



**ENVIRONMENT
AGENCY**

**Notification of an exempt activity:
Storing and composting biodegradable waste**

The Environmental Permitting (England and Wales)
Regulations 2007

Environmental Permitting Regulations 2007 Schedule 3 Paragraph 12

Section A - Introduction

Please read though the guidance notes and the form carefully before you start to fill the form in.

How to let us know about the operation.

Use this form if you want to carry out storage and composting of biodegradable waste that you believe qualifies as exempt from requiring an environmental permit.

The form asks for the information we need to decide if your operation can be registered as exempt. If you fill in the form accurately, it will help us deal with the notification more quickly.

This notification form is for use in connection with an exempt activity as listed in paragraph 12, Schedule 3 of the regulations.

You will have to make separate notifications for each additional exempt operation.

When you make the notification, please make sure you -

Answer all the questions that apply to you. *If any of the questions do not apply to you, please write 'Not applicable'.* If you leave anything out, we may need to get in touch with you for the information.

We recommend your notification is sent to us at least **25 working days** before the date you intend to carry out the exempt operation. This will allow us sufficient time to complete the assessment of the notification before your proposed start date.

It is an offence to carry out this exempt operation without being registered with us.

Please contact us if you are unclear about anything in this form. The general enquiries number is **08708 506 506**.

Section B - Form

1 About the establishment or undertaking

The applicant is the individual, company or organisation to whom the exemption will be issued.

1.1 Is the establishment or undertaking an organisation of individuals (e.g a partnership), a company or public body?

- Individual
- Organisation of Individuals
- Company
- Public Body

1.2 Please give the following details

(If an organisation of individuals, please enter the main representative here. Where relevant provide details of all other members on a separate sheet.)

Name

Title	First Name
Last name	
Date of birth	
Position (if applicable)	

Name of organisation of individuals, company, public body or trading/business name.

Registration number of company

If you are a public body, please state what type of Public Body eg Local Authority, Health Trust etc?

If you are an organisation of individuals, please state what type. (Chose from: Partnership, Trust, Charity, Club, Co-operative, Trade Union, Group of Individuals.)

Address (of all applicants)

Postcode	

Phone
Fax
Email

Section C – Supporting Documents

You must provide a map or plan with all new notifications and if you ticked the 'more than 10 cubic metres' box to question 4.2, you must also complete Parts 1 and 2 of the pollution risk assessment. You may also need to provide a bioaerosol risk assessment. Check the guidance for more details. If you ticked the '10 cubic metres or less' box to Question 4.2 you only need to complete part 1 of the risk assessment. If you already have a registration and are notifying us of changes please resubmit any supporting documents which are affected by the change. Details of what must be included in each of these documents is explained in the guidance.

Please note that if essential documentation has not been provided we will not be able to assess your proposal and all documentation will be returned without further processing.

Please tick and complete as appropriate or enter 'NA' if not applicable.

C1 map or plan

Document reference number

C2 pollution risk assessment

Document reference number

C3 continuation sheets

please give details of question numbers

Section D – Declaration

Data Protection Notice

The information provided will be processed by the Environment Agency to deal with your notification, to monitor compliance with the licence / permit / registration conditions, to process renewals and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental matters.
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive, local authorities, emergency services, DEFRA on environmental issues)
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law
- assessing customer service satisfaction and improving our service
- responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, where the Data Protection Act allows.

Individuals have a right to see the information we hold about them. We will correct it if it is inaccurate.

We may pass it on to our agents/representatives to do these things on our behalf.

You should ensure that any persons named on this form are informed of the contents of this data protection notice.

Disclosing information you provide to us in this notification

We will place some of the information from your notification on the public register

- your name
- where the activity is taking place and
- details of the activity.

Declaration

The application contact must tick the declaration section. The application contact must be the operator or their agent.

A person knowingly or recklessly making a statement which is false or misleading in order to obtain a registration (for himself or another person) commits an offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007. If you make a false or misleading statement

- We may prosecute you and
- If you are convicted, you are liable to a fine or imprisonment (or both).

I declare that the information provided both on the notification form and in the supporting documentation which has been supplied with this notification form is correct.

Where to post the form

After you fill in the form, please read through it again and make sure you have

- answered all the questions
- included all the documents you need to send us and

Send your completed form and all supporting documents to

**Environment Agency
Permit Support Centre
PO Box 4209
Sheffield S9 9BS**

You can also call our general enquiries number for information **08708 506 506**