

Application to Register: Engineering

Under Regulation 7 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011.

This form can only be used for applications to register the engineering activities in Table 1 when they are carried out in accordance with ALL of the GENERAL conditions (Section 3) and the relevant ACTIVITY SPECIFIC conditions (Sect. 4).

PLEASE READ ALL SECTIONS TO ENSURE YOU CAN COMPLY BEFORE APPLYING.

Table 1: Registration-Level Engineering Activities	
Activities must comply with all conditions in the specified Part of Section 4.	
Part A.	Sediment management in canals and lades and other artificial water bodies
Part B.	Sediment management within 10m of bridge centrelines
Part C.	Sediment management in open culverts
Part D.	Green bank reinforcement (≤ 50m in length)
Part E.	Bank re-profiling (≤ 50m in length)
Part F.	Bridge (no construction in bed ≤ 20m total length of bank affected)
Part G.	Bridging culvert (footpath, cycle route, single track road or railway in rivers ≤ 2m wide)
Part H.	Pipe / cable crossing (beneath bed by isolated open cut or mole plough)
Part I.	Bed reinforcement (≤10m length downstream of a closed culvert using rip-rap)
Part J.	Loch structures (total area ≤ 50m²)
Part K.	Removal of sediment from individual and discrete areas of exposed sediment deposits within a length of river or burn not exceeding 1 kilometre
Part L.	Removal of sediment from the bed of a stretch of a river or burn that has all of the following characteristics: <ul style="list-style-type: none"> (a) an average width of greater than, or equal to, 1 metre and less than 5 metres as measured between the base of one bank and the other; (b) artificially straightened or canalised with the lines of its bank tops being parallel, or near parallel, throughout its length; (c) a bed surface layer that is entirely, or almost entirely, comprised of sediments with a diameter of less than 2 mm i.e. sands, silts and clay; and (d) except in flood flows, a smooth, un-rippled water surface for all, or nearly all of its length
Structure Removal: Use this form to apply for removal of a registration level structure (F, G, H, I, J above) by ticking the appropriate box in Sect. 5. Please ensure that removal of any structure complies with all the General Conditions in Sect 3.	

If your proposed engineering works do not fall within the above categories, you may need to complete a Licence application form, available from the SEPA website (<http://www.sepa.org.uk/>) or local SEPA office.

Multiple associated activities: You may apply for multiple 'associated' engineering activities using this form. Only use this form for multiple engineering activities when they are part of the same development.

Discounts apply for associated activities based on the **total** number of activities submitted by the **same person** and at the **same time** (even when more than one form is submitted).

Application Fee

Please ensure you submit the correct fee for your application. The standard application fee applies for one registration activity with reduced fees applicable if you apply for multiple associated activities. This fee is reviewed every year. For latest fees please consult the latest [Environmental Regulation \(Scotland\) Charging Scheme](#) on the SEPA website (www.sepa.org.uk and search for 'charging schemes and summary charging booklets') or contact your local SEPA office (see final page for details).

Please make payment using one of the methods described in section 7, and then return your completed application form (along with your cheque/remittance advice/proof of payment as applicable) to the appropriate SEPA area office listed at the end of this form.

There is NO application fee if you are applying to remove a registration level structure or for activities considered as Environmental Services (see page 7). To claim for these activities, tick the appropriate box in Section 5.

Notification of Registration

SEPA has 30 days to determine your application. You will be notified by post.

Complete the following sections, as indicated.

1. Contact Details

Please provide details of a person who can be contacted regarding this application.

Name			
Organisation (if applicable)			
Address			
Postcode		Email	
Tel No.		Fax No.	

2. Site Details

Please provide details of the main site for the activities. The NGR of this site can be the same as an activity if there is no site office.

Site / Project Name e.g., new development (state name) access road	
Organisation	
Address or Location Description (If no address, describe the location such as: Tributary X, on river y, near z)	
Postcode	
Site NGR*	
<input type="checkbox"/> Please provide a plan or other means to show the exact location of the site and all applied-for engineering activities.	

*National Grid Reference (NGR)

Please enter National Grid Reference for the site and all activities using 10-character form (XY 1111 2222)
Use the [SEPA NGR Tool](http://map.sepa.org.uk/ngrtool/) on the SEPA website to generate your own NGR (<http://map.sepa.org.uk/ngrtool/>).

IMPORTANT: Providing the correct location information for the site and activity is essential to ensure that your application can be processed.

3. General Conditions of Registration

All registered engineering activities must be carried out in accordance with:

- The general conditions detailed below (a-o)
- The relevant activity-specific conditions (Section 4)
- Current best management practice
Guidance on [current good practice](#) is available on the SEPA website (www.sepa.org.uk) and search for 'Engineering Guidance good practice' or from a local SEPA office.

Note: Prior to the commencement of works, you are advised to consult the owners of any private drinking water supplies in the vicinity and assess the potential impact of the proposed works on those private drinking water supplies.

For the removal of a registration-level structure the additional general conditions p, q, r and s must also be met.

a.	Other than as specifically permitted or limited by any condition of this authorisation, none of the Authorised Activities shall have a significant adverse impact on, or cause pollution of, the water environment.
b.	All reasonable steps shall be taken to prevent the transport of sediments or other matter disturbed by the Authorised Activities into waters beyond the worked stretch.
c.	The Authorised Activities shall not destabilise the bed or banks of the inland surface water.
d.	Vegetation shall be removed only to the extent necessary to carry out the Authorised Activities. Any vegetation that is removed shall not be disposed of into any inland surface water.
e.	The Authorised Activities shall not prevent the free passage of migratory fish ¹ .

Engineering Activity Registration (Cont.)

f.	Where a temporary bridge or culvert is installed to facilitate the Authorised Activities, the culvert shall not extend more than 10 metres along the length of the inland surface water and shall be removed on completion of the Authorised Activities.
g.	Where an area of inland surface water is isolated in order to carry out the Authorised Activities, e.g. by over pumping, the isolated area shall cover as small a surface area as possible and the watercourse shall be returned to the original channel as soon as possible after completion of the Authorised Activities. (i) The inflow to any pumps used shall be screened so as to ensure that fish are not drawn into the pump during its operation. (ii) Open channel diversions shall not be used.
h.	Any vehicle, plant or other equipment shall only operate in water where it is impracticable for it to operate on dry land.
i.	Where any vehicle, plant or equipment enters the water for the purposes of carrying out the Authorised Activities, all reasonable steps shall be taken to minimise damage to the bed and banks of the surface water.
j.	Vehicles, plant or other equipment shall not be operated in an inland surface water during periods in which fish are likely to be spawning in that water, nor during the period between any such spawning and the subsequent emergence of the juvenile fish ¹ .
k.	Any vehicle, plant or other equipment shall not operate in water where there is a reasonable likelihood that, within 50 metres of such an operation, there are freshwater pearl mussels.
l.	Any vehicle, plant or other equipment used in or near surface waters shall not leak any oil.
m.	Unless condition n below applies, the refuelling and washing of any vehicle, plant or other equipment shall be undertaken at least 10 metres from any surface water or any groundwater abstraction point, and run-off from such washing shall not enter any surface water.
n.	Any static plant or equipment used within 10 metres of surface water shall be positioned on a suitably sized and maintained impervious drip tray with a capacity equal to 110% of the capacity of the fuel tank.
o.	None of the authorised activities shall have a significant adverse impact on private drinking water supplies
Additional conditions for Removal of a Registration-level structure	
p.	The banks and bed of the watercourse shall be re-instated at least to the equivalent condition of the bed and banks of the watercourse in the immediate vicinity of the site from where the structure was removed.
q.	Bank re-profiling shall not result in the heightening of either bank or the widening, or narrowing, of the channel width.
r.	Areas of bare earth on re-profiled banks shall be re-established with an appropriate mix of native riparian vegetation or lined with a biodegradable geotextile.
s.	For removal of a bridge, bridging culvert, pipe/cable crossing or bed reinforcement, the Authorised Activity shall not be undertaken during periods in which fish are likely to be spawning in the watercourse nor in the period between any such spawning and the subsequent emergence of the juvenile fish ¹ .

1. For advice on the presence of fish please consult with Scottish Natural Heritage (www.snh.gov.uk) and Fisheries Management Scotland (www.fms.scot)

4. Activity-specific Conditions of Registration

The activities registered must be carried out in accordance with the conditions relevant to each particular Authorised Activity. (NB. There are no activity-specific conditions for Structure Removal)

Part A	<p>Sediment management in canals and lades and other artificial water bodies</p> <p>A.1 The volume of sediment removed shall only be the minimum necessary to maintain the efficient operation of the artificial water body and shall not be disposed of into the surface water.</p> <p>A.2 The Authorised Activity shall not be undertaken during periods in which fish are likely to be spawning in the watercourse nor in the period between any such spawning and the subsequent emergence of the juvenile fish¹.</p>
Part B	<p>Sediment management within 10m of bridges</p> <p>B.1 The volume of sediment removed shall only be the minimum necessary to maintain hydraulic efficiency or structural integrity of the bridge</p> <p>B.2 The Authorised Activity shall not result in the heightening of either bank.</p> <p>B.3 Where possible, the sediment removed shall be returned to the affected inland surface water: B.3.1. as closely as possible downstream of the location of its removal; B.3.2. by placing it on areas of exposed sediment the edge of which lies more than 1 metre from any part of the bed of the affected surface water that is under water at the time of return; and B.3.3. outwith periods of unusually dry weather; and B.3.4. when flowing water in the channel is sufficiently deep to fully submerge at least part of the bed for the entire 1 kilometre length of the inland surface water;</p> <p>B.4 The Authorised Activity shall not be undertaken during periods in which fish are likely to be spawning in watercourse nor in the period between any such spawning and the subsequent emergence of the juvenile fish¹.</p>

<p>Part C</p>	<p>Sediment management in open culverts</p> <p>C.1 Sediment shall only be removed from open culverts no more than 2 metres wide.</p> <p>C.2 The volume of sediment removed shall only be the minimum necessary to maintain hydraulic capacity or structural integrity of the open culvert.</p> <p>C.3 Where possible, the sediment removed shall be returned to the affected inland surface water:</p> <p>C.3.1. as closely as possible downstream of the location of its removal;</p> <p>C.3.2. by placing it on areas of exposed sediment the edge of which lies more than 1 metre from any part of the bed of the affected surface water that is under water at the time of return; and</p> <p>C.3.3. outwith periods of unusually dry weather; and</p> <p>C.3.4. when flowing water in the channel is sufficiently deep to fully submerge at least part of the bed for the entire 1 kilometre length of the inland surface water;</p> <p>C.4 The Authorised Activity shall not be undertaken during periods in which fish are likely to be spawning in the watercourse nor in the period between any such spawning and the subsequent emergence of the juvenile fish¹.</p>
<p>Part D</p>	<p>Green bank reinforcement</p> <p>D.1 The length of any revetment shall be no more than 50 metres and shall only be constructed from: vegetation, biodegradable geotextiles, wood (other than wood treated with preservatives) or non-grouted stone rip-rap.</p> <p>D.2 The works shall not result in the heightening of either bank.</p> <p>D.3 Where wood or stone rip-rap is used for a revetment, the wood or rip-rap shall only be placed at the toe of the bank.</p>
<p>Part E</p>	<p>Bank re-profiling</p> <p>E.1 The length of any re-profiling shall be no more than 50 metres.</p> <p>E.2 The bank re-profiling shall not result in the heightening of either bank or the widening, or narrowing, of the channel width.</p> <p>E.3 Areas of bare earth on re-profiled banks shall be re-established with an appropriate mix of native riparian vegetation or lined with a biodegradable geotextile.</p>
<p>Part F</p>	<p>Bridge</p> <p>F.1 The bridge shall have no part of its structure within the bed of the watercourse and the total length of bank affected shall be no more than 20 metres in length.</p> <p>F.2 The bridge shall not result in the narrowing of the channel width.</p>
<p>Part G</p>	<p>Bridging culvert</p> <p>G.1 The width of the channel to be crossed shall be no more than 2 metres.</p> <p>G.2 The crossing shall be constructed for the purpose of supporting a footpath, cycle route, single track road or railway only.</p> <p>G.3 The culvert length shall be restricted to the minimum length necessary to support the footpath, cycle route, single track road or railway only.</p> <p>G.4 The culvert base shall be below the natural bed level, and the natural bed level shall be maintained.</p> <p>G.5 There shall be no vertical step between the upper surface of the base of the culvert and the bed of the watercourse immediately up stream or downstream of the culvert</p> <p>G.6 The culvert shall not result in the narrowing of the channel width.</p> <p>G.7 The Authorised Activity shall not be undertaken during periods in which fish are likely to be spawning in the watercourse nor in the period between any such spawning and the subsequent emergence of the juvenile fish¹.</p>
<p>Part H</p>	<p>Pipe / cable crossing beneath bed by isolated open-cut or mole plough</p> <p>H.1 The pipeline or cable shall be laid beneath the existing bed of the watercourse.</p> <p>H.2 The bed and banks of the watercourse shall be re-established to at least their condition prior to the commencement of the Authorised Activity.</p> <p>H.3 The Authorised Activity shall not be undertaken during periods in which fish are likely to be spawning in the watercourse nor in the period between any such spawning and the subsequent emergence of the juvenile fish¹.</p>
<p>Part I</p>	<p>Bed reinforcement</p> <p>I.1 The bed reinforcement shall only be constructed within 10 metres down stream of a culvert and shall only be constructed of non-grouted stone rip rap.</p> <p>I.2 The bed reinforcement shall only be installed to maintain the structural integrity of the culvert.</p> <p>I.3 The bed reinforcement shall not result in the heightening or lowering of the natural bed level.</p> <p>I.4 There shall be no vertical step between the upper surface of the base of the culvert and the reinforced bed of watercourse into which it discharges.</p> <p>I.5 The Authorised Activity shall not be undertaken during periods in which fish are likely to be spawning in the watercourse nor in the period between any such spawning and the subsequent emergence of the juvenile fish¹.</p>
<p>Part J</p>	<p>Loch Structures</p> <p>J.1 The maximum dimension of the structure shall be no more than 50 square metres.</p>

Part K	<p>Removal of sediment from individual and discrete areas of exposed sediment deposits within a length of river or burn not exceeding 1 kilometre.</p> <p>K.1 Sediment shall only be removed:</p> <p>K.1.1. outwith periods of unusually dry weather;</p> <p>K.1.2. when flowing water in the channel is sufficiently deep to fully submerge at least part of the bed for the entire 1 kilometre length of the river or burn; and</p> <p>K.1.3. from a maximum length of 30 metres (when measured along the bank) within any individual sediment deposit.</p> <p>K.2 Sediment shall not be removed:</p> <p>K.2.1. from more than one third of the total number of individual and discrete areas of exposed sediment deposits that are present within the 1 kilometre length of river or burn;</p> <p>K.2.2. from more than 50% of the surface area of any individual sediment deposit;</p> <p>K.2.3. from the same individual sediment deposit more frequently than once every three years.</p> <p>K.3 Sediment shall not be removed from any part of the deposit that is</p> <p>K.3.1. within 1 metre of the wetted edge of the deposit, for sediment deposits that are less than 10 metres wide at their widest points; or</p> <p>K.3.2. within 2 metres of the wetted edge of the deposit, for sediment deposits that are 10 metres wide or more at their widest points</p> <p>K.4 The activity shall not result in the creation of hollows or pits on the bed of the affected surface water that fish could enter at higher flow and then become isolated from the rest of the affected surface water as flows decrease</p> <p>K.5 Where possible, the sediment removed shall be returned to the affected inland surface water:</p> <p>K.5.1. as closely as possible downstream of the location of its removal;</p> <p>K.5.2. by placing it on areas of exposed sediment the edge of which lies more than 1 metre from any part of the bed of the affected surface water that is under water at the time of return;</p> <p>K.5.3. outwith periods of unusually dry weather; and</p> <p>K.5.4. when flowing water in the channel is sufficiently deep to fully submerge at least part of the bed for the entire 1 kilometre length of the inland surface water.</p> <p>K.6 The activity shall not result in the heightening of either bank; and</p> <p>K.7 The activity shall not be undertaken during periods in which fish are likely to be spawning in the affected surface water nor in the period between any such spawning and the subsequent emergence of the juvenile fish¹.</p>
Part L	<p>Removal of sediment from the bed of a stretch of river or burn.</p> <p>L.1 The activity shall be completed within a period of 12 months from the date of issue of this authorisation.</p> <p>L.2 SEPA shall be notified at least one week in advance of any works being undertaken.</p> <p>L.3 The total length of the river or burn from which sediment is removed shall not exceed 500 metres. The length may comprise a single, continuous length of 500 metres or a number of shorter lengths that in total do not exceed 500 metres.</p> <p>L.4 The works shall not result in increased erosion in any part of the river or burn.</p> <p>L.5 The bed of the worked stretch shall be graded at a shallow angle to tie in with the bed level upstream and downstream and there shall be no steps or sudden changes in the angle of the bed slope.</p> <p>L.6 The activity shall not result in the widening of the river or burn.</p> <p>L.7 Sediment shall not be removed from the bed of the river or burn adjacent to one bank if sediment is removed from the bed adjacent to the opposite bank.</p> <p>L.8 No sediment shall be removed from the face of either bank.</p> <p>L.9 The removed sediment shall not be left on the banks such that its placement heightens the banks.</p> <p>L.10 The activity shall not be undertaken within 1km river length of the outlet of any loch unless the outlet from the loch is controlled by a weir, impoundment or similar man made control.</p> <p>L.11 The works shall not be undertaken during periods in which fish are likely to be spawning in the river or burn nor in the period between any such spawning and the subsequent emergence of the juvenile fish¹.</p> <p>L.12 All reasonable steps shall be taken to prevent the transport of sediment or other matter disturbed by the works into waters beyond the worked stretch. In all cases, measures shall be taken aimed at trapping and retaining as large a proportion as reasonably practical of any sediment and other matter disturbed by the works.</p> <p>L.13 The sediment removed shall not be disposed of into any part of a river, burn, loch, wetland, coastal water, estuary or other transitional water; and</p> <p>L.14 The activity shall not result in the lowering of the water level in any:</p> <p>L.14.1. site designated for the protection of habitats or species where water level is an important factor in their protection;</p> <p>L.14.2. wet woodland, spring, flush, seepage, fen, swamp, wet heath, reedbed, peat bog, saltmarsh, dune slack, or machair; or</p> <p>L.14.3. marshy grassland on rough grazing land.</p>

1. For advice on the presence of fish please consult with Scottish Natural Heritage (www.snh.gov.uk) and Fisheries Management Scotland (www.fms.scot)

5. Activities to be Authorised			
Please provide details of all the engineering activities applied for (and include a plan to show their exact location) NOTE: If activity Location Description and/or NGR is same as Site Details under Section 2, enter 'as above'.			
Registration Activity 1 ^a			
Enter Activity Letter and Description (from Table 1)		<input type="checkbox"/> Structure Removal <input type="checkbox"/> Environmental Service	
Location Description (Include postcode if known and name of surface water)		Tick Water Body Category <input type="checkbox"/> River <input type="checkbox"/> Loch <input type="checkbox"/> Artificial Water (canal/lade etc.)	
National Grid Reference (NGR) ^b			
Will carrying out this activity involve works in the wetted part of the channel?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	If 'Yes', Will the activity be in a Special Area of Conservation (SAC) or a Site of Special Scientific Interest (SSSI) designated for freshwater pearl mussels? ^c	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	If 'Yes', has SNH confirmed to you that there are no pearl mussels within the footprint of the proposed works? ^d	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the activity take place during a time when fish are likely to be spawning or in the period between spawning and the subsequent emergence of juvenile fish?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the activity involve work only in a bedrock channel? ²		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Registration Activity 2 ^a			
Enter Activity Letter and Description (from Table 1)		<input type="checkbox"/> Structure Removal <input type="checkbox"/> Environmental Service	
Location Description (Include postcode if known and name of surface water)		Tick Water Body Category <input type="checkbox"/> River <input type="checkbox"/> Loch <input type="checkbox"/> Artificial Water (canal/lade etc.)	
National Grid Reference (NGR) ^b			
Will carrying out this activity involve works in the wetted part of the channel?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	If 'Yes', Will the activity be in a Special Area of Conservation (SAC) or a Site of Special Scientific Interest (SSSI) designated for freshwater pearl mussels? ^c	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	If 'Yes', has SNH confirmed to you that there are no pearl mussels within the footprint of the proposed works? ^d	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the activity take place during a time when fish are likely to be spawning or in the period between spawning and the subsequent emergence of juvenile fish?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the activity involve work only in a bedrock channel? ²		<input type="checkbox"/> Yes	<input type="checkbox"/> No

NOTES

- If you have more than two activities associated with the same site then photocopy this page and provide the additional activity details.
 - Find your National Grid Reference information on SEPA website (www.sepa.org.uk) or check online at Free Map Tools (www.freemaptools.com)
 - View Special Areas of Conservation for Freshwater pearl mussels (species 1029) on JNCC website (www.jncc.defra.gov.uk)
 - Find contact details for SNH (see www.snh.gov.uk)
2. Bedrock channels are dominated by solid exposed rock on the bed and banks and very little, if any, sand and gravel bed material. They are common in upland areas or as bedrock outcrops in lowland areas (e.g. gorges).

Engineering Activity Registration (Cont.)

Note: Environmental Service Claims

There is NO application fee for an activity that is delivering an environmental service.

'Environmental service' is defined as the carrying out, operation or maintenance of any activity which is, in the view of SEPA solely for the benefit of the environment, not being for commercial purposes or in implementation of a statutory duty. For a full definition of environmental service and further information refer to the latest [Environmental Regulation \(Scotland\) Charging Scheme](#) on the SEPA website (www.sepa.org.uk, search for 'charging schemes and summary charging booklets').

Before applying for environmental service please contact a member of SEPA staff at the appropriate area office (contact details are given at the end of this form).

When claiming Environmental Service status, you must include with your application:

- A supporting letter, setting out your justification for the claim
- A list of all activities claimed as Environmental Services

The Data Protection Act 1998

The information provided on this form will be processed by the Scottish Environment Protection Agency ("SEPA") to process and assess your application for registration, to monitor compliance with the relevant conditions, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental affairs
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law; and
- improving our service

We may disclose the information to the public, public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) when consulting on environmental issues.

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.

Important Information

- If your activity is registered, it will require to be carried out in accordance with the terms of the application, and the conditions detailed above. To contravene the terms of the application or the conditions would constitute an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011.
- It is an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011 to make a statement which you know to be false or misleading in any material particular, or recklessly make a statement which is false or misleading in any material particular for the purpose of obtaining a registration (for yourself or anyone else) or seeking a variation of a registration.
- SEPA does not control flood risk through CAR. For further information on possible flood risk impacts from activities see [CAR flood risk standing advice for engineering discharge and impoundment activities](#)

Other requirements to consider

In addition to ensuring you have the appropriate authorisation from SEPA under CAR, a number of separate requirements may apply under other legislation. In some cases, you may need to obtain consent to your activity from other bodies to meet these requirements.

- **Protected species:** All wild birds and a range of other wild animals are protected from unlawful killing and some from any form of disturbance. The protection extends to the nests of birds (whilst in use or under construction) and to places used by other protected animals for shelter or protection, such as otter resting or breeding sites. Certain wild plants are also protected from being intentionally or recklessly uprooted or destroyed. Scottish Natural Heritage (SNH) will be able to advise you on which species are protected and what you need to do to avoid committing an offence. In some cases, this may involve obtaining a licence from SNH. More information can be found on their website.
- **Planning permission:** Unless the engineering works you are proposing enjoy permitted development rights, you may need to obtain planning permission. If in doubt, your local planning authority will be able to advise.
- **Environmental impact assessment:** If your project involves changes to uncultivated land or semi-natural areas for intensive agricultural purposes, you may need to complete an environmental impact assessment and obtain permission for the project from Scottish Ministers. Your local RPID contact will be able to advise.

6. Declaration*

Declaration	<p>I hereby apply for an authorisation only in respect to the particulars described in this application and enclose the appropriate application fee.</p> <p>I certify that the information in this application is correct and I have read and understood the above data protection notice and consent to the processing of the information about me provided on this form and otherwise provided to or collected by SEPA in accordance with this notice.</p>	
Signature:		Date:
Print name:		

* It should be noted that prior to carrying out the authorised activity any other permissions that may be required should be secured e.g. Local Authority Planning Permission, or for European Protected Species, a licence under The Conservation (Natural Habitats &c.) Regulations 1994 (as amended) for which SNH is the licensing authority.

7. Payment Methods

Please ensure you submit the correct fee for your application. This fee is reviewed every year. For latest fees please consult the latest [Environmental Regulation \(Scotland\) Charging Scheme](#) on the SEPA website (www.sepa.org.uk and search for 'charging schemes and summary charging booklets') or contact your local SEPA office (see final page for details).

BACS	Sort Code:	83-34-00	<p>IMPORTANT! When paying by BACS or direct transfer you MUST submit the Remittance Advice/Proof of Payment with your application form. If this is not received the application will be returned to you as invalid and a request will be made for the correct Remittance Advice/Proof of Payment, as SEPA cannot process your application without this.</p>
	A/C number:	00137187	
Cheque	Make all cheques payable to 'SEPA' and submit with your application.		
Credit/Debit Card	Payment is accepted by all major credit/debit cards. Please telephone SEPA to arrange payment.		

8. Application Checklist

Please use the checklist to ensure you have completed all relevant sections and have included all required items with your application. Incomplete applications may be returned to you for re-submission.

- All relevant sections of form completed
- Location plan indicating site and all activities
- Associated documents for answers to questions (eg. Environmental Service)
- Continuation sheets for answers to questions (eg. Additional activities)
- Application signed and dated (Section 6)
- Signed cheque for correct amount and payable to 'SEPA' included (for cheque payments)
- Copy of Remittance Advice/Proof of Payment enclosed (for BACS payments)

SEPA Area Offices

Please send your completed form, with application fee, to '**SEPA Registry**' at the appropriate area office.

<p>Aberdeen Office Inverdee House Baxter Street Torry, Aberdeen AB11 9QA Tel: 01224 266600 Fax: 01224 896657</p>	<p>Angus Smith Building 6 Parklands Avenue Holytown North Lanarkshire ML1 4WQ Tel: 01698 839000</p>	<p>Dingwall Office Fodderty Way Dingwall Business Park Dingwall IV15 9XB Tel: 01349 862 021 Fax: 01349 863 987</p>
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Engineering Activity Registration (Cont.)

9. Office Use Only				
IF Number:	CAR Reference:	Location Code Request Ref:		
		Site	Activity	
Valid Application check	Correct fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Contact details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Site details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	NGR supplied?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Signature?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Application within registration limit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Valid <input type="checkbox"/> Not valid	RETURNED TO APPLICANT		Initial:
Screening Checks				
Engineering Type:	Part L Removal of sediment from the bed of a stretch of a river or burn greater than, or equal to, 1m and less than 5m	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If Yes) PASSED to OPS	Initial: Date:
	Activity in water dependant SSSI	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If Yes) PASSED to OPS	Initial: Date:
Environmental Service?		<input type="checkbox"/> Yes <input type="checkbox"/> No	(If Yes) PASSED to OPS	Initial: Date:
Screening Tools:	Does application pass screening tool requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If No) PASSED to OPS	Initial: Date:
Application determined	Signature:		Date:	
	Determining Officer (print name)			
Notification check	Signature:		Date:	
	Checking Officer (print name)			