|  |
| --- |
| Form Part F3 should be completed and returned for all applications for a new flood risk activity, or the variation, transfer or surrender of an existing permit if a charge is involved. Please check that this is the latest version of the form available from our website.Contents1. Information
2. Working out charges
3. Calculated charge
4. Payment
5. Data Protection Act 1998
6. Declaration
7. Application checklist
8. Where to send this form
9. How to contact us
 |

# Information

There is a tiered scheme of application charges for bespoke flood risk activity permits. This is based on:

1. The type of flood risk activity proposed and the associated complexity and risk;
2. The location of the proposed flood risk activity from both a flood risk and environmental perspective.
3. The length of time it is anticipated to assess the impact on flood risk.

The charging scheme for flood risk activity permits groups activities into three charging bands: low; medium; and high. The corresponding charge will depend on the location and complexity of your proposal.

You must submit an application fee with your application. The charges applicable for each charging band are set out in our environmental permitting charging scheme, available from the Natural Resources Wales website. This can be found in the ‘How we regulate you’ section, under ‘our charges’.

**Under the Environmental Permitting Regulations (EPR), there is no mechanism to support waiving fees for Highways Agencies, Local Authorities, Charities or Environmental Organisations where a bespoke flood risk activity permit is needed.**

Please note, the charges are subject to revision from time to time.

## Charges for Compliance checking

In addition to the above charges, there will be a fee for compliance checking on all flood risk activity permits issued. Details can be found in the NRW charging scheme.

## Cost Reduction for Multiple activities

You may be eligible for a cost reduction if you apply for a permit that covers multiple activities. This will be applicable if the following conditions are met:

* Same applicant;
* Same activity;
* Applications received at the same time;
* Same site / vicinity;
* Same site characteristics.

Please contact us for further advice if you consider your permit to meet the requirements for a cost reduction. Please refer to the NRW charging scheme for information.

# Working out charges

This section will help you to identify the charging band applicable to your flood risk activity. You should use this section to determine the relevant charging band and then use the NRW charging scheme to identify the associated charge. Full details of the charging scheme is available on our website. This can be found in the ‘How we regulate you’ section, under ‘our charges’

Note - A discount may be applied where we have already considered the flood risk activity proposal in detail at the planning application stage.

Step 1: Establish which flood risk activity category is relevant to your flood risk activity from the following list:

## Flood risk activity category

1. In Channel
2. Channel sides
3. Works Affecting FRM / 3rd Party Assets
4. Works in the Floodplain (Defended or Undefended)
5. Outfalls

The illustration on the next pagew will help you to determine the relevant flood risk activity category.



If you are unsure, table 1 contains flood risk activities and the cross section zone that these occur in which corresponds to the flood risk activity categories above.

Table 1. Flood Risk Activities

|  |  |
| --- | --- |
| **Activity** | **Zone** |
| De-silting/Gravel Removal | **1** |
| Rafts for wildlife surveys |
| Channel widening, deepening, straightening or realigning |
| Bypass channel (permanent or temporary) |
| New / replacement / removal bed reinforcement |
| Culverts |
| Service crossings |
| Temporary scaffolding not covered by exclusion or exemption |
| Eel passes on existing structures |
| Fish passage notches on existing structures |
| Construction of bridges |
| Flow deflectors  |
| In-channel impounding and flow regulation structures |
| Woody debris management  |
| Construction of cattle drinking bay | **2** |
| Protection of bank (more than 100m) |
| Maintenance work not covered by exclusion or exemption |
| Protection of bank (less than 100m) |
| Bank re-profiling |
| Construction of access platforms |
| Moorings |
| Recreational structures |
| Flood defences not covered by exclusion or exemption | **3** |
| Site investigation boreholes and trial pits in floodplain | **4** |
| Construction bankside refuge structures |
| Erection agricultural fencing |
| Erection notice boards |
| New or improved track and paths |
| Excavation in floodplain |
| Ground level raising |
| Temporary storage in floodplain |
| Outfalls | **5** |

Step 2: Establish the flood risk activity charging band

The category of your flood risk activity can be found in the risk matrix table below.

The location of your proposed flood risk activity in relation to designated sites and non-agricultural building will determine which charging band your application is within.

If proposed permanent works involve more than one flood risk activity, but do not fulfil the criteria for a Multi Flood Risk Activity Permit, it may be possible to include the different activities on one application and only pay a single fee. In order to qualify for a single application for different elements of permanent works all activities must be integral to the overall works, carried out by the same applicant and completed within one operational period. In such cases the single fee required will be based on the highest banded activity within the range of activities applied for.

For example: A Bridge Renewal Project carried out in one operation by the same applicant and comprising three different but integral activities;

* Removal and replacement of the existing highway bridge
* Repairs / reinstatement of existing bank protection integral to the bridge
* A new outfall structure for the carriageway drainage integral to the bridge.

Please note: Any temporary works required to construct the above permanent works cannot normally be included on the permanent works application and will therefore require a separate application and fee.

Table 2. Risk Matrix for assessing and scoring flood risk activities

|  |  |  |
| --- | --- | --- |
|  | **Activity location greater than 100m to nearest non-agricultural building in the floodplain** | **Activity location within 100m to nearest non-agricultural building in the floodplain** |
| **Activity** | **Designated site\*\*** | **Non-designated site\*\*** | **Designated site\*\*** | **Non-designated site\*\*** |
| In channel works | M | L | H | M |
| Riverbank works | M | L | M | M |
| Works to new and existing flood risk management assets  | M | L | H | M |
| Flood plain works | M | L | M | M |
| Outfalls | L | L | L | L |
| Planning permission\* | L | L | L | L |
| Variation | There is currently no charge associated with the variation, transfer or surrender of a flood risk activity permit. This is subject to review and a charge may be applied during the next charging review (currently applied from 1 April each year) |
| Transfer |
| Surrender |

\* If a flood risk activity permit application is for an activity that has previously been granted planning permission, there may be a cost reduction where the time requirement for determination can be reduced. A discount may be applied where we have already considered the flood risk activity proposal in detail at the planning application stage.

\*\* Designated site is that designated under UK law and European Directives and includes Special Areas of Conservation (SAC), Ramsar sites, Sites of Special Scientific Interest (SSSI) and Special Protection Areas (SPA).

Step 3: Use the NRW Charging scheme to determine charge

The fees applicable for each charging band are set out in our environmental permitting charging scheme, available from the Natural Resources Wales website. This can be found in the ‘How we regulate you’ section, under ‘our charges’.

|  |
| --- |
| **Example**: proposed activity – culvert located outside of a designated site, but within 100m of the nearest non-agricultural building. This activity is shown to be within zone 1 in Table 1. Zone 1 corresponds to ‘in-channel works’ as per the illustration. Using the risk matrix (Table 2), as the activity is outside of a designated site, but within 100m of the nearest building, the corresponding risk band is ‘M’ (medium risk). You should refer to the charging scheme available from the NRW website to establish the charge for a ‘medium risk’ activity.  |

## Charges for Compliance checking

In addition to the application fee, there is also a fee for compliance checking. This needs to be added to calculate the total charge. Details can be found in the NRW charging scheme.

Note:

* Charges are subject to revision from time to time.
* If you need help determining your charge, please contact us using the details below.
* Permits that cover multiple structures maybe eligible for a cost reduction. Certain conditions apply.

## Information on charges

We consult widely on changes to our charging schemes and tariffs, which require government approval before being implemented. You can access further information about the bases of our charges, our consultation processes and any current or recent consultations from our guidance webpages.

# Calculated Charge

Having read the details of the charging scheme, you should fill in the table below with details of all the charges associated with your application. The compliance charge must be added to the application charge and payment made for both. There is no VAT applied to the charges for your application.

# IMPORTANT: Please note that the charges are subject to revision from time to time.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Band** | **No. of same structures\*** | **Charge** |
|       |       |       |       |
|       |       |       |       |
| **Compliance Charge** |  |  |       |
|  | **Total**  |  |       |

\*If qualifies for a Multi Flood Risk Activity Permit

# Payment

Note: Please note that we cannot ‘duly make’ your application until evidence of payment has been sent in. When we receive your application we check the following:

* The application form is complete;
* You have sent the correct application charge;
* You have sent the correct supporting documents.

Once we have all this information, we call the application **duly made**. If anything is missing we will ask you for it.

|  |  |
| --- | --- |
| Please tick to show your payment method below. |  |
| Cheque  |[ ]
| Postal order  |[ ]
| Cash  |[ ]
| Credit or debit card  |[ ]
| Electronic transfer (for example, BACS)  |[ ]
| Remittance number  |  |
|

|  |  |
| --- | --- |
| Date paid (DD/MM/YYYY)  |       |

 |  |

Payment guidance

Paying by cheque or postal order

|  |  |
| --- | --- |
| Cheque details |       |
| Cheque number  |       |
| Amount  |       |

You should make cheques or postal orders payable to Natural Resources Wales and make sure they have ‘A/c Payee’ written across them if it is not already printed on. Please write the name of your company and application reference number on the back of your cheque or postal order.

Please send it to us with your completed application form and any relevant supporting documents. Post dated cheques will not be accepted.

Cash

Please tick the box below to confirm you are enclosing cash.

I have enclosed cash with my application [ ]

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded delivery postal service and enclose details of the name of your company and a reference number (this can be the customer reference, permit reference or an application reference generated at pre-application stage) or your name, address and postcode.

Payment by credit or debit card

If you are paying by credit or debit card, either we can call you or you can fill in the separate form CC1. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only. Select from the options below how you would like to proceed with payment.

Please call me to arrange payment by debit or credit card [ ]

I have enclosed form CC1 with my application [ ]

We can accept payments by Visa, MasterCard or Maestro cards only. Please complete the required details in the separate form CC1 or tick the box asking us to call you to arrange payment.

Payment by electronic transfer

If you choose to pay by electronic transfer, you will need to use the following information to make your payment.

|  |  |
| --- | --- |
| Bank Name: | RBS |
| Address: | National Westminster Bank Plc, 2 ½ Devonshire Square, London, EC2M 4BA |
| Sort Code: | 60-70-80 |
| Account Number: | 10014438 |
| IBAN Number: | GB70 NWBK 6070 8010 0144 38 |
| SWIFT/BIC Code: | NWBKGB2L |
| VAT No: | GB 145 1537 25 |
| Remittance E-Mail: | ONLINE@cyfoethnaturiolcymru.gov.uk |
| Telephone Number: | 0300 065 3000 |

Please ensure your BACS payment includes a reference number. We prefer this to either be your application reference number (please contact your local office to obtain this) or use ‘FRA’ followed by the first nine letters of your organisation name, followed by any 4 digit number. For example, for a company named Joe Bloggs Ltd, the reference number might be FRAJOEBLOGGS0001. (Remember you can use any 4-digit number at the end).

The reference number you provide will appear on our bank statements so we can check your payment. We may need to contact your bank to make sure the reference number is quoted correctly.

You should also email your payment details and payment reference number to banking.team@naturalresourceswales.gov.uk / banking.team@cyfoethnaturiolcymru.gov.uk and enter it below:

|  |  |
| --- | --- |
| BACS reference |       |
| Amount paid |       |
| Date paid |       |

Failure to quote your reference number or to forward to us your payment details, including applicant name, payment amount and full payment reference number, may result in a delay in processing your payment and therefore your application.

Where possible please submit a remittance advice to ensure sufficient and accurate processing of your payment.

The postal address for you remittance advice is:

Natural Resources Wales

Income Department

PO BOX 663

Cardiff

CF24 0TP

Please contact the Income Team should you require any further information.

# The Data Protection Act 1998

We will use the information you provide so that we can process your 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).

**If there are joint permit holders, each must complete their own declaration**

## A relevant person should make the declaration

Relevant people means each applicant, and in the case of a company, a director, manager, company secretary or any similar officer or employee listed on current appointments in Companies House. In the case of a Limited Liability Partnership (LLP), it includes any partner.

Note: Each individual (or individual trustee) who is applying for their name to appear on the permit must complete this declaration. You will have to print a separate copy of this page for each additional individual to complete.

To simplify and speed up the application process we recommend that the declaration in the application form is filled in by an officer of a company or one of the partners in a Limited Liability Partnership (LLP).

If you wish a manager or other employee to sign the declaration on behalf of the company or LLP we will need a letter signed by a relevant person; that is, an officer of the company or a partner in the LLP confirming that the person has the authority to fill in the declaration. Where the operator is the subject of any insolvency procedure it will be necessary for the declaration to be filled in by the official receiver/appointed insolvency practitioner.

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. [ ]

|  |  |
| --- | --- |
| Signed  |       |
| Print name |       |
| Position |       |
| On behalf of (organisation or company if relevant) |       |
| Today’s date (DD/MM/YYYY) |       |

# Application checklist (you must fill in this section)

Please tell us what you have sent with this application by listing all the documents you have included. You must include the correct application and compliance fee, or evidence of payment. If not the application will be returned to you.

Where you have referenced supporting documents in the application questions you’ve answered, you must fill in the table as per the following example.

|  |  |
| --- | --- |
| Application Form Ref. e.g. Parts B8, C.08, C8, D8, E8, F3 | Supporting plans/documentation (list references) |
|       |       |
|       |       |
|       |       |

# 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 FfynnonPenrhosgarneddBangorGwyneddLL57 2DW**Email:** floodpermitting.northmid@naturalresourceswales.gov.uk |
|  |
| South East - Flood Risk Analysis Team Plas Yr Afon,St Mellons Business ParkSt MellonsCardiffCF3 0EY**Email:** floodpermitting.southeast@naturalresourceswales.gov.uk |
|  |
| South West - Flood Risk Analysis Team Maes NewyddLlandarcyNeath Port TalbotSA10 6JQ**Email:** floodpermitting.southwest@naturalresourceswales.gov.uk |

## Do you want all information to be sent to you by email?

Please tick this box if you wish to have all communication about this notification sent via email (we will use the details provided by the permit holder) [ ]

# How to contact us

If you need help filling in this form, please contact the person who sent it to you or use the details 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%40naturalresourceswales.gov.uk) [ymholiadau@cyfoethnaturiolcymru.gov.uk](https://cyfoethnaturiolcymru-my.sharepoint.com/personal/hayley_macdonald-jones_cyfoethnaturiolcymru_gov_uk/Documents/Forms%20for%20Jenny%20Dickinson/ymholiadau%40cyfoethnaturiolcymru.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.**

**For Natural Resources Wales use only**

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

[ ] Yes

[ ]

Amount received

£