

Form PPC1 Part F: Application for a permit, variation, transfer or surrender

For SEPA Use Only	Name Assigned	Application Reference
-------------------	---------------	-----------------------

The fee charged for your application depends on a number of factors including the type of application and the size, type and potential environmental impact of your proposal. The fees are revised annually and are set out in [this years "Pollution Prevention and Control \(Parts A and B\) Fees and Charges \(Scotland\) Scheme"](#) which is available from SEPA office or our website www.sepa.org.uk.

F1 Type of Application made

Indicate by inserting a tick in the appropriate box, and then follow the instructions for that part.

Application for a new permit	<input type="checkbox"/>	Go to F2
Application to vary the conditions of your permit where that proposed change would constitute a "substantial change" (please consult with SEPA)	<input type="checkbox"/>	Go to F3
Application to vary the conditions of your permit	<input type="checkbox"/>	Go to F4
Application for a transfer of part / all of a permit	<input type="checkbox"/>	Go to F5
Application for surrender of part / all of a permit	<input type="checkbox"/>	Go to F6

F2 Application for a new permit

Complete this section if you are applying for a new permit

What type of permit are you applying for?

Indicate by inserting a tick in the appropriate box, and then follow the instructions for that part.

to operate a "general" Part A Installation	<input type="checkbox"/>	Go to F7.2
to operate a Low Impact Installation	<input type="checkbox"/>	Go to F7.1
to operate an Inert Waste Landfill	<input type="checkbox"/>	
to operate a Landfill serving an isolated settlement and/or islands	<input type="checkbox"/>	

F3 Application for a substantial change variation to the conditions of a permit

Complete this section if you are applying to vary the conditions of your permit and the proposed change would constitute a "substantial change" (please consult with SEPA)

What type of permit do you wish to vary?

Indicate by inserting a tick in the appropriate box, and follow the instructions for that part.

A "general" Part A Installation Permit	<input type="checkbox"/>	Go to F7.2
A Low Impact Installation Permit	<input type="checkbox"/>	Go to F7.1
Inert Waste Landfill Permit	<input type="checkbox"/>	
Landfill serving an isolated settlement and/or islands Permit	<input type="checkbox"/>	

F4 Application to vary the conditions of a permit

Complete this section if you are applying to vary the conditions of your permit, unless the change would involve a “substantial change” in which case go to section F3 above.

F4.1 What type of permit do you wish to vary?

Indicate by inserting a tick in the appropriate box, and follow the instructions for that part.

<input type="checkbox"/> A general Part A Installation permit	<input type="checkbox"/>	Go to F4.2
<input type="checkbox"/> A Low Impact Installation Permit	<input type="checkbox"/>	
<input type="checkbox"/> Inert Waste Landfill Permit	<input type="checkbox"/>	Go to F7.1
<input type="checkbox"/> Landfill serving an isolated settlement and/or islands Permit	<input type="checkbox"/>	

F4.2 What is the nature of the proposed variation?

Indicate by inserting a tick in the appropriate box, and following the instructions for that part.

<input type="checkbox"/> A variation of the conditions of a permit which will not result in any change to the emissions OR is made solely for the purpose of implementing a change required as a result of compliance with a condition of the permit	<input type="checkbox"/>	Go to F7.1
<input type="checkbox"/> All other variations	<input type="checkbox"/>	Go to 7.2

F5 Application for a transfer of part / all of a permit

Complete this section if you are applying to transfer all or part of your permit.

F5.1 Are you applying to transfer the whole Permit or just part of it?

Indicate by inserting a tick in the appropriate box.

<input type="checkbox"/> Transfer the whole Permit	<input type="checkbox"/>
<input type="checkbox"/> Transfer part of the permit	<input type="checkbox"/>

F5.2 What type of Permit do you wish to transfer (in whole or in part)?

Indicate by inserting a tick in the appropriate box, and following the instructions for that part.

<input type="checkbox"/> a general Part A Installation permit	<input type="checkbox"/>	Go to F7.1
<input type="checkbox"/> a Part A Specified Waste Management installation	<input type="checkbox"/>	
<input type="checkbox"/> a Low Impact Installation Permit	<input type="checkbox"/>	
<input type="checkbox"/> an Inert Waste Landfill Permit	<input type="checkbox"/>	
<input type="checkbox"/> a Landfill serving an isolated settlement and/or islands Permit	<input type="checkbox"/>	

F6 Application for surrender of part of a permit or all of a permit

Please complete this section if you are applying to surrender all or part of your permit.

What type of permit are you applying to surrender (in whole or in part)?

Indicate by inserting a tick in the appropriate box, and follow the instructions for that part.

Landfill serving an isolated settlement and/or islands Permit	<input type="checkbox"/>	Go to F7.1
Inert waste landfill Permit	<input type="checkbox"/>	
Any other landfill	<input type="checkbox"/>	
A Low Impact Installation Permit	<input type="checkbox"/>	
A general Part A Installation permit	<input type="checkbox"/>	

F7 Determination of application fee

F7.1 Applications with set application fees

There is a set fee for your application see Table 1 of the charging scheme. Please record the fee payable in the box and ensure you include this payment with your application.

Fee to be presented with your application

£

If applying for a new permit or a permit transfer (in whole or in part) go to F8 for all other applications go to F9.

F7.2 Applications for which the fee must be calculated

The fee for your application needs to be calculated using the formula given in table 1 of the charging scheme. Populate the boxes below to show your working and ensure that you include this payment with your application.

$$\begin{array}{ccccccc}
 & & & \text{Application Charge Units} & & & \text{Total Fee} \\
 \text{£} & \times & (& \text{ } & + & 2) & = & \text{£} \\
 \text{ } & & & \text{ } & & & & \text{ } \\
 \text{ } & & & \text{ } & & & & \text{ }
 \end{array}$$

If applying for a new permit or a permit transfer (in whole or in part) go to F8 for all other applications go to F9.

Please note that payment of application fees may be made by cheque, BACS, credit card or debit card. Please see the charging scheme for details.

N.B. If you are paying by BACS, direct transfer or Card you MUST submit a Remittance Advice/Proof of Payment with your application form. If this is not received the application will be returned to you as invalid and a request will be made for the Remittance Advice. SEPA cannot process your application until proof of payment and the application form is received.

PROOF OF PAYMENT REFERENCE:

F8 Invoice Details

Provide an invoice address for subsistence fees - If we grant you a permit, or you have a permit transferred into your name you will be charged an annual subsistence fee. Please provide details of the address to which you wish invoices to be sent and details of someone we may contact about fees and charges.

It is not possible to pay for your application fees by invoice

Name:			
Position:			
Address:			
Postcode:		E-Mail	
Telephone No:		Fax No:	

F9 Commercial Confidentiality and National Security

F9.1 Is there any information in your application that you believe should be kept from the public register on the grounds of commercial confidentiality?

No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

If yes please provide full details and justification

Where have you provided the information requested?

F9.2 Is there is any information in the application that you believe should be kept from the public register on the grounds of national security?

If yes please give:

- Full information on separate sheets;
- Notify the Scottish Ministers to advise them of your concern.

Do not write anything about national security on this form, nor give reference numbers to the relevant information/documents submitted.

F10 Data Protection Notice

The information you give will be used by the Scottish Environment Protection Agency to process your application. It will be placed on the relevant public register(s), and used to monitor compliance with licence/permit conditions, or to process renewal applications. We may also use and/or disclose any of the information you give us in order to:

- Offer/provide you with our literature/services relating to environmental matters;
- Consult with the public, public bodies and other organisations (for example Health and Safety Executive, local authorities, emergency services, Food Standards Agency);
- Carry out statistical analysis, research and development on environmental issues;
- Provide public register information to enquirers;
- Investigate possible breaches of environmental law and take any resulting action;
- Prevent breaches of environmental law;
- Access customer service satisfaction and improve our service.

We may pass on the information to agents/representatives who we ask to do any of these things on our behalf.

Individuals have a right to see the information we hold about them. We will correct if it is inaccurate.

Individuals, groups of individuals or Partnerships - All individuals mentioned in this application need to sign below, please use a separate sheet if you need to.

I have read the data protection notice and understand the implications of the Data Protection Act 1998.

Individual or partners signature	
Name (Block Capitals)	
Date dd/mm/yyyy	

Individual or partners signature	
Name (Block Capitals)	
Date dd/mm/yyyy	

Individual or partners signature	
Name (Block Capitals)	
Date dd/mm/yyyy	

Individual or partners signature	
Name (Block Capitals)	
Date dd/mm/yyyy	

F11 Non-technical summary

Please provide a non-technical summary of your application.

Where have you provided the information requested?

F12 Any Other Information

Is there any other information you wish to submit in support of your application?

No

Yes

If yes please provide full details

Where have you provided the information requested?

F13 Signatures and Declaration

It is an offence under Regulation 67 of the Pollution Prevention and Control (Scotland) Regulations 2012 to:

- Make a statement which you know to be false or misleading in a material particular,
- Recklessly make a statement which is false or misleading in a material particular,

for the purposes of obtaining a permit (for yourself or anyone else), seeking a variation, transfer or surrender of a permit.

If you make a false statement:

- We may prepare a report to the Procurator Fiscal who may prosecute you, and
- If you are convicted, you are liable to a fine or imprisonment, or both.

Declaration * (Delete as appropriate)

* I/we certify that the information in this application is correct.

* I/we apply: *for a permit/ *for a transfer of an existing permit (current operator(s) and proposed transferee(s) must sign below)/ *to vary an existing permit in respect of the particulars described in this application (including supporting documentation *I/we have supplied)/ to surrender the existing permit to the extent specified in this application.

Signature(s) of current operators

Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf. For applications from:

- More than one person – all persons should sign below,
- A company or other corporate body – an authorised person should sign below and provide evidence of authority from the Board of the company or body corporate.

Name	
Position	
Date	

Name	
Position	
Date	

Name	
Position	
Date	

Signature(s) of proposed transferee (if applicable)

Name	
Position	
Date	

Name	
Position	
Date	

Now please return this form, together with all supporting information and correct payment to the email or address on the front page of your application.