

# Registering exempt water discharge and groundwater activities



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

You will need:

- a location map.

## When should I use this form?

The Environmental Permitting (England and Wales) Regulations 2010 say that most discharges to surface and groundwater must have a permit. However, there are some exceptions. These are called exemptions. Exemptions are activities that do not need a permit but do need to be registered. We have provided this form for you to register those water related activities listed under part B.

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).

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

## Where can I find the guidance?

You can find a full description of the water related exemptions on our website or you can email us at

[enquiries@environment-agency.gov.uk](mailto: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 and B.

**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 tell you by post or email that your exemption is now registered. We have 15 working days to do this. You do not have to renew water discharge exemptions.

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.

If 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](mailto: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 enter your contact details in 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.

### A2 What type of customer are you?, continued

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.

#### 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.

## A2 What type of customer are you?, continued

### 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 \_\_\_\_\_

Contact numbers, including the area code

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## A2 What type of customer are you?, continued

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 necessary, 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. We will send all correspondence to the contact, please provide full details of postal and email addresses, and 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 activities

#### B1 Location of exemptions

This is the place where the exemptions you 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 other place. If you want to register different exemptions at more than one place, please make a separate application.

Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

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

National grid reference

\_\_\_\_\_

#### B1a Are the exemptions on a farm?

Please tick one of the boxes below

Yes

No

#### B2 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).

##### B2a 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 will be released. You should provide the map on a scale of about 1:2500.

Document reference of enclosed location map

\_\_\_\_\_

##### B2a1 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.

##### B2a2 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 is 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.

## B2 Details of exempt water discharge and groundwater activities, continued

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](http://www.environment-agency.gov.uk/business/topics/permitting/32318.aspx)

No

### B2b Other water-related exemptions

#### B2b1 Groundwater remediation and tracers

005 Groundwater tracer test

006 Groundwater remediation scheme

#### B2b2 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.

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 a negative effect on facilities or other legitimate uses of the environment.

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](mailto: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;

## Part D The Data Protection Act 1998, continued

- 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.

## Part E National security

We will normally put all the information in your application, apart from the contact details, 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. This person must be the operator or their agent.

A person knowingly or recklessly making a statement which is false or misleading to gain a registration (for themselves or another person) commits 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 may 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](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.**

## 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

\_\_\_\_\_