



## Notification of a Contributing Third Party Payment

This form must be used to notify SEPA of contributing third party (CTP) payments made to a landfill operator (LO). The LO and AB are required to notify SEPA of different CTP details. To make notification more simple, SEPA will allow notifications to be made by the LO and AB individually or the AB or LO may notify on behalf of both parties on one form. Please read the notes on page 3 for full details of required information.

Please do not notify SEPA in advance of CTP payments that have not yet been received.

### Landfill Operator Details

1. Landfill operator name:
2. Scottish Landfill Tax (SLfT) Registration No.   
<https://www.revenue.scot/scottish-landfill-tax/scottish-landfill-tax-register>

### Qualifying Contribution Details

3. Name of the Approved Body to whom the related qualifying contribution was made:
4. Approved Body registration number:
5. Date qualifying contribution received by AB:
6. Qualifying contribution (QC) amount:

### Project Details

7. Is this CTP payment related to any enrolled projects? Yes  No
8. If yes, provide the project names and enrolment numbers.

Project name	Enrolment number	Enrolment date	Value of SLCF award
	SLCF/AB		£
	SLCF/AB		£
	SLCF/AB		£
	SLCF/AB		£

continues

**Contributing Third Party Details**

- 9. Name of the contributing third party (CTP):  
[Redacted]
- 10. Address of contributing third party:  
Address [Redacted]  
Town [Redacted]  
County [Redacted]  
Post code [Redacted]
- 11. Date the CTP payment was received: [Redacted]
- 12. Amount paid by the CTP in this transaction: £ [Redacted]

**Form Submission**

- 13. Who is submitting this form?  
 Approved Body only       Landfill operator only  
 Approved Body for AB & LO\*       Landfill operator for LO & AB\*

\*If submitting on behalf of both the AB & LO please sign both declarations and ensure all parties are aware of submission.

**Landfill Operator Declaration**

- 14. Signature [Redacted]  
Your name [Redacted] Date [Redacted]

**Approved Body Declaration**

- 15. Signature [Redacted]  
Your name [Redacted] Date [Redacted]

**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, maintain the published register of Approved Bodies, collate and publish SLCF statistics and 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 improving our service.

We may also share your information with (and obtain information about you from) public bodies such as Revenue Scotland, 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

Regulations 28(3) and 28(4) of the Scottish Landfill Tax (Administration) Regulations 2015 requires Landfill Operators claiming tax credit for qualifying contributions made to the SLCF, to notify both SEPA and the Approved Body receiving the relevant qualifying contribution of details of contributing third party (CTP) payments.

Regulation 30 (1)(f) and (g) requires Approved Bodies to notify SEPA of the name and address of any CTP payment in relation to a qualifying contribution receipt or transfer.

This form may be used by both Landfill Operators and Approved Bodies to notify us of CTP details. An Approved Body may use this form as received from the landfill operator (or completed with information otherwise received) to notify SEPA, by checking the details and signing the Approved Body declaration section.

SEPA will record receipt of CTP notifications from landfill operators and Approved Bodies. Question 14 will assist with this. Please tick the relevant box before submitting the form, whether it is the initial form submission or you are forwarding a form completed by someone else.

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 using 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/>.

## Completion Notes

### Landfill Operator details

- 1,2 Enter the name and SLfT registration number of the Landfill Operator receiving the Third Party Contribution

### Qualifying Contribution Details

- 3,4 Enter the name and registration number of the Approved Body that received the qualifying contribution that this CTP relates to.
- 5 Enter the date that the Approved Body received the contribution from the landfill operator.
- 6 Enter the total amount of the contribution from the landfill operator.

### Project details

- 7 Tick to indicate whether this CTP is related to any enrolled projects.
- 8 Enter the details of the enrolled projects this CTP is linked to.

### Contributing Third Party details

- 9 Enter the name of the person making the third party contribution to the landfill operator.
- 10 Enter the address of the third party contributor.
- 11 Enter the date that the third party contribution was received by the landfill operator.
- 12 Enter the value of the third party contribution.

### Form submission

- 13 Tick to indicate who is submitting this form. If you are submitting the form on behalf of both the AB & LO please sign both declarations and ensure all parties are aware of the submission.

### Declaration

- 14 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.