

APPENDIX A

APPLICATION FORMS & OPRA SPREADSHEET

Application for an environmental permit

Part A – About you



You will need to fill in this part A if you are applying for a new permit, applying to change an existing permit or want to transfer an existing permit to yourself. Please check that this is the latest version of the form available from our website.

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.

Note: if you believe including information on a public register would not be in the interests of national security you must tick the box in section 5 of F1 or F2 and enclose a letter telling us that you have told the Welsh ministers. We will not include the information in the public register unless directed otherwise.

It will take less than one hour to fill in this part of the application form.

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it.

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- 3 Applications from an organisation of individuals
- 4 Applications from public bodies
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- 7 Contact details
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1 About 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

An organisation of individuals (for example, a partnership)

A public body

A registered company or other corporate body

☐ Now go to section 2

☐ Now go to section 3

☐ Now go to section 4

☐ Now go to section 5

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

3 Applications from an organisation of individuals

3a Type of organisation

For example, a charity, a partnership, a group of individuals or a club

3b Details of the organisation

If you are an organisation of individuals, please give the details of the main representative below. If relevant, provide details of other members (please include their title Mr, Mrs and so on) on a separate sheet and tell us the document reference you have given this sheet.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

3 Applications from an organisation of individuals, continued

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

4 Applications from public bodies

4a Type of public body

For example, local health boards and unitary authorities

4b Name of the public body

4c Please give us the following details of the executive

An officer of the public body authorised to sign on your behalf

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

5 Applications from a registered company or other corporate body

5a Name of the company

5b Company registration number

Date of registration (DD/MM/YYYY)

If you are applying as a corporate organisation that is not a limited company, please provide evidence of your status and tell us below the reference you have given the document containing this evidence.

Document reference

Now go to section 6

6 Your address

6a Your main (registered office) address

For companies this is the address on record at Companies House.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

6 Your address, continued

For an organisation of individuals every partner needs to give us their details, including their title Mr, Mrs and so on. So, if necessary, continue on a separate sheet and tell us below the reference you have given the sheet.

Document reference for the extra sheet

6b Main UK business address (if different from above)

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

7 Contact details

7a Who can we contact about your application?

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7 Contact details, continued

7b Who can we contact about your operation (if different from question 7a)?

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7c Who can we contact about your billing or invoice?

As in question 7a

☐

As in question 7b

☐

Please give details below if different from question 7a or 7b.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

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.

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

☐

Application for an environmental permit Part B2 – General – new bespoke permit



Fill in this part of the form together with parts A, F1 or F2 if you are applying for a new bespoke permit. You also need to fill in part B3, B4, B5, B6, or B7 (this depends on what activities you are applying for). Please check that this is the latest version of the form available from our website.

Please note we cannot issue your permit for a relevant waste operation or mining waste facility until you have an appropriate planning consent. Please look at the guidance for this part for more information.

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.

Contents

- 1 About the permit
 - 2 About the site
 - 3 Your ability as an operator
 - 4 Consultation
 - 5 Planning status
 - 6 Supporting information
 - 7 Environmental risk assessment
 - 8 How to contact us
- Appendix 1 – Low impact installation checklist

1 About the permit

1a 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. Tell us below the reference you have given this extra sheet.

Case or document reference

1b Is the permit for a site or for a mobile plant?

Site

☐ Now go to section 2

Mobile plant

☐ Now go to question 1c

Note: The term 'mobile plant' does not include mobile sheep dipping unit.

Mobile plant

1c Have we told you during pre-application discussions that we believe that a mobile permit is suitable for your activity?

No ☐

Yes ☐

1d Have there been any changes to your proposal since this discussion?

No ☐ Now go to section 3

Yes ☐ You should send us a description of the activity you want to carry out, highlighting the changes you have made since our pre-application discussions.

Document reference

Now go to section 3

2 About the site (but not mobile plant)

2a What is the site name, address, postcode and national grid reference?

Site name

Address

Postcode

National grid reference for the site
(for example, ST 12345 67890)

2b What type of regulated facility are you applying for?

Note: if you are applying for more than one regulated facility then go to 2c.

- | | |
|--|---|
| Installation | <input type="checkbox"/> Now tick the relevant box in question 2b1 |
| Waste operation | <input type="checkbox"/> Now tick the relevant box in question 2b2 |
| Mining waste operation | <input type="checkbox"/> Now tick the relevant box in question 2b3 |
| Water discharge activity | <input type="checkbox"/> Now go to question 3d |
| Groundwater activity (point source) | <input type="checkbox"/> Now go to question 3d |
| Groundwater activity (discharge onto land) | <input type="checkbox"/> Now go to question 3d |
| What is the national grid reference for the regulated facility (if only one)? (See the guidance notes on part B2.) | |
| As in 2a above | <input type="checkbox"/> |
| Different from that in 2a | <input type="checkbox"/> Please fill in the national grid reference below |
| National grid reference for the regulated facility | |

What is the type of activity?

2b1 Installation

- ☐ Intensive farming installation
- ☐ Local authority (Part A (2) and Part B)
- ☐ Low impact installation (see question 2d below)
- ☐ Opra charged activity
- ☐ Directly associated activity
- ☐ Paragraph-17 installation

2b2 Waste operation

- | | |
|--|--------------------------|
| <input type="checkbox"/> Landfill gas facility (closed landfill) | <input type="checkbox"/> |
| <input type="checkbox"/> Opra charged activity | <input type="checkbox"/> |
| <input type="checkbox"/> Pet cemetery | <input type="checkbox"/> |
| <input type="checkbox"/> Tier 2 charged bespoke activity
(see charging guidance for list) | <input type="checkbox"/> |
| <input type="checkbox"/> | |

2b3 Mining waste operation

- ☐ Non-Opra charged activity
- ☐ Opra charged activity

Now go to question 2d

2 About the site, continued

2c If you are applying for more than one regulated facility on your site, what are their types and their grid references?

See the guidance notes on part B2.

Regulated facility 1

National grid reference

What is the regulated facility type?

- | | |
|--|--|
| Installation | <input type="checkbox"/> Now tick the relevant box in question 2c1 |
| Waste operation | <input type="checkbox"/> Now tick the relevant box in question 2c2 |
| Mining waste operation | <input type="checkbox"/> Now tick the relevant box in question 2c3 |
| Water discharge activity | <input type="checkbox"/> Now go to question 3d |
| Groundwater activity (point source) | <input type="checkbox"/> Now go to question 3d |
| Groundwater activity (discharge onto land) | <input type="checkbox"/> Now go to question 3d |
| What is the type of activity? | |

2c1 Installation

- ☐ Intensive farming installation
- ☐ Local authority (part A (2) and part B)
- ☐ Low impact installation (see question 2d below)
- ☐ Opra charged activity
- ☐ Directly associated activity
- ☐ Paragraph-17 installation

2c2 Waste operation

- | | |
|--|--------------------------|
| <input type="checkbox"/> Landfill gas facility (closed landfill) | <input type="checkbox"/> |
| <input type="checkbox"/> Opra charged activity | <input type="checkbox"/> |
| <input type="checkbox"/> Pet cemetery | <input type="checkbox"/> |
| <input type="checkbox"/> Tier 2 charged bespoke activity
(see charging guidance for list) | <input type="checkbox"/> |
| <input type="checkbox"/> | |

2c3 Mining waste operationNon-Opra charged activity ☐Opra charged activity ☐**Regulated facility 2**National grid reference **What is the regulated facility type?**Installation ☐ Now tick the relevant box in question 2c1Waste operation ☐ Now tick the relevant box in question 2c2Mining waste operation ☐ Now tick the relevant box in question 2c3Water discharge activity ☐ Now go to question 3dGroundwater activity (point source) ☐ Now go to question 3dGroundwater activity (discharge onto land) ☐ Now go to question 3d**What is the type of activity?****2c1 Installation**Intensive farming installation ☐Local authority (part A (2) and part B) ☐Low impact installation (see question 2d below) ☐Opra charged activity ☐Directly associated activity ☐Paragraph-17 installation ☐**2c2 Waste operation**☐ Landfill gas facility (closed landfill) ☐☐ Opra charged activity ☐☐ Pet cemetery ☐☐ Tier 2 charged bespoke activity
(Charging guidance for list) ☐☐**2c3 Mining waste operation**Non-Opra charged activity ☐Opra charged activity ☐

Use several copies of this page or separate sheets if you have a long list of regulated facilities. Send them to us with your application form. Tell us below the reference you have given these extra sheets.

Document reference for the extra sheets **Now go to question 2d****2d Low impact installations (installations only)**

Are any of the regulated facilities low impact installations?

No ☐Yes ☐ If yes, tell us how you meet the conditions for a low impact installation. (See the guidance notes on part B2 – Appendix 1.)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 B2.)

No ☐Yes ☐ Tell us how you will do this, send us a copy of your explanation and tell us below the reference you have given this explanation.Document reference for the explanation **2f Multi-operator installation**

If the site is a multi-operator site (that is there is more than one operator of the installation) then fill in the table below the application reference for each of the other permits.

Table 1 – Other permit application references

3 Your ability as an operator

If you are only applying for a standalone water discharge or for a groundwater activity, you only have to fill in question 3d.

3a Relevant offences (for installations and waste operations only – see the guidance notes on part B2)

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

No ☐ Now go to question 3b

Yes ☐ Please give details below

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Position at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YYYY)

Offence and penalty set

Date any appeal against the conviction will be heard

3 Your ability as an operator, continued

(DD/MM/YYYY)

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

Document reference of the extra sheet

Have you sent us a post conviction plan for this offence?

No ☐ You must send us a post conviction plan with this application and give us the document reference below

Document reference

Yes ☐ Please give us the reference for the post conviction plan you have sent and the date sent in

Post conviction plan reference

Date sent in (DD/MM/YYYY)

3b Technical ability (for specified waste management activities and waste operations only – see the guidance notes on part B2)

Please tick the scheme you are using to show you have the suitable technical skills and knowledge to manage your facility.

CIWM/WAMITAB

☐

ESA/EU

☐

Please send in a registration letter from your scheme as above

☐

Now go to question 3c

3c Finances (for installations, waste operations and mining waste operations only)

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

No ☐

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

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 ☐

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

Give the document plan reference

Now go to question 3d

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.

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

No ☐

Yes ☐

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 ☐

Please make sure you send us a summary of your management system with your application.

Document reference or references

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 committee

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 Regulations 1999, or a safety report is needed under regulation 7 of those Regulations?

No ☐

Yes ☐

5 Planning status

For relevant waste operations, but not mobile plant operations, and relevant mining waste facilities only. If this does not apply to you, go to section 6.

Tick which situation applies to you (do not fill in this section if you are making an application for a mobile plant).

- I have planning permission ☐
- I have a certificate of lawful existing use or development ☐
- I have an established use certificate ☐
- The General Permitted Development Order 1995 applies ☐
- I do not need planning permission ☐ Please provide proof
- I have applied for planning permission but have not yet had a decision (You can still apply but we will not issue your permit until you can provide us with proof that you have got the permission you need) ☐

Name of the planning authority

Give us a copy of the relevant planning application or permission that shows that you have, or have applied for, appropriate planning for your proposed permit, including a plan showing the area covered by the planning application or permission.

Document reference of the application or permission

6 Supporting information

6a Provide a plan or plans for the site (but not any mobile plant)

Mark the site boundary or discharge point, or both, in green – see the guidance notes on part B2.

Document reference or references of the plans

6b Provide the relevant sections of a site condition/baseline report if this applies (see the guidance notes on part B2 for what needs to be marked on the plan)

Document reference of the report

If you are applying for an installation, tick the box to confirm that you have sent in a baseline report. ☐

6c Provide a non-technical summary of your application (see the guidance notes on part B2)

Document reference of the summary

7 Environmental risk assessment

Provide an assessment of the risks each of your proposed regulated facilities poses to the environment. The risk assessment must use H1 or an equivalent method.

Document reference for the assessment

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.

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

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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

☐

Plain English Campaign's Crystal Mark does not apply to appendix 1.**Appendix 1 – Low impact installation checklist (see the guidance notes on part B2)**

Installation reference				
Condition	Response			Do you meet this?
A – Management techniques	Provide references to show how your application meets A.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
B – Aqueous waste	Effluent created		m ³ /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"/> No <input type="checkbox"/>
	References			
D – Groundwater	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
E – Producing waste	Hazardous waste		Tonnes per year	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Non-hazardous waste		Tonnes per year	
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"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Provide references to show how your application meets G.			
	References			
H – Noise	Provide references to show how your application meets H.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
I – Emissions of polluting substances	Provide references to show how your application meets I.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
J – Odours	Provide references to show how your application meets J.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
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"/>	

Application for an environmental permit

Part B4 – New bespoke waste operation permit



Fill in this part of the form, together with parts A, B2 and F1, if you are applying for a new bespoke permit for a waste operation. Please check that this is the latest version of the form available from our website.

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 three hours to fill in this part of the application form.

Contents

- 1 What waste operations are you applying for?
- 2 Emissions to air, water and land
- 3 Operating techniques
- 4 Monitoring
- 5 How to contact us
- Appendix 1 – Specific questions for waste facilities that accept clinical waste
- Appendix 2 – Specific questions for waste facilities that accept hazardous waste
- Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes
- Appendix 4 – Specific questions for inert landfills

1 What waste operations are you applying for?

Fill in Table 1a below with details of what you are applying for.

Fill in a separate table for each waste operation you are applying for. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given the extra sheet.

Document reference for the extra sheet

Types of waste accepted

For each line in Table 1a, fill in a separate document to list those wastes you will accept on the site for that operation. Give the List of Wastes catalogue code and description. If you need to exclude wastes from your activity or facility by restricting the description, quantity, physical nature, hazardous properties, composition or characteristic of the waste, include these in the document. Send it to us with your application form.

Table 1a – Waste operations which do not form part of an installation

Name of the waste operation	Description of the waste operation	Annex IIA or IIB (disposal and recovery) code and descriptions	Hazardous waste treatment capacity (if this applies). See note 1	Non-hazardous waste treatment capacity (if this applies). See note 1
Add extra rows if you need them. If you do not have enough room go to the line below or send a separate document and give us the document reference here	Use the description from the guidance. Include any extra detail that you think would help to accurately describe what you want to do			
For all waste operations	Total storage capacity (see note 2)			
	Annual throughput (tonnes each year)			

Notes

- 1 By ‘capacity’, we mean the total landfill capacity (cubic metres) for landfills, the total treatment capacity (tonnes each day) for waste treatment and the total storage capacity (tonnes) for waste storage operations.
- 2 By ‘total storage capacity’, we mean the maximum amount of waste in tonnes you store on the site at any one time.

1 What waste operations are you applying for?, continued

Please provide the document reference for each document. You can use Table 1b as a template.

If you want to accept any wastes with a code ending in 99, you must provide more information and a full description in the document.

Document reference for this document

Table 1b – Template example – types of waste accepted and restrictions

Waste code	Description of waste
Example 02 01 08* 06 01 02*	Example Agrochemical waste containing dangerous substances Hydrochloric acid

1c Deposit for recovery purposes (see guidance notes on part B4)

Are you applying for a waste recovery activity involving the permanent deposit on waste on land for construction or land reclamation?

No ☐

Yes ☐

Have we advised you during pre-application discussions that we believe the activity is waste recovery?

No ☐

Yes ☐

Have there been any changes to your proposal since this discussion?

No ☐

Yes ☐

You must send us a copy of your waste recovery plan that complies with Regulatory Guidance Note 13. You should highlight any changes made since our pre-application discussions and tell us below the reference you have given the copy of the justification.

Document reference

2 Emissions to air, water and land

Fill in Table 2 below with details of the emissions that result from the operating techniques at each of your waste operations.

Fill in one table for each waste operation.

Table 2 – Emissions

Name of the waste operation				
Point source emissions to air				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to water (other than sewers)				
Emission point reference and location	Source	Parameter	Quantity	Unit

2 Emissions to air, water and land, continued

Point source emissions to sewers, effluent treatment plants or other transfers off site				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to land				
Emission point reference and location	Source	Parameter	Quantity	Unit

Supporting information**3 Operating techniques****3a Technical standards**

Fill in Table 3a for each operation you refer to in Table 1a above and list the relevant technical guidance note (TGN) or notes you are planning to use. If you are planning to use the standards set out in the TGN, there is no need to justify using them.

You must justify your decisions in a separate document if:

- there is no technical standard;
- the technical guidance provides a choice of standards; or
- you plan to use another standard.

This justification could include a reference to the Environmental Risk Assessment provided in section 7 of part B2 of the application form.

The documents should summarise the main measures you use to control the main issues identified in the H1 assessment or technical guidance. For each of the activities listed in Table 3a, describe the type of operation and the options you have chosen for controlling emissions from your process.

Table 3a – Technical standards

Fill in a separate table for each waste operation.

Name of waste operation		
Description of waste operation	Relevant technical guidance note (You will need to refer to 'How to comply' for all permits)	Document reference (if appropriate)
	'How to comply'	

3 Operating techniques, continued

In all cases, describe the type of facility or operation you are applying for and, if appropriate, use block diagrams to help describe the process. Provide the document references for the description.

Document reference for the description

3b General requirements

Fill in a separate Table 3b for each installation

Table 3b – General requirements

Name of the waste operation	
If the TGN or H1 assessment shows that emissions of substances not controlled by emission limits are an important issue, send us your plan for managing them	Document reference or references
If the TGN or H1 assessment shows that odours are an important issue, send us your odour management plan	Document reference or references
If the TGN or H1 assessment shows that noise or vibration are important issues, send us your noise or vibration management plan (or both)	Document reference or references

3c Information for specific sectors

For some of the sectors, we need more information to be able to set appropriate conditions in the permit. This is as well as the information you may provide in sections 5, 6 and 7. For those activities listed below, you must answer the questions in the related document.

Table 3c – Questions for specific sectors

Sector	Appendix
Clinical waste	See the questions in appendix 1
Disposing of and recovering hazardous waste	See the questions in appendix 2
Recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes	See the questions in appendix 3
Inert landfill	See the questions in appendix 4

General information

4 Monitoring

4a Describe the measures you use for monitoring emissions by referring to each emission point in Table 2 above

You should also describe any environmental monitoring. Tell us:

- how often you use these measures;
- the methods you use; and
- the procedures you follow to assess the measures.

Document reference for this information

4b Point source emissions to air only

Provide an assessment of the sampling locations used to measure point source emissions to air. The assessment must use M1.

Document reference for the assessment

5 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.

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

☐

Plain English Campaign's Crystal Mark does not apply to appendices 1 to 4.

Appendix 1 – Specific questions for waste facilities that accept clinical waste

Note: If your procedures are fully in line with the standards set out in EPR5.07 then you should tick the 'yes' box and provide the procedure reference. There is no need for you to supply a copy of the procedure.

1 Are pre-acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.2 of EPR 5.07 and which are used to assess a waste enquiry before it is accepted at the installation or waste facility?

No ☐ Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

2 Are waste acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.2 of EPR 5.07, and which are used to cover issues such as loads arriving and being inspected, sampling waste, rejecting waste, and keeping records to track waste?

No ☐ Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

3 Are waste storage, handling and dispatch procedures, and infrastructure in place that are fully in line with the appropriate measures set out in section 3.2 of EPR 5.07?

No ☐ Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

4 Are monitoring procedures in place that are fully in line with the appropriate measures set out in section 3.3 of EPR 5.07?

No ☐ Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

5 Are you proposing to either

- accept an additional waste not included in Table 2.1 of section 2.1 of EPR 5.07, or
- apply a permitted activity to a waste other than that identified for that waste in Table 2.1?

No ☐

Yes ☐ Provide justification

Document reference

6 Please provide a summary description of the treatment activities undertaken on the waste facility. This should cover the general principles set out in section 2.1.4 of EPR S5.07

Document reference

7 Please provide layout plans detailing the location of each treatment plant and main plant items and process flow diagrams for the treatment plant

Document reference

Appendix 2 – Specific questions for waste facilities that accept hazardous waste

1 Are pre-acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.1.1 of SGN 5.06, and which are used to assess a waste enquiry before it is accepted at the waste facility?

Note: If your procedures are fully in line with the standards set out in SGN 5.06 then you should tick the 'yes' box and provide the procedure reference. There is no need for you to supply a copy of the procedure.

No ☐ Provide justification for departure from SGN 5.06 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

2 Are waste acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.1.2 of SGN 5.06, and which are used to cover issues such as loads arriving and being inspected, sampling waste, rejecting waste, and keeping records to track waste?

No ☐ Provide justification for departure from SGN 5.06 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

3 Are waste storage procedures and infrastructure in place that are fully in line with the appropriate measures set out in section 2.1.3 of SGN 5.06?

No ☐ Provide justification for departure from SGN 5.06 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

4 Provide a layout plan giving details of where the waste facility is based, the infrastructure in place (including areas and structures for separately storing types of waste which may be dangerous to store together) and capacity of waste storage areas and structures

Document reference

5 Provide a summary of the treatment activities carried out on the waste facility. This should cover the general principles set out in section 2.1.4 of SGN 5.06

Document reference

6 Provide layout plans giving details of where each treatment plant is based, the main items at each plant, and process flow diagrams for the treatment plant

Document reference or references

Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

1 Provide an accurate and reliable characterisation of your compost like outputs (CLO). This should be based on sampling and analysis of the CLO produced by the treatment (MBT) process over a 12 month period and in accordance with section 2 of TGN 6.15

Document reference

2 Provide an agricultural benefit assessment for the use of your CLO. This should be based on section 2 of TGN 6.15 and should be signed and dated by an appropriate technical expert

Document reference

3 Provide a site specific risk assessment of risks to soil and food chain receptors. This should be based on Schedule 2 of TGN 6.15 and include a map with a green outline showing the boundary of the area being treated and include:

- locations where the waste will be stored and spread;
- any spring, well or borehole used to supply water for domestic or food production purposes that is within 250 metres of the area being treated;
- any spring, well or borehole not being used for domestic or food production purposes that is within 50 metres of the area being treated;
- any European designated sites (candidate or Special Area of Conservation, proposed or Special Protections Area in England and Wales or Ramsar Site) or Sites of Special Scientific Interest (SSSI) which are within 500 metres of the place where waste is to be stored or spread;
- the location of public rights of way;
- any Groundwater Source Protection Zones;
- surface watercourses;
- any buildings or houses within 250 metres of the area being treated;
- land drains within the boundary.

Document reference

4 Are the technical standards and measures fully in line with those set out in section 3 of TGN 6.15?

Yes ☐

No ☐ Provide justification for departure from TGN 6.15 and a copy of the proposed technical standards, measures or procedures.

Document reference

Appendix 4 – Specific questions for inert landfills

1 Provide your Environmental Setting and Installation Design (ESID) report

Document reference

2 Have you completed a hydrogeological risk assessment (HRA) for the site?

Yes ☐

No ☐ Document reference

Note: For inert landfills, this is only necessary in certain cases. Refer to our guidance 'Environmental Permitting Regulations: Inert Waste Guidance, Standards and Measures for the Deposit of Inert Waste on Land'.

This can be downloaded from our guidance webpages.

3 Provide your stability risk assessment (SRA) for the site

Document reference

4 Have you completed a landfill gas risk assessment (LFGRA) for the site?

Yes ☐

No ☐ Document reference

Note: For inert landfills, this is only necessary in certain cases. Refer to our guidance 'Environmental Permitting Regulations: Inert Waste Guidance, Standards and Measures for the Deposit of Inert Waste on Land'.

This can be downloaded from our guidance webpages.

We have developed templates for these four reports which can be found within H1 – Landfill Annex.

5 Provide your proposed plan for closing the site and your procedures for looking after the site once it has closed

Document reference

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.

Contents

- 1 Working out charges
- 2 Opra
- 3 Payment
- 4 The Data Protection Act 1998
- 5 Confidentiality and national security
- 6 Declaration
- 7 Application checklist
- 8 How to contact us
- 9 Where to send your application

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	Summary of charges			
	Charge identifier	Number of facilities	Charge for each facility (£)	Charges due (£)
Tier 2 facilities (including Part A(2) and Part B; see guidance notes on part F1)				
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

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 debit 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)

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)

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

The correct application fee under our charging scheme

☐ Tick the box to say you have included the fee

Document reference

[illegible]

8 How to contact us

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.

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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

£