



Reservoirs (Scotland) Act 2011

Construction of a new Controlled Reservoir

Appointment of Construction Engineer and Notification of Relevant Works

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

The Data Protection Act 1998

The Scottish Environment Protection Agency (SEPA) is responsible for protecting and improving the environment (including managing natural resources in a sustainable way). SEPA also has a duty (except where it would be inconsistent with protecting and improving the environment) to contribute to improving the health and well being of the people of Scotland and contribute to achieving sustainable economic growth.

The information provided will be processed by SEPA to deal with your registration, to monitor compliance with the legislation 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 (e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Government) 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.

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.

This form should be used by the reservoir manager of a new reservoir to notify SEPA of the appointment of a construction engineer and commencement of relevant works.

If you have any queries regarding this form please contact SEPA's Reservoir Regulatory Unit by email reservoirs@sepa.org.uk or telephone 03000 996699.

Please be aware that this notification specifically relates to the notification of relevant works and/or appointment of a construction engineer as required by the Reservoirs (Scotland) Act 2011. You will be required to make further submissions in accordance with the Act, this will include the registration of the reservoir at the appropriate time. For more information please see *"Guidance for reservoir managers on the management of controlled reservoirs"* available on our website at: www.sepa.org.uk/reservoirs.

The requirements of other regulatory regimes, such as The Water Environment (Controlled Activities) (Scotland) Regulations 2011, are separate to this and as such, this notification will not satisfy those requirements. Please see www.sepa.org.uk/regulations for more information.

Guidance to complete the form:

Section 1.0 Reservoir Details	
Name of the reservoir	Please provide the name of the reservoir
National grid reference (NGR)	Please provide an 8 figure grid reference, which should be located in the centre of the reservoir. An 8 figure grid reference is formed using two letters & eight numbers e.g. NN 1234 5678.
Section 2.1 Reservoir Manager	
Reservoir Manager or Nominated Reservoir Manager	<p>A Reservoir Manager is any person, including an organisation that manages or operates or owns a reservoir or any part of it. There can be more than one Reservoir Manager for each reservoir. Reservoir Managers have ultimate responsibility for the safety of their reservoirs. They are responsible for ensuring compliance with the requirements of the Reservoirs (Scotland) Act 2011 and could be subject to enforcement action should there be any non-compliance. If you are unsure of the implications of being a Reservoir Manager please seek legal advice.</p> <p>If there is more than one Reservoir Manager of a reservoir then SEPA would prefer you to nominate one of them to act as SEPA's main contact. This person will be the Nominated Reservoir Manager.</p>
Section 2.2 Contact Details for Correspondence	
Further contact details for Correspondence	Please provide further contact details for general correspondence where these are different from the details given in Section 2.1. This is important where the Reservoir Manager is a company, partnership or other organisation because it allows you to provide us with a named person to contact.
Address for Notices	There are certain notices that SEPA may serve on you under the Reservoirs (Scotland) Act 2011. Normally these will be sent to the address provided in Section 2.1. Please confirm if that is the case or provide an alternative address where notices will be accepted on your behalf.

1.0 Reservoir Information	
1.1 Reservoir Name	
National Grid Reference (Format AA 1234 5678)	
Please provide a brief description of the Relevant Work:	

2.0 Reservoir Manager			
This will be the person or organisation that will have ultimate responsibility for the safety of the reservoir, will be the main contact for SEPA and could be liable for prosecution. If there is more than one Reservoir Manager, please duplicate this section of the form and complete for each.			
2.1 Name of Reservoir Manager			
The Reservoir Manager is : (Please circle)			
an Individual	a Company or other corporate body	a Partnership	Other (please specify)
Address (for a corporate body or partnership this is the registered or principal office address)			
Postcode			
Email			
Phone number			
Mobile phone number			
Emergency contact number			
2.2 Contact details for correspondence (If correspondence details differ from those provided above, please detail below. This is of particular importance if the reservoir manager is an organisation, as SEPA will need a named person to contact)			
Full name of the person we should mark our correspondence for			
Address			
Postcode			
Email			
Phone number			
Mobile phone number			
2.3 Address for Notices		There are certain notices that SEPA may serve on you under the Reservoirs (Scotland) Act 2011. Normally these will be sent to the address provided in Section 2.1 above.	
Do you want Notices to be sent to the address provided in 2.1 above? (please circle)		Yes	No
If No please specify an alternative address where notices will be accepted on your behalf			
Address			
Postcode			

3.0 Notification Section

In accordance with Section 33(1) & (2) of the Reservoirs (Scotland) Act 2011 a Reservoir Manager is required to undertake the following notifications, within the prescribed timescales. Please use this form to notify SEPA of either or both, but please be aware that to comply with the legislation both notifications must be made at least **28 days** prior to the commencement of the works.

3.1 Notification of Proposed Relevant Works

Date of commencement of Proposed Relevant Works (Please note that in accordance with Section 33(1) of the Reservoirs (Scotland) Act 2011, notification must take place at least 28 days prior to the beginning of the proposed works)	DD Month YYYY
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3.2 Appointment of Construction Engineer A construction engineer must be appointed and SEPA notified not later than **28 days** before the planned works begin. The Construction Engineer must be eligible for appointment in accordance with Section 33(4)(a)&(b) of the Reservoirs (Scotland) Act 2011.

3.2.1 Full name of Engineer	
Address	
Postcode	
Email	
Phone number	
Mobile phone number	
Emergency contact number	
Date of appointment Please note that in accordance with Section 33(2) of the Reservoirs (Scotland) Act 2011, the appointment must take place at least 28 days prior to the beginning of the proposed works.	DD Month YYYY

4.0 Signatures and Declaration

The Reservoir Manager identified on this form must sign below.
Please note that it is an offence under Section 42 of the Reservoirs (Scotland) Act 2011 for a Reservoir Manager to fail to give notice to SEPA of proposed relevant work and fail to appoint a Construction Engineer or to notify SEPA of the appointment:

Declaration	* I/We certify that the information in this notification is correct. (*delete as appropriate)			
Signature of Reservoir Manager	Please note that the Reservoir Manager must sign the declaration themselves, even if an agent is acting on their behalf as registration contact. For registrations from a company or other corporate body the individual(s) signing should be duly authorised to sign on behalf of the company or corporate body. Registrations from a Scottish partnership must be signed by a partner of that partnership or a person authorised by the partnership to sign on its behalf. If more than three Reservoir Managers signatures are required then please copy this form.			
Reservoir Manager	Signature:		Name:	
	Position:		Date:	