

## Guidance for environmental permit applications: Part B6.5 – Discharging treated domestic sewage effluent up to 15 cubic meters (15m<sup>3</sup>) a day into ground or up to 20 cubic meters a day to surface water

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 B6.5 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 us by:  
General phone enquiries: 0300 065 3000 (Monday to Friday, 9am to 5pm).  
Email: [yholiadau@cyfoethnaturiolcymru.gov.uk](mailto:yholiadau@cyfoethnaturiolcymru.gov.uk) / [enquiries@naturalresourceswales.gov.uk](mailto:enquiries@naturalresourceswales.gov.uk)  
Website: [www.cyfoethnaturiol.cymru](http://www.cyfoethnaturiol.cymru) / [www.naturalresources.wales](http://www.naturalresources.wales)

**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: [canolfanderbyntrwyddedau@cyfoethnaturiolcymru.gov.uk](mailto:canolfanderbyntrwyddedau@cyfoethnaturiolcymru.gov.uk) / [permitreceiptcentre@naturalresourceswales.gov.uk](mailto:permitreceiptcentre@naturalresourceswales.gov.uk)  
Post: Canolfan Derbyn Trwyddedau, Cyfoeth Naturiol Cymru, Ty Cambria, 29 Heol Casnewydd, Caerdydd, CF24 0TP  
Permit Receipt Centre, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff, CF24 0TP

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### What am I applying for?

You are applying for an environmental permit to discharge sewage effluent of 20 cubic metres a day or less to a surface water (water discharge activity) or 15 cubic metres a day to ground (groundwater activity).

**NOTE: Before filling in this form you should check that you need an environmental permit for your activities rather than an exemption.**

If you want to discharge treated sewage effluent to a river, stream, estuary or the sea and the volume is 5 cubic metres per day or less you might be eligible for an exemption rather than a permit.

If you want to discharge sewage effluent to groundwater via a drainage field or infiltration system and the volume is 2 cubic metres per day or less you might be eligible for an exemption rather than a permit.

Whilst most householders with a sewage effluent discharge will be able to register for an exemption, we may not be able to accept a registration if the discharge is close to a nature conservation area.

You will not be able to register a discharge to groundwater if it falls within a groundwater Source Protection Zone 1. We will check for this when you apply to register.

**Which form(s) do I have to complete?** You need to fill in one complete form for **each discharge** you are applying for.

**Application checklist** This is what you will need to send in addition to your application form. See the table, below.

Section/ question reference	Details of document
Section 1, question 1b	Details of additional individuals if more than one person is going to be named on the permit
Section 2, question 2a	Details of any pre-application discussions with us before your application
Section 4	Site plan for your sewage treatment facility
Section 5, question 5d	Explanation of why you cannot discharge your effluent to a foul sewer if the distance from your premises indicates it would be reasonable to do so. You must provide evidence that you have formally applied to the sewerage undertaker for connection to foul sewer and give their formal response. You must also show the extra cost of connecting to sewer compared to the treatment system you propose.
Section 5, question 5e	Calculations to show the maximum volume of effluent you will discharge in a day (if there is not enough space on the form)
Section 5, question 5f	Design details of 'other' treatment systems (if there is not enough space on the form)
Section 11	Application fee
Section 13	If applicable, a letter giving reasons why you wish to claim confidentiality

### Definition of domestic sewage effluent

Sewage must be solely domestic in origin and contain no trade effluent (as defined in Section 221 of the Water Resources Act 1991).

For the purpose of this guidance, 'domestic sewage' means sewage from residential settlements and services that originates predominantly from human metabolism and from household activities. This includes waste water from cooking, washing up and clothes washing at guest houses, hotels, pubs and restaurants where these relate solely to activities on those premises. For instance, sewage from a guest house preparing meals for its guests and washing its own bedding qualifies as 'domestic sewage'.

Waste water from a site preparing food for consumption elsewhere or washing bedding on behalf of another person does not qualify as 'domestic sewage'.

## 1 About you

### 1a What type of applicant are you?

Fill in the details of each operator to be named on the permit. We can only issue permits to named individuals, an organisation of individuals, or a registered company or other corporate body.

#### An individual, or a group, or an organisation of individuals

If more than one individual will be named on the permit, the details for each additional individual required by 1a and the address required by 1b must be provided on a separate sheet. Please tell us the document reference you have given this sheet in the space provided.

We can only issue permits to named individuals. We cannot issue a permit to a partnership. We therefore need details of each person in the partnership.

Limited Liability Partnerships – do not fill in this section, you must fill in the company section instead.

#### A company

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

#### Unregistered corporate bodies

If you are an unregistered corporate body, you will need to give us evidence that you are a legal body.

You then need to go to section 1c on the form.

### 1b Your address

All applicants must give us this.

If you are applying as a limited company, give the address of the registered office.

If applicable, complete section 1c of the form. If not continue to section 2.

### 1c Agent or others acting on behalf of the applicant

It will help us if there is someone we can contact if we have any questions about your application. If you do not name anyone here we will contact whoever is named in answer to 1a The person you name should have the authority to act on your behalf. They can be an agent rather than you but **only the applicant or applicants named in 1a are able to sign the declaration in section 14.**

You then need to go to section 2 on the form.

## **2 About this application**

### **2a Have you spoken to us about this application?**

If you have had pre-application discussions with us before your application was submitted give details on a separate sheet and tell us the reference number you have given it. We will then be able to refer back to the information you've already given us and discussions we have had with you, which will help us to determine your application.

You can get further guidance on pre-application discussions from our guidance webpages.

### **2b Where is the sewage treatment facility? (name, address, postcode and national grid reference)**

#### **What is a sewage treatment facility?**

The sewage treatment facility is the water discharge activity or groundwater activity and includes all the equipment essential to undertake that activity. The facility is the footprint of that equipment, the discharge pipe and outlet. For discharges to ground, the area occupied by the drainage field/infiltration system will also be part of the facility.

In many cases, the discharge to water or ground will be made outside the physical boundary of the treatment site. We want you to provide the address of the sewage treatment plant or septic tank in answer to question 2b.

#### **What is a sewage treatment plant?**

Often called 'package' plants, these sewage treatment plants are like mini sewage works and produce much cleaner effluent than septic tanks. For this reason, effluent from package treatment plants can normally be discharged to surface waters such as rivers or streams. Package treatment plants are more sophisticated than septic tanks and require a source of power as well as regular maintenance. They also accumulate solid matter (sludge) that is settled out from the sewage and require desludging about once every year.

#### **What is a septic tank?**

A septic tank is a simple tank that is usually buried in the ground; it has an inflow of sewage from the house and an outflow from the tank. The septic tank allows solid matter to settle in the tank and liquids to flow out. The outflow from the septic tank requires further treatment and this is normally achieved by it soaking into the ground, where bacteria in the soil complete the treatment process. Normal maintenance for a septic tank would be removal of the accumulated solid matter (sludge) from the bottom of the tank. This is known as desludging and is usually required about once every year.

If you have a septic tank that discharges directly to surface water, you will need to apply for a permit to make the discharge but if granted, this will be required to upgrade to a treatment plant. We will usually allow up to 12 months to complete an upgrade, although this depends on individual circumstances.

### **2c National Grid Reference for the centre of your sewage treatment facility**

We want you to provide the 12-digit national grid reference consisting of two letters followed by 10 numbers (for example AB 12345 67890) of the centre of the sewage treatment plant or septic tank in answer to question 2c. To find out the 12-digit reference, you can search on the UK Grid Reference Finder website, which you can be accessed via our website.

## **3 Your management system**

Your permit requires you (as the operator) to ensure that you manage and operate your activities in accordance with a written management system.

You must have an effective, written management system in place that identifies and reduces the risk of pollution. A copy of the management system and the permit should be kept where it is easily accessible.

If you are applying to operate a small sewage treatment facility there is guidance on our website to help you decide what factors you need to consider in your management system and what actions you may need to carry out and record.

Tick the box to confirm that your management system will meet our requirements. You then need to go to section 4 on the form.

## **4 Your site plan**

For water discharge activity permits your site plan must show the sewage treatment facility (the sewage treatment plant, the outlet pipe and outlet location but not the properties served by the facility). The sewage treatment plant should be shown edged in green and the outlet pipe can be shown as a green line.

For groundwater activity permits your site plan must show the sewage treatment facility/septic tank and the area of the drainage field/infiltration system used to discharge the effluent to ground, and the pipework connecting them (but not the properties served by the facility). The sewage treatment plant/septic tank should be shown edged in green as should the drainage field/infiltration system which should be shown as well and as accurately as available records allow.

The outlet to a watercourse should also be clearly marked on the plan, as should any sample point identified in answer to 5g.

The properties served by the facility are not part of the facility and do not have to be shown edged in green.

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 via email.

### **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.

You then need to go to section 5 on the form.

## **5 About the discharge/effluent**

### **5a What type of premises does your sewage treatment facility serve?**

Tell us what type of premises your sewage treatment facility serves. If it is more than one domestic property, the number of properties, for example, three houses or three flats.

### **5b When did your discharge start (New or Existing)?**

Tell us if your discharge is existing (before 1 April 2010) or new (after 1 April 2010). If you are applying to regulate a facility that is replacing an existing unregulated facility (i.e. you are replacing an existing discharge from a septic tank with a discharge from a package treatment plant) then we would consider this to be a new discharge.

If your discharge has been existing since 1 April 2010 and you are not replacing/upgrading the system then you do not need to complete sections 5c and 5d but you must provide the date the sewage treatment facility was installed as accurately as you can.

### **5c Could your discharge be made to the foul sewer?**

This question requires you to measure the shortest distance between any boundary of premises served by the sewage treatment facility and the nearest foul sewer and/or private sewer.

We will not grant a permit to discharge sewage effluent to surface water or to ground if we consider that you could have reasonably connected to a foul sewer provided by your sewerage undertaker (water company) or a private sewer connected to a foul sewer. You will need to check sewer records with your sewerage undertaker (usually your local water company) and check to see if a connection is feasible to any private sewers if a foul sewer is not readily available.

Where you are proposing a discharge from a private sewage treatment system in an area where it appears reasonable to connect into the foul sewer, you must send us evidence that you have approached the sewerage undertaker under the relevant section of the Water Industry Act 1991(WIA), and send us their formal response regarding connection. You must send us this evidence with your application otherwise it will delay the determination process

Where connection to the foul sewer is possible via a private sewer, you must submit written evidence to show that you have requested to connect to the private sewer. The written response(s) from the owner(s) of the private sewer must be provided.

If the sewerage undertaker has indicated that they would not allow connection due to lack of capacity you should contact us for a pre-application discussion.

If you are applying for an existing discharge where no part of the treatment system needs replacing or upgrading, you may give this as a reason for not connecting to a nearby sewer but you must provide the date the treatment system was installed as accurately as you can.

If you have answered yes to 5d, you need to show the difference in cost between connection to the foul sewer and cost of your proposed private sewage treatment system. This applies to new discharges, or existing discharges where you are proposing to replace or upgrade any part of your existing treatment system because the size of the development will increase in the future or has increased since the system was installed. The costs should include, but not be limited to, details of:

**Foul sewer connection costs**

- Cost of sewer pipe and infrastructure e.g. gravity sewer, manholes, or rising main and pumping;
- Pumping equipment, pump and sump pump, if necessary; Maintenance/running costs of these if they are not adopted by the sewerage undertaker
- Digging up of roadside verges, roads or land on the route to the sewer and making good;
- Road closure costs, if necessary;
- Legal easements to cross land, if necessary;
- Initial connection and annual charges from the sewerage undertaker.

**Proposed treatment facility costs**

- Cost of treatment system, pipework and other materials
- Pumping equipment, if necessary
- Installation including excavation and digging up of roadside verges, roads or land on route to the treatment system, making good and commissioning
- Road closure costs, if necessary
- Legal easements to cross land, cost of land purchase, if necessary
- Maintenance and running costs, including subsistence fees

Your justification must also include details of any physical obstacles: for example, roads, railways, rivers or canals, impeding your connection to a sewer.

If you require additional guidance on connection to sewers please contact us for a pre-application discussion

**5e What is the maximum volume of effluent you will discharge in a day (in cubic metres)?**

You must ensure that you provide a volume you can always comply with. This volume should **not** be based on average daily consumption over a period of time (i.e. a week/month/season) but should be based on the maximum potential volume that will be discharged in any one given day.

The table below helps you calculate the maximum daily discharge from a single domestic property.

Number of bedrooms in your house	Daily Volume (cubic metres per day)
1 to 3	1
4 to 6	1.5
7 to 8	2

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How to calculate the maximum daily discharge volume from multiple domestic properties – summary from ‘Flows and Loads 4’ – Sizing Criteria, Treatment Capacity for Small Wastewater Treatment Systems (Package Plants)’ is published by British Water and is available from British Water on their website.

To calculate the maximum daily volume to be discharged from your sewage treatment facility you must first calculate the population (P) connected to the facility and then multiply this figure by the typical usage given in flows and loads 4 (i.e. 150 litres is the standard daily flow per person in a residential premises). The volume you have calculated by this method will be in litres a day so you must then divide this figure by 1000 to show the volume in cubic metres a day.

The maximum daily discharge volume in cubic metres a day =  $P \times 150/1000$ .

A single house with up to and including 3 bedrooms will have a population (P) of 5 people (5 P).

For a single house with more than 3 bedrooms, add 1 P for each additional bedroom to the minimum single house value of 5 P, for example:

a house with 3 bedrooms  $P = 5$

a house with 4 bedrooms  $P = 6 (5+1)$

a house with 6 bedrooms  $P = 8 (5+3)$

For groups of small 1 and 2 bedroom houses or flats:

a flat with 1 bedroom  $P = 3$

a flat with 2 bedrooms  $P = 4$

For sewage treatment facilities serving more than one house calculate the total P by adding together the P values for each individual house, for example:

for two houses (one 3 bedrooms and one 4 bedrooms) the total  $P = 11 (5+6)$

If the calculated total P for a group of houses exceeds 12 P then some reduction may be made to allow for the balancing effects on daily flow of a group of houses (round up not down).

Where the total P is in the range 13–25 multiply the total by 0.9 to give an adjusted P value, for example:

if there are four four-bedroom houses the total P will be 24 ( $4 \times 6$ ) and the adjusted P will be 22 ( $24 \times 0.9 = 21.6$ )

Where the total P is in the range 26–50 multiply the total by 0.8 to give an adjusted P value, for example:

if there are four three-bedroom houses and three four-bedroom houses the total P will be 38 ( $4 \times 5$  and  $3 \times 6$ ) and the adjusted P will be 31 ( $38 \times 0.8 = 30.4$ )

The above assessments of population (P) should be used for both existing and new properties.

Larger luxurious houses tend to have higher water consumption figures and holiday homes may have higher occupancy rates than residential properties.

### **5f What type of sewage treatment system will you be using to treat your effluent?**

Tick one box to show what sewage treatment plant you will be using to treat your effluent. If you tick ‘other’ please give us more details about the system in the box provided or on a separate sheet. If you have a package sewage treatment plant, the plant manufacturer or supplier and/or documentation explaining the plant and its maintenance requirements should enable you to identify if it meets BS12566.

If you have a sewage treatment plant or septic tank which is not to BS12566, you must describe the treatment plant as best you can. For a new treatment plant, the supplier or manufacturer should be able to provide details. For existing systems you may only be able to say for example that the treatment plant is made up of a settlement tank followed by a filter bed followed by another settlement tank.

It is advisable that you have the relevant permissions (i.e. a granted permit) prior to purchasing and installing the proposed treatment system.

## 5g Sample point location

This is the sample point used to assess compliance with any water quality emission limits on your permit. You must ensure that it allows a representative sample of the discharge to be obtained. You must also ensure that your discharge passes through the sampling point at all times. The sample point can be where the effluent meets the receiving environment only in cases where no other effluent is added before this point, for example a discharge from another sewage treatment plant or a discharge of surface water drainage.

### Note for small existing discharges to ground only;

If you are applying for a permit for an existing discharge of treated sewage effluent of not more than 5 cubic metres a day to ground (for example using a drainage field/infiltration system) which does not already have a sample point we will not expect you to provide one.

## 5h Discharge point location

Provide the grid reference for the discharge point location which is the point at which the effluent is released into the receiving environment.

**For surface water discharges** (i.e. tidal or non-tidal watercourses or lake/pond) - This is the location where the discharge is made from the outlet pipe to the surface water. On some occasions discharges are made via surface water sewers owned by someone else before they discharge into a receiving water. Where this is the case the outlet will be the point where the surface water sewer meets the river, stream, ditch or canal.

**For discharge into or onto land** - This is the location where the effluent from the treatment system enters the infiltration system.

## 5i Where will your effluent discharge to?

Sewage effluents are usually discharged to one location in one receiving environment.

If your effluent discharges to more than one location in a different receiving environment, for example to a drainage field or to a non-tidal river (under different circumstance), you will need to complete all relevant appendices for each discharge point and explain the different circumstances under which each is discharged.

You need to make sure that you have all the necessary permissions in addition to an Environmental Permit to discharge, for example the permission from landowners for pipework to cross their land or the Canal and Rivers Trust if you want to discharge into a canal that they manage.

Complete the relevant section below and then continue to section 11.

## 6 Discharges to a river, stream, ditch or canal (non-tidal watercourse)

**6a** The name will usually be shown on an Ordnance Survey map. If the receiving water is unnamed, please indicate the named watercourse into which it flows, for example 'an unnamed tributary of the River Wye'

**6b.** Tick the appropriate box.

**6c** We prefer effluent to discharge to watercourses which flow all year. Discharging to a seasonally dry watercourse may cause the effluent to pond which can cause odour and other local problems.

**6d** Most effluents pass along a dedicated pipe and are discharged via an outlet to a receiving water. In some cases effluents may be discharged into a surface water sewer owned by someone else before they discharge into a receiving water. If you have ticked yes in answer to question 6d you must give the grid reference where your discharge enters the surface water sewer.

## 7 Discharges into land (drainage field/infiltration system)

For sewage discharge permit applications up to 15 cubic metres per day to ground, we will carry out an initial assessment for you. If your discharge fails this assessment and we are unable to resolve the matter using our own data we will request more information and may ask you carry out your own investigation and risk assessment. This risk assessment should be based on our guidance 'Groundwater risk assessment for your environmental permit' available from Gov.UK and 'H1 Risk Assessment Horizontal Guidance Note H1 Annex J – Groundwater. If you do not have the skills to do this yourself, then you will need to engage a consultant to advise you and to undertake the assessment.

**7a** Confirm if the drainage field/infiltration system is new (on or after 1 April 2010) or existing (before 1 April 2010). If the infiltration is new you must answer all of the questions in section 7. However if the infiltration system is existing answer questions 7b-7f if you are able to, if not leave them blank and continue to question 7g.

**7b** A drainage field/infiltration system is a restricted and well-defined area of ground designed to allow liquid to drain into the surrounding soil. It typically includes a system of sub-surface perforated pipe. We would expect new infiltration systems to be built to BS 6297:2007 + A1:2008. If yours is not constructed to this standard, you must submit the following details:

- location of the infiltration system
- surface area
- depth
- construction materials used
- the bottom invert level in relation to the water table

You must also demonstrate how the infiltration system you're proposing is of an equivalent standard to that set out in British Standards 6297:2007

Note that Building Research Establishment (BRE) 365 'soakaway design' guidance is not appropriate for the design of drainage fields to dispose of wastewater from septic tanks and packaged treatment works. BRE 365 guidance is used to design soakaways to dispose of stormwater and to discharge water sufficiently quickly to provide capacity to receive run-off from subsequent storms.

**7c** Provide the date that you carried out the required percolation tests

**7d** Use the following information to help you carry out a percolation test

Avoid carrying out this test in extreme weather conditions such as drought, frost and heavy rain.

- Excavate at least two holes 300 mm square to a depth 300 mm below the proposed invert level (bottom of pipe) of the infiltration pipe and space them evenly along the proposed line of the subsurface irrigation system.
- Fill each hole with water to a depth of at least 300 mm and allow to seep away overnight.
- Next day, refill each hole with water to a depth of at least 300 mm and observe the time in seconds for the water to seep away from 75% full to 25% full (i.e. a depth of 150 mm).
- Divide this time by 150. This answer gives the average time in seconds ( $V_p$ ) required for the water to drop 1 mm.
- The test should be carried out at least three times with at least two trial holes. The average figure from the tests should be taken. This is the percolation value  $V_p$  (in seconds).
- The average figure for the percolation value ( $V_p$ ) is obtained by summing all the values and dividing by the number of values used.
- Drainage field disposals should only be used when percolation tests indicate average values of  $V_p$  between 15 and 100 and the preliminary assessment of the trial hole tests has been favourable.
- The minimum value of 15 ensures that untreated effluent cannot percolate too rapidly into groundwater.
- Where  $V_p$  is above the limit of 100 effective treatment is unlikely to take place in a drainage field as there will be inefficient soakage in this location which may lead to sewage ponding on the surface.

**7e** Provide the surface area of your infiltration system., The floor area of the drainage field (in square metres) required may be calculated from:

- For sewage treatment plant:  
 $p(\text{number of people served by the tank}) \times V_p (\text{percolation value}) \times 0.20 = \text{surface area (square metres)}$
- For septic tank:  
 $p(\text{number of people served by the tank}) \times V_p (\text{percolation value}) \times 0.25 = \text{surface area (square metres)}$

## 8 Discharges to tidal river, tidal stream, estuary or coastal waters

**8a** Usually the name will be shown on an Ordnance Survey map. If the receiving water is unnamed, please indicate the named watercourse into which it flows; for example, 'an unnamed tributary of the River Wye' or 'coastal waters of Red Wharf Bay'

**8b** Tick the appropriate box.

**8c** The mean low water spring tide mark for coastal waters and tidal estuaries can usually be found on Ordnance Survey maps. Where reasonably possible, we prefer that discharges are made below this point to prevent effluent flowing across beaches, exposed river beds or mud flats and so on. If your discharge is being made above the mean low spring tide mark you must give reasons for this.

**8d** Most effluents pass along a dedicated pipe and are discharged via an outlet to a receiving water. In some cases effluents may be discharged into a surface water sewer owned by someone else before they discharge into a receiving water. If this is the case you must give the grid reference where your discharge enters the surface water sewer.

## 9 Discharges to a lake or pond

Use this section when you will be discharging your effluent into an existing lake or pond.

A discharge to a lake or pond which does not discharge into a river or watercourse or another pond which discharges into a river or watercourse does not require a permit unless a Notice has been served under paragraph 5 of Schedule 21 of the Environmental Permitting (England and Wales) Regulations 2016. If you are unsure whether or not you will require a permit for a discharge to a pond or lake you should contact us on 0300 065 3000.

**9a** Usually the name will be shown on an Ordnance Survey map.

## 10 Discharges onto land

Use this section where you are using a constructed disposal area to discharge your effluent onto land.

**10a** tick the appropriate box

**10b** This is the total area covered by the reed bed/grass plot/pond/wetland.

**10c** Tick the appropriate box

**10d** If you ticked yes to the well, spring or borehole being used for supply water, provide details of this in the box provided.

**10e** Tick the appropriate box

## 11 Payment

**11a** 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 unless you contact us and ask us to change (bring forward) your start date. Subsistence fee charges will start on this date, even if you have not started to discharge, unless you contact us to change (delay) the start date. Please use the Administrative Variation application form (part C0.5) for this.

**11e** 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.

**Note:** cheques will be processed once the application is confirmed as duly made, this will normally be within 10 working days unless information is missing.

Payment by credit or debit card: We can accept payments by Visa, MasterCard or Maestro cards only. Please call us on 0300 065 3000 to make your payment.

Payment by electronic transfer: Make sure you use the right payment information.

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. These require government approval before being implemented. You can get further information about the bases of our charges, our consultation processes and any current or recent consultations from our website.

You then need to read section 12 on the form.

## 12 The Data Protection Act 2018 and the General Data Protection Regulations

Make sure you understand how we will use the information you provide to us. You then need to read section 13 on the form.

## 13 Confidentiality and national security

### Confidentiality

Only tick this box if you are very certain that you wish information to be confidential. This is likely to delay your application. Confidential information is information that is commercially or industrially confidential in relation to any person. Information may only 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.

Confidentiality is unlikely to be applicable for a small-scale sewage discharge except for information about ex-directory telephone numbers. Please write to tell us that information should not go on the public register.

You can find guidance on confidentiality in 'Core environmental permitting guidance' published by Defra and available from 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 have to assess your statement and therefore your application will take longer to determine.

### 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 from our guidance webpages.

You cannot apply for national security via this application.

We will not be able to progress your application until we receive the decision from the Welsh ministers and therefore it 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 then need to complete section 14 on the form.

## 14 Declaration

Each individual who is applying for their name to appear on the permit must complete this declaration, you will have to print a separate copy of each page for each additional individual to complete.

Ensure a **relevant person** makes the declaration.

Relevant people means each applicant (individual), 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.

Each individual (or individual trustee) who is applying for their name to appear on the permit must complete this declaration, you will have to fill in a separate copy of this page for each additional individual to complete.

You do not have to sign the application with your handwritten signature. By ticking the box in question 15b and providing your details below it, you are confirming that you are an applicant and that the information in the application is true to the best of your knowledge and belief.

Also that you understand that the application may be refused or approval withdrawn if you give false or incomplete information.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.