

* required information

Section 1 of 5

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

- System reference This is the unique reference for this application generated by the system.
- Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
- Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
- Yes No

Applicant Details

- * First name
- * Family name
- * E-mail
- Main telephone number Include country code.
- Other telephone number
- Indicate here if you would prefer not to be contacted by telephone
- Are you:
- Applying as a business or organisation, including as a sole trader
- Applying as an individual
- A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

- * Is your business registered in the UK with Companies House? Yes No
- * Registration number
- * Business name If your business is registered, use its registered name.
- * VAT number Put 'none' if you are not registered for VAT.
- * Legal status

Continued from previous page...

* Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

[1](#) [2](#) [3](#) [4](#) [5](#) [Next >](#)

Section 2 of 5

DETAILS OF THE LICENCE, PERMIT OR REGISTRATION

Identifying The Licence

- * Type of licence, permit or registration held The activity the licence covers.
- * Licence, permit or registration number

Name Of The Licence Or Permit Holder

Put the name of the individual or business that is the current licence holder. If there are joint licence holders, just name one.

- * Name

Address Of The Premises

Is the address the same as (or similar to) the address given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

- * Building number or name
- * Street
- District
- * City or town
- County or administrative area
- Postcode
- * Country

Contact Details

Are the contact details the same as (or similar to) those given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

- E-mail
- * Telephone number
- Other telephone number

Section 3 of 5

ABOUT THE CHANGE

Type Of Change

* What do you want to do with the licence, permit or registration?

- Surrender it
- Transfer it
- Report a change

Subsequent questions will only refer to "licence", but that also includes permits and registrations.

The licence or permit is no longer needed.

The licence or permit should be transferred to another person or organisation.

Report A Change

* Describe in detail what those changes are:

- Existing licence holder's name change
- Change of contact details
- Other material change

These are changes to the licence, or how you operate, that you must tell the authority about.

Other Changes

Describe other changes required

You can attach documents, such as drawing or plans, that can help describe your changes.

Addition of a treatment plant to run simultaneously with existing plant as described in attached documentation.

Have the changes you are reporting occurred already?

- Yes No

If the changes you want need our permission, do you want to implement them immediately after permission is granted? You must allow time for the authority to make its decision.

- Yes No

Date planned for change / /
dd mm yyyy

Supply any other information you feel may help this application. You can also attach documents to this application about your changes.

Section 4 of 5

OTHER RELATED LICENCES

* Are there other current licences, permits or registrations for these premises with this authority?

Yes No

Will any change in the same way as this application?

Yes No

< Previous 1 2 3 4 5 Next >

* required information

Section 5 of 5

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Please refer to the fees document at <http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/fees-risk/documents/fees-charges/charges-summary.pdf>

* Fee amount (£)

DECLARATION

I am aware that it is an offence under regulation 38 of the EP regulations, for the purpose of obtaining a permit to:

- Make a false statement which I know to be false or misleading in a material particular
- * Intentionally to make a false entry in any record required to be kept under any environmental permit condition
- With intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name
* Capacity
* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/environmental-permitting/herefordshire/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

< Previous [1](#) [2](#) [3](#) [4](#) [5](#)