

# Application for an environmental permit – Part E3 – Notification of surrender (flood risk activities)



**Fill in this part of the form if you are notifying us of the surrender of all or part of your permit for flood risk activities. Please check that this is the latest version of the form available from our website.**

**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.

**Note: If you are no longer the operator undertaking the works but they are still being undertaken, you do not have to surrender the permit. You can transfer it to the new operator using part D1.**

It will take less than 30 minutes to fill in this form.

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## 1 About your permit

Please complete the following details.

**1a What is the permit number that this notification relates to?**

## 1 About the permit, continued

### 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 number you have given this sheet.

\_\_\_\_\_

### 1c Site details

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

\_\_\_\_\_

What is the address and postcode of the site?

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode

\_\_\_\_\_

## 2 About your notification of surrender

**Note:** If you are no longer the operator undertaking the works but they are still being undertaken, you do not have to surrender the permit. You can transfer it to the new operator 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

I want to surrender the whole environmental permit numbered in question 1a

## 4 Surrendering part or parts of your environmental permit

**4a** 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 flood risk 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 number here.

**Table 1 – Parts of the permit you are surrendering**

Description of the flood risk activity	Identify which standard rule you wish to surrender	National grid reference of the activity

**4b** I want to surrender the parts of my environmental permit numbered in question 1a as detailed in Table 1 above

**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 C8 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

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

This must be at least 20 working days from the date you give this notice.

## 6 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.

## 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 E3). 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 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)

## 7 Declaration, continued

Name

Title (Mr, Mrs, Miss and so on)

\_\_\_\_\_

First name

Last name

\_\_\_\_\_

\_\_\_\_\_

on behalf of (if relevant)

\_\_\_\_\_

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 E3

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

Please send your filled-in notification form to [\*\*Flood.permitting@environment-agency.gov.uk\*\*](mailto: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 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)

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

## 9 How to contact us, continued

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

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