

**APP-GEN3**

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

**Application form** **for a:**

* **Surrender (in whole or in part) of an authorisation**

Version 1.0

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SEPA handles personal information in accordance with the Data Protection Act 2018. For more information on how we handle your personal information, and commercial confidentiality please read our [Privacy Policy](https://beta.sepa.scot/about-sepa/how-we-work/privacy-notice/).

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](mailto:equalities@sepa.org.uk).

## How to use this APP-GEN3 form

Use this form to apply for:

* A **surrender (in whole or in part) of an existing authorisation** (registration or permit) under the Environmental Authorisations (Scotland) Regulations 2018 (“EASR”).

You will need to submit additional form(s) along with this APP-GEN3 form to complete your application.

## Before you apply

* 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 the relevant forms 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.

Postal address: **SEPA**

**Angus Smith Building**

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

**ML1 4WQ**

**What to include in your application**

* For **a surrender (in whole or in part) of a registration,** your application must include:

1. A completed APP-GEN3 form
2. Completed Surrender registration form(s)
3. Any required supporting information

* For **a surrender (in whole or in part) of a permit**, your application must include:

1. A completed APP-GEN3 form
2. Completed Surrender permit form(s)
3. Any required supporting information

**Where to get the forms**

* You can download [surrender forms](https://www.sepa.org.uk/easr) from our website.

## Section 1 - Contact details

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

**Table 1: Contact details**

| **Question** | **Answer** |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Business name** |  |
| **Phone number** |  |
| **Email address** |  |

## Section 2 - Authorisation reference

Please provide the reference of the existing authorisation you wish to surrender.

| **Authorisation reference** (e.g. EAS/R/1234, CAR/R/1234, PPC/A/1234, WML/L/1234) |
| --- |
|  |

## Section 3 - About the applicant

The applicant must be the authorised person.

#### One person in control

For applications where **one person** has control of the regulated activity, please provide the relevant details in the table below.

**Table 2: Authorised person details**

| **Question** | **Answer** |
| --- | --- |
| **Authorised person name** |  |
| **Registered office/Business address** |  |
| **Registered number with Companies House** (if applicable) |  |
| **Contact name** |  |
| **Position** |  |
| **Phone number** |  |
| **Email address** |  |

#### Multiple persons in control

For applications where **multiple persons** have control of the regulated activity, contact us to discuss the surrender application process before completing this form.

Supporting documents for an application where multiple persons have control of the regulated activities must:

* Detail which person has responsibility for which part of the authorised place.
* Specify which activity each person controls; and
* Identify how the different persons in control liaise during the surrender process.

## Section 4 - About your pre-application discussions

If you have had any pre-application discussions with us before submitting your application, please provide the SEPA team name involved.

| **SEPA Team Name** |
| --- |
|  |

## Section 5 - National security, commercial confidentiality and other sensitive information

If you are providing information that is commercially confidential or related to national security or other sensitive information, please notify us in this section.

### 5.1 National security

Is there any information in this application that you believe should be kept from the Public Register on the grounds of national security?

Yes

No

If ‘Yes’, please:

* provide a copy of the application to the Secretary of State or the Scottish Ministers for a direction (as appropriate) on the issue of national security;
* submit a separate document clearly marked as "National security" including full details and justification, along with a copy of any direction from the Secretary of State or the Scottish Ministers.
* do not include any national security information or give reference numbers to the relevant documents submitted in or with this form.

### 5.2 Commercial confidentiality

#### Is there any information in your application that you believe should be kept from the public register on the grounds of commercial confidentiality?

Yes

No

If ‘Yes’, please provide full details and reasons why you consider the information to be commercially confidential on a separate document. SEPA will consider whether any such claim is justified.

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

### 5.3 Other sensitive information

Is there any information in your application that you believe should be kept from the public register due to its sensitivity (e.g. the location of species requiring special protection)?

Yes

No

If ‘Yes’, please provide full details and justification on a separate document. SEPA will consider whether any such claim is justified.

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

## Section 6 - Charging

### 6.1 Application fee charges

To complete your application, you must include the correct fee with this form.

Use the table below to list the details of each regulated activity you wish to surrender and its corresponding fee. If necessary, you can add more entries.

You can find activity descriptions and surrender application fees on the [Charging Scheme page](https://www.sepa.org.uk/regulations/authorisations-and-permits/charging-schemes/charging-schemes-and-summary-charging-booklets/) of our website.

If you need assistance determining the correct application fee, contact [charging@sepa.org.uk](mailto:charging@sepa.org.uk).

**Table 3: Activity details and application charges**

| **SEPA Reference Number** | **Description of the regulated activity:** | **Surrender application fee (£)** |
| --- | --- | --- |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |

**TOTAL:**

### 6.2 Payment method

Please confirm your payment method below:

**Online payments**

You can access our [online payments system](https://beta.sepa.scot/about-sepa/online-payments/) on our website.

**BACS**

For BACS payments, please use the following details:

Sort code: **83 34 00**

Account number: **00137187**

Account name: **SEPA**

We cannot process your application until proof of payment is received. Please submit proof of payment in a separate document.

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

### 6.3 Contact details for invoices

Some regulated activities may also have an associated annual subsistence charge.

If this applies to your activity and the contact details for invoices are different from those provided in Section 3, please provide the details of the person or department we should contact about charges and the address where all invoices should be sent to.

**Table 4: Contact details for invoices**

| **Question** | **Answer** |
| --- | --- |
| **Name/Department name** |  |
| **Business address** |  |
| **Postcode** |  |
| **Phone number** |  |
| **Email address** |  |

## Section 7 - Declaration

By submitting the application (APP-GEN3 form, relevant activity form(s) or surrender form(s), and any supporting information) you are confirming all of the following:

1. (a) I am the applicant, and I apply for a surrender (in whole or in part) 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 (in whole or in part) 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 5: Details of the person submitting the application and making the declaration**

| **Question** | **Answer** |
| --- | --- |
| **Name of person submitting the application**  (e.g. individual applicant, director name, partner name, consultant name, environmental manager name) |  |
| **Position or capacity of the person named above**  (e.g. you are the applicant, director of the applicant, consultant to the applicant) |  |
| **Email address and phone number**  (if not already provided in this form) |  |
| **Date** |  |