

**P-WAT-S**

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

**Water Permit Surrender Form**

Version 1.0

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## How to use this water permit surrender form

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

You can use this form to:

* Reduce the boundary of an authorised place.
* Reduce the number of regulated activities authorised by the permit.

## Before you apply

* Check your permit to identify the type of authorised activities (e.g. water, waste, industrial activities).
* Use the correct surrender form for the type of activity you want to surrender. For example, use the water surrender form to surrender a water permit activity, the waste surrender form to surrender a waste permit activity, or the appropriate surrender 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](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.
* The postal address is provided in the APP-GEN3 form.

**What to include in your application**

* A completed APP-GEN3 form
* Completed surrender form(s)
* Any required supporting information

**Where to get the forms**

* You can download [APP-GEN3 and surrender forms](https://www.sepa.org.uk/easr) from our website.

## Section 1 - Permit details

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

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

## Section 2 - About your proposed surrender

### Non-technical summary

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

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** |
| --- |
|  |

### 2.2 Surrender in whole or in part

Please select only one box to confirm the type of surrender, then proceed to relevant section.

#### Surrender the whole permit

All the activities will be surrendered.

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

#### (proceed to Section 4)

#### Surrender part of the permit

#### I am applying to surrender some of the water activities.

#### (proceed to Section 3)

#### I am applying to reduce the geographical extent of an authorised place.

#### This includes reducing a length or reducing an area where an activity takes places.

#### (proceed to Section 3)

#### 

## Section 3 - Surrender in part

### 3.1 Proposed surrender in part details

For surrenders 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 surrender in part.
* An indication of any variations to the permit conditions resulting from the surrender 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** |
| --- |
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### 3.2 Water activities to be surrendered

If you are applying to surrender 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 surrender, 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 1: Water activities to be surrendered**

| **Water activity description** | **Authorised place**  **(or part of the authorised place)** |
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### 3.3 Reducing the geographical extent of the authorised place

If your application to surrender the permit in part reduces the geographical extent of the authorised place, please provide the relevant details in the sections below.

A reduction of the geographical extent of the authorised place may include:

* Reducing the length of a stretch of watercourse defined by upstream and downstream NGR points.
* Reducing the area of the authorised place where an activity can be carried on.

#### 3.3.1 Reducing the length of the stretch of watercourse

If you are applying to reduce the length of the stretch of watercourse where the activity may be carried on, please provide the water activity description and the NGR for the new upstream and downstream points of the stretch.

**Table 2: Updated NGR points for the stretch of watercourse**

| **Water activity description** | **NGR Upstream point** | **NGR Downstream point** |
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#### 3.3.2 Reducing the area

If you are applying to reduce the area where the activity may be carried on, 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 with a 1:10,000 or 1:25,000 scale.
3. Be clear and easy to read on an A4 page, avoiding unnecessary details.
4. Include a defined scale, the date it was created and a north direction indicator.

The plans required are:

* **Location plan 1** - A location plan that clearly outlines and identifies the boundary of the area to be surrendered.

| **Document reference** |
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* **Location plan 2** - A location plan that clearly outlines and identifies the new boundary of the authorised place, reflecting the area to be surrendered shown in Location plan 1.

| **Document reference** |
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### 3.4 Updated plans and documents for surrender in part

If your proposed surrender in part requires changes to any existing plans or documents (e.g. monitoring or management plan, drawings), 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 surrender in part.
* 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 surrender in part.

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

**Table 3: Updated plans and documents**

| **Document name**  (e.g. drawing) | **Document reference** |
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## Section 4 - Surrender report

For some activities, SEPA require additional information to assess the risk to the water environment posed by the cessation of the activity.

You only need to complete this section if you are surrendering (in whole or in part) a permit that authorises the construction, extension or operation, including the decommissioning, of any borehole with a depth of more than 200m (deep boreholes).

#### Surrender report for deep boreholes

You must submit a surrender report that includes details of how each deep borehole has been decommissioned. This must include a drawing showing a cross-section of each borehole, with the following clearly marked:

* The sections of the borehole that have been backfilled.
* The type of material used to backfill each section of the borehole.
* Details of any casing that remains in place, including its condition.
* How the top of the borehole has been sealed (e.g. a concrete cap).

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