

**P-WAT-E2**

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

Document reference number to be included (this will be held in a document control catalogue)

**Water Permit Activity:**

**The discharge of water run-off from a surface water drainage system from built developments**

Version 1.0

August 2025

Contents

[How to use this activity form 2](#_Toc201761103)

[Before you apply 3](#_Toc201761104)

[Multiple activities under a single permit 3](#_Toc201761105)

[How to apply 4](#_Toc201761106)

[Section 1 - Location of the activity 5](#_Toc201761107)

[1.1 Location description 5](#_Toc201761108)

[1.2 Activity location 6](#_Toc201761109)

[Section 2 - About your proposed activities 7](#_Toc201761110)

[2.1 Non-technical summary 7](#_Toc201761111)

[Section 3 - Discharge of water run-off 8](#_Toc201761112)

[3.1 Drainage strategy 8](#_Toc201761113)

[3.2 Schematic drainage plan 9](#_Toc201761114)

[3.3 Drawings 10](#_Toc201761115)

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 activity form**

Use this form to apply for:

* A **new permit** for the discharge of water run-off from a surface water drainage system from built developments to the water environment.
* A **variation of an existing permit** that authorises the discharge of water run-off from a surface water drainage system from built developments to the water environment.
* The **variation of** **an existing permit** to add the discharge of water run-off from a surface water drainage system from built developments to the water environment.

This applies to the discharge of water run-off from a surface water drainage system from built developments to the water environment constructed after 1 April 2007, where the run-off is from:

* any motorway or trunk road where any one outfall serves a length of road greater than 1 kilometre, and the footprint of the road or its associated infrastructure is enlarged or otherwise altered on or after 1 April 2007;
* land of more than 30 hectares which is used for residential purposes;
* industrial estates; or
* land used as a motorised vehicle parking area with more than 1,000 spaces.

## Before you apply

* Read the guidance for the water activity you are applying for on the relevant activity specific page on our [website](https://www.sepa.org.uk/easr).
* 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.

## 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 submit a single application for multiple activitiesunder 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 activity form(s)
2. 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.

* For **a new permit**, your application must include:

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

* For **a variation of a permit**, your application must include:

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 - Location of the activity

### 1.1 Location description

Please provide the following information about the location.

**Table 1: Location description**

| **Question** | **Answer** |
| --- | --- |
| **Location description**  (e.g. New Town housing development) |  |
| **Address** |  |
| **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.) |  |

### 1.2 Activity location

Please provide the name of the water body and the NGR for each discharge outfall location.

You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find the NGR. The NGR should be in one of these formats:

* 2 letters followed by 10 digits (e.g. AB 12345 67890)
* 2 letters followed by 8 digits (e.g. AB 1234 6789)

Add more entries, if needed.

**Table 2: Discharge location details**

|  |  |  |
| --- | --- | --- |
| **Discharge location reference**  (e.g. Outfall 1) | **Name of water body**  (e.g. watercourse or loch) | **NGR**  (e.g. AB 12345 67890, AB 1234 6789) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Section 2 - About your proposed activities

### 2.1 Non-technical summary

Please provide a non-technical summary of your application, including a brief overview of the proposed activity.

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** |
| --- |
|  |

## Section 3 - Discharge of water run-off

### 3.1 Drainage strategy

Please provide a drainage strategy. This must include:

* A map of the proposed development area, showing current land use and all existing drainage features (such as surface water drains, watercourses, ditches, etc.).
* A description of the proposed built development (e.g. housing, road, motorway) and its scale (e.g. area of land, length of road, number of car parking spaces).
* Details of the activities to be undertaken in all parts of the proposed development area, including identification of high-risk pollution areas (such as refuelling or wash bays, material storage, unloading areas).
* Details of the risk to the water environment from each activity, including high-risk areas, along with an explanation of how run-off from each area will be treated and the reasons for the chosen approach.
* Details of how any sustainable drainage systems (SUDS) have been designed to prevent runoff from the proposed development area for the majority of small rainfall events (known as interception).
* Calculations used for determining the size of each treatment system.
* A risk assessment for discharges of run-off to infiltration SUDS from high-risk areas (such as brownfield sites, industrial sites, petrol stations, or lorry parks) or sites with land contamination.
* Consideration of how SUDS help biodiversity and benefits amenity.
* Details on the maintenance of treatment facilities and, where relevant, a description of adoption proposals.

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

### 3.2 Schematic drainage plan

Please provide a schematic drainage plan. The plan must:

1. Clearly outline the boundary of the built development and within that, identify each area where different activities will take place (e.g. car parking, goods unloading).
2. Show and identify any high-risk pollution areas such as re-fuelling or wash bays, material storage, or unloading areas.
3. Show and describe the type of SUDS to which run-off from each area will drain.
4. Be based on an Ordnance Survey (OS) map with a 1:10,000 or 1:25,000 scale.
5. Be clear and easy to read on an A4 page, avoiding unnecessary details.
6. Include the date it was created and a north direction indicator.

| **Drainage plan reference(s)** |
| --- |
|  |

### 3.3 Drawings

Please provide drawings showing the design of each proposed SUDS.

You must include the following type of drawings for each SUDS:

* 1. Plan view
  2. Cross section
  3. Long section

Each drawing type must include:

* Slopes and all dimensions;
* details of materials to be used; and
* any indicative water levels.

Drawings must be clear and easy to read on an A4 page, avoiding unnecessary details.

The drawings must include a defined scale, the date it was created, and version number.

| **Drawing reference(s)** |
| --- |
|  |