

**Please read these guidance notes carefully before you fill in the forms. This guidance will help you complete part A 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 when you've completed it.

**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](mailto:enquiries@naturalresourceswales.gov.uk) / [ymholiadau@cyfoethnaturiolcymru.gov.uk](mailto:ymholiadau@cyfoethnaturiolcymru.gov.uk)  
Website: [www.naturalresources.wales](http://www.naturalresources.wales) / [www.cyfoethnaturiol.cymru](http://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](mailto:permitreceiptcentre@naturalresourceswales.gov.uk) / [canolfanderbyntrwyddedau@cyfoethnaturiolcymru.gov.uk](mailto: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

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## 1 About you

Are you applying as an individual, an organisation of individuals (e.g. a partnership), a company or public body?

Tick the box which describes you as an applicant. If you are applying as a public body or company, give us their name. You can also give us any trading or partnership name if you are applying as an individual or organisation of individuals.

An organisation of individuals includes a group of individuals that together hold a water-discharge activity (previously known as a discharge consent).

You then need to go to the relevant section 2, 3, 4 or 5 on the application form.

## 2 Applications from an individual

Fill in the details of each applicant. We can only issue permits to named individuals.

You then need to go to section 6 on the application form.

## 3 Applications from organisation of individuals

Limited Liability Partnerships – do not fill in this section; you must fill in section 5.

Fill in the details of the type and any trading name. If you are an organisation of individuals (for example, a charity, a partnership, a group of individuals or a club) please give the details of the main representative. We can only issue permits to named individuals.

*We cannot issue a permit to a partnership.* We therefore need details of each person in the partnership. If the permit is for multiple properties it will help to apply as a management company rather than as a large number of individuals.

If necessary, use a separate sheet to give us the details of additional applicants and tell us the document reference you have in the space provided on the form.

You then need to go to section 6 on the application form.

#### **4 Applications from public bodies**

Fill in details of the type, name of the public body and the name of the executive responsible.

**4a** Type of public body – please choose from the options listed. If you choose ‘other’, please give more details in the space provided.

**4b** The executive is any person within the public body who is authorised to sign on their behalf.

You then need to go to section 6 on the application form.

#### **5 Applications from a registered company or other corporate body**

Give us the company registration number and date your company was registered.

##### **Unregistered corporate bodies**

If you are an unregistered corporate body, you will need to give us evidence that you are a legal body and we can issue a permit to you.

You then need to go to section 6 on the application form.

#### **6 Your address**

##### **6a Your main (registered office) address**

All applicants must give us this. If you are applying as a limited company, give the address of the registered office.

If you are applying as a company the email address given should be that of the company secretary as this is the one we will use to email a copy of the permit and any associated information or notices connected to the permit.

##### **6b Main UK business address (if different from above)**

This is only required if it is different from your principal business address (for example, companies registered overseas).

We can only issue permits to named individuals. We cannot issue a permit to a partnership. We therefore need details of each person in the partnership. If necessary, use a separate sheet to give us the details of additional applicants and tell us the document reference you have in the space provided on the form.

You then need to go to section 7 on the application form.

#### **7 Contact details**

**7a** It will help us if there is someone we can contact if we have any questions about your application. The person you name should have the authority to act on your behalf. They can be an agent rather than the operator.

If the operational contact is different fill in question 7b and if the billing invoice contact is different fill in question 7c.