

**R-IND-S**

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

**Industrial Activities Registration Surrender Form**

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## How to use this industrial activities registration surrender form

Use this form to apply to surrender one or more industrial registration activities, either in whole or in part.

Note: If you want to surrender a water or waste registration activity, you will need to use a different form.

## Before you apply

* Check your registration 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 (in whole or in part). For example, use the water surrender form to surrender a water registration activity, the waste surrender form for a waste registration activity, or the industrial activities surrender form for an industrial registration activity.
* 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.
* Complete all relevant sections of this form and submit all the required information. If you fail to do so, we will return your application and may retain part of the fee.

## 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 - Registration details

### 1.1 Registration reference

Please provide the reference of the registration you wish to surrender (in whole or in part).

| **Registration reference** (e.g. EAS/P/1234, PPC/B/1234) |
| --- |
|  |

### 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 - Surrender type

Please select the relevant box(es) to confirm the type of surrender, then proceed to the relevant section.

Note: If the registration also authorises water or waste activities, you must submit a separate surrender form for each of those activity types to surrender the registration (in whole or in part).

#### Surrender the whole registration

The activities and the whole authorised place associated with the existing registration will be surrendered.

#### (complete Section 4)

#### Surrender part of the registration

#### I am applying to reduce the boundary of the authorised place. (complete Sections 3 and 4)

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

#### (complete Sections 3 and 4)

## Section 3 - Surrender in part

### 3.1 Activities to be surrendered

If you are applying to surrender some of the activities authorised by your registration, please provide details of the industrial activities you wish to surrender in the table below.

You will find activity descriptions in your registration or on the [activity webpages](http://www.sepa.org.uk/easr).

**Table 2: Industrial activities to be surrendered**

| **Industrial activities to be surrendered** | **Industrial activity description** |
| --- | --- |
| **Activity 1** |  |
| **Activity 2** |  |
| **Activity 3** |  |
| **Activity 4** |  |
| **Activity 5** |  |

### 3.2 Reduce the boundary of the authorised place

If your application to surrender the registration in part reduces the boundary of the authorised place, 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.
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 surrendered.

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

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

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

## Section 4 - Surrender report

To surrender your registration (in whole or in part), you must submit a surrender report that includes the following information:

1. **Authorised place clearance**

* Confirmation that all equipment, raw materials, chemicals, fuels and substances associated with the activity and/or the land you wish to surrender have been removed.
* If any equipment, raw materials, chemicals, fuels and substances are to remain at the authorised place for future use, please confirm their intended use and provide evidence that they are protected and securely stored.
* Confirmation that all waste associated with the activity and/or the land you wish to surrender have been removed.

1. **Drainage and subsurface structures**

* Evidence that any drains, drainage channels, pipework and other subsurface structures have been cleared and cleaned.
* Evidence that all tanks have been emptied and cleaned.

1. **Environmental incidents**

A description of any environmental incidents that occurred at the authorised place, and how their impacts were managed and resolved.

1. **Subsistence fees**

Confirmation that all outstanding subsistence fees have been paid in full.

1. **Data returns**

Any outstanding data returns up to the date of the surrender application.

We may ask for additional information if needed to process your surrender application.

You must provide evidence, such as photographs, invoices or other documentation to support your application.

Note: If you are applying to surrender multiple industrial activities, your surrender report must cover each activity.

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