

**Please read these guidance notes carefully before you fill in the forms. This guidance will help you complete part C1 of the application form pack. All relevant guidance documents can be found on our website.**

Where you see the term 'document reference' 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.

**How to contact us:** If you need help filling in this form, please contact the person who sent it to you or contact us by:  
General phone enquiries: 0300 065 3000 (Monday to Friday, 8am to 6pm).  
Email: [enquiries@naturalresourceswales.gov.uk](mailto:enquiries@naturalresourceswales.gov.uk) / [yholiadau@cyfoethnaturiolcymru.gov.uk](mailto:yholiadau@cyfoethnaturiolcymru.gov.uk)  
Website: [www.naturalresources.wales](http://www.naturalresources.wales) / [www.cyfoethnaturiol.cymru](http://www.cyfoethnaturiol.cymru)

**Where to send your application:** You can send your application by email or in the post. We can process applications more quickly, if we receive them by email (electronically). Send your completed application form to:  
Email: [permitreceiptcentre@naturalresourceswales.gov.uk](mailto:permitreceiptcentre@naturalresourceswales.gov.uk) / [canolfanderbyntrwyddedau@cyfoethnaturiolcymru.gov.uk](mailto:canolfanderbyntrwyddedau@cyfoethnaturiolcymru.gov.uk)  
Post: Permit Receipt Centre, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff, CF24 0TP  
Canolfan Derbyn Trwyddedau, Cyfoeth Naturiol Cymru, Ty Cambria, 29 Heol Casnewydd, Caerdydd, CF24 0TP

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## 1 About the permit

This is a unique reference number given to you and is different from any permit reference.

If you do not have a customer reference number leave this blank. You must, however, ensure that you have completed part A of the application form pack.

### 1a Discussions before your application

If you have had discussions with us before your application was submitted tell us the case reference number or give details on a separate sheet and tell us the reference number you have given the document below.

We will then be able to refer back to the information you've already given us, which will help us to determine your application.

You can get further guidance on pre-application discussion by calling 0300 065 3000 or by downloading it from our guidance webpages.

### 1b Permit number

Tell us what the current permit number is.

## 2 About your proposed changes

### 2a What are your proposed changes?

Tell us if you are applying to convert your existing permit to a standard permit or adding a standard rules set to your current permit. If you want to do both give us more details in a separate document and write the document reference here.

Note: If you want to change from an existing permit (that is not a fixed condition licence) to a standard facility the charge will be the relevant application charge for the standard permit. See charging guidance for more details.

## **2b Consolidating existing permits**

If you have several permits on one site, or several 'versions' of the same permit and you want to consolidate 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. Please make sure you discuss your plans to consolidate your permits with us before you apply.

Note: please be aware that if you are applying to consolidate permits you are agreeing to have a modern style permit. There may also be an additional charge for this. You can talk to us about it before you submit.

When we consolidate the permits we create one permit of modern conditions to replace the former permits. If the permits being consolidated are not modern permits we will map the existing conditions across to modern ones.

## **3 Standard facilities**

You can apply for more than one type of standard rule. Select one or more from the list by ticking the relevant boxes. You can get further guidance on standard rule permits by calling 0300 065 3000 or by downloading it from our guidance webpages.

### **3a Standard facilities**

We have produced sets of standard rules and have made an assessment of the risk from each of them. You can apply to have a standard permit that has one or more of these standard rules.

You should first look at the rules and generic risk assessment to make sure that your proposals can meet the rules and fit within the assessment. Standard facilities do not require any additional assessment of risk. Once the permit is issued the rules cannot be appealed since applying for a permit subject to the rules is voluntary.

### **3b Mining waste operation**

If you are applying for a standard permit for a mining waste operation you also need to complete the waste management plan checklist in appendix 2.

### **3d Deposit for recovery purposes**

If you are applying for a waste recovery activity involving the permanent deposit on waste on land for construction or land reclamation you must fill in this question. You must provide us with a copy of your waste recovery plan that complies with Regulatory Guidance Note 13, highlighting any changes made since pre-application discussions and tell us the reference number you have given the document.

Before applying for a permit to deposit waste on land you should refer to our guidance (RGN 13) which will help you decide whether the proposed activity is recovery or disposal. You should prepare your case and then present it to us before you submit your permit application. We will endeavour to advise you whether we think your proposal is recovery or disposal within 10 working days (excluding back holidays), from the date we receive the information. We will contact you if the decision is likely to take significantly longer, and advise you when a response will be provided.

When you are aware of the decision, you will be able to apply for the appropriate permit. We will check your application against any pre-application advice that we gave you. We may refuse the application if we disagree with the application made. You will have a statutory right of appeal of this decision to the Planning Inspectorate. It is very much in your interests to agree with us first that your proposal is waste recovery before applying for a recovery permit.

For further guidance on deposit for recovery please see our guidance webpages.

### **3e SR 2010Nos 2 or 3 Discharges to surface water**

Give a date when you want the permit for this effluent to start.

You cannot discharge your effluent prior to the start date on your permit. Charges will start on this date.

We recommend that you do not apply more than 12 weeks ahead of when the permit is needed unless you accept payment of these charges before the discharge date.

Your proposed activity must be able to meet the standard rules and risk criteria that you are applying for. We recommend that you contact us before submitting your application to check that you can meet the nature conservation risk criteria. You can do this by emailing us at: [permitreceiptcentre@naturalresourceswales.gov.uk](mailto:permitreceiptcentre@naturalresourceswales.gov.uk)

Please include:

- contact name

- contact number
- contact email
- site address
- six-figure grid reference for site of discharge
- name of standard rules permit.

If you are applying for Standard rules SR2010 No 3 you must 'Flows and Loads 3 – Sizing Criteria, Treatment Capacity for Small Wastewater Treatment Systems (Package Plants)' published by British Water (ISBN: 978-1-903481-10-3) to calculate their maximum daily discharge volume.

### 3f Low impact installations

You can read the low impact installation guidance in appendix 1 to see if any of your installations fit the conditions. If they do, tick 'yes' and tell us how you meet the conditions in a separate document, giving the document reference in this section.

You must also complete the low impact installation checklist in appendix 1 of part C1. Tick the box to confirm that it has been filled in.

## 4 General information

### 4a Provide a plan or plans for the site

You must send us a site plan that identifies all of the land on which your activities or waste operations, or mining waste operations (including mining waste facilities) (or all both) will take place.

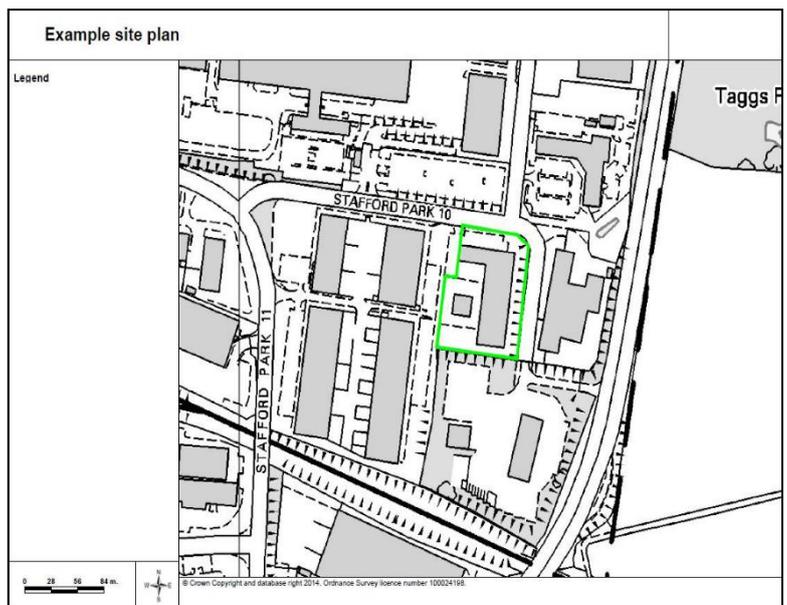
The site plan should **provide a date and a reference** and must be **drawn accurately to a defined scale**.

The outline of the site must be clearly marked **in green**. It will be helpful if local features are shown on the plan to help us place the site in its local environment.

For water discharge activity permits your site plan must show the facility and the outlet location where the effluent is discharged to the receiving water.

The outline of the plan must be clearly marked **in green**.

For a package sewage treatment plant the site plan must show the extent of the treatment plant, the outfall pipe and the discharge location, not the properties served by the plant.



Note: A groundwater point source activity can include discharges to ground via infiltration systems. These will be point source discharges and form B6 will have to be filled in NOT form B7.

If you are sending us a paper copy of your site plan it must be either A3 or A4 size. Alternatively you can send us an electronic copy on CD. For an example of a suitable plan see above.

### Copyright issue

Please note that some plans and maps will have copyright issues. Unless you are using your own maps or plans or have paid for the copyright (for example with Ordnance Survey) you may not have the right to reproduce the map or plan.

## 5 Your ability as an operator

When deciding your application for certain activities we must consider whether you will be a competent operator. We look at your technical ability and whether you have been convicted of a relevant offence. A relevant offence is one relating to the environment or environmental regulation. We also check to see if you have been declared bankrupt or insolvent and can check your financial standing by way of a credit check. We also check that you have a management system.

## **5a Relevant offences (installations and waste operations only)**

### **Relevant people**

Relevant people for these checks mean each applicant, and in the case of a company, a director, manager, company secretary or any similar officer or employee. In the case of a Limited Liability Partnership (LLP), it includes any partner. It also includes any person who has held a position in a company or LLP when it was convicted of a relevant offence.

### **Relevant offences**

You must tell us if any of the relevant people or the company itself in your application have been convicted of a relevant offence.

A relevant offence is one relating to the environment or environmental regulation. A list of relevant offences can be found in the relevant offences guidance.

If any of the relevant people in your application have been convicted of an offence you must look at our relevant offences guidance. This will help you complete this section and any extra information about the offence that you feel we should take into account.

You can get copies of the relevant offences guidance note by calling 0300 065 3000 or by downloading them from our guidance webpages.

## **5b Technical ability (specified waste management activities and waste operations only)**

Unless you are applying to operate a 'relevant waste operation' you will not be required to provide evidence that you have a 'relevant qualification' from one of the waste industry based schemes. Note: SRP 2009 No4 Combustion of biogas in engines at a sewage treatment works is not a relevant waste operation.

We need to be satisfied that you will have sufficient technical ability to operate your facility. Your management system should include information about how you will assess, develop and maintain technical ability.

You must have appropriate technical management in place before we can issue your permit. You need to give us details of each person who will provide technical management at your facility.

If your proposed mining waste operations include mining waste facilities, you must demonstrate that you have appropriate technical management in place and that your management system will provide the necessary staff training and development, but not for mining waste facilities for inert wastes or unpolluted soils.

For relevant waste operations, they must have a relevant qualification from one of the following industry schemes:

- Chartered Institute of Wastes Management/Waste Management Industry Training and Advisory Board (CIWM/WAMITAB) Scheme; or
- Environmental Services Association/Energy and Utility Skills (ESA/EUskills) scheme.

Contact the industry schemes for more information.

For the CIWM/WAMITAB scheme, email either [education@ciwm.co.uk](mailto:education@ciwm.co.uk) or [info.admin@wamitab.org.uk](mailto:info.admin@wamitab.org.uk).

For the ESA/EU skills scheme, email [enquiries@euskills.co.uk](mailto:enquiries@euskills.co.uk).

Alternatively you can give us details of any relevant people who already hold a COTC issued by WAMITAB if it is relevant to your waste operation.

You must send us evidence of these qualifications. If you do not have a relevant qualification you may be able to gain this while your application is being processed.

You can get guidance on operator competence (Regulatory Guidance Series EPR 5) by calling 0300 065 3000 or by downloading it from our guidance webpages.

## **5c Finances (installations, waste operations and mining waste operations only)**

You will need to provide details of any insolvency or bankruptcy proceedings against the applicant or any relevant person.

We may also want to contact a credit reference agency to verify your financial standing. You are giving your consent to this check by completing and submitting the application form.

## **Appendix 1 – Low impact installation checklist**

If you completed question 3b, Low impact installations, you must also complete the checklist.

### **Guidance for applicants on low impact installations**

The Industrial Emissions Directive (IED) requires us to permit all installations regardless of their potential for environmental harm.

Consequently we have developed the Low Impact Installation (LII) permit. If the criteria for LII are met, then a simpler permitting approach is adopted but all other aspects of the Environmental Permitting Regulations (EPR) still apply. LII sites are expected to require minimal regulatory effort by our staff.

Such reduction in regulatory effort can be reflected in lower application and subsistence charges for operators. The criteria for qualification as low impact remain deliberately demanding, as they are not designed to circumvent the purposes of the Directive or the EP Regulations that implement them.

Apart from pet cemeteries and the simple storage of waste (e.g. lockable asbestos skips), we do not consider the following waste activities under Schedule 1 of the Environmental Permitting Regulations to be eligible for the low impact approach:

- Section 5.1 – Incineration and co-incineration of waste;
- Section 5.2 – Disposal of waste by landfill;
- Section 5.3 – Disposal of waste other than by incineration or landfill;
- Section 5.4 – Recovery of waste.

### **Requirements on the operator**

If you are able to comply with this guidance you may pay the lower fees, as set out in our charges scheme, but you must first demonstrate to us that your installation can have only a low impact on the environment through your application for a permit. We will check that the application is duly made and meets the criteria set out in this guidance. If we do not agree that the installation meets these criteria, we will not proceed to determine the application. Your application will be returned and you will be advised to submit a full application for a bespoke permit.

An application for a permit must address all of the matters set out in the guidance on applications for an environmental permit, in sufficient detail to allow us to determine it, even if you believe that you are likely to satisfy the LII criteria. You must show through your application that your installation meets each of the conditions set out below. The application might not have to be as detailed as that required for installations that do not meet these criteria. However, it will still need to be made in the proper manner, advertised and entered on the Public Register in the usual way. In coming to our view, we will consider any comments that we receive about the application as part of the consultation process.

The permit that we issue to an operator of a LII will contain conditions that meet the requirements of the Environmental Permitting Regulations. The permit will also aim to ensure that an installation is operated in such a way that all appropriate measures are taken to avoid pollution, in particular through the application of best available techniques (BAT), and achieving a high level of protection of the environment as a whole. The operator will be required to report each year that the installation is still running as set out in the application and certify that actual releases remain below the levels set out in this guidance.

### **Determination of low impact installations**

We will determine what constitutes a low impact installation according to the principles set out below. You must demonstrate to our satisfaction that such is the nature of the installation, there is no reasonable likelihood that you will fail to meet any of these conditions.

Management techniques: All of the criteria described below must be met without having to rely on significant management effort.

In other words, the installation intrinsically must have only a low environmental impact, including under start up, shut down, or abnormal operating conditions.

Aqueous waste: The installation must not release more than 50 m<sup>3</sup> per day of water from process activities conducted at the installation giving rise to effluent. No account need be taken of the volume of water exported from the installation as product.

Characterise and quantify any aqueous effluents released from the installation on a daily basis and provide justification that the installation releases no more than 50 m<sup>3</sup> per day of water from process activities.

Abatement systems/releases to air: The installation must comply with the criteria in this guidance without having to rely on active abatement for releases to the environment outside of any buildings. Releases must not be dependent on continuing or correct operation of equipment, where failure of active pollution prevention systems could result in an unacceptable external release. For example, if the installation depends on active abatement in the form of scrubbers, filters or electrostatic precipitators to achieve the releases to the environment set out in this guidance, it is unlikely that it can be treated as having only a low potential for impact. However, abatement systems installed solely for the protection of workers (where abatement is not to attenuate external environmental releases) need not be included in this assessment.

Groundwater regulations: There must be no planned or fugitive emission from the permitted installation into the ground, or any soakaway. This does not preclude the discharge of clean rain water run-off into soakaways. Pet cemeteries may be exempt from this criterion provided certain specified conditions are met:

- the landfill is not within a Groundwater Source Protection Zone 1 or 2;
- there is a minimum of one metre unsaturated zone between the bottom of the buried carcass or cremated remains and the groundwater table;
- there is a minimum of one metre of soil between the carcass and the surface; and
- burial density shall not exceed 20 kg of carcass or cremated remains per m<sup>2</sup>.

Pet cemeteries fall within the Directive definition of 'landfill' and are landfills for non-hazardous waste. This interpretation has been confirmed by Defra. Where pet crematoria dispose of their ash on site, that activity will also constitute a landfill for non-hazardous waste.

Waste production: The installation must not give rise to more than one tonne of Directive waste or 10 kg of hazardous waste per day, averaged over a year, with not more than 20 tonnes of Directive waste or 200 kg of hazardous waste being released in any one day. For the purpose of this application, no information is required on the proposed recovery and disposal of waste streams arising from the installation.

Energy consumption: The installation must not consume energy at a rate greater than 3 MW or, if the installation uses a combined heat and power installation to supply any internal process heat, 10 MW. These limits apply to the sum of energy imported as electricity and produced on site through the combustion of fuels.

Accident prevention: You must have in place satisfactory containment measures to prevent fugitive emissions to surface water, sewer or land and ensure that these are adequately maintained at all times. This requirement applies to all substances present on site and in any quantity.

Noise: There must be only a low potential for causing offence due to noise. An installation will not be considered as a low impact installation if it may give rise to noise noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of noise complaint arising from the installation and consideration of the likely offsite noise levels and proximity of sensitive receptors. Describe the main sources of noise from the installation, the nearest noise sensitive locations and any relevant noise measurement surveys which have been undertaken; and the proposed techniques and measures for the control of noise. Provide justification that there is only a low potential for offence due to noise.

Emissions of polluting substances: Justify that there will be no likelihood of a release to the environment of any particular substance from the whole installation at a rate greater than that determined as insignificant as set out in our guidance note 'How to comply' and 'H1 Environmental Assessment'.

Describe the nature, quantities and sources of foreseeable emissions from the installation.

Odour: There must be only a low potential for giving offence due to odour. An installation will not be considered as a low impact installation if it may give rise to an offensive smell noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of odour complaint from the installation and whether this class of activity is known by experience to give rise to smells. A significant possibility or actual history of excursions or fugitive emissions, for example, from stored materials, would suggest that the installation could not be treated as having a low impact. Provide details of potential sources of odour from the installation, for example, from stored materials, and justify that there is only a low potential for offence due to odour.

Compliance history: If any of the following enforcement actions have taken place at the same installation under the same management (and where appropriate, have not been overturned on appeal), then it will not normally be considered further as a low impact installation:

- prosecution;\*
- formal caution;\*
- suspension notice;\*
- enforcement notice relating to an actual or potential environment incident.\*

\* (All under EPR or the equivalent under previous environmental regimes).

## **Appendix 2 – Waste management plan checklist for standard permit applications for mining waste operations**

Complete the checklist and refer to the technical guidance note for mining waste. This can be found on our guidance webpages.