

**P-WAT-L1**

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

**Water Permit Activity:**

**Bank works**

Version 1.0

August 2025

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## How to use this activity form

Use this form to apply for:

* A **new permit** to carry out one of the types of activities listed below.
* A **variation of an existing permit** that authorises one of the types of activities listed below.
* A **variation of an existing permit** to add one of the types of activities listed below.

This form covers the following **types of activities**:

* Installation of new bank works greater than 50 metres
* Alteration of existing bank works greater than 50 metres not fitting maintenance criteria
* Removal of bank works greater than 50 metres
* Installation or removal of bank works which cannot comply with General Binding Rule (GBR) or registration standard conditions

The **types of bank works** include:

* Bank re-profiling
* Bank protection
* Alteration of the bank height (floodwalls or embankment)
* Other type of bank works e.g. ramps, access steps

## 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).
* 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.

## 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 **a new permit**, 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) if required
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 - Location of the activity

### 1.1 Location description

Please provide the following information about the location.

**Table 1: Location description**

| **Question** | **Answer** |
| --- | --- |
| **Location description**  (e.g. Green Farm) |  |
| **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.) |  |

### 1.2 Activity location

Please complete one of the following sections depending on the type of work:

* Section 1.2.1 - if your activity is a single continuous length of bank works.
* Section 1.2.2 - if your activity includes multiple lengths of bank works within a single 500 metre stretch on the same waterbody (watercourse or loch).

For each location where the activity will be carried out, please provide the name of the waterbody, the upstream and downstream NGR, which bank is affected (left or right, when looking downstream) and the length of the works.

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)

#### 1.2.1 Single continuous length

Please provide details for the location of the bank works.

**Table 2: Single length details**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Upstream NGR** |  |
| **Downstream NGR** |  |
| **Bank affected** (left or right) |  |
| **Length of bank works** (m) |  |

#### 1.2.2 Multiple lengths within a single 500m stretch

You can carry out multiple lengths of bank works within a single 500m stretch of the same waterbody (watercourse or loch).

For each location where the bank works take place, please complete a separate table.

You can include details for up to two locations in this section. If you have more locations to include, please provide the details in Annex 1.

**Table 3(a): Location 1 details**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Upstream NGR** |  |
| **Downstream NGR** |  |
| **Bank affected** (left or right) |  |
| **Length of bank works** (m) |  |

**Table 3(b): Location 2 details**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Upstream NGR** |  |
| **Downstream NGR** |  |
| **Bank affected** (left or right) |  |
| **Length of bank works** (m) |  |

## 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** |
| --- |
|  |

### 2.2 Nature of the activity

Please select oneof the boxes below to indicate the nature of the activity.

* New
* Modification
* Removal

### 2.3 Types of bank works

Please select oneof the boxes below to indicate the type of bank works.

* **Bank re-profiling**  (Proceed to Section 2.7)
* **Bank protection**

(Complete Section 2.4, then proceed to Section 2.7)

* **Alteration to the bank height**

(Complete Section 2.5, then proceed to Section 2.7)

* **Other types of bank works**

(Complete Section 2.6, then proceed to Section 2.7)

### 2.4 Bank protection

#### 2.4.1 Materials and techniques

Please provide details of the materials and techniques you plan to use for bank protection (e.g. concrete or timber retaining wall, sheet piling, gabion baskets, rip-rap, biodegradable geotextiles).

Also, specify the extent of the works on the bank (e.g. restricted to the toe of the bank).

| **Materials and techniques** |
| --- |
|  |

#### 2.4.2 Dependent activities

Any bed reinforcement of up to 10% of the bed width can be considered as part of the application for this activity.

If you are proposing bed reinforcement, please provide details in the table below.

**Table 4: Bed reinforcement details**

| **Question** | **Answer** |
| --- | --- |
| **Length of bed reinforcement, as measured parallel to the bank** (m) |  |
| **Maximum length extending into surface water from the bank toe** (m) |  |
| **Area of bed affected** (m2) |  |

Please select one of the boxes below to indicate the finished level of the bed reinforcement.

* Above the existing bed level
* At the existing bed level (flush)
* Below the existing bed level

### 2.5 Alteration to the bank height

This includes all activities that alter the height of the bank, including embankments and floodwalls on the bank top.

This does not include set back embankments or floodwalls. For information on those activities, please visit the relevant activity specific page on our [website](https://www.sepa.org.uk/easr).

#### 2.5.1 Materials and techniques

Please provide details of proposed materials and techniques you plan to use e.g. earth embankment, concrete flood wall, sheet piling.

| **Materials and techniques** |
| --- |
|  |

#### 2.5.2 Extent of alteration

Please provide details about the alteration of the bank.

**Table 5: Extent of alteration**

| **Question** | **Answer** |
| --- | --- |
| **Is the bank to be heightened or lowered?** |  |
| **Alteration to bank height** (m) |  |

#### 2.5.3 Dependent activities

Any bed reinforcement of up to 10% of the bed width can be considered as part of the application for this activity.

If you are proposing bed reinforcement, please provide details in the table below.

**Table 6: Bed reinforcement details**

| **Question** | **Answer** |
| --- | --- |
| **Length of bed reinforcement, as measured parallel to the bank** (m) |  |
| **Maximum length extending into surface water from the bank toe** (m) |  |
| **Area of bed affected** (m2) |  |

Please select one of the boxes below to indicate the finished level of the bed reinforcement.

* Above the existing bed level
* At the existing bed level (flush)
* Below the existing bed level

### 2.6 Other types of bank works

#### 2.6.1 Bank works details

Please provide details of any other types of bank works you are proposing, such as steps, ramps, outfalls, intakes, platforms, posts, etc. Include information on the materials and techniques you plan to use, as well as the extent of the works (e.g. restricted to the bank toe).

| **Other types of bank works** |
| --- |
|  |

#### 2.6.2 Dependent activities

Any bed reinforcement of up to 10% of the bed width can be considered as part of the application for this activity.

If you are proposing bed reinforcement, please provide details in the table below.

**Table 7: Bed reinforcement details**

| **Question** | **Answer** |
| --- | --- |
| **Length of bed reinforcement, as measured parallel to the bank** (m) |  |
| **Maximum length extending into surface water from the bank toe** (m) |  |
| **Area of bed affected** (m2) |  |

Please select one of the boxes below to indicate the finished level of the bed reinforcement.

* Above the existing bed level
* At the existing bed level (flush)
* Below the existing bed level

### 2.7 Drawings

#### 2.7.1 Permit drawings

If this activity is part of a major Transport Scotland infrastructure project (considered under Act of Parliament (Roads Order) the Roads (Scotland) Act 1984), you must submit permit drawings that follow SEPA’s guidance: [WAT-G-035 EASR Guidance: Drawings for permit level water activities](https://www.sepa.org.uk/easr). This guidance details the information that must be included in the drawings for different types of activities.

| **Drawing Reference(s)** |
| --- |
|  |

#### 2.7.2 Application drawings

If this activity does not require permit drawings, please provide application drawings showing the design of the works. You must include the following type of drawings:

1. Plan view
2. Cross-section
3. Long section

Each type of drawing must include:

1. All dimensions
2. Details of bed and bank material and levels
3. Indicative water levels
4. Slope and dimension of the channel

Drawings must be clear and easy to read on an A4 page, avoiding unnecessary details.

The drawings must include a defined scale, the date it was created, and version number.

| **Drawing Reference(s)** |
| --- |
|  |

### 2.8 Timing and protection of fish

#### 2.8.1 Timing of works

Will the activity and any associated construction works be undertaken during the period between 1 October and 31 May?

Yes

No

* If ‘Yes’, please proceed to Section 2.8.2.
* If ‘No’, please proceed to Section 2.9.

#### 2.8.2 Types of works

If you have answered ‘Yes’ in Section 2.8.1, please select the relevant box(es) for the types of works that will be carried on.

* Working in the wetted part of a watercourse or loch
* Machinery entering the watercourse (including for access)
* Installing a temporary crossing
* Full or partial isolation of the channel
* Temporary diversion or over pumping
* Blasting/vibration or impact piling
* Using artificial lighting at night

#### 2.8.3 Protecting fish

If you selected any of the boxes in Section 2.8.2, you must submit a report which assesses the risk to fish and fish spawning. Read our [guidance on protecting fish](https://www.sepa.org.uk/easr) for more information.

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

### 2.9 Protected areas

Use the [NatureScot website map](https://sitelink.nature.scot/map) to check the proximity of your proposed works to any of the following protected areas: Site of Special Scientific Interest (SSSI), Special Area of Conservation (SAC) and Special Protection Area (SPA).

#### 2.9.1 Proximity to protected areas

Are any of the proposed works located in, or within 250m of an SSSI, SAC or SPA?

Yes

No

* If ‘Yes’, please proceed to Section 2.9.2.
* If ‘No’, please proceed to Section 3.

#### 2.9.2 Consultation with NatureScot

Tell us if you have discussed your activity with NatureScot, and provide:

* Details of any mitigation actions you intend to implement to address areas of concern.
* All relevant correspondence or consents related to the proposed works and any associated construction works.

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

#### 2.9.3 Relevant surveys

Please provide any relevant surveys conducted to establish the presence of any designated species and habitat that may be affected by the proposed works and any associated construction works.

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

#### 2.9.4 Measures to ensure no impact

Please provide details of measures to be implemented to ensure the proposed works and any associated construction works, will have no adverse impact upon the protected area(s).

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

#### 2.9.5 Environmental Impact Assessment (EIA)

If you answered ‘Yes’ in Section 2.9.1, is an EIA required for the proposed works?

Yes

No

## Section 3 - Good practice

All engineering permit applications must meet good practice.

Please complete the good practice test for all permit level bank works activities. This information can be provided in one or separate documents.

For guidance on the information you should provide, please refer to our guidance documents: [WAT-G-030 - Meeting Good Practice](http://www.sepa.org.uk/easr) and [WAT-G-022 - Activity guide: Bank Works](http://www.sepa.org.uk/easr).

### 3.1 Reasons for carrying out the activity

Please explain why the activity is needed and what benefits it is expected to deliver. You must provide evidence of the scale and nature of the issue, your understanding of the underlying cause, and your assessment of its scale and significance.

| **Document Reference** |
| --- |
|  |

### 3.2 Photographs

You must provide photographs of the area where the activity will take place. These should include views upstream and downstream of the proposed location, and where relevant, photographs that show the issue you intend to address.

| **Document Reference** |
| --- |
|  |

### 3.3 Other supporting evidence

Where relevant, you should provide other supporting evidence, such as reports, survey data, historic maps or aerial imagery, to help support your application.

| **Document Reference** |
| --- |
|  |

### 3.4 Options appraisal

Please describe at least three different options that were considered to address the issue identified in Section 3.1. This must include a ‘do nothing’ option. For each option, explain what it involved and provide an evaluation of its effectiveness and suitability.

| **Document Reference** |
| --- |
|  |

### 3.5 Selected option

Please state the option you have selected and explain why you consider this to be the best practical environmental option.

| **Document Reference** |
| --- |
|  |

### 3.6 Mitigation

Please describe all mitigation measures you will take to reduce any potential environmental impact caused by the proposed activities. This should include a method statement.

Further guidance on what should be included in your method statement is available in our guidance [WAT-G-030 - Meeting Good Practice](http://www.sepa.org.uk/easr).

| **Document Reference** |
| --- |
|  |

## Annex 1 - Additional locations

Use this annex to provide details for any additional locations where the bank works are carried out.

Complete a table for each bank work, and add extra tables as needed.

**Table A1(a): Location 3**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Upstream NGR** |  |
| **Downstream NGR** |  |
| **Bank affected** (left or right) |  |
| **Length of bank works** (m) |  |

**Table A1(b): Location 4**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Upstream NGR** |  |
| **Downstream NGR** |  |
| **Bank affected** (left or right) |  |
| **Length of bank works** (m) |  |

**Table A1(c): Location 5**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Upstream NGR** |  |
| **Downstream NGR** |  |
| **Bank affected** (left or right) |  |
| **Length of bank works** (m) |  |