



(SECTION E)

**APPLICATION FORM FOR A NEW PERMIT/SUBSTANTIAL
CHANGE/TRANSFER FOR A “PART B” ACTIVITY UNDER THE
POLLUTION PREVENTION AND CONTROL (SCOTLAND)
REGULATIONS 2012**

**PLEASE SEND TO THE REGISTRAR AT THE
APPROPRIATE AREA OFFICE:**

SEPA
Aberdeen Office
Inverdee House
Baxter Street
Torry
ABERDEEN
AB11 9QA

Tel: 01224 266600
Fax: 01224 896657

SEPA
Dingwall Office
Fodderty Way
Dingwall Business Park
DINGWALL
IV15 9XB

Tel: 01349 862021
Fax: 01349 863987

SEPA
Angus Smith Building
6 Parklands Avenue
Eurocentral
Holytown
NORTH LANARKSHIRE
ML1 4WQ

Tel: 01698 839000
Fax: 01698 738155

For SEPA Use Only	Name Assigned	Application Reference
E	APPLICATIONS FOR PART B ACTIVITIES UNDER THE POLLUTION PREVENTION AND CONTROL (SCOTLAND) REGULATIONS 2012	
	FORM E: APPLICATION FOR A PART B PERMIT, VARIATION or TRANSFER	

Please use this form if you are sending an application to the Scottish Environment Protection Agency (SEPA) under the Pollution Prevention and Control (Scotland) Regulations 2012 ('the PPC Regulations') **for a Part B activity only**. If you wish to apply for a Part A Activity please use the forms marked for Part A Control.

THIS FORM SHOULD NOT BE USED IF YOU ARE APPLYING FOR THE FOLLOWING ACTIVITY:

- TO OPERATE AN INSTALLATION FOR THE UNLOADING OF PETROL INTO STATIONARY STORAGE TANKS AT A SERVICE STATION

FOR THIS ACTIVITY YOU SHOULD APPLY USING FORM PVR1 FOR THE UNLOADING OF PETROL.

This form is to be used for applications made in respect of both 'installations' and 'mobile plant' (and in the rest of the form, the term 'installation' also covers 'mobile plant' where appropriate).

Please complete this section after you have filled in any other parts of the application form we sent you.

E1 Fees and Charges

Please note that payment of application fees may be made by cheque, BACS, credit card, debit card or by cash. Please see the charging scheme for details.

N.B. If you are paying by BACS or direct transfer you MUST submit a Remittance Advice/Proof of Payment with your application form. If this is not received the application will be returned to you as invalid and a request will be made for the Remittance Advice. SEPA cannot process your application until proof of payment and the application form is received.

Please calculate the application fee and provide the other information requested using the template below. In completing this, you should refer to the SEPA charging scheme guidance.

E1.1 Application for a new Part B Permit

Please complete the table below if you are applying for a new Part B Permit under PPC. Please place a tick in the box next to the category of activity you are applying for, and fill in the amount you are paying in the "amount column". **If you are applying to substantially change your permitted activity please go to E1.2 below.**

Category 1 Process/Activity		Amount (£)
Fish Ensiling Processes <10m ³ ensiled liquor		
Category 2 Process/Activity		
Fish ensiling processes >10m ³ but ≤50m ³ ensiled liquor		
Category 3 Process/Activity		
Category 4 Process/Activity		

E1.2 Application for a Substantial Change to a Part B Permitted activity

Please complete the table below if you are applying to substantially change a Part B Permitted activity under PPC. Please place a tick in the box next to the category of activity you are applying for, and fill in the amount you are paying in the "amount" column. **If you are applying for a new Part B Permit under PPC please go to E1.1 above.**

Category 1 Process/Activity		Amount (£)
Fish Ensiling Processes <10m ³ ensiled liquor		
Category 2 Process/Activity		
Fish ensiling processes >10m ³ but ≤50m ³ ensiled liquor		
Category 3 Process/Activity		
Category 4 Process/Activity		

E1.3 Annual Subsistence

If we grant you a permit, you will be required to pay an annual subsistence charge. Failure to do so will result in revocation of your permit and you will not be able to operate your installation.

Please provide details of the address you wish invoices to be sent, and details of someone we may contact about fees and charges.

Name
Address:
Postcode
Tel:

E2 Commercial Confidentiality and National Security

E2.1 Is there any information that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

- ☐ No
☐ Yes, please give full information.

Reference number for this information

E2.2 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 give:

- Full information on separate sheets.
- Provide a copy of the application form 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.

E3 Data Protection Notice

The information you give will be used by the Scottish Environment Protection Agency to process your application. It will be placed on the relevant public register(s), and used to monitor compliance with licence/permit conditions, or to process renewal applications.

We may also use and/or disclose any of the information you give us in order to:

- Offer/provide you with our literature/services relating to environmental matters;
- Consult with the public, public bodies and other organisations (for example Health and Safety Executive, local authorities, emergency services, Food Standards Agency);
- Carry out statistical analysis, research and development on environmental issues;
- Provide public register information to enquirers;
- Investigate possible breaches of environmental law and take any resulting action;
- Prevent breaches of environmental law;
- Access customer service satisfaction and improve our service.

We may pass on the information to agents/representatives who we ask to do any of these things on our behalf.

Individuals have a right to see the information we hold about them. We will correct if it is inaccurate.

Individuals, groups of individuals or Partnerships

I have read the data protection notice and understand the implications of the Data Protection Act 1998.

All individuals detailed on this form need to sign below, please use a separate sheet if you need to.

Individuals or partner's signature

Name:

Date:

Individuals or partner's signature

Name:

Date:

Individuals or partner's signature

Name:

Date:

Individuals or partner's signature

Name: _____

Date: _____

Individuals or partner's signature

Name: _____

Date: _____

E4 Any Other Information

Is there any other information you wish to submit in support of your application?

- ☐ No
- ☐ Yes, please give a brief summary here and provide reference numbers for supporting documents.

E5 Signatures and Declaration

It is an offence under Regulation 30 of the PPC (Scotland) Regulations 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 a permit (for yourself or anyone else) or seeking a variation or transfer of a permit.

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.

Declaration * (Delete as appropriate)

* I/we certify that the information in this application/notification is correct.

* I/we apply: *for a permit/ *for a transfer of an existing permit (current operator(s) and proposed transferee(s) must sign below)/ *to vary an existing permit in respect of the particulars described in this application (including supporting documentation *I/we have supplied)

*I/we hereby notify you of the *surrender /partial surrender of a current permit.

Signature(s) of current operators

Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.

For applications from:

- More than one person – all persons should sign below,
- A company or other corporate body – an authorised person should sign below and provide evidence of authority from the Board of the company or body corporate.

Signature

Name: _____

Position: _____

Date: _____

Signature(s) of proposed transferee

Signature

Name: _____
Position: _____
Date: _____

Signature

Name: _____
Position: _____
Date: _____

Signature

Name: _____
Position: _____
Date: _____

Now please return this form, together with all supporting information and correct payment to the address of your local registry.
