

**P-WAT-T**

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

**Water Permit Transfer Form**

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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 water permit transfer form

Use this form to apply to transfer (in whole or in part) a permit that authorises water activities.

## 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. For example, use the water transfer form to transfer a water permit activity, the waste transfer form to transfer a waste 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

Please provide the reference of the permit you wish to transfer.

| **Permit reference** (e.g. EAS/P/1234, CAR/L/1234567) |
| --- |
|  |

## Section 2 - About your proposed transfer

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

#### Transfer the whole permit [ ]

All the activities will be transferred.

#### Note: If the permit also authorises waste or industrial activities, you must submit a separate transfer form for each of those activity types to transfer the whole permit.

#### Transfer part of the permit [ ]

(proceed to Section 3)

## Section 3 - Transfer part of the permit

### 3.1 Non-technical summary

Please provide a non-technical summary of your application, including:

* A brief overview of the proposed transfer in part.
* A summary of the activities that will be carried on following the proposed transfer in part.

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

### 3.2 Proposed transfer in part details

For transfers in part, provide details on how the existing activities will be divided, including but not limited to:

* A description of the changes in operations due to the transfer in part.
* An indication of any variations to the permit conditions resulting from the transfer in part (if applicable). Please include the reference number of each condition, if known.
* An indication of the changes to any plan or document that forms part of the permit.

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

### 3.3 Water activities to be transferred

If you are applying to transfer only some of the water activities, along with their authorised place or part of it, please provide details in the table below.

For each water activity you want to transfer, include:

1. The description of the water activity, as shown in your permit or on the [activity webpages](http://www.sepa.org.uk/easr).
2. The authorised place, or part of the authorised place, where the activity takes place, as shown in your permit.

Depending on the water activity, this may be:

* A single National Grid Reference (NGR) point (e.g. AB 12345 67890, AB 1234 6789)
* A stretch of watercourse defined by upstream and downstream NGR points (e.g. between AB2345 6789 and AB 2346 6790)
* An area shown on a map or plan (e.g. Highland Estate peatland restoration project, Plan 1, prepared 1st Dec 2024)

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

| **Water activity description** | **Authorised place** **(or part of the authorised place)** |
| --- | --- |
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### 3.4 Location plan

If the authorised place is shown as an area in a location plan, and your application to transfer the permit in part reduces the area of the authorised place where a water activity can be carried on, you must provide the 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 transferred to the proposed transferee.

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

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

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