

Registration of exempt waste operations and water discharges



It will take about eight minutes to fill in this form.

You will need:

- a location map for water-discharge exemptions

When should I use this form?

The Environmental Permitting (England and Wales) Regulations 2010 say that most waste-management activities and discharges to surface or groundwater must have a permit. However, there are some exceptions to this. These are called exemptions. Exemptions are activities that do not need a permit but do need you to be registered. We have provided this form for you to register both exempt waste or water operations (or both). We list waste exemptions under part B1 and water exemptions under part B2.

NOTE: you cannot apply for an exemption if the discharge you are making to groundwater is within 50 metres of an abstraction used for drinking water. You will need to apply for a bespoke environmental permit, please see our website for further information on <http://www.environment-agency.gov.uk/business/topics/permitting/32318.aspx>

You can register online at <http://www.environment-agency.gov.uk/business/topics/107355.aspx>. You may find registering online quicker and easier than printing off this form and sending it in by post. If you do not have access to the internet, most public libraries will allow you to use the internet free of charge (you will need to have an email address).

Do not use this form to register waste exemptions T3, T7 or T22. These are registered by other authorities. If you want to register a T11 WEEE (waste electrical and electronic equipment) exemption, please use form (WEEEX001).

You can register as many exemptions as you want on this form. You can register extra places for the same exemptions by attaching a sheet with those places listed. If you want to register different exemptions at more than one place, you must make separate applications.

Where can I find the guidance?

You can find a full description of both water and waste exemptions on our website or by emailing us at enquiries@environment-agency.gov.uk. If you do not have

access to the internet, you can contact our National Customer Contact Centre for support by calling us on **08708 506 506**.

How much does it cost?

There is no charge for registering these exemptions.

How do I register?

It's an easy six-step process.

Step 1 Read the guidance.

Step 2 Fill in parts A, B1 and B2 for waste exemptions and parts A, B1 and B3 for water exemptions.

Step 3 Read the information in parts C and D.

Step 4 Read the information in part E and tick the box if relevant.

Step 5 Tick the declaration in part F.

Step 6 Post the form to us with a map showing the discharge point and any other supporting information to the address in part F.

What happens when we receive your form?

When we receive your form we will enter it on our system and will let you know by post or email that your exemption is now registered.

Registration of waste exemptions lasts for three years. After this time you will need to renew your exemptions. One month before your registration is due to end, we will remind you that your renewal is due and invite you to re-register.

Water discharge exemptions are not available in some areas. If this is the case, we will let you know and explain the process you need to follow to apply for a permit. You do not have to renew your water-discharge exemption.

If your waste operations change and you want to make any changes to your registration, please contact our National Customer Contact Centre on **08708 506 506** or email us at enquiries@environment-agency.gov.uk. You also need to let us know as soon as possible if you change any of the contact details for your exemptions.

Part A About you

A1 Customer reference number

If you have registered exemptions before using our registration system, you may have a customer reference number. If so, please enter the reference below and then go to section A4 of this part. If you do not have a customer reference number, please fill in the relevant questions in sections A2, A3 and A4 of this part in BLOCK letters. If you have any other references numbers from us that do not start like this, please leave this section blank and go to section A2.

A1a A000000

A1b Please give the name the customer reference number relates to

A2 What type of customer are you?

This is the organisation or householder occupying the property to which the exemption will be registered and which will be responsible for its operation.

A company

Please go to question A2a.

An individual

Please go to question A2b.

A public organisation (such as a local council)

Please go to question A2c.

An organisation of individuals (such as a partnership)

Please go to question A2d.

A2 What type of customer are you?, continued

A2a If you are a company

What is your company called?

What is your trading name (if different from company name)?

What is your company registration number?

Now go to section A3.

A2b If you are an individual

Please provide the following details.

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

First name _____

Last name _____

Now go to section A3.

A2c If you are a public organisation

What is your public organisation called?

What type of public organisation are you (for example, a local council or health trust)?

Please provide the following details of the executive. That is an officer of the public body authorised to sign on your behalf.

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

First name _____

Last name _____

Position

Now go to section A3.

A2d An organisation of individuals

What type of group are you (for example, a partnership, a charity or club)?

What is the name of your group?

Please enter the main representative's details here.

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

First name _____

Last name _____

Address

Postcode _____

A2 What type of customer are you?, continued

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

Please provide details of the second representative for partnerships, or where relevant for other organisations.

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

First name _____

Last name _____

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

Every partner needs to give us their details. So, if you need to, continue on a separate sheet and give us the document reference below.

Document reference

Now go to section A3.

A3 Your address

A3a Enter your address below, this should be the address of the occupier or operator. For companies this should be the registered office address but you may also enter your main UK business address.

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Email _____

A3 Your address, continued

A3b Other address (for companies only)

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Email _____

A4 Contact details

You must provide a contact name for the registration. As we will send all correspondence to the contact, please provide full details of postal and email address, phone and fax numbers.

As in question A3a above

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

First name _____

Last name _____

Position

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Fax _____

Email _____

Part B Exempt operations

B1 Where the operation is based

This is the place where the exemptions you can choose below will be carried out. You should enter a postal address (including the postcode). If you do not have this, you must provide an accurate grid reference. If you want to register more than one place for these exemptions, please attach a separate sheet listing the same information for each place. If you want to register different exemptions at an address, please make a separate application.

B1 Where the operation is based, continued

Address

Postcode _____

Is this operation or are these operations on a farm?

Please tick one of the boxes below

Yes

No

If you cannot provide an address and postcode, please enter a 12-digit national grid reference for the discharge point or centre of the site for the waste exemption. For example, SJ 99999 99999.

National grid reference

B2 Details of exempt waste operations

Please tell us which exempt operations you want to register and the source of the waste you will be using for that exemption. Tick **one** of the boxes in the three columns next to the relevant exempt waste operation number. These columns tell us the source of the waste.

- Agricultural waste only (waste from premises used for agriculture)
- Non-agricultural waste only (waste from any other premises or sources)
- Both agricultural and non-agricultural waste

You can find full details of these waste operations on our website.

Only tick one column on each row. You cannot register the same exemption more than once at the same premises.

Using waste. If you are **using** waste, please choose the exempt waste operation you want to register.

Exempt waste operation	Agricultural waste only	Non-agricultural waste only	Both
U1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U3		<input type="checkbox"/>	
U4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U6		<input type="checkbox"/>	
U7		<input type="checkbox"/>	
U8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U15	<input type="checkbox"/>		
U16		<input type="checkbox"/>	

B2 Details of exempt waste operations, continued

Treating waste. If you are **treating** waste, please choose the exempt waste operation you want to register.

Exempt waste operation	Agricultural waste only	Non-agricultural waste only	Both
T1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T2		<input type="checkbox"/>	
T4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T12		<input type="checkbox"/>	
T13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T16		<input type="checkbox"/>	
T17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T18		<input type="checkbox"/>	
T19		<input type="checkbox"/>	
T20		<input type="checkbox"/>	
T21		<input type="checkbox"/>	
T23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T26		<input type="checkbox"/>	
T27	<input type="checkbox"/>		
T28		<input type="checkbox"/>	
T29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T30		<input type="checkbox"/>	
T31		<input type="checkbox"/>	
T32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T33		<input type="checkbox"/>	

Disposing of waste. If you are **disposing** of waste, please choose the exempt waste operation you want to register.

Exempt waste operation	Agricultural waste only	Non-agricultural waste only	Both
D1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2		<input type="checkbox"/>	
D3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D4	<input type="checkbox"/>		
D5		<input type="checkbox"/>	
D6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D8		<input type="checkbox"/>	

B2 Details of exempt waste operations, continued

Only storing waste. If you are **only storing** waste, but not at the place of production before it is recovered, please choose the exempt waste operation you want to register.

Exempt waste operation	Agricultural waste only	Non-agricultural waste only	Both
S1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S3		<input type="checkbox"/>	

B3 Details of exempt water-discharge and groundwater activities

Please tick only one box next to the exempt water discharge or groundwater activity you want to register. You can apply for either a new discharge (one first made on or after 6th April 2010) or an existing discharge (one already in existence before 6th April 2010).

B3(a) Sewage effluent discharges to surface and groundwater

You must provide a location map which clearly identifies the details of the site and where the effluent is discharged. You should provide the map on a scale of about 1:2500.

Document reference number of enclosed location map

B3(a)(1) Sewage effluent discharges to surface water of five cubic metres per day or less

- 001 New discharge to surface water of five cubic metres or less per day
- 002 Existing discharge to surface water of five cubic metres or less per day

B3(a)(2) Sewage effluent discharges to ground of two cubic metres per day or less

For sewage effluent discharges to ground, you must consider how near the discharge will be to any drinking water supplies.

- 003 New discharges to ground of two cubic metres or less per day
- 004 Existing discharges to ground of two cubic metres or less per day

Is this activity within 50 metres of an abstraction used for drinking water?

Yes Do not continue with this application. You will need to apply for a bespoke environmental permit, please see our website for further information on www.environment-agency.gov.uk/business/topics/permitting/32318.aspx

No

B3(b) Other water-related exemptions

B3(b)(1) Groundwater remediation and tracers

- 005 Groundwater tracer test
- 006 Groundwater remediation scheme

B3(b)(2) Vegetation cutting

- 007 Vegetation cutting

Part C Warning

You must read this section before ticking the declaration and sending your form to us.

You must have the authority of the organisation that will carry out the exempt operation to send us this notice on their behalf.

Ticking 'Yes' in the declaration confirms that you have read the guidance, understood and accepted the specific conditions and limits of the exemption and that your operation will keep to them.

You will also be confirming that you will carry out your exemptions without putting human health in danger and causing harm to the environment. For those registering waste exemptions, this means in particular that you must operate without:

- a causing a risk to water, air, soil, plants or animals;
- b causing a nuisance through noise and odours; and
- c having a negative effect on the countryside or places of special interest.

If you are registering exempt water-related activities, this means that you must operate without causing pollution, in particular without causing:

- a harm to human health or the quality of water-based ecosystems or land-based ecosystems which depend on water-based ecosystems;
- b damage to actual property; and
- c any interference with facilities or other legitimate uses of the environment.

You may need to put extra controls in place over and above the one shown in the exemptions to make sure this happens. If the site where you plan to carry out the operation is not developed, you should make sure that it will not affect any protected sites such as European Sites or SSSIs (Sites of Special Scientific Interest) or any protected species. It is less likely if your operation is based on, for example, an existing industrial site but you should still make some assessment.

For more information on protected sites and species, please visit our website, contact our National Customer Contact Centre on 08708 506 506 or email us at enquiries@environment-agency.gov.uk.

Part D 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;

Part D The Data Protection Act 1998, continued

- 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.

Part E National security

Apart from the contact details for waste, we will normally put all the information in your application on a public register of environmental information. However, we may not include certain information on the public register if this is in the interest of national security.

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.

Tick the box below if you have written to the Secretary of state to claim national security for your application.

I attach a letter stating that I have written to the Secretary of State advising why my information should not be included on the public register for national security reasons

Note: We will not be able to progress your registration until we receive the decision from the Secretary of State/Welsh Ministers and therefore is highly likely to delay your registration.

Part F Declarations, and so on

1 Declaration

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

If you deliberately or recklessly make a statement which is false or misleading to gain a registration (for yourself or another person), you are committing an offence under Regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010. If you make a false or misleading statement:

- we may prosecute you; and
- if you are convicted, you will have to pay a fine or go to prison (or both).

I declare that the information provided on the notification form is correct.

Name

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

First name _____

Last name _____

Today's date (DD/MM/YYYY)

2 How to contact us

If you would like help filling in this form or guidance on exemptions, you can find information on our website or please contact us using one of the options listed 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.

3 Where to send this form

After you fill in the form, please read through it again and make sure you have correctly answered all the questions. This will make sure we can process your exemption as quickly as possible.

Send your filled-in form to:

**Environment Agency
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
