

**R-WAT-PSS**

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

**Private Sewage Registration Surrender Form**

Version 1.0

August 2025

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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.

## How to use this private sewage registration surrender form

Use this form to apply to surrender a private sewage registration, either in whole or in part.

You should only apply for a surrender in whole if:

* there is no longer a discharge to the water environment; or
* the discharge is now covered by a new authorisation (registration or permit).

Note: If you want to change the name of a property listed in a registration, please contact registry@sepa.org.uk.

## Before you apply

* Read the webpage [Making a change to your private sewage registration](http://www.sepa.org.uk/easr) on our website.
* Check your registration is for a private sewage 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. There is no application fee.

## How to apply

**Application by email (preferred)**

* Send your completed application to registry@sepa.org.uk.

**Application by post (slower processing)**

* You can also send your application by post, but please note it may take longer to process.

Postal address: **SEPA**

**Angus Smith Building**

**Unit 6, 4 Parklands Avenue, Holytown, Motherwell**

**ML1 4WQ**

## Section 1 - Registration reference

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

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

## Section 2 - Contact details

Please provide the contact details of the person we should contact with any questions regarding this application. This may be the applicant or another person with the relevant authority to complete the application on behalf of the applicant (e.g. an agent, consultant).

**Table 1: Contact details**

| **Question** | **Answer** |
| --- | --- |
| **Name** |  |
| **Company or business name**(if applicable) |  |
| **Address** (if applicable) |  |
| **Postcode** |  |
| **Phone number** |  |
| **Email address** |  |

## Section 3 - Pre-application discussions

If you have had any pre-application discussions with SEPA before submitting your application, please provide the name of the SEPA Team and the date(s) of correspondence.

**Table 2: Pre-application discussions details**

| **Question** | **Answer** |
| --- | --- |
| **SEPA Team name** |  |
| **Date(s) of correspondence** |  |

## Section 4 - Surrender type

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

#### Surrender the whole registration [ ]

This applies when:

* The whole authorised activity has ceased.
* The number of properties has increased.
* The population equivalent (for a non-domestic property) has increased.
* The discharge outfall location has changed.

#### (proceed to Section 6)

#### Surrender part of the registration [ ]

#### This applies when the number of properties has decreased.

#### (proceed to Section 5)

####

## Section 5 - Surrender in part

### 5.1 Properties to be removed from the registration

If you are applying to remove one or more properties from the registration, please provide details as specified in the registration, for each domestic or non-domestic property to be removed. If you have more properties to be removed, please provide the details in Annex 1.

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

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(as specified in the registration)(e.g. property at Plot 1 adjacent to Green Farm Cottage, Cake Café, Rose Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (as specified in the registration, e.g. AB 1234 6789) |  |

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

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(as specified in the registration)(e.g. property at Plot 1 adjacent to Green Farm Cottage, Cake Café, Rose Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (as specified in the registration, e.g. AB 1234 6789) |  |

### 5.2 Population equivalent

If you are applying to reduce the population equivalent authorised by the registration, please provide the revised population equivalent.

|  **Revised population equivalent**  |
| --- |
|  |

### 5.3 Registration copy (if issued before 1 November 2025)

If your private sewage registration was issued before 1 November 2025, please provide a copy of your registration if you have one.

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

## Section 6 - Declaration

By submitting the application (including any supporting information) you are confirming all of the following:

1. (a) I am the applicant, and I apply for a surrender of a private sewage activity registration under the Environmental Authorisations (Scotland) Regulations 2018 and have completed all particulars of the application; or

(b) I am authorised on behalf of the applicant to apply for a surrender of a private sewage activity registration under the Environmental Authorisations (Scotland) Regulations 2018 and to complete all particulars of the application.

1. The information is correct (Note: knowingly or recklessly submitting false or misleading information may be an offence).
2. Any person whose personal information is included in or with this application has been made aware of how we use personal information under Data Protection Act 2018 (‘DPA 2018’) and [SEPA’s General Privacy Policy](https://beta.sepa.scot/about-sepa/how-we-work/privacy-notice/).

**Table 4: Details of the person submitting the application and making the declaration**

| **Question** | **Answer** |
| --- | --- |
| **Name of person submitting the application** (e.g. property owner, consultant name, drainage engineer name) |  |
| **Position or capacity of the person named above** (if applicable)(e.g. consultant to the applicant) |  |
| **Email address and phone number** (if not already provided in this form) |  |
| **Date** |  |

## Annex 1 - Additional properties to be removed

Please provide details as specified in the registration, for each additional domestic or non-domestic property to be removed. Please copy and add additional tables as necessary.

**Table A1.1: Property 3 details**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(as specified in the registration)(e.g. property at Plot 1 adjacent to Green Farm Cottage, Cake Café, Rose Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (as specified in the registration, e.g. AB 1234 6789) |  |

**Table A1.2: Property 4 details**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(as specified in the registration)(e.g. property at Plot 1 adjacent to Green Farm Cottage, Cake Café, Rose Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (as specified in the registration, e.g. AB 1234 6789) |  |

**Table A1.3: Property 5 details**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(as specified in the registration)(e.g. property at Plot 1 adjacent to Green Farm Cottage, Cake Café, Rose Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (as specified in the registration, e.g. AB 1234 6789) |  |

**Table A1.4: Property 6 details**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(as specified in the registration)(e.g. property at Plot 1 adjacent to Green Farm Cottage, Cake Café, Rose Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (as specified in the registration, e.g. AB 1234 6789) |  |