You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

Contents

1 About the permit you want to change

2 About your proposed changes

3 Contact details

4 Data Protection

5 National security

6 Declaration

**You should only use this form for administrative changes. Please read the guidance notes for this form before filling it in.**

For more guidance on what we consider to be an administrative change, see the Environment Permitting Charge Scheme Guidance on our Website.

Please check that this is the latest version ofthe form available from our website.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 About the permit you want to change | | | | | | | | | | | |
| 1a Discussions before your application | | | | | | | | | | | |
| If you have had discussions with us before your application, give us the case reference number or details on a separate sheet. | | | | | | | | | | | |
| Case or document reference |  | | | | |  | | | | |
| 1b Permit number | | | | | | | | | | | |
| Permit number this application relates to | |  | | | |  | | | | | |
| 2 About your proposed changes | | | | | | | | | | | |
| 2a Type of changes | | | | | | | | | | | |
| Tick all relevant boxes to tell us the type of changes you want to make, then complete *all* sections that apply. | | | | | | | | | | | |
| Changes to the operator name or address. | | | |  | *Fill out section 2b* | | | | | | |
| Changes to the site address. | | | |  | *Fill out section 2c* | | | | | | |
| Other changes not covered above. | | | |  | *Fill out section 2d* | | | | | | |
| 2b Details of the changes to operator name or address | | | | | | | | | | | |
| Tick the box to tell us what type of operator you are and complete the relevant section with the *new* details, you want us to update. | | | | | | | | | | | |
| An individual | | | |  | *Fill out section 2b (i)* | | | | | | |
| An organisation of individuals (for example, a partnership) | | | |  | *Fill out section 2b (ii)* | | | | | | |
| A public body (such as a local council) | | | |  | *Fill out section 2b (iii)* | | | | | | |
| A registered company or other corporate body | | | |  | *Fill out section 2b (iv)* | | | | | | |
| 2b (i) Changes to individual details | | | | | | | | | | | |
| Title | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| First name | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| Last name | | |  | | | | *Go to section 2c* | | | | |
| 2b (ii) Changes to organisations of individuals details | | | | | | | | | | | |
| Organisation name | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| Type of organisation | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| If ‘Other’, please specify | | |  | | | |  | | | | |
| Main representative’s details | | | | | | | | | | | |
| Title | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| First name | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| Last name | | |  | | | |  | | | | |
| Second representative’s details: | | | | | | | | | | | |
| Title | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| First name | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| Last name | | |  | | | |  | | | | |
| Other representative’s details | | | | | | | | | | | |
| If relevant, please provide details of all other representatives on a separate sheet and tick here to show that you have done so. | | | | | | | | |  | | |
| *Go to section 2c* | | | | | | | | |  | | |
| 2b (iii) Changes to public body details | | | | | | | | | | | |
| Public body name | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| Type of public body | | |  | | | |  | | | | |
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| If ‘Other’, please specify | | |  | | | |  | | | | |
| Executive officer’s details | | | | | | | | | | | |
| The executive is an officer of the public body authorised to sign on your behalf. | | | | | | | | | | | |
| Title | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| First name | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| Last name | | |  | | | |  | | | | |
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| Position | | |  | | | | *Go to section 2c* | | | | |
| 2b (iv) Changes to a registered company or other corporate body details | | | | | | | | | | | |
| Company name | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| Company registration number | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| Date of registration | | |  | | | |  | | | | |
| If you are applying as a corporate organisation that is now a limited company, please provide evidence of your status and tell us the reference number you have given this document with this evidence. | | | | | | | | | | | |
| Document reference | | |  | | | |  | | | | |
| Your main (registered office) address | | | | | | | | | | | |
| For companies this *must* be the address on record at Companies House. | | | | | | | | | | | |
| Address | | |  | | | |  | | | | |
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| Postcode | | |  | | | |  | | | | |
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| Telephone - mobile | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| Telephone - office | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| Email address | | |  | | | |  | | | | |
| If you are applying as an organisation of individuals, every partner needs to give us their details, including their title. If necessary, continue on a separate sheet and tell us the reference you have given the sheet. | | | | | | | | | | | |
| Document reference | | |  | | | |  | | | | |
| UK business address *only* if different from above | | | | | | | | | | | |
| Address | | |  | | | |  | | | | |
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| Telephone - mobile | | |  | | | |  | | | | |
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| Telephone - office | | |  | | | |  | | | | |
|  | | |  | | | |  | | | | |
| Email address | | |  | | | |  | | | | |
|  | |  | | | |  | | | | | |
| 2c Details of changes to the site name or address (not mobile plant) | | | | | | | | | | | |
| *Fill out this section if you want to change your site name or address. If not, go to section 2d.* | | | | | | | | | | | |
| Tell us the new site name or address details that you want to update on your permit. | | | | | | | | | | | |
| Site name |  | | | | | |  | | | | |
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| Address |  | | | | | |  | | | | |
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| Postcode |  | | | | | |  | | | | |
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| National grid reference for the site (12 digit) |  | | | | | |  | | | | |
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| 2d Details of other proposed changes | | | | | | | | | | | |
| Please give us brief details of all other proposed changes in the box below. If you need to provide more information please give details on a separate sheet, give it a document reference and refer to that in the box below.  *Please note:* adding a claim to the application that the information is confidential is not an administrative change, unless you are claiming that the information is confidential for national security reasons. | | | | | | | | | | | |
| Details of the administrative changes. | | | | | | | | | | | |
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| 3 Contact details | | | | | | | | | | | |
| 3a Who can we talk to about your application? | | | | | | | | | | | |
| This can be someone acting as a consultant or ‘agent’ for you. | | | | | | | | | | | |
| Title | | |  | | |  | |  | | | |
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| First name | |  | | | |  | | | | | |
|  | |  | | | |  | | | | | |
| Last name | |  | | | |  | | | | | |
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| Address | |  | | | |  | | | | | |
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| Postcode | |  | | | |  | | | | | |
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| Telephone - mobile | |  | | | |  | | | | | |
|  | |  | | | |  | | | | | |
| Telephone - office | |  | | | |  | | | | | |
|  | |  | | | |  | | | | | |
| Email address | |  | | | |  | | | | | |
| 4 Data Protection Act 1988 and General Data Protection Regulations | | | | | | | | | | | |
| We, the Natural Resources Body for Wales (hereafter “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 registers 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 National security | | | | | | | | | | | |
| *Please remember:* adding a claim to the application that the information is confidential is not an administrative change, unless you are claiming that the information is confidential for national security reasons.  We would normally put all the information in your application on a public register of environmental information. However, we will not include certain information in the public register if this is in the interests of national security. All applications relating to sealed sources are automatically subject to national security restrictions.  **You cannot apply for national security via this application.** | | | | | | | | | | | |
| 6 Declaration | | | | | | | | | | | |
| **You must read this section before making the declaration and sending your form to us.**  A relevant person should make the declaration. You must be a relevant person or have the authority of a relevant person to sign this application on their behalf.  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. If the permit holder is an organisation of individuals, each individual (or individual trustee) must complete the declaration.  To simplify and speed up the application process we recommend that the declaration 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, employee or consultant etc. to sign the declaration on behalf of a relevant person, we will need written confirmation from a relevant person; that is, an officer of the company, a partner in the LLP or the individual, confirming that the person has the authority to fill in the declaration.  If you are joint permit holders you should each fill in your own declaration. We have provided extra space for this. Please send in a separate sheet with your application if you need more room for signatories.  Where the operator is the subject of any insolvency procedure, the declaration must be filled in by the official receiver/appointed insolvency practitioner. | | | | | | | | | | | |
| 6a Are you signing the form on *behalf of* a relevant person? | | | | | | | | | | | |
| If you are *not* a relevant person, but want to sign the application on their behalf, you must include confirmation that you can do this. | | | | | | | | | | | |
| I have included written confirmation from a relevant person to confirm I can sign on their behalf. | | | | | | | | | |  | |
| 6b Declaration | | | | | | | | | | | |
| If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.  **I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused, or approval withdrawn if I give false or incomplete information.**  **I understand that if I knowingly or recklessly make a false or misleading statement:**   * **I may be prosecuted; and** * **if convicted, I may have to pay a fine and/or go to prison.**   By signing below, you are confirming that you understand and agree with the declaration above. | | | | | | | | | | | |
| Title | | |  | | |  | |  | | | |
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| First name | |  | | | |  | | | | | |
|  | |  | | | |  | | | | | |
| Last name | |  | | | |  | | | | | |
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| On behalf of (if relevant) | |  | | | |  | | | | | |
|  | |  | | | |  | | | | | |
| Today’s date (DD/MM/YYYY) | |  | | | |  | | | | | |
| If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.  **I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused, or approval withdrawn if I give false or incomplete information.**  **I understand that if I knowingly or recklessly make a false or misleading statement:**   * **I may be prosecuted; and** * **if convicted, I may have to pay a fine and/or go to prison.**   By signing below, you are confirming that you understand and agree with the declaration above. | | | | | | | | | | | |
| Title | | |  | | |  | |  | | | |
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| First name | |  | | | |  | | | | | |
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| Last name | |  | | | |  | | | | | |
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| On behalf of (if relevant) | |  | | | |  | | | | | |
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| Today’s date (DD/MM/YYYY) | |  | | | |  | | | | | |