

# Application for an environmental permit (radioactive substances activity) Part RSR-F – Charges and declarations



<p><b>Please read through this part of the form and the part RSR-F guidance notes before you fill it in.</b></p> <p>It will take about two hours to fill in this part of the form.</p> <p>Fill in this part for all applications for a radioactive substances activity.</p>	<p><b>Contents</b></p> <p>1 Permit type</p> <p>2 Working out charges</p> <p>3 Payment</p> <p>4 The Data Protection Act 1998</p> <p>5 Confidentiality and national security</p> <p>6 Declaration</p> <p>7 Application checklist</p> <p>8 Where to send your application</p> <p>9 How to contact us</p>
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## 1 Permit type

If your application relates to permit type G or H (and is not an application for transfer or surrender) provide a copy of your calculations showing how you determined the permit type.

Document reference

## 2 Working out charges

### 2a Is your application for a variation to change a fixed condition registration to a standard rules permit?

Yes  Answer question 2e, then go to section 4 (there is no charge)

No

### 2b Is your application for an administrative variation only?

Yes  Go to section 4 (there is no charge)

No

### 2c Does your application relate to a radioactive substances activity on a nuclear licensed site?

Yes  Go to section 4 (we will charge you on a time and materials basis)

No

### 2d Does your application relate to the disposal of solid low-level radioactive waste (including high-volume very low-level waste) to land (either at a conventional landfill site or at a dedicated radioactive waste disposal site)?

Yes  Go to section 4 (we will charge you on a time and materials basis)

No  Fill in the table below

RSR Permit type (see note 1)	Application type (see note 2)	Charges due (£) (see note 3)

Note 1 A – H as described in the charging scheme guidance.

Note 2 New, variation, transfer or surrender.

Note 3 As specified in the charging scheme guidance. Please print or copy this page as confirmation of the application charge payable and for use in raising the payment. We will not be sending you an invoice to cover this charge.

### 2e If your permit type is A, is each source you hold a gaseous tritium light device?

Yes  (this does not affect the application fee but may affect your subsistence charge)

No

**2 Working out charges, continued**

**2f If you are claiming the reduced fee for a ‘minor technical’ variation (permit types D, G and H only), give your reasons**

**2g If you are claiming the reduced fee for a surrender application (permit types G and H only), give your reasons**

**3 Payment**

**Important: The fields below are mandatory. If you do not complete this section in full your application will be treated as ‘not received’ and may be sent back to you. In order for us to process your application, please ensure you answer all questions correctly.**

Cheque or postal order

Name on cheque or postal order \_\_\_\_\_

Cheque or postal order number \_\_\_\_\_

Amount £ \_\_\_\_\_

You should make cheques or postal orders payable to Natural Resources Wales 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 on the back of your cheque or postal order.

We will not accept cheques with a future date on them.

Paying by credit or debit card

If you are paying by credit or debit card, please fill in the separate form CC1, which is available from [www.naturalresourceswales.gov.uk](http://www.naturalresourceswales.gov.uk). We will destroy your card details once we have processed your payment. Alternatively, you can call us on 0300 065 3000 to make a payment over the phone between 8am and 6pm Monday to Friday. We can accept payments by Visa, MasterCard or Maestro cards only.

Payment by electronic transfer BACS reference

To pay by electronic transfer, please provide the information below so that we can track your payment.

Amount £ \_\_\_\_\_

Applicant name \_\_\_\_\_

Payee name (if different from above) \_\_\_\_\_

Date paid (DD/MM/YYYY) \_\_\_\_\_

Payment reference number \_\_\_\_\_

You need to create your own reference number. It should begin with FSC (to reflect that the application is for a permitted activity) and it should include up to the first 11 letters of your company or individual name; for example, FSCXXXXXXXXXX. If your name or company name is less than 11 letters long then write it in full and leave the remaining Xs.

**This reference is important to help us track your payment, so please remember to include it, as it will appear on our bank statements.**

### 3 Payment, continued

If you choose to pay by electronic transfer, you will need to use the following information to make your payment.

Company name: Natural Resources Wales  
 Company address: Income Dept., Cambria House, 29 Newport Road, Cardiff, CF24 0TP  
 Bank: Citigroup Centre  
 Canada Square, London E14 5LB  
 Sort code: 08-33-00  
 Account number: 12800578  
 IBAN number: GB48 CITI833 0012 8005 78  
 SWIFTBIC number: CITI GB2LXXX  
 Email details to: online@naturalresourceswales.gov.uk  
 Or fax details to: 02920 466 404

### 4 The Data Protection Act 1998

We, Natural Resources Wales, 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
- keep the public register 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.

### 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 it is in the interests of national security, or because the information is confidential.

You can ask for information to be 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 Welsh Ministers 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 Welsh Ministers and you must still include the information in your application. We will not include the information in the public register unless the Welsh Ministers decide that it should be included.

#### Tick the box if you wish to claim confidentiality for your application

Please treat the information in my application as confidential.

#### Tick the box if you wish to claim national security for your application

(Note: All applications relating to sealed sources are automatically subject to national security restrictions – only tick the box if there is some other reason for claiming national security.)

I believe that including my information in the public register would not be in the interests of national security.

## 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 and may be liable to prosecution.

A relevant person should make the declaration. **If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration.**

I declare the information in this application is true to the best of my knowledge and belief. I understand this application may be refused or approval withdrawn if I give false or incomplete information.

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

I confirm that my standard facility will fully meet the rules that I have applied for. (This only applies if the application is for a standard rules permit.)

Name \_\_\_\_\_  
 Title (Mr, Mrs and so on) \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_  
 Position in organisation \_\_\_\_\_  
 Today's date (DD/MM/YYYY) \_\_\_\_\_

### For transfers only – declaration for person receiving the permit

I declare the information in this application to transfer an environmental permit to me is true to the best of my knowledge and belief. I understand 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 obtain approval you may be liable to prosecution.

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

Name \_\_\_\_\_  
 Title (Mr, Mrs and so on) \_\_\_\_\_  
 First name \_\_\_\_\_  
 Last name \_\_\_\_\_  
 Position in organisation \_\_\_\_\_  
 Today's date (DD/MM/YYYY) \_\_\_\_\_

## 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 – only applicable if you have completed the table in question 2d)

List all the documents you have included. If necessary, continue on a separate sheet and tell us the document reference you have given it below.

Continuation sheet reference \_\_\_\_\_

Question reference	Document title	Document reference

## 8 Where to send your application

Please send all parts of your filled-in application form and supporting documents to:

Permitting Team Leader (Regulated Industry)

Natural Resources Wales

5th Floor, Cambria House

29 Newport Road

Cardiff

CF24 0TP

If your application does not relate to sealed radioactive sources you may email it to: [RSRpermitting@naturalresourceswales.gov.uk](mailto:RSRpermitting@naturalresourceswales.gov.uk)

## 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.

## 9 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.

Phone: 0300 065 3000

Email: [RSRpermitting@naturalresourceswales.gov.uk](mailto:RSRpermitting@naturalresourceswales.gov.uk)

Website: [www.naturalresourceswales.gov.uk](http://www.naturalresourceswales.gov.uk)