

Application for a consent to discharge sewage effluent, or to change a current consent to discharge sewage effluent



Water Resources Act 1991, Schedule 10

Please read through this form and the guidance notes before filling this form in.

It should take less than one hour to fill in this form.

When to use this form

You need to use this form if you, the applicant, want to apply for, or change (vary), a consent to discharge treated sewage effluent. This form applies if you are a person, company or organisation discharging up to 2m³ (cubic metres) a day to land through an infiltration system (usually a drainage field), or up to 5m³ a day to a watercourse. This form is for discharging sewage effluent from only one treatment plant. If you need to discharge sewage effluent from more than one treatment plant, or to more than one place, use Form WQP1 Parts A and C.

We have produced a set of guidance notes to help you fill in this form. Please make sure you read them fully before you fill in your application.

Please check that you have answered all the relevant questions in this form. We cannot process your application if it is not complete.

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1 Reason for this application

What are you using this form for?

To apply for a new consent
Go to question 2.

To change an existing consent
Give details below.

Consent number

Who is the current consent holder?

Title _____

First name _____

Last name _____

What do you need the change for?

To discharge more or less effluent
Answer questions 2 and 3, then 6 and then go to questions 8, 9 and 10.

To change the discharge point
Answer questions 2 and 3, then 6 and then go to questions 8, 9 and 10.

To change the way the sewage is treated
Answer questions 2 and 3, then 7 and then go to questions 8, 9 and 10.

To now discharge to land rather than to a watercourse, or vice versa
Answer questions 2 and 3, then 6 and 7 and then go to questions 8, 9 and 10.

Other (for example, change of start date)
Please give details below

Answer questions 2 and 3, then 6 or 7 if appropriate and then go to questions 8, 9 and 10.

2 Contact details

If we have any questions about this application do you want us to contact someone acting for you instead of you?

Yes Please give the following details

No Go to question 3.

Although we will deal with this person in connection with your application, we will send the consent to you and you will be responsible for keeping to the conditions of that consent.

Title _____

First name _____

Last name _____

Address

Postcode _____

Contact numbers, please include the area code

Daytime phone _____

Fax _____

Mobile _____

Email _____

3 Applicant's details

The applicant is the person, company or organisation we will issue the consent to (the consent holder). They will be legally responsible for keeping to the conditions of the consent.

Which of the following are you?

(See the guidance notes for explanations.)

An individual or group of individuals (including unregistered partnerships)

Go to question 3a, and then go to question 4.

A limited company (including management companies)

Go to question 3b, and then go to question 4.

A registered partnership

Go to question 3a and 3c, and then go to question 4.

A registered charity or a club

Go to question 3d, and then go to question 4.

A public body

Go to question 3e, and then go to question 4.

3a Individuals (including partnerships)

Individual 1

Title

First name

Last name

Address

Postcode

Contact numbers, please include the area code

Daytime phone

Fax

Mobile

Email

Individual 2

Title

First name

Last name

Address

Postcode

3 Applicant's details, continued

Contact numbers, please include the area code

Daytime phone

Fax

Mobile

Email

Continue on a separate sheet of paper if necessary. Write 3a on that sheet of paper.

3b Limited company (including management companies)

Please give us the following details.

Company registration number

Full name of company, as registered at Companies House

Trading name or business name (if different from the company name)

Address and postcode of registered office, as registered at Companies House

Postcode

3c Registered partnership

Please give us the following details of the registered partnership.

Trading name or business name

Address

Postcode

Please provide evidence of your registered partnership (see guidance notes).

3d Registered charity or club

Which of the following are you?

A charity that is a limited company

Give details in question 3b above then go to question 4.

A registered charity

Give details in question 3d(i) then go to question 4.

A club

Give details in question 3d(ii) then go to question 4.

3 Applicant's details, continued

3d(i) – for registered charities

Please give us the details of a representative of your charity, such as your chairman, secretary or treasurer, who will be legally responsible for the consent. Please tell us immediately if this person changes while we are dealing with your application.

Name of charity

Charity representative

Title

First name

Last name

Position

Address

Postcode

Contact numbers, please include the area code

Phone

Fax

Mobile

Email

3d(ii) – for clubs

Please give us the details of a representative of your club, such as your chairman, secretary or treasurer, who will be legally responsible for the consent. Please tell us immediately if this person changes while we are dealing with your application.

Name of club

Club representative

Title

First name

Last name

Position

Address

Postcode

3 Applicant's details, continued

Contact numbers, please include the area code

Phone

Fax

Mobile

Email

3e Public body

Name of public body

Address and postcode of the head office

Postcode

Contact name

Phone

Email

4 About the site

4a What type of premises will the consent be for?

A single home

Go to question 4a(i).

Several homes or a block of flats

Go to question 4a(ii).

Other premises (sewage only)

Go to question 4a(iii).

4a(i) – single home

Please give the following details of the single home served by the sewage treatment plant.

Address

Postcode

Number of bedrooms

4 About the site, continued

4a(ii) – several homes or a block of flats

How many homes are served by the sewage treatment plant?

Please give the following details of every home (in any order) served by the sewage treatment plant.

First address

Postcode _____

Number of bedrooms

Second address

Postcode _____

Number of bedrooms

Third address

Postcode _____

Number of bedrooms

Fourth address

Postcode _____

Number of bedrooms

If there are more than four homes, continue on a separate sheet of paper.

Write 4a on that sheet of paper.

4a(iii) – other premises

Please give details of the type of premises served by the sewage treatment plant.

Type of premises

4 About the site, continued

Address

Postcode _____

4b Where do you get your water supply from?

The mains

Please give the name of the water company.

A well

A borehole

A spring

A river

Please mark its location on your plan.

Other

Please give details.

5 About the proposed discharge

5a How far away is your nearest foul sewer?

Where did you find this information?

Why aren't you connecting to it?

How much would it cost to connect to it?

£ _____

What is the total cost of buying and installing your proposed scheme for treating your sewage on site?

£ _____

5 About the proposed discharge, continued

5b How much sewage effluent do you plan to discharge?

For residential premises fill in the following calculation to work out how much effluent you need to apply for.

Total number of bedrooms in all homes

_____ Total A

Number of homes that feed into the treatment plant

Total B _____

Total B × 0.5 _____ Total C

Total A + Total C _____ Total D

Total D × 180 _____ Total E

Total E ÷ 1,000 _____ Total F

Total F is the maximum volume of effluent you are applying to discharge in cubic metres per day.

For premises that are not residential fill in the following calculation to work out how much sewage effluent you need to apply for.

Maximum number of people who use or visit the property each day

_____ Total A

Litres of sewage effluent assumed for each person (see section 4 of the guidance notes).

_____ Total B

Total A × Total B _____ Total C

Total C ÷ 1,000 _____ m³ Total D

Total D is the maximum volume of sewage effluent (in cubic metres) you are applying to discharge each day.

6 Where the sewage effluent will be discharged to (the discharge point)

We must be able to find the site and the discharge point easily. Please send a map or site location plan. See guidance section 4 for details.

In the box below, give the Ordnance Survey National Grid References (OS NGRs) for the site entrance and discharge point.

(The guidance notes explain how to find an OS National Grid Reference. If you can't work out the Ordnance Survey grid references, please leave the boxes blank but mark the points very clearly on map or site location plan you send us.)

OS NGR for the discharge point

_____ For example, ST 12345 67890

6a Where will the sewage effluent be discharged?

(Tick the appropriate box below.)

To land through an infiltration system

If it is an existing infiltration system, go to question 6b below.

If it is a new or refurbished infiltration system, go to question 6c.

Into coastal waters or an estuary

Go to question 6d below.

6 Where the sewage effluent will be discharged to (the discharge point), continued

Into a lake or pond

Name of lake or pond

Go to question 7.

Into a tidal river or stream

Name of river or stream

Go to question 7.

Into a non-tidal river, stream or a ditch

Name of river or stream or ditch

Does the watercourse the sewage effluent is discharged to run dry for part of the year?

Yes

No

Go to question 7.

Into a canal

Name of canal

Go to question 7.

Into a culvert taking a river, stream or canal under a road, pavement or other obstruction

Name of the river, stream or canal

Go to question 7.

6b Discharge to land through an existing infiltration system

You do not need to carry out percolation tests and dig a trial pit or replace your existing septic tank and infiltration system unless it is unsatisfactory. You should tick the box below if you can confirm that your existing treatment system (septic tank or package treatment plant) and infiltration system do not cause any problems and that they work properly at all times.

Go to question 7.

6c Discharge to land through a new or refurbished infiltration system

You must carry out percolation tests and dig a trial pit to make sure the infiltration system meets current British Standards (see the guidance notes).

Tick the box below to confirm that the tests have been carried out, and the relevant standards met.

We may ask you to prove this.

What is the average Vp result from your percolation tests? (See the guidance note.)

Is there at least 1.2 metres between the bottom of the infiltration trench and the top of the water table at its highest limits?

Yes

No

6 Where the sewage effluent will be discharged to (the discharge point), continued

Will any part of the infiltration system be within:

5 metres of the boundary of the premises?

Yes

No

If yes, please see section 4 of the guidance notes and the current building regulations.

10 metres of a watercourse?

Yes

No

50 metres of a borehole, well or spring?

Yes

No

Go to question 7.

6d Discharge to coastal waters or an estuary

(See the guidance notes for explanations of these terms.)

We need to know where your discharge point is in relation to the mean low water spring tide (MLWST) – see section 1 of the guidance notes.

By how many metres is your discharge point above the MLWST?

_____ metres

or

By how many metres is your discharge point below the MLWST?

_____ metres

7 About the treatment method you plan to use

7a What treatment method are you planning to use?

New (fitted within the last two years) septic tank

Go to question 7b

New (fitted within the last two years) sewage treatment plant

Go to question 7b

Existing septic tank

Go to question 7c

Existing sewage treatment plant

Go to question 7c

Upgraded existing equipment

Go to question 7c

7b For new equipment fitted in the last two years, tick the box below to confirm that the septic tank or sewage treatment plant has been designed to the British Standard currently in force at the time (see section 1 of the guidance notes). We may ask you to prove this.

Also, give details of the type, make or model of the septic tank or sewage treatment plant.

Go to question 7d

7 About the treatment method you plan to use, continued

7c For existing and upgraded equipment, give a brief description and an indication of its age.

7d In all cases:

How often will maintenance be carried out?

What will the maintenance involve?

Who will carry out the maintenance?

8 Checklist

Please fill in this part of the form once you have answered all other relevant questions above.

You should send us the following items:

The application form filled in, dated and signed by all applicants.

A map or site location plan showing the position of:

● the premises; and

● the discharge point.

A cheque, made payable to 'Environment Agency', for the application fee.

(See the guidance notes for more details.)

If you cannot send all the items we need, or you need help filling in the form, please phone us on 08708 506 506.

We cannot process your application form if it is not complete.

9 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.

10 Declaration and signature

Are you enclosing a letter asking for any of the information on the form not to be available to the public? (See section 2 of the guidance notes.)

Yes

No

Declaration

- I am applying for a consent to discharge as set out in this application (including supporting documents).
- I confirm that the information in this application is correct.
- I understand that deliberately making a false statement is an offence under Section 206 of the Water Resources Act 1991 and I would lose any consent granted and may face legal action.
- I confirm that I will pay advertising costs (plus your administration costs if I ask you to do this on my behalf).
- I understand the data protection information above.

For applications from more than one person, all applicants must sign below. Continue on a separate sheet of paper if necessary.

For applications from a company or other corporate body an authorised person must sign and give their position.

Authorised contacts or agents cannot sign on behalf of the applicant.

10 Declaration and signature, continued

Applicant 1

Name

Title

First name

Last name

Position

Date (DD/MM/YYYY)

Applicant 2

Name

Title

First name

Last name

Position

Date (DD/MM/YYYY)

Applicant 3

Name

Title

First name

Last name

Position

Date (DD/MM/YYYY)

Letting us know about any changes

If any of the information you have given on this form changes you must let us know straight away. You can phone us on our general number 08708 506 506. If there are significant changes you may need to make a new application.

Return this form to us by posting it to:

PSC – Water Quality
The Environment Agency
PO Box 4209
Sheffield
S9 9BS.

11 How to contact us

If you need help filling in this form, please contact us as shown below.

General enquiries: 08708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 08702 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.



For Environment Agency use only

Region

Date received (DD/MM/YYYY)

Area

Fee received

£ _____

Application reference
