|  |
| --- |
| You should fill in this form, Part B8 together with Part F3 (charges) when applying for a new bespoke environmental permit to undertake a flood risk activity.  Please check that this is the latest version of the form available from our website. Before filling in this form, we recommend you contact us for advice on your proposal. Please read through the application form and accompanying guidance notes carefully before completing the form. All relevant guidance documents can be found on our website. Please write clearly in the relevant spaces under each section.  Contents   1. About you 2. Contact details 3. About the permit 4. About the site/land 5. Description and purpose of the proposed works 6. Plans and sections 7. Construction details 8. Other Natural Resources Wales interests 9. Planning status 10. Maintaining the structure 11. Effects on the environment 12. General Data Protection Regulation (GDPR) 13. Confidentiality 14. National security 15. Declaration 16. Where to send this form 17. Contact us |

# About you

## 1a. Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

An individual  Now go to section1b

An organisation of individuals (for example, a partnership)  Now go to section 1c

A public body  Now go to section1d

A registered company or other corporate body  Now go to section1e

## 1b. Application from an individual

Please give us the following details

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss etc) |  |
| First Name |  |
| Last Name |  |

## 1c. Application from an organisation of individuals

## Type of organisation

For example, a charity, a partnership, a group of individuals or a club.

|  |
| --- |
|  |

## Details of the organisation

If you are an organisation of individuals, please provide the details of the main representative below. If relevant, provide details of other members (including their title Mr, Mrs etc) on a separate sheet with a relevant document reference.

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss etc) |  |
| First Name |  |
| Last Name |  |

## 1d. Application from public bodies

Type of public body

For example, local health boards and unitary authorities.

|  |  |
| --- | --- |
| Name of public body |  |

## Please give the following details of the executive

An officer of the public body authorised to sign on your behalf

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss etc) |  |
| First Name |  |
| Last Name |  |

## 1e. Applications from a registered company or other corporate body

|  |  |
| --- | --- |
| Name of the company |  |

Company registration number

|  |  |
| --- | --- |
| Registration number |  |
| Date of registration (DD/MM/YYYY) |  |

If you are applying as a corporate organisation that is not a limited company, please provide evidence of your status and tell us below the reference you have given the document containing this evidence.

|  |  |
| --- | --- |
| Document reference |  |

**Once the above section is completed, please go to section 1f below.**

## 1f. Your address

Your main (registered office) address (For companies this is the address on record at Companies House.)

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss etc) |  |
| First Name |  |
| Last Name |  |
| Address |  |
| Postcode |  |
| Contact Number, incl area code |  |
| Mobile |  |
| Email address |  |

For an organisation of individuals every partner needs to give us their details, including their title Mr, Mrs and so on. If necessary, continue on a separate sheet and tell us the reference you have given the sheet in the box below.

|  |  |
| --- | --- |
| Reference |  |

## Main UK business address (if different from above)

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss etc) |  |
| First Name |  |
| Last Name |  |
| Address |  |
| Postcode |  |
| Contact Number, incl area code |  |
| Mobile |  |
| Email address |  |

Now go to section 2

# Contact details

## 2a Who can we contact about your application?

This can be someone acting as a consultant or an ‘agent’ for you.

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss etc) |  |
| First Name |  |
| Last Name |  |
| Address |  |
| Postcode |  |
| Contact Number, incl area code |  |
| Mobile |  |
| Email address |  |

If the contact information provided here (to discuss details of the permit) is different to that for billing/invoice matters, please advise us of this and provide the contact information for billing matters on a separate sheet with an appropriate reference.

|  |  |
| --- | --- |
| Reference |  |

# About the permit

## 3a. Discussions before your application

If you have discussed your proposal with us prior to your application, please provide details of the person you spoke with, including any case reference number on a separate sheet. If there have been any changes to your proposal since our pre-application discussions, the changes should be clearly highlighted on this separate sheet.

Please mark this extra sheet with an appropriate reference and provide this information below.

|  |  |
| --- | --- |
| Reference |  |

## 3b. What type of flood risk activity are you applying for?

A full description of the types of activities that require a permit can be found in the Flood Risk Activities guidance document available on our website.

|  |
| --- |
|  |

Note: Under the Environmental Permitting (England and Wales) Regulations 2016, some Flood Risk Activities may not require an Environmental Permit. You should check whether the proposed activity needs a permit, or whether you may be able to register your proposal(s) as an Exemption.  Please refer to our guidance notes for further information.

# About the site /land

## 4a. Location of the proposed works

|  |  |
| --- | --- |
| Site name |  |
| Site address |  |
| Postcode |  |
| National grid reference for the site (for example, ST 12345 67890) |  |

4b Have you checked that the watercourse is designated as a ‘main river’?

Yes

No  (please contact us for confirmation)

## 4c. Name of Main River (if known)

|  |
| --- |
|  |

## 4d. Are you the land owner?

Yes

No

(If any works are to be carried out on land that you do not own, you will need permission from whoever owns that land.

If ‘No’,

(1) Are you a tenant/ occupier or without any legal interest in the land?

(2) are there any tenants, or is anyone other than the owner in occupation of the land?

# Description and purpose of the proposed works.

5a. Please provide a full description of the proposed works. Please continue on a separate sheet if required and provide an appropriate reference

|  |
| --- |
|  |

## 5b. Number of structures

|  |
| --- |
|  |

If you intend to build more than one structure, classified as a flood risk activity, then each structure may require a separate Flood Risk Activity Permit. However, in order to assess whether any of the multiple structures proposed are similar enough, in terms of design and location, to be grouped together within a single application please contact us to discuss.

# Plans and Sections

## 6a. Please provide a description of all plans and sections you have provided, including detailed reference/revision numbers (see guidance notes for more detail).

|  |
| --- |
|  |

# Construction details

## 7a Is this an application for:

Permanent works (e.g. bridge structure)

Temporary works (e.g. scaffolding)

If temporary, please indicate approx. duration of works

|  |
| --- |
|  |

## 7b. Date construction work will start and finish (incl. site set up, clearance works etc.)

|  |
| --- |
|  |

## 7c. Method Statement

If ‘Temporary’ has been selected above, please provide a detailed Method Statement which provides sufficient information on working methods during the construction phase/s of the project. This must include details on measures to be implemented to minimise disruption and reduce any unwanted effects on the environment (including flood risk impacts).

|  |  |
| --- | --- |
| Method Statement Ref: |  |

# Other Natural Resources Wales interests

## 8a. Will the proposed works involve or affect the following?

Impounding (holding back a watercourse) Abstracting (removing) water

Fish or fisheries  Disposing of waste material

Discharging water  Navigation

Marine Environment (Marine Licence)

If you have ticked any of the above, please contact Natural Resources Wales on 03000 065 3000 to establish whether you will require additional licences or consents before work begins.

8b. Are there any existing Environmental Permits /consents at the site?

Please provide the relevant application reference/permit reference number for any existing permits held at the site in the table below

## Table 1 – Other permit application references

|  |
| --- |
|  |

# Planning status

Tick which situation applies to you

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I have planning permission  (Please provide planning reference)   |  |  | | --- | --- | | Planning ref: |  | |  |  |
| I do not need planning permission  I have applied for planning permission but have not yet had a decision | |  |
| I need planning permission but have not yet applied | |  |
|  | |  |

**Note:** If a flood risk activity has previously been granted planning permission, there may be a cost reduction to your permit application as the time requirement for determination could be reduced.

# Maintaining the Structure

## 10a. Name of person or organisation responsible for maintaining the structure/s

# during construction

|  |  |
| --- | --- |
| Contact Name |  |
| Address |  |
| Postcode |  |
| Contact Number, incl area code |  |
| Mobile |  |
| Email address |  |

## once construction complete

|  |  |
| --- | --- |
| Contact Name |  |
| Address |  |
| Postcode |  |
| Contact Number, incl area code |  |
| Mobile |  |
| Email address |  |

# Effects on the Environment

Additional information regarding potential impacts on the environment may be required. Please complete the section below and provide any relevant documentation required.

Are the following assessments required as part of your application? (please refer to guidance notes for more information)

**yes no**

Water Framework Directive Assessment (WFD)

Habitat Regulations Assessment (HRA)

Environmental Impact Assessment (EIA)

Other

|  |  |
| --- | --- |
| Document References: |  |

# General Data Protection Regulation (GDPR)

The information provided by you will be processed by Natural Resources Wales in line with the GDPRs Data Protection Principles. This will enable us to process your application; to monitor compliance with any permit conditions; to process renewals, and to maintain the relevant public register.

We will process the information you provide in connection with the following:

* Consultation with third parties who are relevant and responsible for responding to consultation requests from NRW to enable us to process your application
* Carrying out statistical analysis, research and development on environmental issues
* Providing public register information for enquiries
* Preventing and investigating possible breaches of environmental law and taking any resulting action
* Responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004

**We would also like to send you details about other topics we think may be of interest to you such as NRW news; services relating to environmental matters; asking for your feedback on our service; and more useful information.**

**If you consent to receiving further information from us, please tick the following box to confirm**

Yes, I would like to receive additional information from NRW relating to environmental matters

**Please note we may pass the information on to our agents or representatives to carry this out for us**

If you have any further queries or concerns, please contact [dataprotection@naturalresourceswales.gov.uk](mailto:dataprotection@naturalresourceswales.gov.uk).  For further information on the processing of your personal details please see our [Privacy Notice page.](https://naturalresources.wales/privacy)

# Confidentiality

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.

Only tick the box below if you wish to claim confidentiality for your application

Please treat the information in my application as confidential

# National security

You can tell the Welsh ministers 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 Welsh ministers and you must still include the information in your application. We will not include the information in the public register unless the Welsh ministers decides that it should be included.

You can find guidance on national security in ‘Core Environmental Permitting Guidance’ published by Defra and available via the Environment Agency website <http://www.environment-agency.gov.uk>.

You cannot apply for national security via this application.

# Declaration

A person knowingly or recklessly making a statement which is false or misleading to for the purpose of obtaining the grant of an environmental permit to any person,  the variation, transfer in whole or in part, the  surrender in whole or in part of such a permit or for the purpose of obtaining or amending  the registration of an exempt flood risk activity (for themselves or another person) commits an offence under Regulation 38 of the Environmental Permitting (England and Wales) Regulations 2016.

If you make a false or misleading statement:

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

I declare that as far as I know and believe, the information in this application is true. I understand that this application may be refused, or approval withdrawn, if I give false or incomplete information.

By signing below, you are declaring that as far as you know and believe the information given in this form, on any map and in any supporting or additional information, is true.

Tick this box to confirm that you understand and agree with the declaration above.   

|  |  |
| --- | --- |
| Title (Mr, Mrs, miss etc) |  |
| First Name |  |
| Last Name |  |
| On behalf of (if relevant; for example, a company /organisation) |  |
| Position (if relevant; for example, in a company or organisation) |  |
| Today’s date (DD/MM/YYYY) |  |
| Signed |  |

# Where to send this form

Please send your completed application form to the relevant area office, as detailed in the table below

|  |
| --- |
| North & Mid Area - Flood Risk Analysis Team  Maes y Ffynnon  Penrhosgarnedd  Bangor  Gwynedd  LL57 2DW  **Email:** [floodpermitting.northmid@naturalresourceswales.gov.uk](mailto:floodpermitting.northmid@naturalresourceswales.gov.uk) |
|  |
| South East Area - Flood Risk Analysis Team  Plas Yr Afon,  St Mellons Business Park  St Mellons  Cardiff  CF3 0EY  **Email:** [floodpermitting.southeast@naturalresourceswales.gov.uk](mailto:floodpermitting.southeast@naturalresourceswales.gov.uk) |
|  |
| South West Area - Flood Risk Analysis Team  Maes Newydd  Llandarcy  Neath Port Talbot  SA10 6JQ  **Email:** [floodpermitting.southwest@naturalresourceswales.gov.uk](mailto:floodpermitting.southwest@naturalresourceswales.gov.uk) |

Please tick this box if you wish to have all communication about this notification sent via email (we will use the details provided in Part 1 of this form ‘About you’)

# How to contact us

If you need help filling in this form, please contact the person who sent it to you or us as shown below.

General enquiries: 0300 065 3000 (Monday to Friday, 9am to 5pm)

Email: [enquiries@naturalresourceswales.gov.uk](https://cyfoethnaturiolcymru-my.sharepoint.com/personal/hayley_macdonald-jones_cyfoethnaturiolcymru_gov_uk/Documents/Forms%20for%20Jenny%20Dickinson/enquiries@naturalresourceswales.gov.uk) / [ymholiadau@cyfoethnaturiolcymru.gov.uk](https://cyfoethnaturiolcymru-my.sharepoint.com/personal/hayley_macdonald-jones_cyfoethnaturiolcymru_gov_uk/Documents/Forms%20for%20Jenny%20Dickinson/ymholiadau@cyfoethnaturiolcymru.gov.uk)

Website: [www.naturalresourceswales.gov.uk](https://cyfoethnaturiolcymru-my.sharepoint.com/personal/hayley_macdonald-jones_cyfoethnaturiolcymru_gov_uk/Documents/Forms%20for%20Jenny%20Dickinson/www.naturalresourceswales.gov.uk) / [www.cyfoethnaturiolcymru.gov.uk](https://cyfoethnaturiolcymru-my.sharepoint.com/personal/hayley_macdonald-jones_cyfoethnaturiolcymru_gov_uk/Documents/Forms%20for%20Jenny%20Dickinson/www.cyfoethnaturiolcymru.gov.uk)

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.