|  |  |
| --- | --- |
| defra\_applicationcompanyaddress | Date: DATE |

Dear fullname

**We need more information about your application and/or Underpayment of application charge**

Permit type: defra\_applicationpermitdetails

Site: defra\_applicationsitedetails

Operator: name

Application reference: defra\_applicationnumber

Received: defra\_submittedon

Thank you for your application received on defra\_submittedon. The following is to confirm our conversation of state date.

Where the payment is insufficient

Unfortunately the application payment you sent is incorrect. The correct application charge is defra\_lineitemstotalamount. This leaves a balance of defra\_balance to pay.

Where information is missing

I need to ask you for some missing information before I can do any more work on your application. Please provide us with more information to question/the following questions insert Form part and question numbers. We need to know Explain what extra details we need.

The following are examples of situations where the missing information requires an additional payment to assess. Adapt the suggested text to suit the situation as necessary as necessary:

* Your application requires an assessment under the Habitats Regulations. The charge for this assessment is not included in your baseline application charge. You will therefore need to make an additional payment of £779.
* You need to send us an Odour Management Plan. This should meet the requirements of our H4 Guidance (<https://www.gov.uk/government/publications/environmental-permitting-h4-odour-management>). The charge for our assessment of your plan is not included in your baseline application charge. You will therefore need to make an additional payment of £1,246.
* You need to send us an Noise and Vibration Management Plan. This should meet the requirements of our Horizontal Guidance for Noise Part 2 – Noise Assessment and Control (<https://www.gov.uk/government/publications/environmental-permitting-h3-part-2-noise-assessment-and-control>). The charge for our assessment of your plan is not included in your baseline application charge. You will therefore need to make an additional payment of £1,246.
* Intensive Farming only You need to send us an Ammonia Modelling Assessment that meets the requirements of our guidance on detailed modelling (<https://www.gov.uk/guidance/environmental-permitting-air-dispersion-modelling-reports>). The charge for our assessment of your modelling is not included in your baseline application charge. You will therefore need to make an additional payment of £620.
* Intensive Farming only You need to send us a Dust and Bio-aerosol Management Plan in line with our guidance ([https://www.gov.uk/guidance/intensive-farming-risk-assessment-for-your-environmental-permit#air-emissions-dust-and-bioaerosols](https://www.gov.uk/guidance/intensive-farming-risk-assessment-for-your-environmental-permit" \l "air-emissions-dust-and-bioaerosols)). The charge for our assessment of this plan is not included in your baseline application charge. You will therefore need to make an additional payment of £620.
* You need to send us a Bio-aerosol Risk Assessment. This should meet the requirements of our M9 Position Statement (<https://www.gov.uk/government/publications/bioaerosol-monitoring-at-regulated-facilities-use-of-m9-rps-209/bioaerosol-monitoring-at-regulated-facilities-use-of-m9-rps-209>). This must show that the process and/or abatement measures adequately prevent, or where this is not possible, significantly reduce the risk of bio-aerosols release. It must show that the resulting activity will be unlikely to expose the nearest sensitive receptor to elevated concentrations of bio-aerosols.

The detail and level of risk assessment must be site specific, process and location dependant. You must have measures and process controls in place to control and minimise the risks identified. These must be clearly stated in your assessment. The charge for our assessment of your Risk Assessment is not included in your baseline application charge. You will therefore need to make an additional payment of £1,241.

* You need to send us a Fire Prevention Plan. This should meet the requirements of our guidance on fire prevention plans: environmental permits (<https://www.gov.uk/government/publications/fire-prevention-plans-environmental-permits/fire-prevention-plans-environmental-permits>). The charge for our assessment of your plan is not included in your baseline application charge. You will therefore need to make an additional payment of £1,241.
* You need to send us a Pest Management Plan. This should explain how you’ll prevent or minimise pests in line with our guidance control and monitor emissions for your environmental permit (<https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit#pests>). The charge for our assessment of your plan is not included in your baseline application charge. You will therefore need to make an additional payment of £1,241.
* You need to send us a Dust Management Plan. This should explain how you’ll prevent or minimise dust in line with our guidance control and monitor emissions for your environmental permit (<https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit#emissions-that-do-not-have-set-limits>). The charge for our assessment of your plan is not included in your baseline application charge. You will therefore need to make an additional payment of £1,241.
* You need to send us a Waste Recovery Plan that meets the requirements of our guidance on waste recovery plans and permits (<https://www.gov.uk/guidance/waste-recovery-plans-and-permits>). The charge for our assessment of your plan is not included in your baseline application charge. You will therefore need to make an additional payment of £1,231. Please note that every time you make any changes to your recovery plan that require our assessment we will need to charge this amount

Please send the information, quoting the above application reference, to:

Email address: For waste or installations [waste-permitting-psc@environment-agency.gov.uk](mailto:waste-permitting-psc@environment-agency.gov.uk).

Postal address:

Permitting and Support Centre

Quadrant 2

99 Parkway Avenue

Parkway Business Park

Sheffield

S9 4WF

For all applications

Please send the information and/or payment delete as applicable within 10 working days of this letter. Details of how to pay are given in Part F of the application form. (Include if we’re asking for additional payments). If we don’t hear from you, we must return your application.

When we receive the requested information and/or payment, we’ll continue to check your application. We’ll check to see if there’s enough information for the application to be ‘duly made’. Duly made means that we have all the information we need to begin determination. Determination is where we assess your application and decide if we can allow what you’ve asked for.

We’ll let you know whether your application can be duly made. If it can’t be duly made, we’ll return your application to you.

Include if an application payment has been received.

If we do have to return your application we’ll send you a partial refund of your application payment. We’ll retain 20% of the application charge to cover our costs in reviewing your application and requesting information. This maximum amount we’ll retain is capped at £1,500. Further information on charging can be found at: [https://www.gov.uk/government/publications/environmental-permitting-ep-charges-scheme](https://www.gov.uk/government/publications/environmental-permitting-ep-charges-scheme-april-2014-to-march-2015)

If commercial confidentiality claimed

We’ll assess your claim for confidentiality once your application is duly made.

If you have any questions, please contact fullname on <Enter phone number>.

Yours sincerely

fullname

Permitting Support Advisor\Permitting Officer