

For Environment Agency use only

District/Area reference

Application reference number

Date received
(DD MM YYYY)

Fee received

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Application for a consent to discharge Water quality



Environment Act 1995, Water Resources Act 1991, Schedule 10

Part A Applicant and site details

Please read the guidance notes before you start to fill in this form. They include a glossary to help you.

- Everyone has to fill in this part of the application form
- Then fill in the other parts of the form we sent you
- Then complete Parts A6 to A8 after you have filled in the other parts of the form.

Applying for permission to discharge effluent

Anyone who wants to discharge sewage or trade effluent must get permission (a *consent*) from us **before** they can do so. To help you apply for consent, we have produced this application form. It will collect the information we need to decide if we can give you a consent to discharge effluent.

If we need to ask for more information about your application, we will get in touch by phone or letter.

When to use this form

The form is designed to cover every type of application, from individual home owners to large water companies.

You should fill in the application if you

- want to make a new application – because you need to discharge effluent for the first time or need a new discharge point at a site you already hold a consent for
- want to change (vary) the consent you already have
- already have permission to discharge effluent and need permission for another site.

Which parts of the form you need to fill in

The form is in five parts, but most people will only need to fill in two of them. If you want to discharge several types of effluent, you may have to fill in a separate part for each type. If you want to discharge the same effluent type from more than one plant or source, you will have to fill in multiple copies of the appropriate part.

- Everyone must fill in Part A. This asks for information we need about you and the site.
- Fill in the other parts we have sent you. *The parts we have sent are based on the information you gave us when you asked for the form.*

After you have filled in the rest of the form, complete the checklist in Part A6, then sign and date the form.

If you need help and advice

Please contact us if you have any queries. For example, if you

- need help with finding Ordnance Survey national grid references – see page 4 of the guidance notes
- are not sure if you have answered the questions in enough detail

- have difficulty giving us all the information we need.

You can contact us on the number in the letter which came with the application pack (or our general number 08708 506 506).

We will not be able to process an application form which is not complete.

A1 Authorised contact

A1.1 Please give us details of someone we can phone or write to with questions about this application

This can be someone acting as an ‘agent’ for the applicant.

Contact name

Title	
First name	
Last name	

Position

Business address

Postcode														
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Contact details

Phone																				
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Fax																				
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Email																				

A1.2 Status of contact

- applicant
- agent

A2 The applicant continued

Full name of company or corporate body

Trading/business name (if different)

Registered office address

Postcode

Main office address (if different)

Postcode

Contact name and numbers

Title

First name

Last name

Job title

Phone

Fax

Mobile

Email

Company registration number

Now go to question A2.7.

Billing details

A2.7 Please say who you want us to send your bills to

- the applicant named in question A2.1
- authorised contact named in question A1.1
- someone else. *Please give their name and the address.*

Title

First name

Last name

Job title

A2 The applicant continued

Billing address

Postcode

The length of time you need the consent for

We need to know if you need the consent for a limited, specific time period, or whether it will be open-ended.

A2.8 When do you want the consent to start?

Give a specific date if you can, otherwise it will start on the date we issue it.

A2.9 Do you want the consent to have an end date?

No

Yes *Please give a date.*

A3 About the site

A3.1 Do you want to revoke any existing consents for discharging effluent from this site?

No

Yes *Please give details of each one.*

Consent no.

Date of issue (DD MM YYYY)

Reason for revocation

Date required (DD MM YYYY)

Consent no.

Date of issue (DD MM YYYY)

Reason for revocation

Date required (DD MM YYYY)

Consent no.

Date of issue (DD MM YYYY)

A3 About the site *continued*

Reason for revocation

Date required (DD MM YYYY)

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Continue on a separate sheet if you need to.

A3.2 Are there any existing Prohibition Notices or restrictions on discharging effluent from this site?

- No
 Yes *Please give details.*

Reference number

Date of issue (DD MM YYYY)

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A3.3 Does the site have an existing conservation status?

For example, as an SSSI, SINCR, SAC, SPA, informal arrangement with Wildlife Trust, etc.

- No
 Yes *Please give details.*

A3.4 Type of premises

Please tick the type of premises in the list below.

Commercial or publicly owned sites

- Industrial site Mineral working (*quarry or mine*)
 Vehicle parking area Water company
 Fish farm Agricultural
 Municipal, or housing association
 Other. *For example, pub or nursing home.*
Please give details.

Residential premises

- Single dwelling
 Multiple dwellings *including blocks of flats*

Number of properties

Please give details of every property – use a continuation sheet if you need to.

Title
First name
Last name

A3 About the site *continued*

Address

Postcode

Title
First name
Last name

Address

Postcode

A3.5 Source of water supply which will form the discharge (not applicable if you are a sewerage undertaker)

- Well
 Borehole
 Rain or snow (precipitation)
 Mains. *Please give the name of the water company.*

- Spring. *Please give its name if there is one.*

- River. *Please give its name.*

- Estuary. *Please give its name.*

- Coastal water. *Please give its name.*

- Other. *Please give details.*

A3.6 Do you have any abstraction licences for the site?

- No
 Yes Licence number(s)

A4 About the proposed discharge

We need to know how you have decided on your proposed method of disposal.

A4.1 How far away is the nearest foul sewer?

metres

A4.2 Please say why it is not possible to connect to it

For example, because a connection would be difficult or expensive because of ground conditions or the distance from the main sewer (include details of cost estimates).

We may not issue a consent if you cannot give a good reason.

Cost of the scheme

A4.3 What is the approximate cost of this scheme?

- under £10 000
- £10 000 to £100 000
- over £100 000

A5 The type of effluent you plan to discharge

You may need to fill in several extra parts of the form if you

- tick more than one item in the list under question A5.1 (please ask us to send you the additional parts you need)
- want to discharge effluent from more than one point on the site (please use photocopies of the form you need to fill in).

A5.1 Type of effluent you plan to discharge

- Sewage effluent – over 50 cubic metres (DWF) a day or sewage effluent containing trade effluent (any volume)
How many discharges?
 Please fill in Part B now
- Sewage effluent only – under 50 cubic metres (DWF) a day
How many discharges?
 Please fill in Part C now
- Sewage effluent discharged under intermittent or emergency conditions
How many discharges?
 Please fill in Part D now
- Trade effluent
How many discharges?
 Please fill in Part E now
- Other. Please give details.

Now fill in any other parts of the form we sent you.

A6 Checklist

Please complete this section after you have filled in any other parts of the application form we sent you

Please tick the items you are sending us with the application form.

- If you have to show grid references for several points, please cross-reference between the form and the plan and mark points clearly on the plan.
- If you have to fill in several copies of some parts of the form, or use continuation sheets, please cross-reference between the form and the copies/sheets. Mark each copy or sheet with your application reference number or name, and which question or part of the form it applies to.

If you cannot send all the items we need, please contact us now on the number at the top of the letter which came with this application pack (or our general number 08708 506 506).

We cannot process an incomplete application form.

Parts of the form you are sending

Please say which completed parts of this form you are sending as part of your application.

- Part A
- Part B How many copies?
- Part C How many copies?
- Part D How many copies?
- Part E How many copies?

- A copy of each consent issued.
- For sewerage undertakers only – give a summary of the trade effluent consents to sewer that you have issued which include limits for dangerous substances (Part B).
- Continuation sheets. Please give details.

Disclosure of information

- A letter requesting that information on the form is excluded from the public register. Please give details of your reasons and which information you wish to have excluded.

Plans and other documents

- 3 copies of the site location plan(s) showing grid references for
 - the premises (front door/main entrance)
 - sampling points
 - discharge points.
 See 'Where the effluent will be discharged' (section 2) in each part of the form.
- The results of a percolation test to BS6297:2007 (if you are applying to discharge to a soakaway or sub-surface irrigation system). See question B2.6, C2.6, D2.6 and/or E2.6.
- Copies of construction and geological logs for boreholes or wells. See question 2.11 in each part of the form.

A6 Checklist *continued*

- Any other documents. *Please give details such as title, date and any reference number.*

Payment for dealing with the application form

You have to pay the Environment Agency a fee for processing your application form and deciding whether we can issue a consent.

You must send a cheque for the fee with your application or it will not be processed.

Please make the cheque payable to ‘*Environment Agency*’.
You will find details of the fees in the leaflet ‘Annual charges’.

Reduced application fees

The fee may be reduced if the discharge is

- sewage effluent of 5 cubic metres or less per day
- trade effluent from cooling or heat exchange of 10 cubic metres or less per day
- site drainage
- surface water not containing trade effluent
- 5 cubic metres or less per day onto or into land and for not more than a prescribed 6 days a year
- sewage effluent which contains trade effluent (or other matter) with a total volume of 5 cubic metres or less per day.

Annual charges

As well as the processing fee, you may have to pay an annual charge based on the type and amount of effluent you want to discharge. There is more about this in ‘*A9 What happens next*’ and the ‘*Fees and charges*’ section of the guidance notes that came with this form.

You will find details of the charges in the leaflet ‘Charges: Discharges to controlled waters’.

- I enclose a cheque payable to ‘*Environment Agency*’ as payment for dealing with the application for consent.

Standard application fee £

Reduced application fee £

Publicising your application

You may have to make your application public by publishing a notice in the press. We will decide if you have to advertise your application, and let you know in writing. We will base our decision on

- whether we think it is in the public interest
- whether we think the effluent you discharge may have an appreciable effect on the environment.

There is more about this in the guidance notes that came with this form.

A7 Data Protection Act

The Environment Agency is responsible for regulating environmental protection, flood defence, water resources and fisheries. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Environment Agency to deal with your application, to monitor compliance with the licence/permit/registration conditions, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental matters
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive, local authorities, emergency services, DEFRA, WAG) on environmental issues
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law
- assessing customer service satisfaction and improving our service.

We may pass it on to our agents/representatives to do these things on our behalf.

You should ensure that any persons named on this form are informed of the contents of this data protection notice.

A8 Declaration

If you deliberately make a statement which is false or misleading in order to obtain a consent to discharge (for yourself or another person) you are

- committing an offence under Section 206 of the Water Resources Act 1991 *and*
- liable to a fine or imprisonment (or both).

Signature

- For applications from more than one person – all applicants should sign below (use a continuation sheet if necessary).
- For applications from a company or other corporate body – an authorised person should sign and give their position.

I/we certify that the information in this application is correct.

I/we hereby apply for a consent to discharge in respect of the particulars described in this application (including supporting documentation).

I/we confirm that I/we will pay the invoice for advertising costs and administration, if the Agency undertakes this on my/our behalf.

I have read the data protection information and understand the implications within the Data Protection Act.

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

A8 Declaration *continued*

Applicant's signature

Title

First name

Last name

Position

Date (DD MM YYYY)

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A9 What happens next

Please check that you have filled in all the relevant parts of the form. Send the form and checklisted documents back to either the address

- at the foot of this page, if there is one, or
- on the covering letter that came with the form.

If you do not include payment or all the information required, we will not be able to deal with the application.

When we get your application

When we get your application, we will

- acknowledge it and (if you request) send a receipt for the fee
- pass your application to one of our officers to consider.

We will check that you have sent us the correct fee. If you have not, we cannot process your application.

After we get your form, it can take up to four months to deal with your application – provided that it includes all the information we need to decide if we can issue a consent.

If we need any more information about your application, we will get in touch by phone, letter or email.

If we cannot keep to this timescale, we will tell you why and ask you to give us more time.

If you do not agree to give us more time, the law says that your application must be treated as refused. Then you can appeal to the Secretary of State (in England) or the National Assembly for Wales.

Issuing your consent

Once we have processed your application, we will decide if we can issue a consent document.

This will set out the conditions you must keep to when you discharge effluent from the site.

If you are not happy with any of the conditions attached to your consent, you can appeal to the Secretary of State (in England) or the National Assembly for Wales.

A9 What happens next *continued*

Letting us know about any changes

If there are any changes to the information you gave on your application, you must let us know straight away.

You can phone us on the number at the top of the letter that came with the application pack (or our general number 08708 506 506).

Appeals

If you want to appeal, please get in touch with us. If you are not happy after discussing things with us, you can appeal to the Secretary of State (in England) or the National Assembly for Wales.

You can appeal if

- you are not happy with the conditions we include on your consent
- we refuse your application
- we do not process your application on time and it is treated as refused.

Time limits for appeals

If you wish to appeal you must do so within three months of the date we issued or refused your consent.

Now please send this form back to