

Application for an environmental permit – Part D3 – Notification of transfer (standalone flood risk activities only)



This form is to notify us that you are transferring an existing permit for a standalone flood risk activity. 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 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.

The new permit holder should fill in part A and tick the box with details in section 6b of part D3.

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.

Contents

- 1 About the people involved in a transfer of a permit
- 2 About a transfer of holdership
- 3 About the parts of the permit you want to transfer
- 4 Date on which the transfer will take place
- 5 The Data Protection Act 1998
- 6 Declaration
- 7 Where to send your notification (for how many copies to send see guidance notes)
- 8 How to contact us

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

Please give us the Ordnance Survey National Grid Reference for the site (for example, ST 12345 67890)

Tell us where the site is located (e.g. address, description)

Postcode

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 activities covered by the permit, i.e. a change in holder only, complete section 2.

- 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 the parts of the permit you want to 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 number

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

Fill in a separate line for each flood risk 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.

Table 1 – Parts of the permit you want to transfer

Activity reference		
Description of the flood risk activity	Standard rule	Proposed operator

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

3 About the parts of the permit you want to transfer, continued

3c In your view, will transferring part of the permit lead to the need to vary (change) the permit conditions?

No Now go to **section 4**.

Yes Please fill in part C8 giving details of how the permit conditions will need to be changed as a result of surrendering part of the permit.

4 Date on which the transfer will take place

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

This must be at least 20 working days from the date you give this notice. Now go to **section 5**.

5 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows). We may pass the information on to our agents or representatives to do these things for us.

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 D3). 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.

6 Declaration, continued

If there is more than one permit holder transferring the permit, they will each have to complete a declaration. If there are to be more than one future proposed permit holders they will each have to complete a 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 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.

6b Declaration for person or persons receiving the permit

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 D3). 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.

6 Declaration, continued

If you deliberately make a statement that is false or misleading in relation to this notification you may be liable to prosecution.

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 D3). An agent acting on behalf of an applicant is NOT a relevant person.

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 note on part D3

Get the declaration completed by a relevant person (not an agent)

6 Where to send your notification (for how many copies to send see guidance notes), continued

Please send your filled-in notification form to the National Permitting Service FRAP Team

Flood.permitting@environment-agency.gov.uk

Or by post to:

Flood Permitting
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)

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

Email: **enquiries@environment-agency.gov.uk**

Website: **www.gov.uk/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 (£)