

# Application for an environmental permit

## Part D1 – Notification of transfer



(Standalone water discharge activities and standalone groundwater activities only)

This form is to notify us that you are transferring an existing permit for a standalone water discharge activity or standalone groundwater activity (point source discharges or land spreading only). Please check that this is the latest version of the form available from our website.

As the existing permit holder you should fill in this part D1.

**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.

The new permit holder should fill in part A and tick the box with details in section 6b of part D1.

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.

It will take less than one hour to fill in this form.

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### 1 About the people involved in a transfer of a permit

#### 1a Permit number

What is the permit number that this notification relates to?

#### 1b Site details

What is name, address and postcode of the site?

Site name

Address

Postcode

#### 1c Are you a domestic household or an organisation operating for charitable purposes and is the maximum volume of effluent you will discharge five cubic metres (5m<sup>3</sup>) or less a day?

(See the guidance notes to D1 for definitions.)

No  A subsistence charge applies

Yes

Please see 'Environment Agency charging scheme and guidance: environmental permits, licence and registration costs and fees' at <https://www.gov.uk/government/publications/environmental-permitting-charging-scheme-2019> or contact us using one of the options in section 10, for details of the current application fees. Please note that the charges are revised on 1 April each year.

Now go to section 2 or 3 depending on what type of transfer you want to notify us about.

### 2 About a transfer of holdership

If you are notifying us of a change in ownership of the permit where there will be no change in the discharges covered by the permit, i.e. a change in holder only, complete section 2.

## 2 About a transfer of holdership, continued

I want to transfer all of the permit for which I am the sole permit holder

Now go to section 4

I want to transfer all of my share in a permit I hold with others

Now go to section 4

I want to transfer part of the permit I currently hold on my own

Now go to section 3

I want to transfer part of the permit I currently hold with others

Now go to section 3

## 3 About dividing a permit by part transfer

If you are notifying us of a division of the permit into separate parts, each to be owned by different holders, complete section 3.

### 3a Supply a map or plan identifying the part or parts of the permit your notification relates to

Document reference

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

Fill in a separate line for each water discharge or groundwater activity you are transferring. 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 want to transfer**

Activity reference			
Description of the water discharge activity	Description of the groundwater activity	Standard facility	Proposed operator

If you are transferring standard facilities only go to section 4; otherwise go to question 3c.

### 3c In your view, will transferring part of the permit lead to shared operations that will need you to apply to vary (change) the permit conditions?

No  Now go to section 4

Yes  Contact us. Once you have transferred part of your permit we will advise you about which part of the application form you need to complete to carry out a permit variation. Now go to section 4.

## 4 Date on which the transfer will take place

### 4a Tell us the date that you want to transfer the permit in the format DD/MM/YYYY

This date must be at least 20 working days from the date we receive this form. Now go to section 5.

## 5 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.

## 5 Privacy notice, continued

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.

### 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

## 5 Privacy notice, continued

### 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](mailto: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.

## 6 Declaration

Both you and the person receiving the permit must make the declaration. 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 D1). An agent acting on behalf of an applicant is NOT a relevant person.

**Note:** If you are unable to trace one or more of the current permit holders please see below under the transfers declaration.

### 6a Declaration for the person or persons transferring the permit

I declare that the information in this notification is true to the best of my knowledge and belief. I understand that this notification may be refused or approval withdrawn if I give false or incomplete information.

If you deliberately make a statement that is false or misleading to transfer your permit 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) \_\_\_\_\_

Position (if relevant; for example, in a company or organisation) \_\_\_\_\_

Today's date (DD/MM/YYYY) \_\_\_\_\_

**Note:** we will issue a letter to confirm the transfer to both current and new holders and issue any invoices including credits. If you are moving address we will need to send this letter to your new address, please tell us your new address in a separate letter.

## 6 Declaration, continued

### 6b Declaration for person or persons receiving the permit

Are you a domestic household or an organisation operating for charitable purposes and is the maximum volume of effluent you will discharge five cubic metres (5m<sup>3</sup>) or less a day? (Please see guidance to B6.5 for definitions)?

Yes  A application charge applies only if you have to make changes to the permit as a result of the transfer (See Charges Guidance)

No

**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 D1). An agent acting on behalf of an applicant is NOT a relevant person.

Note: If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration as above. Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.

I declare that the information in this notification is true to the best of my knowledge and belief. I understand that this notification may be refused or approval withdrawn if I give false or incomplete information.

If you deliberately make a statement that is false or misleading in order to get approval 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) \_\_\_\_\_

Position (if relevant; for example, in a company or organisation) \_\_\_\_\_

Today's date (DD/MM/YYYY) \_\_\_\_\_

**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.**

**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 D1). 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. I understand that this notification may be refused or approval withdrawn if I give false or incomplete information.

If you deliberately make a statement that is false or misleading in order to get approval 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) \_\_\_\_\_

Position (if relevant; for example, in a company or organisation) \_\_\_\_\_

Today's date (DD/MM/YYYY) \_\_\_\_\_

## 7 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 transfers, provide a plan that meets the standards given in the guidance notes on part D1

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](mailto: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 application sent via email (we will use the details provided in Part A)

## 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)

Textphone: 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/government/organisations/environment-agency](http://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

£