

When should I use this form?

The Environmental Permitting (England and Wales) Regulations say that most activities to manage waste should have a permit. However, there are some exceptions. These are called exemptions. Exemptions are waste operations that do not need a permit but do need to be registered. We have provided this form so, in part B, you can register the waste operations which are exempt.

Most waste exemptions are registered by the Environment Agency and you should only use this form to register waste exemptions T3 (treating waste metals or alloys by heating to remove grease etc) or T7 (treating waste bricks, tiles or concrete by crushing, grinding or size reduction) which are registered by us as the Local Authority where the activity will be carried out (or as your principal place of business in the case of waste mobile plant).

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 locations listed. If you want to register different exemptions at more than one location, you must make separate applications.

Guidance and where to find it

The guidance on waste exemptions and related core guidance on the Environmental Permitting (England and Wales) Regulations is available on the Defra website at: <http://www.defra.gov.uk/environment/policy/permits/guidance.htm> or contact East Lindsey District Council for support on 01507 613497 if you do not have internet access.

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 at 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 five working days to register your exemption.

Registration lasts for three years. After this time you will need to renew your exemptions. We will remind you when your renewal is due and invite you to register again, one month before it is due to end.

If you want to make any changes to your registration, please contact East Lindsey District Council for support on 01507 613497 or email us at environmentalprotection@e-lindsey.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 - Your Organisation

1 What type of organisation are you?

- A company Please go to question 1a.
An individual Please go to question 1b.
A public organisation (such as a town council) Please go to question 1c.
An organisation of individuals (such as a partnership) Please go to question 1d.

1a If you are a company

What is your company called?

What is your company registration number?

Now go to section 2.

1b 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 2.

1c 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 for the
Chief Executive or most senior executive officer.

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

First name:

Last name:

Position:

Now go to section 2.

1d 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 (include postcode):

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

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

First name:

Last name:

Address (include postcode):

Contact numbers, including the area code.

Phone:

Fax:

Email:

Every partner needs to give us their details, so, if necessary, continue on a separate sheet and give us a document reference below.

Document reference:

Now go to section 2.

2 Organisation address

2a All types of organisation should enter their address below

For companies, this should be the registered office address. However, if this is not the main correspondence address, you should also enter your main UK business address in section 2b.

Address (include postcode):

Contact numbers, including the area code.

Phone:

Fax:

Email:

2b Other address for correspondence (companies only)

Address (include postcode):

Contact numbers, including the area code.

Phone:

Fax:

Email:

3 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 the postal, email addresses, phone and fax numbers.

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

First name:

Last name:

Position:

Address (include postcode):

Contact numbers, including the area code.

Phone:

Fax:

Email:

Part B - Exempt Operations

B1 Where the operation takes place

This is the place where the exemptions you tick 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 are registering an exemption for waste mobile plant please go to question B1a.

If you want to register more than one location for these exemptions, please attach a separate sheet listing the same information for each extra location.

If you want to register different exemptions at more than one place, please make a separate application.

B1 Where the operation takes place, continued

Address (include postcode):

Enter a 12-digit national grid reference if you cannot provide an address and postcode.

For example, 123401 567001.

National grid reference:

B1a Are the exemptions for waste mobile plant?

Yes No

Waste mobile plant is defined in Regulation 2(1) of the Environmental Permitting (England and Wales) Regulations 2010 and full information can be found at <http://www.defra.gov.uk/environment/policy/permits/documents/ep2010guidance.pdf>

You should only register an exemption with us for waste mobile plant if your principal place of business is in the East Lindsey area. If you are not sure please contact us on 01507 613497 and we can check for you.

B2 Details of exempt waste operations

Please tell us which waste exemption you want to register.

Exempt waste operation

T3 (Treatment of waste metals and alloys by heating for the purposes of removing grease etc.)

T7* (Treatment of waste brick, tiles and concrete by crushing, grinding or reducing in size.)

*To register as a T7 exempt waste operation the activity must be determined to be 'trivial' within the meaning of paragraph 6(3) of Part 1 of Schedule 1 of the Environmental Permitting (England and Wales) Regulations 2010 and therefore not require a Part B environmental permit. Guidance is available on the definition of triviality at <http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/index.htm>

The T7 activity must also not process more than 20 tonnes per hour and/or store greater than 200 tonnes of waste material. If you exceed, or are likely to exceed, these quantities then a Part B environmental permit will be required. If we are the principal place of your business then contact us on 01507 613497 or environmentalprotection@e-lindsey.gov.uk so we can explain the process of applying for a Part B permit (fee applies). Otherwise you will need to contact your home Local Authority.

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 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 or causing harm to the environment. **If you are registering waste exemptions, this means in particular that you must operate without:**

- a causing a risk to air, soil, plants or animals;
- b causing a nuisance through noise and odours; and
- c negatively affecting the countryside or places of special interest.

You may need to have extra controls 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 undeveloped, you should make sure that it will not affect any protected sites such as European Sites or Sites of Special Scientific Interest (SSSIs) or any protected species. It is less likely if your operation is based on, for example, an existing industrial site. However, you should still make some assessment.

More information on protected sites and species is available on the Natural England website at <http://www.naturalengland.org.uk>

Part D - The Data Protection Act 1998

We, East Lindsey District Council, 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:

- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, Environment Agency, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- 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).

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.

National security

I believe that including my information in the public register would not be in the interests of national security.

Part F Declarations, and so on

F1 Declaration

Your contact for the application must tick the declaration section. This 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 will have to pay a fine or go to prison (or both).

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

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

First name:

Last name:

Signature

Today's date (DD/MM/YYYY)

F2 How to contact us

If you need to contact us with regard to your waste exemption registration, including if you need help completing this form then you can do so using one of the options below

- Telephone: 01507 613497 (during normal business hours, weekdays only)
- Email: environmentalprotection@e-lindsey.gov.uk

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. We also recommend you keep a copy of your completed form for your own records.

Send your completed form and any attached documents to:

East Lindsey District Council,
Tedder Hall,
Manby Park,
Louth,
Lincolnshire
LN11 8UP

If you would like this information in another language,
large print or Braille, please contact us on 01507 601111.

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998.
The information you provide will only be used for Council purposes unless we are required by law to do otherwise.

FOR OFFICE USE ONLY

Date received:

Reference: