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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 that is more than two years old; and

# from up to and including 10 properties.

# 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?**

Before submitting your application, please check if your treatment system is currently registered with SEPA by completing and submitting the [Septic Tank Check Form | SEPA](https://www2.sepa.org.uk/SepticTankCheck) . We are unable to offer a refund for any duplicate applications.

It's quicker and easier to apply online. If your sewage system includes treatment (e.g. by septic tank or package treatment plant) you can use our online application service for [existing private sewage treatment systems.](https://www.sepa.org.uk/regulations/water/septic-tanks-and-private-sewage-treatment-systems/private-sewage-treatment-system-registration-guidance/discharge-to-the-sea-or-an-estuary/)

Use this form if you want to apply for a registration authorisation to discharge sewage effluent to the water environment from a treatment system that is more than two years old.

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.

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

* from a treatment system that is more than two years old; and
* from up to and including 10 properties.

**Do not** complete this application form if the discharge of sewage effluent is from a treatment system that is less than or equal to two years old. In this case use our online application service for [private sewage treatment systems.](https://www.sepa.org.uk/regulations/water/septic-tanks-and-private-sewage-treatment-systems/private-sewage-treatment-system-registration-guidance/discharge-to-the-sea-or-an-estuary/)

Read guidance and information on septic tanks and private sewage treatment systems on the [Private sewage treatment system registration guidance page of the SEPA website.](https://www.sepa.org.uk/regulations/water/septic-tanks-and-private-sewage-treatment-systems/private-sewage-treatment-system-registration-guidance/discharge-to-the-sea-or-an-estuary/)

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.

Applicants must complete all sections of this form.

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

# Contact details

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

| **Question** | **Answer** |
| --- | --- |
| **Name** | Please insert name here. |
| **Company or business name****(if applicable)** | Please insert business name here. |
| **Address** | Please insert address here. |
| **Postcode**  | Please insert postcode here. |
| **Phone number** | Please insert phone number here. |
| **Email address** | Please insert email address here. |

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

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

# Property location

Please complete the sections that are relevant to your application:

| 1. **Property**
 |  |
| --- | --- |
| **Property name or number**  | Please insert property name or number here. |
| **Address**  | Please insert address here. |
| **Postcode**  | Please insert postcode here. |

| 1. **Property**
 |  |
| --- | --- |
| **Property name or number**  | Please insert property name or number here. |
| **Address**  | Please insert address here. |
| **Postcode**  | Please insert postcode here. |

| 1. **Property**
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| --- | --- |
| **Property name or number**  | Please insert property name or number here. |
| **Address**  | Please insert address here. |
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| --- | --- |
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| 1. **Property**
 |  |
| --- | --- |
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| **Address**  | Please insert address here. |
| **Postcode**  | Please insert postcode here. |

# Sewage treatment system

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

Sewage treatment systems include a septic tank, secondary treatment system, package plant or suitably sized reedbed or wetland.

You can read guidance and information on types of sewage treatment systems on the [Supporting information page of the SEPA website.](https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/small-sewage-discharges/supporting-information)

Please cross the box below if the following statement applies:

[ ]  **Sewage is treated by a sewage treatment system.**

Please cross the box below if the following statement applies:

[ ]  **The sewage treatment system is more than 2 years old.**

# 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 new online payments system from this webpage:

[Web Payment 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.

| **Payment document reference** |
| --- |
| Please insert 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 – Data Protection Act 2018 (‘DPA 2018’)**](#_How_we_use)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 |
| **Postal address:**  | SEPAAngus Smith Building6 Parklands AvenueMotherwellML1 4WQ |

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