

Part E1 – Notification of surrender (water discharge activities and groundwater activities)



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. 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 came with it.

The form can be:

- 1 Saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2 Printed off and filled in by hand. Please write clearly in the answer spaces.

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.

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.

It will take less than 30 minutes to fill in this form.

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1 About your permit

Please complete the following details

1a What is the permit number that this notification relates to?

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

Name of the public body or company (if applicable)

Title (Mr, Mrs, Miss and so on)

First name

Last name

Title (Mr, Mrs, Miss and so on)

First name

Last name

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

1c Site details

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

Site name

Address

Postcode

2 About your notification of surrender

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.

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

- All of permit Now go to section 3
 Part of permit Now go to section 4

3 Surrendering your whole environmental permit

3a I want to surrender the whole environmental permit numbered in question 1a

4 Surrendering part or parts of your environmental permit

4a I want to surrender the parts of my environmental permit set out in question 1a as filled in Table 1 below

4b 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, go to the line below or send a separate document and give us the document reference here.

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

4c 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.

Now go to section 5

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

5a Tell us the date that you want to surrender the permit to be effective in the format DD/MM/YYYY _____

This must be at least 20 working days from the date you fill this form in.

6 The Data Protection Act 1998

We, the Environment Agency, 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.

7 Declaration

If you knowingly or carelessly make a statement that is false or misleading in relation to this environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2010.

A relevant person should make the declaration (see guidance notes on part E1). An agent acting on behalf of an applicant is NOT a relevant person.

If there are joint permit holders each must complete their own declaration.

I declare that the information in this notification is true to the best of my knowledge and belief.

If you deliberately make a statement that is false or misleading you may be prosecuted.

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)

Name _____

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

on behalf of (if relevant) _____

Today's date (DD/MM/YYYY) _____

If you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2010.

A relevant person should make the declaration (see guidance notes on part E1). An agent acting on behalf of an applicant is NOT a relevant person.

I declare that the information in this notification is true to the best of my knowledge and belief.

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)

Name _____

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

on behalf of (if relevant) _____

Today's date (DD/MM/YYYY) _____

If you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2010.

7 Declaration, continued

A relevant person should make the declaration (see guidance notes on part E1). An agent acting on behalf of an applicant is NOT a relevant person.

I declare that the information in this notification is true to the best of my knowledge and belief.

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)

Name _____
Title (Mr, Mrs, Miss and so on) _____
First name _____
Last name _____
on behalf of (if relevant) _____
Today's date (DD/MM/YYYY) _____

8 Where to send your notification (for how many copies to send see guidance notes)

If your application is not complete we will return it to you. If you aren't sure about what you need to send, speak to us before you submit your application.

You must do the following:

Complete legibly all parts of this form that are relevant to you and your activities

For part surrenders, provide a plan that meets the standards given in the guidance notes on part E1

Get the declaration completed by a relevant person (not an agent)

Please send your filled in notification form to:

Email: PSC-WaterQuality@environment-agency.gov.uk

Or

Environment Agency
Permitting Support Centre
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Do you want all information to be sent to you by email?

Please tick this box if you wish to have all communication about this notification sent via email (we will use the details we hold)

9 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/environment-agency

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form? _____

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

No thank you



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received

£ _____