



Reservoirs (Scotland) Act 2011

Reservoirs (Scotland) Regulations 2016

Controlled Reservoir Registration Form

Please return completed form to: Reservoirs@sepa.org.uk

Please contact SEPA's Reservoir Regulatory Unit on 0800 80 70 60 if you are unable to return the completed form by email.

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.

Guidance for completing the form

There is guidance on how to complete the required fields below and further information can be found in the document called *Guidance on SEPA's Reservoir Registration Process* and the *Frequently Asked Questions* section on our website at www.sepa.org/reservoirs

Please ensure that you provide a map showing the area of land which, in the event of an uncontrolled release of water from the reservoir, would be likely to be flooded. Specifically, SEPA requires GIS outputs of inundation extent, flood depth, flow velocity and hazard rating in order to produce an initial risk designation for the reservoir. It should be noted that these reservoir inundation mapping outputs should be produced in accordance with SEPA's Reservoir Inundation Mapping Methodology. All GIS output provided to SEPA must be handled and transferred to SEPA in line with the protective marking of the output.

If you have any queries about producing a reservoir inundation map or completing this form you can email reservoirs@sepa.org.uk or phone 0800 80 70 60 and ask to speak to a member of the Reservoir Regulatory Unit.

Section 1 Registration	
Reservoir Registration Number	This is the reference number given to you by SEPA during the pre-notification construction stage and will start RES/R/...
CAR Authorisation Number	The majority of dams will require an authorisation from SEPA under 'The Water Environment (Controlled Activities)(Scotland) Regulations 2011 (CAR). This authorisation number will start CAR/.../... If you don't have a CAR authorisation for your dam then you should contact your local SEPA team to discuss this.
Section 2.1 & 2.6 Reservoir Manager	
Reservoir Manager or Nominated Reservoir Manager	Previously the Reservoir Manager was known as the Undertaker. A Reservoir Manager is any person or organisation that manages or operates 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 and have control over operation of the dam. 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 or breach of the legislation. If you are unsure of the implications of being a Reservoir Manager please seek legal advice. If there is more than one Reservoir Manager at a reservoir then SEPA would prefer you to nominate one of them to act on behalf of all the Reservoir Managers who SEPA will correspond with. This will be the Nominated Reservoir Manager.
Emergency contact phone number	Please provide a number where you can be contacted outside of normal operating hours. This is important to enable SEPA to contact the Reservoir Manager in an emergency situation.
Sections 2.2 & 2.7 Further 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.
Sections 2.3 & 2.8 Further contact details for billing	
Further Contact Details for Billing	If billing details differ from those provided you should provide further contact details for billing purposes here
Sections 2.4 & 2.9 Address for notices	
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 at 2.1 or 2.6 (if there is more than one Reservoir Manager). Please confirm here if that is the case or provide an alternative address where notices will be accepted on your behalf.

Section 2.5 & 2.10 Reservoir owner	
Reservoir Owner	The Reservoir Owner may be different to the Reservoir Manager in certain cases e.g. where the reservoir has been leased from a landowner for commercial or recreational purposes and the tenant of the lease, if responsible for managing the reservoir, becomes the Reservoir Manager. Please input this information to enable us to contact the owner should there be a change of a lease holder.
Emergency contact phone number	This is important to enable SEPA to contact the owner in emergency situations, should we be unable to contact the Reservoir Manager.
Section 3.1 Construction Engineer details	
Construction Engineer	Please confirm details of the Construction Engineer appointed to this reservoir.
Start Date of Appointment	Please input the start date that the Construction Engineer was appointed to the reservoir.
Emergency Contact Number	This is important to enable SEPA to contact the Construction Engineer in emergency situations.
Section 4.1 Reservoir details	
Name of the reservoir	Please provide the name of the reservoir if it is different from the name above.
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. You can find the NGR for the reservoir using the NGR locator tool on the SEPA website.
Status of the reservoir	Please advise if the reservoir is abandoned as per section 14 (1) of the Reservoirs Act 1975.
Top water level in mAOD	Please specify the top water level of the reservoir in metres above ordinance datum.
Maximum surface water area at top water level	Please specify the maximum surface water area of the reservoir at the top water level in square metres (m ²).
Maximum surface water area at dam crest level	If known please specify the maximum surface water area of the reservoir at dam crest level in square metres (m ²).
Maximum cubic capacity of reservoir at top water level	Please specify the maximum volume of the reservoir at the top water level in cubic metres (m ³).
Section 4.2 Dam details	
Where there is more than one dam associated with the reservoir we will require information on each structure that is used to hold back a reservoir of capacity 25,000 m ³ or more.	
Name of dam	Please provide the name (or other reference) of the dam.
National Grid Reference	Please provide an 8 figure grid reference, which should be located in the centre of the dam. An 8 figure grid reference is formed of 2 letters and 8 numbers, e.g. NN 1234 5678.
Principal material used in construction of the dam	Please specify the main construction material of the dam from Concrete, Earth, Masonry or Rockfill.
Dam type	Please specify the primary type of dam that you have, selecting from arch, gravity, buttress, gravity arch, service or embankment.
Max height of the dam	Please specify the maximum height of the dam in metres from the lowest natural, adjacent ground level to the top of the dam (excluding the height of the wave wall).
Bottom level of the dam (at ground level) in mAOD	Please specify the bottom level of the dam in metres above ordinance datum (mAOD).
Dam crest level in mAOD	Please specify the crest level of the dam in metres above ordinance datum (mAOD).
Maximum surface water area at dam crest level	If known please specify the maximum surface water area of the reservoir at dam crest level in square metres (m ²).
Maximum cubic capacity of reservoir at dam crest level	If known please specify the maximum volume of the reservoir at dam crest level in cubic metres (m ³).
Crest length	Please specify the crest length of the dam in metres. If this is not available in your prescribed form of record it could be detailed in any drawing of the dam that you may have available.
Escapable volume of water held back by dam at top water level or dam crest level in cubic metres (if available)	There are situations where a reservoir holds more water than is actually held back by the dam, such as when a natural loch has been raised. If this occurs at your reservoir, and you know the actual volume of water held back by the dam then please specify it here, otherwise just include the total volume held in the reservoir.

Fetch length	If you know the fetch length, please specify in this section.
Fetch direction	For fetch direction please indicate the direction from which the prevailing wind blows to reach the dam, e.g. NE, SSW etc. if known
Date Dam Construction Completed	Please specify the date that construction of the dam was completed.

Registration Details

1.0 Reservoir name	
1.1 Is it part of a cascade system? If it is part of a cascade system, please list the upstream and downstream reservoirs which form part of the cascade	<p>Yes No (please circle)</p> <p>Name of Upstream Reservoir/s:</p> <p>Name of Downstream Reservoir/s:</p>
1.2 Reservoir registration number (generated by SEPA)	RES/R/
1.3 CAR Authorisation Number	CAR/
2.0 Reservoir Manager and owner details	
2.1 Reservoir Manager (or nominated 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. This will be the Nominated Reservoir Manager if there is more than one manager for this reservoir and one person or organisation has been nominated.
Name of Reservoir Manager (or Nominated Reservoir Manager)	
The Reservoir Manager is : (please circle)	<p>a Company or other Corporate Body an Individual</p> <p>a Partnership or Other (please specify)</p>
Address (for a corporate body or partnership this is the registered or principal office address)	
Postcode	
Email	
Phone Number	
Mobile phone Number	
Emergency contact phone Number	

2.2 Further 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 Further contact details for billing	If billing details differ from those provided above, please detail below	
Full name of the person we should mark our bill for		
Address		
Postcode		
Email		
Phone Number		
Mobile phone Number		
2.4 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 at 2.1 above.	
Do you want Notices to be sent to the address provided at 2.1 above? (please circle)	Yes	No
If No please specify an alternative address where notices will be accepted on your behalf below:		
Address		
Postcode		
2.5 Reservoir Owner	Please confirm details of the person who owns the reservoir, if different to the Reservoir Manager	
Is the Reservoir Owner different to the Reservoir Manager? (please circle)	Yes	No
Name of owner		
Address		
Postcode		
Email		
Phone Number		

Mobile phone Number	
Emergency contact phone Number	
Where there are Multiple Reservoir Managers and/or Owners please complete the section below for the other Reservoir Managers/Owners. If there is more than one additional Reservoir Manager/Owner then please copy this form. Please ensure that the Nominated Reservoir Manager's details for this reservoir are detailed in Section 2.1 above. If there are no other Reservoir Managers/Owners please skip to Section 3.0	
2.6 Other Reservoir Managers	Please confirm details of any other person(s) we can phone or write to with questions about this reservoir
Name of other Reservoir Manager	
The Reservoir Manager is : (please circle)	<input type="checkbox"/> a Company or other Corporate Body <input type="checkbox"/> an Individual <input type="checkbox"/> a Partnership <input type="checkbox"/> or Other (please specify)
Address	
Postcode	
Email	
Phone Number	
Mobile phone Number	
Emergency contact phone Number	
2.7 Further contact details for correspondence	If correspondence details differ from those provided above, please detail below
Contact name (if organisation)	
Address	
Postcode	
Email	
Phone Number	
Mobile phone Number	
2.8 Further contact details for billing	If billing details differ from those provided above, please detail below
Full name (individual or organisation)	
Address	
Postcode	
Email	
Phone	

Mobile phone	
2.9 Address for notices for other Reservoir Manager	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 at 2.6 above.
Do you want Notices to be sent to the address provided at 2.6 above?	Yes No (please circle)
If No please specify an alternative address where notices will be accepted on your behalf below:	
Address	
Postcode	
2.10 Other Reservoir Owners	Please confirm details of any other person(s) who own the reservoir, if different from the Reservoir Manager
Name of owner	
Contact name (if organisation)	
Address	
Postcode	
Email	
Phone Number	
Mobile phone Number	
Emergency contact phone Number	
3.0 Construction Engineer details	
3.1 Construction Engineer	Please confirm details of the Construction Engineer appointed to the reservoir
Full name	
Address	
Postcode	
Email	
Phone Number	
Mobile phone Number	
Emergency contact phone Number	
Start date of appointment to reservoir	
4.0 Reservoir and dam details	
4.1 Reservoir details	
National Grid Reference (Format NN 1234 5678)	

Status of the reservoir <i>(please circle)</i>	In construction	In operation	Abandoned	Discontinued
Top water level in mAOD				
Maximum surface water area at top water level (m ²)				
Maximum cubic capacity of reservoir at top water level(m ³)				
Maximum cubic capacity of reservoir at dam crest level (m ³) (if known)				
Reservoir Type <i>(please circle)</i>	Impounding	Non-Impounding	Service Reservoir	
Primary purpose of stored water <i>(please circle)</i>	Agriculture Distillery	Amenity Fish Production	Ash Settlement Flood Defence	
	Habitat Creation/Management		Hydropower	
	Navigation	Other Industrial and Commercial		
	Private Drinking Water Supply		Public Drinking Water Supply	
	Recreation/Sport			
4.2.1 Dam 1 details	Please confirm details of each dam associated with this reservoir that holds back water of 25,000 m ³ or more (continue on a separate sheet if required)			
Name of dam				
National Grid Reference (Format NN 1234 5678)				
<u>Principal</u> material used in construction of the dam <i>(please circle)</i>	Concrete	Earth	Masonry	Rockfill
Dam type <i>(please circle)</i>	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 ³) (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)	
Dam completion date	
4.2.2 Dam 2 details	Please confirm details of each dam associated with this reservoir that holds back water of 25,000 m ³ or more (continue on a separate sheet if required)
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 ³) (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)	
Dam completion date	

5.0 Signatures and Declaration

The Reservoir Manager identified on this form must sign below.
 Please note that a Reservoir Manager may be liable to prosecution should enforcement action be taken.
 It is an offence under Section 17(2) of the Reservoirs (Scotland) Act 2011 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.
 If you make a false statement:

- We may prepare a report to the Procurator Fiscal who may prosecute you, and
- If you are convicted, you will be liable to a fine.

Declaration (*delete I/We as appropriate):	* I/We certify that the information in this registration is correct. * I/We specify the address given at 2.4 and/or 2.9 above as the address at which *I/we will accept service of any statutory notices served under the Reservoirs (Scotland) Act 2011
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Signature(s) 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.
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Reservoir Manager 1 or Nominated Reservoir Manager	Signature:		Name:	
	Position:		Date:	
Reservoir Manager 2	Signature:		Name:	
	Position:		Date:	
Reservoir Manager 3	Signature:		Name:	
	Position:		Date:	

Form check list

- ❖ Please ensure the form has been signed and dated by authorised person/s.
- ❖ Please post the inundation map accompanying this registration to the following address;

 Flood Risk Assessment Unit
 SEPA Angus Smith Building
 6 Parklands Avenue
 Motherwell
 ML1 4WQ.

 Alternatively, if you wish to return it electronically then please contact us at reservoirs@sepa.org.uk to confirm the process for doing so.
- ❖ Ensure the registration fee has been paid. If using BACS, please ensure you include a reference such as the reservoirs name. If you wish to make an on-line card payment, then please use the following link and provide proof of payment via screen shot of successful payment;

<https://webpayments.sepa.org.uk/>