

Application to Register: Discharge

Under Regulation 7 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011.

To register an **existing sewage discharge**, use the [online registration service](https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/private-sewage-treatment-system/)
(<https://www.sepa.org.uk/regulations/authorisations-and-permits/application-forms/private-sewage-treatment-system/>)

This form can only be used to apply to register the following activities. Please tick which applies to this application.

- New discharge of sewage** (including discharge to soakaway).
- Population equivalent (p.e.) must be **15 or less** [See Note 1 on page 2]
You are strongly advised to consult SEPA to discuss treatment options before submitting your application
 - **IMPORTANT!** Please call 03000 99 66 99 before submitting this form to check whether an authorisation already exists for your property. We are unable to offer a refund for any duplicate applications.
- Public (The treatment system will be adopted, or is currently operated, by Scottish Water)
- Private (The treatment system will be privately owned)
- Discharge of trade or other effluent** of less than or equal to 10m³ per day and/or p.e. of 15 or less. [See Note 1 on page 2]
- Please state nature of the effluent: _____
You are strongly advised to consult SEPA to discuss treatment options before submitting your application.
- Discharge of cooling water** with no chemical additions, and no Freshwater Fisheries Directive implications.
You are strongly advised to consult SEPA to discuss treatment options before submitting your application
- Discharge from non-commercial fish farms** for native fish.
You are strongly advised to consult SEPA to discuss treatment options before submitting your application
- Discharge from commercial fish hatcheries or tank farms** with less than 0.5 tonnes annual production.
You are strongly advised to consult SEPA to discuss treatment options before submitting your application
- Discharge of grout containing blaes** below the groundwater table.

If your proposed discharge does not fall below one of the above categories, you will need to complete a Licence application form, available from the SEPA website (www.sepa.org.uk) or local SEPA office.

1. Contact Details			
Name			
Organisation (if applicable)			
Address			
Postcode		Email	
Tel No.		Fax No.	

Application Fee

Please ensure you submit the correct fee for your application. The standard application fee applies for one registration activity with reduced fees applicable if you apply for multiple associated activities. 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).

Please make payment using one of the methods described in section 6, and then return your completed application form (along with your cheque/remittance advice/proof of payment as applicable) to the appropriate SEPA area office listed at the end of this form.

Notification of Registration

SEPA has 30 days to determine your application. You will be notified by post.

Complete the following sections, as indicated.

2. Site Details	
Enter site details (Property 1) and name or description to identify all other properties served by the discharge.	
Property 1	
Address	
Postcode	
NGR*	
Property 2	
Property 3	
Property 4	
Property 5	
<input type="checkbox"/> Please provide a plan or other means to show the exact location of the site, discharge outlet and treatment unit <input type="checkbox"/> For discharges of grout containing blaes , please provide a plan to show the exact location of the edge of the grouted area .	
*National Grid Reference (NGR)	
Enter National Grid Reference for the site and discharge outlet using 10-character form (XY 1111 2222) Use the SEPA NGR Tool on the SEPA website to generate your own NGR (http://map.sepa.org.uk/ngrtool/).	
IMPORTANT: Providing the correct location information for the site and discharge outlet (Section 3 below) is essential to ensure that your application can be processed.	

3. Discharge Details			
Discharge Outlet NGR*: (to water environment / soakaway)			
For sewage effluent provide:			
	Total p.e.: [See Note 1]		This value must be less than or equal to: 15 p.e. for New discharge 50 p.e. for Existing discharge
For domestic housing, a minimum of 5 p.e. is used for any house with up to and including three bedrooms. For houses with more than three bedrooms, add 1 p.e. for each additional bedroom.			
For other discharges provide: (contact SEPA before completing)			
	Total p.e.: (not required if cooling water, fish farm or grout containing blaes) [See Note 2]	Max discharge m ³ /day: (not required for grout containing blaes)	
	Average Temp °C: (cooling waters only)	Total annual production from fish farm: (tonnes per year)	

Notes

- Population equivalent (p.e.) of sewage effluent:** Full details on calculating population equivalent for **domestic** dwellings in document *Code of Practice: Flows and Loads-3 Sizing Criteria, Treatment Capacity for Small Wastewater Treatment Systems (package plants)* [available on British Water website (www.britishwater.co.uk/)]. To calculate population equivalent for **non-domestic** sewage effluent, multiply the number of people using the system by the BOD load (g/day) and divide by 60 (60g is the average BOD load for one person in one day). Information on BOD loading is contained in the *Code of Practice*.
- Population equivalent (p.e) of trade effluent:** To calculate p.e. for **trade effluent**, multiply the daily flow of the discharge (in m³) by the average BOD (in mg/l) and divide by 60 (60g is the average BOD load for one person in one day).

Discharge Registration (Cont.)

PART A: Discharge to Land/Groundwater			
Complete this section when the discharge is to land or soakaway (this does not include partial soakaway). <i>Please note that for sewage discharges this is the preferred environmental option where soil conditions allow.</i>			
Discharge to land via: (tick one)	<input type="checkbox"/> Soakaway <input type="checkbox"/> Mound Soakaway		
Direct discharge to groundwater (only permitted for the discharge of grout containing blaes)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any potable water supplies within 250m of the edge of the grouted area?	<input type="checkbox"/> Yes – mark these on plan provided under section 2 <input type="checkbox"/> No
For new developments:			
Building Warrant Application No.:			
Indicate percolation value Vp secs/mm: [See Note 3 to determine percolation value]	<input type="checkbox"/> <15 <input type="checkbox"/> 15-100 <input type="checkbox"/> 100-140 <input type="checkbox"/> >140	For Vp <15, state size of soakaway: (m2)	
PART B: Discharge to Water			
Complete this section when the discharge is to water (includes partial soakaway) <i>Please explore feasibility of discharge to land first (see Section 3 Part A above)</i>			
Reason discharge to land is not possible:			
Receiving Environment: (Select one)	<input type="checkbox"/> Freshwater Loch <input type="checkbox"/> River <input type="checkbox"/> Coastal <input type="checkbox"/> Estuaries	Is the discharge via partial soakaway?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state size (m ²)
For discharges to coastal and estuarial waters: Is the outfall below Mean Low Water Springs? [See Note 4]			<input type="checkbox"/> Yes <input type="checkbox"/> No
Receiving Water Name: (i.e. name of river, loch, estuary)			

4. Treatment Details (Not applicable to the use of grout containing blaes)			
Treatment system components			
Indicate all components of the treatment system:	<input type="checkbox"/> Septic Tank (See Note 6)	<input type="checkbox"/> Package Sewage Treatment Plant	
	<input type="checkbox"/> Constructed Reed Bed	<input type="checkbox"/> Proprietary Filtration System (See Notes 3 & 5)	
	<input type="checkbox"/> Membrane Bioreactor Plant (See Note 5)	<input type="checkbox"/> Other* (e.g. drum filter or settlement ponds at fish farm)	
*If 'Other', specify details here:			
	<input type="checkbox"/> Tick here if no treatment provided		
Effluent quality			
For treatment systems (other than septic tank), state the effluent quality that the treatment system is designed to produce as a mean value (mg/l). (See EN12566-3 certificate for package treatment plants or the design specification for other treatment systems)	Biochemical Oxygen Demand (BOD)		Ammoniacal Nitrogen (NH ₃)
	Phosphorus (if requested by SEPA)		

Notes (cont.)

- Percolation value (Vp) and Proprietary Filtration System are described in the [Technical Handbook to the Building \(Scotland\) Regulations](#) available on the Scottish Government website (www.gov.scot)
- Mean Low Water Springs: This is the height of low tide when the range of the tide is at its greatest.
- Only applicable if discharge is to Bathing or Shellfish Waters
- Discharges to "River" or "Freshwater Loch" solely via a septic tank also require a partial soakaway of min 25m² per house.

General Registration Conditions

1. Other than as specifically permitted or limited by any condition of this authorisation, the authorised activities shall not have a significant adverse impact on, or cause pollution of, the water environment.
2. The effluent treatment system shall be maintained in accordance with the manufacturers or designer's recommendations, and in any event, in good working order.

Important Information

- If your activity is registered, it will require to be carried out in accordance with the terms of the application, and the conditions detailed above. To contravene the terms of the application or the conditions would constitute an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011.
- It is an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011 to make a statement which you know to be false or misleading in any material particular, or recklessly make a statement which is false or misleading in any material particular for the purpose of obtaining a registration (for yourself or anyone else) or seeking a variation of a registration.

How we use your personal information – Data Protection Act 2018 ('DPA 2018')

Under the DPA 2018, we must have a legal basis for processing your information – in this case, processing personal information is necessary to perform our statutory duties ('Public Task'). Some of the ways in which we collect and use the information may be through:

- granting and administering of authorisations and maintaining registers
- investigating environmental complaints
- undertaking formal enforcement action
- maintaining our own accounts and records

The personal information we collect and use may include the following: name; address, including postcode; email address and telephone number. SEPA is required, by law, to organise and maintain public registers, and make these registers available for public inspection. We do this by collecting and using the personal information that applicants (or their agents) share in their applications for SEPA authorisations and SEPA permits. After the application form has been processed, some of the information from the form is added to the public register, and becomes available for public inspection. Signatures, personal email addresses, and telephone numbers are not published, unless publication is statutorily required.

There may be occasions when we are required by law to share your personal information with other organisations, e.g. for regulatory reasons, or because doing so is in the general public interest. Any sharing will be carried out lawfully and securely in accordance with the SEPA Data Protection Policy.

For more information on how SEPA handles personal information, please refer to our general Privacy Policy at <https://www.sepa.org.uk/help/privacy-policy/>

5. Declaration

Declaration **I hereby apply for an authorisation only in respect to the particulars described in this application and enclose the appropriate application fee.**

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.

Signature: _____

Date: _____

Print Name: _____

6. Payment Methods

Please ensure you submit the correct fee for your application. 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 *Application Checklist* for details).

<input type="checkbox"/>	BACS	Sort Code:	83-34-00	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.
		A/C number:	00137187	
<input type="checkbox"/>	Cheque	Make all cheques payable to 'SEPA' and submit with your application.		
<input type="checkbox"/>	Credit/Debit Card	Payment is accepted by all major credit/debit cards. Please include payment contact details below so that we can take payment securely:		
	<input type="checkbox"/> Contact:	Name:	_____	Tel: _____

Discharge Registration (Cont.)

7. Application Checklist

- All relevant sections of form completed
- Correct NGRs supplied for site AND discharge outlet (Sections 2 & 3)
- Location plan supplied indicating site, discharge outlet and treatment unit
- Details provided to identify all properties served by system (Section 2)
- Application signed and dated (Section 5)
- Correct fee paid, either:
 - Credit cards - Payment Contact details supplied
 - BACS - Copy of Remittance Advice/Proof of Payment enclosed
 - Cheque - Signed cheque for correct amount made payable to 'SEPA' included

SEPA Registry Offices

Please send your completed form and application fee to 'SEPA Registry' at the appropriate area office.

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 Only

IF Number:	CAR Reference:	Location Code Request Ref:	
		Site	Outlet
Valid Application check	Correct fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Contact details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Site details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Signature?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Application within registration limit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Valid <input type="checkbox"/> Not valid	RETURNED TO APPLICANT	Initial: Date:
Existing sewage / New sewage to land	Existing sewage: <input type="checkbox"/> Valid NGR (x2)? <input type="checkbox"/> Treatment details supplied? ('Untreated' pass to OPS)	New sewage to land: <input type="checkbox"/> Valid NGR (x2)? <input type="checkbox"/> Vp 15-100? <input type="checkbox"/> BC No. supplied?	Initial: Date:
	<input type="checkbox"/> Failed: PASSED to OPS	<input type="checkbox"/> Passed: ISSUE REGISTRATION	
Other Discharge type	<input type="checkbox"/> New sewage to water	<input type="checkbox"/> REGISTRATION OK <input type="checkbox"/> PASSED to OPS	Initial: Date:
	<input type="checkbox"/> Trade <input type="checkbox"/> Fish farm <input type="checkbox"/> Cooling <input type="checkbox"/> Grout containing blaes	<input type="checkbox"/> PASSED to OPS	Initial: Date:
For CLAS use – sewage effluent category	<input type="checkbox"/> Untreated <input type="checkbox"/> Primary treatment (ST only) <input type="checkbox"/> Secondary treatment (Treatment plant/PFS/Membrane Plant or ST+Reedbed/Treatment plant/PFS/Membrane Plant) <input type="checkbox"/> Tertiary treatment (Secondary treatment + further treatment)		
Application determined	Signature:	Date:	
	Determining Officer (print name)		
Notification check	Signature:	Date:	
	Checking Officer (print name)		