

**Waste Management Licensing (Scotland) Regulations 2011**

**("the Regulations")**

**Paragraph 10 - Form to register or renew an exemption**

**(Treatment of waste & storage at a water treatment works and**

**Recovery operations & storage at a sewage treatment works)**

**PLEASE RETURN THIS FORM TO SEPA (details at end of form)**

# Please refer to the legislation for details of the exemption and your obligations. Other forms to give notice of separate exemptions under different paragraphs may be obtained from our website [www.sepa.org.uk](http://www.sepa.org.uk) or from any SEPA office.

This notice **must** be received by SEPA at least 21 days before the activity is due to begin. A separate form must be filled out for each activity. SEPA will either:

1. enter the particulars of the exempt activity on the register and confirm this in writing to you before the expiry of the 21 day period; OR
2. serve on you a notice of refusal stating that registration is refused and

giving reasons for that decision before the expiry of the 21 day period.

**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 person, company or 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 only  If 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. | | |  | |
| (ii) Do you currently have a waste management licence registered for this activity at this site?  **Note: It is no longer possible to have an exempt activity registered on a site which has a Waste Management License** | | Y/N  If yes give licence number: | | |

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| **3. The location of the exempt activity** | | |
| Tick the type of facility | **Water treatment works** |  |
| **Waste water treatment Works** |  |
| (i) Address of location of activity |  | |
| (ii) Give an 8 figure grid reference of a key point of the treatment area, e.g. NS 7808 9469 |  | |

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| **4. Waste Storage** | | |
| (i) Is storage to take place within the curtilage of the works? | | Y/N |
| (ii) Is storage secure? | | Y/N |
| (iii) Describe the storage arrangements. |  | |

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| **5. The Treatment / Recovery Activity** | | | | |
| (i) What is the total volume of waste to be treated / recovered in the next 12 months? | | | | m3 |
| (ii) Describe the treatment / recovery facilities | |  | | |
| For all proposed waste streams to be treated / recovered within the next 12 months fill in the table below. | | | | |
| EWC Code | Description of Waste | | Proposed Quantity to be treated / recovered in next 12 months | |
| 19 09 02 | Sludges from water clarification | | m3 | |
| 19 09 03 | Sludges from decarbonation | | m3 | |
| 19 09 06 | Solutions and sludges from regeneration of ion exchangers | | m3 | |
| 19 08 01 | Screenings | | m3 | |
| 19 08 05 | Sludges from treatment of urban waste water | | m3 | |
| 20 03 04 | Septic tank sludge | | m3 | |
| 20 03 99 | Municipal waste not otherwise specified | | m3 | |
| **Total:** | | | **m3** | |

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| **6. The Treatment / Recovery Area** | | | |
| (i) Is the treatment / recovery area surfaced with impermeable pavement? | | | Y/N |
| (ii) Describe the treatment / recovery surface. |  | | |
| (iii) Is the treatment / recovery area connected to a sealed drainage system? | | | Y/N |
| (iv) Does the treatment / recovery area drain to a sealed sump or to an authorised discharge point? | |  | |
| If to an authorised discharge point, please give the reference number for this authorisation and the authorising agency. | |  | |

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| **7. This notice shall be accompanied by the following documents:**  Please tick all boxes where the relevant documents have been included. | |
| **For Initial registration - the following additional documents are required** | |
| a) A plan of where the exempt activity will be carried on showing the curtilage of that place. It should show:  i) the impermeable pavement on which the treatment/recovery activity is to take place;  ii) the impermeable drainage system  iii) sealed drainage sump or authorised discharge point |  |
| b) The prescribed charge (cheques made payable to “Scottish Environment Protection Agency”) |  |
| **For registration renewal- the following additional documents are required** | |
| a) The prescribed charge (cheques made payable to “Scottish Environment Protection Agency”) |  |
| b) If the original plan is no longer current you must also submit a new plan showing the curtilage of that place. It should show:  i) the impermeable pavement on which the treatment/recovery activity is to take place;  ii) the impermeable drainage system  iii) sealed drainage sump or authorised discharge point. |  |

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| **8. 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. | | | |
| Name  (PRINTED) |  | Date |  |
| Company Name |  |  |  |

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| **Payment Method:** | | | | |
| BACS  Proof of payment must be submitted. | Sort Code | 83 34 00 | | |
| A/C number | 00137187 | | |
| A/C Name | SEPA | | |
| Proof of payment submitted: | Yes | | No |
| Proof of payment reference: |  | | |
| Online Card Payment  Payment is accepted online at  <https://webpayments.sepa.org.uk/>  Proof of payment must be submitted. | Proof of payment submitted: | Yes | No | |
| Proof of payment reference: |  | | |
| Cheque | Payable to SEPA and submitted with your application | | | |

**Please return this form to:**

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| **By email:**  [registry@sepa.org.uk](mailto:registry@sepa.org.uk) | **Angus Smith Building**  6 Parklands Avenue  Eurocentral  Holytown,  North Lanarkshire  ML1 4WQ  Tel: 01698 839000 | **For any queries, please contact:**  [wastepermitting@sepa.org.uk](mailto:wastepermitting@sepa.org.uk) |