

Detailed guide: Flood and coastal defence: develop a project business case

Updated: Note added to say that although HM Treasury has updated the Green Book you should continue to use this current policy and guidance until we update them.

HM Treasury has updated the [Green Book](#) – its guidance on how to appraise and evaluate government policies, projects and programmes.

You can continue to use this appraisal guidance on developing a project business case until we update it. You can also follow:

- [flood and coastal erosion risk management appraisal guidance](#)
- the [Defra policy statement](#)

Before you can submit a business case for technical and financial approval, your project, strategy or study must be included in the [programme of flood and coastal risk management schemes](#). Find out how to [submit your flood or coastal erosion risk management project proposal](#) to be included in the programme.

You'll need technical and financial approval before you can [claim FCERM grant payments](#).

1. Contact the local Environment Agency Area Flood and Coastal Risk Manager (AFCRM) who is your local contact

Tell your [local Environment Agency contact](#) that you're starting your appraisal – you can ask them for help and advice.

You should also agree a submission date together.

Tell your local Environment Agency contact when you start to write a business case or a Strategy Appraisal Report (StAR), or if the whole life cost of your project is likely to exceed £50 million. The Environment Agency tells the Department for Environment, Food and Rural Affairs (Defra) about projects with an estimated whole life cost of more than £50 million.

2. Develop your business case

This stage identifies the preferred approach to reduce the risk of flood or coastal erosion. The outcome of the appraisal process is a business case for the project you are developing.

You must carry out an appraisal.

By following the Environment Agency's [appraisal guidance](#) your project will keep to [Defra's policy statement](#).

The appraisal process applies to new and on-going flood and coastal erosion risk management (FCERM) strategies and projects funded by government. This includes those carried out by maritime local authorities. They have coastal erosion responsibilities under the Coast Protection Act 1949.

More appraisal guidance for specific tasks during an appraisal includes:

- [FCERM economic appraisal spreadsheet](#) to assist economic analysis
- [appraisal summary table supporting note](#) to enable the clear presentation of negative and positive impacts. This helps the consideration of wider issues within the appraisal
- [apply the scoring and weighting methodology](#) to complete economic valuations of more intangible benefit types
- [adapting to climate change](#) to demonstrate how risk management authorities can account for climate change within their FCERM investment decisions
- [risk to people guidance](#) to provide a method for the evaluation of the risk to life associated with flood risks
- [interim guidance note](#) to take account of Defra's policy on socio-economic equity and appraisal of human-related impacts of flooding
- [treatment of risk](#) to describe the latest approach to project optimism bias

There is also supporting guidance for tasks that you do in certain circumstances during an appraisal:

- [economic evaluation of environmental effects](#) assists in applying a monetary value to environmental effects associated with FCERM schemes
- [assessment of coastal erosion and landsliding](#) provides guidance on coastal erosion, cliff instability and coastal landslides
- [treatment of agricultural land](#) provides an update on the valuation of agricultural land and output

3. How to apply

You need to use the right template and form. Send 2 copies of your completed business case and the forms to the [local Environment Agency contact](#) by e-mail or post. You can submit the copies on a CD/DVD.

3.1 Studies

Use the [FCERM7](#) form to make an application to apply for funding to start a study or a strategy. You can present the study in a format of your choice. A strategy should be presented on the Strategy Appraisal Report (StAR) template which is available from your [local Environment Agency contact](#).

A study could lead to a strategy, a management plan, investigate options for schemes of works, or investigate the environmental impacts of FCERM on an area of statutory environmental designation. The [grant memorandum](#) explains the full definition.

3.2 Schemes

Use the [FCERM2](#) form to make an application for grant to undertake an FCERM scheme. There are 2 templates you can use to present the business case, depending on the value of the scheme:

- [Short Form Business Case template](#) to request approval of an FCERM scheme with a capital cost less than £2 million
- [Business Case template](#) to request approval of an FCERM scheme with a capital cost more than £2 million

3.3 Coastal erosion schemes

Use both forms for coastal erosion schemes:

- [CPA1](#) – certificate of statutory consultations and response for coastal erosion schemes
- [CPA2](#) – application for formal approval of coast protection project

3.4 Other requirements

You must complete a contributions and efficiencies data sheet for all schemes. Contact your [local Environment Agency contact](#) for a copy. You must also demonstrate compliance with the Equalities Act 2010.

Check with the local Environment Agency contact that your project has allocated funding. This might be an indicative allocation of government capital grant, partnership funding or a mixture of both.

4. Getting technical approval

Your application will be reviewed by the Environment Agency. The review provides you and the approving officer with assurance that the project:

- is good value for money
- can be completed within the budget and time stated in the business case

There are 4 assurance review categories. The assurance review can be carried out by the:

- Area Flood and Coastal Risk Manager (AFCRM) – value less than £500,000
- National Project Assurance Service (NPAS) – value less than £2 million
- National Project Assurance Board (NPAB) – value less than £10 million
- Large Projects Review Group (LPRG) – value exceeding £10 million

The monetary value of your application will decide the review category.

4.1 Assurance by AFCRM / NPAS / NPAB

We aim to give you the results of the review within 10 working days of receipt of the application. The review may recommend a discussion between you, the assurance reviewers and the [local Environment Agency contact](#). Following the review, you may be asked to submit a revised application.

4.2 Assurance by the LPRG

The LPRG meets monthly. The [local Environment Agency contact](#) will tell LPRG when your application is due and sends it to them before the monthly submission date. You and the local Environment Agency contact will be asked to present the application by teleconference.

The LPRG will then complete the assurance review and send you the results. You may be asked to attend a meeting with the local Environment Agency contact and the LPRG to resolve complex issues. Following the review, you may be asked to submit a revised application.

5. Get financial approval (excluding coastal erosion work)

When the project has been assured the [local Environment Agency contact](#) will submit the application and the assurance review record for financial approval.

Once approved, we will write to you with a grant approval number. You need this to apply for interim and final capital grant payments.

5.1 Coastal erosion work (excluding studies): tendering stage

The process is different for coastal erosion work (excluding studies). To get technical approval you should send a [CPA1](#) and your business case to the [local Environment Agency contact](#). After you got technical approval, you can ask for tenders to do the work.

To apply for formal grant approval you need to send the [CPA2](#), with supporting information (the business case updated with tender prices and the tender assessment report) to the local Environment Agency contact.

After the tendering stage, your local Environment Agency contact will write to you with a grant approval number. This is needed to apply for capital grant-in-aid payments.

6. Exceptions to the process: emergency works

You do not need to wait for formal approval from the Environment Agency to carry out emergency works (section 5 (6) of the Coast Protection Act). If you intend to claim capital grant for emergency works you will need to seek both technical and financial approval as soon as possible. Note that approval is required from Natural England if you need to do emergency works on designated environmental sites – you will not be able to claim capital grant in aid without it.

Grant memorandum

The [grant memorandum for local authorities and internal drainage boards](#) provides a comprehensive explanation of the process you need to follow. You can get a copy of old versions by emailing LAIDBFINANCE@environment-agency.gov.uk.

Contact the Environment Agency

Environment Agency

P0 Box 544

Rotherham
Yorkshire
S60 1BY

Email
enquiries@environment-agency.gov.uk

Monday to Friday, 8am to 6pm
0370 8506 506

From outside the UK
+44 1709 389 201

[Guidance: Storing waste incapacitant sprays: RPS 138](#)

Updated: This regulatory position statement has been extended until August 2021.

If you follow the conditions in this regulatory position statement (RPS), you can store waste incapacitant sprays, like CS and PAVA aerosol sprays used by the police, without an environmental permit for a waste operation.

Version 2

Guidance: Small-scale heat treatment of waste plastics for reuse: RPS 112

Updated: RPS updated to clarify who can benefit from it, including the type of treatment that can be carried out and the quantities to which it applies. This RPS allows heat to be applied to up to 100 tonnes of suitable plastics per week as part of a treatment process.

If you comply with the conditions in this regulatory position statement (RPS) you can use heat during the treatment of waste plastic for reuse without an environmental permit for a waste operation.

Version 5

Certification Office: certificates of independence

Criminal Justice Workers Union: Certificate of Independence granted (9 August 2022)

The application for a certificate of independence from the Criminal Justice Workers Union was approved by the Certification Officer on 9 August 2022.

Criminal Justice Workers Union: Application for a certificate of independence (5 July 2022)

Notice is hereby given that that an application for a certificate of independence under section 6 of the Trade Union and Labour Relations (Consolidation) Act 1992 has been received from Criminal Justice Workers Union. Any person who wishes to submit any information relevant to this application should do so within one calendar month of the date of this

notice.

**Aircrew Officers Association Europe (AOAE):
Certificate of Independence granted (5 October
2021)**

The application for a certificate of independence from Aircrew Officers Association Europe (AOAE) was approved by the Certification Officer on 5 October 2021

**Aircrew Officers Association Europe (AOAE):
Application for a certificate of independence (3
August 2021)**

Notice is hereby given that that an application for a certificate of independence under section 6 of the Trade Union and Labour Relations (Consolidation) Act 1992 has been received from the Aircrew Officers Association Europe (AOAE). Any persons who wishes to submit any information relevant to this application should do so within one calendar month of the date of this notice.

**Cleaners and Allied Independent Workers Union
(CAIWU): certificate of independence granted (3
December 2018)**

The application for a certificate of independence from Cleaners and Allied Independent Workers Union (CAIWU) was approved by the Assistant Certification Officer on 3 December 2018

**Cleaners and Allied Independent Workers Union
(CAIWU): Application for a certificate of
independence (11 September 2018)**

Notice is hereby given that that an application for a certificate of independence under section 6 of the Trade Union and Labour Relations (Consolidation) Act 1992 has been received from the Cleaners and Allied Independent Workers Union (CAIWU). Any persons who wishes to submit any information relevant to this application should do so within one calendar month of the date of this notice.

**National House Building Council Staff Association:
certificate of independence granted (7 March 2018)**

The application for a certificate of independence from National House Building Council Staff Association was approved by the Assistant

Certification Officer on 7 March 2018

National House Building Council Staff Association: application for a certificate of independence (13 November 2017)

Notice is hereby given that that an application for a certificate of independence under section 6 of the Trade Union and Labour Relations (Consolidation) Act 1992 has been received from the National House Building Council Staff Association (NHBC Staff Association). Any persons who wishes to submit any information relevant to this application should do so within one calendar month of the date of this notice.

United Voices of the World: certificate of independence granted (21 August 2017)

The application for a certificate of independence from the United Voices of the World was approved by the Assistant Certification Officer on 21 August 2017

United Voices of the World: application for a certificate of independence (1 April 2017)

Notice is hereby given that that an application for a certificate of independence under section 6 of the Trade Union and Labour Relations (Consolidation) Act 1992 has been received from the United Voices of the World. Any person who wishes to submit any information relevant to this application should do so within one calendar month of the date of this notice.

Artists' Union England: certificate of independence granted (2 June 2016)

The application for a certificate of independence from the Artists' Union England was approved by the Assistant Certification Officer on 2 June 2016.

Artists' Union England: application for a certificate of independence (13 April 2016)

Notice is hereby given that that an application for a certificate of independence under section 6 of the Trade Union and Labour Relations (Consolidation) Act 1992 has been received from the Artists' Union England. Any person who wishes to submit any information relevant to this application should do so within one calendar month of the date of this notice.

National Crime Officers Association: certificate of independence granted (4 June 2015)

The application for a certificate of independence from the National Crime Officers Association was approved by the Assistant Certification Officer on 4 June 2015.

National Crime Officers Association: application for a certificate of independence (11 February 2015)

Notice is hereby given that that an application for a certificate of independence under section 6 of the Trade Union and Labour Relations (Consolidation) Act 1992 has been received from the National Crime Officers Association. Any person who wishes to submit any information relevant to this application should do so within one calendar month of the date of this notice.

Independent Workers Union of Great Britain (IWGB): certificate of independence granted (23 January 2015)

The application for a certificate of independence from the Independent Workers Union of Great Britain (IWGB) was approved by the Certification Officer on 23 January 2015.

Independent Workers Union of Great Britain (IWGB): application for a certificate of independence (25 November 2014)

Notice is hereby given that that an application for a certificate of independence under section 6 of the Trade Union and Labour Relations (Consolidation) Act 1992 has been received from the Independent Workers Union of Great Britain (IWGB). Any person who wishes to submit any information relevant to this application should do so within one calendar month of the date of this notice.

PPU: certificate of independence granted (25 March 2014)

The application for a certificate of independence from the PPU was approved by the Certification Officer on 25 March 2014.

PPU: application for a certificate of independence (13 January 2014)

Notice is hereby given that that an application for a certificate of independence under section 6 of the Trade Union and Labour Relations (Consolidation) Act 1992 has been received from PPU. Any persons who wishes to submit any information relevant to this application should do so within one calendar month of the date of this notice.

[Detailed guide: Turn your waste into a new non-waste product or material](#)

Updated: We have updated information on how to use the Definition of Waste Service to get an Environment Agency opinion on the waste status of your material.

Work out if your waste material complies with an [European Union \(EU\) end of waste regulation](#) or meets the end of waste test through a [quality protocol](#) (QP) or an individual [assessment](#).

EU end of waste regulations

Your first step is to check whether your waste derived product needs to meet the requirements of an EU End of Waste Regulation. There is a regulation for the following waste types:

- iron, steel and aluminium scrap
- glass cullet
- copper scrap

Find the EU End of Waste Regulations on the [European Commission website](#).

If the EU Regulation requirements cannot be met, then it remains waste. If you can meet them, end of waste is achieved.

Meet the end of waste test

If no EU End of Waste Regulation applies to your waste derived product, you need to make an end of waste assessment on the basis of the relevant case law on end of waste. The Court of Appeal OSS end of waste test generally represents all the case law requirements for the end of waste test.

This test assesses whether:

- the waste has been converted into a distinct and marketable product, this means:
 - the waste has been turned into a completely new product, for example a playground surface is produced from waste tyres
 - the new product is different from the original waste (minor changes to its composition may not be sufficient), for example non packaging plastic recycled material is processed to make new plastic products
 - there is a genuine market for the material so it will definitely be used – if it's stored indefinitely with little prospect for use the material remains waste
- the processed substance can be used in exactly the same way as a non-waste
- the processed substance can be stored and used with no worse environmental effects when compared to the material it is intended to replace

Quality protocols

In England, Wales and Northern Ireland there are several QPs available. They are voluntary end of waste frameworks for specific wastes and end uses based on the relevant end of waste case law.

[Check if a QP applies to your operation](#). What you are doing to your waste must meet the requirements set out in the relevant QP to demonstrate end of waste.

Generally QPs:

- ensure the product made from waste does not pose an unacceptable risk to human health or the environment
- increase market confidence in the quality of products made from waste and their potential value
- encourage greater waste recycling and recovery

For guidance on assessing whether excavated materials are classified as waste or not, or when developing or remediating land you can use the [The Definition of Waste: Development Industry Code of Practice](#).

If your waste derived product does not meet the requirements in the relevant QP or meet the end of waste test, it will still be waste so you must comply with waste management controls. If you do not comply you could be committing an offence and face a penalty.

If there is no applicable QP, you will need to assess whether your waste derived product meets end of waste on a case by case basis using the OSS test.

Use the QP checker

Use the [QP checker online tool](#) to check if your waste derived aggregate or

compost is compliant with a QP and is no longer waste.

Definition of waste assessment

In England, if you produce a product from waste you can ask the Environment Agency for an opinion on the waste status of your material.

If you want to ask for our opinion you must use the [IsItWaste tool](#). There's a charge to use this Service.

The IsItWaste tool holds a checklist which sets out the minimum information you'll need to begin a Definition of Waste assessment.

You'll need to:

- provide all the required information
- submit your proposal

We'll then email you details on how to pay the interim charge of £750 plus VAT. Once we receive payment we'll check you've provided the right information and in the correct format.

If you have, we'll provide a cost estimate to do the full assessment. This will be based on £125 per hour plus VAT.

Once you've signed the charging agreement we'll do the assessment and give you our opinion on the waste status of your material. We may need to ask for more information to complete the assessment.

You can also do a self-assessment to get an indicative outcome. Use the [IsItWaste tool](#). There's no charge to do a self-assessment.

If you operate in other parts of the UK, contact your environmental regulator to find out what services they provide.

If your material is no longer waste, you'll also need to comply with all relevant product legislation, for example the registration, evaluation, authorisation and restriction of chemicals (REACH) regulations or groundwater authorisations.

End of waste: more information

- [Defra's legal definition of waste guidance](#)
- [Regulatory position statement: Regulation of materials under consideration for a QP](#)
- [EU Life+ project EQual: Ensuring Quality of waste derived products to achieve resource efficiency](#)
- [Material comparators for end of waste decisions: Manufactured fertilisers](#)
- [Material comparators for end of waste decisions: Applying waste derived materials to land](#)