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**The Water Environment (Controlled Activities) (Scotland) Regulations 2011**

# B1 Licence application for the discharge of sewage effluent

# How we use your personal information

Under the Data Protection Act 2018 (DPA 2018), we must have a legal basis for processing your information. In this case, processing personal information is necessary to perform our statutory duties (‘Public Task’).

Some of the ways in which we collect and use the information may be through:

* Granting and administering authorisations
* Maintaining and publishing public registers
* Investigating environmental complaints
* Undertaking formal enforcement action
* Maintaining our own accounts and records

The personal information we collect, and use may include the following:

* name
* address including postcode
* email address
* telephone number

SEPA is required by law to organise and maintain public registers and make these registers available for public inspection. We do this by collecting and using the personal information that applicants (or their agents) share in their applications. After the application form has been processed, some of the information from the form is added to the public register and becomes available for public inspection. Personal email addresses, and telephone numbers are not published, unless publication is statutorily required.

There may be occasions when we are required by law to share your personal information with other organisations, e.g., for regulatory reasons, or because doing so is in the general public interest. Any sharing will be carried out lawfully and securely in accordance with the [SEPA Data Protection Policy](https://www.sepa.org.uk/media/162623/bps003-data-protection-policy.pdf#:~:text=Data%20Protection%20Policy%20This%20policy%20applies%20to%20set,copy%20will%20be%20made%20available%20on%20the%20intranet.). For more information on how SEPA handles personal information, please refer to our [general Privacy Policy](https://www.sepa.org.uk/help/privacy-policy/).

**Who should use this form?**

Use this form if you want to apply for a licence to discharge sewage effluent to the water environment. This is the correct application form:

* for a sewage discharge from:
* more than 10 domestic properties;
* non-domestic properties with a population equivalent1 of more than 50; or
* a combination of both domestic and non-domestic properties with a total population equivalent of more than 50.
* for a new sewage discharge of any size within the Loch Leven (Perth and Kinross), Lunan Lochs or Loch Flemington catchments
* for a new sewage discharge of any size directly to a freshwater loch.

If the activity has a combined sewer overflow or an emergency overflow, then you need to complete Form B2 instead of this form.

Our [applicant sewage licence guidance](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.sepa.org.uk%2Fmedia%2Fb1uaqrq5%2Fapplicant-sewage-licence-guidance.docx&wdOrigin=BROWSELINK) will help you. It includes information on population equivalent (p.e.), percolation value, Mean Low Water Springs (MLWS) and wetland/reedbed design and construction.

To complete your application you must:

* complete [**Form A**](https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/#Water) and submit it with this form;
* answer the following application questions; and
* submit a plan as detailed in **Section 3.**

Failure to provide all this information may result in your application being refused.

# About your pre-application discussions

If you have had any pre-application discussions with us before submitting your application, please provide the name of the SEPA Officer and date(s) of correspondence.

| **Name of SEPA Officer** |
| --- |
| Please insert name of the SEPA Officer here. |

| **Date(s) of correspondence** |
| --- |
| Please insert date(s) of correspondence. |

# Connection to the public sewer

**Complete this section if the discharge location is close to the public sewer.**

You will find guidance and information on connection to the public sewer in our [applicant sewage licence guidance.](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.sepa.org.uk%2Fmedia%2Fb1uaqrq5%2Fapplicant-sewage-licence-guidance.docx&wdOrigin=BROWSELINK)

| **Describe why you are not able to connect sewage to the public sewer** |
| --- |
| Please insert details here |

You must attach any supporting information to this application.

| **Supporting information document reference** |
| --- |
| Please insert document reference here |

This includes correspondence from Scottish Water detailing sewer capacity, connection or network issues which prohibit connection of your discharge to the public sewer.

# Site plan

The site plan requested in [**Form A**](https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/#Water) should clearly illustrate the location and position of the:

* sewage treatment system (including any grease trap)
* sampling point (for population equivalent greater than 200)
* partial soakaway (if applicable) and
* discharge point (where the discharge exits the treatment system and ‘meets’ the soakaway or waterbody)

| **Site plan reference** |
| --- |
| Please insert site plan reference here |

# Sampling point

# Complete this section if the discharge is from greater than 200 population equivalent

Provide the National Grid Reference (NGR) of the sampling point.

You can find the correct National Grid Reference using our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/). The tool will give you a 12-character NGR (e.g., NO 12345 67890). Please convert this into a 10-character NGR by removing the last number from each sequence, so that the NGR on the completed form looks like this: NO 1234 6789.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NGR of sampling point** | | | | | | | | | | | | |
| **Example** | N | N |  | 1 | 2 | 3 | 4 |  | 6 | 7 | 8 | 9 |
| [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) |  |  |  |  |  |  |  |  |  |  |  |  |

# Discharge point

Provide the National Grid Reference (NGR) of the discharge point.

You can find the correct National Grid Reference using our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/). The tool will give you a 12-character NGR (e.g., NO 12345 67890). Please convert this into a 10-character NGR by removing the last number from each sequence, so that the NGR on the completed form looks like this: NO 1234 6789.

|  |  |  |
| --- | --- | --- |
| **Where does the treatment system discharge to?** | to land via full soakaway    **Complete part 5.2** | To surface water    **Complete part 5.1** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National grid reference of the discharge point:** |  |  |  |  |  |  |  |  |  |  |

## Discharge to surface water

This is the preferred environmental option compared to a discharge to soakaway.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Is there a partial soakaway[[1]](#footnote-2)?** | Yes | **What size is the partial soakaway?** | | m2 | |
| No | | | | |
| **Where does the treatment system discharge to?** | Watercourse | | | | |
| Freshwater loch | | | | |
| Sea / Estuary | | **Is the discharge point below MLWS?** | | Yes  No |
| **What is the name of the waterbody?**  (e.g. River Clyde, Loch Long, Firth of Forth, North Sea) |  | | | | |

## Discharge to land via soakaway

In general, discharges to soakaway from more than 50 p.e. (population equivalent) are not encouraged due to the risk that they pose to the water environment.

The information detailed in [Hydrogeological Guidance to Apply for a Licence to Discharge Effluent to a Soakaway](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.sepa.org.uk%2Fmedia%2Frmwh0obh%2Fhydrogeological-guidance.docx&wdOrigin=BROWSELINK) must be providedand attached to this application.

# Treatment system

Information on reed bed or wetland design and construction can be found in [SEPA Guidance How to apply for a licence to discharge sewage effluent](https://scottishepa-my.sharepoint.com/personal/natasha_caron_sepa_org_uk/Documents/Desktop/Accessibility%20comments/PSTS/permitting-sewage-licence-determination-guidance.docx).

|  |  |  |  |
| --- | --- | --- | --- |
| **What population equivalent does the treatment system serve?**  **Attach your calculations of population equivalent** |  | | |
| **How will mechanical failures of the treatment facilities be detected (e.g. telemetry, alarms)?** |  | | |
| **What is the type of treatment system?** | Septic tank only |  |  |
| Package treatment plant only |  | Go to Part 5 |
| A septic tank or package plant with suitably designed reed beds and/or wetland |  | Go to Part 5 |
| Proprietary filtration system with bio-fibrous material (e.g., coir or peat) |  | Go to Part 5 |
| Other (this includes Ultra Violet (UV) treatment, composting toilets and grey water discharges)  Please summarise below: |  | Go to Part 5 |
| **Is there a constructed reed**  **bed / wetland?**  **Attach your design and sizing calculations** | Yes | | |
| No | | |

# Discharge standards

# Complete this section for discharges that are not from septic tanks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are the discharge standards the treatment system will produce?**   * Provide mean standards for ≤200 p.e. (See manufacturers certificate (EN12566-3) of treatment system) * Provide 95%ile standards for >200 p.e. | **Biochemical Oxygen Demand (BOD)** | **mg/l** | **Ammoniacal Nitrogen**  **(as N)** | **mg/l** |
| Other standards as appropriate  Eg Phosphorus, microbiological standards | mg/l |  |  |

If you would like this document in an accessible format, such as large print, audio recording or braille, please contact SEPA by emailing [equalities@sepa.org.uk](mailto:equalities@sepa.org.uk)

1. [↑](#footnote-ref-2)