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| **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/](http://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](mailto: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](mailto:waste.data@sepa.org.uk) or  telephone 0141 945 6350  |  |  | | --- | --- | |  |  | |  |  | | |

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| **Annual Return Form for Exempt Activities** |

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| **EWC Code \*1** | | | **Description of Waste \*2** | **Quantity \*3 (Tonnes)** | **Geographical Origin \*4** |
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| **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/](https://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.

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| **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 |