

Guidance notes on part C8 General – varying a flood risk activity permit



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

This guidance will help you complete part C8 of the application form pack.

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

If you submit documents that are not required, please note that they are not assessed.

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1 About the permit

Note: If you are applying to convert your existing standard permit to a bespoke permit, please complete parts B10 and C8. To add a standard rule, you need to fill out part B11.

If you have an existing permit for a flood risk activity you can add a standard rule activity to the permit, complete forms A, B11 and F3. If you can no longer comply with the rules of a standard permit, you will require a bespoke permit to carry out the works. You should surrender the standard rule permit and apply for a bespoke permit using parts A, B10 and F3.

1a Discussions before your application

If you have already discussed this application with us, either tell us the permit reference number or give details in a separate document and tell us its document reference number.

We can then refer to the information you’ve already given us to help us determine your application.

If you wish to have a pre-application discussion, call 03708 506 506.

1b Permit number

Tell us what the current permit number is.

2 About your proposed changes

2a Type of variation

Tick one option to tell us which type of variation you are applying for: administrative variation, minor variation, other variation or additional activity variation.

Further information on these terms can be found in the current charging scheme guidance, which can be downloaded from our website www.environment-agency.gov.uk, or by calling 03708 506 506.

2b Changes to existing activities

Fill in Table 1 with details of any changes to existing regulated activities on your permit. Fill in a separate line for each activity or condition on the permit you are applying to vary.

2c Consolidating (combining or updating) existing permits

2c1 If you tick this, you are applying to have a modern style permit. To update the permit we will map the existing conditions across to modern ones.

2c2 If you have several permits on one site and you want to consolidate (combine) them into one permit, list the relevant permit numbers here in Table 2. You will need to apply to vary each of the permits you want to consolidate or combine. Please make sure you discuss your plans to consolidate (combine) your permits with us before you apply.

Note: please be aware that if you are applying to consolidate (combine) permits you are agreeing to have a modern style permit.

When we consolidate the permits we create one permit of modern conditions to replace the former permits. If the permits being consolidated (combined) are not modern permits we will map the existing conditions across to modern ones. Therefore your final permit will be a modern-style one.

3 Management systems (all)

You must have an effective, written management system in place that identifies and reduces the risks of environmental harm and flooding from the activities covered by the permit. You may show this by using a certified scheme or your own system.

Your permit requires you (as the operator) to ensure that you manage and operate your activities in accordance with a written management system. You can find guidance by searching for ‘Develop a management system: environmental permits’ for flood risk activity at www.gov.uk/environment-agency.

