

YOUR 2019-2020 INVOICE EXPLAINED AND FAQ'S

To help our customers understand the invoice they have received, the following frequently asked questions outline why you have received an invoice.

Why have I received an invoice?

SEPA raises invoices to recover the costs it incurs regulating, monitoring and reporting the environmental impact of Operators activities. These costs are referred to as subsistence costs and we are required to recover these costs from authorisation holders. This invoice is for annual subsistence charges related to your authorisation.

Why have I received an RSA related invoice?

All non-offshore RSA permits will be transitioned over to the new Environmental Authorisations (Scotland) Regulations (EAS) permits within the next few weeks. If the invoice you have received makes reference to the RSA permit you will subsequently receive a new EAS invoice and any adjustments relating to the invoice value will be dealt with at the same time.

Why have my charges changed from 2018-19?

We have applied an inflationary increase to 2018/19 charges to arrive at the 2019/20 charges. This is included in the regulatory and environmental component of the charge.

Your charges may also be impacted by the five year transition arrangements (phasing) that were put in place help manage the financial consequences of implementing Environmental Regulation (Scotland) scheme from 1 April 2016. 2019/20 is the fourth year of phasing in the new charges.

Which site does it relate to?

Your invoice should contain the site detail. This is located in the **Your reference** section on of the invoice. Please contact the SEPA Contact Centre on 01698 839 029 if the description does not have enough detail to clearly identify the site, or if this information is incorrect.

I am not carrying out the activity so why do I need to pay charges?

If you have stopped the authorised activity, or do not intend to operate for a long period, you should contact the local regulatory team to discuss the authorisation surrender process. Information is also available on the SEPA website. Charges will cease from the date the surrender process is completed.

SEPA Contact Centre on 01698 839 029 will be able to help you to contact the right team.

Why have I received an invoice when I have applied for a Mothballed/ Fallow (non-operational) Exemption?

If you have applied for a mothballed/fallow exemption you will have received an invoice for 15% of the annual activity charge for the period.

There are a large number of permits that cover activities that go through periods when they do not operate (for example fallow fish farms and irrigation permits) although ongoing work is still required for these licences.

There is a minimum of 6 months (12 months for irrigation or other seasonal licences¹) and a maximum of 2 years that can be mothballed at a time, although a further application to mothball a site can be made prior to the expiry of the previous one. Please see https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/#fee_waiver for further information.

My licence has been surrendered or revoked. Why do I still need to pay?

If you have applied for a surrender or revocation and you have still received an invoice please contact the local regulatory team to ensure that the application has been received and processed through our system. SEPA Contact Centre on 01698 839 029 will be able to help you to contact the right team.

No one told me about SEPA charges when I bought the site/farm/premises and the previous owner is no longer here.

It is the purchaser's responsibility to check for any authorisation that are held or should be held. Some licences apply to premises while others are to an individual or company. Non-payment of charges may mean you are operating illegally.

The information on my invoice is incorrect, who do I contact?

If you think that any of the information on the invoice is incorrect in the first instance please contact the SEPA Contact Centre on 01698 839 029. They will record the issue and pass on the to appropriate SEPA contact.

I will have difficulty paying this invoice, can I contact someone regarding this?

We are able to offer payment plans to spread the cost of your annual charges over the year. If you would like more information please contact the SEPA Contact Centre on 01698 839029 who will record your information and pass on to the appropriate SEPA Contact.

I require a purchase order for this invoice, who do I contact?

If you require a purchase order please email invoices@sepa.org.uk with your name and account details, or alternatively contact the SEPA Contact Centre on 01698 839 029 who will record your information and pass on the to appropriate SEPA contact.

Where can I find out more information on Charging Schemes?

The charging scheme section of the website contains information on how we interpret and apply charges.

<https://www.sepa.org.uk/regulations/authorisations-and-permits/charging-schemes/charging-schemes-and-summary-charging-booklets/>

¹ A seasonal licence is where the permit restricts which months that the activity is permitted. For example many irrigation licences are only allowed to abstract from April through to October.