

Application for an environmental permit Part E1 – Notification of surrender



(Water discharge activities and groundwater activities)

<p>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.</p> <p>Please read through this form and the guidance notes that came with it.</p> <p>The form can be:</p> <ol style="list-style-type: none"> 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. <p>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.</p>	<p>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.</p> <p>It will take less than 30 minutes to fill in this form.</p> <p>Contents</p> <ol style="list-style-type: none"> 1 About your permit 2 About your notification of surrender 3 Surrendering your whole environmental permit 4 Surrendering part or parts of your environmental permit 5 Date on which you want to surrender the whole permit or parts of the permit 6 Privacy notice 7 Declaration 8 Where to send your notification 9 How to contact us
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Each individual who is applying for their name to appear on the permit must complete the declaration in section 7. You will have to print a separate copy of the declaration page for each additional individual to complete.

1 About your permit

1a Permit number

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 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.

Document reference

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 (DD/MM/YYYY)

This date must be at least 20 working days from the date we receive this form. Now go to section 6.

6 Privacy notice

The Environment Agency runs the environmental permit application service.

We are the data controller for this service. A data controller determines how and why personal information is processed.

Our personal information charter explains:

- your rights
- what we do with your personal information

We're allowed to process your personal information because we have official authority as the environmental regulator. We need this information to carry out a task in the public interest that is set out in law. As the data controller, when you apply for an environmental permit, we have a legal obligation to process your personal data under the Environmental Permitting Regulations. The second lawful basis for processing your personal data is to comply with this legal obligation.

We need your personal information to process your environmental permit application. If you do not give us this information we cannot issue a permit to you. After we've issued a permit to you, we use your personal information:

- to check that you're complying with your permit
- during any potential enforcement action

What personal information we collect

If you're the individual applicant, director or company secretary of a company applying or a technically competent manager we need your:

- name
- address
- email address

If you're the agent, consultant, employee responsible for the activity or the employee responsible for billing and invoicing we need your:

- name
- address
- email address

If you're the applicant we need details of any:

- convictions
- bankruptcy

We also collect any questions or feedback you leave, including your email address if you contact us.

Your responsibility with other people's personal information

If you've included personal information about other people on your application, you must tell them. You must provide them with a copy of this privacy notice so that they know how their personal information will be used.

What we do with your personal information

We use your personal information to help us decide whether to issue you with a permit.

The information is available online on our consultation website during the consultation period. This website is available to everyone so your information may be seen outside the European Economic Area.

After consultation we put all the information you give us in your application on our public register.

If you can demonstrate that any information you send us is commercially or industrially confidential, we'll consider withholding that information from our public register.

If you think that the information you'll send us may be a threat to national security you must contact the Secretary Of State before you apply. You must still send us that information with your application. We will not include this information on our public register unless the Secretary of State decides it can be included.

See the environmental permitting guidance for guidance on national security.

We may use your email address to contact you for user research to improve our service. You don't have to take part in the research.

Where your personal information is processed and stored

We store and process your personal information on servers in the UK. We will not host your personal information outside the European Economic Area.

We do not use your personal information to make an automated decision or for automated profiling.

6 Privacy notice, continued

How long we keep your personal information

We keep your personal information while your permit is in use and for 7 years after you surrender your permit. If the permit is for a landfill site, we keep the data for 10 years after surrender.

Removing personal information from the public register

We will remove your personal information from the public register if:

- you withdraw your application
- we refuse your application and the time limit for appealing the decision has expired or an appeal is dismissed
- the information is no longer relevant for public participation purposes under the Environmental Permitting Regulations

Contact

Our Data Protection Team gives independent advice. They monitor how the Environment Agency uses your personal information.

If you have questions or concerns about how we process personal information, or to make a complaint or request relating to data protection, please contact:

Address: Data Protection Team
Environment Agency
Horizon House
Deanery Road
Bristol
BS1 5AH

Email: dataprotection@environment-agency.gov.uk

You can also make a complaint to the Information Commissioner's Office (ICO).

The ICO is the supervisory authority for data protection legislation. The ICO website has a full list of your rights under data protection legislation.

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 2016.

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; for example, a company or organisation) _____
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 2016.

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)

7 Declaration, continued

Name
Title (Mr, Mrs, Miss and so on) _____
First name _____
Last name _____
On behalf of (if relevant; for example, a company or organisation) _____
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 2016.

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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; for example, a company or organisation) _____
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

Permitting Support NPS Sheffield
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/government/organisations/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

£ _____