

**Please read these guidance notes carefully before you fill in the forms. All relevant guidance documents can be found on our website. This guidance will help you complete part F2 of the application form pack.**

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) / [ymholiadau@cyfoethnaturiolcymru.gov.uk](mailto:ymholiadau@cyfoethnaturiolcymru.gov.uk)  
Website: [www.naturalresourceswales.gov.uk](http://www.naturalresourceswales.gov.uk) / [www.cyfoethnaturiolcymru.gov.uk](http://www.cyfoethnaturiolcymru.gov.uk)

**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

**Please send 1 electronic or CD/memory stick and 1 paper copy, OR 2 paper copies.**

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## 1 Working out charges (you must fill in this section)

Having read the details of the charging for discharging scheme, you should fill in the table with details of all the charges associated with your application. You can find the scheme on the 'How we regulate' you section of our webpages. Please note that the charges are revised on 1 April each year.

## 2 Water discharge activity and groundwater point source discharges

The application charge is a fixed charge; though two rates exist. The reduced rate is applicable where the effluent is:

- Sewage effluent where the proposed volume is five cubic metres or less per day;
- Sewage effluent which contains trade effluent or other matter where the proposed volume is five cubic metres or less per day;
- Trade effluent from cooling or heat exchange where the proposed volume is ten cubic metres or less per day;
- Surface water not containing trade effluent;
- Site drainage;
- Effluent or substance discharged or disposed onto or into land where the proposed volume is five cubic metres or less per day and discharge is on not more than six days per year or any such equivalent disposal.

The standard application charge applies in all other situations.

The charge applies to each discharge you will be making. Therefore two discharges of sewage effluent of 5 cubic metres a day will attract two reduced rate charges.

Please contact us for details of current reduced and standard application charges.

### **3 Payment**

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

When we receive your application at our Permit Receipt Centre 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.

Cheques and postal orders: These 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.

Post-dated cheques will not be accepted.

Payment by credit or debit card: We can accept payments by Visa, MasterCard or Maestro cards only. Please complete the required details in the separate form CC1 or tick the box asking us to call you to arrange payment.

Payment by electronic transfer: Make sure you use the right payment information, depending on whether your application is being made in England or Wales.

Failure to quote your reference number (this can be the customer reference, permit reference or an application reference generated at pre-application stage) or to forward to us your payment details, including applicant name, payment amount and full payment reference number, 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 our 'Our charges' webpages.

### **4 The Data Protection Act 1998 and General Data Protection Regulations**

Make sure you understand how we will use the information you provide to us.

### **5 Confidentiality and national security**

#### **Confidentiality**

Only tick this box if you are very certain that you wish information to be confidential. This may delay your application.

Confidential information is information that is commercially or industrially confidential in relation to any person. Information may be withheld from the public registers where the regulator judges that it may be commercially or industrially confidential. When this occurs a statement must be placed on the register indicating the existence of that information.

You can find guidance on confidentiality in 'Core Environmental permitting guidance' published by Defra and available via our guidance webpages.

Please ensure that you include a copy of your supporting statement detailing why you are requesting confidentiality and what information you believe should be kept confidential. We advise you to have a pre-application discussion with area staff before deciding if anything is confidential information.

We will then have to assess your statement and therefore the progress of your application will take longer.

#### **National security**

Ensure you enclose with the application a letter stating that you have written to the Welsh ministers to claim national security for your application.

You can find guidance on national security in 'Core Environmental permitting guidance' published by Defra and available via our guidance webpages.

We will not be able to progress your application until we receive the decision from the Welsh ministers and therefore is highly likely to delay your application. We will not include the information in the public register unless the Welsh ministers decides that it should be included.

**You cannot apply for national security via this application.**

## 6 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 not the application will be returned to you. Where you have referenced supporting documents in the application questions you've answered, you must fill in the table as per the following example.

### Example checklist:

Question reference	Document title/ reference	Document section
Part B2 – Q5a	Site plans (J7534/01) P7534/01	Section 2
Part F – Q5	Confidentiality – supporting statement	All
Part F – Q7a	Permission to sign on behalf of a relevant person	All

## 7 Declaration

### 7a Ensure a relevant person makes the declaration.

Relevant people means each applicant, and in the case of a company, a director, manager, company secretary or any similar officer or employee listed on current appointments in Companies House. In the case of a Limited Liability Partnership (LLP), it includes any partner.

Note: Each individual (or individual trustee) who is applying for their name to appear on the permit must complete this declaration.

You will have to print a separate copy of this page for each additional individual to complete. Or, you can provide the relevant information on a separate document and tell us the reference for this document in the Application Checklist.

To simplify and speed up the application process we recommend that the declaration in the application form is filled in by an officer of a company or one of the partners in a Limited Liability Partnership (LLP).

If you wish a manager or other employee to sign the declaration on behalf of the company or LLP we will need a letter signed by a relevant person; that is, an officer of the company or a partner in the LLP confirming that the person has the authority to fill in the declaration.

Where the operator is the subject of any insolvency procedure it will be necessary for the declaration to be filled in by the official receiver/appointed insolvency practitioner.

### 7b Applications for standard operations (standard rule sets)

There is a specific declaration for applications for standard permits, or if your bespoke application includes standard operations.

Make sure you read it and tick the box if you agree.

### 7c Ecological survey information

We may want to use any ecological survey data you have supplied for other purposes, as detailed below.

We assume that we are permitted to use the information you supply to us, in connection with our statutory and regulatory responsibilities. In particular (although there may be other uses), we may:

- incorporate the information into our datasets and mapping. These are used for a variety of purposes;
- provide information to other applicants and organisations where this enables us to protect wildlife as we are directed to do in the Environment Act;
- respond to requests for information under the Freedom of Information Act and the associated Environmental Information Regulations 2004 and agree limited usage rights in accordance with our Standard Notices that we use when supplying our information; and
- license datasets and mapping derived from or containing information.

If you have any queries on this please contact us using the details at the end of the form and guidance notes.

## **7e Transfer applications**

For permit transfers, both the permit holder and the person receiving the permit must make the declaration. Make sure you read it and tick the relevant box if you agree.

If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration as above.

Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.