|  |
| --- |
| 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. All relevant guidance documents can be found on our website.  Please write clearly in the spaces below.  Contents   1. About your permit 2. About your notification of surrender 3. Surrendering part of a permit 4. Date from which the whole or partial surrender will apply 5. General Data Protection Regulation (GDPR) 6. Declaration 7. Where to send this form 8. How to contact us |

# About your permit

## 1a Permit number / date of issue

|  |  |
| --- | --- |
| What is the permit number that this notification relates to? |  |
| What date was the permit issued? |  |

## 1b What is the name of the permit holder(s)?

|  |  |
| --- | --- |
| Name of the public body or company (if applicable) |  |
| Title (Mr, Mrs, Miss etc) |  |
| First name |  |
| Last name |  |
|  |  |
| Title (Mr, Mrs, Miss etc) |  |
| First name |  |
| Last name |  |

If there are other named holders, provide their details on a separate sheet and provide the document reference you have given on this sheet.

## 1c Site details

Please provide a 12 digit national grid reference for the site and full postal address.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National grid reference: | | | | | | | | | | | | |
|  |  |  | |  |  |  |  |  |  |  |  |  |
| Site Name | | |  | | | | | | | | | |
| Address | | |  | | | | | | | | | |
| Postcode | | |  | | | | | | | | | |

# About your notification of surrender

## 2a Surrender of permit

Please tick one of the options below to show whether you are notifying us of the surrender of the whole part of your permit.

I wish to surrender the whole of my permit

I wish to surrender part of my environmental permit

If you wish to surrender part of the permit, please also complete section 3 below.

## 2b Reason for surrender

Please provide a brief explanation in the box below, why you wish to surrender the whole, or part of your permit.

|  |
| --- |
|  |

# Surrendering part of a permit.

This section should only be completed if you are notifying us of the partial surrender of your permit.

## 3a Activities to be surrendered

Fill in Table 1 with details of the flood risk activities you wish to surrender. Use a separate line for each activity you are notifying us of. If you do not have enough space, please go to the next row or alternatively send a separate document and provide us with the document reference(s) in the descriptions column below.

Table 1 – Parts of the permit you are surrendering

|  |  |
| --- | --- |
| Description of the flood risk activity | National grid reference of the activity |
|  |  |
|  |  |
|  |  |
|  |  |

I confirm that I want to surrender the parts of my environmental permit as filled in Table 1 above

## 3b In your view, do you think any of the remaining permit conditions will need to be changed as a result of the partial surrender of your permit?

Yes

No

Please contact us for further information and advice.

If we agree and consider it necessary to vary permit conditions we will serve a notice on you confirming that and the date on which any variation takes effect. Otherwise you may need to apply for a variation to your existing permit.

# Date from which the whole or partial surrender will apply

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

This must be at least 20 working days from the date you notify us of the surrender.

# General Data Protection Regulation (GDPR)

The information provided by you will be processed by Natural Resources Wales in line with the GDPRs Data Protection Principles. This will enable us to process your application; to monitor compliance with any permit conditions; to process renewals, and to maintain the relevant public register.

We will process the information you provide in connection with the following:

* Consultation with third parties who are relevant and responsible for responding to consultation requests from NRW to enable us to process your application
* Carrying out statistical analysis, research and development on environmental issues
* Providing public register information for enquiries
* Preventing and investigating possible breaches of environmental law and taking any resulting action
* Responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004

**We would also like to send you details about other topics we think may be of interest to you such as NRW news; services relating to environmental matters; asking for your feedback on our service; and more useful information.**

**If you consent to receiving further information from us, please tick the following box to confirm**

Yes, I would like to receive additional information from NRW relating to environmental matters 

**Please note we may pass the information on to our agents or representatives to carry this out for us**

If you have any further queries or concerns, please contact [dataprotection@naturalresourceswales.gov.uk](mailto:dataprotection@naturalresourceswales.gov.uk).  For further information on the processing of your personal details please see our [Privacy Notice page.](https://naturalresources.wales/privacy)

# Declaration

A person knowingly or recklessly making a statement which is false or misleading to for the purpose of obtaining the grant of an environmental permit to any person,  the variation, transfer in whole or in part, the  surrender in whole or in part of such a permit or for the purpose of obtaining or amending  the registration of an exempt flood risk activity (for themselves or another person) commits an offence under Regulation 38 of the Environmental Permitting (England and Wales) Regulations 2016.

If you make a false or misleading statement:

* we may prosecute you; and
* if you are convicted, you may have to pay a fine or go to prison (or both).

**If there are joint permit holders, each must complete their own declaration**

## A relevant person should make the declaration

I declare that as far as I know and believe, the information in this application is true. I understand that this application may be refused, or approval withdrawn, if I give false or incomplete information.

By signing below, you are declaring that as far as you know and believe the information given in this form, on any map and in any supporting or additional information, is true.

Tick this box to confirm that you understand and agree with the declaration above.

|  |  |
| --- | --- |
| Signed |  |
| Print name |  |
| Position |  |
| On behalf of (organisation  or company if relevant) |  |
| Today’s date (DD/MM/YYYY) |  |

## A relevant person should make the declaration

I declare that as far as I know and believe, the information in this application is true. I understand that this application may be refused, or approval withdrawn, if I give false or incomplete information.

By signing below, you are declaring that as far as you know and believe the information given in this form, on any map and in any supporting or additional information, is true.

Tick this box to confirm that you understand and agree with the declaration above.

|  |  |
| --- | --- |
| Signed |  |
| Print name |  |
| Position |  |
| On behalf of (organisation  or company if relevant) |  |
| Today’s date (DD/MM/YYYY) |  |

# Where to send this form

Please send your completed application form to the relevant area office, as detailed in the table below

|  |
| --- |
| North & Mid Area - Flood Risk Analysis Team  Maes y Ffynnon  Penrhosgarnedd  Bangor  Gwynedd  LL57 2DW  **Email:** [floodpermitting.northmid@naturalresourceswales.gov.uk](mailto:floodpermitting.northmid@naturalresourceswales.gov.uk) |
|  |
| South East - Flood Risk Analysis Team  Plas Yr Afon,  St Mellons Business Park  St Mellons  Cardiff  CF3 0EY  **Email:** [floodpermitting.southeast@naturalresourceswales.gov.uk](mailto:floodpermitting.southeast@naturalresourceswales.gov.uk) |
|  |
| South West - Flood Risk Analysis Team  Maes Newydd  Llandarcy  Neath Port Talbot  SA10 6JQ  **Email:** [floodpermitting.southwest@naturalresourceswales.gov.uk](mailto:floodpermitting.southwest@naturalresourceswales.gov.uk) |

Tick the box if you wish to have all communication about this request sent via email.

We will use the email address provided by the permit holder and held on file to email all associated information or notices connected with the permit.

# How to contact us

If you need help filling in this form, please contact the person who sent it to you or us as shown below.

General enquiries: 0300 065 3000 (Monday to Friday, 9am to 5pm)

Email: [enquiries@naturalresourceswales.gov.uk](https://cyfoethnaturiolcymru-my.sharepoint.com/personal/hayley_macdonald-jones_cyfoethnaturiolcymru_gov_uk/Documents/Forms%20for%20Jenny%20Dickinson/enquiries@naturalresourceswales.gov.uk) / [ymholiadau@cyfoethnaturiolcymru.gov.uk](https://cyfoethnaturiolcymru-my.sharepoint.com/personal/hayley_macdonald-jones_cyfoethnaturiolcymru_gov_uk/Documents/Forms%20for%20Jenny%20Dickinson/ymholiadau@cyfoethnaturiolcymru.gov.uk)

Website: [www.naturalresourceswales.gov.uk](https://cyfoethnaturiolcymru-my.sharepoint.com/personal/hayley_macdonald-jones_cyfoethnaturiolcymru_gov_uk/Documents/Forms%20for%20Jenny%20Dickinson/www.naturalresourceswales.gov.uk) / [www.cyfoethnaturiolcymru.gov.uk](https://cyfoethnaturiolcymru-my.sharepoint.com/personal/hayley_macdonald-jones_cyfoethnaturiolcymru_gov_uk/Documents/Forms%20for%20Jenny%20Dickinson/www.cyfoethnaturiolcymru.gov.uk)

**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.**