9 Discharges to a lake or pond**

**9a Give the name of the lake or pond if you know it**

**9b What is the surface area of the lake or pond in square metres?**

**9c What is the maximum depth of the lake or pond in metres?**



9d What is the average depth of the lake or pond in metres?

Now go to section 11.

## 10 Discharges onto land

10a 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.
<div></div>	

10b What is the surface area (in square metres) of the land used for your disposal?

10c Is any part of your infiltration system within 50 metres of a well, spring or borehole?

No ☐ Go to question 10e

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

10d 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.

10e 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.

## 11 Payment

11a 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.

11b Will the discharge take place all year?

Yes ☒

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

**11c 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 5e.

Yes ☒ The reduced application fee applies and you do not have to pay an annual subsistence charge.  
**Now go to section 11e.**

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.**

**11d Who can we talk to about your billing or invoice?**

Same as the application contact in 1b

☐

*Go to section 11e*

Title

First name

Last name

Address

Postcode

Telephone - mobile

Telephone - office

Email address

**11e How do you want to pay your application fee?**

Tick an option below to show how you will pay.

Electronic transfer (for example, BACS)

☐

*Go to section 11f*

Credit or debit card

☐

*Go to section 11g*

Cheque

*Enclosed.*

☒

*Go to section 11h*

Postal order

☐

*Go to section 11h*

**11f 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.

**11g 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.

**11h 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

Amount paid

**12 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.

### **13 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.**

### **14 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.

**15a 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. ☐

**15b 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	DR	
First name	Jon	
Last name	Wood	
On behalf of (if relevant)	Jon Wood	
Today's date	1/9/18	

**If you are applying as an individual or corporate body, you do not need to provide any further signatures in the sections below.**

**If the applicant is a group or organisation of individuals, use the additional signatory sections below. See the guidance notes on B6.5 for more information on who needs to sign.**

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		
First name		
Last name		
On behalf of (if relevant)		
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 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	<div></div>	<div></div>
First name	<div></div>	
Last name	<div></div>	
On behalf of (if relevant)	<div></div>	
Today's date	<div></div>	