

**P-WAT-A1**

**The Environmental Authorisations (Scotland) Regulations 2018 (EASR)**

**Water Permit Activity:**

**Discharge of sewage from less than or equal to 10 domestic properties or 50 population equivalent**

Version 1.0

August 2025

Contents

[How to use this activity form 3](#_Toc197610846)

[Before you apply 4](#_Toc197610847)

[Multiple activities under a single permit 4](#_Toc197610848)

[How to apply 5](#_Toc197610849)

[Section 1 - Property details 6](#_Toc197610850)

[1.1 Domestic properties 6](#_Toc197610851)

[1.2 Non-domestic properties 8](#_Toc197610852)

[Section 2 - About your proposed activities 9](#_Toc197610853)

[2.1 Non-technical summary 9](#_Toc197610854)

[Section 3 - Sewage treatment and discharge location 10](#_Toc197610855)

[3.1 Connection to the public sewer 10](#_Toc197610856)

[3.2 Phosphorus limits and mitigation measures 11](#_Toc197610857)

[3.3 Type of sewage treatment system 12](#_Toc197610858)

[3.4 Discharge from the sewage treatment system 13](#_Toc197610859)

[Section 4 - Discharge of sewage effluent to land via full soakaway 14](#_Toc197610860)

[4.1 Soakaway location 14](#_Toc197610861)

[4.2 Springs, wells and boreholes used as private drinking water supply 14](#_Toc197610862)

[Section 5 - Discharge of sewage effluent to a watercourse or freshwater loch or pond 18](#_Toc197610863)

[5.1 Justification for discharge to a freshwater loch or pond 18](#_Toc197610864)

[5.2 Discharge location 18](#_Toc197610865)

[5.3 Partial soakaway 19](#_Toc197610866)

[Section 6 - Discharge of sewage effluent to the sea or an estuary 20](#_Toc197610867)

[6.1 Discharge location 20](#_Toc197610868)

[6.2 Mean low water springs 20](#_Toc197610869)

[Annex 1: Additional domestic properties 21](#_Toc197610870)

[Annex 2: Additional non-domestic properties 25](#_Toc197610871)

If you would like this document in an accessible format, such as large print, audio recording or braille, please contact SEPA by emailing equalities@sepa.org.uk.

## How to use this activity form

Use this form to apply for:

* A **new permit** to carry out the discharge activity described below.
* A **variation of an existing permit** that authorises the discharge activity described below.
* A **variation of an existing permit** to add the discharge activity described below.

This form covers the discharge of sewage to the water environment from:

1. up to and including 10 domestic properties (e.g. houses or individual caravans);
2. non-domestic properties where the population equivalent (p.e.)of the properties is less than or equal to 50 (e.g. cafes, caravan sites, offices, bed and breakfast, holiday lets, hotels); or
3. a combination of domestic and non-domestic properties, where the combined population equivalent(p.e.)of the properties is less than or equal to 50;

and

1. the discharge of sewage effluent is to a freshwater loch or pond;
2. the discharge of sewage effluent is within a phosphate sensitive catchment; or
3. the standard conditions for a registration cannot be complied with.

## Before you apply

* Read the guidance for the water activity you are applying for on the relevant activity specific page on our [website](https://www.sepa.org.uk/easr).
* When you see the term ‘document reference’, please include the corresponding document reference(s) and submit them along with the completed form.
* For applications made with insufficient or inadequate information; we will return these to the applicant with an explanation of what additional information is required and may retain part of the application fee in accordance with our published charging scheme.

## Multiple activities under a single permit

We may authorise multiple activities under a single permit, but only if the activities are connected. Activities may be considered connected if they are:

* located at the same geographical location,
* part of the same project, or
* operationally linked.

If the activities are connected, you may submit a single application for multiple activitiesunder one permit.

If the activities are not connected, you must submit a separate application for each activity.

## How to apply

**Digital application service:**

The quickest and easiest way to [apply is via our digital application service](https://www.sepa.org.uk/easr) on our website.

You will need to upload:

1. Completed activity form(s)
2. Any required supporting information

**Email/Post application:**

If you cannot apply using our digital application service, you can complete and submit an application via email or by post.

* **For new permits**, your application must include:
1. A completed APP-GEN1 form
2. Completed activity form(s)
3. Any required supporting information
* For **a variation of a permit**, your application must include:
1. A completed APP-GEN1 form
2. Completed variation form(s)
3. Completed activity form(s)
4. Any required supporting information

Email and postal addresses for submitting your application are included in the APP-GEN1 form.

You can download [APP-GEN1, activity forms and variation forms](https://www.sepa.org.uk/easr) from our website.

## Section 1 - Property details

The property location will normally be the address and postcode of the property.

However, if a registered address and postcode for the property are not yet available, you must provide a description of the property, e.g. toilet facilities serving Pod 1, adjacent to Green Farm.

You must also provide the National Grid Reference (NGR) of each property.

You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find the NGR. The NGR should be in one of these formats:

* 2 letters followed by 10 digits (e.g. AB 12345 67890)
* 2 letters followed by 8 digits (e.g. AB 1234 6789)

### 1.1 Domestic properties

Please complete the table(s) below for each domestic property (e.g. a house, individual caravan) connected to the sewage treatment system.

You can include details for up to three domestic properties in this section. If there are more than three properties, provide the additional information in Annex 1.

**Table 1(a): Domestic property location details – Property 1**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 1 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table 1(b): Domestic property location details - Property 2**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 2 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table 1(c): Domestic property location details - Property 3**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 3 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

### 1.2 Non-domestic properties

Please complete the table(s) below for each non-domestic property (e.g. a café, office, caravan site, bed and breakfast, holiday let, or hotel) connected to the sewage treatment system.

You can include details for up to two non-domestic properties in this section. If there are more than two properties, provide the additional information in Annex 2.

**Table 2(a): Non-domestic property location details - Property 1**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. Pod 1 at plot adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |
| **Population equivalent of the property** |  |

**Table 2(b): Non-domestic property location details - Property 2**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. Pod 2 at plot adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |
| **Population equivalent of the property** |  |

## Section 2 - About your proposed activities

### 2.1 Non-technical summary

Please provide a non-technical summary of your application, including a brief overview of the proposed activity.

This summary may be published on our website as part of the public consultation process.

Ensure it is written in simple and plain language so that all members of the public can clearly understand the details of your application.

| **Document reference** |
| --- |
|  |

## Section 3 - Sewage treatment and discharge location

### 3.1 Connection to the public sewer

Only complete this section if a property is close to the public sewer.

Read our guidance: [WAT-G-057 - Permit Activity: Discharge of sewage effluent](http://www.sepa.org.uk/easr).

Please describe why you are not able to connect to the public sewer.

| **Summary** |
| --- |
|  |

Please provide any supporting information to this application. This includes correspondence from Scottish Water detailing sewer capacity, connection or network issues which prohibit connection of your discharge to the public sewer.

| **Document reference(s)** |
| --- |
|  |

### 3.2 Phosphorus limits and mitigation measures

#### 3.2.1 Phosphorus limit for sewage treatment system

If you are discharging sewage effluent into a freshwater loch or a phosphate sensitive catchment, you are required to provide the mean total phosphorus limit (in milligrams per litre) that your sewage treatment system is designed to achieve.

| **Total phosphorus limit** (mg/l) |
| --- |
|  |

#### 3.2.2 Phosphate mitigation measures

If your discharge is within the phosphate sensitive catchments of either Loch Leven (Perth and Kinross) or Lunan Lochs, you must provide details of the phosphate mitigation measures you plan to implement, along with the corresponding calculations.

For further details on phosphate mitigation measures, refer to [PKC website](https://www.pkc.gov.uk/ldp2designatedsites).

| **Document reference** |
| --- |
|  |

### 3.3 Type of sewage treatment system

A system must be installed to treat sewage before it discharges to the water environment.

Read guidance and information on types of sewage treatment systems in the relevant activity specific page on our website.

Please select one of the boxes below that describes the type of sewage treatment system.

#### Septic tank only [ ]

#### Package treatment plant [ ]

**A septic tank or package treatment plant with suitably designed reed** [ ]

**and/or wetland.**

**A treatment system that is designed to meet no more than:**  [ ]

* **500 Escherichia coli per 100 ml of sewage effluent; and**
* **200 intestinal enterococci per 100 ml of sewage effluent.**

**A secondary treatment system and a proprietary filtration system** [ ]

**using bio-fibrous media.**

### 3.4 Discharge from the sewage treatment system

The discharge of sewage effluent to land via a soakaway must be explored.

Please select one of the boxes below to confirm where the sewage effluent will discharge to and then complete the corresponding section.

#### Discharge to land via full soakaway [ ]  Complete Section 4

#### Discharge to watercourse or freshwater loch or pond [ ]  (including via a partial soakaway, if required)

#### Complete Section 5

#### Discharge to the sea or an estuary [ ]  Complete Section 6

## Section 4 - Discharge of sewage effluent to land via full soakaway

* The soakaway should not be closer than 10 metres from a permeable drain, watercourse or loch.
* There should be at least 1 metre depth between the base of the soakaway and the level of the seasonally highest water table.

### 4.1 Soakaway location

Please provide the National Grid Reference (NGR) of the midpoint of the soakaway. You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find the NGR. The NGR should be in one of these formats:

* 2 letters followed by 10 digits (e.g. AB 12345 67890)
* 2 letters followed by 8 digits (e.g. AB 1234 6789)

|  |
| --- |
| **NGR of the midpoint of the soakaway** (e.g. AB 12345 67890, AB 1234 6789) |
|  |

### 4.2 Springs, wells and boreholes used as private drinking water supply

The discharge of sewage effluent to a soakaway close to a spring, well or borehole could contaminate it with effluent. Water used for human consumption must not be contaminated.

You can contact your Local Authority and/or your neighbours to help establish the precise location of the spring, well or borehole and what the water may be used for.

#### 1-3 domestic properties / ≤15p.e.

Please complete Section 4.2.1 for a discharge from:

* 1 to 3 domestic properties; or
* a non-domestic property with a p.e. of less than or equal to 15; or
* a combination of domestic and non-domestic properties with a p.e. of less than or equal to 15.

#### 4-10 domestic properties / p.e. between 16 and 50

Please complete Section4.2.2for a discharge from:

* 4 to 10 domestic properties; or
* a non-domestic property with a p.e. between 16 and 50; or
* a combination of domestic and non-domestic properties with a p.e. between 16 and 50

#### 4.2.1 Distance from springs, wells or boreholes (1-3 domestic properties / ≤15p.e.)

#### Is the soakaway more than 50 metres from any spring, well or borehole used as a private water supply?

#### Yes [ ]

#### No [ ]

#### I ju

If ‘Yes’, proceed to Section 4.2.4.

If ‘No’, explore relocation to more than 50m. If this is not possible, proceed to Section 4.2.3.

#### 4.2.2 Distance from springs, wells or boreholes (4-10 domestic properties / p.e. between 16 and 50)

#### Is the soakaway more than 250 metres from any spring, well or borehole used as a private water supply?

#### Yes [ ]

#### No [ ]

#### I ju

If ‘Yes’, proceed to Section 4.2.4.

If ‘No’, explore relocation to more than 250m. If this is not possible, proceed to Section 4.2.3.

#### 4.2.3 Details on springs, wells or boreholes used for private water supply

If relocation is not possible, please provide the following information:

* The depth of any well or borehole in metres:

| **Depth of any well or borehole** (m) |
| --- |
|  |

* A map showing the location of the soakaway and the location and type of water supply. Use these symbols to mark the water supply:
* Spring: “S”
* Well: “W”
* Borehole: “B”
* If a well is pumped, mark it with “P”

| **Document reference** |
| --- |
|  |

#### 4.2.4 Discharge to groundwater

* To prevent pollution of groundwater, there must be at least 1 metre depth between the base of the soakaway and the level of the seasonally highest water table.

A condition of your authorisation will be that you do not discharge sewage directly into groundwater. This means that the water table must be below the base of your soakaway at all times of the year.

Please tick the box below to confirm:

#### There will be no discharge of sewage directly into groundwater. [ ]

#### 4.2.5 Percolation value

A soil percolation test must be undertaken to determine the percolation value (Vp) of the soil. This value is measured in seconds per millimetre (secs/mm).

If the soil percolation test indicates the soil has a Vp of more than 100 secs/mm, there is a risk that the discharge may not drain away causing pooling of sewage effluent on the land surface.

You should contact your local authority Building Control to ensure compliance with their regulations.

Please select the relevant box to indicatethe percolation value (Vp) of the soil.

#### Vp more than 15 secs/mm [ ]

#### Vp less than or equal to 15 secs/mm [ ]  (complete Section 4.2.6)

To ensure proper treatment of sewage effluent, the system must be designed to reduce the concentration of ammoniacal nitrogen (as nitrogen) in the discharge. The soakaway must also have a sufficient area to allow for proper drainage.

#### 4.2.6 Area of soakaway

If the percolation value (Vp) is less than or equal to 15 secs/mm, please provide the area of the soakaway in square metres (m2).

| **Soakaway area** (m2) |
| --- |
|  |

The treatment system must be designed to meet a mean discharge standardof 5 mg/l ammoniacal nitrogen (as nitrogen) or less.

## Section 5 - Discharge of sewage effluent to a watercourse or freshwater loch or pond

### 5.1 Justification for discharge to a freshwater loch or pond

You should not discharge into a freshwater loch or pond.

Discharging sewage effluent into a freshwater loch or pond should only be considered if no other discharge options are practical.

If you plan to discharge into a freshwater loch or pond, you must explain why other discharge options are not possible and provide your justification for this choice.

| **Document reference** |
| --- |
|  |

### 5.2 Discharge location

Please provide the National Grid Reference (NGR) for the location where the sewage treatment system discharges effluent into a watercourse or freshwater loch or pond. This may be via a partial soakaway.

You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find the NGR. The NGR should be in one of these formats:

* 2 letters followed by 10 digits (e.g. AB 12345 67890)
* 2 letters followed by 8 digits (e.g. AB 1234 6789)

|  |
| --- |
| **NGR of the discharge location** (e.g. AB 12345 67890, AB 1234 6789) |
|  |

### 5.3 Partial soakaway

A partial soakaway is normally required for a discharge to a watercourse or freshwater loch or pond from a septic tank and often required for a discharge from a secondary treatment system.

#### Will the effluent discharge to a watercourse or freshwater loch or pond via a partial soakaway?

#### Yes [ ]

#### No [ ]

#### I ju

* If ‘Yes’, provide the soakaway area. The minimum area of a partial soakaway will depend upon the type and number of properties and the type of sewage treatment system.

| **Partial soakaway area** (m2) |
| --- |
|  |

###

## Section 6 - Discharge of sewage effluent to the sea or an estuary

### 6.1 Discharge location

Please provide the National Grid Reference (NGR) for the location where the outfall pipe discharges effluent into the sea or an estuary.

You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find the NGR. The NGR should be in one of these formats:

* 2 letters followed by 10 digits (e.g. AB 12345 67890)
* 2 letters followed by 8 digits (e.g. AB 1234 6789)

|  |
| --- |
| **NGR of the discharge location** (e.g. AB 12345 67890, AB 1234 6789) |
|  |

### 6.2 Mean low water springs

Complete this section only if your discharge location is above mean low water springs (MLWS).

Please explain why you cannot discharge below MLWS.

| **Summary** |
| --- |
|  |

Provide any relevant supporting documents, such as a map, and include a document reference.

| **Document reference**  |
| --- |
|  |

## Annex 1: Additional domestic properties

Please complete the table(s) below for any additional domestic property (e.g. a house, individual caravan) connected to the sewage treatment system.

**Table A1.1: Domestic property location details - Property 4**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 4 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.2: Domestic property location details - Property 5**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 5 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.3: Domestic property location details - Property 6**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 6 adjacent toGreen Farm Cottage) |   |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.4: Domestic property location details - Property 7**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 7 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.5: Domestic property location details - Property 8**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 8 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.6: Domestic property location details - Property 9**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 9 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.7: Domestic property location details - Property 10**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 10 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

## Annex 2: Additional non-domestic properties

Please complete the table(s) below for any additional non-domestic property (e.g. café, caravan sites, offices, bed and breakfast, holidays lets, hotels) connected to the sewage treatment system.

**Table A2.1: Non-domestic property location details - Property 3**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. Pod 3 at plot adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |
| **Population equivalent of the property** |  |

**Table A2.2: Non-domestic property location details - Property 4**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. Pod 4 at plot adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |
| **Population equivalent of the property** |  |