

# 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.**

**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 the Opra profile detail in Table 2.

**Table 1 – Working out charges**

Type of application	Summary of charges			
Tier 2 facilities	Charge identifier	Number of facilities	Charge for each facility (£)	Charges due (£)
Tier 3 facilities				
Total Opra charging score for installations (and fill in section 2)		× charge multiplier		=
Total Opra charging score for waste operations (and fill in section 2)		× charge multiplier		=
Total Opra charging score for mining waste facilities (and fill in section 2)		× charge multiplier		=
Other charges				
Total charges due				

## 2 Opra scores (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)

Fill in Table 2 below for your current Opra profiles at the time you make this application. Fill in

- one summary table for all installations;
- one for all waste facilities;
- one for all category A mining waste facilities and mining waste facilities for hazardous wastes.

**For transferees** you will need to submit a revised OPRA profile to include your own Operator performance. Note: this will not change the set transfer fee.

**Table 2 – Summary of Opra scores**

Activity references			
Complexity band	Number of activities (or individual mining waste facilities) within each band	Band score	Charging score
A			
B			
C			
D			
E			
Emissions	Band	Band score	Charging score
Air			
Water			
Land			
Sewer			
Waste input			
Offsite waste			
Other	Band	Band score	Charging score
Location			
Operator's performance			
Compliance rating (not applicable for new applications)			
Total Opra charging score			

**If you are submitting a bespoke application, you must include a completed electronic copy in Excel of the current 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 £ \_\_\_\_\_

### 3 Payment, continued

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, please 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.

#### **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: Barclays Bank Plc Address:  
15 Queen Square, Bristol, BS1 4NP  
Sort code: 20-13-42  
Account number: 00440108  
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 a 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 GB42 BARC2013 4200 4401 08 and our SWIFTBIC number is BARC GB22.

If you do not quote your reference number, there may be a delay in processing your payment and application.

##### **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: Barclays Bank Plc  
Address: 15 Queen Square, Bristol, BS1 4NP  
Sort code: 20-13-42  
Account number: 20744646  
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 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 GB42 BARC2013 4220 7446 46 and our SWIFTBIC number is BARC GB22.

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

## 4 The Data Protection Act 1998, continued

- 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.

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.

**Only tick the box below if you wish to claim confidentiality for your application**

Please treat the information in my application as confidential

**Tick the box below if you have written to the Secretary of State or Welsh ministers to claim national security for your application**

I attach a letter stating that I have written to the Secretary of State or Welsh ministers explaining why my information should not be included on the public register for national security reasons

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).**

**If you are transferring all or part of your permit, both you and the person receiving the permit must make the 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

Name \_\_\_\_\_

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

on behalf of (for example, if applying on behalf of a company – see guidance to this form) \_\_\_\_\_

Position \_\_\_\_\_

Today's date (DD/MM/YYYY) \_\_\_\_\_

## 6 Declaration, continued

### 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.

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 (for example, if applying on behalf of a company – see guidance to this form)

Position

Today's date (DD/MM/YYYY)

Now go to section 7

## 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

Question reference	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 F1)

Please send your filled in application form to:

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

## 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

£ \_\_\_\_\_