



Qualifying contribution received

This form must be used to notify SEPA within seven days of receipt of a qualifying contribution (QC) from a landfill operator. Please refer to the completion notes at the end of the form for guidance.

Approved Body details

1 Name and registration number of your Approved Body (AB)
SLCF/AB/

2 Your invoicing address
Address
Town
County
Post code

Qualifying Contribution Details

3 Name of the landfill operator making the qualifying contribution (QC)

4 Scottish landfill tax (SLfT) registration number
(<https://www.revenue.scot/scottish-landfill-tax/scottish-landfill-tax-register>)

SLfT

5 Date you received this contribution

6 Amount of this contribution

£

Declaration

7 To the best of my knowledge and belief the information in this form is true. I am authorised to submit this information on behalf of this Approved Body.

Your signature:

Your name:

Date:

Position:

Additional Comments

How We Use Your Information

The Scottish Environment Protection Agency (SEPA) will be the data controller of the information you provide in this form.

SEPA was established under the Environment Act 1995 and is responsible for protecting and improving the environment. SEPA also has functions relating to Scottish Landfill Tax and is the regulator of the Scottish Landfill Communities Fund (the "Fund").

The information provided in this form will be processed by SEPA to monitor compliance with your obligations as an Approved Body, maintain the published register of Approved Bodies, collate and publish SLCF statistics and in otherwise discharging SEPA's regulatory obligations under the Regulations.

SEPA may also use your information:

- in exercising its other functions and powers in connection with the Scottish Landfill Tax, protecting and improving the environment;
- to offer/provide you with literature/services and guidance relating to the Fund, the Scottish Landfill Tax and other environmental affairs;
- to carry out statistical analysis, research and development on environmental and Scottish Landfill Tax issues;
- to provide published information to enquirers;
- to investigate possible breaches of environmental and Scottish Landfill Tax law and taking any resulting action;
- to prevent breaches of environmental and Scottish Landfill Tax law;
- for the purposes of public consultations; or
- to assess customer service satisfaction and improve our service.

We may also share your information with (and obtain information about you from) public bodies such as Revenue Scotland, the Scottish Government, the Police, HMRC, ENTRUST, the Health & Safety Executive, local authorities and the emergency services, and organisations and agents that act for them. Any such data sharing will be for various purposes, such as making sure the information is accurate, to prevent or detect crime, to protect public funds and enabling the relevant public bodies to perform their statutory functions.

You should ensure that any persons named on this form are informed of the contents of this notice.

Regulations

Regulation 30(1)(f) of the Scottish Landfill Tax (Administration) Regulations 2015 (the Regulations) requires you to submit the following information to SEPA within 7 days of receiving a qualifying contribution:

- the amount;
- the date received;
- the name and registration number of the contributor;
- the name and address of any contributing third party related to the contribution.

This form makes provision for the first three items of statutory information that an Approved Body must provide to SEPA to comply with the Regulations. Failure to provide this information by the statutory deadline (7 days) may result in enforcement action being taken. Any contributing third party information should be submitted to SEPA on the separate Contributing Third Party form.

Submission

Please complete this form electronically and return to slcf@sepa.org.uk

If you would prefer to submit a paper form, please complete using BLOCK CAPITALS and send to:

SEPA - SLCF Team
Angus Smith Building
6 Parklands Avenue
Eurocentral, Holytown
North Lanarkshire
ML1 4WQ

Please keep a copy for your records.

If you have any questions about the SLCF please contact the SLCF Team on **01698 839000**, at slcf@sepa.org.uk or in writing at the above address. Information is also available on the SEPA website: <http://www.sepa.org.uk/environment/waste/scottish-landfill-communities-fund/>.

Completion Notes

Approved Body details

- 1 Enter the name and SLCF registration number of your Approved Body so that SEPA can identify you.
- 2 Enter your invoice address and email address. Invoices are issued by email so it is important that we have the correct invoicing email address.

Qualifying Contribution Details

- 3 Enter the name of the landfill operator that made this contribution. You must use a separate form for each qualifying contribution received.
- 4 Enter the Scottish Landfill Tax (SLfT) registration number for the landfill operator that made this contribution. If you do not know this number please check the [SLfT register](#) on the Revenue Scotland website.
- 5 Enter the date that your Approved Body received the contribution from the landfill operator.
- 6 Enter the total amount of this contribution from the landfill operator.

Declaration

- 7 Complete the details for the person who completed the form and sign to confirm that the information on the form is true. The form must be signed by an appropriate person within your Approved Body. The signature can be physical or digital but it cannot be a typed name. Unsigned forms will be returned to you for signing.

Additional Comments

Please use this box if you want to tell us anything else about your notification.