

Application for an environmental permit

Part A – About you



Environment
Agency

RECEIVED

16 AUG 2013

You will need to fill in this part A if you are applying for a new permit, applying to change an existing permit or want to transfer an existing permit to yourself. Please check that this is the latest version of the form available from our website.

Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

Note: if you believe including information on a public register would not be in the interests of national security you must tick the box in section 5 of F1 or F2 and enclose a letter telling us that you have told the Secretary of State/Welsh ministers. We will not include the information in the public register unless directed otherwise.

It will take less than one hour to fill in this part of the application form.

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.

Contents

- 1 About you
- 2 Applications from an individual
- 3 Applications from an organisation of individuals
- 4 Applications from public bodies
- 5 Applications from companies
- 6 Your address
- 7 Contact details
- 8 How to contact us

1 About you

Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

An individual

An organisation of individuals (for example, a partnership)

A public body

A registered company or other corporate body

☒ Now go to section 2

☐ Now go to section 3

☐ Now go to section 4

☐ Now go to section 5

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

MR
GRAHAM
NORCROFT
22/03/1961

3 Applications from an organisation of individuals

3a Type of organisation

For example, a charity, a partnership, a group of individuals or a club

3b Details of the organisation

If you are an organisation of individuals, please give the details of the main representative below. If relevant, provide details of other members (please include their title Mr, Mrs and so on) on a separate sheet and tell us the document reference you have given this sheet.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

N/A.

N/A

3 Applications from an organisation of individuals, continued

Last name _____

Date of birth (DD/MM/YYYY) _____

Now go to section 6

4 Applications from public bodies

4a Type of public body

For example, NHS trust, local authority, English county council _____

4b Name of the public body _____

4c Please give us the following details of the executive

An officer of the public body authorised to sign on your behalf

Name

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position _____

Now go to section 6

5 Applications from companies or corporate bodies

5a Name of the company _____

5b Company registration number _____

Date of registration (DD/MM/YYYY) _____

If you are applying as a corporate organisation that is not a limited company, please provide evidence of your status and tell us below the reference you have given the document containing this evidence.

Document reference _____

Now go to section 6

6 Your address

6a Your main (registered office) address

For companies this is the address on record at Companies House.

Contact name

Title (Mr, Mrs, Miss and so on) MR

First name GRAHAM

Last name NORGROVE

Address BROWNHILLS SKIP HIRE

COLLIER CLOSE, BROWNHILLS

WALSALL

WEST MIDLANDS

WS8 7EU

Postcode

Contact numbers, including the area code

Phone 01543 373313

Fax 01543 373313

Mobile 07951579905

Email brownhillsskiphire@btconnect

.com

6 Your address, continued

For an organisation of individuals every partner needs to give us their details, including their title Mr, Mrs and so on. So, if necessary, continue on a separate sheet and tell us below the reference you have given the sheet.

Document reference for the extra sheet

6b Main UK business address (if different from above)

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

7 Contact details**7a Who can we contact about your application?**

This can be someone acting as a consultant or an 'agent' for you.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

MR
GRAHAM
NORRIDGE
BROWNHILLS SKIP HIRE
COLLIER CLOSE, BROWNHILLS
WALSALL
WEST MIDLANDS
WS8 7EU
01543 373313
01543 373313
07951579905
brownhillsskiphire@btconnect
.com

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

As in question 7a

As in question 7b

Please give details below if different from question 7a or 7b.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

8 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form?

1/2 HOUR

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

☐

No thank you

☒

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐

Amount received

£ _____

Application for an environmental permit

Part D2 – Application for transfer (installations, waste operations and mining waste operations only)



Environment
Agency

If you want to transfer all, or part of, your existing permit to another person, you must get the person who will take on the permit to fill in parts A, D2 and F1. Please check that this is the latest version of the form available from our website.

Note: the current holder of the permit has to tick the relevant declaration in section 6 part F.

Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

It will take less than two hours to fill in this form.

Contents

- 1 About the people involved in a transfer of a permit
- 2 About the transfer
- 3 About the parts of the permit you want to transfer
- 4 Your ability as the new operator
- 5 Date on which the transfer will take place
- 6 How to contact us

1 About the people involved in a transfer of a permit

1a Existing permit holder

What is your customer reference number?

EAWML40199

If you do not have a customer reference number, you may leave this blank.

1b New permit holder

What is your customer reference number?

If you do not have a customer reference number you may leave this blank. However you must make sure that you have filled in part A of this form.

1c Discussions before your application

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

Case or document reference

1d Permit number

What is the permit number that this application relates to?

EAWML40199

1e Site details

What is the name, address and postcode of the site?

Site name

WALSALL WOOD SKIPS LTD

Address

COLLIER CLOSE

BROWNHILLS, WALSALL

WEST MIDLANDS

Postcode

WS8 7EU

2 About the transfer

2a Are you applying to transfer all or part of the permit to yourself?

All of the permit

☒ Now go to question 2b

Part of the permit

☐ Now go to section 3

2b Whole permit transfers only

If you are applying to transfer the whole permit and can demonstrate that management will stay substantially the same as that of the current holder, you will pay a lower application charge.

If the permit is transferred to you, will you manage the activities the permit is for in largely the same way and can you provide evidence of this?

No ☒

Yes ☐ Document reference

2 About the transfer, continued

You can find guidance on management systems in both 'How to comply' and 'Horizontal guidance Note 6 Environmental management systems'. You can get these by calling 03708 506 506 or by downloading them from our website at www.environment-agency.gov.uk.

Now fill in section 4

3 About the parts of the permit you want to transfer

Fill in Table 1 listing the activity to be transferred.

3a Supply a map or plan identifying the part (or parts) of the permit your application relates to

Document reference of the map or plan

EA WML40199, AREA MARKED A

3b Fill in Table 1 listing the installation, waste facility or mining waste operations you want to transfer to yourself

If you are also transferring any directly associated activities, you should identify these separately in the table.

Fill in a separate table for each activity you are applying to transfer to yourself. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given the extra sheet.

Document reference of the extra sheet

Table 1 – Parts of the permit you want to transfer

Activity reference						
Installations or part A mobile plant only			Description of the waste facility or waste mobile plant	Description of the mining waste operation	Standard facility	Proposed operator
Schedule 1 references	Description of the activity	Directly associated activity				
			A11 HCI TRANSFER ACTIVITY			

You do not need to fill in the rest of this form if you are transferring standard facilities only. Now fill in section 4.

3c In your view, will transferring part of the permit lead to shared operations that will need you to apply to vary (change) the permit conditions?

No ☒

Yes ☐ Provide a written explanation

Document reference of this explanation

Now fill in the relevant parts of C1 to C6 if you have answered 'yes' to question 3c above, and go to section 4 in all cases.

4 Your ability as the new operator

4a Relevant offences (for installations, waste operations only – see the guidance notes on part D2)

Have you, or any other relevant person, been convicted of any relevant offence?

No ☒

Yes ☐ Please give details below

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Position held at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YYYY)

Offence and penalty set

Date any appeal against the conviction will be heard
(DD/MM/YYYY)

If necessary, use a separate sheet to give us details of other relevant offences (and post conviction plans if relevant) and tell us below the reference number you have given the extra sheet.

Document reference of the extra sheet

Have you sent us a post conviction plan for this offence?

No ☐ You must send us a post conviction plan with this application and give us the document reference below

Document reference

Yes ☐ Please give us the reference for the post conviction plan you have sent and the date sent in

Post conviction plan reference

Date sent in (DD/MM/YYYY)

Now go to question 4b

4b Technical ability (relevant waste operations only – see the guidance notes on part D2)

Please tick the scheme you are using to show you have the suitable technical skills and knowledge to manage your facility.

CIWM/WAMITAB



ESA/EU



Please send in a registration letter from your scheme, as above



Now go to question 4c

4c Finances

Do you or any relevant person have current or past bankruptcy or insolvency proceedings against you?

No ☒

Yes ☐ Please give details below, including the required set-up costs (including infrastructure), maintenance and clean up costs for the proposed facility against which a credit check may be assessed.

We may want to contact a credit reference agency for a report about your business's finances.

4 Your ability as the new operator, continued

Landfill, Category A mining waste facilities and mining waste facilities for hazardous waste only

How do you plan to make financial provision?

- | | |
|----------------|--------------------------|
| Bonds | <input type="checkbox"/> |
| Escrow account | <input type="checkbox"/> |
| Trust fund | <input type="checkbox"/> |
| Lump sum | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Now go to question 4d

4d Management systems

You can find guidance on management systems in both 'How to Comply' and 'Horizontal Guidance Note 6 – Environmental Management Systems'. We have also developed environmental management toolkits for some business sectors which you can use to produce your own management system. You can get these by calling 03708 506 506 or by downloading them from our website at www.environment-agency.gov.uk.

Does your management system meet the conditions set out in our guidance?

- No ☐
- Yes ☒

What management system will you provide for your regulated facility?

- | | |
|---|-------------------------------------|
| EC Eco-Management and Audit Scheme (EMAS) | <input type="checkbox"/> |
| ISO 14001 | <input type="checkbox"/> |
| BS 8555 (Phases 1–5) | <input type="checkbox"/> |
| Green Dragon | <input type="checkbox"/> |
| Own management system | <input checked="" type="checkbox"/> |

Please make sure you send us a summary of your management system with your application.

Document reference or references for this summary

5 Date on which the transfer will take place

Tell us the date that you want to transfer the permit in the format DD/MM/YYYY

A.S.A.P.

6 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.



**Environment
Agency**

It will take less than two hours to fill in this part of the application form.

- 1 Working out charges
- 2 Opra
- 3 Payment
- 4 The Data Protection Act 1998
- 5 Confidentiality and national security
- 6 Declaration
- 7 Application checklist
- 8 How to contact us
- 9 Where to send your application

Note: for Opra charged Tier 3 Facilities you also need to complete an Opra profile (see section 2).

[illegible]

2 Opra (does not apply to standard facilities, any other tier 2 permit applications (e.g. groundwater land spreading activities), or water-discharge or groundwater point source discharge activities)

If you are submitting a bespoke application, you must include a completed electronic copy in Excel of the current Opra spreadsheet.

For variations, full and partial surrenders you will need to submit a copy of your current Opra profile based on your existing profile, not any new profile following the variation or surrender.

For transfers you will need to submit a revised Opra profile to include your own operator performance. Note: this will not change the set transfer fee.

Tick this box to confirm that you have included the OPRA spreadsheet

☐

3 Payment

Tick below to show how you have paid.

Cheque

☒

Postal order

☐

Cash

☐

Tick below to confirm you are enclosing cash with the application

Credit or debit card

☐

Electronic transfer (for example, BACS)

☐

Remittance number

Date paid (DD/MM/YYYY)

How to pay

Paying by cheque, postal order or cash

Cheque details

Cheque made payable to

ENVIRONMENT AGENCY

Cheque number

100236

Amount

£ 1950-00

You should make cheques or postal orders payable to 'Environment Agency' or 'Environment Agency Wales' as appropriate and make sure they have 'A/c Payee' written across them if it is not already printed on.

Please write the name of your company and application reference number on the back of your cheque or postal order.

We will not accept cheques with a future date on them.

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded delivery postal service and enclose your application reference details. Please tick the box below to confirm you are enclosing cash.

I have enclosed cash with my application

☐

Paying by credit or debit card

If you are paying by credit or debit card, either we can call you or you can fill in the separate form CC1 and enclose it with the application. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Please call me to arrange payment by debit or credit card

☐

I have enclosed form CC1 with my application

☐

Paying by electronic transfer BACS reference

Applying for a permit in Wales?

If you choose to pay by electronic transfer and you are applying for a permit in the EA Wales region, you will need to use the following information to make your payment.

Company name: Environment Agency Wales
 Company address: PO Box 663, Cardiff, CF24 0TP
 Bank: Citigroup Centre
 Canada Square, London, E14 5LB
 Sort code: 08-33-00
 Account number: 12800578
 Payment reference number: PSCAPPXXXXYYY

You need to create your own reference number. It should begin with PSCAPP (to reflect that the application is for a permitted activity) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

3 Payment, continued

You should also email your payment details and a reference number to online@environment-agency.wales.gov.uk or fax it to 02920 466 404.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB48 CITI0833 0012 8005 78 and our SWIFTBIC number is CITI GB2LXXX.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Applying for a permit in England?

If you choose to pay by electronic transfer and you are applying for a permit for another (English) region, you will need to use the following information to make your payment.

Company name:	Environment Agency
Company address:	Income Dept 311, PO Box 263, Peterborough, PE2 8YD
Bank:	Citigroup Centre
Address:	Canada Square, London, E14 5LB
Sort code:	08-33-00
Account number:	12800543
Payment reference number:	PSCAPPXXXXXXYY

You need to create your own reference number. It should begin with PSCAPP (to reflect that the application is for a permitted activity) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

You should also email your payment details and reference number to FSC-Income@environment-agency.gov.uk or fax it to 01733 464 892.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23 CITI0833 0012 8005 78 and our SWIFTBIC number is CITI GB2LXXX.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Now read section 4 below.

4 The Data Protection Act 1998

We, the Environment Agency, 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.

Now read section 5 below.

5 Confidentiality and national security

We will normally put all the information in your application on a public register of environmental information. However, we may not include certain information in the public register if this is in the interests of national security, or because the information is confidential.

You can ask for information to be made confidential by enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application.

Only tick the box below if you wish to claim confidentiality for your application

Please treat the information in my application as confidential ☐

5 Confidentiality and national security, continued**National security**

You can tell the Secretary of State/Welsh ministers that you believe including information on a public register would not be in the interests of national security. You must enclose a letter with your application telling us that you have told the Secretary of State and you must still include the information in your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

You can find guidance on national security in 'Core Environmental Permitting Guidance' published by Defra and available via our website at www.environment-agency.gov.uk.

You cannot apply for national security via this application.

Now go to section 6

6 Declaration

If you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2012.

A relevant person should make the declaration (see guidance notes on part F1). An agent acting on behalf of an applicant is NOT a relevant person.

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.

If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration.

Note: If you are unable to trace one or more of the current permit holders please see below under the transfers declaration.

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.

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

I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)

☐

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below

☒

Tick this box to confirm that you have no issue with us using information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)

☒

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

on behalf of (if relevant; for example, a company or organisation and so on)

Position (if relevant; for example, in a company or organisation and so on)

Today's date (DD/MM/YYYY)

MR

GRAHAM

NORCROFT

OWNER

15-8-13

For transfers only – declaration for person receiving the permit

A relevant person should make the declaration (see guidance notes on part F1).

I declare that the information in this application to transfer an environmental permit to me 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.

Note: 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.

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

Tick this box to confirm that you understand and agree with the declaration above

☒

Name

Title (Mr, Mrs, Miss and so on)

First name

MR

GRAHAM

Now go to section 7

NORCROVE

OWNER

15-08-2013

Document reference

FAWML 40199

[illegible]

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

9 Where to send your application (for how many copies to send see the guidance note on part F1)

Please send your filled in application form to:

Permitting Support Centre
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Do you want all information to be sent to you by email?

Please tick this box if you wish to have all communication about this application sent via email (we will use the details provided in Part A) ☒

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form?

1/2 HR

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

☐

No thank you

☒

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐

Amount received

£ _____

EAWML 40199

NORTH



SCALE 1:1250

Location:
WALSALL WOOD SKIPS
REF: HWS001
DATE: 05 OCT 2005

SITE PLANNING
PERMISSION AND
WASTE
MANAGEMENT
LICENCE
BOUNDARY

FIGURE 2

Handwritten signature 5/10/05