

Ms Amanda Kirk  
Family Life CIC  
Ynys Hywel Activity & Respite Centre  
Cwmfelinfach  
Crosskeys  
Newport  
Caerphilly  
NP11 7JD

**Our ref:** AN0013401/T002

**Date:** 17/04/2019

Dear Ms Kirk

**Transfer of permit**

**Permit reference:** AN0013401  
**Operator:** Family Life CIC  
**Facility:** Ynys Hywel Activity Centre, Cwmfelinfach, Crosskeys, Newport, Caerphilly, NP11 7JD

Thank you for your notification of transfer. I confirm that the transfer of the environmental permit from ACT Outdoors Limited to Family Life CIC will take effect from 24/04/2019.

I enclose a transfer notice which shows the legal details of the transfer. Please keep this in a safe place with your environmental permit. The permit should have been passed to you by the previous operator during the handover of the property or business. If you don't have a copy of the permit please use our preferred method of request, by emailing [datadistribution@naturalresourceswales.gov.uk](mailto:datadistribution@naturalresourceswales.gov.uk) to request a copy.

You will need to look at the document 'How to comply with your environmental permit' as this will help you understand how to meet the conditions of the permit. You can find this on our website at <http://naturalresources.wales/media/2124/how-to-comply-with-your-environmental-permit-additional-guidance-for-water-discharge-and-groundwater-from-point-source.pdf>

If you wish to keep your records at a site other than that of the facility, you will need to tell your local area officer within 20 working days of receiving this letter. If you do not hear back from them within a further 20 working days, please take this to mean we have agreed your record keeping location.

If you have any questions about billing, please contact our finance department. Phone 0300 065 3000 and select the appropriate option from the menu to be transferred to our finance team.

Ffôn/Tel 03000 654181  
Ebst/E-mail [helen.johns@cyfoethnaturiolcymru.gov.uk](mailto:helen.johns@cyfoethnaturiolcymru.gov.uk)  
[helen.johns@naturalresourceswales.gov.uk](mailto:helen.johns@naturalresourceswales.gov.uk)

Gwasanaeth Trwyddedu (Caerdydd), Cyfoeth Naturiol Cymru, Tŷ Cambria, 29 Heol Casnewydd, Caerdydd.  
CF24 0TP  
Permitting Service (Cardiff), Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP

Gwefan/Website [www.cyfoethnaturiolcymru.gov.uk](http://www.cyfoethnaturiolcymru.gov.uk)  
[www.naturalresourceswales.gov.uk](http://www.naturalresourceswales.gov.uk)

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg  
Correspondence welcomed in Welsh and English

If you have any other questions about the permit please contact the site officer/area team;  
phone the Customer Care Centre and ask to be transferred.

Yours sincerely

**Helen Johns**  
**Permit Support Officer**