

Reservoir Pre-registration, Registration & Post-registration Process

Pre-registration phase

Before undertaking construction of a controlled reservoir, the reservoir manager (RM) must appoint a construction engineer (CE) from the All Reservoirs Panel and notify SEPA within 28 days of making this appointment using the *Appointment of Construction Engineer and Notification of Relevant Works form*.

Notification of the commencement of relevant works must be submitted to SEPA no later than 28 days before works commence.

When the CE confirms that the reservoir may safely be filled, they must issue a preliminary certificate to the RM as soon as reasonably practicable.

Registration of the reservoir must occur **no later than 28 days** after the day the preliminary certificate is issued to the RM.

Registration phase

In order to register the controlled reservoir, the RM must submit the following to SEPA:

- Registration form
- Reservoir inundation map (using SEPA's reservoir inundation mapping methodology)
- Registration fee

Post-registration phase

If all documentation is deemed valid, SEPA will issue confirmation of the registration and will provide a provisional risk designation as soon as reasonably practicable.

If the RM disagrees with the assigned risk designation, they may make a Representation to SEPA within two months of receiving the provisional risk designation.

Following the end of the two-month period during which a Representation can be made, SEPA will, as soon as reasonably practicable, provide the RM with a first risk designation.

If the RM wishes to seek a Review of the first risk designation, they must notify SEPA within 12 months from the date of receiving notification of the first risk designation, and pay an associated review fee.

If the reservoir has been designated as high or medium risk, the RM must appoint a Supervising Engineer (SE) from the Supervising Engineers Panel, and notify SEPA of this within 28 days of making the appointment.

If the reservoir has been designated as high risk, the RM must appoint an Inspecting Engineer from the All Reservoirs Panel, to undertake the first inspection, within 2 years from the date of issue of the final certificate.

The RM must notify SEPA of this appointment within 28 days of making the appointment.

Thereafter, inspections (of high and medium risk sites) should be carried out as directed by previous inspection reports, or when instructed by the SE.

If an engineer appointment changes at any time, the RM must notify SEPA of the new appointment within 28 days of making the appointment.