

**P-IND-IA1S**

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

**Industrial Activities Permit Surrender Form:**

**Other Emissions Activities and Organic Solvent Emissions Activities**

Version 1.0

August 2025

Contents

[How to use this industrial activities permit surrender form 2](#_Toc198299768)

[Before you apply 2](#_Toc198299769)

[How to apply 3](#_Toc198299770)

[Section 1 - Permit details 4](#_Toc198299771)

[1.1 Permit reference 4](#_Toc198299772)

[1.2 Authorised place details 4](#_Toc198299773)

[Section 2 - About your proposed surrender 5](#_Toc198299774)

[2.1 Non-technical summary 5](#_Toc198299775)

[2.2 Surrender in whole or in part 6](#_Toc198299776)

[Section 3 - Surrender in part 7](#_Toc198299777)

[3.1 Activities to be surrendered 7](#_Toc198299778)

[3.2 Reduce the boundary of the authorised place 8](#_Toc198299779)

[3.3 Proposed surrender in part details 9](#_Toc198299780)

[Section 4 - Surrender report 10](#_Toc198299781)

[Section 5 - Closure report 12](#_Toc198299782)

[Section 6 - Any other information 14](#_Toc198299783)

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](mailto:equalities@sepa.org.uk).

## How to use this industrial activities permit surrender form

Use this form to apply for a surrender of a permit (in whole or in part) that authorises an EASR industrial activity under the schedules listed below:

* Schedule 26: Other emissions activities
* Schedule 28: Petrol vapour recovery activities (terminals only)
* Schedule 23: Organic solvent emissions activities
* Schedule 27: Operating a medium combustion plant

**Note**: Applicants should preferably submit a surrender application once all remediation necessary to remove, control, contain or reduce pollution risk and return the authorised place to a satisfactory state has been undertaken.

## Before you apply

* Check your permit to identify the type of authorised activities (e.g. water, waste, industrial activities).
* Use the correct surrender form for the type of activity you want to surrender (in whole or in part). For example, use the water surrender form to surrender a water permit activity, the industrial activities surrender form to surrender an industrial permit activity, or the appropriate surrender 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-GEN3 form.

**What to include in your application**

* A completed APP-GEN3 form
* Completed surrender form(s)
* Any required supporting information

**Where to get the forms**

* You can download [APP-GEN3 and surrender 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 surrender (in whole or in part).

| **Permit reference** (e.g. EAS/P/1234, PPC/B/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 surrender

### 2.1 Non-technical summary

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

* A brief overview of the proposed surrender (in whole or in part).
* A summary of the activities carried on under the authorisation (for a surrender in whole).
* The reason(s) why you are applying to surrender part of the permit, including how this will impact activities at the authorised place (for a surrender in part).

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** |
| --- |
|  |

### 2.2 Surrender in whole or in part

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

A surrender in part is the surrender of some of the permit, for example, reducing the boundary of the authorised place or reducing the number of authorised activities.

Please select the relevant box to confirm the type of surrender, then proceed to the relevant section.

Note: If the permit also authorises water or waste activities, you must submit a separate surrender form for each of those activity types to surrender the permit (in whole or in part).

#### Surrender the whole permit

#### (complete Section 4)

#### Surrender part of the permit

#### (complete Sections 3 and 4)

## Section 3 - Surrender in part

If you are applying to surrender part of the permit, please complete the relevant sections below.

### 3.1 Activities to be surrendered

If you are applying to surrender some of the activities authorised by your permit, please provide details of the industrial activities you wish to surrender in the table below.

You will find activity descriptions in your permit or on the [activity webpages](http://www.sepa.org.uk/easr).

**Table 2: Industrial activities to be surrendered**

| **Industrial activities to be surrendered** | **Industrial activity description** |
| --- | --- |
| **Activity 1** |  |
| **Activity 2** |  |
| **Activity 3** |  |
| **Activity 4** |  |
| **Activity 5** |  |

### 3.2 Reduce the boundary of the authorised place

If your application to surrender the permit in part reduces the boundary of the authorised place, you must provide two location 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 which is proposed to be surrendered.

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

* **Location plan 2** - A location plan that clearly outlines and identifies the new boundary of the authorised place, reflecting the surrender of the area shown in part 1 above. If this is a multi-operator installation each operational area must be demarcated in a different colour.

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

### 3.3 Proposed surrender in part details

If you are applying to surrender part of the permit, please provide the following information:

* A description of the processes that will be carried on following the proposed surrender in part, including capacity, threshold or throughput of the activities and process flow diagrams.
* An indication of any changes to the permit conditions resulting from the surrender in part.

If the surrender in part requires changes to your management and procedures, please provide the revised documents. This could include:

* Infrastructure plan(s)
* Summary of the changes to the environmental management system
* Maintenance systems, staff training and accident prevention plans
* An odour management plan

The level of information required will be appropriate to the scale of the activity being surrendered in part.

We may ask for additional information if needed to process your surrender application.

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

## Section 4 - Surrender report

To surrender your permit (in whole or in part), you must submit a surrender report.

You may not need to provide all the information below if you are surrendering some of the activities authorised by your permit, without reducing the boundary of the authorised place.

The surrender report must include the following information if relevant:

1. **Authorised place clearance**

* Confirmation that all equipment, raw materials, chemicals, fuels and substances associated with the activity and/or the land you wish to surrender have been removed.
* If any equipment, raw materials, chemicals, fuels and substances are to remain at the authorised place for future use, please confirm their intended use and provide evidence that they are protected and securely stored.
* Confirmation that all waste associated with the activity and/or the land you wish to surrender have been removed.

1. **Drainage and subsurface structures**

* Provide information on any drainage plans, details of oil interceptors or other subsurface structures including maintenance frequency.
* Evidence that drains, drainage channels, pipework and other subsurface structures have been assessed, cleared and cleaned.
* Evidence that all tanks have been emptied and cleaned.

1. **Surface details**

Describe all surfaces (e.g. concrete, tarmac, hardstanding). Include information on their condition (still impermeable, cracked, etc.), installation dates, and maintenance details.

1. **Discharges**

State if there were any discharges to the water environment or sewer. Provide authorisation details from SEPA or Scottish Water.

1. **Environmental incidents**

Describe any environmental incidents and how their impacts were managed or resolved.

1. **Subsistence fees**

Confirm all subsistence fees have been paid in full.

1. **Data returns**

Provide data returns relating to the activity up to the date of the proposed surrender application.

1. **Future plans**

Share any known future plans for the authorised place.

We may ask for additional information if needed to process your surrender application.

You must provide evidence, such as photographs, invoices or other documentation to support your application.

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

## Section 5 - Closure report

Complete this section if you are carrying out any of the following activities or if SEPA have advised you to submit a closure report to surrender your permit (in whole or in part):

* Thermal treatment of carbon fuels for charcoal or treatment of fuels
* Loading, storage or treatment of crude oil or stabilised crude petroleum
* Purifying, refining or conversion of mineral oil and gas, coke, coal or other fuels
* Loading, handling and storage of iron ore
* Casting foundry
* Producing, melting or refining iron or steel or alloys
* Melting, refining and casting foundry more than 5 tonnes
* Processes emitting cadmium
* Removing asbestos from railway vehicles
* Manufacturing cellulose fibre reinforced calcium silicate board
* Halogen production
* Release of hydrogen halides
* Use or release of hydrogen cyanide or hydrogen sulphide
* Processes using mutagenic elements or their compounds
* Activity which may result in the release into the air of any acid forming oxide of nitrogen
* Processes that may release ammonia to air
* Distilling or heating tar or bitumen
* Tyre manufacturing using raw materials

The closure report must follow the guidelines in [SEPA site and baseline report guidance](https://www.sepa.org.uk/easr) and:

* Identify any changes to the site condition described in the site report and baseline report.
* Describe any steps taken to avoid pollution risk and return the authorised place to a satisfactory state.
* Detail steps taken to remove, control, contain or reduce any relevant hazardous substances in soil and groundwater that have resulted from the permitted activities.

You may need to conduct in-depth ground investigations and include details of all remediation actions you have taken.

We recommend that you discuss the application with SEPA before starting any intrusive investigations.

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

## Section 6 - Any other information

If there is any other information you wish to submit in support of your application, please provide details on a separate document.

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