

# Guidance for environmental permit applications: Part D1 – Notification of transfer (standalone water discharge activities and standalone groundwater activities only)

**Please read these guidance notes carefully before you fill in the forms. All relevant guidance documents can be found on our website. This guidance will help you complete part D1 of the application form pack.**

This notification form should be completed if you are an existing permit holder for a water discharge or groundwater activity (point source discharges or land spreading) and you want to transfer your permit in part or in full, to someone else. The person that you're transferring the permit to will also need to fill in parts of this form and may also have to fill in part A

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it. If you submit documents that are not required, please note that they are not assessed.

**How to contact us:** If you need help filling in this form, please contact the person who sent it to you or contact us by:  
General phone enquiries: 0300 065 3000 (Monday to Friday, 8am to 6pm).  
Email: [enquiries@naturalresourceswales.gov.uk](mailto:enquiries@naturalresourceswales.gov.uk) / [ymholiadau@cyfoethnaturiolcymru.gov.uk](mailto:ymholiadau@cyfoethnaturiolcymru.gov.uk)  
Website: [www.naturalresourceswales.gov.uk](http://www.naturalresourceswales.gov.uk) / [www.cyfoethnaturiolcymru.gov.uk](http://www.cyfoethnaturiolcymru.gov.uk)

**Where to send your application:** You can send your application by email or in the post. We can process applications more quickly, if we receive them by email (electronically). Send your completed application form to:  
Email: [permitreceiptcentre@naturalresourceswales.gov.uk](mailto:permitreceiptcentre@naturalresourceswales.gov.uk) / [canolfanderbyntrwyddedau@cyfoethnaturiolcymru.gov.uk](mailto:canolfanderbyntrwyddedau@cyfoethnaturiolcymru.gov.uk)  
Post: Permit Receipt Centre, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff, CF24 0TP  
Canolfan Derbyn Trwyddedau, Cyfoeth Naturiol Cymru, Ty Cambria, 29 Heol Casnewydd, Caerdydd, CF24 0TP

Please send 1 electronic or CD/memory stick and 1 paper copy, OR 2 paper copies.

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- 4 Date on which you want to transfer the whole permit or parts of the permit
- 5 Data protection
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## 1 About the permit

### 1a Permit number

The permit number may also be referred to as your 'consent number' or your 'authorisation number' in documents that have been issued prior to 6 April 2010.

### 1b Site details

Fill in the site name, address and postcode. The site where the discharge takes place should be named on the permit.

## 2 About your notification of transfer

All of the permit option should be used where ownership of a permit is being changed. This is not the division of a permit between operators where each takes over one or more discharges on a multi-discharge permit; this is a part transfer and covered in section 3.

If you are transferring the whole permit; when the transfer is complete you will have no further rights to operate the activity or make the discharge. This is the same whether you are the sole holder, or you share in a permit you hold with others.

If you are transferring part of a permit; you will retain a share of the responsibility for the permit after the transfer. This is the same whether you hold the permit you hold on your own, or you share in a permit you hold with others.

### 3 Transferring part or parts of your environmental permit

Section 3 should be used for the division of a permit between operators where each takes over one or more discharges on a multi-discharge permit.

This is not a simple change in holdership of a permit but the dividing up and separate ownership of different activities on a site.

#### 3a Parts of the permit you want to transfer

We need to know which discharges on your permit you want to transfer and which you want to keep, so that we can draft two separate permits, one for each holder.

Fill in Table 1 with the discharges you wish to transfer only. See the three examples in Table 1 below.

| Table 1 – Parts of the permit you want to transfer    |  |                   |                   |
|---|--|-------------------|-------------------|
| Activity reference                                    | Water discharges                                   |                   |                   |
| Description of the water discharge activity           | Description of the groundwater activity            | Standard facility | Proposed operator |
| Trade effluent consisting of process water from dairy |  |                   | Mr Newholder      |
|   | Secondary treated sewage effluent to ground        |                   | Mr Newholder      |
|   | Waste sheep dip discharged (disposed of) onto land |                   | Mr Newholder      |

#### 3b Supply a map or plan

The map or plan that you supply should clearly mark the part or parts of the permit that you want to transfer. Write a document reference on this plan and put this number in the form so that it can be cross referenced.

#### Copyright issue

Please note that some plans and maps will have copyright issues. Unless you are using your own maps or plans or have paid for the copyright (for example with Ordnance Survey) you may not have the right to reproduce the map or plan.

#### 3d Changes to remaining conditions

If you think that the conditions of your permit will need to be changed as a result of transferring part of your permit tick the 'yes' box. If you think that there are no changes to be made to your permit tick the 'no' box and go straight to section 4.

If you have ticked 'yes' you will need to fill in forms to vary your permit. There are different forms for different activities.

All variations will need to fill in part C2 – general – varying a bespoke permit. All to fill in either part C6 or part C7 (activity specific). All to fill in part F2 relating to charges.

### 4 Date on which you want to transfer

Tell us the date on which you want the transfer to take place. You must give us a **minimum of 20 working days from the date of notification**, i.e. the date the form is filled in.

The current holder will be responsible for compliance with the permit and any associated charges until the transfer is complete.

### 6 Declaration

Both the existing and new permit holders involved in the transfer must complete the declarations.

Make sure a relevant person makes the declaration.

Relevant people means each applicant, and in the case of a company, a director, manager, company secretary or any similar officer or employee listed on current appointments in Companies House. In the case of a Limited Liability Partnership (LLP), it includes any partner.

In order for a transfer to take place we need a declaration statement from the current permit holders who are transferring their permit and the person or persons that the permit is being transferred to. If there are currently several holders transferring, they will each have to complete a declaration. If there are to be several future proposed holders they will each have to complete a declaration. You should send a separate document if you need more than the number of declarations provided.

**6b** The current permit holders should fill in this declaration

**6c** The person that the permit is being transferred to should fill in this declaration.

If you are signing on behalf of a company you should state the company name and company number.

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