



If...	then..
you plan to keep your records at a site other than where the activity takes place	you need to let us know within 20 working days of receiving this letter.
your permit includes pre-operational or improvement conditions	check the deadlines for completing measures and make sure you carry them out by the times stated

*Table continues on next page.*

If...	then..
<p>you are carrying out a waste operation or activity and need to submit quarterly waste returns on waste movements</p> <p><b>Note:</b> This does not apply to permits that only have stand alone water discharge or groundwater activities.</p>	<p>you can get the forms you need from the Environment Agency's website <a href="http://www.environment-agency.gov.uk/business/topics/waste/32176.aspx">http://www.environment-agency.gov.uk/business/topics/waste/32176.aspx</a></p> <p>When you complete your return use the waste returns reference above.</p>
your permit includes an installation	we enclose a legal notice and information about Emissions Inventory Reporting.

There is an annual subsistence charge for your permit unless:

- your permit is only for discharges of sewage effluent where the maximum daily volume of discharge permitted is five cubic metres or less (this does not apply to non trade effluent or any other type of discharge);
- or your permit is only for mobile plant, instead we will charge for each deployment.

The annual charge is due on demand in the year that we issue the permit and then on 1 April each year. The charge starts from the date we authorise the permit, unless there's a condition relating to a standalone water discharge which states a later start date for the discharge. In that case we will charge for the discharge from the start date. If you need to know more about the subsistence charge please look at the charging guidance on the Environment Agency's website at

<http://www.environment-agency.gov.uk/business/regulation/31857.aspx>

## Rights of appeal

If you're not happy with any permit condition that has been imposed as a consequence of the transfer you may appeal against our decision to the Welsh Ministers. You must make your appeal no later than six months after the permit issue date.

Further information about making an appeal and the forms you will need are available from the Planning Inspectorate website or from the contact details below.

Planning and Environment Decisions Wales, Crown Buildings, Cathays Park, Cardiff, CF10 3NQ.

Phone: 0300 0604400      Email: [PEDW.Casework@gov.wales](mailto:PEDW.Casework@gov.wales)

You must send written notice of the appeal and the documents listed below to the Welsh Ministers to the respective Planning Inspectorate address above. At the same time you must send us a copy of the notice and documents to

**Centre Manager, Wales Permitting Centre Cardiff, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP**

**Phone: 0300 065 3000**

The documents are:

- a statement of the grounds of appeal;
- a copy of any relevant application;
- a copy of any relevant environmental permit;
- a copy of any relevant correspondence between the appellant and the regulator;
- a copy of any decision or notice which is the subject matter of the appeal; and
- a statement indicating whether you wish the appeal to be in the form of a hearing or dealt with by way of written representations.

You may withdraw an appeal by notifying the Welsh Ministers in writing and sending a copy of that notification to us.

If you have any questions telephone our Customer Services Centre on 0300 065 3000 and they will put you in touch with an area officer.

Following the UK's departure from the EU on 31 January 2020 and the end of the transition period on 31 December 2020, the legal obligations relating to compliance with environmental permits and legislation will continue to apply. NRW will continue to issue and regulate all permits and licences in line with our current practice. If you have any questions about your permits or licences and/or site management, please contact our Customer Care Centre on 0300 065 3000.

Yours sincerely

**Sion Sleep**  
**Permitting Officer (Regulated Industry)**