

**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 E1 of the application form pack.**

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.naturalresources.wales](http://www.naturalresources.wales) / [www.cyfoethnaturiol.cymru](http://www.cyfoethnaturiol.cymru)

**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.

#### Contents

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- 6 Declaration

## 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 Operator name

Name all of the people that are currently holders of the permit. They may be named on the permit or on the certificate of holdership.

### 1c 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 surrender

Tick the box '**all of permit**' if you are wanting to surrender all discharges controlled by your permit, consent or authorisation. By ticking this box you are declaring that you no longer require your permit. If the discharge does continue after you have surrendered your permit you may be liable to prosecution. If you ever want to make this discharge again in the future you will need to apply for a new permit.

### For used/waste sheep dip disposal only

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.

Tick the box '**part of permit**' if you want to surrender one or more but not all of the discharges controlled by your permit, consent or authorisation.

By ticking this box you are declaring that you no longer require the discharges on your permit that you will indicated in Table 1 (section 3). If a discharge continues from a part of your permit that you have surrendered you may be liable to prosecution. If you ever want to discharge from this part again in the future you will need to apply for a new permit.

For used sheep dip disposal only

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.

Any remaining discharges controlled by this permit that attract charges will continue to do so.

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

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

We need to know which discharges on your permit you want to surrender and which you are wanting to keep.

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

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
Trade effluent consisting of process water from dairy			SK 09876 54321
	Secondary treated sewage effluent to ground		SK 12345 09876
	Waste sheep dip discharged Land centred at (disposed of) onto land		Land centred at SK 09876 12345

In the fourth column of the table: 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 centred at the national grid reference.

#### 3b Changes to remaining conditions

If you think that the conditions of your permit will need to be changed as a result of surrendering 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 surrender

Tell us the date on which you want the surrender 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 surrender is complete. If the discharge continues after the surrender comes into effect you will be liable to prosecution.

Make sure that the discharge that you are surrendering will have stopped on the date you state in question 4.

### 5 Declaration

In order for a surrender to take place we need agreement from all permit holders. Each holder should complete a declaration statement by ticking the box and giving their name and the date. If you are signing on behalf of a company you should state the company name.