

**P-IND-IA2T**

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

**Industrial Activities Permit Transfer Form:**

**Schedule 20 Emissions Activities**

Version 1.0

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## How to use this industrial activities permit transfer form

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

* Schedule 20: Emissions activities (including schedule 21: large combustion plant, schedule 24: titanium dioxide activities and schedule 25: energy efficiency)
* Schedule 22: Incineration and co-incineration of waste
* Schedule 23: Organic solvent emissions activities (when combined with schedule 20 emissions activities)
* Schedule 26: Other emissions activities (when combined with schedule 20 emissions activities)
* Schedule 27: Operating a medium combustion plant (when combined with schedule 20 emissions activities)

**Do not use** this form for:

* Reducing the boundary of an authorised place – you will need to apply for a surrender in part.
* Reducing the number of regulated activities authorised by the permit – you will need to apply for a surrender in part.
* Changing or adding regulated activities authorised by the permit – you will need to apply for a permit variation.

#### Additional information required

If your application includes any waste management activities (activities defined under schedule 20, chapter 5 of EASR), please also complete Appendix 1 of this form.

## 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 (in whole or in part). For example, use the water transfer form to transfer a water permit activity, the industrial activities transfer form to transfer an industrial 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, PPC/A/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

### 2.1 Transfer type

If you are applying to transfer the whole permit, the whole authorised place associated with the existing permit will be transferred.

If you are applying to transfer part of the permit, only part of the permit will be transferred the proposed authorised person.

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

#### Transfer the whole permit

(complete Section 4 and Appendix 1 (if required))

#### Transfer part of the permit

(complete Sections 3 and 4 and Appendix 1 (if required))

## Section 3 - Transfer part of the permit

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

### 3.1 Industrial activities to be transferred

If you are applying to transfer some of the activities authorised by your permit, please provide details of the industrial activities to be transferred below.

#### 3.1.1 Stationary technical unit (STU)

If applicable, please provide details in Table 2 of the activities in the STU which are being transferred.

For each activity, provide the EASR schedule, chapter number, paragraph and sub-paragraph number.

**Table 2: Activities in the STU**

| **EASR activities** | **EASR reference** |
| --- | --- |
| Example: Combustion of fuels in installations with a total rated thermal input of 50 MW or more | schedule 20, chapter 1, paragraph 1 |
|  |  |
|  |  |
|  |  |
|  |  |

#### 3.1.2 Directly associated activities (DAAs)

Please provide details in Table 3 of the DAAs which are being transferred.

**Table 3: Directly associated activities**

| **Directly associated activity** |
| --- |
| Example 1: Storage of chemicals, wastes and by-products. |
| Example 2: Effluent treatment below treatment thresholds. |
| Example 3: Energy systems not covered by the authorised activity. |
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### 3.2 Location plan

If you are applying to transfer part of the land associated with your 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 boundary of the authorised place which will remain with the existing authorised person.

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

* **Location plan 2** - A location plan that clearly outlines and identifies the boundary of the authorised place which will be transferred to the proposed authorised person (proposed transferee).

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

## Section 4 - Demonstrating compliance and control

If you are applying to transfer (in whole or in part) an industrial activity permit, you must ensure that you will have control over the authorised activity being transferred and can comply with the permit conditions.

Please demonstrate that the proposed authorised person (and existing authorised person in the case of a transfer in part) can comply with permit conditions and operate the authorised activity in accordance with best available techniques (BAT). You can find relevant guidance on our [activity webpages](http://www.sepa.org.uk/easr).

This should include:

* A brief overview of the proposed transfer (in whole or in part), including how this will impact activities at the authorised place
* A description of the processes that will be carried on following the proposed transfer 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 transfer in part.

Please provide evidence to demonstrate compliance, which could include the following:

* Infrastructure plan(s)
* Evidence that a suitable environmental management system is in place
* Evidence that suitable maintenance systems, staff training and accident prevention plans are in place
* Evidence that emissions will be controlled and any relevant emission limits met
* An odour management plan

The level of information required will be appropriate to the scale of the activity being transferred.

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

## Section 5 - 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** |
| --- |
|  |

## Appendix 1: Waste management activities

Complete this appendix if your transfer application involves waste management activities as defined under schedule 20, chapter 5 of EASR.

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

This section must be completed by the proposed authorised person (transferee).

Please read our guidance on [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.

### Section A1-1 - 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).

Please select the relevant box to indicate how you will demonstrate that the proposed authorised place will have technically competent management.

**Formal qualification**

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

Proceed to Section A1-1.1

**Competency Management Scheme (CMS)**

Proceed to Section A1-1.2

**A1-1.1 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 A1-1(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 A1-1(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 A1-2 below with the necessary details.

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

**Table A1-2: Management of other authorised places**

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

**A1-1.2 Competency Management Scheme (CMS)**

We recognise the Competency Management Scheme (CMS) as evidence of technical competence. If you are 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 A1-3: Competency Management Scheme (CMS) details**

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

### Section A1-2 - 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.

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).

**A1-2.1 Other SEPA authorisations subject to financial provision**

Please note that we will assess the applicant’s financial suitability considering the financial provision cumulative value for all the authorisations held by the applicant.

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

**Table A1-4: SEPA authorisations subject to financial provision**

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

**A1-2.2 Expenditure plan**

Please provide a plan of the estimated expenditure for each phase of the specified waste management activities.

The plan should include the likely costs of:

* Monitoring and maintenance.
* Clearing the installation (including drainage systems) of all wastes.
* Remedial action in the event of the failure of pollution control systems.

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

**A1-2.3 Financial provision evidence**

Please select how you intend to demonstrate adequate financial provision and provide copies of the relevant documents.

**Credit reference check**

Carried out by SEPA during application determination.

**A bank statement that:**

* lists all transactions (deposits, charges, withdrawals) for the account;
* is addressed to the applicant from a financial institution;
* covers at least 3 months (continuous) and is no more than 3 months old.

**A letter from a financial institution, that:**

* demonstrates that the applicant has sufficient overdraft or loan facilities;
* is addressed to the applicant from a financial institution; and
* is no more than 3 months old.

**Company accounts, that:**

* show all money received and expended by the company;
* record the assets and liabilities of the company;
* cover at least 1 financial year; and
* are for the previous financial year.

**Provision of alternative evidence**

(e.g. a guarantee from a parent company, bank or other third party, bonds or ring-fenced funds)

If you plan to use a parent company guarantee, please specify the type of guarantee and provide a copy of the parent companies audited trading accounts for the last three years, or for the period they have been trading if less than three years.

Please provide copies of the relevant documents in a separate document.

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