

Guidance notes on part F2 – Charging for discharges (C for D), charges, declarations and so on



Please read these guidance notes carefully before you fill in the forms.

This guidance will help you complete part F2 of the application form pack.

Where you see the term ‘document reference’ on the form, give the document references and send the documents with the application form when you’ve completed it.

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

Having read the details of the charging for discharging scheme, you should fill in the table with details of all the charges associated with your application.

2 Water discharge activity and groundwater 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.

The charge applies to each discharge you will be making. Therefore two discharges of sewage effluent of 5 cubic metres a day will attract two reduced rate charges.

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

IMPORTANT: Please note that the charges are revised on 1 April each year.

3 Payment

Note: Please note that we cannot ‘duly make’ your application until evidence of payment has been sent in.

‘Duly make’

‘Duly making’ is the process of checking an application under the Environmental Permitting Regulations to make sure that it contains all the relevant documents and that the fundamental requirements have been addressed to allow the determination to begin. This includes the following:

- All relevant parts of the application form have been submitted and completed;
- Where relevant, assessments of any environmental impact have been included to a level of detail consistent with the predicted level of environmental impact and in line with the relevant guidance. This includes the provision of both modelling data and associated information and data files as indicated by the relevant guidance;
- The correct application charge has been paid;
- Details of the type of effluent you propose to discharge, what will be in the effluent and how it will be treated;
- How much effluent you propose to discharge, including calculations to show how this has been worked out;
- Site plan showing the discharge point, monitoring points and an indication of the land where treatment is provided. Also show the following, where relevant:
 - For point source groundwater activities, show the location and extent of any infiltration systems;
 - For rainfall-dependent trade discharges, give an indication of the extent of the land from which the site drainage is derived;

- For storm discharges on networks, or at WwTW and where mitigation is provided at a sewage pumping station, show the location of the overflow, screens and storage;
- For discharges in a sewered area, an explanation of why you cannot connect to the foul sewer, including costs, any physical obstacles and evidence that you have approached the sewerage undertaker.

Once we have all this information, we call the application **duly made**. If anything is missing we will ask you for it.

Select the method you will be using to pay for your application.

Cheques and postal orders: These should be made payable to Environment Agency and crossed 'A/c Payee'. Send it to us with your completed application form and any relevant supporting documents.

Post dated cheques will not be accepted.

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded delivery postal service and enclose details of the name of your company and a reference number (this can be the customer reference, permit reference or an application reference generated at pre-application stage) or your name, address and postcode.

Payment by credit or debit card: We can accept payments by Visa, MasterCard or Maestro cards only. Please complete the required details in the separate form CC1 or tick the box asking us to call you to arrange payment.

Payment by electronic transfer: Make sure you use the right payment information.

Failure to quote your reference number (this can be the customer reference, permit reference or an application reference generated at pre-application stage) or to forward to us your payment details, including applicant name, payment amount and full payment reference number, may result in a delay in processing your payment and therefore your application.

Information on charges

We consult widely on changes to our charging schemes and tariffs, which require government approval before being implemented. You can access further information about the bases of our charges, our consultation processes and any current or recent consultations at www.gov.uk/environment-agency.

4 The Data Protection Act 1998

Make sure you understand how we will use the information you provide to us.

5 Confidentiality and national security

Confidentiality

Only tick this box if you are very certain that you wish information to be confidential. This may delay your application.

Confidential information is information that is commercially or industrially confidential in relation to any person. Information may be withheld from the public registers where the regulator judges that it may be commercially or industrially confidential. When this occurs a statement must be placed on the register indicating the existence of that information.

You can find guidance on confidentiality in 'Environmental permitting guidance: core guidance' published by Defra and available at www.gov.uk/environment-agency.

Please ensure that you include a copy of your supporting statement detailing why you are requesting confidentiality and what information you believe should be kept confidential. We advise you to have a pre-application discussion with area staff before deciding if anything is confidential information.

We will then have to assess your statement and therefore the progress of your application will take longer.

National security

Ensure you enclose with the application a letter stating that you have written to the Secretary of State to claim national security for your application.

You can find guidance on national security in 'Environmental permitting guidance: core guidance' published by Defra and available at gov.uk.

You cannot apply for national security via this application.

We will not be able to progress your application until we receive the decision from the Secretary of State and therefore is highly likely to delay your application.

We will not include the information in the public register unless the Secretary of State decides that it should be included.

6 Declaration

Ensure a relevant person makes the declaration.

Relevant people means each applicant, and in the case of a company, a director, manager, company secretary or any similar officer/employee listed on current appointments in Companies House. In the case of a Limited Liability Partnership (LLP), it includes any partner.

Note: 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.

To simplify and speed up the application process we recommend that the declaration in the application form is filled in by an officer of a company or one of the partners in a Limited Liability Partnership (LLP).

If you wish a manager or other employee **not listed on current appointments at Companies House** to fill in the declaration on behalf of the company or LLP we will need confirmation (by letter or email) from a relevant person; that is, an officer of the company or a partner in the LLP confirming that the person has the authority to fill in the declaration.

Where the operator is the subject of any insolvency procedure it will be necessary for the declaration to be filled in by the Official Receiver/appointed insolvency practitioner.

Applications for standard operations

There is a specific declaration for applications for standard permits, or if your bespoke application includes standard operations. Make sure you read it and tick the box if you agree.

How we will use any ecological survey data you supply in support of an application

We may want to use any ecological survey data you have supplied for other purposes as detailed below.

We assume that we are permitted to use the information you supply to us, in connection with our statutory and regulatory responsibilities. In particular (although there may be other uses), we may:

- incorporate the information into our datasets and mapping. These are used for a variety of purposes;
- provide information to other applicants and organisations where this enables us to protect wildlife as we are directed to do in the Environment Act;
- respond to requests for information under the Freedom of Information Act and the associated Environmental Information Regulations 2004 and agree limited usage rights in accordance with our Standard Notices that we use when supplying our information; and
- license datasets and mapping derived from or containing information.

If you have any queries on this please contact us using the details at the end of the form and guidance notes.

7 Application checklist (you must fill in this section)

Tell us what you have sent with your application form.

You must include the correct application fee, or evidence of payment. If not the application will be returned to you.

Where you have referenced supporting documents in the application questions you've answered, you must fill in the table as per the following example.

Example checklist

Question reference	Document title	Document reference
3	Payment	Payment included or via BACS reference PSCAPPXXXXYYY
Part B2	Section 5(c) Site plan (J7534/01) P7534/01	Part B2
Part B2	Section 2(a) Non-technical summary S23429/01	Part B2
Part B6	Justification for alternative technical standard	Part B6

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

Website: www.gov.uk/environment-agency

9 Where to send your application

Please send your filled in application form to:

By email to PSC-WaterQuality@environment-agency.gov.uk

OR

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

Tick the box if you wish to have all communication about this application sent via email. We will use the email address provided in Part A to email all associated information or notices connected with the permit.

The following table tells you how many copies of the application form and supporting documents you need to send to us.

Type of application	Number of copies of the application form and supporting documents
All types of application	1 paper copy OR 1 CD

We may occasionally ask you for additional copies of lengthy supporting documents, preferably on disc. If this is the case we will contact you directly to discuss what is needed.