



# Application for an environmental permit:

## Part D2 – Application for transfer (installations, waste operations and mining waste operations only)

If you want to transfer all, or part of, your existing permit to another person, you must get the person who will take on the permit to fill in parts A, D2 and F1.

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

Note: the current holder of the permit has to complete the relevant declaration in Part F.

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 the transfer
- 3 About the parts of the permit you want to transfer
- 4 Your ability as the new operator
- 5 Date on which the transfer will take place

## 1 About the people involved in a transfer of a permit

### 1a Discussions before your application

If you have had discussions with us before your application, give us the case reference or details on a separate sheet.

Case or document reference

### 1b Permit number

Permit number you want to transfer

### 1c Site details (not mobile plant)

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

Site name

Address

Postcode

National grid reference (12 digit)

## 2 About the transfer

### 2a Are you applying to transfer all or part of the permit to yourself?

All of permit

☒

Go to section 2b

Part of permit

☐

Go to section 3

### 2b Management structure (whole permit transfers only)

If you are applying to transfer the whole permit and can demonstrate the *management structure* will stay substantially the same as that of the current holder, you may pay a lower application charge.

'Management' includes the people responsible for the management of the applicant and the regulated facility, the management techniques employed, the compliance record and financial standing of the applicant.

If the permit is transferred to you, will you manage the activities the permit is for in largely the same way and can you provide evidence of this?

No ☐

Yes ☒ Document reference

Go to section 4

### 3 About the parts of the permit you want to transfer

**3a Fill in Table 1 listing the installation, waste facility or mining waste operations you want to transfer to yourself (See the guidance notes)**

If you are also transferring any directly associated activities, you should identify these separately in the table.

Fill in a separate table for each activity you are applying to transfer to yourself. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given the extra sheet.

Document reference

Table 1 – Parts of the permit you want to transfer						
Activity reference						
Installations only			Description of the waste facility or waste mobile plant	Description of the mining waste operation	Standard facility	Proposed operator
Schedule 1 references	Description of the activity	Directly associated activity				

**3b Supply a map or plan identifying the part (or parts) of the permit your application relates to**

Document reference

**3c 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 ☐

Yes ☐ Provide a written explanation for the changes and tell us the document reference, below.

Document reference

Tick to confirm you've completed the relevant parts of C0.5 or C1 to C6 for the variation.

☐

### 4 Your ability as the new operator

**4a Relevant offences - installations and waste operations only (See the guidance notes)**

Have you, or any other relevant person, been convicted of any relevant offence?

No ☒ Go to section 4b

Yes ☐ Please give details below

Title

First name

Last name

Date of birth (DD/MM/YYYY)

Position held at the time of the offence

Name of the court where the case was dealt with

Date of conviction (DD/MM/YYYY)

Offence and penalty set

Date any appeal against the conviction will be heard (DD/MM/YYYY)

If necessary, use a separate sheet to give us details of other relevant offences, and tell us below the reference number you have given the extra sheet.

Document reference

#### 4b Technical ability - relevant waste operations only (See the guidance notes)

You must have the relevant qualifications in place *before* a permit can be transferred to you. You cannot rely on any transitional provisions (Grace periods) in the approved competence schemes.

**4b1** Which approved scheme are you using to show you have the suitable technical skills and knowledge to manage your facility?

CIWM / WAMITAB



ESA / EU



**4b2** Evidence you already hold the relevant, formal qualifications to manage your facility.

Tick to confirm you've included all original and continuing competence evidence.



#### 4c Finances (installations, waste operations and mining waste operations only)

Do you or any relevant person have current or past bankruptcy or insolvency proceedings against you?

No ☒ Go to section 4d.

Yes ☐ Please give details below of the required set-up costs (including infrastructure), maintenance and clean-up costs for the proposed facility against which a credit check may be assessed. Use a separate sheet if needed and tell us the reference.

Click here to enter text.

Please note: We may want to contact a credit reference agency for a report about your business's finances.

#### Landfill, Category A mining waste facilities and mining waste facilities for hazardous waste only

How do you plan to make financial provision (to operate a landfill or a mining waste facility you need to show us that you are financially capable of meeting the obligations of closure and aftercare)?

- Bonds ☐
- Escrow account ☐
- Trust fund ☐
- Lump sum ☐
- Other ☐

Provide a plan of your estimated expenditure on each phase of the landfill or mining waste facility.

Document reference

#### 4d Management systems (all)

You can find guidance on management systems in our 'How to Comply' document.

4d1 Does your management system meet the conditions set out in our guidance?

Yes ☒

No ☐

4d2 What management system will you provide for your regulated facility?

EC Eco-Management and Audit Scheme (EMAS) ☐

ISO 14001 ☒

BS 8555 (Phases 1–5) ☐

Green Dragon ☐

Own management system ☒

4d3 Make sure you included a summary of your environment management system with the application. Tick the box to confirm you've done this and tell us the document reference, below.

Document reference

#### 5 Date on which the transfer will take place

Tell us the date that you want to transfer the permit.

For mobile plant permit transfer, this should be at least 20 working days after the application date.

For site based permits, this should be the date the proposed new holder will be *in control of the facility*. Please note; the statutory timescale for permit transfers is 2 months from the date the application is duly made. You should consider this when proposing a transfer date.

Date you want transfer to take place

20/9/17