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

# Registration application for the discharge of sewage effluent that is from:

# a treatment system that is less than or equal to two years old; and

# up to and including 10 domestic properties; or

# a population equivalent of less than or equal to 50

## 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://beta.sepa.scot/about-sepa/how-we-work/data-protection-policy/). 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?

You should read the guidance and information [on septic tanks and private sewage treatment systems](https://www.sepa.org.uk/regulations/water/septic-tanks-and-private-sewage-treatment-systems/) on the SEPA website.

Use this form if you want to apply for a registration authorisation to discharge sewage effluent to the water environment. Sewage effluent includes liquid from composting toilets and grey water. Grey water is wastewater from amenities (such as showers, washing machine or sinks).

To complete this application, the discharge of sewage effluent can only be to;

1. land via soakaway;
2. a watercourse; or
3. the sea or an estuary.

SEPA will not authorise discharges of sewage effluent where it is reasonably practical to connect to the public sewer.

Our [registration guidance](https://www.sepa.org.uk/regulations/water/septic-tanks-and-private-sewage-treatment-systems/private-sewage-treatment-system-registration-guidance/) and [supporting information](https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/small-sewage-discharges/supporting-information/) will help you. This includes information on population equivalent (p.e.), percolation value, Mean Low Water Springs (MLWS).

This is the correct application form for the discharge of sewage effluent that is;

* from a treatment system that is proposed; or
* from a treatment system that is less than or equal to two years old; and
* from up to and including 10 domestic properties (e.g. houses or individual caravans); or
* from non-domestic properties where the population equivalentof the properties is less than or equal to 50 (e.g. cafes, caravan sites, offices, bed and breakfast, holiday lets, hotels); or
* from a combination of domestic and non-domestic properties, where the combined population equivalentof the properties is less than or equal to 50.

**Do not** complete this application form if the discharge of sewage effluent is;

* from a treatment system that is more than two years old;
* is to a freshwater loch or pond; or
* is within a phosphate sensitive catchment.

For the discharge of sewage effluent from a treatment system that is more than two years old and is from up to 9 properties, you can [apply online](https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/small-sewage-discharges/) to register your activity. To complete your application you must:

1. provide the relevant information; and
2. pay the correct fee.

Failure to provide all this information may result in us not being able to process your application.

All applicants must complete sections 1, 3, 4, 8 and 9.

SEPA will notify you of the result of your application within 30 days of the date we receive it.

If you are unsure whether there is already a registration for your property, please check if your treatment system is currently registered with SEPA, by completing and submitting a [private sewage treatment system check](https://www2.sepa.org.uk/SepticTankCheck/) form. We are unable to offer a refund for any duplicate applications.

Please select one of the boxes below that applies:

**I have chosen not to use the SEPA online application service.**

**My application cannot be processed by the SEPA online application service.**

**Please provide a short summary in the box below about why you have not applied using the SEPA online application service**:

(e.g. can’t use the online payment system, the discharge is too close to the public sewer, etc)

# Contact details

Please confirm who we can contact if we have any questions about this application. This could be an agent or a consultant.

### Contact details

| **Question** | **Answer** |
| --- | --- |
| **Name** |  |
| **Company or business name**  (if applicable) |  |
| **Address** (if applicable) |  |
| **Postcode** |  |
| **Phone number** |  |
| **Email address** |  |

# 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.

| **Insert name of SEPA Officer here:** |
| --- |
|  |

| **Insert date(s) of correspondence here:** |
| --- |
|  |

# Property location

The property location will normally be the address and postcode of the property. However, if you don’t yet have a registered address and postcode for the property, you must provide a description of the property location e.g. property at Plot 1 adjacent to Green Farm cottage.

You must also provide the National Grid Reference (NGR) of each property.

You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find the NGR.

Please provide the NGR in one of these formats:

* 2-letters followed by 10-digits (e.g. AB 12345 67890)
* 2-letters followed by 8-digits (e.g. AB 1234 6789)

Please complete the sections that are relevant to your application:

**Section 3.1 Domestic properties**

**Section 3.2 Non-domestic properties**

## 3.1 Domestic properties

For a domestic property (e.g. house or individual caravan) we require the property name or number, address and, where available, the postcode, for each property connecting into the sewage treatment system.

You can provide details in this section for up to 3 domestic properties. You must provide the National Grid Reference (NGR) of the location of each property.

Information on additional domestic properties can be provided in Annex 1.

**Table 3.1.1 Domestic property 1**

| **Question** | **Answer** |
| --- | --- |
| **Property name, property number or description of location**  (e.g. property at Plot 1 adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

**Table 3.1.2 Domestic property 2**

| **Question** | **Answer** |
| --- | --- |
| **Property name, property number or description of location**  (e.g. property at Plot 2 adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

**Table 3.1.3 Domestic property 3**

| **Question** | **Answer** |
| --- | --- |
| **Property name, property number or description of location**  (e.g. property at Plot 3 adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

## Non-domestic properties

For a non-domestic property (e.g. café, caravan sites, offices, bed and breakfast, holidays lets, hotels), we require the property description or name, address, postcode and the population equivalent that has been used to design and size the sewage treatment system.

You can provide details in this section for up to 2 non-domestic properties. You must provide the National Grid Reference (NGR) of each property.

Information on additional non-domestic properties can be provided in Annex 2.

**Table 3.2.1 Non-domestic property 1**

| **Question** | **Answer** |
| --- | --- |
| **Property name, property number or description of location**  (e.g. Pod 1 at plot adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |
| **Please insert the population equivalent of the property here:** | | |
|  | | |

**Table 3.2.2 Non-domestic property 2**

| **Question** | **Answer** |
| --- | --- |
| **Property name, property number or description of location**  (e.g. Pod 2 at plot adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |
| **Please insert the population equivalent of the property here:** | | |
|  | | |

# Sewage treatment and discharge location

## Connection to the public sewer

Only complete this section if your application cannot be processed by our [online application service for existing private sewage treatment systems](https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/small-sewage-discharges/) because the discharge location is too close to the public sewer.

Read guidance and information on connection to the public sewer in our [private sewage treatment system registration guidance](https://www.sepa.org.uk/regulations/water/septic-tanks-and-private-sewage-treatment-systems/private-sewage-treatment-system-registration-guidance/) on the SEPA website.

| **Please describe why you are not able to connect sewage to the public sewer:** |
| --- |
|  |

You must attach any supporting information to this application.

| **Please insert supporting information 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.

## Type of sewage treatment system

A system must be installed to treat sewage before it discharges to the water environment.

Read guidance and information on types of sewage treatment systems in our[supporting information](https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/small-sewage-discharges/supporting-information/) page on the SEPA webpage.

Please select one of the boxes below that describes the type of sewage treatment system:

**Septic tank only**

**Secondary treatment system**

This includes:

* a package treatment plant; or
* a septic tank or package plant with suitably designed reed bed and/or wetland.

**A treatment system which will reduce bacteria levels to no more than 500 Escherichia coli per 100ml and 200 Intestinal enterococci per 100ml.**

**Composting toilet or grey water filter system.**

## Discharge from the sewage treatment system

The discharge of sewage effluent to land via a soakaway must be explored.

Please select one of the boxes below that describes where sewage effluent will discharge to and then complete the corresponding section:

**Land via full soakaway** Section 5

**A watercourse (including via a partial soakaway where required)** Section 6

**The sea or an estuary** Section 7

# Discharge of sewage effluent to land via full soakaway

* There must be at least 1 metre depth between the base of the soakaway and the level of the seasonally highest water table.
* The soakaway should not be closer than 10 metres from a permeable drain, watercourse or loch.

When the sewage treatment system discharges all sewage effluent to land via soakaway, you must provide the National Grid Reference (NGR) of the mid-point of the soakaway.

You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find the NGR.

Please provide the NGR in one of these formats:

* 2-letters followed by 10-digits (e.g. AB 12345 67890)
* 2-letters followed by 8-digits (e.g. AB 1234 6789)

| **Please insert the NGR of the soakaway location here:** | |
| --- | --- |
| **NGR of the soakaway**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

## Springs, wells and boreholes used as private drinking water supplies

The discharge of sewage effluent to a soakaway close to a spring, well or borehole could contaminate it with effluent. Water used for human consumption must not be contaminated.

You can contact your Local Authority and/or your neighbours to help establish the precise location of the spring, well or borehole and what the water may be used for.

Please go to the section that is relevant to your application:

**Section 5.1.1** where:

* + - * + 1 to 3 domestic properties;
        + a non-domestic property with a p.e. of less than or equal to 15; or
        + a combination of domestic and non-domestic properties with a p.e. of less than or equal to 15.

**Section 5.1.2** where:

* 4 to 10 domestic properties;
* a non-domestic property with a p.e. of more than 15; or
* a combination of domestic and non-domestic properties with a p.e. of more than 15.

### Please indicate if the soakaway is more than 50 metres from any spring, well, or borehole used as a private drinking water supply:

**Yes** Please go to Section 5.2.

**No** Investigate relocating the soakaway to more than 50m.

If this is not possible, go to Section 5.1.3.

### Please indicate if the soakaway is more than 250m from any spring, well, or borehole used as a private drinking water supply:

**Yes** Please go to Section 5.2.

**No** Investigate relocating the soakaway to more than 250m.

If this is not possible, go to Section 5.1.3.

### Additional information on springs, wells, or boreholes

Provide and attach a map showing the location of the soakaway and mark the location and type of water supply.

Mark a spring with “S”; a well with “W”; a borehole with “B”. If a well, indicate if it is pumped by marking “P”.

| **Please insert the map reference here:** |
| --- |
|  |

| **Please provide the depth of any well or borehole here (in metres) here:** |
| --- |
|  |

## Discharge to groundwater

* To prevent pollution of groundwater, there must be at least 1 metre depth between the base of the soakaway and the level of the seasonally highest water table.

A condition of your authorisation will be that you do not discharge sewage directly into groundwater. This means that the water table must be below the base of your soakaway at all times of the year.

**Please cross the box below if the following statement applies:**

**There will be no discharge of sewage directly into groundwater.**

## Percolation value

A soil percolation test must be undertaken to establish the percolation value (Vp) of the soil and is measured in seconds per millimetre (secs/mm).

Please indicatethe percolation value (Vp) of the soil:

more than 15secs/mm Please go to **Section 8**

less than or equal to 15secs/mm Please go to **Section 5.3.1**

Sewage must be treated by a system designed to reduce the concentration of ammoniacal nitrogen (as nitrogen) in the discharge and the soakaway must have a minimum area.

If the soil percolation test indicates the soil has a Vp of more than 100 secs/mm, there is a risk that the discharge may not drain away causing pooling of sewage effluent on the land surface.

You should contact your local authority Building Control to ensure compliance with their regulations.

### Discharge standard and soakaway area

| **Please provide the soakaway area in square metres (m2) here:** |
| --- |
|  |

The treatment system must be designed to meet a mean discharge standard **of 5mg/l ammoniacal nitrogen (as nitrogen) or less.**

# Discharge of sewage effluent to a watercourse

You must provide the National Grid Reference (NGR) where the sewage treatment system discharges effluent into a watercourse. This may be via a partial soakaway.

You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find the NGR.

Please provide the NGR in one of these formats:

* 2-letters followed by 10-digits (e.g. AB 12345 67890)
* 2-letters followed by 8-digits (e.g. AB 1234 6789)

Please complete the sections that are relevant to your application:

|  |  |
| --- | --- |
| **Please insert the NGR of the discharge location here:** | |
| **NGR of the discharge location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

A partial soakaway is always required for a discharge to a watercourse from a septic tank and often required for a discharge from a secondary treatment system.

Please indicate if effluent will discharge to a watercourse via a partial soakaway:

**Yes** Please go to **Section 6.1**

**No** Please go to **Section 6.2**

## Partial soakaway

The minimum area of a partial soakaway will depend upon the type and number of properties and the type of sewage treatment system.

| **Please provide the area of the partial soakaway in square metres (m2) here:** |
| --- |
|  |

## Distance to an abstraction used as a private drinking water supply

Only complete this section if your application cannot be processed by our [online application service for existing private sewage treatment systems](https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/small-sewage-discharges/) because the discharge may be too close to a private drinking water supply.

A discharge upstream of an abstraction used as a private water supply could contaminate it with sewage effluent.

You should contact your Local Authority to help establish private water supply locations.

Please indicate if there an abstraction from a watercourse:

1. used for human consumption; and
2. within 1.5 kilometres downstream;

of the discharge location:

**No** Please go to **Section 8**

**Yes** Provide the National Grid Reference (NGR) of the abstraction location.

You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find the NGR.

Please provide the NGR in one of these formats:

* 2-letters followed by 10-digits (e.g. AB 12345 67890)
* 2-letters followed by 8-digits (e.g. AB 1234 6789)

|  |  |
| --- | --- |
| **Please insert the NGR of the abstraction location here:** | |
| **NGR of the abstraction location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

# Discharge of sewage effluent to the sea or an estuary

You must provide the National Grid Reference (NGR) where the outfall pipe discharges effluent into the sea or an estuary.

You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find the NGR.

Please provide the NGR in one of these formats:

* 2-letters followed by 10-digits (e.g. AB 12345 67890)
* 2-letters followed by 8-digits (e.g. AB 1234 6789)

| **Please insert the NGR of the discharge location here:** | |
| --- | --- |
| **NGR of the discharge location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

**Only complete the following section if your discharge location is above Mean Low Water Springs (MLWS).**

Read guidance and information on MLWS in our [private sewage treatment system registration guidance and [supporting information](https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/small-sewage-discharges/supporting-information/) on the SEPA website.](https://www.sepa.org.uk/regulations/water/septic-tanks-and-private-sewage-treatment-systems/private-sewage-treatment-system-registration-guidance/)

| **Please describe why you cannot discharge below MLWS:** |
| --- |
|  |

You can attach any supporting information, including a map, to this application.

| **Please insert supporting information document reference:** |
| --- |
|  |

# Application fee charges

To complete your application, the correct fee must be sent in with this form.

The current fee (1 April 25 – 31 October 25) is **£190**.

## Payment method

Please confirm your payment method below:

**BACS**

For BACS payments, please use the following details:

Sort code: **83 34 00**

Account number: **00137187**

Account name: **SEPA**

**Online payments**

You can access to our [online payments system](https://beta.sepa.scot/about-sepa/online-payments/).

We cannot process your application until proof of payment is received. Please submit proof of payment in a separate document.

| **Please insert payment document reference here:** |
| --- |
|  |

# Declaration

| **Declaration** | |
| --- | --- |
| I apply for an authorisation as described in this application (including any supporting documentation that has been supplied).  I certify that the information contained in this application is correct. Note: knowingly or recklessly submitting false or misleading information is an offence.  I confirm that any person whose personal information is included in this application has been made aware of the Statement headed How we use your personal information  and SEPA’s General Privacy Policy. | |
| **Name of person submitting application** |  |
| **Date** |  |

# Where to apply

Please send your completed application form together with any supporting information and correct payment, to the Registry Department by e-mail or by post.

| **Email address:** | [registry@sepa.org.uk](mailto:registry@sepa.org.uk) |
| --- | --- |
| **Postal address:** | SEPA  Angus Smith Building  Unit 6, 4 Parklands Avenue  Holytown  Motherwell  ML1 4WQ |

# Annex 1

**Additional domestic properties**

For a domestic property (e.g. house or individual caravan) we require the property name or number, address and, where available, the postcode, for each property connecting into the sewage treatment system.

You can provide information for any additional domestic properties here. You must provide the National Grid Reference (NGR) of each property.

| 1. **Domestic property** |  |
| --- | --- |
| **Property name, number or description of location**  (e.g. property at Plot 4 adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

| 1. **Domestic property** |  |
| --- | --- |
| **Property name, number or description of location**  (e.g. property at Plot 5 adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

| 1. **Domestic property** |  |
| --- | --- |
| **Property name, number or description of location**  (e.g. property at Plot 6 adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

| 1. **Domestic property** |  |
| --- | --- |
| **Property name, number or description of location**  (e.g. property at Plot 7 adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

| 1. **Domestic property** |  |
| --- | --- |
| **Property name, number or description of location**  (e.g. property at Plot 8 adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

| 1. **Domestic property** |  |
| --- | --- |
| **Property name, number or description of location**  (e.g. property at Plot 9 adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

| 1. **Domestic property** |  |
| --- | --- |
| **Property name, number or description of location**  (e.g. property at Plot 10 adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |

# Annex 2

**Additional non-domestic properties**

For a non-domestic property (e.g. café, caravan sites, offices, bed and breakfast, holidays lets, hotels), we require the property description or name, address, postcode and the population equivalent that has been used to design and size the sewage treatment system.

You can provide information for any additional non-domestic properties here. You must provide the National Grid Reference (NGR) of each property.

| 1. **Non-domestic property** |  |
| --- | --- |
| **Property name, number or description of location**  (e.g. Pod 3 at plot adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |
| **Please insert the population equivalent of the property here:** | |
|  | |

| 1. **Non-domestic property** |  |
| --- | --- |
| **Property name, number or description of location**  (e.g. Pod 4 at plot adjacent to Green Farm Cottage) |  |
| **Address** |  |
| **Postcode** (where available) |  |
| **NGR of the property location**  (e.g. AB 1234 6789 or AB 12345 67890) |  |
| **Please insert the population equivalent of the property here:** | |
|  | |

**Accessibility statement**

For information on accessing this document in an alternative format or language, please contact SEPA by emailing [equalities@sepa.org.uk](mailto:equalities@sepa.org.uk)

If you are a user of British Sign Language (BSL), the [Contact Scotland BSL website](https://contactscotland-bsl.org/) gives you access to an online interpreter, enabling you to communicate with us using sign language.