

SCOTLAND'S DEPOSIT RETURN SCHEME

Guidance on registering as a producer

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For information on accessing this document in an alternative format or language, please contact SEPA by emailing equalities@sepa.org.uk

If you are a user of British Sign Language (BSL), the Contact Scotland BSL service gives you access to an online interpreter, enabling you to communicate with us using sign language.

contactscotland-bsl.org

Using this guidance document

This document will guide you through the process of registering as a producer under the Scottish Deposit Return Scheme. You must register as a producer if you place drinks on the market for retail sale in Scotland.

The sections of the guide mirror the sections of the application form. If this guide doesn't answer your questions, further assistance can be found by contacting the DRS Team at depositreturn@sepa.org.uk.

Completing the application form to register as a producer

Please complete the application form accurately and in accordance with this guidance.

Any errors or missing information may result in refusal of your application or lead to delays in processing your application.

Points to note when completing the form:

- Do not alter the application form, other than to expand text boxes to accommodate your response (a guide to the level of information required is indicated for some questions).
- Please answer the questions asked as clearly and concisely as possible.

To register as a producer, you'll need to provide:

- details about your business or organisation;
- information about the products you sell in Scotland;
- an operational plan that shows how you'll meet your legal obligations;
- payment (where applicable). For information on how to make payment, please contact the DRS Team at depositreturn@sepa.org.uk.

There is guidance to show you what to include in your operational plan. Using the guidance will help you to provide the right information to support your application.

Section 1 - Applicant type

What type of business or organisation are you?

We need to know the legal status of your business. Tick only one option.

Was your total taxable turnover for the last financial year more than £85,000?

The registration fee is dependent on your Total Taxable Turnover. You may be asked to provide evidence of your total taxable turnover in the future.

Note: Taxable turnover includes all sales that are subject to tax, after VAT exempt amounts are removed.

Tick either Yes or No.

What type(s) of producer are you?

We need to know what type(s) of producer your business is. Tick all the box(es) that apply.

Who do you sell directly to?

We need to know who your business sells directly to. Tick all the box(es) that apply.

Section 2 – Scheme packaging

Are you identified on scheme packaging?

We need to know if your business is identified on scheme packaging. This could be by the name or address given in this application or a trademark or brand used only by your business.

Tick only one option.

How many articles do you expect to put on the market for retail sale in Scotland in this calendar year?

We need to know the number of items you intend to put on the Scottish market.

Section 3 – Business and contact details

Business Details

We need to know your business / trading name and address. Complete this section if your business details are different to the registered details given in Section 1.

Who should we contact about this registration?

This should be someone in your organisation who makes decisions about Scotland's Deposit Return Scheme and can provide further information about your application. We will notify them of our decision after we have assessed your application.

Section 4 – Checklist and Declaration

Checklist

Before sending us your application, please ensure you have included the required additional documents (Operational Plan) and the registration fee (where required).

More information on the additional documents and payment is provided in the section below.

Declaration

It is an offence to:

- provide false or misleading information
- not meet your obligations as a producer

The application document should be signed by an appropriate person within your organisation. By signing the application form, you confirm that, to the best of your knowledge, the information provided in the application is correct.

Additional documents

To support your application, you will need to submit an Operational Plan along with the application form. Guidance is available to assist you in producing an operational plan. Using this guidance will help you to provide the right information to support your application.

Operational Plan

Please refer to the Operational Plan template document which includes guidance.

Payment

For producers with an annual turnover of £85,000 or lower, there is no registration fee. For all other producers, the registration fee is £365.

Methods of payment

For information on how to make payment, please contact the DRS Team at depositreturn@sepa.org.uk.

How to submit your application

You must answer all applicable questions on the application form. Failure to answer any question will result in your application being refused.

The completed application should be returned to depositreturn@sepa.org.uk or

SEPA, Deposit Return Scheme Team
Angus Smith Building
6 Parklands Avenue
Eurocentral
Holytown
North Lanarkshire
ML1 4WQ.

This form must be received by SEPA by 1 March in any relevant calendar year or within 28 days of you becoming a producer as defined by the Deposit and Return Scheme for Scotland Regulations 2020.

After you apply

You will receive confirmation that we have received your application to the email address supplied in Section 3.

We will assess your application and tell you of our decision within 35 days. We may need to contact you if we have questions or need more information.

If your application is successful, you will be added to the list of registered producers and your registration details will be sent to you. If your application is refused, you will be told why this decision was made and provided with details of what to do next.

Your registration will be valid until 31 March each year. You will need to renew your registration by 1 March each year.