

**The Pollution Prevention and Control (Scotland) Regulations 2012**

**Part A: Pre-application Information Form**

**[PPC-A-F-Pre]**

For information on accessing this document in an alternative format or language please contact SEPA by email at equalities@sepa.org.uk

If you are a user of British Sign Language (BSL) the Contact Scotland BSL service gives you access to an online interpreter enabling you to communicate with us using sign language: <http://contactscotland-bsl.org/>

# 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 including 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: [sepa.org.uk/help/privacy-policy/](http://www.sepa.org.uk/help/privacy-policy/)

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| **Declaration: Please read and confirm the statements below** |
| I / We confirm that any person whose personal information is included in this application has been made aware of the statement headed *“How we use your personal information – Data Protection Act 2018 (‘DPA 2018’)”* and [SEPA privacy policy](https://www.sepa.org.uk/help/privacy-policy/) and understand the implications of the [Data Protection Act 2018](https://www.gov.uk/data-protection). |[ ]

# Who should use this form

This form should be used to try and make sure you get the most out of your PPC pre-application discussions with us.

This will help ensure the application you make is complete with the right quality of information, which in turn will hopefully reduce determination times.

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| **Section 1:** Contact InformationAll enquiries | This section should be completed by everyone looking to enter into pre-application discussions with SEPA. |
| **Section 2:** New sites only | This section applies to new sites which are not currently authorised under the PPC regulations. |
| **Section 3:** Existing sites only | This section applies to sites which are already authorised, and who are looking to engage in pre app discussion in relation to a change in their authorisation. |

# Once completed

Once you complete this form, please send it to the following mailbox:

ppcpermitting@sepa.org.uk

You will receive confirmation that we have received your pre-application.

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| **Section 1: Contact information** |
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| **Please provide the information requested below:** |
| **1.1** | **Who can we contact about your pre-application enquiry?** |
| Name: |  |
| Company: |  |
| Position: |  |
| Address: |  |
| Postcode: |  |
| Phone number: |  |
| Email: |  |

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| **Section 2: Complete this section for new sites only** |
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| **Please provide the information requested below:** |
| **2.1** | **General Information regarding your proposed activity** |
| Please provide a summary of the activity you are proposing to undertake? |
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| Do you think the activity you are planning on undertaking is a regulated activity with reference to Schedule 1 and 2 of the PPC Regulations? | Choose an item. |
| If ‘**Yes’** which regulated activity(s), do you think it is?  |  |
| If the activity you are proposing to undertake is a ‘**specified waste management activity**’, do you have planning permission to undertake the activity? |
| Please select: | Choose an item. |
| Do you believe the activity you are proposing to undertake is a ‘**research, development or testing activity**’? Please see Annex 4 of [IED-TG4 PPC Part A Practical Guide](https://www.sepa.org.uk/media/335958/ied-ppc-tg4-ppc-part-a-practical-guide.pdf) for further information. |
| Please select: | Choose an item. |
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| **2.2** | **General environmental impacts from the proposed activity:** |
| Will the proposed activity have the potential to cause odour and/or noise issues? | Choose an item. |
| As part of the proposed activity, do you intend to discharge directly to the water environment? | Choose an item. |
| As part of the proposed activity, do you intend to abstract water from the water environment? | Choose an item. |
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| **2.3** | **Location and history of proposed site:** |
| Where will the proposed activity take be located? |  |
| Postcode: |  |
| National Grid Reference: [NGR Tool (sepa.org.uk)](https://map.sepa.org.uk/ngrtool/) |  |  |  |  |  |  |  |  |  |  |  |  |
| Is the area already developed? If “Yes” what is its current and previous uses? |
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| Are there currently permits/licences covering the proposed location? |  |
| Is there nearby housing? How close? |  |
| Are there nearby watercourses? How close? |  |
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| **2.4** | **Who will operate the proposed site? (if the details are the same as those in section 1.1 do not complete)** |
| **Guidance note:** The operator is the person who will have control over the operation of the installation and will ensure that the installation will be operated so as to comply with the conditions which will be included in any permit issued by SEPA. The operator can be a limited company, partnership or an individual. |
| Operator Name: |  |
| Company Number (if relevant): |  |
| Contact Details: |  |

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| **Section 3: Complete this section for existing sites only** |
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| **Please provide the information requested below:** |
| **3.1** | **General Information about the proposed change** |
| Permit number: |  |
| Site Name: |  |
| Site Address: |  |
| Postcode: |  |
| Operator Name (if different from Section 1.1): |  |
| Please confirm what the nature of the change you are seeking is? | Choose an item. |
| Please provide a summary of the proposed changes you wish to undertake at the authorised site? |
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| **3.2** | **Where relevant please confirm if the proposed change will:** |
| increase the existing site boundary? | Choose an item. |
| result in new chemicals being used on site? | Choose an item. |
| result in new activities being undertaken? | Choose an item. |
| result in an increase in existing throughput/production? | Choose an item. |
| result in an increase in your emissions:* Air
* Water
* Waste
 | Choose an item. |
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