

This information note applies to all applications for radioactive substances activities under the Environmental Authorisations (Scotland) Regulations 2018 (EASR18).

1. What type of application do I need?

The type of authorisation you will require is set out in the *Authorisation guide for radioactive substances activities*, available on SEPA's website. We have different application forms for different types of radioactive substances activities:

- Modular Permit Application Form
- Sealed Sources Permit Application Form
- Combined Registration Application Form
- Surrender Application Form
- Transfer Application Form

1a. RSA93 Offshore Fast Track Authorisation: if you can meet the criteria listed in Section A you can apply for a fast track application for an offshore authorisation. This form is for new authorisations only, if you wish to revoke an offshore authorisation please complete and submit Section 1 of the RSA Modular Application Form.

1b. If you need to change from an EASR HASS permit to a non-HASS permit, or vice versa, please submit an EASR surrender application for your existing permit along with an EASR sealed source application form detailing your new holdings. The application fee will only be applicable for the new application, as the associated surrender will be free of charge.

2. Who can make application?

The legal person who is in control of the activity needs to make the application and sign the declaration. If the application is being made by someone other than the legal person who will be in control of the activity, then they will need to have written authority to sign the declaration on the applicant's behalf.

Further information on what SEPA means by being in control can be found in *Guidance on who can hold an authorisation: "in control" and "fit and proper person" test*, available on SEPA's website.

3. Who will you consult with on my application?

SEPA has set out its public consultation requirements in our *Public Participation Statement for the Environmental Authorisations (Scotland) Regulations 2018*. Further detail regarding consultation on radioactive substances activities applications is set out in *Authorisation guide for radioactive substances activities*. Both of these documents are available on SEPA's website. We will only consult on activities falling into the permit tier.

4. What are Standard Conditions?

Standard conditions are those that have been pre-determined in advance in accordance with the procedure laid out in EASR and can only be changed by following that procedure. Registrations can only contain standard conditions. Permits may contain standard conditions as well as bespoke conditions. You are encouraged to read the applicable standard conditions before you apply and be able to confirm that you will be able to comply with these requirements. Standard conditions are available on SEPA's website.

5. Why do we ask about a Justified Practice?

All our applications forms require you to confirm that your practice is justified in accordance with the Justification of Practices Involving Ionising Radiation Regulations 2004. EASR requires that SEPA refuses to grant an authorisation to an activity that is not found to be justified.

A list of justified practices can be obtained from the gov.uk website.

6. Where can I find the application fee?

The application is not valid unless the application fee is correct. For further details on charging please refer to the [Environmental Regulation \(Scotland\) Charging Scheme](#), which is available on the SEPA website or contact SEPA at RSenquiries@sepa.org.uk.

A summary of current application fees has been included in the Appendix.

7. How do I submit the form?

Due to the COVID-related office access restrictions please do not post your application. Once you have completed the application form please save it to your computer and send a copy, along with proof of payment and any supporting documentation to registry@sepa.org.uk

8. What happens when we get your application?

We will check through the application to make sure that it is complete and that you have paid the correct fee. We may contact you for further information via telephone, email, letter or, in some cases, a formal notice.

Failure to complete all the required boxes on the form or pay the correct fee will result in the application being returned to you.

SEPA must determine your application within the periods set out in the table below. We will endeavour to determine it quicker, but some things are beyond our control. For example, if you submit a cheque along with your application, it takes 10 days for it to clear, or if you believe that information in your application should be kept off the public register on the grounds of commercial confidentiality or national security.

Determination Period:

Type of Authorisation	Type of Application	Determination Period
Nuclear or complex Permit	Variation, Transfer or Surrender	To be agreed with applicant
Non-Nuclear Permit, HASS Permit, Non HASS Permit	New, Variation or Surrender	4 months
Non-Nuclear Permit, HASS Permit, Non HASS Permit	Transfer	2 months
Registration	New, Variation, Transfer or Surrender	28 days
Notifications	N/A	7 days for SEPA to place on the register
RSA93 Fast Track Offshore Authorisation	New	2 months
RSA93 Offshore Authorisation / Registration	New, Variation or Revocation / Cancellation	4 months

9. Disclosure of information you give us in your application

Please read the SEPA Privacy Policy, available on SEPA's website. The policy explains how we will use information given to us.

SEPA's full [service charter](#) may be viewed on the SEPA website.

10. What about commercial confidentiality and national security?

If you believe that any information relating to your application should be kept from the public register on the grounds of commercial confidentiality or national security, please contact SEPA at RSenquiries@sepa.org.uk before making application.

APPENDIX: CHARGES FOR RADIOACTIVE SUBSTANCES AUTHORISATIONS

EASR PERMITS				
Permit Type	New Application	Substantial Variation or Surrender (70%)	Standard Variation (30%)	SEPA Administrative change (0%)
HASS	£666	£466.20	£199.80	£0.00
Non HASS	£516	£361.20	£154.80	£0.00
Non-Nuclear	£2222	£1555.40	£666.60	£0.00
Nuclear	Direct charge	Direct charge	Direct charge	Direct charge

EASR REGISTRATIONS		
Registration Type	New Application	Surrender
Outwith Scotland	£666	£466.20
Non-Nuclear	£666	£466.20

TRANSFER OF EASR PERMITS AND REGISTRATIONS	
Nuclear Permit transfer	Direct charge
Non-Nuclear Permit, HASS Permit & Non HASS Permit transfers	£0.00
Registration transfer	£0.00

EASR NOTIFICATIONS	
All Notifications	No charge (£0.00)

EASR NOTIFICATION TYPES	
Holdings:	
The management (other than the disposal) of a category 5 sealed source that contains an activity exceeding 200 kBq	All are valid for 3 years
The management (other than the disposal) of a tritium source that contains an activity exceeding 20 GBq	
The management (other than the disposal) of an electrodeposited source	
Events:	
The management of an orphan source	Notification is valid for 6 months.
The management of radioactive waste resulting from decontamination of people following an incident	Notification is valid for 60 days.
The management of radioactive waste from firefighting activities following an incident	

If you cease to require your notification before it expires please email Registry@sepa.org.uk

RSA 93 – Offshore only				
Licence Type	New Application	Substantial Variation or Surrender* (70%)	Standard Variation (30%)	Administrative Variation or Surrender (0%)
S13/14 authorisation	£2222	£1555.40	£666.60	£0.00
S13/14 Fast Track Authorisation	£2222	£1555.40*	N/A	N/A
S7/10 HASS/SSLPH registration	£516	£361.20	£154.80	£0.00
S7/10 unsealed registration	£410	£287	£123	£0.00