

**Waste Management Licensing Regulations 2011**

**("the Regulations")**

**Paragraph 12- Notice of intention to carry out small scale composting (<2m3) at business or education facilities**

**PLEASE RETURN THIS FORM TO YOUR NEAREST SEPA OFFICE (see list at end of form)**

To reduce the burden of registering small scale composting activities SEPA have devised this simple form to be completed and sent to your nearest SEPA office. It applies to small scale composting of biodegradable **meat excluded** matter (such as tea bags, apple cores, vegetable peelings etc) from any premises other than domestic properties (e.g. office, school etc). The small scale device maybe an off the shelf composting unit or a small “home built pen” constructed specifically for composting purposes. It relates to a maximum storage per composter of two cubic metres.

If you wish to compost meat included waste such as kitchen and canteen waste, you must complete the full paragraph 12 notification form WMX-FM12. There are additional requirements that must be met when composting this type of material. These are outlined in our guidance note WMX-TG12, available on the website.

The form enables multiple registrations for multiple composting units at different sites. As this form is designed primarily to reduce the administrative burden to those carrying out the composting activity, where the local SEPA Officer determining the registration deems that more information is required, a full Paragraph 12 form may need to be completed and submitted together with the appropriate fee.

The completion of this form does not negate the requirement to comply fully with The Waste Management Licensing Regulations 2011. Where it is identified that the legislation is not being complied with the registration will be refused or where previously registered, removed from the public register.

**The Data Protection Act 1998**

“The Scottish Environment Protection Agency is responsible for maintaining and improving the environment and regulating environmental emissions. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Scottish Environment Protection Agency to deal with your registration, to monitor compliance with the legislation, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

* offering/providing you with our literature/services relating to environmental affairs
* consulting with the public, public bodies and other organisations (eg Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) on environmental issues
* carrying out statistical analysis, research and development on environmental issues
* providing public register information to enquirers
* investigating possible breaches of environmental law and taking any resulting action
* preventing breaches of environmental law
* assessing customer service satisfaction and improving our service.

We may pass it on to our agents/representatives to do these things on our behalf.

**You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice**

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| For Office Use Only |
| Reference No. |  | C & B Team: |  |
| First Notice: | Yes/No | Previous Reference No. |  |
| Date Received: |  | Date of Expiry: |  |
| Date Entered onto Register: |  | Entered within 21 days: | Yes/No |

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| **1. Contact Details of the Establishment or Undertaking i.e. the sole trader, company, partnership, authority, society, trust, club, charity or other organisation that will carry on the exempt activity (Print All)** |
| Name & Designation |  |
| Organisation  |  |
| Address |  |
| Registered Office Address |  |
| Postcode |  | E-mail |  |
| Tel No. |  | Fax No. |  |

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| **2. What are you attempting to register?** |
| (i) Tick one onlyIf you are renewing a registration complete the relevant section of this form where minor changes exist. Where major changes exist, it should be registered as a new activity. | a) You wish to register the exempt activity for the first time. |  |
| b) You wish to renew a registration for a currently registered activity. |  |
| c) You wish to register an activity that was previously registered but isn’t currently registered. |  |
| If b) give exemption reference number (e.g. WMX/E/12345 or WML/XC/12345); If c) give exemption reference number and state reason why it isn’t currently registered. |  |

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| **3. The location of the composting activity**Please give details of the location where the composting is taking or is to take place (additional sheets may be appended) |
| (i) Address of location of activity | (ii) Give an 8 figure grid reference of the address | (iii) Number of Composting Devices being used | (iv) Type of composting device e.g. off-shelf, cone, home made. | (v) Description of waste being composted |
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| **4. Declaration** |
| Important Please Note: It is an offence for a person to make a statement which he/she knows to be false or misleading in a material particular, or to recklessly make a statement which is false or misleading in a material particular. |
| **Declaration of Notice / Renewal of Notice****(The declaration must be signed by applicants or their agents)** |
| I/we certify that, to the best of my/our knowledge, the information provided in this form and any associated documents are correct.  |
| Signature |  | Date |  |
| Name(PRINTED) |  | Company Name |  |

**Please return this form to your nearest SEPA Office:**

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| **Aberdeen Office**Inverdee HouseBaxter Street, TorryABERDEEN, AB11 9QATel: 01224 266600Fax: 01224 896657 | **Angus Smith Building**6 Parklands AvenueEurocentralHolytown,North LanarkshireML1 4WQ Tel: 01698 839000Fax: 01698 738155 | **Dingwall Office**Graesser HouseFodderty WayDingwall Business ParkDINGWALL, IV15 9XBTel: 01349 862021Fax: 01349 863987 |