

# LIT 8708 International visit request form

Thank you for your interest in visiting the Environment Agency. Please note the guidelines below before completing this form.

**Guidelines:**

- A minimum of six weeks' notice from receipt of the completed request form to the International Relations Team is needed
- The Environment Agency does not issue 'letters of invitation' or 'invite' people to visit as part of these requests. If you need an invitation for visa purposes you will need to secure this arrangement with another organisation
- We do not accept requests from facilitators or travel agents. We must receive the form directly from the organisation(s) that wish(es) to visit the Environment Agency
- Meetings are limited to two hours unless there is a special concession
- Visitors must provide an interpreter if there is not a working level of English

Please note due to the volume of requests priority will be given to:

- Government Ministers
- National Government bodies
- UK Government environment priority countries

## 1 Your organisation

1.1 Please provide the details below about your organisation:

Name of organisation

Name of organiser (for day-to-day contact)

First Name(s)		Family Name	
Job title			

Address

Postcode		Country	
Email			
Contact number (whilst in UK)			
Website			

1.2 Is the visiting organisation a government body?

No

Yes

**1.3 What kind of work is carried out by your organisation which is relevant to this visit?**

Please give details:

## 2 Your visit

**2.1 Please give the following details:**

**Proposed date(s) for your visit to the Environment Agency**

**Proposed duration of your meeting**

**Preferred location**

Please leave blank if no preference

Please be aware our staff are located throughout England so be prepared to travel if necessary.

**2.2 Does the group have a good working level of English?** No  Yes

**2.3 If not, will you be bringing an interpreter?** No  Yes   
Please note that the Environment Agency does not provide interpreters or translate any written materials.

**2.4 Are all visa requirements confirmed, or in place?** No  Yes

**2.5 Is a third party organisation assisting with the arrangements for your visit?**  
(i.e. management agency/ consultancy) No  Yes

If yes, please give details below:

Organisation name:

Contact person:

Email address:

Phone number:

## 3 Reason for your visit

**3.1 Please tell us about why you would like to visit the Environment Agency:**

We need as much detailed information as possible in order to identify the right person to meet your request. Before you complete this section please see the website <http://www.gov.uk/government/organisations/environment-agency> for more information on our activities.

If you have a general question that can be answered outside of a visit then please contact our National Customer Contact Centre at: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk) or call: +44 (0) 114 282 5312

Please give the details below:

3.2 Do you have any other confirmed/suggested visits to other organisations whilst in the UK?

No  Yes

If yes, please give details below stating which are/are not confirmed:

3.3 How many people will be visiting?

#### 4 What happens next

Please email the completed form to: [international@environment-agency.gov.uk](mailto:international@environment-agency.gov.uk)

If you already have contacts at the Environment Agency please let the International Relations Team know their name(s) in your email.

You will then be contacted to confirm whether or not the visit can take place.

Thank you for completing this form.

