

Guidance notes on 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.

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 are transferring the permit to will also need to fill in parts of this form and may also have to fill in part A.

You may have to complete additional forms with part D1.

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.

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1 About the people involved in a transfer of a permit

1a 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 site name, address and postcode.

2 About a transfer of holdership

Questions in section 2 must be completed by the existing permit holder.

Section 2 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 covered in section 3.

Tick the first box if you are transferring the whole permit and are the sole holder. When the transfer is complete you will have no further rights to operate the activity or make the discharge.

Tick the second box if you want to transfer all of your share in a permit you hold with others. When the transfer is complete you will have no further rights to operate the activity or make the discharge.

Tick the third box if you are transferring part of a permit you hold on your own. You will retain a share of the responsibility for the permit after the transfer.

Tick the fourth box if you want to transfer part of the permit you currently hold with others. You will retain a share of the responsibility for the permit after the transfer.

3 About dividing a permit by part transfer

Section 3 must be completed by the existing permit holder.

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 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 question 3a 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.

Table 1 – Parts of the permit you want to transfer

Activity reference			
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 Fill in Table 1 listing the activity to be transferred

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 on the application form with the discharges you wish to transfer only. See the examples in Table 1 below.

3c 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.

If you have ticked 'yes' contact us for more information on varying your permit.

If you have ticked 'no' go to section 4.

4 Date on which the transfer will take place

The date for the transfer must be at least 20 working days after the transfer notification is given, which is the date you give this notice. 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.

5 The Data Protection Act 1998

Make sure you understand how we will use the information you provide to us.

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/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

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 copy the blank declaration page if you need more than the number of declarations provided.

6a The current permit holders should fill in this declaration.

6b 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.

7 Where to send your notification

Send all relevant parts of your notification and additional forms, if necessary, to the address on the form. Or by email to PSC-WaterQuality@environment-agency.gov.uk

The following table tells you how many copies of the notification form and supporting documents you need to send to us.

Type of notification	Number of copies of the notification form and supporting documents
Notification of transfer	1 paper OR 1 CD

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.

Tick the box if you wish to have all communication about this application sent via email. We will use the email address provided in Part A to email all associated information or notices connected with the permit.

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)

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

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/environment-agency