

# Application for an environmental permit

## Part F2 – Charging for discharges (C for D) charges and declarations



**Fill in this part for applications for water discharge and point source groundwater discharge activities only. Please check that this is the latest version of the form available from our website.**

**Please read through this form with the guidance notes that came with it. 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)

Summary of charges				
Type of water discharge activity or groundwater activity	Standard charge or reduced charge	Number of activities at this charge rate	Charge for each facility (£)	Charges due (£)
Other charges				
Ground source heating and cooling system scheme (water resources charge)				
			<b>Total Charge</b>	

You have to submit an application fee with your application. To find out the charge:

- Refer to the relevant standard rules permit page;
- Visit the 'Making an application' webpage at <http://www.environment-agency.gov.uk/business/topics/permitting/32318.aspx>; or
- Visit the current environmental permitting charging scheme on our website at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) which sets out our charges under the Environmental Permitting Regulations.

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.

## 2 Water discharge activity and groundwater activity point source discharges

The application charge is a fixed charge, although two rates exist: standard and reduced. The reduced application charge is applicable where the effluent is:

- sewage effluent where the proposed volume is five cubic metres or less per day;
- sewage effluent which contains trade effluent or other matter where the proposed volume is five cubic metres or less per day;
- trade effluent from cooling or heat exchange where the proposed volume is ten cubic metres or less per day;
- surface water not containing trade effluent;
- site drainage;
- effluent or substance discharged or disposed onto or into land where the proposed volume is five cubic metres or less per day and discharge is on not more than six days per year or any such equivalent disposal.

The standard application charge applies in all other situations.

## 2 Water discharge activity and groundwater activity point source discharges, continued

The charge applies to each discharge you will be making. Therefore two discharges of sewage effluent of five cubic metres a day will attract two reduced rate charges.

Please contact us, using one of the options in section 8, for details of current reduced and standard application charges. Please note that the charges are revised on 1 April each year.

## 3 Payment

Tick below to show how you have paid.

- Cheque
- Postal order
- Cash
- 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 'Environment Agency' or 'Environment Agency Wales' as appropriate 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. 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: Environment Agency Wales  
 Company address: PO Box 663, Cardiff, CF24 0TP  
 Bank: Citigroup Centre  
 Address: 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.

You should also email your payment details and payment reference number to [online@environment-agency.wales.gov.uk](mailto:online@environment-agency.wales.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.

### 3 Payment, continued

Applying for a permit in England?

If you choose to pay by electronic transfer and you are applying for a permit for another (English) region, you will need to use the following information to make your payment.

Company name: Environment Agency  
Company address: Income Dept 311, PO Box 263, Peterborough, PE2 8YD  
Bank: Citigroup Centre  
Address: Canada Square, London, E14 5LB  
Sort code: 08-33-00  
Account number: 12800543  
Payment reference number: xxxxxxxxxxxxxx

You should also email your payment details and reference number (this can be the customer reference, permit reference or an application reference from the pre-application stage) to FSC-Income@environment-agency.gov.uk or fax it to 01733 464 892.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23 CITI0833 0012 8005 43 and our SWIFTBIC number is CITI GB2LXXX.

If you do not quote your reference number (this can be the customer reference, permit reference or an application reference from the pre-application stage), there may be a delay in processing your payment and application.

Now read section 4 below

### 4 The Data Protection Act 1998

We, the Environment Agency, 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 Secretary of State/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 Secretary of State and you must still include the information in your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

You can find guidance on national security in 'Core Environmental Permitting Guidance' published by Defra and available via our website at [www.environment-agency.gov.uk](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 2012.

A relevant person should make the declaration (see guidance notes on part F2). 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.

**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

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 F2)

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, a company or organisation and so on)

Today's date (DD/MM/YYYY)

## 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

Part, section and question number	Document title	Document reference


**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: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.environment-agency.gov.uk](http://www.environment-agency.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 F2)**

Please send your filled in application form to:

Permitting Support Centre  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WF.

**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 Environment Agency use only

Date received (DD/MM/YYYY)

\_\_\_\_\_

Our reference number

\_\_\_\_\_

Payment received?

No

Yes

Amount received

£ \_\_\_\_\_