

Scottish Environment Protection Agency

Annual Return Form for Exempt Activities *

The Registration Obligations under the Waste Management Licensing (Scotland) Regulations 2011 require records to be kept of the quantity, nature, origin, destination and method of recovery or disposal of all waste treated in the exempt activity. This information must be kept for at least 2 years and be submitted to or made available to SEPA on request.

This form should be used to report this information to SEPA annually.

*** THIS IS NOT A RENEWAL FORM**

Please go to SEPA website to download the Renewal Form for Exempt Activities or alternatively contact your local SEPA office.

PLEASE COMPLETE THE FOLLOWING DETAILS:

Exemption Number	WM	Paragraph Number	
Site Address			
Exemption Start Date		Exemption Expiry Date	
Completed by		Job Title	
Company name		Telephone Number	
Email address			

GENERAL GUIDANCE FOR COMPLETING THE FORM:

- Forms are required to be submitted at the end of the twelve month registration period.
- Forms may be submitted earlier if operations have ceased.
- Electronic copies of the form are available from SEPA's website:
www.sepa.org.uk/environment/waste/waste-data/guidance-and-forms-for-operators/exempt-activities/
- Completed forms should be submitted by emailing the form to waste.data@sepa.org.uk. If preferred, the form can also be submitted by sending a copy to the address below:

SEPA ASB
Angus Smith Building
6 Parklands Avenue
Eurocentral Holytown
North Lanarkshire
ML1 4WQ

- If you require any further assistance, please contact us at: waste.data@sepa.org.uk or telephone 0141 945 6350

Annual Return Form for Exempt Activities

EWC Code *1			Description of Waste *2	Quantity *3 (Tonnes)	Geographical Origin *4
TOTAL					

Guidance –

- *1 **EWC Code** - Provide the 6 digit European Waste Catalogue (EWC) Code for the waste. See the guidance on SEPA's website: www.sepa.org.uk/regulations/waste/activities-exempt-from-waste-management-licensing/
- *2 **Description of Waste** - For each waste group, enter a brief description of waste (e.g. waste bark, soil)
- *3 **Quantity** - Record the quantity of waste in tonnes.
- *4 **Geographical Origin** - Using the abbreviations detailed below, record the geographical areas that waste originated from. Where one type of waste originated from more than one geographical area, please record separate entries for each.

Code	Geographical area	Code	Geographical area
AB	Argyll and Bute	OEU	Outwith Europe
AC	Aberdeen City	OF	Offshore
AN	Angus	OR	Orkney Islands
AS	Aberdeenshire	PK	Perth and Kinross
CE	City of Edinburgh	RE	Renfrewshire
CG	Glasgow City	SA	South Ayrshire
CL	Clackmannanshire	SB	Scottish Borders
DC	Dundee City	SC	Scotland
DG	Dumfries and Galloway	SE	South East Scotland
EA	East Ayrshire	SH	Shetland Islands
ED	East Dunbartonshire	SL	South Lanarkshire
EL	East Lothian	ST	Stirling
EN	England	SW	South West Scotland
ER	East Renfrewshire	WA	Wales
EU	Europe (outwith UK)	WD	West Dunbartonshire
FA	Falkirk	WI	Na h-Eileanan Siar
FI	Fife	WL	West Lothian
HIG	Highlands, Islands and Grampian	WSA1	Orkney and Shetland
HL	Highland	WSA4	Moray, City of Aberdeen and Aberdeenshire
IN	Inverclyde	WSA5	Dundee City, Angus and Perth and Kinross
ML	Midlothian	WSA6	Stirling, Clackmannanshire and Falkirk
MO	Moray	WSA8	City of Edinburgh, East and West Lothian, Midlothian and Scottish borders
NA	North Ayrshire	WSA9	North, East and South Ayrshire, Dumfries and Galloway
NI	Northern Ireland	WSA10	Inverclyde, Renfrew and East Renfrew, Glasgow City, North and South Lanarkshire, East and West Dunbartonshire