



**sepa**

Scottish Environment  
Protection Agency  
Buidheann Dion  
Àrainneachd na h-Alba

# Pollution Prevention and Control (Scotland) Regulations 2012

## Application to Surrender or Partially Surrender a Part A Permit

[PPC-A-F-Sur]

For information on accessing this document in an alternative format or language please contact SEPA by email at [equalities@sepa.org.uk](mailto: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. 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: [sepa.org.uk/help/privacy-policy/](https://sepa.org.uk/help/privacy-policy/)

## Introduction to Pollution Prevention & Control (PPC) Part A Permitting

### When to use this form

Use this form to apply to surrender or partially surrender a permit to operate a Part A installation. If any activities listed under the heading “Part B” in any section of Part 1 of Schedule 1, or Schedule 2 of the PPC Regulations are also to be surrendered, these activities should also be included in your application.

### Why SEPA requires the information requested

The information provided will be used to determine your application. This includes assessing the requirements of regulation 48 of the PPC 2012 Regulations have been met.

### Before you start to fill in the form

For an overview of the requirements of the PPC Regulations and the Part A application process, please refer to SEPA guidance “[IED-PPC-TG4 – A practical guide for Part A activities](#)”.

Further information regarding the site reports and investigations required for a surrender can be found in “[IED-TG-02 – Site and Baseline Report Guidance](#)”.

An application to surrender must only be made once all remediation necessary to remove, control, contain or reduce pollution risk and return the site to a satisfactory state has been undertaken.

We strongly recommend that you contact SEPA early in the process of developing your closure report to discuss your proposals. Officers can guide you towards all relevant technical guidance you are required to comply with, avoiding delays during the determination process.

### Which parts of the form do I need to complete

Sections 1 to 10 of the form should be completed by all applicants.

### When submitting information

Please ensure the following:

- All documents submitted with your application are clearly labelled.
- An appropriate reference to each document is entered in each relevant part of your application form.
- Any continuation sheets are clearly labelled and that an appropriate reference to these is entered in each relevant part of your application form.

- All documents created by you or on your behalf and submitted with your application include a date and version number.

### **Application fee**

Application fees are published in [SEPA's Charging Scheme](#), which is updated annually.

Please see our Charging Scheme and associated guidance for further information.

### **Where to apply**

Please return this form together with all supporting information and correct payment, by email to [registry@sepa.org.uk](mailto:registry@sepa.org.uk) or to the following address:

SEPA  
Angus Smith Building  
6 Parklands Avenue  
Motherwell  
ML1 4WQ

We recognise that an application to surrender a Part A permit requires a lot of supporting information. SEPA's Registry team can accept emails up to 100 MB. If your application is larger than this, please contact us to discuss suitable arrangements for submission of your application.

### **After you apply**

You will receive confirmation that we have received your application.

For any other queries please contact: [ppcpermitting@sepa.org.uk](mailto:ppcpermitting@sepa.org.uk)

## Section 1: About the operator

### Guidance note:

The operator is the person who has control over the operation of the installation or plant.

If you are a company or a partnership please provide the registered official address for your company or partnership.

### 1.1 Please provide details of the operator below:

Contact Name:	
Registered name (if applicable):	
Company number (if applicable):	
Address:	
Postcode:	
Phone number:	
Email address:	

## Section 2: Authorised contact

### Guidance note:

The authorised contact is the person authorised to be contacted by us in relation to your application. This can be an agent or a consultant with the relevant authority to act on your behalf.

### 2.1 Who can we contact about your application?

Name:	
Company (if different to applicant):	
Position:	
Address:	
Postcode:	
Phone number:	
Email:	

## Section 3: About your authorisation

### Guidance note:

For further information please refer to SEPA guidance [IED-PPC-TG4 – A practical guide for Part A activities](#).

### 3.1 Details of your authorisation

Permit number:											
Previous variations:											
Name of installation:											
Address:											
Postcode:											
National Grid Reference: <a href="#">NGR Tool (sepa.org.uk)</a>											

## Section 4: About your pre-application discussion

### Guidance note:

Early engagement with SEPA is strongly recommended and pre-application discussions with SEPA can help to ensure that the application you submit is complete and duly made, and to avoid potential delays in the determination process.

### 4.1 Pre-application discussions:

If you have had any pre-application discussions with us before submitting your application, please provide the name of the officer discussions were held with and provide a summary of the discussions on a separate sheet:

Officer Name:

Document reference:

### 4.2 Have there been any changes to your proposal since these discussions?

Please choose 'Yes' or 'No':

Choose an item.

If 'Yes', highlight changes made since initial pre-application discussions.

## Section 5: About the proposed surrender

### Guidance Note:

A full surrender is the surrender of the permit in its entirety.

A partial surrender is the surrender of some of the permit.

For further information please refer to SEPA guidance IED-PPC-TG4 – A practical guide for Part A activities and IED-TG-02 PPC Technical note 2 (Site Reports)

### 5.1 Is this an application for a full or a partial surrender?

	Tick one:	
Full Surrender	<input type="checkbox"/>	Go to section 6.
Partial Surrender	<input type="checkbox"/>	Continue with section 5.



**5.2 For partial surrenders please complete Tables 5.1 & 5.2 below detailing which existing permitted activities have ceased operating as part of the partial surrender:**

**Guidance note:**

For further information please see our guidance documents.

- SEPA Guidance [IED-PPC-TG4 PPC Part A Installation: Guide for Applicants](#)

**Table 5.1:** Stationary technical unit:

- Column 1: Identify all currently regulated activities stated in the permit.
- Column 2: Provide the legislative reference for the activity.
- Column 3: Please indicate which activities have ceased as part of this partial surrender.

**Table 5.2:** Directly associated activities:

- Column 1: Identify all currently defined Directly Associated Activities stated in the permit.
- Column 2: Please indicate which activities have ceased as part of this partial surrender

**Table 5.1: Activities in the Stationary Technical Unit:**

Activities In the Stationary Technical Unit	PPC Schedule 1 or 2 Reference	Has this activity ceased as part of the partial surrender?			
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
EXAMPLE: Non ferrous metal foundry	Schedule 1, Section 2.2, Part A b) ii)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Table 5.2: Directly Associated Activities:**

Directly Associated Activity	Has this activity ceased as part of the partial surrender?			
EXAMPLE: Storage of waste	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

### 5.3 Provide a revised site map and plan showing the proposed location of the new installation boundary.

#### Guidance note:

The site boundary and installation boundary may not necessarily be the same. If this is a multi-operator installation each operational area must be demarcated in a different colour.

The plan will be used in the permit, and potentially on our GIS system, and should contain the following:

- Preferably be submitted in one of the following digital image formats; .EPS or .SVG vector file.
- Should clearly identify the site boundary and installation boundary.
- Have a scale and have north clearly marked.
- Should be clearly dated and have a version number.

Document reference:

### 5.5 Where appropriate, a revised site infrastructure plan showing all proposed changes to the layout of the site as a consequence of the proposed partial surrender, clearly labelling key plant, site drainage, storage areas, emission and monitoring points:

#### Guidance note:

Having all data on one plan may be complicated. If so, please provide separate plans for different aspects of the installation i.e. all underground infrastructure; all air emission points; all water emission points; etc.

Document reference:

### 5.6 Where appropriate, a revised process flow diagram showing all the changes to the Stationary Technical Units and Directly Associated Activities and all emission points to the environment, resulting from the proposed partial surrender.

Document reference:

### 5.4 Provide a written description of all changes to the site and the processes resulting from the proposed partial surrender.

Document reference:

## Section 6: Closure Report

### Guidance Note:

Under Regulation 48 of the PPC regulations, before SEPA can surrender or partially surrender a permit we must be satisfied that all appropriate measures have been taken to:

- a) avoid pollution risk resulting from the operation of the installation,
- b) return the site to a satisfactory state, taking into account the technical feasibility of the measures,
- c) remove, control, contain or reduce any relevant hazardous substance in soil or groundwater so that the site, taking into account its current or approved future use, ceases to pose a significant risk to human health or the environment.

The operator must provide a closure report written in line with [IED-TG-02 – Content and Scope of Site Reports](#). The report should contain evidence of compliance with Regulation 48 and a comparison with any site or baseline reports that were submitted during the lifetime of the permit. This may require intrusive ground investigations, and all remediation actions. All substances used during the lifespan of the permit must be considered. Pre-application discussions are advised.

Please provide the information requested below:

### 6.1 Please submit a closure report, including ground investigations, prepared in accordance with IED-TG-02.

Document reference:

### 6.2 Please provide evidence to show that all equipment, waste and raw materials relevant to this surrender have been removed from the site. If any materials or equipment are to be left on site provide justification and evidence that they are in a clean and functioning state.

Document reference:

### 6.3 Are there any European Conservation sites as defined by Regulation 10 of the Conservation (Natural Habitats) Regulations, which may have been affected by emissions from the installation.

Please choose 'Yes' or 'No':

Choose an item.

If "Yes", please provide a description.

Document reference:

## Section 7: Application fees

### Guidance note:

Please refer to our current charging scheme and associated guidance for the applicable fee. If in doubt, please contact [ppcpermitting@sepa.org.uk](mailto:ppcpermitting@sepa.org.uk)

It is not possible to pay for your application fees by invoice.

SEPA cannot process your application until proof of payment is received along with the completed application form.

SEPA will retain some or all of the application fee even if the application is returned as not being duly made or is withdrawn prior to a final determination being made.

Please provide the information requested below:

### 7.1 Please confirm your application fee & payment method below.

<b>Fee:</b>		£	
<b>Payment method:</b>			
<b>BACS</b> <input type="checkbox"/>	Sort code:	83-34-00	
	A/C Number:	00137187	
	A/C Name:	SEPA	
	Proof of payment submitted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Proof of payment reference:		
<b>Online card payment</b> <input type="checkbox"/> <a href="https://webpayments.sepa.org.uk/">https://webpayments.sepa.org.uk/</a>	Proof of payment submitted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Proof of payment reference:		
<b>Cheque</b> <input type="checkbox"/>	Cheque submitted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Make payable to "SEPA" and submit with your application		

## Section 8: Commercial confidentiality and national security

### Guidance note:

Further information on commercial confidentiality and national security can be found in SEPA guidance IED-PPC-TG4 A practical guide to Part A Activities.

The presumption is that information will be placed on the Public Register unless there are grounds to exclude it.

SEPA considers information to be commercially confidential if including it in the register would prejudice, to an unreasonable degree, the commercial interests of that individual or person.

The onus is on the applicant to provide sufficient evidence to demonstrate any claim that information is commercially confidential.

Where SEPA does not determine the information to be commercially confidential the applicant may appeal the decision to the Scottish Ministers.

SEPA will assess any commercially confidentiality claim and allow any subsequent appeals to be concluded before starting consultation.

Information which the Secretary of State or Scottish Ministers has directed may affect national security must not be placed on the Public Register.

Do not provide any information which may affect national security on this form.

If you believe information may affect national security but there is no direction, then you should notify the Secretary of State or Scottish Ministers of your concern.

### Please provide the information requested below:

#### 8.1 Is there any information in your application that you believe should be kept from the Public Register on the grounds of commercial confidentiality?

Please choose 'Yes' or 'No':	Choose an item.
If <b>'Yes'</b> , please provide:	
A summary document clearly defining what the specific information it is that you regard as commercially confidential and why.	<input type="checkbox"/>
Two copies of the documents containing the specific information: <ul style="list-style-type: none"> <li>• one copy marked - "Commercially Confidential" and</li> <li>• another marked - "Redacted for the Public Register"</li> </ul>	<input type="checkbox"/>

**8.2 Is there is any information in the application that you believe should be kept from the Public Register on the grounds of national security?**

Please choose 'Yes' or 'No':

Choose an item.

If **'Yes'** please provide full information, including a copy of any existing direction, on a separate sheet which is clearly marked as "National Security".

**8.3 In relation to information which you think may affect national security, have you notified the Secretary of State or Scottish Ministers?**

Please choose 'Yes' or 'No':

Choose an item.

If **'Yes'**, please provide full information on a separate sheet which is clearly marked as National Security.

**Section 9: Any other information**

**9.1 Is there any other information you wish to submit in support of your application?**

Please choose 'Yes' or 'No':

Choose an item.

If **'Yes'** please provide full details and document reference:



## Section 10: Declaration

### Guidance note:

Knowingly or recklessly submitting false or misleading information is an offence.

### Declaration: Please read and confirm all statements below

I am the applicant / I am authorised to submit this application on behalf of the applicant.	<input type="checkbox"/>
I apply / The applicant applies for a surrender in respect of the particulars contained in this application (including any supporting documentation and fee that has been supplied)	<input type="checkbox"/>
I / We certify that the information in this application is correct.	<input type="checkbox"/>
I / We confirm that any person whose personal information is included in this application has been made aware of the statement headed " <i>How we use your personal information – Data Protection Act 2018 ('DPA 2018')</i> " and <a href="#">SEPA privacy policy</a>	<input type="checkbox"/>

### Declaration: Please complete and sign below

Name of person submitting application:	
On behalf of (insert name of applicant if applicable)	
Position of applicant (e.g. director, secretary, authorised signatory):	
Date:	