

Guidance notes on part E1 – Notification of surrender (water discharge activities and groundwater activities)



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

This guidance will help you complete part E1 of the application form pack.

This notification form should be completed if you wish to surrender all or part of your permit for water discharge and groundwater activities.

You may need to complete additional forms with part E1.

Complete part C2, and either part C6 or C7, and then part F2 for partial surrender if necessary (explained more clearly in the guidance to question 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 2010.

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 Fill in the site name, address and postcode.

The site where the discharge takes place should be named on the permit.

2 About your notification of surrender

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

Any remaining discharges controlled by this permit that attract charges will continue to do so.

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 make this discharge again in the future you will need to apply for a new permit.

For used/waste sheep dip disposal only

If you are changing your practice from sheep dipping to showering or jetting and you are producing any waste product, you still require a permit.

Also, a permit is still required if you are intending to discharge purl or bloom dip only.

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 discharges on your permit you want to surrender and which you are wanting to keep.

Fill in Table 1 of part E1 with the discharges you wish to **surrender** only.

See the examples in Table 1 below. Here four discharges are being surrendered.

Table 1 – Parts of the permit you want to surrender

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
			SK 12345 67890
<i>Trade effluent consisting of process water from dairy</i>			SK 09876 54321
	<i>Secondary treated sewage effluent to ground</i>		SK 12345 09876
	<i>Waste sheep dip discharged (disposed of) onto land</i>		Land centred at SK 09876 12345

In the fourth column of the table for point source discharges, if you have a sample point quote the grid reference here. If you don't have a sample point use your discharge point grid reference.

For disposal areas use the national grid reference identified as land centred at the national grid reference.

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

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

For used sheep dip disposal only

If you are changing your practice from sheep dipping to showering or jetting and you are producing any waste product, you still require a permit.

Also, a permit is still required if you are intending to discharge purl or bloom dip only.

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 forms to vary your permit. There are different forms for different activities.

All variations will need to fill in part C2 – general – varying a bespoke permit.

All to fill in either part C6 or part C7 (activity specific).

All to fill in part F2 relating to charges.

If you have ticked the 'no' box 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 from the date we receive the form. The current holder will be responsible for compliance with the permit and any associated charges until the surrender is complete.

If the discharge continues after the surrender comes into effect you will be liable to prosecution. Make sure that the discharge that you are surrendering will have stopped on the date you state in question 5a.

6 Privacy notice

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

Send all relevant parts of your notification and variation forms, if necessary, to the address on the form. Or by email to PSC-WaterQuality@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	One paper copy OR one electronic copy

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/government/organisations/environment-agency

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.