

**P-IND-IA1T**

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

**Industrial Activities Permit Transfer Form:**

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

Version 1.0

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Contents

[How to use this industrial activities permit transfer form 2](#_Toc198299880)

[Before you apply 2](#_Toc198299881)

[How to apply 3](#_Toc198299882)

[Section 1 - Permit details 4](#_Toc198299883)

[1.1 Permit reference 4](#_Toc198299884)

[1.2 Authorised place details 4](#_Toc198299885)

[Section 2 - About your proposed transfer 5](#_Toc198299886)

[Section 3 - Transfer part of the permit 6](#_Toc198299887)

[3.1 Industrial activities to be transferred 6](#_Toc198299888)

[3.2 Location plan 7](#_Toc198299889)

[Section 4 - Demonstrating compliance and control 8](#_Toc198299890)

[Section 5 - Any other information 9](#_Toc198299891)

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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 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

**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.

## 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.

**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/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 transfer

If you are applying to transfer the whole permit, the whole authorised place and activities 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 to the proposed authorised person (proposed transferee).

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

#### Transfer the whole permit [ ]

(complete Section 4)

#### Transfer part of the permit [ ]

(complete Sections 3 and 4)

## 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 in the table below.

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

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

### 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 any relevant guidance which can be found 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 the above, 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** |
| --- |
|  |