

Application for an environmental permit Part E1 – Notification of surrender

(Water discharge activities and groundwater activities)



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 Part E1:

Notification for an environmental permit: part E1 notification of surrender – GOV.UK

You may also need to complete one or more additional forms.

If you are applying for a partial surrender, you will also need to complete Part C2 varying a bespoke permit **Application for an environmental permit: part C2 varying a bespoke permit – GOV.UK**

Part C6 vary a water discharge activity, groundwater activity, or point source emission to water from installation **Application for an environmental permit: part C6 vary a water discharge activity, groundwater activity, or point source emission to water from an installation – GOV.UK**

Part C7 vary a bespoke groundwater permit **Application for an environmental permit: part C7 vary a bespoke groundwater permit – GOV.UK**

Part F1 charges and declarations **Application for an environmental permit (charges and declarations): part F1 – GOV.UK**

You do not need to complete this form for surrender applications for stand-alone groundwater activities at onshore oil and gas facilities. Use form E2 **Application to surrender an environmental permit: part E2 – GOV.UK**

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 notification of transfer **Notification for an environmental permit: part D1 notification of transfer – GOV.UK**

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.

This form can be:

- saved to your computer or device and then filled in. We recommend using Adobe Acrobat software to avoid any compatibility issues.
- printed off and filled in by hand. Please write clearly in the answer spaces. If you need to use the links in this form, you can access the electronic version here: **<https://www.gov.uk/government/publications/notification-for-an-environmental-permit-part-e1-notification-of-surrender>**

Contents

- 1 About your permit
- 2 About your notification of surrender
- 3 Surrendering all of your permit
- 4 Surrendering part or parts of your permit
- 5 Date on which you want to surrender the whole permit or parts of the permit
- 6 Contact details
- 7 Privacy notice
- 8 Declaration
- 9 Where to send your notification
- 10 How to contact us

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?

1b.1 For notifications from corporate bodies

For example, registered companies, limited liability partnerships and public bodies

Name of corporate body

Address

Postcode

Email

Now go to **question 1c**

1 About your permit, continued

1b.2 For notifications from an individual or individuals

Name of first individual

Title (Mr, Mrs, Miss and so on) (optional)

First name

Last name

Address

Postcode

Email

Telephone number

Name and contact details of second individual (if applicable)

Title (Mr, Mrs, Miss and so on) (optional)

First name

Last name

Email

Telephone number

If there are others, provide their details on a separate sheet and tell us the document reference you have given this sheet

Document reference

1 About your permit, continued

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 **Notification for an environmental permit: part D1 notification of transfer – GOV.UK**

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 all of your permit

I want to surrender the whole permit

4 Surrendering part or parts of your permit

4a I want to surrender the parts of my permit set out in question 1a as filled in Table 1 below

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.

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

4 Surrendering part or parts of your permit, continued

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 centered at the national grid reference.

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

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.

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

4 Surrendering part or parts of your permit, continued

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 varying a bespoke permit **Application for an environmental permit: part C2 varying a bespoke permit – GOV.UK** and the relevant activity specific part of the application form (C6 vary a water discharge activity, groundwater activity, or point source emission to water from installation **Application for an environmental permit: part C6 vary a water discharge activity, groundwater activity, or point source emission to water from an installation – GOV.UK** or C7 vary a bespoke groundwater permit **Application for an environmental permit: part C7 vary a bespoke groundwater permit – GOV.UK**) giving detail 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 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 Contact details

6a Contact for receipt of official documents

This question does not apply to notifications where the permit holder is an individual or individuals. We'll use the contact details provided in question 1b.2 of this form.

Provide details of someone we can send official documents to, such as notices and copies of the permits.

Important: this must be the permit holder and cannot be an agent or consultant acting on their behalf.

For companies this person must be a company secretary, clerk or director.

For partnerships this must be a person with control or management of the partnership.

Title (Mr, Mrs, Miss and so on) (optional)

First name

Last name

Position

'Position' can be for example a director, secretary, trustee, or managing partner.

6 Contact details, continued

Address

Postcode

Email

Telephone number

6b Application contact

Provide the details of someone we can contact about the notification. The person must have the authority to act on behalf of the permit applicant.

For example, this could be the applicant, their employee, or an agent or consultant acting on their behalf.

Contact details are the same as **section 1** (About your permit). You do not need to fill in their details again.

Contact details are the same as **question 6a** (contact for receipt of official documents). You do not need to fill in their details again.

New contact. Add their details below.

Title (Mr, Mrs, Miss and so on) (optional)

First name

Last name

Address

Postcode

6 Contact details, continued

Email

Telephone number

Tick if you would like all general communication about this notification sent to the above email.

6c Billing contact

Provide a billing contact where we can, for example, send pro-rata subsistence charge adjustments.

Contact details are the same as **section 1** (application from an individual). You do not need to fill in their details again.

Contact details are the same as **question 6a** (contact for receipt of official documents). You do not need to fill in their details again.

Contact details are the same as **question 6b** (application contact). You do not need to fill in their details again.

New contact. Add their details below

Title (Mr, Mrs, Miss and so on) (optional)

First name

Last name

Address

Postcode

Email

Telephone number

7 Privacy notice

The Environment Agency runs the environmental permit application service. See **Environmental permits privacy notice – GOV.UK** for how we use your personal information in services to support environmental permitting.

8 Declaration

If you knowingly or recklessly make a statement that is false or misleading in relation to this permit surrender application (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

If you deliberately make a statement that is false or misleading, you may be prosecuted.

A relevant person should make the declaration. An agent acting on behalf of an applicant is NOT a relevant person.

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.

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.

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) (optional)

First name

Last name

On behalf of (if relevant; for example, a company or organisation)

Today's date (DD/MM/YYYY)

Declaration from second joint permit holder (if relevant)

If you knowingly or recklessly make a statement that is false or misleading in relation to this permit surrender application (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

8 Declaration, continued

If you deliberately make a statement that is false or misleading, you may be prosecuted.

A relevant person should make the declaration. An agent acting on behalf of an applicant is NOT a relevant person.

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.

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) (optional)

First name

Last name

On behalf of (if relevant; for example, a company or organisation)

Today's date (DD/MM/YYYY)

Declaration from third joint permit holder (if relevant)

If you knowingly or recklessly make a statement that is false or misleading in relation to this permit surrender application (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

If you deliberately make a statement that is false or misleading, you may be prosecuted.

A relevant person should make the declaration. An agent acting on behalf of an applicant is NOT a relevant person.

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.

8 Declaration, continued

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.

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) (optional)

First name

Last name

On behalf of (if relevant; for example, a company or organisation)

Today's date (DD/MM/YYYY)

9 Where to send your notification

We will not be able to return any documents that are sent to us, so please do not send in originals. Send all relevant parts of your notification and variation forms, if necessary, to the address below. You must do the following:

Complete legibly all parts of this form that are relevant to you and your activities

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

For part surrenders, provide a plan that meets the standards below.

For water discharge activity permits your site plan must show:

- The boundary of the site including the full extent of the land ownership relating to the permit application.
- Location of the treatment system.
- Location of the sampling point or points.
- Location of the discharge point or points.
- If you are discharging to ground, this is the location where the effluent from the treatment system enters the infiltration system.
- A north arrow
- A scale bar.

Note: A groundwater point source activity can include discharges to ground via infiltration systems. These will be point source discharges. If you are sending us a paper copy of your site plan it must be either A3 or A4 size. Alternatively, you can send us an electronic copy.

Please send your filled-in notification form to:

Email: **PSC-WaterQuality@environment-agency.gov.uk**

Or send one paper copy to:

Integrated Permitting Services
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

10 How to contact us

If you have difficulty using 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 easy to understand. Please use the space below to give us any comments that you may have about this form.

How long did it take you to fill in this form?

We will use your feedback to improve our forms.

Would you like a reply to your feedback?

Yes please

No thank you