

How to apply to surrender an environmental permit

Part RSR-E4 – Surrendering a radioactive substances activity permit, including landfill permit (open sources and radioactive waste)

Guidance notes

Please read these guidance notes carefully before you fill in the form.

Complete part RSR-E4, if you are applying to surrender all or part of an existing permit for a radioactive substances activity involving open sources and/or radioactive waste (including landfilling of radioactive waste) on any type of premises.

Surrender includes reducing the size of the premises where sources are used and/or radioactive waste is managed.

Where you see the term 'document reference' on the form, give the document references here and send the documents with the application form when you've completed it.

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1 About the permit

1a What is the permit number that this application relates to?

Tell us the reference number of the permit that you want to surrender fully or in part.

1b If your premises are on a nuclear licensed site, answer 1c only in relation to any on-site landfill covered by the permit or part of the permit to be surrendered, do not answer 1d (the tests in 1b and 1c do not generally apply to nuclear sites).

If your premises are not on a nuclear licensed site, do not answer 1e.

1c Describe the measures you have taken to avoid a pollution risk from open sources and radioactive waste covered by the permit or part of the permit to be surrendered

Tell us how you have disposed of your radioactive sources and waste.

Tell us what you have done to prevent your sources and waste from causing pollution of the premises; for example, monitoring results.

1d Describe the measures you have taken to return the premises to a satisfactory state, having regard to their state before the facility was put into operation, insofar as they are affected by the open sources and radioactive waste covered by the permit or part of the permit to be surrendered.

Tell us what decontamination measures you have taken during the time the facility was in operation, which are relevant to surrender of the permit or part of the permit.

The Radioactive Substances Guidance (RASAG) contains more details on the surrender tests.

1e How have you recorded any instances of contamination from open sources or waste covered by the permit or part of the permit to be surrendered?

Tell us about your arrangements for:

- recording contamination events (including recording actions taken to remediate the situation and the results of those actions);
- maintaining those records until the site is delicensed (if you are a tenant on a nuclear licensed site, it is sufficient to confirm that you have passed the records to the licensee).

1f Are you applying to surrender all or part of the permit?

In order to fully surrender a permit you must have stopped all radioactive substances activities authorised by the permit, disposed of all radioactive substances and, unless the premises are on a nuclear site, satisfy us about the tests in questions 1b and 1c.

If you wish to reduce the size of the regulated facility that is a partial surrender. You will need to enclose a revised plan of the site with part RSR-A.

1g If you are applying to surrender all of the permit, confirm that all sources and/or waste have been removed from the premises.

Give details of what you have done with the sources and/or waste (unless already described at 1c) and provide copies of documents that confirm this (for example, copies of consignment notes).

If your premises are on a nuclear licensed site and some or all of your waste is remaining on the site, confirm that it has been placed in a suitable waste storage facility.

2 About the partial surrender

2a Tick the relevant boxes to show which radioactive substances activities will be surrendered and which will continue

If you wish to be able to receive radioactive waste, you must have a permit to do so, even if you only intend to do this as a result of your participation in the National Arrangements for Incidents Involving Radioactivity (NAIR) or RADSAFE schemes.

2b Give a description of which parts of the radioactive substances activities will be surrendered and which will continue

Tell us what will be surrendered and what will remain. This may be in terms of the premises or the permits covering radioactive substances activities.

2c Describe why you want to make these changes

Tell us why you are making the changes.

2d Give details of the partial surrender

Provide a document setting out the details of the proposed partial surrender. You should use the application form part RSR-C4 as a guide to structuring your document. You can use the tables directly from that form part.

Tell us:

- how the work with radioactive substances will be carried out in future;
- how you think the permit should be changed. This includes, as appropriate:
 - which of the currently permitted justified practices should appear on the permit;
 - suitable limits on sources and disposals;
 - which of the currently permitted waste types, disposal outlets and disposal routes should appear on the permit.

Now fill in part RSR-F of the form.