



## **The Water Environment (Controlled Activities) (Scotland) Regulations 2011**

# **Application for Interim Variation to a Sewer Network Licence Asset(s) (SW-FORM-A)**

**Complete this form to apply for an interim variation to an asset on a  
Sewer Network Licence issued under the above Regulations**

**The Data Protection Act 1998**

"The Scottish Environment Protection Agency is responsible for maintaining and improving the environment and regulating environmental emissions. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Scottish Environment Protection Agency to deal with your application, to monitor compliance with the licence/permit/registration 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
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) 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.

**You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice**

## Making changes to a licence

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### Variations

Use this form if you are the responsible person specified in a licence and you wish to apply for:

#### An interim variation to an asset or assets on a Sewer Network Licence:

An interim variation involves changes to an asset which will not have any environmental impact or which reduce the impact of the activity or changes to an asset which will increase the impact/risk to the environment and requires SEPA to carry out an environmental assessment of the proposed changes. Examples include, increasing the volume and/or nature of a discharge and adding a new controlled activity to the licence. (N.B. If you are actually ceasing one of multiple controlled activities covered by your licence, and want to remove it from the licence, you will need to apply for an interim surrender of the asset, using application form B, Section 2).

The fee payable is based on the number of activities which are affected by such changes and the level of authorisation of that activity (i.e. complex licence).

For further information on the application fees payable, please see the *Water Regulation Charging Scheme guidance* (<http://www.sepa.org.uk/regulations/authorisations-and-permits/charging-schemes/charging-schemes-and-summary-charging-booklets>) on the SEPA website or contact your local SEPA office (<http://www.sepa.org.uk/contact/office-locations>).

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### Who signs the application?

If you are making an application on your own behalf and you are the Responsible Person, then you should sign the application form. If the application is being made on behalf of a company, partnership or other organisation which is the "Responsible Person", 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 organisation.

For more guidance on 'Responsible Person' please see the "Guide for Applicants".

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### Where to send your application

See details on page 11 of this form.

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### What happens when we get your application?

We will check through the application to make sure that it is complete and that SEPA has all the information it requires.

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.**

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### Processing your application for variation

SEPA has to process applications for variation of a licence within 4 months. 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.

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### Disclosure of the information you give us in your application

SEPA may have to consult interested third parties about your application. SEPA will require any application for significant changes to be advertised in the press, at your expense (See further guidance on consultation and advertising).

Please read the data protection notice on the front page of this form which explains how we will use information given to us.

SEPA's full service charter may be viewed from the SEPA web site [www.SEPA.org.uk](http://www.SEPA.org.uk)

**SEPA does not control flood risk through CAR. See *Flood Risk Standing Advice* for information on possible flood risk impacts from engineering, impoundment and discharge activities.**

**Use this form if you are the responsible person specified in a licence and you are applying for an interim variation to an existing Sewer Network Licence Asset or Assets.**

1. VARIATION (ADMINISTRATIVE/TECHNICAL)		
1.1 Please indicate the existing Sewer Network Licence number		
<b>Interim Variation</b> <i>(An application for an interim variation to a controlled activity currently noted under an existing Sewer Network Licence)</i>	CAR / L /	Complete Sections 2 and 3
1.2 Please indicate the asset name(s) and/or number(s)		
If relevant please provide a map or plan identifying activities and/or areas to which this application for variation relates.		
Reference number for the map or plan:		

2. ABOUT THE RESPONSIBLE PERSON APPLYING			
(N.B. Only the responsible person specified in a current licence can apply for variations to that licence.)			
2.1 RESPONSIBLE PERSON			
2.1.1 Enter the name of the responsible person as specified in the current licence:			
<b>Name:</b> (If a company, please give registered name, number and any trading names. If a partnership, please list all partners on a separate sheet as well as the names of any other persons authorised to sign on behalf of the partnership.)	Company Registration Number (where applicable):		
<b>Address:</b> (If a company, please give address of registered office. If a partnership or other corporate body, please give address of principal office.)			
<b>Postcode:</b>		<b>E-Mail:</b>	
<b>Tel No:</b>		<b>Fax No:</b>	
2.1.2 Is the address given at 2.1.1 also the application contact address? If YES to both delete the third sentence of declaration at section 5. If NO to either, complete relevant parts of section 2.2.	Application contact address <input type="checkbox"/> NO <input type="checkbox"/> YES		

**2.2.1 APPLICATION CONTACT ADDRESS:**

If the address for contact regarding this application is different from that given at 2.1.1 please provide details here:

Contact Name:

Address:

Postcode:

E-Mail:

Tel No:

Fax No:

**3. INTERIM VARIATION**

**3.1 Type of Change:**

Please indicate below what type(s) of change you are applying for and if necessary provide details of the proposed changes on a separate sheet of paper and attach it to this application.

Reference number of supporting document:

**3.1.1 Are you applying to:**

- vary an existing licence which is minor e.g. change of name to an asset **(Attracts an Administrative Variation Fee)**
- vary an existing condition of a licence / asset requirement where there are no environmental implications e.g. screen being fitted ? **(Attracts a Standard Variation Fee)**
- vary an existing condition of a licence and/or significantly change operational practices e.g. Q&S schemes changing PFF due to rationalisation, change of flow, or a significant increase the discharged volume of the discharge etc.,? **(Attracts a Substantial Variation Fee)**

**3.2 Details of Variation(s) applied for:**

**Schedule / Conditions for authorised activity**

e.g. Schedule 3  
Conditions 3.2.1, 3.2.2

**Brief details of Technical Variations applied for:**

(further details may be specified on a separate sheet accompanying this application)

#### 4. DATE WHEN CONDITIONS OF THE VARIATION COME INTO EFFECT

Unless SEPA obtains written agreement from you, the conditions of any varied licence cannot become effective less than 3 months after 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 4 months of the date of the application)

If you wish the conditions of the variation to come into effect earlier or later than this, please complete the questions below, otherwise leave this section blank. (see also the fourth sentence of declaration at section 7.)

**4.1** Do you want the conditions of the Notice of Variation to become effective at the date of issue?

*i.e. to come into effect as soon as SEPA has processed your application*

YES

*If yes go to Section 6*

NO

*If no complete section 5.2 below*

**4.2** If you answered NO to 4.1 above then please specify when you wish the conditions of the Notice of Variation to come into effect (no less than 4 months from the date of application, to give SEPA time to process your application) :

**DATE:**

#### 5. NATIONAL SECURITY AND COMMERCIAL CONFIDENTIALITY

##### 5.1 COMMERCIAL CONFIDENTIALITY

Is there any information that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

NO  YES

If yes please give full information and identify relevant documents/parts of documents.

**N.B. There is an additional application fee for a commercial confidentiality request. Please refer to Clause 12 of the 'Charging Scheme' for the correct fee.**

Reference number for the documents:

##### 5.2 NATIONAL SECURITY

If there is any information in the application that you believe should be kept from the public register on the grounds of national security please:

- Provide full information on separate sheets.
- Provide a copy of your request to the Scottish Ministers for a Direction (as appropriate) on the issue of national security.

**DO NOT WRITE ANYTHING ABOUT NATIONAL SECURITY ON THIS FORM, NOR GIVE REFERENCE NUMBERS TO THE RELEVANT INFORMATION/DOCUMENTS SUBMITTED. SEE APPLICANT GUIDANCE FOR FURTHER INFORMATION.**

## 6. SIGNATURES AND DECLARATION

6.1 The Responsible Person identified on this form must sign below.

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 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).

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 are liable to a fine or imprisonment, or both.

**\*I/We** certify that the information in this application is correct.

**\*I/We** apply for an interim variation to an asset or assets existing on a Sewer Network Licence as specified in this application (including any supporting documentation that **\*I/we** have supplied).

**Please note that the responsible person must sign the declaration, even if someone else is acting on their behalf as applicant contact. Applications by a company or other corporate body must be signed by an officer or officers duly authorised to sign on behalf of the company or corporate body. Applications by a Scottish partnership must be signed by a partner of that partnership or a person authorised by the partnership to sign on its behalf.**

<b>Name:</b>			
<b>Position:</b>		<b>Date:</b>	

## 7. FEES AND CHARGES

### 7.1 APPLICATION FEE

The application is not valid unless the application fee is correct. See *Water Regulation > Charging Scheme guidance on the SEPA website* (<http://www.sepa.org.uk/regulations/authorisations-and-permits/charging-schemes/charging-schemes-and-summary-charging-booklets>) or **contact your local SEPA office** (<http://www.sepa.org.uk/contact/office-locations>).

Any varied licence issued may also have an annual subsistence charge and you will be invoiced for this accordingly.

If you are applying for standard or substantial variations to more than one authorised activity, then specify this below and calculate the total fee accordingly.

Please calculate your application for variation fee below, then give the total fee enclosed for the whole licence application.

<b>Administrative Variation Fee</b>	Zero fee	<b>£ n/a</b>
<b>Standard Variation Fees</b>	<b>No. of assets being varied</b>	<b>Totals</b>
<i>(Fees per SNL being varied based on 30% of application fee)</i>		
Sewer Network Licence scale		<b>£</b>
<b>Substantial Variation Fees</b>	<b>No. of assets being varied</b>	<b>Totals</b>
<i>(Fees per SNL being varied based on 70% of application fee)</i>		
Sewer Network Licence scale		<b>£</b>
<b>Total Interim Variation application fee</b>		<b>£</b>

### 7.2 PAYMENT METHODS

<b>BACS</b>	Sort Code	83-34-00	<b>IMPORTANT! When paying by BACS or direct transfer you MUST submit the Remittance Advice/Proof of Payment with your application form using the box below.</b> 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	
<b>Cheque</b>	Made payable to 'SEPA' and submitted with your application		
<b>Online Card Payment</b>	Payment is accepted by all major credit/debit cards. <b>Proof of Payment reference MUST be submitted using the box below.</b> <a href="https://webpayments.sepa.org.uk/">https://webpayments.sepa.org.uk/</a>		
	<b>When paying by BACS or Online Payments you MUST submit Proof of Posting and a reference</b>		
<b>Proof of Payment Reference:</b>			

## 8. APPLICATION CHECKLIST

Once you **have completed all parts of your application, including the relevant regime specific form(s)**, please use this checklist to indicate the items you have completed and are sending us as part of this application:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | COPY OF WHOLE APPLICATION   |
| <input type="checkbox"/> | SITE MAP ( where relevant) CLEARLY REFERENCED                     |
| <input type="checkbox"/> | ASSOCIATED DOCUMENTS FOR ANSWERS TO QUESTIONS                     |
| <input type="checkbox"/> | CONTINUATION SHEETS FOR ANSWERS TO QUESTIONS                      |
| <input type="checkbox"/> | PAYMENT MADE USING A SUITABLE PAYMENT METHOD                      |
| <input type="checkbox"/> | REMITTANCE ADVICE/PROOF OF PAYMENT INCLUDED WITH YOUR APPLICATION |
| <input type="checkbox"/> | SIGNATURES AND DECLARATION  |

**Please now return this form (and all supporting information and correct payment) to the email or address below:**

### Where to Apply

**By email:**

[registry@sepa.org.uk](mailto:registry@sepa.org.uk)

**Angus Smith Building**

6 Parklands Avenue  
Holytown  
North Lanarkshire  
ML1 4WQ  
Tel: 01698 839 000

**For any queries, please contact:**

[waterpermitting@sepa.org.uk](mailto:waterpermitting@sepa.org.uk)