

Guidance notes on part E3 – Notification of surrender (flood risk activities)



Please read these guidance notes carefully before you fill in the forms.

This guidance will help you complete part E3 of the application form pack.

This notification form should be completed if you wish to surrender all or part of your permit for flood risk activities.

You may need to complete additional forms with part E3.

Complete part C8, and then part F3 for partial surrender if necessary (explained more clearly in the guidance to section 4).

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1 About your permit

1a 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 2016.

1b 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 National Grid Reference, address and postcode.

The site where the activity takes place should be on the permit.

2 About your notification of surrender

Tick the box ‘all of permit’ if you want to surrender all activities controlled by your permit, consent or authorisation.

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

3 Surrendering your whole environmental permit

3a 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 undertake this activity again in the future you will need to apply for a new permit.

You do not need to fill in section 4; go to section 5.

4 Surrendering parts of your environmental permit

4a We need to know which activities on your permit you want to surrender and which you are wanting to keep.

Fill in Table 1 with the activities you wish to **surrender** only. See the example in Table 1 below.

Table 1 – Parts of the permit you want to surrender

Description of the flood risk activity	Identify which standard rule you wish to surrender	National grid reference of the activity
Cofferdam		SK 09876 54321

4b By ticking this box you are declaring that you no longer require the activities on your permit that you have indicated in Table 1. If an activity continues from a part of your permit that you have surrendered you may be liable to prosecution.

If you ever want to undertake this activity from this part again in the future you will need to apply for a new permit.

4c 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.

If you have ticked ‘yes’ you will need to fill in form C8 to vary your permit.

Now go to section 5.

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

5a The date for the surrender must be at least 20 working days after the transfer notification is given, which is the date you give this notice, 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 activity continues after the surrender comes into effect you will be liable to prosecution. Make sure that the activity that you are surrendering will have stopped on the date you state in question 5a.

6 The Data Protection Act 1998

Make sure you understand how we will use the information you provide to us.

7 Declaration

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/employee listed on current appointments in Companies House. In the case of a Limited Liability Partnership (LLP), it includes any partner.

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

If you wish a manager or other employee **not listed on current appointments at Companies House** to fill in the declaration on behalf of the company or LLP we will need confirmation (by letter or email) from a relevant person; that is, an officer of the company or a partner in the LLP confirming that the person has the authority to fill in the declaration.

Where the operator is the subject of any insolvency procedure it will be necessary for the declaration to be filled in by the Official Receiver/appointed insolvency practitioner.

8 Where to send your notification

Please send your filled-in notification form to the local area Partnership and Strategic Overview Team. This can be found by calling 03708 506 506 or emailing enquiries@environment-agency.gov.uk

The following table tells you how many copies of the notification form and supporting documents you need to send to us.

Type of notification	Number of copies of the notification form and supporting documents
Notification of surrender	1 paper OR 1 electronic

8 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)

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

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/environment-agency