



You should only use this form for administrative changes. Please read the guidance notes for this form before filling it in.

If you are changing any address or contact details you should also fill in part A with the new details.

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

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

For more guidance on what we consider to be an administrative change, see the Environment Permitting Charge Scheme Guidance on our Website.

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1 About the permit you want to change

1a Discussions before your application

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

Case or document reference

1b Permit number

Permit number this application relates to

1c Site details (not mobile plant)

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

Site name

Address

Postcode

2 About your proposed change

2a Details of the proposed change

Please see the Environmental Permitting charging scheme guidance on our Website for examples of the type of changes we consider administrative.

Please give us brief details of the proposed change in the box below. If you need to provide more information please give details on a separate sheet, give it a document reference and refer to that in the box below.

Please note: adding a claim to the application that the information is confidential is not an administrative change, unless you are claiming that the information is confidential for national security reasons.

Details of the administrative change.

If your changes include changes to your personal details or company details (for example, a new site address), fill in Part A of the application form, and tick here to show that you have done so. ☐

3 Supporting information

3a Does the change involve increasing the area of a standard permit?

No ☒

Yes ☐ Please provide a new plan with the revised site boundary marked in green, give the plan a document report reference and tell us this reference, below.

Document reference

4 Contact details

4a Who can we talk to about your application?

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

Title

MRS

First name

HILARY

Last name

MATTHEW²

Address

S MAES CASTELL

CASTLE CAEREINICW

WELSHPOOL

Postcode

SY21 9BJ

Telephone - mobile

Telephone - office

01938 555 750

Email address

hilary.nissancar123@gmail.com

5 Data protection

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.

6 National security

Please remember: adding a claim to the application that the information is confidential is not an administrative change, unless you are claiming that the information is confidential for national security reasons.

We would normally put all the information in your application on a public register of environmental information. However, we will not include certain information in the public register if this is in the interests of national security.

You cannot apply for national security via this application.

7 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.

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 space for this. 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.

7a 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.

☐

7b Does your application include a standard facility?

If your application includes a standard facility, you also need to confirm that you are able to meet all relevant criteria of the standard rule set/sets for which you are applying.

I confirm that my standard facility will fully meet the rules that I have applied for. ☐

7c 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

MRS

First name

HILARY

Last name

MATTHOW

On behalf of (if relevant)

NIS-SPEC/ST LTD

* Today's date (DD/MM/YYYY)

11/04/2018

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Title

First name

Last name

On behalf of (if relevant)

Today's date (DD/MM/YYYY)