

Application: Variation to CAR Registration

Under Regulation 24 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011

Use this form if you wish to apply for a variation to an existing CAR Registration.

Each application form can only be used for variations to a single registration. If you want to request variations to other registrations, please use a separate form for each registration

Application to vary CAR Registration Number:	CAR/R/
Site:	

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

2. Variation Details	
Complete this section to give full details of the variation required.	
Type of Change: Please indicate below what type(s) of change(s) you are applying for along with details of the variation you are applying for.	
Are you applying to:	
<input type="checkbox"/>	Change the amount of effluent going to treatment (e.g. adding another room or house to the discharge)?
<input type="checkbox"/>	Change the type of treatment (e.g. from septic tank to package plant)?
<input type="checkbox"/>	Change the location of the discharge?
<input type="checkbox"/>	Make other changes?
	(specify changes)
Brief details of Variation applied for: (If necessary, continue on separate sheet of paper and submit with your application)	
Reference number of supporting document(s) (if any)	
If you have used supplementary sheets, please indicate the total number used:	

Variation to CAR Registration (Cont.)

3. Effective Date for Variation Conditions

Please select **one** of the options below to indicate your preferred effective date:

Standard Effective Date

Under the Standard procedure, the conditions of any varied registration can not become effective within 3 months from the date on which the notice of variation is served (*i.e. 3 months after the date of determination of this application, which should be within 30 days of the date of application*).

Standard

Conditions will apply minimum 3 months after date on which notice of variation is served.

Change Effective Date

The following options allow you to request a change to the standard effective date.

NOTE: If you select one of these options you **MUST** delete the appropriate condition in the final Declaration.

This is essential for you to indicate your agreement to a shorter timescale (less than three months from date of issue).

At Date of Issue

In this case, the variation will come into effect on the date of issue of the variation notice.

Custom Date:

In this case, please specify the date you wish the conditions of the varied registration to come into effect
(*no less than 30 days from the date of application, to give SEPA time to process your application*)

Important Information

- If you are making an application on your own behalf, then you should sign the application form. If the application is being made on behalf of a third party, company, partnership or other organisation, then the person who signs the declaration at the end of the form should have the authority to sign the application on behalf of that third party, company, partnership or organisation.
- We may contact you for further information and depending on the type of variation being requested, this may be via telephone, letter or in some cases a formal notice. In cases where further relevant information has to be gathered before a decision can be made on an application, there may be an additional charge, to cover the cost of SEPA acquiring the information but this will always be subject to prior agreement. Poor quality information may result in your application being delayed.
- SEPA has to process applications for variation of a registration within 30 days. This period will be extended if SEPA needs to contact you for further information. It may also be extended for other reasons, but only with your written agreement

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.

Variation to CAR Registration (Cont.)

4. Declaration				
<p>The Applicant identified on this form must sign below.</p> <p>It is an offence under Regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011 to:</p> <ul style="list-style-type: none"> • Make a statement which you know to be false or misleading in a material particular, • Recklessly make a statement which is false or misleading in a material particular, for the purposes of obtaining an authorisation (for yourself or anyone else). <p>If you make a false statement:</p> <ul style="list-style-type: none"> • We may prepare a report to the Procurator Fiscal who may prosecute you, and • If you are convicted, you are liable to a fine or imprisonment, or both. 				
Declaration	<p>*I/We certify that the information in this application is correct.</p> <p>*I/We apply for variation(s) of a registration as specified in this application (including any supporting documentation that *I/we have supplied).</p> <p>*I/We agree that the conditions of any varied registration will only become effective a minimum of three months after the date on which any variation notice is issued. (<i>You MUST delete and initial this statement if you have requested a Change of Effective Date in Section 3.</i>)</p>			
Signature:	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; background-color: #d3d3d3;">Date:</td> <td></td> </tr> </table>		Date:	
	Date:			
Print Name:				
Position: (If signing on behalf of an organisation)				

* Delete as appropriate

5. Payment Methods			
<p>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).</p>			
BACS	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"> Sort Code: 83-34-00 Account Number: 00137187 </td> <td style="width: 70%;"> 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. </td> </tr> </table>	Sort Code: 83-34-00 Account Number: 00137187	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.
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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.		

6. Application Checklist	
<p>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.</p>	
	<ul style="list-style-type: none"> <input type="checkbox"/> Paper copy of whole application <input type="checkbox"/> Site map (where relevant) that is clearly referenced <input type="checkbox"/> Associated documents for answers to questions <input type="checkbox"/> Continuation sheets for answers to questions <input type="checkbox"/> Final declaration deleted and initialled (if changing effective date) <input type="checkbox"/> Application signed and dated <input type="checkbox"/> Signed cheque for correct amount and payable to 'SEPA' included (for cheque payments) <input type="checkbox"/> Copy of Remittance Advice/Proof of Payment enclosed (for BACS payments)
<p>Send your completed application to your local area office – details on page 4.</p>	

Variation to CAR Registration (Cont.)

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	Outlet
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
	Signature?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Application within registration limit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Acceptance of reduced timescale?	<input type="checkbox"/> Yes, N/R	<input type="checkbox"/> No
	<input type="checkbox"/> Valid <input type="checkbox"/> Not valid	RETURNED TO APPLICANT	
Change in Discharge Criteria	Change in PE:	PASSED TO REGISTRY	
	<input type="checkbox"/> Reduction	PASSED TO REGISTRY	
	<input type="checkbox"/> Increase <= 4	PASSED TO EPI	
	<input type="checkbox"/> Increase >= 5		
<input type="checkbox"/> Change in Location	PASSED to EPI		Initial: Date:
<input type="checkbox"/> Change in Treatment	PASSED TO EPI		Initial: Date:
For CLAS use – sewage effluent category			
	<input type="checkbox"/> Untreated		
	<input type="checkbox"/> Primary treatment (ST only)		
	<input type="checkbox"/> Secondary treatment (Treatment plant or ST + reedbed)		
	<input type="checkbox"/> Tertiary treatment (Secondary treatment + further treatment)		
Application determined	Signature:	Date:	
	Determining Officer (print name)		
Notification check	Signature:	Date:	
	Checking Officer (print name)		