

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

**("the Regulations")**

**Paragraph 46 - Form to register or renew an exemption**

**(The burning of wood or plant tissue at a dock)**

**PLEASE RETURN THIS FORM TO SEPA**

**(details at end of form)**

# Information on what is allowed to be burned under this exemption is included on the last page of this document. Please consult the legislation to determine the full extent of 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 your nearest 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 sole trader, company, partnership, authority, society, trust, club, charity or other 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. | |

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| **3. The location of the exempt activity** | |
| (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 |  |
| (iii) Is the activity within a designated area (eg SSSI, NVZ etc)? If yes state designation(s) and in a separate document, how the area will be protected from the activity. |  |

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| **4. Details of the exempt activity** | | |
| (i) The following waste(s) are being burned: (tick all that apply) | | |
| **Plant tissue waste in pursuance of a notice given under article 32 of the Plant Health (Scotland) Order 2005** | |  |
| **Wood of any kind used to wedge or support parts of cargo, including packing materials, spacers and pallets, in pursuance of a notice given under article 31 of the Plant Health (Forestry) Order 2005** | |  |
| (ii) Is storage secure? | | Y/N |
| (iii) How many tonnes of waste do you intend to store or burn within a 24 hour period? | Tonnes | |
| (iv) Is the area where the burning is to take place hard standing? | | Y/N |
| (v) Is the waste being burned at the dock where it was unloaded? | | Y/N |

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| **5. 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 each place at which the exempt activity will be carried on showing the boundary of that place and the locations within that place at which the exempt activity is to be carried on. |  |
| b) If the activity is to be carried out within or adjacent to a designated area, state how within a separate document that area is to be protected. |  |
| c) 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 boundary of that place and the locations within that place at which the exempt activity is to be carried on. |  |

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| **6. 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) |

**Additional Notes:**

The exemption only applies to:

a) Plant tissue waste - that has had a Notice served upon it given under article 32 of the Plant Health (Scotland) Order 2005; or

b). Wood of any kind used to wedge or support parts of cargo, including packing material, spacers and pallets - that has had a Notice served upon it given under article 31 of the Plant Health (Forestry) Order 2005.

There are other aspects of, and limitations on, this paragraph 46 exemption: please consult the legislation for full details.

Waste may be stored at the dock where it was unloaded. This could be up to the length of the exemption (max 1 year) but it is likely to be for a very short period of time only. This applies to a maximum of 15 tonnes in any period of 24 hours.

The waste must be burnt on hard-standing within a secure location at the dock where it was unloaded. Most docks can be classed as secure due to their controlled access mechanisms. A maximum of 15 tonnes may be burned in any period of 24 hours. One registration may cover all the docks at that vicinity e.g. Aberdeen Harbour.

SEPA has a legal role to ensure the protection of designated areas (including Site of Special Scientific interest (SSSI), Special Area of Conservation (SAC), Special Protection Area (SPA)). Any activity near or within a designated area is required to state how it may impact on the designated area - in this case principle concerns would be the control of fire & waste.