



## Transfer to an enrolled project

This form must be used to notify SEPA each time your Approved Body transfers SLCF monies to a project. You should send us the form within 7 days of the transfer. Before transferring SLCF monies to a project, it must be enrolled by your AB. Please complete a 'Project Enrolment' form to notify SEPA of each project that you enrol. Transfer of SLCF monies to another AB or to a landfill operator should be notified to SEPA on a 'Transfer to AB or LO' form.

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

### Project Details

- 2 Name and enrolment number of project receiving transfer

SLCF/AB/

- 3 Date of project enrolment

### Transfer Details

- 4 Date of transfer to project

- 5 Details of funds transfer:

Total value of funds committed to this project	Amount transferred in this transaction	Funds previously transferred	Amount remaining
£	£	£	£

- 6 Is this your final transfer of funds to this project?  Yes  No  
 If yes, please answer questions 7 to 9 below before signing the declaration.

### Completion Details

- 7 Date of project completion

- 8 Will there be any post completion monitoring of this project?  Yes  No

Details of post completion monitoring (e.g. duration, type of monitoring etc.)

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

### Declaration

- 10 Your signature:

Your name:

Date:

## 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 money to a project. Regulation 30(1) (n) requires you to also notify the landfill operator and any contributing third party that you have transferred their contribution to a project.

Transfer of monies from one Approved Body to another Approved Body or from an Approved Body back to a landfill operator should be notified to SEPA using a Transfer of Monies form (<https://www.revenue.scot/scottish-landfill-tax/scottish-landfill-communities-fund/approved-bodies>). This form, and certain details from the project enrolment form and the contributing third party form, sets out the statutory information that an Approved Body is required to provide to SEPA. 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](mailto: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](mailto: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>

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## Completion Notes

### Approved Body Details

- 1 Enter the name and SLCF registration number of your Approved Body so that SEPA can identify you.

### Project Details

- 2 Enter the project name and enrolment number so that we can identify the project. The enrolment number is the number you assigned to the project and notified to us on the Project Enrolment form. You can only transfer SLCF monies to projects that are already enrolled.
- 3 Enter the enrolment date. This was notified to SEPA in the project enrolment form. This allows us to identify the correct project.

### Transfer Details

- 4 Enter the date the money was transferred to the project. Do not notify us of future transfers that have not been made yet. Only notify us of transfers that have actually taken place.
- 5 Enter the amount of SLCF money that was transferred to the project in this transaction. Unless this is the first notification of funds being transferred to this project, also enter the value of funds committed to the project on enrolment, funds transferred previously and therefore the value of funds still to be transferred to this project.
- 6 Tick to indicate whether this is the final transfer of funds to this project. If it is, please answer questions 7 to 9 about the completion of the project. If you still have funds to transfer, go straight to the declaration.

### Completion Details

- 7 Enter the date you consider the project to be completed. This can be the date of last transfer of funds, the date you received completion notification from the project or the date of any opening ceremony.
- 8 Tick to indicate whether you will be carrying out / requiring any post-completion monitoring of the project. If yes, please give a description of the monitoring including the duration and nature of the monitoring that will be carried out.
- 9 Tick to indicate if you have notified the contributing landfill operator(s) of the transfer of their funds. If you tick no, be sure to notify them as soon as possible.

### Declaration

- 10 Complete the details 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 completion.