NOTIFICATION of a New / Substantially Enlarged / Substantially Rebuilt Silo / Effluent Tank/ Slurry Storage System / Liquid Anaerobic Digestate Storage System

The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended)

Schedule 3, Part 1: Activities 31, 32 and 34

This form is in 2 parts:

* Part A provides the notification to SEPA – this must be submitted no later than **30 days prior** **to commencing** **the works**
* Part B provides a mechanism for your engineer to sign-off the structure when completed. Once signed by the engineer this should be **retained** by you.

**PART A – Notification (*please send to*** ***farm.structures@sepa.org.uk******)***

Notice is hereby given that, in accordance with the above Regulations, I intend to:\*

1. Begin works on a new:

[ ] silo [ ]  effluent tank [ ]  slurry storage system [ ]  liquid digestate storage system

2.Substantially enlarge a:

[ ] silo [ ]  effluent tank [ ]  slurry storage system [ ]  liquid digestate storage system

3. Substantially rebuild a:

[ ]  silo [ ]  effluent tank [ ]  slurry storage system [ ]  liquid digestate storage system

\**(please tick as many as appropriate)*

**Works will commence from (*date no less than 30 days from date of submission to SEPA of this notification*):** Date Click or tap to enter a date.

**Name:**

I am the person who operates/will operate the above named structure and who has/will have custody or control of the materials(s) to be stored in the structure(s) (normally occupier of the farm, i.e., owner or tenant).

## Telephone number: Click or tap here to enter text.Email address: Click or tap here to enter text.

## Postal address: Click or tap here to enter text.Address of structure (if different): Click or tap here to enter text.

## Business Reference Number (BRN): Click or tap here to enter text.

**Engineering plan**

Your notification to SEPA **must** be accompanied by an engineering plan for the works to be carried out. The plan should include:

* brief technical details of the structure including capacity of the structure, details of liners (if applicable)
* a copy of the manufacturers’ literature including design specifications for the structure (if available)
* Structural Engineers Report (SER) certificate if one has been provided as part of a building warrant application

**Grant application**

Have you made or intend to make an application to Scottish Government for grant aid for all or part of this work? (choose yes or no)

If you have already contacted SEPA (or we have contacted you) about this proposal, please give details of the most recent correspondence.

DateClick or tap to enter a date.Name of officer contacted and SEPA reference no. (*if known*)Click or tap here to enter text.

**How we use your personal information**

Under the Data Protection Act 2018 (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](https://www.sepa.org.uk/media/162623/bps003-data-protection-policy.pdf). 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/>

If there is any information you wish to justify being kept from the public register on grounds of commercial confidentiality you should contact SEPA before submission of your application.

**You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice**

It is an offence under Regulation 44 of the Water Environment (controlled Activities) (Scotland) Regulations 2011 (“the Regulations”) to:

* Make a statement which you know to be false or misleading in a material particular,
* Recklessly make a statement which is false or misleading in a material particular

 if the statement is made in purported compliance with a requirement to furnish any information imposed by or under any provision of the Regulations.

If you make a false statement we may prepare a report to the Procurator Fiscal who may prosecute you, and if you are convicted you are liable to a fine, or imprisonment, or both.

**Declaration**

**I certify that the information in this notification is correct.**

I have read *‘the above section on Data Protection’*

**Print name:** Click or tap here to enter text.

**Signature :** Click or tap here to enter text. **Date:** Click or tap to enter a date.

**(Nb: a typed signature is acceptable if you are emailing the form.)**

**PART B – Engineer Sign-off Certificate**

Your engineer may provide their own sign-off certificate or they can use this ‘Part B certificate’. It’s important that a sign-off certificate is completed by a suitably qualified engineer on competition of the structure and retained by the operator for the lifetime of the structure. The Engineer sign-off certificate may be requested for inspection by SEPA or another delegated authorised officer.

**I (*name*)** Click or tap here to enter text.**am a chartered, civil or structural engineer and a member of (*professional institution including membership number*)**

and confirm that I designed the structure specified in Part A of this form.

Address of Structure:

Click or tap here to enter text.

###### To the best of my knowledge, information and belief the structure(s) / system has been designed and constructed in every respect to satisfy the requirements of the Water Environment (Controlled Activities) (Scotland) Regulations 2011 (as amended).

###### Signature

Click or tap here to enter text.

###### Date of certification

**Date** Click or tap to enter a date.

## Address (*company / business*)

## Click or tap here to enter text.

## Postcode Click or tap here to enter text.

If, at a later date, an inspection takes place and non-compliance with the Regulations is determined, subsequent use of the structure(s) may be contrary to the 2011 Regulations (as amended).