



Transfer of SLCF monies between Approved Bodies, or from an Approved Body to a landfill operator

Use this form to notify SEPA if you transfer contributions to another approved body or back to the contributing landfill operator. Completion Notes are at the end of this form to help you.

Approved Body Details

- 1 Name and registration number of Approved Body making transfer
SLCF/AB/

Transfer Details

- 2a Name and registration number of Approved Body receiving transfer
SLCF/AB/

or

- 2b Name and Scottish landfill tax registration number of landfill operator receiving transfer
(<https://www.revenue.scot/scottish-landfill-tax/scottish-landfill-tax-register>)
SLfT

- 3 Transfer date

- 4 Details of the qualifying contribution(s) (QCs) being transferred in this transaction:

LO Name	LO SLfT No.	QC Received Date	QC Amount	Amount of this QC transferred
	SLfT		£	£
	SLfT		£	£
	SLfT		£	£

Why are you transferring funds?

- 5 Detail the reason(s) funds are being transferred:

- 6 Have you notified the landfill operator(s) of this transfer? Yes No
If no, please notify the LOs as soon as possible of any transfer involving monies from their specific contributions.

Declaration

- 10 Your signature:

Your name:

Date:

Position:

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.

Requirement to notify

Regulation 30(1) (g) of the Scottish Landfill Tax (Administration) Regulations 2015 requires you to notify SEPA within seven days of any transfer of qualifying contributions or income from you. This form should be used to notify us of any transfers of monies from one AB to another AB or from an AB back to a landfill operator. Transfer of monies to projects should be notified to SEPA using the "Transfer to Project" form.

This form sets out the information that SEPA requires an AB to provide. Failure to provide this information by the statutory deadline may result in enforcement action being taken.

Submission

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

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

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

Please also keep a copy for your records.

For further information, or if you have any questions on this form, please contact the SLCF Team on **01698 839000**, at slcf@sepa.org.uk or at <http://www.sepa.org.uk/environment/waste/scottish-landfill-communities-fund/>.

SLCF information is available on the SEPA and Revenue Scotland websites:

- <http://www.sepa.org.uk/environment/waste/scottish-landfill-communities-fund/>
- <https://www.revenue.scot/scottish-landfill-tax/scottish-landfill-communities-fund>