

SCOTLAND'S DEPOSIT RETURN SCHEME

Application to register as a producer

230706_DRS_Registration_0.2



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 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. 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.

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/>

For information on accessing this document in an alternative format or language, please contact SEPA by emailing 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.

contactscotland-bsl.org

Before you apply

Please ensure you have read the guidance fully before completing and submitting your application.

To register as a producer, you'll need to provide:

- details about your business or organisation (this form);
- information about the products you sell in Scotland;
- an operational plan that shows how you'll meet your legal obligations;
- payment (where applicable) (For information on how to make payment, please contact the DRS Team at depositreturn@sepa.org.uk).

You must answer all questions on this form. Failure to answer any question will result in your application being refused.

Further information on writing an operational plan is available in [SEPA's Operational plan: guidance for producers](#).

For producers with an annual turnover of £85,000 or lower, there will be no registration fee; for all other producers, the registration fee will be £365.

The completed application should be returned to depositreturn@sepa.org.uk or Admin Support (Deposit Return Scheme), Scottish Environment Protection Agency, Angus Smith Building, 6 Parklands Avenue, Eurocentral, Holytown, North Lanarkshire, ML1 4WQ.

This form must be received by SEPA within 28 days of you becoming a producer as defined by the Deposit and Return Scheme for Scotland Regulations 2020.

After you apply

You will receive confirmation that we have received your application.

We may need to contact you if we have questions or need more information.

If your application is successful, you will be added to the list of registered producers and your registration details will be sent to you. If your application is refused, you will be told why this decision was made and provided with details of what to do next.

Section 1 – Applicant type

What type of business organisation are you?

Sole trader

Business owner name:

Date of birth:

Partnership

Partner 1 name:

Date of birth:

Partner 2 name:

Date of birth:

Partner 3 name:

Date of birth:

Partner 4 name:

Date of birth:

Limited Company or Limited Liability Partnership

Registration number as kept by Companies House:

Registered name:

Registered address:

Local authority or Public body

CEO name:

Date of birth:

Charity or Trust

Registration number (if appropriate):

Was your total taxable turnover* for the last financial year more than £85,000?

*Sales that are subject to tax after VAT exempt amounts are removed.

- Yes
- No

What type of producer are you?

Tick all that apply.

- A brand owner of drinks produced in the UK
- An importer of drinks branded outside the UK
- A person who packages drinks into scheme packaging at the point of sale to a consumer

Who do you sell directly to?

Tick all that apply.

- Scottish customers through your own shop
- Scottish customers through an online retail store
- Scottish retailers or hospitality businesses
- Wholesalers

Section 2 – Scheme packaging

Are you identified on scheme packaging?

We need to know if you are identified on scheme packaging. This could be by the name or address given in this application or a trademark or brand used only by your business.

Tick only one option.

- Yes – all scheme packaging identifies us in this way
- Yes – some scheme packaging identifies us in this way
- No – these details are not on our scheme packaging

How many articles do you expect to put on the market for retail sale in Scotland in this calendar year?

You can provide this figure by the type of packaging material or as a total.

By material type

	Quantity (number of items of scheme packaging):
Glass	<input type="text"/>
PET	<input type="text"/>
Aluminium	<input type="text"/>
Steel	<input type="text"/>

Total

Quantity (number of items of scheme packaging):

Section 3 – Business and contact details

Business details

Trading name of business or organisation

Address of business or organisation

Who should we contact about this registration?

This is the person in your organisation who makes decisions about Scotland's Deposit Return Scheme and can respond to requests for further information. This person will receive the confirmation of registration.

First name

Last name

Telephone number

Email address

Section 4 – Checklist and declaration

Checklist

Please check that you have included the following before returning your application:

- Operational plan
- Registration fee, if your annual turnover is over £85,000 (For information on how to make payment, please contact the DRS Team at depositreturn@sepa.org.uk).

Declaration

It is an offence to:

- provide false or misleading information
- not meet your obligations as a producer

By signing below, you confirm that, to the best of your knowledge, the information provided in this application is correct.

Name

Signature

Date

FOR OFFICE USE ONLY

- Check form complete and signed
- Correct payment received
- Scheme article information provided
- Operational plan provided
- Check Companies House details match details on form