

**R-WAS-S**

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

**Waste Registration Surrender Form**

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## How to use this waste registration surrender form

Use this form to apply to surrender one or more waste registration activities, either in whole or in part.

Note: If you want to surrender a water or industrial registration activity, you will need to use a different form.

## Before you apply

* Check your registration 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. For example, use the water surrender form to surrender a water registration activity, the waste surrender form for a waste registration activity, or the industrial activities surrender form for an industrial registration activity.
* 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.

## 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 – Registration details

### 1.1 Registration reference

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

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

### 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 - Surrender type

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

#### Surrender the whole registration

The activities and the whole authorised place associated with the existing registration will be surrendered.

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

#### (proceed to Section 4)

#### Surrender part of the registration

#### I am applying to reduce the boundary of the authorised place. (proceed to Section 3)

#### The registration authorises multiple activities, and I am applying to surrender:

#### some of the waste activities; and

#### reduce the boundary of the authorised place.

#### (proceed to Section 3)

#### The registration authorises multiple activities, and I am applying to surrender:

#### some of the waste activities without reducing the boundary of the authorised place.

#### (proceed to Section 4)

## Section 3 - Reducing the boundary of the authorised place

If your application to surrender the registration 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 to be surrendered.

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

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

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

## Section 4 - Activities to be surrendered

Please select all the waste registration activities you wish to surrender, then complete the relevant appendix to support your application.

Note: If you are applying to surrender multiple waste activities, your surrender report must cover each activity.

* **Storage of less than or equal to 10 waste motor vehicles**  (Please complete Appendix 1)
* **Storage and treatment of less than or equal to 5 waste motor vehicles**  (Please complete Appendix 1)
* **Storage and treatment of less than or equal to 25m3 of cooking** **oil**   (Please complete Appendix 1)
* **Recovery of metal waste less than or equal to 10,000 tonnes**  (Please complete Appendix 1)
* **Segregated recyclable non-hazardous waste less than or equal to**  **500 tonnes**

(Please complete Appendix 1)

* **Storage of waste for recovery less than or equal to 2,500 tonnes**  (Please complete Appendix 1)
* **Anaerobic digestion of less than or equal to 100 tonnes of waste per day**   (Please complete Appendix 1)
* **Storage and treatment of less than or equal to 500 tonnes of waste for**  **composting in open systems**

(Please complete Appendix 1)

* **Storage and treatment of less than or equal to 500 tonnes of waste for**   **composting in an enclosed system**

(Please complete Appendix 1)

* **Storage and treatment of less than or equal to 100,000m3 of waste in**  **a 12-month period within the boundary of a water treatment works**

(Please complete Appendix 1)

* **Manufacture of aggregates from waste less than or equal to 20,000 tonnes**  (Please complete Appendix 2)
* **Recovery of wood waste less than or equal to 1,000 tonnes**  (Please complete Appendix 2)
* **Storage and preparation of waste (not including WEEE) for reuse**  (Please complete Appendix 2)
* **Incineration of biomass waste between 50kg and 3,000kg per hour**  (Please complete Appendix 2).
* **Waste electrical and electronic equipment (WEEE) less than**  **or equal to 35 tonnes**

(Please complete Appendix 2)

* **Storage of asbestos waste less than or equal to 40 m3**   (Please complete Appendix 3)
* **Small scale construction projects less than or equal to 300 tonnes**   (Please complete Appendix 4)
* **Use of waste on land for the purpose of soil improvement**   **(single location/farm)**

(Please complete Appendix 5)

* **Use of waste for recovery in:**

1. **construction; or**
2. **reclamation, restoration or improvement of land projects using less than or**

**equal to 100,000 tonnes**

(Please complete Appendix 6)

## Appendix 1

Please provide a surrender report that includes the following information:

1. **Waste activity description**

The waste activity you wish to surrender (in whole or in part).

1. **Authorised place clearance**

Confirmation that:

* all waste has been removed from the area covered by this application; and/or
* all waste associated with the activity you wish to surrender has been removed.

You can also include evidence, such as photographs, to support your application.

1. **Condition of surfaces and drainage systems**

Specific details and evidence regarding the condition of impermeable surfaces, their immediate surroundings, tanks, drains and interceptors. You can also include evidence, such as photographs, to support your application.

1. **Environmental incidents**

A description of any environmental incidents that occurred at the authorised place, and how their impacts were managed and resolved.

1. **Subsistence fees**

Confirmation that all outstanding subsistence fees have been paid in full.

1. **Data returns**

Any outstanding waste data returns up to the date of the surrender application.

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

Note: If you are applying to surrender multiple waste activities, your surrender report must cover each activity.

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

## Appendix 2

Please provide a surrender report that includes the following information:

1. **Waste activity description**

The waste activity you wish to surrender (in whole or in part).

1. **Authorised place clearance**

Confirmation that:

* all waste has been removed from the area covered by this application; and/or
* all waste associated with the activity you wish to surrender has been removed.

You can also include evidence, such as photographs, to support your application.

1. **Environmental incidents**

A description of any environmental incidents that occurred at the authorised place, and how their impacts were managed and resolved.

1. **Subsistence fees**

Confirmation that all outstanding subsistence fees have been paid in full.

1. **Data returns**

Any outstanding waste data returns up to the date of the surrender application.

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

Note: If you are applying to surrender multiple waste activities, your surrender report must cover each activity.

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

## Appendix 3

Please provide a surrender report that includes the following information:

1. **Waste activity description**

The waste activity you wish to surrender (in whole or in part).

1. **Authorised place clearance**

Confirmation that:

* all waste has been removed from the area covered by this application; and/or
* all waste associated with the activity you wish to surrender has been removed.

This should include a survey of the authorised place which confirms no asbestos fibres are present. You can also include evidence, such as photographs, to support your application.

1. **Environmental incidents**

A description of any environmental incidents that occurred at the authorised place, and how their impacts were managed and resolved.

1. **Subsistence fees**

Confirmation that all outstanding subsistence fees have been paid in full.

1. **Data returns**

Any outstanding waste data returns up to the date of the surrender application.

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

Note: If you are applying to surrender multiple waste activities, your surrender report must cover each activity.

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

## Appendix 4

Please provide a surrender report that includes the following information:

1. **Waste activity description**

The waste activity you wish to surrender (in whole or in part).

1. **Environmental harm and waste disposal**

Confirmation that the use of the waste associated with the activity has not resulted in environmental harm or waste disposal. You can also include evidence, such as photographs, to support your application.

1. **Environmental incidents**

A description of any environmental incidents that occurred at the authorised place, and how their impacts were managed and resolved.

1. **Subsistence fees**

Confirmation that all outstanding subsistence fees have been paid in full.

1. **Data returns**

Any outstanding waste data returns up to the date of the surrender application.

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

Note: If you are applying to surrender multiple waste activities, your surrender report must cover each activity.

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

## Appendix 5

Please provide a surrender report that includes the following information:

1. **Waste activity description**

The waste activity you wish to surrender (in whole or in part).

1. **Environmental harm and waste disposal**

Confirmation that the use of the waste associated with the activity has achieved soil improvement and not resulted in environmental harm or waste disposal. You can also include evidence, such as photographs, to support your application.

1. **Storage areas clearance**

Confirmation that storage areas associated with the activity have been cleared of waste. You can also include evidence, such as photographs, to support your application.

1. **Environmental incidents**

A description of any environmental incidents that occurred at the authorised place, and how their impacts were managed and resolved.

1. **Subsistence fees**

Confirmation that all outstanding subsistence fees have been paid in full.

1. **Data returns**

Any outstanding waste data returns up to the date of the surrender application.

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

Note: If you are applying to surrender multiple waste activities, your surrender report must cover each activity.

| **Document reference** |
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|  |

## Appendix 6

Please provide a surrender report that includes the following information:

1. **Waste activity description**

The waste activity you wish to surrender (in whole or in part).

1. **Waste recovery plan**

Confirmation that the use of the waste associated with the activity has achieved the objectives identified in the waste recovery plan and not resulted in environmental harm or waste disposal. You can also include evidence, such as photographs, to support your application.

1. **Environmental incidents**

A description of any environmental incidents that occurred at the authorised place, and how their impacts were managed and resolved.

1. **Subsistence fees**

Confirmation that all outstanding subsistence fees have been paid in full.

1. **Data returns**

Any outstanding waste data returns up to the date of the surrender application.

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

Note: If you are applying to surrender multiple waste activities, your surrender report must cover each activity.

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