



Reservoirs (Scotland) Act 2011

Reservoirs (Scotland) Regulations 2015

Provisional Risk Designation

Representation Form

Please return completed form to:
Reservoir Regulatory Unit
Scottish Environment Protection Agency
Strathallan House
Stirling
FK9 4TZ

How we use your personal information – Data Protection Act 2018 ('DPA 2018')

Under the 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 of authorisations and maintaining 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 and 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 for SEPA authorisations and SEPA permits. 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. Signatures, 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](#).

For more information on how SEPA handles personal information, please refer to our general Privacy Policy at <https://www.sepa.org.uk/help/privacy-policy/>

Data Protection Act Registration Number – Z6161946

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

Guidance on completing the form

On the outcome of the risk designation process SEPA is required to provide reservoir managers with a provisional risk designation as soon as it is reasonably practicable once a reservoir has been registered with SEPA (in the case of a new registration), or when the risk designation process has been completed (in the case of the second, or subsequent cycles of risk designation).

The representation procedure gives reservoir managers the opportunity to provide SEPA with additional information to support their request for review of the provisional risk designation, should they feel the provisional risk designation assigned to their site is incorrect.

Representations must be made by reservoir managers using this form within two months of receiving the provisional risk designation.

Guidance on how to complete the required fields is detailed below and further information on risk designation and making a representation can be found in the Risk Designation briefing note, *Guidance to Reservoir Managers on How to make a Representation*, and *Guidance on SEPA’s Reservoir Risk Designation Process* documents on our website at www.sepa.org.uk/reservoirs.

If you have any queries about how to fill out this form you can email reservoirs@sepa.org.uk or phone the Reservoir Regulatory Unit through the SEPA Contact Centre on 03000 996699.

Section 1.0 Reservoir Details	
Reservoir Registration Number	This is a number prefixed by RES/R, which SEPA will previously have provided.
Reservoir Name	
Dam Name	
Provisional Risk Designation	This is the provisional Risk Designation given by SEPA to the reservoir. The Risk Designation will be either: High Risk, Medium Risk or Low Risk. See risk designation methodology at www.sepa.org.uk/reservoir
Section 2.0 Details of Representation	
Details of Representation	Please detail the reasons why you feel that the risk designation is wrong providing sufficient information and evidence to support the representation.
Section 2.2 Supporting Documentation	
Reference number of supporting documentation	Please submit any document(s) such as technical reports, modelling outputs, drawings, photographs or maps that contain information and/or data to support your representation. Enter the document reference in this section. Electronic submissions such as CDs and flash drives may be included but they must be clearly marked with the RES/R number and Reservoir Manager name, and documents stored on them appropriately named. Supporting documents may also be emailed to reservoirs@sepa.org.uk with the RES/R number and ‘Representation’ marked in the subject line.

1.0 Reservoir Details	
1.1 Reservoir Name	
Dam Name	
1.2 Reservoir Manager Name	
1.3 Reservoir Registration number	
1.4 Please enter the provisional risk designation issued by SEPA (High, Medium or Low)	

2.0 Details of Representation	
2.1 Please provide a summary of your representation, attaching an additional sheet if necessary:	
Please tick if supporting documentation has been emailed to reservoirs@sepa.org.uk <input type="checkbox"/>	
OR posted in <input type="checkbox"/>	
2.2 Reference of supporting documentation –	

<p>continue on a separate sheet if necessary. Please detail any document(s) such as technical reports, modelling results, drawings, photographs or maps that contain information and/or data which supports your representation and enter the document reference in this section.</p>	

3.0 Signatures and Declaration			
Declaration	<p>* I/We certify that the information in this representation form is correct (*delete as appropriate)</p>		
Signature		Name	
Position		Date	