



# Reservoirs (Scotland) Act 2011

## Notification of change to controlled reservoir information

**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.**

If the change relates to one of the following, please do not use this form. SEPA has a separate notification forms for:

- Notification of Works and / or appointment of Construction Engineer;
- Reservoir registration;
- Cessation of Reservoir Manager;
- Notification of new Reservoir Manager
- Supervising Engineer appointment

Forms can be found at this link: [www.sepa.org.uk/reservoirs](http://www.sepa.org.uk/reservoirs)

This form is designed to be used to notify SEPA of all other changes to an existing Registration.

<b>1.0 Reservoir Details</b>	
<b>Reservoir Name</b>	
<b>Registration Reference Number</b>	RES/R/
<b>2.0 Reservoir Manager Details</b>	
Name of Reservoir Manager	
Address (for a corporate body or partnership this is the registered or principal office address)	
Please indicate below all sections to which your notification relates	
<b>Form</b>	(Please tick all that are applicable)
Registration and Reservoir Manager Information (Section 1 and 2)	<input checked="" type="checkbox"/> (mandatory)
Contact Information (Section 3)	
Reservoir specific information (Section 4)	
Dam specific information (Section 5)	
Declaration (Section 6)	<input checked="" type="checkbox"/> (mandatory)

### 3.0 Contacts

Please use this section to notify us of a change of contact information. The section can be duplicated if you wish to provide multiple notifications. Only complete the fields for which the information has changed.

Do not use this form for notifications relating to a **change** of Reservoir Manager or Supervising Engineer and the appointment of a Construction Engineer. These should be made using the specific forms available at [www.sepa.org.uk/reservoirs](http://www.sepa.org.uk/reservoirs).

Reservoir Manager (Please tick below to indicate which contact details your notification refers to:

All Reservoir Manager contact details:	<input type="checkbox"/>	Reservoir Manager correspondence:	<input type="checkbox"/>	Reservoir Manager address for Notices:	<input type="checkbox"/>	Reservoir Manager contact details for billing:	<input type="checkbox"/>
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Reservoir Owner (Please tick below to indicate which contact details your notification refers to:

Change of Reservoir Owner:	<input type="checkbox"/>	Reservoir Owner contact details:	<input type="checkbox"/>
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Engineer Change of Contact Details (Please use specific form for appointment and change of Engineer)

Supervising Engineer contact details	<input type="checkbox"/>	Construction Engineer contact details	<input type="checkbox"/>
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Name	
Contact Name (if applicable)	
Address	
Postcode	
Email	
Phone number	
Mobile phone number	
Emergency contact phone number (if applicable)	

#### 4.0 Reservoir details

Please input updated information into the relevant section(s) below. Only complete the fields for which the information has changed.

National Grid Reference (Format NN 1234 5678)			
Top water level in mAOD			
Maximum surface water area at top water level (m <sup>2</sup> )			
Maximum surface water area at dam crest level (m <sup>2</sup> )			
Maximum cubic capacity of reservoir at top water level(m <sup>3</sup> )			
Maximum cubic capacity of reservoir at dam crest level (m <sup>3</sup> ) (if known)			
Reservoir Type <i>(please circle)</i>	Impounding	Non-Impounding	Service Reservoir
Primary purpose of stored water <i>(please circle)</i>			
Agriculture	Amenity	Ash Settlement	Distillery
Fish Production	Flood Defence	Hydropower	Navigation
Public Drinking Water Supply	Private Drinking Water Supply	Recreation/Sport	
Habitat Creation/Management		Other Industrial and Commercial	
Please briefly summarise why Reservoir information has changed:			

## 5.0 Dam Details

Please input updated information into the relevant section(s) below. Only complete the fields for which the information has changed.

If you wish to change information for more than one dam please duplicate this page for each dam clearly identifying on each page which dam the information relates to.

Name of dam				
National Grid Reference (Format NN 1234 5678)				
Principal material used in construction of the dam (please circle)	Concrete	Earth	Masonry	Rockfill
Dam type (please circle)	Arch	Buttress	Gravity	
	Gravity Arch	Embankment	Service	
Maximum height of the dam in metres				
Bottom level of the dam (at ground level) in mAOD				
Dam crest level in mAOD				
Crest length in metres (m)				
Escapable volume at top water level in cubic metres (m <sup>3</sup> ) (if available)				
Escapable volume at dam crest level in cubic metres (if available)				
Fetch length (m) (if available)				
Fetch direction e.g. NE, SSW (if available)				
Year dam construction completed				
Please briefly summarise why Dam information has changed:				

## 6.0 Signature and Declaration

<p>It is an offence under Section 17 of the Reservoirs (Scotland) Act 2011 for a Reservoir Manager to fail to register changes to the information on SEPA's register within 28 days of the information changing. It is also an offence to knowingly or recklessly give information which is false or misleading in a material respect.</p>			
<p><b>Declaration</b></p> <p>(*delete as appropriate):</p>		<p><b>*I/We</b> certify that the information in this registration is correct.</p> <p><b>*I/We</b> certify the address given at Section 3 above as the address at which <b>*I/we</b> will accept service of any statutory notices served under the Reservoirs (Scotland) Act 2011 is correct (ONLY USE IF CHANGE MADE TO ADDRESS FOR SERVICE OF NOTICES)</p>	
<p><b>Signature of Reservoir Manager</b></p>		<p>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.</p>	
<p><b>Reservoir Manager</b></p>	<p><b>Signature:</b></p>		<p><b>Name:</b></p>
	<p><b>Position:</b></p>		<p><b>Date:</b></p>