

Please read these guidance notes carefully before you fill in the forms. This guidance will help you complete part C0.5 of the application form pack. All relevant guidance documents can be found on our website.

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form. If you submit documents that are not required please note that they are not assessed.

How to contact us: If you need help filling in this form, please contact the person who sent it to you or contact us by:
General phone enquiries: 0300 065 3000 (Monday to Friday, 8am to 6pm).
Email: enquiries@naturalresourceswales.gov.uk / [ymholiadau@cyfoethnaturiolcymru.gov.uk](mailto:yholiadau@cyfoethnaturiolcymru.gov.uk)
Website: www.naturalresources.wales / www.cyfoethnaturiol.cymru

Where to send your application: You can send your application by email or in the post. We can process applications more quickly, if we receive them by email (electronically). Send your completed application form to:
Email: permitreceiptcentre@naturalresourceswales.gov.uk / canolfanderbyntrwyddedau@cyfoethnaturiolcymru.gov.uk
Post: Permit Receipt Centre, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff, CF24 0TP
Canolfan Derbyn Trwyddedau, Cyfoeth Naturiol Cymru, Ty Cambria, 29 Heol Casnewydd, Caerdydd, CF24 0TP

Please send 1 electronic or CD/memory stick and 1 paper copy, OR 2 paper copies.

Contents

- 1 About the permit
- 2 About your proposed changes
- 3 Supporting information
- 4 National security
- 5 Declaration

1 About the permit

This is a unique reference number given to you and is different from any permit reference.

If you do not have a customer reference number leave this blank. You must however therefore ensure that you have also completed part A of the application form pack.

1a Discussions before your application

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

We will then be able to refer back to the information you've already given us, which will help us to determine your application.

You can get further guidance on pre-application discussion by calling 0300 065 3000 or by downloading it from our guidance webpages.

1b Permit number

Tell us what the current permit number is. It may be called licence or consent number under previous legislation.

1c Site details

You only need to complete this section if you are making changes to a site based permit.

2 About your proposed changes

2a Details of proposed change

An administrative change can be, for example, to correct mistakes in a permit, increase the area of a standard facility with no other changes, or change a fixed condition waste management licence to a standard facility.

For more details, please see the EP charging scheme guidance on our 'How we regulate you' webpages.

Please give us brief details in the box on the form. If you need to provide more information please attach it, give it a document reference and refer to that in the box.

If your changes include changes to your personal or company details (for example, new address or contacts) please fill in the relevant sections of part A and tick the box to show you've done this.

Please note that a variation application that involves a claim that the information is confidential, except for national security reasons, cannot be considered an administrative variation.

3 Supporting information

3a Does the change involve increasing the area of a standard permit?

If you are adding land as part of your application to change your *standard* permit, you must send us a site plan that identifies all of the land on which your activities or waste operations, or mining waste operations (including mining waste facilities) (or all both) will take place.

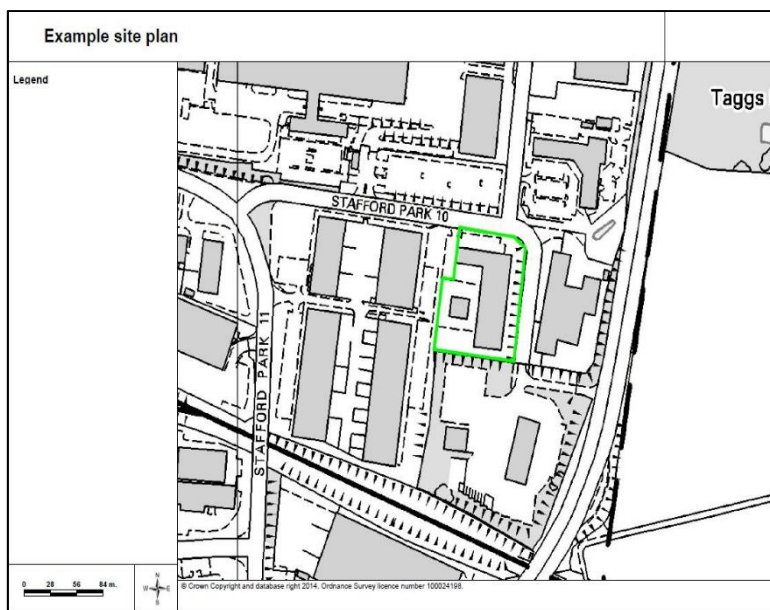
The site plan should **provide a date and a reference** and must be **drawn accurately to a defined scale**.

The outline of the site must be clearly marked **in green**. It will be helpful if local features are shown on the plan to help us place the site in its local environment.

For water discharge activity permits your site plan must show the facility and the outlet location where the effluent is discharged to the receiving water.

The outline of the plan must be clearly marked **in green**.

For a package sewage treatment plant the site plan must show the extent of the treatment plant, the outfall pipe and the discharge location, not the properties served by the plant.



Note: A groundwater point source activity can include discharges to ground via infiltration systems. These will be point source discharges and form B6 will have to be filled in NOT form B7.

If you are sending us a paper copy of your site plan it must be either A3 or A4 size. Alternatively you can send us an electronic copy on CD. For an example of a suitable plan see above.

Copyright issue

Please note that some plans and maps will have copyright issues. Unless you are using your own maps or plans or have paid for the copyright (for example with Ordnance Survey) you may not have the right to reproduce the map or plan.

6 National security

Ensure you enclose with the application a letter stating that you have written to the Welsh ministers to claim national security for your application. You can find guidance on national security in 'Core Environmental permitting guidance' published by Defra and available on our guidance webpages.

You cannot apply for national security via this application.

7 Declaration

Ensure a relevant person makes the declaration.

'Relevant people' means each applicant, and in the case of a company, a director, manager, company secretary or any similar officer or employee listed on current appointments in Companies House. In the case of a Limited Liability Partnership (LLP), it includes any partner.

If you are signing on behalf of a company you should state the company name and company number.