

# Application for an exempt activity Part F – charges, declarations, etc.



## Please fill in this part of the form for all applications.

Please read through this form and the guidance notes that came with it.

## Contents

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## 1 Payment

Tick below to show how you will make the payment.

- Cheque   
Go to section 1i
- Postal order   
Go to section 1i
- Cash   
Go to section 1i
- Credit or debit card   
Go to section 1ii
- Electronic transfer (for example, BACS)   
Go to section 1iii

### i Paying by cheque, postal order or cash

#### Cheque or postal order details:

- Cheque or postal order made payable to \_\_\_\_\_
- Cheque or postal order number \_\_\_\_\_
- Amount £ \_\_\_\_\_

You should make cheques or postal orders payable to 'Environment Agency' or 'Environment Agency Wales' as appropriate and they should be marked 'A/c Payee'.

Please write the name of your company and a reference number (this can be the customer reference or exemption reference) or your name, address and postcode on the back of your cheque or postal order.

#### We will not accept post-dated cheques.

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded-delivery postal service and enclose details of the name of your company and a reference number (this can be the customer reference or exemption reference) or your name, address and postcode.

Now read section 2.

### ii Paying by credit or debit card

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

Now read section 2.

### iii Paying by electronic transfer

If you choose to pay by electronic transfer and you are applying for an exemption 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	Barclays Bank Plc
Address	15 Queen Square, Bristol, BS1 4NP
Sort code	20-13-42
Account number	00440108
Payment reference number	xxxxxxxxxxxxxx

## 1 Payment, continued

You should also email your payment details and a reference number (this can be the customer reference or exemption reference) or your name, address and postcode to [online@environment-agency.wales.gov.uk](mailto:online@environment-agency.wales.gov.uk) or fax it to 02920 466404.

If you are making your payment from outside the United Kingdom (which must be received in sterling), our IBAN number is GB42 BARC2013 4200 4401 08 and our SWIFTBIC number is BARC GB22.

If you do not quote your reference number (this can be the customer reference or exemption reference) or your name, address and postcode, there may be a delay in processing your payment and application.

If you choose to pay by electronic transfer and you are applying for an exemption 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	Barclays Bank Plc
Address	15 Queen Square, Bristol, BS1 4NP
Sort code	20-13-42
Account number	20744646
Payment reference number	xxxxxxxxxxxxxx

You should also email your payment details and reference number (this can be the customer reference or exemption reference) or your name, address and postcode to [banking@environment-agency.gov.uk](mailto:banking@environment-agency.gov.uk) or fax it to 01733 464892.

If you are making your payment from outside the United Kingdom (which must be received in sterling), our IBAN number is GB42 BARC2013 4220 7446 46 and our SWIFTBIC number is BARC GB22.

If you do not quote your reference number (this can be the customer reference or exemption reference) or your name, address and postcode there may be a delay in processing your payment and application.

**Now read section 2.**

## 2 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.

### Disclosing information you provide to us in this notification

We will place some of the information from your notification on the public register:

- your name
- where the activity is taking place and
- details of the activity.

**Now read section 3 below.**

## 3 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.

### 3 Confidentiality and national security, continued

You can tell the Secretary of State 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.

#### Confidentiality

Please treat the information in my application as confidential.

#### National security

I believe that including my information in the public register would not be in the interests of national security.

Now fill in section 4.

### 4 Declaration

The application contact must tick the declaration section. The application contact must be the operator or their agent.

A person knowingly or recklessly making a statement which is false or misleading in order to obtain a registration (for himself or another person) commits an offence under Regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007. If you make a false or misleading statement

- we may prosecute you and
- if you are convicted, you are liable to a fine or imprisonment (or both).

I declare that the information provided both on the notification form and in the supporting documentation which has been supplied with this notification form is correct.

Name \_\_\_\_\_

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Today's date (DD/MM/YYYY) \_\_\_\_\_

### 5 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: 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](mailto:enquiries@environment-agency.gov.uk)

Website: [www.environment-agency.gov.uk](http://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.**

### 6 Where to send the form

After you fill in the form, please read through it again and make sure you have

- answered all the questions
- included all the documents you need to send us and
- included the correct fee.

Send your completed form and all supporting documents to

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

You can also call our general enquiries number for information on **08708 506 506**.

**For Environment Agency use only**

Date received (DD/MM/YYYY)

\_\_\_\_\_

Our reference number

\_\_\_\_\_

Payment received?

No

Yes

Amount received

£ \_\_\_\_\_