



# Application to Register: Sewage Treatment System (Existing)

Under Regulation 7 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011

Fee for an application received between 1 April 2023 and 31 March 2024:

£170

Please call **03000 99 66 99** to check whether there is already a registration for your property before submitting this application form. 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 service:

<https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/private-sewage-treatment-system/>

Alternatively - whether your sewage system includes treatment or not - you can apply using this form.

Statement		Tick if true
1	The sewage system includes treatment (e.g. septic tank or package plant)	
2	The sewage treatment system has been in use for more than two years	
3	The sewage treatment system serves between 1 and 9 properties	

If statement 1 is **not true** please fill out the rest of this form and we will contact you to discuss your application.

If either statement 2 or 3 is **not true**, you will need to use the "Registration – New discharge" form or Licence Form A and B (see SEPA website [www.sepa.org.uk](http://www.sepa.org.uk)).

## 1. Contact Details

Name	
Organisation (if applicable)	
Address	
Postcode	
Email	
Telephone number	

## 2. Details of the first property served by the treatment system

Address			
Town		Postcode	

Enter details for <b>any other</b> properties served by the treatment system		
	House number/name	Postcode
Property 2		
Property 3		
Property 4		
Property 5		
Property 6		
Property 7		
Property 8		
Property 9		

3. Declaration	
<p>I hereby apply for an authorisation only in respect to the particulars described in this application and enclose the appropriate evidence of application fee payment (see Section 4). I certify that the information in this application is correct and I have read and understood the data protection notice and consent to the processing of the information about me provided on this form and otherwise provided to or collected by SEPA in accordance with this notice.</p>	
Print name:	Date:

Important information
<ul style="list-style-type: none"> <li>• If your activity is registered, it will require to be carried out in accordance with the terms of the application, and the conditions detailed below. To contravene the terms of the application or the conditions would constitute an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011.</li> <li>• It is an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011 to make a statement which you know to be false or misleading in any material particular, or recklessly make a statement which is false or misleading in any material particular for the purpose of obtaining a registration (for yourself or anyone else) or seeking a variation of a registration.</li> <li>• SEPA has 30 days to determine your application.</li> </ul>
General registration conditions
<ol style="list-style-type: none"> <li>1. The treatment system must be maintained so it operates in good working order</li> <li>2. The discharge from the treatment system must not cause pollution of the water</li> </ol>

### 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, refer to our general Privacy Policy at [www.sepa.org.uk/help/privacy-policy/](http://www.sepa.org.uk/help/privacy-policy/)

4. Payment. Please indicate your chosen payment method				
Online Card Payment	We accept all major credit/debit cards. <b>You MUST submit proof of payment and a reference number below.</b> <a href="https://webpayments.sepa.org.uk/">https://webpayments.sepa.org.uk/</a>			
	<b>Proof of Payment Reference No.</b>			
BACS	Sort Code	83-34-00	<b>When paying by BACS or direct transfer you MUST submit the remittance Advice/proof of Payment with your application form and a reference number above</b> If this is not received the application will be returned.	
	A/C number	00137187		
Cheque	Make your cheque payable to 'SEPA' and submit it with your application.			
Where to Apply				
Please send your completed form and application fee to 'SEPA Registry' at the email or address below.				
<b>By email:</b>  <a href="mailto:registry@sepa.org.uk">registry@sepa.org.uk</a>		<b>Angus Smith Building</b> 6 Parklands Avenue Holytown North Lanarkshire ML1 4WQ Tel: 01698 839000		<b>For any queries, please contact:</b>  <a href="mailto:waterpermitting@sepa.org.uk">waterpermitting@sepa.org.uk</a>
Office use only				
Valid application	Correct fee?	Yes/No	Site details?	Yes/No
	Contact details?	Yes/No	Signature?	Yes/No

<b>Determination</b>	<b>Date validated:</b>		<b>If not valid, date RETURNED:</b>	
	<b>Signature:</b>	<b>Print name:</b>		
<b>Notification check</b>	<b>Signature:</b>	<b>Print name:</b>	<b>Date:</b>	