

**R-WAS-B12**

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

**Waste Registration Activity:**

**Waste electrical and electronic equipment (WEEE) less than or equal to 35 tonnes**

Version 1.0

August 2025

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## How to use this activity form

Use this form to:

* Apply for a new registration to carry on the activity specified in Section 1.
* Apply to vary a registration to add the activity specified in Section 1.
* Apply to vary or transfer a registration that authorises the activity specified in Section 1.

## Before you apply

* You must read and ensure you can comply with all the standard conditions for this activity. Up to date standard conditions and associated guidance is available on the relevant activity specific page on our [website](https://www.sepa.org.uk/easr).
* Where you see the term ‘document reference’, enter the document reference(s) for the information you have provided. These must be submitted along with the completed form.
* Complete all relevant sections of this form and submit all the required information. If you fail to do so, we will return your application and may retain part of the fee.

## Multiple activities under a single registration

We may authorise multiple activities under a single registration, 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 registration.

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 for a **new registration** or a **variation of a registration** 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

Important: The digital application service cannot be used to apply for a **transfer of a registration**. To transfer a registration, you must apply by email or post.

**Email/Post application:**

If you cannot apply using our digital application service, you can submit your application by email or post.

* For a **new registration or a variation of a registration**, your application must include:

1. A completed APP-GEN1 form
2. Completed activity form(s)
3. Any required supporting information

* For a **transfer of a registration**, your application must include:

1. A completed APP-GEN2 form
2. Completed activity form(s)
3. Any required supporting information

You will find the email and postal addresses for submitting your application in the APP-GEN1 and APP-GEN2 forms.

You can download [APP-GEN1, APP-GEN2, and activity forms](https://www.sepa.org.uk/easr) from our website.

## Section 1 - Activity description

This is the activity form for the following waste registration activity:

Storage and treatment of less than, or equal to, 35 tonnes of waste electronic and electrical equipment at any one time by repairing, refurbishing, or dismantling it for the purpose of:

(a) reusing the WEEE for its original purpose,

(b) reusing any dismantled components for their original purpose, or

(c) manually dismantling WEEE for the purpose of recovery elsewhere.

## Section 2 - Location of the activity

Please provide the following information about the location of the activity.

**Table 1: Location details**

| **Question** | **Answer** |
| --- | --- |
| **Location name** |  |
| **Address** |  |
| **Postcode** |  |
| **National Grid Reference (NGR)**  (At least 2 letters followed by 8 digits, e.g. AB 1234 6789. You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find your NGR.) |  |

## Section 3 - Application type

Please tick **only one** box below to confirm the type of application you wish to submit, then proceed to the relevant section.

Note: You must submit a separate application for each application type.

1. **New registration** to carry on the activity specified in Section 1.

(proceed to Section A)

1. **Variation** of an existing registration.

(proceed to Section B)

1. **Transfer** of the activity specified in Section 1.

(proceed to Section C)

## Section A - New registration

### A.1 Compliance with standard conditions

To apply for a new registration, you must comply with all standard conditions associated with the activity. You can find the most up to date standard conditions on the relevant activity specific page on our website.

Please tick the box to confirm the following statement:

I confirm that the applicant has read, understood and is able to comply with the

standard conditions associated with the activity specified in Section 1.

### A.2 Location plan

Please provide a location plan showing the area where the activity will take place.

The location plan must:

1. Clearly outline and identify the boundary of the area where the activity will be carried on. Once authorised, this area will be known as the authorised place.
2. Limit the boundary of the proposed authorised place strictly to the extent of the activities.
3. Be based on an Ordnance Survey (OS) map.
4. Be clear and easy to read on an A4 page, avoiding unnecessary details.
5. Include a defined scale, the date it was created, a north direction indicator, and context such as roads and buildings.

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

### A.3 Activity information

Please go to Annex 1 of this form and provide the required information.

## Section B - Variation of a registration

### B.1 Registration reference

Please provide the reference of the registration you wish to vary.

| **Registration reference** (e.g., EAS/R/1234) |
| --- |
|  |

### B.2 Compliance with standard conditions

To apply to vary your registration, you must comply with all standard conditions associated with the activity. You can find the most up to date standard conditions on the relevant activity specific page on our website.

Please tick the box to confirm the following statement:

I confirm that the applicant has read, understood and is able to comply with the

standard conditions associated with the activity specified in Section 1.

### B.3 Variation type

Tick only one box below to confirm the type of variation you are applying for.

**Variation of a registration to:**

* **Option 1**: Increase the boundary of the authorised place where the   
  activity specified in Section 1 is carried on.
* **Option 2**: Add the new activity specified in Section 1,

without increasing the boundary of the authorised place.

* **Option 3**: Add the new activity specified in Section 1,

and increase the boundary of the authorised place.

#### Option 1

If you have ticked Option 1 and the registration authorises multiple activities, you must submit a separate activity form for each activity. All activities must share the same authorised place boundary.

#### Option 2

Option 2 can only be ticked if the activity specified in Section 1 is connected to the activities already authorised under the registration.

#### Option 3

Option 3 can only be ticked if the activity specified in Section 1 is connected to the activities already authorised under the registration.

You must also submit a separate activity form to request an increase in the boundary of the authorised place for each activity already authorised under the registration.

All activities must share the same authorised place boundary.

### B.4 Location plan

If your application to vary a registration increases the boundary of the authorised place, please provide an updated location plan.

Note: you only need to provide one location plan for multiple activities, as all activities must share the same authorised place boundary.

The location plan must:

1. Clearly outline and identify the new boundary of the proposed authorised place.
2. Limit the new boundary of the authorised place strictly to the extent of the activities.
3. Be based on an Ordnance Survey (OS) map.
4. Be clear and easy to read on an A4 page, avoiding unnecessary details.
5. Include a defined scale, the date it was created, a north direction indicator, and context such as roads and buildings.

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

### B.5 Activity information

Please go to Annex 1 of this form and provide the required information.

## Section C - Transfer of a registration

If the registration authorises multiple activities, you must submit a separate activity form for each activity you wish to transfer, along with the appropriate transfer fee.

Activity forms are available on our [website](https://www.sepa.org.uk/easr).

### C.1 Registration reference

Please provide the reference of the registration you wish to transfer.

If you are transferring multiple registrations authorising only the activity specified in Section 1 to the same transferee (proposed authorised person), please provide all relevant registration references.

| **Registration reference** (e.g. EAS/R/1234) |
| --- |
|  |

### C.2 Compliance with standard conditions

To transfer a registration in whole or in part, the transferee (proposed authorised person) must comply with all standard conditions associated with the activity. You can find the most up to date standard conditions on the relevant activity specific page on our website.

Please tick the box to confirm the following statement:

I confirm that the transferee (proposed authorised person) has read, understood  and is able to comply with the standard conditions associated with the activity

specified in Section 1.

The transferee should be aware that they may be held responsible for the impact of activities on the land from the date the registration was first granted, not just from the date of transfer.

### C.3 Transfer in whole or in part

Tick only one box to confirm the type of transfer you are applying for.

#### Transfer the whole registration

#### Note: If the registration authorises multiple activities, you must submit a separate activity form for each activity to transfer the whole registration.

#### Transfer part of the registration

#### The registration authorises multiple activities, and I am applying to transfer the activity specified in Section 1.

### C.4 Location plan

#### Transfer the whole registration

If you are applying to transfer the whole registration, the whole authorised place associated with the existing registration will be transferred. You do not need to provide a location plan.

#### Transfer part of the registration

If you are applying to transfer part of the registration, you must provide two locations plans.

The location plans must:

1. Limit the boundary of the authorised place strictly to the extent of the activities.
2. Be based on an Ordnance Survey (OS) map.
3. Be clear and easy to read on an A4 page, avoiding unnecessary details.
4. Include a defined scale, the date it was created, a north direction indicator, and context such as roads and buildings.

The plans required are:

1. **Location plan 1** - A location plan that clearly outlines and identifies the area within the existing authorised place to be transferred to the proposed transferee.

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

1. **Location plan 2** - A location plan that clearly outlines and identifies the new boundary of the existing authorised place, reflecting the transfer of the area shown in Location plan 1.

| **Document reference** |
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|  |

### C.5 Activity information

Please go to Annex 1 of this form and provide the required information.

## Annex 1 - Activity information

To apply for a new registration, variation, or transfer of the activity, you must provide all the information below. The information can be provided in one or separate documents.

### Previous and current use of the area

Please provide the following information:

1. A description of how the area where the activity is or will take place has been used in the past, particularly any activities that may have affected the ground conditions or the environment generally.
2. Details of the current state of the area where the activity is or will take place, including surfaces and any contamination that may be present.

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

### Infrastructure plan

Please provide an infrastructure plan of the area where the activity will be carried on. The plan must have a defined scale, the preparation date, a north direction indicator, and include the following:

1. Buildings, containers, and any infrastructure such as storage bays and security fences.
2. The location and extent of any impermeable surfaces.
3. Storage facilities for hazardous materials (e.g. oil and fuel tanks).
4. Entrances and exits that can be used by emergency services.
5. Points designed to control pollution, such as monitoring points.
6. Clearly outline and identify the foul and combined drainage facilities and the surface water drainage facilities, showing:
   1. The direction of flow of the water in the drain.
   2. The location of discharge points to the sewer, watercourse or soakaway.
   3. The location of manhole covers and drains.
   4. The location of stop and diverter valves and interceptors.

| **Document reference** |
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### Waste acceptance

Please provide information on how you will ensure that only the waste types authorised by the standard conditions for the activity specified in Section 1 are accepted.

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

### Waste storage

Please provide the following information:

1. The maximum amount of each type of waste you will store.
2. The method of storage (e.g. bays, containers, indoor / outdoor).
3. How you will identify the specific types of waste you are storing.
4. How you will separate different types of waste, if required.

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

### Waste treatment

Please provide the following information:

1. The treatment processes you will use (e.g. separation, compaction, shredding) and their purpose.
2. The outputs of the treatment process, how they will be classified, and what will happen to them.

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

### Hazardous waste handling

Please provide information on the additional processes you will have in place to appropriately manage the specific hazardous waste types you will be dealing with.

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

### Proposed pollution control measures

Please provide information on the steps you will take to prevent or minimise risks to the environment resulting from the activity. This must include:

1. Details of the actions you will take to prevent or minimise risks to the environment.
2. Identify any nearby locations which may be affected by your operations (e.g., public buildings, houses, nature reserves) and explain how you will take account of them.

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