

**ENVIRONMENTAL AUTHORISATIONS (SCOTLAND) REGULATIONS 2018**  
**RADIOACTIVE SUBSTANCES ACTIVITIES**  
**APPLICATION INFORMATION NOTE**



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
- Registration Application Forms
- Surrender Application Form
- Transfer Application Form

**1a. Changing sealed source permit**

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.

**1b. Changing authorisation tier**

If your activity/holdings change and you need to change authorisation tier from a non-nuclear permit to a non-nuclear registration, or vice versa, please submit an EASR surrender application for your existing authorisation along with the appropriate application form for the new authorisation. 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

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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](mailto:RSenquiries@sepa.org.uk). A summary of current application fees has been included in the Appendix.

Please note that at this time we are able to process application fees via credit/debit card or BACS. Please see the applications page on the website for further details on this and other pertinent information.

#### 7. How do I submit the form?

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](mailto:registry@sepa.org.uk). Please note that sealed source application forms should only be emailed to us via secure email such as Egress Switch or PNN.

#### 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.***

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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 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
Notification	N/A	7 days for SEPA to place on the register

## 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](mailto:RSenquiries@sepa.org.uk) before making application.

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**APPENDIX: CHARGES FOR RADIOACTIVE SUBSTANCES AUTHORISATIONS**

<b>EASR PERMITS</b>				
Permit Type	New Application	Substantial Variation or Surrender (70%)	Standard Variation (30%)	SEPA Administrative charge (0%)
HASS	£1349	£944.30	£404.70	£0.00
Non-HASS	£1349	£944.30	£404.70	£0.00
Non-Nuclear	£2247	£1572.90	£674.10	£0.00
Nuclear	Direct charge	Direct charge	Direct charge	Direct charge

<b>EASR REGISTRATIONS</b>		
Registration Type	New Application	Surrender
Outwith Scotland	£674	£471.80
Non-Nuclear	£674	£471.80
Offshore	£674	£471.80

<b>TRANSFER OF EASR PERMITS AND REGISTRATIONS</b>	
Nuclear Permit transfer	Direct charge
Non-Nuclear Permit, HASS Permit, Non-HASS Permit & Registration transfers	£674

<b>OTHER CHARGES</b>	
Relevant time and materials costs (radioactive substances activity) - £ per hour	£145

<b>EASR NOTIFICATIONS</b>	
All notifications	No charge (£0.00)

<b>EASR NOTIFICATION TYPES</b>	
<b>Holdings</b>	
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	

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<b>EASR NOTIFICATION TYPES</b>	
<b>Events</b>	
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	

EASR Notifications for holdings and orphan sources can be made using our online form [Radioactive substance notifications | Scottish Environment Protection Agency \(SEPA\)](#)

If you cease to require your notification before it expires, please email [RSnotifications@sepa.org.uk](mailto:RSnotifications@sepa.org.uk)