

How to apply for an environmental permit (radioactive substances activity) Part RSR-F – Charges and declarations

Guidance notes

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

Fill in part RSR-F for all applications for a radioactive substances activity.

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.

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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 described in our charging scheme and guidance. To distinguish between type G and type H, you will need to do a calculation as set out in the OPRA guidance (both these documents are available from the Environment Agency's website at <http://www.environment-agency.gov.uk/business/sectors/32485.aspx>). 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).

2 Working out charges

2a There is no charge to change a fixed condition registration (that is, a registration issued under the Radioactive Substances Act 1993 to keep and use category 5 sealed sources only) to a standard rules permit referring to rules set SR2010No1.

2b There is no charge for an administrative variation. Examples of these are given in the charging scheme guidance.

2c and 2d

All other 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 guidance for more details.

Table

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

- Enter the appropriate permit type (A – H). See the charging scheme guidance for definitions.
- Enter the application type – new, variation, transfer or surrender. Where the reduced fee applies for:
 - a 'minor technical' variation – enter 'minor tech' 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.

2e 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.

2f 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). Examples of minor technical variations are given in the charging scheme guidance. If you are claiming the reduced charge, give your reasons.

2g 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). The circumstances where the reduced charge applies are specified in the charging scheme guidance. If you are claiming the reduced charge, state which of these circumstances is applicable.

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:

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

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.

Cheque or postal order: 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.

Cash: 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 (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 form or separate form CC1.

Failure to quote your reference or to forward to us 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 www.naturalresourceswales.gov.uk

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.

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. 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.