

# Part RSR-F – Charges and Declarations

## Guidance Notes

<p><b>Please read these guidance notes carefully before you fill in the form.</b></p> <p>Fill in part RSR-F for all applications for a radioactive substances activity.</p> <p>Where you see the term 'document reference' on the form, give the document references here and send the documents with the application form when you've completed it.</p>	<p><b>Contents</b></p> <ol style="list-style-type: none"> <li>1. Permit type</li> <li>2. Working out charges</li> <li>3. Payment</li> <li>4. The Data Protection Act 1998</li> <li>5. Confidentiality and national security</li> <li>6. Declaration</li> <li>7. Application checklist</li> <li>8. Where to send your application</li> </ol>
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## 1. Permit Type

This question is not relevant to applications relating to nuclear sites, nor to applications for transfer or surrender.

Permit types A–H are as described in the table below:

To distinguish between type G and type H, you will need to do a calculation as set out in the OPRA guidance which can be found on our website [Natural Resources Wales / Information about radioactive substance sites](#)

Your inputs to the calculation should be:

- for a new permit, the limits on discharges that you are applying for (as set out in part RSR-B4);
- or a variation, the current limits with any variations you are applying for (as set out in part RSR-C4).

Permit Type	Non-nuclear radioactive substances activities
A	Standard facility for source category 5 SR2010 no.1
B	Keeping and use of one or more sealed sources where each source, and all sources taken together, fall within source category 5 and/or accumulation and/or disposal of waste sealed sources
C	Keeping and use of one or more similar sources and/or accumulation and/or disposal of waste sealed sources
D	Keeping and use of one or more high activity sealed source and/or accumulation and/or disposal
E	Keeping and use of open radioactive sources only
F	Keeping and use of open radioactive sources and/or accumulation and/or disposal of radioactive waste – low quantity
G	Keeping and use of open radioactive sources and/or accumulation and/or disposal of radioactive waste – not being low quantity or high complexity
H	Keeping and use of open radioactive sources and/or accumulation and/or disposal of radioactive waste – high complexity

## 2. Working out charges

2a and 2b All applications relating to:

- a radioactive substances activity on a nuclear licensed site; or
- 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);

are charged on a time and materials basis. We will invoice you quarterly in arrears. See the charging scheme for more details.

## Table

If your application doesn't fall into either of the above categories, fill in the table.

- Enter the appropriate permit type (A – H), as described in the table above
- Enter the application type – new, variation, transfer or surrender. Where the reduced fee applies for:
  - a 'minor technical' variation – enter 'minor tech' as well;
  - an administrative variation – enter "admin" as well,
  - surrender where there has been no environmental contamination (including when the activity has not been put into operation) – enter 'no env contam' as well.
- Enter the appropriate charge as listed in the charging scheme guidance.

If your permit type is A, tell us if all your sources are gaseous tritium light devices. This does not affect the application charge but will affect your subsistence charge.

The reduced charge for a 'minor technical' variation is only relevant to permit types D, G and H (the 'normal' variation charge is less than the minor technical fixed charge for other permit types). You should confirm with the [Radioactivity and Installations Permitting team](#) that your application qualifies for the reduced charge.

The reduced charge for a surrender application where there has been no environmental contamination is only relevant to permit types G and H (the surrender charge is less than this fixed charge for other permit types). You should confirm with the [Radioactivity and Installations Permitting team](#) that your application qualifies for the reduced charge.

## 3. Payment

Please note that we cannot 'duly make' your application until evidence of payment has been sent in.

When we receive your application we check the following:

1. The application form is complete;
2. You've sent the correct application charge;
3. You've sent the correct supporting documents.

Once we have all this information, we call the application duly made and we can begin the determination process. If anything is missing we will ask you for it.

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

- Bank transfer: Ensure you include the reference number

- **Cheque:** This should be made payable to Natural Resources Wales and crossed 'A/c Payee'. Send it to us with your completed application form and any relevant supporting documents.
- We will not accept cheques with a future date on them.
- **Payment by credit or debit card:** We can accept payments by card over the phone. Please call us on 0300 065 3770 between 9 am and 5 pm Monday to Friday.

Failure to quote your reference or to include your payment details, including applicant name, payment amount and full payment reference, 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 from the Natural Resources Wales website <https://naturalresources.wales/about-us/what-we-do/how-we-regulate/our-charges/our-charges/?lang=en>

We will continue to raise permit subsistence charges by issuing system-generated invoices to permit holders at the start of each financial year.

Select the method you will use to pay your application charge and follow the appropriate instructions on the form.

## **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**

If you think any of the information in your application and supporting documents is confidential, tick the box and provide supporting evidence to enable us to determine your claim. The tests for confidential information are:

- it is commercial or industrial information;
- its confidentiality is provided by law to protect a legitimate economic interest; and
- in all the circumstances, the public interest in maintaining the confidentiality of the information outweighs the public interest in including it on the register.

We cannot exclude information that relates to emissions from the public register.

If you think any of the information in your application and supporting documents should be withheld from the public register in the interests of national security (other than because

your application relates to sealed sources), tick the box and provide confirmation that you have given notice of this to the Welsh Ministers.

You can find more information about commercial confidentiality and national security in the UK Government's Core guidance for the Environmental Permitting Regulations:

[Environmental permitting: Core guidance](#)

## 6. Declaration

Ensure a relevant person makes the declaration. A relevant person is:

- for an organisation of individuals, one of those individuals (for example, one of the partners in a partnership);
- for a company or other corporate body, one of the officers of the organisation (for example, a director or company secretary), or an employee who has been authorised to make applications on behalf of the organisation;
- for a limited liability partnership, one of the partners.

## Applications for standard facilities

There is a specific declaration for applications for standard rules permits. Complete this if you are applying for a new standard rules permit (that is, to keep and use category 5 sealed sources only) or to vary an existing bespoke permit to a standard rules permit

## Transfer applications

For permit transfers, both the permit holder and the person receiving the permit must make the declaration.

## 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 you filled in the table in section 2 of this part of the form.

Where you have referenced supporting documents in the application questions you've answered, list them in the table. Under 'question reference', specify the form part and the question number (for example, RSR-A 7c). If you are submitting your application electronically, the filename of any supporting document should include the document reference that you have specified here and against the relevant question.

## 8. Where to send your application

Please send all parts of your filled-in application form and supporting documents to the address specified on the form.

If your application relates to sealed sources, do not send it by email. You can either contact [rsrpermitting@cyfoethnaturiolcymru.gov.uk](mailto:rsrpermitting@cyfoethnaturiolcymru.gov.uk) to find out how to share it securely, or alternatively send a paper copy in a sealed envelope (do not mark the envelope 'Official – Sensitive'), either by courier or by post using 'Royal Mail special delivery next day'.

Usually, you only need to send one copy of your application. For complex nuclear site applications, we may ask you for additional copies.