

Guidance for environmental permit applications: RSR Part C0.5 - Administrative variation of a standard or bespoke radioactive substances activity permit

Please read these guidance notes carefully before you fill in the forms. This guidance will help you complete part C0.5 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. 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, 9am to 5pm).
Email: enquiries@naturalresourceswales.gov.uk / yholiadau@cyfoethnaturiolcymru.gov.uk
Website: www.naturalresources.wales / www.cyfoethnaturiol.cymru

Where to send applications related to sealed radioactive sources:

You must send all parts of your completed application form and supporting documents by post, to:
Permitting Team Leader (Regulated Industry & RSR), Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff, CF24 0TP

Where to send applications that do not relate to sealed radioactive sources:

You may send the application by post, to the address above. Or you can email it to:
RSRpermitting@naturalresourceswales.gov.uk

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1 About the permit

1a Discussions before your application

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

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. It may be called registration under previous legislation.

1c Site details

You only need to complete this section if you are making changes to a site based permit.

2 About your proposed changes

2a Type of changes

An administrative change can be, for example, to correct mistakes in a permit, or for name and address changes where there has been no change in the legal entity who holds the permit. For more details, please see the Environmental Permitting charging scheme guidance on our 'How we regulate you' webpages.

Tick all relevant boxes to tell us about the changes you want to make. Then fill out each section (2b, 2c and 2d) as directed in the form.

Please note that a variation application that involves a claim that the information is confidential, except for national security reasons, cannot be considered an administrative variation.

2b Details of the changes to operator name or address

Complete the relevant section ((i) to (iv)) depending on the type of operator you are.

Please remember, if you want to change the legal permit holder (the operator), or add new individuals, you must apply for a transfer.

Changes to Limited Liability Partnerships:

Fill in the details of the type and any trading name. If you are an organisation of individuals (for example, a charity, a partnership, a group of individuals or a club) please give the details of the main representative. We cannot add new individuals through an admin variation.

We cannot issue a permit to a partnership. We therefore need details of each person in the partnership. If the permit is for multiple properties it will help to apply as a management company rather than as a large number of individuals.

If necessary, use a separate sheet to give us the details of additional applicants and tell us the document reference you have in the space provided on the form.

Changes to public bodies

Fill in details of the type, name of the public body and the name of the executive responsible.

If you choose 'other', please give more details in the space provided.

The executive is any person within the public body who is authorised to sign on their behalf.

Changes to a registered company or other corporate body:

Give us the company registration number and date your company was registered.

Unregistered corporate bodies- you must give us evidence that you are a legal body and we can issue a permit to you.

Your main (registered office) address:

If you are applying as a limited company, give the address of the registered office, as shown on record at Companies House.

If you are applying as a company the email address given should be that of the company secretary as this is the one we will use to email a copy of the permit and any associated information or notices connected to the permit.

Main UK business address (if different from the registered office address):

This is only required if it is different from your principal business address (for example, companies registered overseas).

2c Details to the site name or address (not for mobile plant activities)

You only need to complete this section if you want to make changes to your site name or address. If you do not want to do this, go to section 2d.

Tell us the new site name or address details here.

2d Details of other proposed changes (not covered in 2b or 2c)

If you want to make changes other than your (operator) name or address, or the site name and address, you must give us brief details in the box in this section.

If you need to provide more information please attach it to the application, give it a document reference and refer to that in the box.

3 Contact details

It will help us if there is someone we can contact if we have any questions about your application. The person you name should have the authority to act on your behalf. They can be an agent rather than the operator.

4 Data Protection Act 1988 and General Data Protection Regulations

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

5 National security

Sealed sources:

All applications relating to sealed sources are automatically subject to national security restrictions.

Open sources:

If you think any of the information in your application and supporting documents for open source applications should be withheld from the public register, in the interests of national security, please 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 on our guidance webpages.

You cannot apply for national security via this application.

6 Declaration

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.

If you are signing on behalf of a company, you should state the company name and company number.