



Guidance for environmental permit applications: Part E1 – Notification of surrender (water discharge activities and groundwater activities)

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 E1 of the application form pack.

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 / yholiadau@cyfoethnaturiolcymru.gov.uk
Website: www.naturalresources.wales / www.cyfoethnaturiol.cymru

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

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

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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 Operator name

Name all of the people that are currently holders of the permit. They may be named on the permit or on the certificate of holdership.

1c 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 surrender

Tick the box '**all of permit**' if you are wanting to surrender all discharges controlled by your permit, consent or authorisation. By ticking this box you are declaring that you no longer require your permit. If the discharge does continue after you have surrendered your permit you may be liable to prosecution. If you ever want to make this discharge again in the future you will need to apply for a new permit.

For used/waste sheep dip disposal only

If you are changing your practice from sheep dipping to showering or jetting and you are producing any waste product, you still require a permit. Also, a permit is still required if you are intending to discharge purl or bloom dip only.

Tick the box '**part of permit**' if you want to surrender one or more but not all of the discharges controlled by your permit, consent or authorisation.

By ticking this box you are declaring that you no longer require the discharges on your permit that you will indicated in Table 1 (section 3). If a discharge continues from a part of your permit that you have surrendered you may be liable to prosecution. If you ever want to discharge from this part again in the future you will need to apply for a new permit.

For used sheep dip disposal only

If you are changing your practice from sheep dipping to showering or jetting and you are producing any waste product, you still require a permit. Also, a permit is still required if you are intending to discharge purl or bloom dip only.

Any remaining discharges controlled by this permit that attract charges will continue to do so.

3 Surrendering part or parts of your environmental permit

3a Parts of the permit you want to surrender

We need to know which discharges on your permit you want to surrender and which you are wanting to keep.

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

Table 1 – Parts of the permit you are surrendering			
Description of the water discharge activity (identify the effluent)	Description of the groundwater discharge activity (identify the effluent)	Identify which standard facility or facilities on your standard permit you wish to surrender	National grid reference of your sample point, discharge point or discharge area
Trade effluent consisting of process water from dairy			SK 09876 54321
	Secondary treated sewage effluent to ground		SK 12345 09876
	Waste sheep dip discharged Land centred at (disposed of) onto land		Land centred at SK 09876 12345

In the fourth column of the table: if you have a sample point quote the grid reference here. If you don't have a sample point use your discharge point grid reference. For disposal areas use the national grid reference identified as land centred at the national grid reference.

3b Changes to remaining conditions

If you think that the conditions of your permit will need to be changed as a result of surrendering 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 surrender

Tell us the date on which you want the surrender 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 surrender is complete. If the discharge continues after the surrender comes into effect you will be liable to prosecution.

Make sure that the discharge that you are surrendering will have stopped on the date you state in question 4.

5 Declaration

In order for a surrender to take place we need agreement from all permit holders. Each holder should complete a declaration statement by ticking the box and giving their name and the date. If you are signing on behalf of a company you should state the company name.



Application for an environmental permit: Part E1 – Notification of surrender (water discharge activities and groundwater activities)

<p>Fill in this part of the form if you are notifying us of the surrender of all or part of your permit for water discharge and groundwater activities.</p> <p>Please check that this is the latest version of the form available from our website.</p> <p>Please read through this form and the guidance notes that came with it. All relevant guidance documents can be found on our website.</p> <p>Note: If you are leaving the premises or moving house you do not have to surrender the permit. You can transfer it to the new occupier using part D1.</p>	<p>If you are considering surrendering a permit to dispose of waste sheep dip, please ensure that you have read the specific points relating to this practice in the guidance notes.</p> <p>Contents</p> <ol style="list-style-type: none"> 1 About your permit 2 About your notification of surrender 3 Surrendering part or parts of your environmental permit 4 Date on which you want to surrender the whole permit or parts of the permit 5 The Data Protection Act 1998 6 Declaration
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1 About your permit

1a Permit number

Permit number you want to surrender

GWISE 2639

AS DIRECTED BY NRW
OLD NUMBER LOCATION TO
BE REPLACED
BY NEW
APPLICATION
DAN-008489

1b What is the name of the operator or operators who hold this permit?

Public body or company name (if relevant)

Title

MR

First name

IAN

Last name

LEWIS

If there are others, provide their details on a separate sheet and tell us the document reference you have given this sheet

Document reference

1c Site details

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

Site name

CORNEL FARM

Address

LLANWRTHWL

LLANDRINDOD WELLS

POWYS

Postcode

LD1 6NN

2 About your notification of surrender

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

All of permit Go to section 4

Part of permit Go to section 3

3 Surrendering part or parts of your environmental permit

3a Fill in Table 1 below with details of all the activities you no longer operate or plan to stop operating

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

Document reference

Table 1 – Parts of the permit you are surrendering			
Description of the water discharge activity (identify the effluent)	Description of the groundwater discharge activity (identify the effluent)	Identify which standard facility or facilities on your standard permit you wish to surrender	National grid reference of your sample point, discharge point or discharge area

3b Do you think any of the remaining permit conditions will need to be changed as a result of surrendering part of your permit?

No

Yes Please fill in part C2 and the relevant activity specific part of the application form (C6 or C7) giving details of how the permit conditions will need to be changed as a result of surrendering part of the permit.

4 Date on which you want to surrender the whole permit or parts of the permit

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 surrender the permit (DD/MM/YYYY)

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.

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 Sign to confirm you understand the declaration.

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)

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.

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