

# 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. Please write clearly in the answer spaces.**

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

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

You have to submit an application fee with your application. You can find out the charge by either looking at the relevant standard rules permit page, the 'Making an application' webpage at <http://www.environment-agency.gov.uk/business/topics/permitting/32318.aspx>, or 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.

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 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 most 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. Check the latest charges guidance for further advice.

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

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## 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 'Environment Agency' 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

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#### 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

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I have enclosed form CC1 with my application

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#### Paying by electronic transfer BACS reference

If you choose to pay by electronic transfer 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: 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 reference number to [FSC-Income@environment-agency.gov.uk](mailto: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 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 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 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 2010.**

**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. You must fill in the declaration directly below; the person receiving the permit must fill in the declaration under the heading 'For transfers only'.**

## 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)

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

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Tick this box if you do not want us to use information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)

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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

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Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

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

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

Today's date (DD/MM/YYYY)

Now go to section 7

## 7 Application checklist (you must fill in this section)

If your application is not complete we will return it to you. If you aren't sure about what you need to send, speak to us before you submit your application.

You must do the following:

Complete legibly all parts of this form that are relevant to you and your activities

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Identify relevant supporting information in the form and send it with the application

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## 8 How to contact us

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 F1)

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

£ \_\_\_\_\_