



**Cyfoeth
Naturiol
Cymru
Natural
Resources
Wales**

Guidance for environmental permit applications: Part D1 – Notification of transfer (standalone water discharge activities and standalone groundwater activities only)

Please read these guidance notes carefully before you fill in the forms. All relevant guidance documents can be found on our website. This guidance will help you complete part D1 of the application form pack.

This notification form should be completed if you are an existing permit holder for a water discharge or groundwater activity (point source discharges or land spreading) and you want to transfer your permit in part or in full, to someone else. The person that you're transferring the permit to will also need to fill in parts of this form and may also have to fill in part A

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it. If you submit documents that are not required, please note that they are not assessed.

How to contact us: If you need help filling in this form, please contact the person who sent it to you or contact us by:
General phone enquiries: 0300 065 3000 (Monday to Friday, 8am to 6pm).

Email: enquiries@naturalresourceswales.gov.uk / ymholiadau@cyfoethnaturiolcymru.gov.uk

Website: www.naturalresourceswales.gov.uk / www.cyfoethnaturiolcymru.gov.uk

Where to send your application: You can send your application by email or in the post. We can process applications more quickly, if we receive them by email (electronically). Send your completed application form to:

Email: permitreceiptcentre@naturalresourceswales.gov.uk / canolfanderbyntwyddedau@cyfoethnaturiolcymru.gov.uk

Post: Permit Receipt Centre, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff, CF24 0TP

Canolfan Derbyn Trwyddedau, Cyfoeth Naturiol Cymru, Ty Cambria, 29 Heol Casnewydd, Caerdydd, CF24 0TP

Please send 1 electronic or CD/memory stick and 1 paper copy, OR 2 paper copies.

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- 1 About the permit
- 2 About your notification of transfer
- 3 About dividing your permit by part transfer
- 4 Date on which you want to transfer the whole permit or parts of the permit
- 5 Data protection
- 6 Declaration

1 About the permit

1a Permit number

The permit number may also be referred to as your 'consent number' or your 'authorisation number' in documents that have been issued prior to 6 April 2010.

1b Site details

Fill in the site name, address and postcode. The site where the discharge takes place should be named on the permit.

2 About your notification of transfer

All of the permit option should be used where ownership of a permit is being changed. This is not the division of a permit between operators where each takes over one or more discharges on a multi-discharge permit; this is a part transfer and covered in section 3.

If you are transferring the whole permit; when the transfer is complete you will have no further rights to operate the activity or make the discharge. This is the same whether you are the sole holder, or you share in a permit you hold with others.

If you are transferring part of a permit; you will retain a share of the responsibility for the permit after the transfer. This is the same whether you hold the permit you hold on your own, or you share in a permit you hold with others.

3 Transferring part or parts of your environmental permit

Section 3 should be used for the division of a permit between operators where each takes over one or more discharges on a multi-discharge permit.

This is not a simple change in holdership of a permit but the dividing up and separate ownership of different activities on a site.

3a Parts of the permit you want to transfer

We need to know which discharges on your permit you want to transfer and which you want to keep, so that we can draft two separate permits, one for each holder.

Fill in Table 1 with the discharges you wish to transfer only. See the three examples in Table 1 below.

Table 1 – Parts of the permit you want to transfer			
Activity reference	Water discharges		
Description of the water discharge activity	Description of the groundwater activity	Standard facility	Proposed operator
Trade effluent consisting of process water from dairy			Mr Newholder
	Secondary treated sewage effluent to ground		Mr Newholder
	Waste sheep dip discharged (disposed of) onto land		Mr Newholder

3b Supply a map or plan

The map or plan that you supply should clearly mark the part or parts of the permit that you want to transfer. Write a document reference on this plan and put this number in the form so that it can be cross referenced.

Copyright issue

Please note that some plans and maps will have copyright issues. Unless you are using your own maps or plans or have paid for the copyright (for example with Ordnance Survey) you may not have the right to reproduce the map or plan.

3d Changes to remaining conditions

If you think that the conditions of your permit will need to be changed as a result of transferring part of your permit tick the 'yes' box. If you think that there are no changes to be made to your permit tick the 'no' box and go straight to section 4.

If you have ticked 'yes' you will need to fill in forms to vary your permit. There are different forms for different activities.

All variations will need to fill in part C2 – general – varying a bespoke permit. All to fill in either part C6 or part C7 (activity specific). All to fill in part F2 relating to charges.

4 Date on which you want to transfer

Tell us the date on which you want the transfer to take place. You must give us a **minimum of 20 working days from the date of notification**, i.e. the date the form is filled in.

The current holder will be responsible for compliance with the permit and any associated charges until the transfer is complete.

6 Declaration

Both the existing and new permit holders involved in the transfer must complete the declarations.

Make sure a relevant person makes 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.

In order for a transfer to take place we need a declaration statement from the current permit holders who are transferring their permit and the person or persons that the permit is being transferred to. If there are currently several holders transferring, they will each have to complete a declaration. If there are to be several future proposed holders they will each have to complete a declaration. You should send a separate document if you need more than the number of declarations provided.

6b The current permit holders should fill in this declaration

6c The person that the permit is being transferred to should fill in this declaration.

If you are signing on behalf of a company you should state the company name and company number.

Note: we will issue a letter to confirm the transfer to both current and new holders. If you are moving address we will need to send this letter to your new address, therefore please tell us your new address in a separate letter



Application for an environmental permit: Part D1 – Notification of transfer (standalone water discharge activities and standalone groundwater activities only)

This form is to notify us that you are transferring an existing permit for a standalone water discharge activity or standalone groundwater activity (point source discharges or land spreading only).

Please check that this is the latest version of the form available from our website.

As the existing permit holder you should fill in this part D1.

The new permit holder should fill in part A and tick the box with details in section 6d of part D1.

Please read through this form and the guidance notes that came with it. All relevant guidance documents can be found on our website.

Contents

- 1 About the people involved in a transfer of a permit
- 2 About a transfer of holdership
- 3 About dividing a permit by part transfer
- 4 Date on which the transfer will take place
- 5 The Data Protection Act 1998
- 6 Declaration

1 About the people involved in a transfer of a permit

1a Permit number

Permit number you want to transfer

EP 3123GB.

1b Site details

What is the name, address and postcode of the site?

Site name

TY NEWYDD

Address

NEB D

LLANRWST

CONWY

Postcode

LL26 0TA.

1c New address for the transferor (the person transferring the permit)

We need the new address for the transferor, to send confirmation that the transfer has happened.

Address

CAE GWRLI

LLANTRISANT

HOLYHEAD

ANGLESEY

Postcode

LL65 4TW.

2 About your notification of transfer

Tick below to show whether you are notifying us of the transfer of all, or part of your permit.

All of permit ☒ Go to section 4

Part of permit ☐ Go to section 3

3 About dividing a permit by part transfer

3a Fill in Table 1 listing the activity to be transferred

Fill in a separate line for each water discharge or groundwater activity you are transferring. If you do not have enough room, send a separate document and give us the document reference here.

Document reference

Table 1 – Parts of the permit you want to transfer			
Activity reference			
Description of the water discharge activity	Description of the groundwater activity	Standard facility	Proposed operator

3b Supply a map or plan identifying the part or parts of the permit your notification relates to

Document reference

3c Are you transferring a standard facility?

Yes ☐ Go to section 4

No ☐

3d In your view, will transferring part of the permit lead to shared operations that will need you to apply to vary (change) the permit conditions?

No ☐ Go to section 4

Yes ☐ Contact us. Once you have transferred part of your permit we will advise you which parts of the application form you need to complete to carry out a permit variation. Now go to section 4.

Now fill in the relevant parts of C1 to C6 if you have answered 'yes' to question 3c above, and go to section 4 in all cases.

4 Date on which the transfer will take place

Note: the date you want to surrender the permit must be at least 20 working days from the date you fill in this form.

Date you want to transfer the permit (DD/MM/YYYY)

16/7/22

5 Data protection

We, the Natural Resources Body for Wales (hereafter "Natural Resources Wales"), will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows). We may pass the information on to our agents or representatives to do these things for us.

6 Declaration

You must read this section before making the declaration and sending your form to us.

Both you and the person receiving the permit must make the declaration. Both section 6c and 6d must be completed.

A relevant person should make the declaration. You must be a relevant person or have the authority of a relevant person to sign this application on their behalf.

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. If the permit holder is an organisation of individuals, each individual (or individual trustee) must complete the declaration.

To simplify and speed up the application process we recommend that the declaration 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, employee or consultant etc. to sign the declaration on behalf of a relevant person, we will need written confirmation from a relevant person; that is, an officer of the company, a partner in the LLP or the individual, confirming that the person has the authority to fill in the declaration.

If you are joint permit holders you should each fill in your own declaration. We have provided extra spaces for this below. Please send in a separate sheet with your application if you need more room for signatories.

Where the operator is the subject of any insolvency procedure, the declaration must be filled in by the official receiver/appointed insolvency practitioner.

6a Are you signing the form on *behalf* of a relevant person?

If you are *not* a relevant person, but want to sign the application on their behalf, you must include confirmation that you can do this.

I have included written confirmation from a relevant person to confirm I can sign on their behalf.

☐

6b Does your application include a standard facility?

If your application includes a standard facility, you also need to confirm that you are able to meet all relevant criteria of the standard rule set/sets for which you are applying.

I confirm that my standard facility will fully meet the rules that I have applied for.

☐

6c Declaration for the person or persons transferring the permit

If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

I understand that if I knowingly or recklessly make a false or misleading statement:

- I may be prosecuted; and
- if convicted, I may have to pay a fine and/or go to prison.

By signing below, you are confirming that you understand and agree with the declaration above.

Title

MRS

Janice Jones

First name

JANICE

Last name

JONES

Jones

On behalf of (if relevant)

Today's date (DD/MM/YYYY)

27/6/22

If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

I understand that if I knowingly or recklessly make a false or misleading statement:

- I may be prosecuted; and
- if convicted, I may have to pay a fine and/or go to prison.

By signing below, you are confirming that you understand and agree with the declaration above.

Title

MR

T Jones

First name

TECWN

Last name

JONES

On behalf of (if relevant)

Today's date (DD/MM/YYYY)

27/6/22

6d Declaration for the person or persons receiving the permit

Note: If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration (in section 6b above). Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.

If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

Paul Hunt

I understand that if I knowingly or recklessly make a false or misleading statement:

- I may be prosecuted; and
- if convicted, I may have to pay a fine and/or go to prison.

By signing below, you are confirming that you understand and agree with the declaration above.

Title	Mr	
First name	Ifan	
Last name	Owen	
On behalf of (if relevant)	Mr Davies	
Today's date (DD/MM/YYYY)	21/7/22-	

If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

I understand that if I knowingly or recklessly make a false or misleading statement:

- I may be prosecuted; and
- if convicted, I may have to pay a fine and/or go to prison.

By signing below, you are confirming that you understand and agree with the declaration above.

Title		
First name		
Last name		
On behalf of (if relevant)		
Today's date (DD/MM/YYYY)		



Guidance for environmental permit applications: Part A – About you

Please read these guidance notes carefully before you fill in the forms. This guidance will help you complete part A of the application form pack. All relevant guidance documents can be found on our website.

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it.

How to contact us: If you need help filling in this form, please contact the person who sent it to you or contact us by:
General phone enquiries: 0300 065 3000 (Monday to Friday, 8am to 6pm).

Email: enquiries@naturalresourceswales.gov.uk / ymholiadau@cyfoethnaturiolcymru.gov.uk

Website: www.naturalresourceswales.gov.uk / www.cyfoethnaturiolcymru.gov.uk

Where to send your application: You can send your application by email or in the post. We can process applications more quickly, if we receive them by email (electronically). Send your completed application form to:

Email: permitreceiptcentre@naturalresourceswales.gov.uk / canolfanderbyntrwyddedau@cyfoethnaturiolcymru.gov.uk

Post: Permit Receipt Centre, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff, CF24 0TP

Canolfan Derbyn Trwyddedau, Cyfoeth Naturiol Cymru, Ty Cambria, 29 Heol Casnewydd, Caerdydd, CF24 0TP

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- 6 Your address
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1 About you

Are you applying as an individual, an organisation of individuals (e.g. a partnership), a company or public body?

Tick the box which describes you as an applicant. If you are applying as a public body or company, give us their name. You can also give us any trading or partnership name if you are applying as an individual or organisation of individuals.

An organisation of individuals includes a group of individuals that together hold a water-discharge activity (previously known as a discharge consent).

You then need to go to the relevant section 2, 3, 4 or 5 on the application form.

2 Applications from an individual

Fill in the details of each applicant. We can only issue permits to named individuals.

You then need to go to section 6 on the application form.

3 Applications from organisation of individuals

Limited Liability Partnerships – do not fill in this section; you must fill in section 5.

Fill in the details of the type and any trading name. If you are an organisation of individuals (for example, a charity, a partnership, a group of individuals or a club) please give the details of the main representative. We can only issue permits to named individuals.

We cannot issue a permit to a partnership. We therefore need details of each person in the partnership. If the permit is for multiple properties it will help to apply as a management company rather than as a large number of individuals.

If necessary, use a separate sheet to give us the details of additional applicants and tell us the document reference you have in the space provided on the form.

You then need to go to section 6 on the application form.

4 Applications from public bodies

Fill in details of the type, name of the public body and the name of the executive responsible.

4a Type of public body – please choose from the options listed. If you choose 'other', please give more details in the space provided.

4b The executive is any person within the public body who is authorised to sign on their behalf.

You then need to go to section 6 on the application form.

5 Applications from a registered company or other corporate body

Give us the company registration number and date your company was registered.

Unregistered corporate bodies

If you are an unregistered corporate body, you will need to give us evidence that you are a legal body and we can issue a permit to you.

You then need to go to section 6 on the application form.

6 Your address

6a Your main (registered office) address

All applicants must give us this. If you are applying as a limited company, give the address of the registered office.

If you are applying as a company the email address given should be that of the company secretary as this is the one we will use to email a copy of the permit and any associated information or notices connected to the permit.

6b Main UK business address (if different from above)

This is only required if it is different from your principal business address (for example, companies registered overseas).

We can only issue permits to named individuals. We cannot issue a permit to a partnership. We therefore need details of each person in the partnership. If necessary, use a separate sheet to give us the details of additional applicants and tell us the document reference you have in the space provided on the form.

You then need to go to section 7 on the application form.

7 Contact details

7a It will help us if there is someone we can contact if we have any questions about your application. The person you name should have the authority to act on your behalf. They can be an agent rather than the operator.

If the operational contact is different fill in question 7b and if the billing invoice contact is different fill in question 7c.

Mr Tecwyn & Janice Jones
Ty Newydd
Nebo
Llanrwst
Conwy
LL26 0TA

Your Ref: EP3123GB

Date: 21st June 2022

Dear Mr & Mrs Jones,

Following our phone call on 21st June, you will need to transfer your permit for Ty Newydd to the new house owners rather than surrendering the permit.

To do so, you are required to complete forms Part A and Part D1, which I have sent with this letter.

Part A will need to be completed by the new permit holders (receiving the permit) and part D1 can be completed by yourself but needs to include a signature from both Mr Tecwyn Jones and Mrs Janice Jones for section 6c and a signature/ signatures from the new permit holders (receiving the permit) in section 6d.

Please give me a call on the number below if you need assistance completing the form. Once completed please send to the Permit Receipt Centre at permitreceiptcentre@naturalresourceswales.gov.uk or the address is listed below:

Permit Receipt Centre
Natural Resources Wales
29 Newport Road
Cambria House
Cardiff
CF24 0TP

Once we receive the forms, we should be able to begin the application process.

Yours sincerely,

**Louise Hickman
Permit Receipt Centre
0300 065 3364**

Ebost/Email canolfanderbyntrwyddedau@cyfoethnaturiolcymru.gov.uk

permitreceiptcentre@naturalresourceswales.gov.uk

Canolfan Derbyn Trwyddedau, Cyfoeth Naturiol Cymru, Ty Cambria, 29 Heol Casnewydd, Caerdydd. CF24 0TP

Permit Receipt Centre, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP

Gwefan/Website www.cyfoethnaturiolcymru.gov.uk

www.naturalresourceswales.gov.uk

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg

Correspondence welcomed in Welsh and English

General Data Protection Regulation (GDPR)

The information provided by you will be processed by Natural Resources Wales in line with the GDPRs Data Protection Principles. This will enable us to process your application; to monitor compliance with any permit conditions; to process renewals, and to maintain the relevant public register.

We will process the information you provide in connection with the following:

- Consultation with third parties who are relevant and responsible for responding to consultation requests from NRW to enable us to process your application
- Carrying out statistical analysis, research and development on environmental issues
- Providing public register information for enquiries
- Preventing and investigating possible breaches of environmental law and taking any resulting action
- Responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004

If you have any further queries or concerns, please contact

dataprotection@naturalresourceswales.gov.uk. For further information on the processing of your personal details please see our [Privacy Notice on our website](#).

Ebost/Email canolfanderbyntwryddedau@cyfoethnaturiolcymru.gov.uk
permitreceiptcentre@naturalresourceswales.gov.uk

Canolfan Derbyn Trwyddedau, Cyfoeth Naturiol Cymru, Ty Cambria, 29 Heol Casnewydd, Caerdydd. CF24 0TP

Permit Receipt Centre, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP

Gwefan/Website www.cyfoethnaturiolcymru.gov.uk
www.naturalresourceswales.gov.uk

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

Application for an environmental permit:

Part A – About you

Jan

Fill in this part A if you are applying for a new permit, applying to change or surrender an existing permit, or want to transfer an existing permit to yourself.

Please check that this is the latest version of the form available from our website.

Please read through this form and the guidance notes that come with it. All relevant guidance documents can be found on our website.

Where you see the term 'document reference' on the form,

give the document references and send the documents with the application form when you've completed it.

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1 About you

Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

- | | | |
|---|--------------------------|------------------------|
| An individual | <input type="checkbox"/> | <i>Go to section 2</i> |
| An organisation of individuals (for example, a partnership) | <input type="checkbox"/> | <i>Go to section 3</i> |
| A public body (such as a local council) | <input type="checkbox"/> | <i>Go to section 4</i> |
| A registered company or other corporate body | <input type="checkbox"/> | <i>Go to section 5</i> |

2 Applications from individuals

2a Please give us the following details

Title

First name

Last name

Go to section 6

3 Applications from organisations of individuals

3a Organisation details

Organisation name

Type of organisation

If 'Other', please specify

3b Main representative's details

Title

First name

Last name

3c Second representative's details:

Title

First name

Last name

3d Other representative's details

If relevant, please provide details of all other representatives on a separate sheet and tick here to show that you have done so.

☐

Go to section 6

4 Applications from public bodies

4a Public body details

Public body name

Type of public body

If 'Other', please specify

4b Executive officer's details

The executive is an officer of the public body authorised to sign on your behalf.

Title

First name

Last name

Position

Go to section 6

5 Applications from a registered company or other corporate body

5a Company details

Company name

Company registration number

Date of registration

If you are applying as a corporate organisation that is now a limited company, please provide evidence of your status and tell us the reference number you have given this document with this evidence.

Document reference

Go to section 6

6 Your address

6a Your main (registered office) address

For companies this *must* be the address on record at Companies House.

Address

Postcode

Telephone - mobile

Telephone - office

Email address

If you are applying as an organisation of individuals, every partner needs to give us their details, including their title. If necessary, continue on a separate sheet and tell us the reference you have given the sheet.

Document reference

6b UK business address *only* if different from above

Address

Postcode

Telephone - mobile

Telephone - office

Email address

Go to section 7

7 Contact details

7a Who can we talk to about your application?

This can be someone acting as a consultant or 'agent' for you.

Title

First name

Last name

Address

Postcode

Telephone - mobile

Telephone - office

Email address

7b Who can we talk to about your operation?

Same as the application contact in 7a

☐

Title

First name

Last name

Address

Postcode

Telephone - mobile

Telephone - office

Email address

7c Who can we talk to about your billing or invoice?

Same as the application contact in 7a

☐

Same as the operation contact in 7b

☐

Title

First name

Last name

Address

Postcode

Telephone - mobile

Telephone - office

Email address

