

**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).

Quick links	<a href="#">Application process</a>	<a href="#">Appendix A: charges</a>
	<a href="#">Determination periods</a>	<a href="#">Appendix B: online payment guide</a>

## 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 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.

### 1b. Nuclear variation applications

Nuclear sites should submit sections 1 and 2 of the modular application form along with the required additional documentation for any type of permit variation.

## 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.

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**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 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 A](#).

Please note that can 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](#). Guidance on using the online payment system can be found in [Appendix B](#).

**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 A: CHARGES FOR RADIOACTIVE SUBSTANCES AUTHORISATIONS

<b>EASR PERMITS</b>				
Permit Type	New Application	Substantial Variation or Surrender (70%)	Standard Variation (30%)	SEPA Administrative change (0%)
HASS	£1565	£1095.50	£469.50	£0.00
Non-HASS	£1565	£1095.50	£469.50	£0.00
Non-Nuclear	£2607	£1824.90	£782.10	£0.00
Nuclear	Direct charge	Direct charge	Direct charge	Direct charge

<b>EASR REGISTRATIONS</b>				
Registration Type	New Application	Substantial Variation (70%)	Standard Variation (30%)	Surrender
Outwith Scotland	£782	£547.40	£234.60	£547.40
Non-Nuclear	£782	£547.40	£234.60	£547.40
Offshore	£782	£547.40	£234.60	£547.40

<b>TRANSFER OF EASR PERMITS AND REGISTRATIONS</b>	
Nuclear Permit transfer	Direct charge
Non-Nuclear Permit, HASS Permit, Non-HASS Permit & Registration transfers	£782

<b>OTHER CHARGES</b>	
Relevant time and materials costs (radioactive substances activity) - £ per hour	£175

<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)

Once your holdings Notification has expired, you will need to make a new Notification for any sources that you still hold. Notifications are not 'renewed' and therefore a new Notification should be submitted on, or as close to, the expiry date.

**STANDARD CONDITIONS PER AUTHORISATION TYPE**

<b>Authorisation Type</b>	<b>Required Standard Condition</b>	<b>Optional</b>
HASS permit	A, B, C, D, E	F
Non-HASS permit	A, B, C, D	F
Non-Nuclear permit	A, B, C, G	F, H, I, J
Offshore Non-Nuclear permit	A, B, C, G	H, J & K
Nuclear permit	A, B, C, G, H, J	none
Outwith Scotland registration	A, B, C, D, E, F	none
Non-nuclear registration	A, B, C, G	none
Offshore registration – single installation operating at a single location	A, B, C, G, K	none

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APPENDIX B: ONLINE PAYMENT GUIDE**



[Welcome to Online Payments | Scottish Environment Protection Agency \(SEPA\)](#)

**Make an Online Payment**

SEPA  
Scottish Environment  
Protection Agency  
Buidheann Dion  
Àrainneachd na h-Alba

Payment Group

Payment Types

Comment

Amount  
£ Amount

Back ADD TO CART CHECKOUT

**Payment Group:** select APPLICATION RSA

SEPA  
Scottish Environment  
Protection Agency  
Buidheann Dion  
Àrainneachd na h-Alba

Payment Group

- Application AIR
- Application CAR
- Application Waste Management
- Producer Responsibility
- Fixed Monetary Penalties
- EU ETS
- Application Waste Management Exemption
- Renewal Waste Management Exemption
- Application RSA**
- Waste Consignment Numbers
- Reservoirs
- Debtor Payment (Customer Invoice Payment)

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**Payment Types:**

The screenshot shows a web form for SEPA. At the top left is the SEPA logo. Below it is a 'Payment Group' dropdown menu with 'Application RSA' selected. Underneath is a 'Payment Types' dropdown menu with four options: 'RSA App-Non Nuclear (RSA)', 'RSA Var-Non Nuclear (RSA)', 'RSA Can-Non Nuclear (RSA)', and 'RSA Tran-Non Nuclear (RSA)'. Below this is an 'Amount' field with a pound symbol (£) and a placeholder 'Amount'. At the bottom are three buttons: 'Back', 'ADD TO CART', and 'CHECKOUT'.

For new applications select RSA APP-NON NUCLEAR (RSA)

For variations select RSA VAR-NON NUCLEAR (RSA)

For surrenders select RSA CAN-NON NUCLEAR (RSA)

For transfers select RSA TRANS-NON NUCLEAR (RSA)

**Comment box:**

Add in the authorisation reference the application relates to; the site/installation name; and the type of authorisation: for example...

EAS/P/1234567 NDT Ltd - new HASS application

EAS/P/2345678 Glasgow Hospital - non-nuclear variation

EAS/R/3456789 Borehole Ltd - Outwith Scotland registration surrender

EAS/P/1357924 Robin Platform - NORM transfer

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The screenshot shows the SEPA application form with the following fields:

- Payment Group:** Application RSA
- Payment Types:** RSA App-Non Nuclear (RSA)
- Comment:** EAS/P/1234567 HASS application
- Amount:** £ Amount

Buttons at the bottom: Back, ADD TO CART, CHECKOUT

**Amount box:**

Insert the relevant application fee, as detailed in the [Application Information Note](#)

The screenshot shows the SEPA application form with the following fields:

- Payment Group:** Application RSA
- Payment Types:** RSA App-Non Nuclear (RSA)
- Comment:** EAS/P/1234567 HASS application
- Amount:** £ 1,389.00

Buttons at the bottom: Back, ADD TO CART, CHECKOUT

If submitting multiple applications, click ADD TO CART and repeat the above process for the other applications, otherwise click CHECKOUT to make payment.



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Payment Summary	
You have 29:44 to complete this payment	
Description	RSA App-Non Nuclear (RSA)
Reference	EAS/P/1234567 HASS application
Price	null
Quantity	1
Amount	£1,389.00
Email*	<input type="text"/>

Please enter your email address

Top half of the screen provides a summary of the application(s) info you have entered – if incorrect click BACK at the bottom of the screen and amend as required.

Enter the email address of the person we can contact in relation to the payment.

Address

Name

Address

City

County

Country

Postal Code

£ 1,389.00

[Back](#)

The bottom half of the screen, enter the contact information of the person/company making the application payment and then click PAY to submit your payment details.