# Guidance for environmental permit applications:

# Part F1 – Charges and declarations

**Please read these guidance notes carefully before you fill in the forms. All relevant guidance documents are on our website. This guidance will help you complete part F1 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 have 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 / ymholiadau@cyfoethnaturiolcymru.gov.uk

Website: 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 / 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 Calculation of charges

The permitting charging scheme tells you how much you need to pay. You can look up the fixed charges for standard and other tier two permits in the scheme guidance.

If you are applying for a new bespoke permit, a variation, a transfer, or a surrender, you must complete the charge banding tool to calculate how much these will cost. You can download this from the relevant application page on our website.

Complete the ‘Application type’ section in the table to confirm the type of application you are making – for example, ‘transfer,’ ‘minor technical variation’ etc.

Complete all relevant sections of the summary table to work out your total charge. The examples should help you complete the table.

You can get a copy of the charging scheme by calling 0300 065 3000 or by downloading it from the charge pages in the ‘How we regulate you’ section of our webpages.

IMPORTANT: Please note that the charges are revised on 1 April each year.

## 2. The Charge Banding Tool for Tier 3 Bespoke Installations permit applications

We have developed a charge banding tool that will calculate your correct charge based on the average time it will take us to determine your application, transfer, variation, or surrender.

Note, the charge banding tool does not apply to standard facilities, or other Tier 2 permit applications.

You can download the charge banding tool from our website. Associated guidance can be found in the spreadsheet.

**You will need to include a copy of your completed charge banding tool spreadsheet with your application.**

## 3 Opra spreadsheet

Although we have introduced the charge banding tool to calculate application charges, we are still using Opra for subsistence charges. You will need to complete an Opra spreadsheet (attach link) for the activities as you propose they will be carried out in your application. You will need to submit this before we can issue your permit. You do not need to complete the Opra spreadsheet if you are applying for a full surrender.

## 4 Payment

Note: Please note that we cannot ‘duly make’ your application until we receive evidence of payment.

When we receive your application at our Permit Receipt Centre, we check the following:

* The application form is complete
* You have sent the correct application charge
* You have 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

Cheques and postal orders 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. **We will not accept post-dated cheques.**

### Payment by credit or debit card

We can accept payments by Visa, MasterCard, or Maestro UK 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.

If you fail to quote your reference (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, there may be 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 we implement them. You can access further information about the bases of our charges, our consultation processes and any current or recent consultations on our guidance webpages.

## 5 The Data Protection Act 1998 and General Data Protection Regulations

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

## 6. Confidentiality and national security

### Confidentiality

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

Confidential information is information that is commercially or industrially confidential in relation to any person. Where we judge that information may be commercially or industrially confidential, it may be withheld from public registers. 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.

You must send us a 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 an officer from your local Industry Regulation team before deciding if anything is confidential information. Tick the box to show you have done this and tell us the document reference number.

We will 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 decide that it should be included.

You cannot apply for national security via this application.

## 7 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, we will return the application to you. Where you have referenced supporting documents in the application questions you have 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 plan (J7534/01) P7534/01 | All |
| Part B3 – Q4a | Monitoring standards S23429/01 | Section B |
| Part F – Q5 | Confidentiality – supporting statement | All |
| Part F – Q7a | Permission to sign on behalf of a relevant person | All |

## 8 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.

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 an officer of a company or one of the partners in a Limited Liability Partnership (LLP) completes the declaration in the application form.

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 official receiver/appointed insolvency practitioner to complete the declaration.

### 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.

### 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.

### 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 the permit holders.