

Application for temporary Abstraction (water scarcity)

Under Water Environment (Controlled Activities) (Scotland) Regulations 2011 ("the CAR Regs").

You should use this application form if you require a temporary abstraction during a period of water scarcity.

Please tick which applies to this application.

<input type="checkbox"/>	A new authorisation for surface water abstractions of more than 50 but less than or equal to 2000 m3/day
<input type="checkbox"/>	A new authorisation for groundwater abstractions of more than 50 but less than or equal to 2000 m3/day
<input type="checkbox"/>	A new authorisation for surface water abstractions of more than 2000 m3/day
<input type="checkbox"/>	A new authorisation for groundwater abstractions of more than 2000 m3/day

1. GENERAL GUIDANCE

You might wish to switch the source of water use for irrigation from rivers to groundwater?

During periods of water scarcity there is likely to be pressure on rivers and on available water supplies for irrigation use. Where possible, switch any current authorised surface water abstractions to a groundwater source using "Application for variation: Switching irrigation from river abstraction to groundwater abstraction (water scarcity)" [form](#). If this is not possible there may be some limited scope to authorise a new abstraction for a temporary period to help alleviate the water scarcity.

Notes:

A temporary licence to abstract water is only valid for the remainder of the year or until conditions recover to normal (if sooner).

If a longer term, year on year licence is required an application must be made for a normal abstraction licence. Further information on this and how to apply can be found [here](#).

A temporary abstraction licence, if granted, will be limited to a proportion of the flow available at the time of application. If the watercourse is under stress or already significantly impacted by other abstractions SEPA may not grant your licence application. Please speak to SEPA in advance of submitting your application.

Groundwater Abstractions:

You must inform SEPA annually of the quantity of water abstracted each day from the borehole as part of your annual data return.

The borehole construction must not have a significant adverse impact on, or cause pollution of, the water environment.

Drilling fluids may be introduced into the borehole if necessary to facilitate the drilling of the borehole provided this does not result in pollution of the water environment.

Potable water may be introduced into the borehole to test the hydraulic properties of the aquifer.

SEPA cannot guarantee the suitability of the aquifer or yield from any borehole.

Borehole abstractions close to the coast may draw in salt water. You should be aware of this risk.

Surface Water Abstractions:

SEPA cannot guarantee the yield from any surface water abstraction point.

All Abstractions:

Water leakage must be kept to a minimum by ensuring all pipe work, storage tanks and other equipment associated with the abstraction and use of the water are maintained in a state of good repair. Please also look at [Advice for Abstractors](#).

For further information on water scarcity visit our [website](#).

2. GENERAL ELIGIBILITY CRITERIA

The surface water abstraction or borehole used for abstraction must meet the following criteria:

Note: Prior to the commencement of works, you are advised to consult the owners of any private drinking water supplies in the vicinity and assess the potential impact of the proposed works on those private drinking water supplies.

- | | |
|----|---|
| a. | Daily abstraction volumes must be recorded and reported to SEPA no later than 31 December using the 'Data returns Form' on the Abstractions page of the SEPA website (www.sepa.org.uk). |
| b. | A meter must be installed and operating before abstraction can commence. |
| c. | The method of abstraction must not involve impounding the watercourse or digging a sump in the watercourse. |

Groundwater specific eligibility criteria

- | | |
|----|--|
| d. | The borehole must be more than 250m from any surface water or wetland. |
| e. | The borehole must be more than 400m from any other abstraction (including private drinking water supplies) ¹ . |
| f. | The borehole must be less than 200m deep. |
| g. | Where a new borehole is constructed a dip tube and sample tap must be installed for monitoring purposes. |
| h. | A meter must be installed and operating before abstraction can commence. |
| i. | The construction of the borehole must avoid the entry of pollutants or water of a different chemical composition into the body of groundwater. |

3. ABOUT THE RESPONSIBLE PERSON AND OTHER CONTACTS

3.1 RESPONSIBLE PERSON

3.1.1 Please provide the following details about the responsible person (i.e. the person responsible for securing compliance with the conditions of a licence. See applicant guidance for more information):

Name:		Date of Birth:	
	(NB for partnerships please list all partners on a separate sheet and the names of any other persons authorised to sign on behalf of the partnership; for companies, please give registered name and any trading names)		If a company, please give registered company number.
Status: (Select one of the options from either a) or b) and provide the additional details where relevant)	a) Individual:	<input type="checkbox"/> Land-owner/occupier <input type="checkbox"/> Nominated individual on behalf of a voluntary association <input type="checkbox"/> Sole Trader <input type="checkbox"/> Other, please specify:	
		If applicable insert name of voluntary association:	
	b) Corporate body:	<input type="checkbox"/> Limited Company (Ltd or plc) <input type="checkbox"/> Scottish Partnership <input type="checkbox"/> Other Partnership <input type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Other Corporate Body (e.g. 'NHS Trust', 'Local Authority') <input type="checkbox"/> Nominated corporate body on behalf of a voluntary association <input type="checkbox"/> Other, please specify (e.g. 'the Crown'):	
		If applicable insert name of voluntary association:	
Address: If a company, please give address of registered office.			
Postcode:		E-mail:	
Tel No:		Fax No:	
3.1.2 Is there anything you wish to disclose which might inhibit		<input type="checkbox"/> NO (<input type="checkbox"/> YES, please give full information on separate sheet)	

¹ Unless the other abstraction is one for which you are responsible

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you from undertaking your duty to ensure compliance with the conditions of any authorisation?	Document name/Reference	
3.1.3 Is this also the applicant contact, billing address, correspondence address and address for service of notices? If yes to all go to section 2. If no to any, complete relevant parts of question 1.2 and 1.3.	Address for service of notices: Applicant Contact: Billing address:: Correspondence address:	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES
3.2 FURTHER CONTACT ADDRESSES:		
Where the address for service of notices, applicant contact, billing address or correspondence address are different from those given in question 1.1 please complete the relevant sections below.		
3.2.1 ADDRESS FOR NOTIFICATION OF SEPA'S DECISION TO GRANT OR REFUSE: (SEPA ONLY: THIS INFORMATION <u>MUST</u> BE PUT INTO RELEVANT BOX ON DAF)		
Contact Name:		
Address:		
Postcode:		Contact No.

4. INTENDED USE

PLEASE INDICATE YOUR MAIN CATEGORY OR CATEGORIES OF USE (if appropriate)

<input type="checkbox"/>	Agricultural irrigation
<input type="checkbox"/>	Agricultural water supply
<input type="checkbox"/>	Golf course irrigation
<input type="checkbox"/>	Industry (other than hydropower)
<input type="checkbox"/>	Private Water Supply
<input type="checkbox"/>	Public Water Supply
<input type="checkbox"/>	Hydropower
<input type="checkbox"/>	Other (please specify)

5. ABSTRACTION ACTIVITIES

Complete this table for all activities you are applying for. If you are applying for a licence which includes more than one abstraction activity please copy, complete and reference a separate table for each licensable activity.

No. of Section 5 tables completed:

Table ref: (e.g.1 of 2, 2 of 2)

ABSTRACTION DETAILS:

5.1 Source type (tick one):

- Watercourse Reservoir Loch
 Groundwater Spring Wetlands

5.2 Name of watercourse or loch (if applicable):

5.3 National Grid Reference of abstraction. Specify a single point or for mobile abstraction units specify the upstream (u/s) and downstream (d/s) limits.

SINGLE POINT: - - (format XY 1111 2222)

MOBILE UNIT: (u/s) - - (format XY 1111 2222)

(d/s) - - (format XY 1111 2222)

5.4 What is the maximum proposed rate or volume of abstraction for this abstraction activity?

Conversion: 1m³ = 1000 litres

1m³ = 220 gallons

1m³/hour = 0.2778 litres/sec

litres/ second:

cubic metres/ day:

cubic metres/ year:

5.5 Please tick during which months the abstraction takes place and, if available, indicate abstraction volumes (m³/month) 2018²

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. APPLICATION FEE

Please ensure you submit the correct fee for your application. These activities are considered a standard variation. This fee is reviewed every year. For latest fees please consult the latest [Environmental Regulation \(Scotland\) Charging Scheme](#) on the SEPA website (www.sepa.org.uk and search for 'charging schemes and summary charging booklets') or contact your local SEPA office (see final page for details).

6.1 Payment Methods

BACS

Sort Code: 83-34-00

A/C number: 00137187

IMPORTANT! When paying by BACS or direct transfer you MUST submit the 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 correct Remittance Advice/Proof of Payment, as SEPA cannot process your application without this.

Cheque

Make all cheques payable to 'SEPA' and submit with your application.

Credit/Debit Card

Payment is accepted by all major credit/debit cards. Please telephone SEPA to arrange payment.

7. NOTIFICATION OF GRANT OF LICENCE

You will be notified in writing of our decision as soon as possible taking into account the urgency of the situation.

8. THE DATA PROTECTION ACT 2018

The information provided on this form will be processed by the Scottish Environment Protection Agency ("SEPA") to process and assess your application for a water use licence, to monitor compliance with the relevant conditions, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental affairs
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law; and
- improving our service

² Please note that this abstraction will only be valid for the remainder of 2018

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We may disclose the information to the public, public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) when consulting on environmental issues. For information on the latest SEPA privacy policy see the website (<https://www.sepa.org.uk/help/privacy-policy/>)

If there is any information you wish to justify being kept from the public register on grounds of commercial confidentiality you should contact SEPA before submission of your application.

9. DECLARATION			
Declaration	<p>I hereby apply for a water use licence in respect of the particulars contained in this application and enclose the appropriate application fee.</p> <p>I certify that the information in this application is correct and I have read and understood the above data protection notice and consent to the processing of the information about me provided on this form and otherwise provided to or collected by SEPA in accordance with this notice.</p>		
Signature:	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%;">Date:</td> </tr> </table>		Date:
	Date:		
Print Name:			

10. APPLICATION CHECKLIST

Please use the checklist to ensure you have completed all relevant sections and have included all required items with your application. Incomplete applications may be returned to you for re-submission.

- | | |
|--|--|
| | <ul style="list-style-type: none"> <input type="checkbox"/> 2 Paper copies of the whole application <input type="checkbox"/> All relevant sections of form completed <input type="checkbox"/> Application signed (Section 9) <input type="checkbox"/> Correct payment included with application? <input type="checkbox"/> Signed cheque for correct amount and payable to 'SEPA' included (for cheque payments) <input type="checkbox"/> Copy of Remittance Advice/Proof of Payment enclosed (for BACS payments) |
|--|--|

Postal Applications:

Please now return **2 signed paper copies** of this form together with payment to 'Registry Department' at the relevant SEPA Area Office (details below).

For all **new complex licence activities** please **also include a CD containing copies of your application form(s) together with all supporting information.**

Email Applications:

For electronic applications, please make your **payment and submission** via SEPA's [Application Forms](http://www.sepa.org.uk/system_pages/application_forms.aspx) page (www.sepa.org.uk/system_pages/application_forms.aspx)

- Use Pay for your Applications using Quickpay to make payment (and obtain receipt)

Then use Submit Application to generate an email to which you can attach all supporting information, including your Quickpay receipt.

SEPA Area Offices

Please send your completed form, with application fee, to 'SEPA Registry' at the appropriate area office. If you are not sure which is your local office, please phone us on one of the numbers below:

Aberdeen Office
Inverdee House
Baxter Street
Torry, Aberdeen
AB11 9QA

Tel: 01224 266600
Fax: 01224 896657

Angus Smith Building
6 Parklands Avenue
Holytown
North Lanarkshire
ML1 4WQ

Tel: 01698 839000

Dingwall Office
Fodderty Way
Dingwall Business Park
Dingwall
IV15 9XB

Tel: 01349 862 021
Fax: 01349 863 987

Office Use

SEPA USE	Date Rcvd.	CAR Reg.18 determination <input type="checkbox"/> NO <input type="checkbox"/> YES	Fee Received <input type="checkbox"/> NO <input type="checkbox"/> YES	Amount	Name Assigned to Activity	Application Reference