

**P-WAS-V**

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

**Waste Permit Variation Form**

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Contents

[How to use this waste permit variation form 2](#_Toc198197517)

[Before you apply 2](#_Toc198197518)

[Multiple activities under a single permit 3](#_Toc198197519)

[How to apply 4](#_Toc198197520)

[Section 1 – Permit details 5](#_Toc198197521)

[1.1 Permit reference 5](#_Toc198197522)

[1.2 Authorised place details 5](#_Toc198197523)

[Section 2 - About your proposed variation 6](#_Toc198197524)

[2.1 Variation type 6](#_Toc198197525)

[2.2 Non-technical summary 7](#_Toc198197526)

[2.3 Proposed variation details 7](#_Toc198197527)

[2.4 Location plan 8](#_Toc198197528)

[2.5 Updated plans and documents for proposed variation 8](#_Toc198197529)

[2.6 Adding a new activity 9](#_Toc198197530)

[Section 3 - Fit and proper person 10](#_Toc198197531)

[3.1 Technical competence 10](#_Toc198197532)

[3.2 Financial provision 15](#_Toc198197533)

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## How to use this waste permit variation form

Use this form to apply to vary an existing permit that authorises waste activities.

Variation includes the addition of a new activity.

**Do not use** this form to:

* Reduce the boundary of an authorised place – to do this you will need to apply for a surrender in part.
* Reduce the number of regulated activities authorised by the permit – to do this you will need to apply for a surrender in part.
* Change the authorised person of an existing permit – to do this you will need to apply for a transfer (in whole or in part).

## Before you apply

* Check your permit to identify the type of authorised activities (e.g. water, waste, industrial activities).
* Use the correct variation form for the type of activity you want to vary. For example, the waste variation form to vary a waste permit activity, use the water variation form to vary a water permit activity, or the appropriate variation form for other activities.
* Read the guidance for the activity you wish to vary and/or to add to your existing permit on the relevant activity specific page on our [website](https://www.sepa.org.uk/easr).
* 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.

## Multiple activities under a single permit

We may authorise multiple activities under a single permit, but only if the activities are connected. Activities may be considered connected if they are:

* located at the same geographical location,
* part of the same project, or
* operationally linked.

If the activities are connected, you may apply for a variation of an existing permit to add new activities under one permit.

If the activities are not connected, you must submit a separate application for each activity.

## How to apply

**Digital application service:**

The quickest and easiest way to [apply is via our digital application service](https://www.sepa.org.uk/easr) on our website.

You will need to upload:

1. Completed variation form(s).
2. Completed activity form(s) if required.
3. Any required supporting information.

**Email/Post application:**

If you cannot apply using our digital application service, you can complete and submit an application via email or by post.

Your application must include the following:

1. A completed APP-GEN1 form.
2. Completed variation form(s).
3. Completed activity form(s) if required.
4. Any required supporting information.

Email and postal addresses for submitting your application are included in the APP-GEN1 form.

You can download [APP-GEN1, activity forms and variation 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 vary.

| **Permit reference** (e.g. EAS/P/1234, WML/L/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 variation

### 2.1 Variation type

There are three types of variations: administrative, standard and substantial.

Please refer to our [Charging guidance](https://www.sepa.org.uk/regulations/authorisations-and-permits/charging-schemes/charging-schemes-and-summary-charging-booklets/) for examples and guidance on identifying the correct variation type.

If you need assistance in determining the correct variation type, please contact wastepermitting@sepa.org.uk.

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

* **Administrative variation**  [ ]
* **Standard variation**  [ ]
* **Substantial variation**  [ ]

### 2.2 Non-technical summary

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

* A brief overview of the proposed variation.
* If applicable, a description of any new or modified processes that will take place following the proposed variation.
* If applicable, the measures you will implement to control the main environmental emissions from the authorised place after the variation takes effect.

This summary may be published on our website as part of the public consultation process.

Ensure it is written in simple and plain language so that all members of the public can clearly understand the details of your application.

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

### 2.3 Proposed variation details

Please provide details about the proposed changes to your activities, this information should include as a minimum:

* A description of the changes in operations requiring the variation.
* An indication of the changes to any plan or document that forms part of your permit.
* An indication of the variations to the conditions in the permit that you wish us to make (if applicable).

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

###

### 2.4 Location plan

If your application to vary a permit increases the boundary of the authorised place, please provide an updated location plan. The location plan must:

1. Clearly outline and identify the new boundary of the proposed authorised place.
2. Limit the new boundary of the authorised place strictly to the extent of the activities.
3. Be based on an Ordnance Survey (OS) map.
4. Be clear and easy to read on an A4 page, avoiding unnecessary details.
5. Include a defined scale, the date it was created, a north direction indicator, and context such as roads and buildings.

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

### 2.5 Updated plans and documents for proposed variation

If your proposed variation requires changes to any existing plans or documents (e.g. the written management system, infrastructure plan, odour management plan), you must submit the new or revised version with your application.

The updated plans or documents must:

* Clearly reflect the changes proposed in your application.
* Address any new or modified operational or environmental factors resulting from the proposed variation.
* Demonstrate how you will continue to comply with the relevant permit conditions.

Ensure the plans and documents are clear and include any supporting information necessary to explain the proposed variation.

Please provide the names of the plans and documents and their corresponding references in the table below.

**Table 2: Updated plans and documents**

| **Document name** (e.g. written management system, infrastructure plan) | **Document reference** |
| --- | --- |
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|  |  |
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### 2.6 Adding a new activity

Do you wish to add a new regulated activity to your existing permit?

Yes [ ]

No [ ]

If ‘Yes’, you will need to complete and submit an activity form for each activity you wish to add.

Activity forms are available on the relevant activity specific page on our [website](https://www.sepa.org.uk/easr).

Please provide the relevant document reference here.

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

##

## Section 3 - Fit and proper person

When determining an application to grant a variation of a permit, we must be satisfied that the applicant is a fit and proper person to be in control of the regulated activity.

Please read our guidance [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.

### 3.1 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 authorised place will have technically competent management.

**Formal qualification**  [ ]

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

Proceed to Section 3.1.1

**Competency Management Scheme (CMS)** [ ]  Proceed to Section 3.1.2

**Bespoke assessment of technical competence** [ ]  Proceed to Section 3.1.3

####

#### 3.1.1 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 3(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 3(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 4 below with the necessary details.

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

**Table 4: Management of other authorised places**

|  |  |  |
| --- | --- | --- |
| **Technically competent person name** | **SEPA Authorisation reference** | **Authorised place name and address** |
|  |  |  |
|  |  |  |
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|  |  |  |
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#### 3.1.2 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 5: Competency Management Scheme (CMS) details**

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

#### 3.1.3 Bespoke assessment of technical competence

The bespoke assessment of technical competence is only available to applicants seeking a single permit for a low-risk and small-scale facility and does not apply if the applicant already holds a permit. As part of this assessment, we require:

* Details of the person(s) who will provide the technically competent management of the regulated activities at the proposed authorised place.
* A statement of relevant experience.
* Contact information for two referees who can validate the information provided in the statement of relevant experience.

For further details on SEPA's assessment process, please refer to our guidance on [Provision and assessment of technically competent management at waste management facility](https://www.sepa.org.uk/easr). The guidance includes an example of the format and information required for the statement of relevant experience.

**Table 6(a): Technically competent person 1 details**

| **Question** | **Answer** |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Business name and address** |  |
| **Statement of relevant experience**(Document reference)  |  |
| **Name and contact details of referee (1)** |  |
| **Name and contact details of referee (2)** |  |

**Table 6(b): Technically competent person 2 details**

| **Question** | **Answer** |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Business name and address** |  |
| **Statement of relevant experience**(Document reference) |  |
| **Name and contact details of referee (1)** |  |
| **Name and contact details of referee (2)** |  |

### 3.2 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.

#### 3.2.1 Changes to financial provision

Will the proposed variation introduce new financial obligations for the authorised person?

Yes [ ]

No [ ]

If ‘Yes’, we will reassess the financial provision.

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).

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#### 3.2.2 Other SEPA authorisations subject to financial provision

We will assess the authorised person’s financial suitability based on the financial provision cumulative value for all SEPA authorisations they hold.

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

**Table 7: SEPA authorisations subject to financial provision**

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