

**P-WAS-T**

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

**Waste Permit Transfer Form**

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## How to use this waste permit transfer form

Use this form to apply to transfer (in whole or in part) a permit that authorises waste activities.

## Before you apply

* Check your permit to identify the type of authorised activities (e.g. water, waste, industrial activities).
* Use the correct transfer form for the type of activity you want to transfer. For example, use the water transfer form to transfer a water permit activity, the waste transfer form to transfer a waste permit activity, or the appropriate transfer form for other activities.
* 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.
* 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.

## How to apply

**Email application (preferred)**

* Send your completed application to [registry@sepa.org.uk](mailto:registry@sepa.org.uk).

**Post application (slower processing)**

* You can also send your application by post, but please note it may take longer to process.
* The postal address is provided in the APP-GEN2 form.

**What to include in your application**

* A completed APP-GEN2 form
* Completed transfer form(s)
* Any required supporting information

**Where to get the forms**

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

## Section 1 - Permit details

### 1.1 Permit reference

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

| **Permit reference** (e.g. EAS/P/1234, WML/L/1234567) |
| --- |
|  |

### 1.2 Authorised place details

Please provide the following information about the authorised place.

**Table 1: Authorised place details**

| **Question** | **Answer** |
| --- | --- |
| **Authorised place name** |  |
| **Authorised place address** |  |
| **Authorised place 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 2 - About your proposed transfer

Please select the relevant box below to confirm the type of transfer you are applying for.

#### Transfer the whole permit

The activities and the whole authorised place associated with the existing permit will be transferred.

#### Note: If the permit also authorises water or industrial activities, you must submit a separate transfer form for each of those activity types to transfer the whole permit.

(proceed to Section 4)

#### Transfer part of the permit

(proceed to Section 3)

## Section 3 - Transfer part of the permit

### 3.1 Non-technical summary

Please provide a non-technical summary of your application, including:

* A brief overview of the proposed transfer in part.
* A description of the processes that will be carried on following the proposed transfer in part.
* The measures you will implement to control the main environmental emissions from the authorised place after the transfer in part is in effect.

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

### 3.2 Waste activities to be transferred

Please provide details of the waste activities to be transferred in the table below.

**Table 2: Waste activities to be transferred**

| **Waste activities to be transferred** | **Waste activity description** |
| --- | --- |
| **Activity 1** |  |
| **Activity 2** |  |
| **Activity 3** |  |
| **Activity 4** |  |
| **Activity 5** |  |

### 3.3 Location plan

If you are applying to transfer part of the permit, 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:

* **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** |
| --- |
|  |

* **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** |
| --- |
|  |

### 3.4 Proposed transfer in part details

For transfers in part, provide details on how the existing activities will be divided, including but not limited to:

* Appropriate storage and treatment tonnages for the separate authorisations.
* Waste acceptance checks for each authorisation.
* A description of the changes in operations due to the transfer in part.
* An indication of any variations to the permit conditions resulting from the transfer in part.
* An indication of the changes to any plan or document that forms part of the permit.

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

## Section 4 - Plans and documents required for transfer applications

When applying to transfer (in whole or in part) a waste permit, the proposed transferee (proposed authorised person) must ensure there are suitable plans or documents in place (e.g. the written management system, infrastructure plan, odour management plan) to support their operations, ensure compliance with permit conditions and demonstrate that the authorised place will have technically competent management.

As the proposed transferee, you can:

* Use the existing plans or documents provided by the transferor, if they are available and still accurate for your operations.
* Provide new or updated plans or documents to reflect your specific operational needs.

All plans or documents must be clear, detailed, and show how you will meet the permit conditions. Include the reference for each plan in the table below.

Please provide the names of the plans and documents and their corresponding references in the table below.

**Table 3: Plans and documents**

| **Document name**  (e.g. written management system, infrastructure plan) | **Document reference** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
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|  |  |
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## Section 5 - Fit and proper person

When determining an application to grant a transfer (in whole or in part) of a permit, we must be satisfied that the proposed transferee (proposed authorised person) is a fit and proper person to be in control of the regulated activity.

This section must only be completed by the proposed transferee.

Please read our guidance [Who can hold an authorisation](https://www.sepa.org.uk/easr) to understand our criteria for assessing if you are a fit and proper person to hold or continue to hold an authorisation.

### 5.1 Technical competence

The regulated activities must be carried on by someone who is technically competent.

Before completing this section, please review our guidance on [Provision and assessment of technically competent management at waste management facility](https://www.sepa.org.uk/easr).

The proposed transferee must select the relevant box to indicate how they will demonstrate that the authorised place will have technically competent management.

**Formal qualification**

(e.g. WAMITAB Certificate, vocational certificates SVQ and NVQ)

Proceed to Section 5.1.1

**Competency Management Scheme (CMS)**  Proceed to Section 5.1.2

**Bespoke assessment of technical competence**  Proceed to Section 5.1.3

#### 5.1.1 Formal qualification

Please provide details of the person(s) providing technically competent management of the regulated activities, along with copies of the relevant certificates. Add more entries, if required.

**Table 4(a): Technically competent person 1 details**

| **Question** | **Answer** |
| --- | --- |
| **Name** |  |
| **Date of birth** |  |
| **Position** |  |
| **Business name and address** |  |
| **Certification scheme name** |  |
| **Level of qualification obtained** |  |
| **Copy of certificate** (Document reference) |  |

**Table 4(b): Technically competent person 2 details**

| **Question** | **Answer** |
| --- | --- |
| **Name** |  |
| **Date of birth** |  |
| **Position** |  |
| **Business name and address** |  |
| **Certification scheme name** |  |
| **Level of qualification obtained** |  |
| **Copy of certificate** (Document reference) |  |

If the proposed technically competent person(s) also provides technically competent management at other authorised places, please provide a separate document explaining how they will manage all authorised places effectively and meet the attendance requirements.

Additionally, complete Table 5 below with the necessary details.

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

**Table 5: Management of other authorised places**

|  |  |  |
| --- | --- | --- |
| **Technically competent person name** | **SEPA Authorisation reference** | **Authorised place name and address** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#### 5.1.2 Competency Management Scheme (CMS)

We recognise the Competency Management Scheme (CMS) as evidence of technical competence. If the proposed transferee is using a CMS, it is not necessary to identify an individual technically competent person to manage regulated activities. However, a responsible person must be appointed to ensure that the CMS is established, implemented and maintained.

**Table 6: Competency Management Scheme (CMS) details**

| **Question** | **Answer** |
| --- | --- |
| **CMS provider** |  |
| **Responsible person** |  |
| **Position** |  |
| **Business name and address** |  |
| **Certification Body name** |  |
| **Proof of certification** (Document reference) |  |

#### 5.1.3 Bespoke assessment of technical competence

The bespoke assessment of technical competence is only available to a proposed transferee seeking a single permit for a low-risk and small-scale facility and does not apply if the proposed transferee already holds a permit or the activity is taking place in more than one location. As part of this assessment, we require:

* Details of the person(s) who will provide the technically competent management of the regulated activities at the authorised place.
* A statement of relevant experience.
* Contact information for two referees who can validate the information provided in the statement of relevant experience.

For further details on SEPA's assessment process, please refer to our guidance on [Provision and assessment of technically competent management at waste management facility](https://www.sepa.org.uk/easr). The guidance includes an example of the format and information required for the statement of relevant experience.

**Table 7(a): Technically competent person 1 details**

| **Question** | **Answer** |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Business name and address** |  |
| **Statement of relevant experience**  (Document reference) |  |
| **Name and contact details of referee (1)** |  |
| **Name and contact details of referee (2)** |  |

**Table 7(b): Technically competent person 2 details**

| **Question** | **Answer** |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Business name and address** |  |
| **Statement of relevant experience**  (Document reference) |  |
| **Name and contact details of referee (1)** |  |
| **Name and contact details of referee (2)** |  |

### 5.2 Financial provision

Financial provision must be sufficient to meet all obligations of the authorised person and adequately cover the costs of closure and environmental liability risks.

The amount of financial provision required is normally based on the maximum quantity of wastes that you can keep or treat at the proposed authorised place at any one time, and the haulage costs associated with their removal.

We will assess the proposed transferee’s financial suitability.

For details on how we assess financial provision, please review our guidance on [Financial provision for Non-Landfill Waste Management Activities](https://www.sepa.org.uk/easr).

#### 5.2.1 Other SEPA authorisations subject to financial provision

We will assess the proposed transferee’s financial suitability based on the financial provision cumulative value for all SEPA authorisations they hold.

If the proposed transferee holds other SEPA authorisations subject to financial provision, please provide details below.

**Table 8: SEPA authorisations subject to financial provision**

|  |  |
| --- | --- |
| **SEPA authorisation reference** | **Authorised place name and address** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |