



Reservoirs (Scotland) Act 2011 Reservoirs (Scotland) Regulations 2015

Provisional Risk Designation

Representation 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.

Guidance on completing the form

On the outcome of the risk designation process SEPA is required to provide reservoir managers with a provisional risk designation as soon as it is reasonably practicable once a reservoir has been registered with SEPA.

The representation procedure gives reservoir managers the opportunity to provide SEPA with additional information to support their request for review of the provisional risk designation, should they feel the provisional risk designation assigned to their site is incorrect.

Representations must be made by reservoir managers using this form within two months of receiving the provisional risk designation.

Guidance on how to complete the required fields is detailed below and further information on risk designation can be found in SEPA's Risk Designation briefing note and *Guidance on SEPA's Reservoir Risk Designation Process* document on our website at www.sepa.org.uk/reservoirs.

If you have any queries about how to fill out this form you can email reservoirs@sepa.org.uk or phone the Reservoir Regulatory Unit through the SEPA Contact Centre on 03000 996699.

Section 1.0 Reservoir Details	
Reservoir Registration Number	This is a number prefixed by RES/R, which SEPA will previously have provided.
Reservoir Name	
Dam Name	
Provisional Risk Designation	This is the provisional Risk Designation given by SEPA to the reservoir. The Risk Designation will be either: High Risk, Medium Risk or Low Risk. See risk designation methodology at www.sepa.org.uk/reservoir
Section 2.0 Details of Representation	
Details of Representation	Please detail the reasons why you feel that the risk designation is wrong providing sufficient information and evidence to support the representation.
Section 2.2 Supporting Documentation	
Reference number of supporting documentation	Please submit any document(s) such as technical reports, modelling outputs, drawings, photographs or maps that contain information and/or data to support your representation. Enter the document reference in this section. Electronic submissions such as CDs and flash drives may be included but they must be clearly marked with the RES/R number and Reservoir Manager name, and documents stored on them appropriately named. Supporting documents may also be emailed to reservoirs@sepa.org.uk with the RES/R number and 'Representation' marked in the subject line. Please contact SEPA prior to submitting any reservoir inundation modeling outputs / data or supporting information such as hard copy maps. This is to ensure that protectively marked information (such as reservoir inundation modeling outputs) is handled and transferred to SEPA in accordance with the Interim Protocol for the handling, transmission and storage of Reservoir Inundation (Flood) Maps and associated documents for Scotland.

1.0 Reservoir Details	
1.1 Reservoir Name	
Dam Name	
1.2 Reservoir Manager Name	
1.3 Reservoir Registration number	RES/R/
1.4 Please enter the provisional risk designation issued by SEPA (High, Medium or Low)	

2.0 Details of Representation
2.1 Please provide a summary of your representation, attaching an additional sheet if necessary:

Please tick if supporting documentation has been emailed to reservoirs@sepa.org.uk

OR posted in

2.2 Reference of supporting documentation – continue on a separate sheet if necessary. Please detail any document(s) such as technical reports, modelling results, drawings, photographs or maps that contain information and/or data which supports your representation and enter the document reference in this section.	

3.0 Signatures and Declaration

Declaration	* I/We certify that the information in this representation form is correct		
	(*delete as appropriate)		
Signature		Name	
Position		Date	

Contact information

Email: Reservoirs@sepa.org.uk

Telephone: 03000 996699 (Reservoirs Regulatory Unit via SEPA Contact Centre)

Address:

Reservoir Regulatory Unit
 Scottish Environment Protection Agency
 Strathallan House
 Stirling
 FK9 4TZ