



Reservoirs (Scotland) Act 2011

Ceasing to be a Reservoir Manager Notification Form

**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 wellbeing 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 an outgoing Reservoir Manager to notify SEPA that they have ceased to be the Reservoir Manager of a controlled reservoir.

Any new Reservoir Manager should use the “*Notification of New Reservoir Manager*” form to notify SEPA, not later than 28 days after becoming a Reservoir Manager.

Please note you may still be responsible for undertaking the duties of Reservoir Manager even after the submission of this form if SEPA has not been notified of a new Reservoir Manager and you continue to meet the definition of Reservoir Manager in terms of Section 3 of The Reservoirs (Scotland) Act 2011.

1.0 Details of Reservoir	
1.1 Reservoir Name	
1.2 Registration Reference Number	RES/R/
2.0 Outgoing Reservoir Manager Details	
2.1 Name of Reservoir Manager	
2.2 Address (for a corporate body or partnership this is the registered or principal office address)	
2.3 Postcode	
2.4 Date of Cessation (DD Month YYYY)	

3.0 Signature and Declaration

The Reservoir Manager identified on this form must sign below.
 Please note that it is an offence under Section 17 of the Reservoirs (Scotland) Act 2011 for a person to fail to notify SEPA of their ceasing to be a Reservoir Manager.
 It is also an offence for a Reservoir Manager, in relation to the registration requirements, to:
 Knowingly or recklessly give information which is false or misleading in a material respect.

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.		
Declaration	* I/We certify that the information supplied is correct. (*delete as appropriate):		
Signature:		Name:	
Position:		Date:	