

Application to Register: Abstraction and/or Borehole Construction and Operation for a Registration Level Abstraction

Under Regulation 7 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011.

This form can only be used to apply to register the following activities. Please tick which applies to this application. For groundwater abstractions you can tick two boxes; one for the construction and operation of the borehole and one for the groundwater abstraction.

<input type="checkbox"/>	Abstractions of between 10 & 50m ³ per day from inland waters and groundwater
<input type="checkbox"/>	Abstractions from coastal waters and estuaries of greater than 10m ³ per day
<input type="checkbox"/>	Borehole construction and operation <200m deep, intended for abstracting between 10 & 50 m ³ /day from groundwater

If your proposed abstraction is from inland waters or groundwaters and is greater than 50m³ per day you will need to complete a Licence application form for the proposed abstraction. You will also need to submit a borehole construction and testing registration for the construction and operation of the borehole. Both of these are available from the SEPA website (<http://www.sepa.org.uk/>) or local SEPA office.

Where a number of boreholes are being drilled as part of a well-field we will consider if multiple borehole construction and operation can be treated as a CAR single activity. For example, where the boreholes are drilled within a small geographic area.

Multiple associated activities: You may apply for multiple 'associated' abstractions using Section 3 of this form. Only use this form for multiple abstractions which are operated as a single scheme. This is the case where the abstractions are linked by common pipe or distribution networks or feed a single factory, treatment works or power station. This also includes multiple mobile plants operated by one person or by one company.

Discounts apply for associated activities based on the **total** number of activities submitted by the **same person** and at the **same time** (even when more than one form has been completed).

1. Contact Details			
Name			
Organisation (if applicable)			
Address			
Postcode		Email	
Tel No.		Fax No.	

Application Fee

Please ensure you submit the correct fee for your application. The standard application fee applies for one registration activity with reduced fees applicable if you apply for multiple associated activities. This fee is reviewed every year. For latest fees please consult the latest [Environmental Regulation \(Scotland\) Charging Scheme](#) on the SEPA website (www.sepa.org.uk) and search for 'charging schemes and summary charging booklets') or contact your local SEPA office (see final page for details).

There is NO application fee if you are applying to remove a registration level structure or for activities considered as Environmental Services (see page 3). To claim for these activities, tick the appropriate box in Section 4.

Payment Methods			
Please ensure you submit the correct fee for your application. This fee is reviewed every year. For latest fees please consult the latest Environmental Regulation (Scotland) Charging Scheme on the SEPA website (www.sepa.org.uk) and search for 'charging schemes and summary charging booklets') or contact your local SEPA office (see final page for details).			
BACS	Sort Code:	83-34-00	IMPORTANT! When paying by BACS or direct transfer you MUST submit the Remittance Advice/Proof of Payment with your application form. If this is not received the application will be returned to you as invalid and a request will be made for the correct Remittance Advice/Proof of Payment, as SEPA cannot process your application without this.
	A/C number:	00137187	
Cheque	Make all cheques payable to 'SEPA' and submit with your application.		
Credit/Debit Card	Payment is accepted by all major credit/debit cards. Please telephone SEPA to arrange payment. (Note: Payment by credit cards will attract a 2.5% surcharge)		

Notification of Registration:

SEPA has 30 days to determine your application. You will be notified by post.

Complete the following sections, as indicated.

2. Site or Activity Location Details	
Please provide the address where the abstracted water is used, such as a factory or domestic address.	
Site Name	
Organisation	
Address (If no address, describe the location, for example: tributary X on river Y near Z)	
Postcode	
Site NGR*	
<input type="checkbox"/> Please provide a plan or other means to show the exact location of the site and abstraction point(s).	
*National Grid Reference (NGR)	
Enter National Grid Reference for the site and all abstraction points using 10-character form (XY 1111 2222) Use the SEPA NGR Tool on the SEPA website to generate your own NGR (http://map.sepa.org.uk/ngrtool/).	
IMPORTANT: Providing the correct location information for the site and abstraction point(s) is essential to ensure that your application can be processed.	

3. Activities to be Authorised	
Activity Categories	Source Types
A. Agriculture (other than irrigation) B. Agriculture (irrigation - mobile plant) C. Agriculture (irrigation - fixed intake) D. Drinking water supply (public) E. Drinking water supply (private) F. Environmental Service G. Fish production H. Golf course I. Hydropower J. Industrial or commercial: process water K. Industrial or commercial: evaporative cooling L. Industrial or commercial: non-evaporative cooling M. Navigation (including canals) N. Mining and Quarrying O. Pumping test	1. Watercourse 2. Loch 3. Spring 4. Reservoir 5. Groundwater (GW) 6. Transitional (=estuary) 7. Coastal 8. Wetland

	Abstraction 1	Abstraction 2	Abstraction 3	Abstraction 4
Activity Category & Source Type (e.g. C 4) (Select from list above)				
Surface Water Name (Unless Groundwater or Coastal)				
Abstraction Volume (m ³ /day)				
Abstraction Activity NGR* (For mobile units along a watercourse provide up- & down-stream NGR)				
Is a borehole to be drilled for this abstraction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Max depth of proposed borehole	m	m	m	m
Other abstraction points within 250m? (Groundwater abstractions only)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tick to claim as an Environmental Service	<input type="checkbox"/> Env Service	<input type="checkbox"/> Env Service	<input type="checkbox"/> Env Service	<input type="checkbox"/> Env Service

Abstraction Registration (Cont.)

Note: Environmental Service Claims

There is NO application fee for an activity that is delivering an environmental service.

'Environmental service' is defined as the carrying out, operation or maintenance of any activity which is, in the view of SEPA solely for the benefit of the environment, not being for commercial purposes or in implementation of a statutory duty. For a full definition of environmental service and further information refer to the latest [Environmental Regulation \(Scotland\) Charging Scheme](#) on the SEPA website (www.sepa.org.uk, search for 'charging schemes and summary charging booklets').

Before applying for environmental service please contact a member of SEPA staff at the appropriate area office (contact details are given at the end of this form). When claiming Environmental Service status, you must include with your application:

- A supporting letter, setting out your justification for the claim
- A list of all activities claimed as Environmental Services

General Registration Conditions

1. Other than as specifically permitted or limited by any condition of this authorisation, the authorised activities shall not have a significant adverse impact on, or cause pollution of, the water environment.
2. There shall be a means of demonstrating that the abstraction is within the registered daily volume limit, such as a means of measuring the rate of the abstraction or a means of demonstrating that the maximum volume that could be abstracted cannot exceed the registered daily volume limit in any one day.
3. Water leakage shall be kept to a minimum by ensuring all pipe work, storage tanks and other equipment associated with the abstraction and use of the water are maintained in a state of good repair.
4. Subject to paragraphs 5 and 6, the construction of the well or borehole must be such as to avoid the entry of pollutants or water of a different chemical composition into the body of groundwater.
5. Drilling fluids may be introduced into the well or borehole if necessary to facilitate the drilling of the well or borehole provided this does not result in pollution of the water environment.
6. Potable water may be introduced into the well or borehole to test the hydraulic properties of the aquifer.
7. When the well or borehole is not being used for abstraction, it must be back filled or sealed to the extent necessary to avoid loss of groundwater from any aquifer.

Important Information

- If your activity is registered, it will require to be carried out in accordance with the terms of the application, and the conditions detailed above. To contravene the terms of the application or the conditions would constitute an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011.
- It is an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011 to make a statement which you know to be false or misleading in any material particular, or recklessly make a statement which is false or misleading in any material particular for the purpose of obtaining a registration (for yourself or anyone else) or seeking a variation of a registration.

The Data Protection Act 1998

The information provided on this form will be processed by the Scottish Environment Protection Agency ("SEPA") to process and assess your application for registration, to monitor compliance with the relevant conditions, to process renewals, 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
- 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; and
- improving our service

We may disclose the information to the public, public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) when consulting on environmental issues.

If there is any information you wish to justify being kept from the public register on grounds of commercial confidentiality you should contact SEPA before submission of your application.

4. Declaration

Declaration

I hereby apply for an authorisation only in respect to the particulars described in this application and enclose the appropriate application fee.

I certify that the information in this application is correct and I have read and understood the above data protection notice and consent to the processing of the information about me provided on this form and otherwise provided to or collected by SEPA in accordance with this notice.

Signature:

Date:

Print Name:

5. Application Checklist

Please use the checklist to ensure you have completed all relevant sections and have included all required items with your application. Incomplete applications may be returned to you for re-submission.

- All relevant sections of form completed
- Associated documents for answers to questions (eg. Environmental Service)
- Location plan indicating site and all abstraction points.
- Application signed (Section 4)
- Correct payment included with application?
- Signed cheque for correct amount and payable to 'SEPA' included (for cheque payments)
- Copy of Remittance Advice/Proof of Payment enclosed (for BACS payments)

SEPA Area Offices

Please send your completed form, with application fee, to 'SEPA Registry' at the appropriate area office.

Aberdeen Office

Inverdee House
Baxter Street
Torry, Aberdeen
AB11 9QA

Tel: 01224 266600
Fax: 01224 896657

Angus Smith Building

6 Parklands Avenue
Holytown
North Lanarkshire
ML1 4WQ

Tel: 01698 839000

Dingwall Office

Fodderty Way
Dingwall Business Park
Dingwall
IV15 9XB

Tel: 01349 862 021
Fax: 01349 863 987

Office Use Only

IF Number:	CAR Reference:	Location Code Request Ref:	
		Site	Abstraction Point
Valid Application check	Correct fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Contact details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Site details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	NGR supplied?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Signature?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Application within registration limit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Valid <input type="checkbox"/> Not valid	RETURNED TO APPLICANT	Initial: Date:
Screening	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	If Failed? PASSED to EPI	Initial: Date:
Environmental Service?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If Yes:	PASSED to EPI	Initial: Date:
Application determined	Signature:	Date:	
	Determining Officer (print name)		
Notification check	Signature:	Date:	
	Checking Officer (print name)		