

**P-WAT-L4**

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

**Water Permit Activity:**

**Installation of an instream or in loch structure or the placement of one or more boulders**

Version 1.0

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## How to use this activity form

Use this form to apply for:

* A **new permit** to carry out one of the types of activities listed below.
* A **variation of an existing permit** that authorises the one of the types of activities listed below.
* A **variation of an existing permit** to add one of the types of activities listed below.

This form covers the following **types of activities**:

* Installation of a new permit level structure (those that do not meet the registration or GBR activity thresholds)
* Alteration of an existing permit level structure not fitting maintenance criteria
* Removal of an existing permit level structure
* Installation or removal of a structure that cannot comply with GBR or registration standard conditions

The **types of structures** include:

* Bed reinforcement
* Boulder placements
* Other instream or in-loch structures:
* Boat slips, jetties, pontoons, platforms, marinas
* Flow deflectors (e.g. croys, groynes)
* Intakes or outfalls
* Other types of instream or in-loch structures

Note: Any other activities (e.g. bank works) associated with the structure may require a separate authorisation.

## 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. Green Farm) |  |
| **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 complete one of the following sections depending on the type of structure:

* Section 1.2.1 - if your activity is a single structure.
* Section 1.2.2 - if your activity includes multiple structures within a single 500m stretch on the same waterbody.

For each location where the activity will be carried out, please provide the name of the waterbody, bed width and NGRs. Bed width is as measured from bank toe to bank toe.

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)

#### 1.2.1 Single structure

Please provide details for the location of the structure.

**Table 2: Single structure location details**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Bed width** (for a watercourse) (m) |  |
| **NGR of midpoint of the structure** |  |
| **Upstream NGR of the structure** |  |
| **Downstream NGR of the structure** |  |

#### 1.2.2 Multiple structures within a single 500m stretch

Multiple structures can be located within a single 500 metre stretch of the same waterbody (watercourse or loch). If there are multiple structures in a stretch of more than 500 metres, you will need to complete a separate activity form. Bed width is as measured from bank toe to bank toe.

For each structure location, please complete a separate table. Ensure that the same location reference (e.g. location 1, location 2, location 3) is used in Section 2.4 – Bed reinforcement.

You can include details for up to three structure locations in this section. If you have more locations to include, please provide the details in Annex 1.

**Table 3(a): Location 1 details**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Bed width** (for a watercourse) (m) |  |
| **NGR of midpoint of the structure** |  |
| **Upstream NGR of the structure** |  |
| **Downstream NGR of the structure** |  |

**Table 3(b): Location 2 details**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Bed width** (for a watercourse) (m) |  |
| **NGR of midpoint of the structure** |  |
| **Upstream NGR of the structure** |  |
| **Downstream NGR of the structure** |  |

**Table 3(c): Location 3 details**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Bed width** (for a watercourse) (m) |  |
| **NGR of midpoint of the structure** |  |
| **Upstream NGR of the structure** |  |
| **Downstream NGR of the structure** |  |

## 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** |
| --- |
|  |

### 2.2 Nature of the activity

Please select oneof the boxes below to indicate the nature of the activity.

* New
* Modification
* Removal

### 2.3 Types of structures

Please select oneof the boxes below to indicate the type of structure.

* **Bed reinforcement**

(Complete Section 2.4, then proceed to Section 2.7)

* **Boulder placement**

(Complete Section 2.5, then proceed to Section 2.7)

* **Other instream or in-loch structures**

(e.g. boat slips, jetties, pontoons, platforms, flow deflectors)

(Complete Section 2.6, then proceed to Section 2.7)

### 2.4 Bed reinforcement

You can carry out bed reinforcement at multiple locations within a single 500m stretch on the same waterbody (watercourse or loch). Ensure that the same location reference (e.g. location 1, location 2, location 3) used in Section 1.2.2 is used here.

#### Location 1

**Table 4: Bed reinforcement details**

| **Question** | **Answer** |
| --- | --- |
| **Length of bed reinforcement, as measured parallel to the bank** (m) |  |
| **Maximum length extending into surface water from the bank toe** (m) |  |
| **Area of bed affected** (m2) |  |

Please select one of the boxes below to indicate the finished level of the bed reinforcement.

* Above the existing bed level
* At the existing bed level (flush)
* Below the existing bed level

Where the finished level of the bed reinforcement is below the existing bed level, please provide the depth below the existing bed level (in metres).

| **Depth below the existing bed level** (m) |
| --- |
|  |

#### Location 2

**Table 5: Bed reinforcement details**

| **Question** | **Answer** |
| --- | --- |
| **Length of bed reinforcement, as measured parallel to the bank** (m) |  |
| **Maximum length extending into surface water from the bank toe** (m) |  |
| **Area of bed affected** (m2) |  |

Please select one of the boxes below to indicate the finished level of the bed reinforcement.

* Above the existing bed level
* At the existing bed level (flush)
* Below the existing bed level

Where the finished level of the bed reinforcement is below the existing bed level, please provide the depth below the existing bed level (in metres).

| **Depth below the existing bed level** (m) |
| --- |
|  |

#### Location 3

**Table 6: Bed reinforcement details**

| **Question** | **Answer** |
| --- | --- |
| **Length of bed reinforcement, as measured parallel to the bank** (m) |  |
| **Maximum length extending into surface water from the bank toe** (m) |  |
| **Area of bed affected** (m2) |  |

Please select one of the boxes below to indicate the finished level of the bed reinforcement.

* Above the existing bed level
* At the existing bed level (flush)
* Below the existing bed level

Where the finished level of the bed reinforcement is below the existing bed level, please provide the depth below the existing bed level (in metres).

| **Depth below the existing bed level** (m) |
| --- |
|  |

### 2.5 Boulder placement

Please provide the following details to describe the extent of the boulder placement.

**Table 7: Boulder placement - length and area affected**

| **Question** | **Answer** |
| --- | --- |
| **Total maximum length of stretch affected** (m) |  |
| **Total maximum area of bed affected** (m2) |  |

Note: The drawings required in Section 2.7 must include the number and size of boulders, as well as their spacing and position.

### 2.6 Other instream or in-loch structures

#### 2.6.1 Types of structures

Please select one of the boxes below to indicate the type of structure.

* Boat slip
* Jetty, pontoon, platform, marina
* Flow deflectors (e.g. croys, groynes)
* Intakes or outfalls
* Other

If ‘Other’, please provide a description and details about the structure.

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

#### 2.6.2 Structure details

Please provide the following details for the scale and extent of the structure. The left or right bank is the bank as viewed looking downstream.

**Table 8: Scale and extent of structure**

| **Question** | **Answer** |
| --- | --- |
| **Total length of shore affected** (m) |  |
| **Total length of left bank affected** (m) |  |
| **Total length of right bank affected** (m) |  |
| **Maximum length extending into surface water from the bank toe** (m) (where applicable) |  |
| **Total area of bed affected** (m2) |  |
| **Total area of the structure** (m2) |  |

For intakes and outfalls, where relevant, please provide details on any screens.

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

#### 2.6.3 Dependent activities

Any bank works up to 20 metres, can be considered as part of the application for this activity.

The total cumulative length of any bank works must not exceed 20 metres.

If you are proposing bank works, please provide the total length of bank works on each bank in the table below. The left or right bank is as viewed looking downstream.

**Table 9: Bank works details**

| **Question** | **Answer** |
| --- | --- |
| **Total length on left bank** (m) |  |
| **Total length on right bank** (m) |  |

### 2.7 Drawings

#### 2.7.1 Permit drawings

If this activity is part of a major Transport Scotland infrastructure project (considered under Act of Parliament (Roads Order) the Roads (Scotland) Act 1984), you must submit permit drawings that follow SEPA’s guidance: [WAT-G-035 EASR Guidance: Drawings for permit level water activities](https://www.sepa.org.uk/easr). This guidance details the information that must be included in the drawings for different types of activities.

| **Drawing Reference(s)** |
| --- |
|  |

#### 2.7.2 Application drawings

If this activity does not require permit drawings, please provide application drawings showing the design of the works. You must include the following type of drawings:

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

Each type of drawing must include:

1. All dimensions
2. Details of bed and bank material and levels
3. Indicative water levels
4. Slope and dimension of the channel

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)** |
| --- |
|  |

### 2.8 Timing and protection of fish

#### 2.8.1 Timing of works

Will the activity and any associated construction works be undertaken during the period between 1 October and 31 May?

Yes

No

* If ‘Yes’, please proceed to Section 2.8.2.
* If ‘No’, please proceed to Section 2.9.

#### 2.8.2 Types of works

If you have answered ‘Yes’ in Section 2.8.1, please select the relevant box(es) for the types of works that will be carried on.

* Working in the wetted part of a watercourse or loch
* Machinery entering the watercourse (including for access)
* Installing a temporary crossing
* Full or partial isolation of the channel
* Temporary diversion or over pumping
* Blasting/vibration or impact piling
* Using artificial lighting at night

#### 2.8.3 Protecting fish

If you selected any of the boxes in Section 2.8.2, you must submit a report which assesses the risk to fish and fish spawning. Read our [guidance on protecting fish](https://www.sepa.org.uk/easr) for more information.

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

### 2.9 Protected areas

Use the [NatureScot website map](https://sitelink.nature.scot/map) to check the proximity of your proposed works to any of the following protected areas: Site of Special Scientific Interest (SSSI), Special Area of Conservation (SAC) and Special Protection Area (SPA).

#### 2.9.1 Proximity to protected areas

Are any of the proposed works located in, or within 250m of an SSSI, SAC or SPA?

Yes

No

* If ‘Yes’, please proceed to Section 2.9.2.
* If ‘No’, please proceed to Section 3.

#### 2.9.2 Consultation with NatureScot

Tell us if you have discussed your activity with NatureScot, and provide:

* Details of any mitigation actions you intend to implement to address areas of concern.
* All relevant correspondence or consents related to the proposed works and any associated construction works.

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

#### 2.9.3 Relevant surveys

Please provide any relevant surveys conducted to establish the presence of any designated species and habitat that may be affected by the proposed works and any associated construction works.

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

#### 2.9.4 Measures to ensure no impact

Please provide details of measures to be implemented to ensure the proposed works and any associated construction works, will have no adverse impact upon the protected area(s).

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

#### 2.9.5 Environmental Impact Assessment (EIA)

If you answered ‘Yes’ in Section 2.9.1, is an EIA required for the proposed works?

Yes

No

## Section 3 - Good practice

All engineering permit applications must meet good practice.

Please complete the good practice test for all permit level bank works activities. This information can be provided in one or separate documents.

For guidance on the information you should provide, please refer to our guidance documents: [WAT-G-030 - Meeting Good Practice](http://www.sepa.org.uk/easr) and [WAT-G-025 - Activity Guide: Instream and In-loch structures](http://www.sepa.org.uk/easr).

### 3.1 Reasons for carrying out the activity

Please explain why the activity is needed and what benefits it is expected to deliver. You must provide evidence of the scale and nature of the issue, your understanding of the underlying cause, and your assessment of its scale and significance.

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

### 3.2 Photographs

You must provide photographs of the area where the activity will take place. These should include views upstream and downstream of the proposed location, and where relevant, photographs that show the issue you intend to address.

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

### 3.3 Other supporting evidence

Where relevant, you should provide other supporting evidence, such as reports, survey data, historic maps or aerial imagery, to help support your application.

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

### 3.4 Options appraisal

Please describe at least three different options that were considered to address the issue identified in Section 3.1. This must include a ‘do nothing’ option. For each option, explain what it involved and provide an evaluation of its effectiveness and suitability.

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

### 3.5 Selected option

Please state the option you have selected and explain why you consider this to be the best practical environmental option.

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

### 3.6 Mitigation

Please describe all mitigation measures you will take to reduce any potential environmental impact caused by the proposed activities. This should include a method statement.

Further guidance on what should be included in your method statement is available in our guidance [WAT-G-030 - Meeting Good Practice](http://www.sepa.org.uk/easr).

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

## Annex 1 - Additional locations

Use this annex to provide details for any additional structure locations.

Complete a table for each structure location, and add extra tables as needed.

**Table A1(a): Location 4 details**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Bed width** (for a watercourse) (m) |  |
| **NGR of midpoint of the structure** |  |
| **Upstream NGR of the structure** |  |
| **Downstream NGR of the structure** |  |

**Table A1(b): Location 5 details**

| **Question** | **Answer** |
| --- | --- |
| **Name of the waterbody**  (e.g. watercourse or loch) |  |
| **Bed width** (for a watercourse) (m) |  |
| **NGR of midpoint of the structure** |  |
| **Upstream NGR of the structure** |  |
| **Downstream NGR of the structure** |  |