

# Application for an environmental permit Part F3 – Charging for Flood Risk Activities and declarations



<p><b>Fill in this part for applications for Flood Risk Activities only.</b></p> <p><b>Please read through this form with the guidance notes that came with it. Please write clearly in the answer spaces.</b></p>	<p><b>Contents</b></p> <p>1 Working out charges</p> <p>2 Payment</p> <p>3 Privacy notice</p> <p>4 Confidentiality and National Security</p> <p>5 Declaration</p> <p>6 Application checklist</p> <p>7 How to contact us</p> <p>8 Where to send your application</p>
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## 1 Working out charges

You can work out the charges and number of activities yourself.

Please refer to our guidance notes for more information on how to calculate your application charge.

<https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-f3-charging-for-flood-risk-activities-and-declarations>

Please note that charges are revised on 1 April each year and that there is a compliance charge in respect of the costs we incur in the ongoing regulation of the permit. The charging scheme explains when these charges will apply.

Number of activities	
Total charge £ (pounds)	

However, we advise, if you are unsure of the number of activities or charge, you contact your local Environment Agency team or General Enquiries on 03708 506 506 (Monday to Friday 8am to 6pm).

## 2 Payment

Your local Environment Agency team will acknowledge receipt of your application, confirm the fees are correct or advise you of any amendments and provide the correct reference number for you to use before payment is made.

Tick below to show how you will be making the payment.

- Credit or debit card
- Electronic transfer (for example, BACS)
- Cheque
- Postal order

### How to pay

#### Paying by credit or debit card

If you are paying by credit or debit card, we can call you using the details below. 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 to arrange payment by debit or credit card

Name of person making payment (must be the named person on the bank card or written permission from that person) \_\_\_\_\_

Contact number \_\_\_\_\_

#### Paying by electronic transfer BACS reference

If you choose to pay by electronic transfer, after your local office has confirmed the fees are correct or have amended them, you will need to use the following information to make your payment.

## 2 Payment, continued

Remittance number

Date paid (DD/MM/YYYY)

Company address: EA Payments

Bank: Royal Bank of Scotland plc

Address: London Corporate Service Centre, CPB Services 2nd Floor  
280 Bishopsgate,  
London  
EC2M 4RB

Sort code: 60-70-80

Account number: 10014411

Payment reference number: FRAP/Area/Permit reference

Payment reference number must be made up of the 'Area' where works are taking place and the permit reference.

Example: FRAP/Area/AA1234BB

If the 'Area' is not included within the payment reference there may be a delay in processing your payment and application. If you do not know the permit reference or area, please contact your local Environment Agency team.

You should also email your payment details and 'reference number (this must be the permit reference) to [ea\\_fsc\\_ar@gov.sscl.com](mailto:ea_fsc_ar@gov.sscl.com). Phone number is 0845 6070330.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWBK60708010014411 and our SWIFTBIC number is NWBKGB2L.

If you do not quote your reference number (this must be the permit reference), there may be a delay in processing your payment and application.

### Paying by cheque or postal order

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.**

**Send your cheque to your contact or your local Environment Agency team (confirm the address with this team).**

**Now read section 3 below.**

## 3 Privacy notice

The Environment Agency runs the environmental permit application service.

We are the data controller for this service. A data controller determines how and why personal information is processed.

Our personal information charter explains:

- your rights
- what we do with your personal information

We're allowed to process your personal information because we have official authority as the environmental regulator. We need this information to carry out a task in the public interest that is set out in law. As the data controller, when you apply for an environmental permit, we have a legal obligation to process your personal data under the Environmental Permitting Regulations. The second lawful basis for processing your personal data is to comply with this legal obligation.

We need your personal information to process your environmental permit application. If you do not give us this information we cannot grant a permit to you. After we've issued a permit to you, we use your personal information:

- to check that you're complying with your permit
- during any potential enforcement action

### 3 Privacy notice, continued

#### What personal information we collect

If you're the individual applicant, director or company secretary of a company applying or a technically competent manager we need your:

- name
- address
- email address

If you're the agent, consultant, employee responsible for the activity or the employee responsible for billing we need your:

- name
- address
- email address

If you're the applicant we need details of any:

- convictions
- bankruptcy

Please tick if relevant and include a separate sheet with details.

We also collect any questions or feedback you leave, including your email address if you contact us.

#### Your responsibility with other people's personal information

If you've included personal information about other people on your application, you must tell them. You must provide them with a copy of this privacy notice so that they know how their personal information will be used.

#### What we do with your personal information

We use your personal information to help us decide whether to grant you a permit.

We may carry out public consultation on your application, if we do, your information will be available on our public register.

If you can demonstrate that any information you send us is commercially or industrially confidential, we'll consider withholding that information from our public register.

#### Where your personal information is processed and stored

We store and process your personal information while your permit is in use and for 7 years after you surrender your permit. The information is stored in databases within the UK.

#### Removing personal information from the public register

We will remove your personal information from the public register if:

- you withdraw your application
- we refuse your application and the time limit for appealing the decision has expired or an appeal is dismissed
- the information is no longer relevant for the public participation purposes under the Environmental Permitting Regulations

#### Contact

If you have questions or concerns about how we process personal information, or to make a complaint or request relating to data protection, please contact:

Address: Data Protection Team  
Environment Agency  
Horizon House  
Deanery Road  
Bristol  
BS1 5AH

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

You can also make a complaint to the Information Commissioners' Office (ICO).

The ICO is the supervisory authority for data protection legislation. The ICO website has a full list of your rights under the data protection legislation.

### 4 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.

## 4 Confidentiality and National Security, continued

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

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.gov.uk/environment-agency](http://www.gov.uk/environment-agency).

You cannot apply for national security via this application.

## 5 Declaration

If you knowingly or recklessly 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 2016.

A relevant person should make the declaration – for “relevant” please read section 5 in the guidance notes on part F3.

### 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 rules activity will fully meet the rules that I have applied for (This only applies if the application includes standard rules)

Tick this box to confirm that you understand and agree with the declaration above

Tick this box if you do not want us to use information from any environmental survey that you have supplied with your application (for further information please see the guidance notes on part F3)

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) \_\_\_\_\_

Please also tick one of the boxes below:

I am registered on Companies House

Company number \_\_\_\_\_

I have delegated authority from a named person at Companies House (you must include a letter of authorisation from a person appearing on the Companies House website)

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

Now fill in section 6.

## 6 Application checklist

You must fill in this section.

Tell us what you have sent with this application.

## 6 Application checklist, continued

If your application is not complete and/or payment is not received after the fee has been confirmed your application will be returned to you.

If you aren't certain about what you need to send, speak to us before you submit your application.

You must do the following:

- Complete all parts of this form relevant to you and your activities legibly
- Identify relevant supporting information in the form and include it with the application
- List all the documents you have included within the main application form under 'Supporting Information'
- For new permits or any changes to the site plan – provide a plan that meets the standards given in the application form guidance notes
- Supporting letter for any claim that information is confidential
- Declaration completed by a relevant person
- Correct fee

## 7 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 422549 (Monday to Friday, 8am to 6pm)

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

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

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.**

## 8 Where to send your application

If you do not know the contact in your local office, please contact our general enquiries number and we will give you the details. We encourage applications by email.

### 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?

How long did it take you to prepare the supporting documents for this application?

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