

# Guidance notes on part D3 – Notification of transfer (standalone flood risk activities only)



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

This guidance will help you complete part D3 of the application form pack.

This notification form should be completed if you are an existing permit holder for a standalone flood risk activity and you want to transfer your permit in part or in full, to someone else. The person that you are transferring the permit to will also need to fill in parts of this form and may also have to fill in part A.

You may have to complete additional forms with part D3.

Note: we will issue a letter to both current and new holders

to confirm the transfer. If you are changing address we will need to send this letter to your new address, therefore please tell us your new address in a separate letter.

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## 1 About the people involved in a transfer of a 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** Site details

Fill in the National Grid Reference, address and postcode.

## 2 About a transfer of holdership

Questions in section 2 must be completed by the existing permit holder.

Section 2 should be used where ownership of a permit is being changed. This is not the division of a permit between operators where each takes over one or more activities on a multi-activity permit. This is covered in section 3.

Tick the first box if you are transferring the whole permit and are the sole holder. When the transfer is complete you will have no further rights to operate the activity.

Tick the second box if you want to transfer all of your share in a permit you hold with others. When the transfer is complete you will have no further rights to operate the activity.

Tick the third box if you are transferring part of a permit you hold on your own. You will retain a share of the responsibility for the permit after the transfer.

Tick the fourth box if you want to transfer part of the permit you currently hold with others. You will retain a share of the responsibility for the permit after the transfer.

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

Section 3 must be completed by the existing permit holder.

Section 3 should be used for the division of a permit between operators where each takes over one or more activities on a multi-activity permit. This is not a simple change in holdership of a permit but the dividing up and separate ownership of different activities on a site.

**3a** The map or plan that you supply should clearly mark the part or parts of the permit that you want to transfer. Write a document reference on this plan and put this number in question 3a so that it can be cross referenced.

### Copyright issue

Please note that some plans and maps will have copyright issues. Unless you are using your own maps or plans or have paid for the copyright (for example with Ordnance Survey) you may not have the right to reproduce the map or plan.

**Table 1 – Parts of the permit you want to transfer**

Activity reference		
Description of the flood risk activity	Standard rule	Proposed operator
A1 – Cofferdorm		Mr Newholder
	SR2015 No. 26	Mr Newholder

**3b Fill in Table 1 listing the activity to be transferred**

We need to know which activities on your permit you want to transfer and which you want to keep so that we can draft two separate permits, one for each holder.

Fill in Table 1 on the application form with the activities you wish to **transfer** only. See the examples in Table 1.

**3c** If you think that the conditions of your permit will need to be changed as a result of transferring 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' contact us for more information on varying your permit.

If you have ticked 'no' go to section 4.

**4 Date on which the transfer will take place**

The date for the transfer 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(s) will be responsible for compliance with the permit and any associated charges until the transfer is complete.

**5 The Data Protection Act 1998**

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

**6 Declaration**

Both the existing and new permit holders involved in the transfer must complete the declarations.

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.

In order for a transfer to take place we need a declaration statement from the current permit holders who are transferring their permit and the person or persons that the permit is being transferred to. If there are currently several holders transferring they will each have to complete a declaration. If there are to be several future proposed holders they will each have to complete a declaration. You should copy the blank declaration page if you need more than the number of declarations provided.

**6a** The current permit holders should fill in this declaration.

**6b** The person that the permit is being transferred to should fill in this declaration.

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

**7 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 transfer	1 paper OR 1 electronic (CD or email)

Note: we will issue a letter to confirm the transfer to both current and new holders. If you are changing address we will need to send this letter to your new address, therefore please tell us your new address in a separate letter.

Tick the box if you wish to have all communication about this application sent via email. We will use the email address provided in part A to email all associated information or notices connected with the permit.

## **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](mailto:enquiries@environment-agency.gov.uk)

Website: [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)