# 

**Registration Application Form**

**New Discharge of Sewage (Commercial)**

**The Water Environment (Controlled Activities) (Scotland) Regulations 2011**

**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.](https://www.sepa.org.uk/help/privacy-policy/)

# New Discharge of Sewage (Commercial)

SEPA regulates the discharge of effluent from sewage treatment systems to the water environment. This is a registration application form. This is the correct application form if:

1. The sewage treatment system is new (less than two years old);
2. Serves commercial premises (e.g., cafes, hotels, caravan sites or offices); and
3. Serves a maximum population equivalent**[[1]](#footnote-1)** of 15.

This application form is **not** for domestic properties.

To complete your application, you must:

1. answer the following application questions;
2. submit a plan as detailed in section 2; and
3. pay the appropriate fee.

Failure to provide all this information may result in your application being refused.

SEPA will notify you of the result of your application within 30 days of the date we receive it.

# Contact Details

|  |  |
| --- | --- |
| Name: |  |
| Organisation (if applicable): |  |
| Address: |  |
| Phone: |  |
| Email: |  |

# Location

Provide the postal address and national grid reference (NGR) of the premises served by the treatment system. You can find the correct national grid reference using our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/). The tool will give you a 12-character NGR (e.g. AB 12345 67890). Please convert this into a 10-character NGR by removing the last number from each sequence, so that the NGR on the completed form looks like this: AB 1234 6789.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address: |  | | | | | | | | | |
| National Grid Reference: |  |  |  |  |  |  |  |  |  |  |

Provide a plan clearly illustrating the location and position of the:

1. sewage treatment system;
2. discharge point (where the discharge exits the treatment system and ‘meets’ the soakaway or waterbody); and
3. premises served by the sewage treatment system.

|  |  |  |
| --- | --- | --- |
| Plan submitted: | Yes | No |
| Plan reference: |  | |

# Discharge Point

Provide the NGR of the discharge point. You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/). The tool will give you a 12-character NGR (e.g. AB 12345 67890). Please convert this into a 10-character NGR by removing the last number from each sequence, so that the NGR on the completed form looks like this: AB 1234 6789.

|  |  |  |
| --- | --- | --- |
| Where does the treatment system discharge to? | Indirectly to groundwater via soakaway    **Complete part 3.1** | To surface water  (i.e., river / loch / coast)    **Complete part 3.2** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National grid reference of the discharge point: |  |  |  |  |  |  |  |  |  |  |

## Discharge Indirectly to Groundwater via Soakaway

This is the preferred environmental option where soil conditions allow.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of soakaway: | Soakaway | | |
| Mound soakaway | | |
| What is the percolation value[[2]](#footnote-2) (Vp) of the soil?  (measured in seconds per millimetre) | Less than 15 s / mm | **What size is the soakaway?** | (m2) |
| 15 to 100 s / mm | | |
| 100 – 140 s / mm | | |
| More than 140 s / mm | | |

## Discharge to Surface Water

This is a less preferable environmental option – a discharge indirectly to groundwater via soakaway should be explored first.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Why is a discharge indirectly to groundwater via soakaway not possible? |  | | | | |
| Is there a partial soakaway[[3]](#footnote-3)? | Yes | **What size is the partial soakaway?** | | m2 | |
| No | | | | |
| Where does the treatment system discharge to? | River / stream / burn | | | | |
| Freshwater loch | | | | |
| Coastal / Estuary | | **Is the discharge point below MLWS[[4]](#footnote-4)?** | | Yes  No |
| What is the name of the waterbody?  (e.g. River Clyde, Loch Long, Firthof Forth, North Sea) |  | | | | |

# Treatment System

|  |  |  |  |
| --- | --- | --- | --- |
| What population equivalent does the treatment system serve? |  | | |
| What is the type of treatment system? | Septic tank |  | Go to Part 6 |
| Package treatment plant |  | Go to Part 5 |
| Proprietary filtration system with bio-fibrous material (e.g., coir or peat) |  | Go to Part 5 |
| Proprietary filtration system with any other material |  | Go to Part 5 |
| Other (please specify) |  | Go to Part 5 |
| Is there a constructed reed bed / wetland[[5]](#footnote-5)? | Yes | | |
| No | | |

# Discharge Standards

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What are the mean discharge standards the treatment system will produce?  (See manufacturers certificate (EN12566-3) of treatment system) | Biochemical Oxygen Demand (BOD) | mg/l | Ammoniacal Nitrogen  (as N) | mg/l |

# Fee

You must pay the correct fee.

The current (1 April 24 – 31 March 25) fee is **£185**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Fee Paid: | £ | | | | | |
| Payment Method: | | | | | | |
| BACS  Proof of payment must be submitted. | | Sort Code | 83 34 00 | | | |
| A/C number | 00137187 | | | |
| A/C Name | SEPA | | | |
| Proof of payment submitted: | Yes | | No | |
| Proof of payment reference: |  | | | |
| Online Card Payment  Payment is accepted online at [https://webpayments.sepa.org.uk/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwebpayments.sepa.org.uk%2F&data=04%7C01%7Cregistry%40sepa.org.uk%7C9f152631f95d4d068ae608d99af2c7ad%7C5cf26d65cf464c72ba827577d9c2d7ab%7C0%7C0%7C637711189791361660%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=jG7LAbzZNPw8fjeHkGfiNp50EwwVIoU98wRuikzBb7Y%3D&reserved=0)  Proof of payment must be submitted. | | Proof of payment submitted: | Yes | No | | |
| Proof of payment reference: |  | | | |
| Cheque  Make payable to ‘SEPA’ and submit with your application. | | Cheque submitted: | Yes | | | No |

# Declaration

It is an offence to make a statement which you know to be false or misleading, or to recklessly make a statement which is false or misleading for the purpose of obtaining an authorisation.

|  |  |
| --- | --- |
| 1. I apply for an authorisation as described in this application. 2. I certify that the information in this application is correct. 3. I enclose the correct application fee. 4. I have read and understood the data protection notice and consent to the processing of the information provided on this form and other information provided or collected by SEPA in accordance with the data protection notice. | |
| Name: |  |
| Date: |  |

Please submit your completed application to SEPA Registry by:

1. Email, to: [registry@sepa.org.uk](mailto:registry@sepa.org.uk); or
2. Post, to: SEPA Registry

Angus Smith Building

6 Parklands Avenue

Holytown

North Lanarkshire

ML1 4WQ

For information on accessing this document in an alternative format or language, please contact SEPA by emailing [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. [contactscotland-bsl.org](http://contactscotland-bsl.org/)

1. **What is population equivalent?**

   Population equivalent (P.E) is a measure of the organic biodegradable load that is served by a treatment system.

   **How to calculate Population Equivalent**

   To calculate P.E for commercial premises, multiply the number of people using the system by the Biochemical Oxygen Demand (BOD) load and divide by 60. The BOD load for different types of commercial premises can be found in the [British Water Code of Practice – Flows and Loads](https://cdn.ymaws.com/www.britishwater.co.uk/resource/resmgr/publications/codes_of_practice/flows_and_loads___bw_cop_18..pdf) (Table of loadings for sewage treatment systems). [↑](#footnote-ref-1)
2. **What is percolation value?**

   Percolation value is a measure of how long it takes liquid to filter through the surrounding soil. It is important that the percolation value of the soil is suitable: too quick and the discharge may impact groundwater; too slow and the discharge may not drain away. Further information on percolation value, including how to measure it, is available in the [Scottish Government Building Standards Technical Handbook](https://www.gov.scot/publications/building-standards-technical-handbook-2020-domestic/3-environment/3-9-private-wastewater-treatment-systems-infiltration-systems/). [↑](#footnote-ref-2)
3. **What is a partial soakaway?**

   A soakaway is a below-ground structure that stores treated sewage effluent and allows it to ‘soak’ into the surrounding land and groundwater. A partial soakaway also does this but is fitted with a high-level overflow that allows some effluent to be discharged to a waterbody. [↑](#footnote-ref-3)
4. **What is MLWS (Mean Low Water Springs)?**

   MLWS is the average throughout the year of two successive low waters, during a 24-hour period in each month when the range of the tide is at its greatest (Spring tides). This information can be found on an Ordnance Survey (OS) map, which can be accessed using our [NGR Tool](https://map.sepa.org.uk/ngrtool/). [↑](#footnote-ref-4)
5. Any reed bed or wetland must be designed and constructed in accordance with:

   The Good Building Guide – Reedbeds: Application and Specification (Part 1) and Design, Construction and Maintenance (Part 2). *J Griggs and N J Grant (2000).*; or

   Constructed Wetland Association Guidelines: Constructed Wetlands to Treat Domestic Septic Tank Effluent. *Constructed Wetland Association (2017)*. [↑](#footnote-ref-5)