

**R-WAT-A9**

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

**Water Registration Activity:**

**Discharge of grey water or liquid from a composting toilet to soakaway**

Version 1.0

August 2025

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## How to use this activity form

Use this form to apply for a new registration authorising the discharge of grey water or liquid from a composting toilet to full soakaway.

## Before you apply

* You must read and ensure you can comply with all the standard conditions for this activity. Up to date standard conditions, associated guidance and information on population equivalent is available 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.
* 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/Post application:**

Please submit your completed activity form, along with any supporting information and the correct payment, via email (preferred) or by post.

Email address: [**registry@sepa.org.uk**](mailto:registry@sepa.org.uk)

Postal address: **SEPA**

**Angus Smith Building**

**Unit 6, 4 Parklands Avenue, Holytown, Motherwell**

**ML1 4WQ**

## Section 1 - Activity description

This is the activity form for the following water registration activity:

The discharge of grey water or of liquid from a composting toilet from:

1. less than or equal to 10 domestic properties; or
2. non-domestic properties with a population equivalent less than or equal to 50; or
3. a combination of domestic and non-domestic properties with a total population equivalent of less than or equal to 50;

to full soakaway.

## Section 2 - Compliance with standard conditions

To apply for a new registration, you must comply with all standard conditions associated with the activity. You can find the most up to date standard conditions on the relevant activity specific page on our website.

Please tick the box to confirm the following statement:

I confirm that the applicant has read, understood and is able to comply with the

standard conditions associated with the activity specified in Section 1.

## Section 3 - Contact details

Please provide the contact details of the person we should contact with any questions regarding this application. This may be the applicant or another person with the relevant authority to complete the application on behalf of the applicant (e.g. an agent, consultant).

**Table 1: Contact details**

| **Question** | **Answer** |
| --- | --- |
| **Name** |  |
| **Company or Business name** (if applicable) |  |
| **Address** (if applicable) |  |
| **Postcode** |  |
| **Phone number** |  |
| **Email address** |  |

## Section 4 - Pre-application discussions

If you have had any pre-application discussions with SEPA before submitting your application, please provide the name of the SEPA team and the date(s) of correspondence.

**Table 2: Pre-application discussions details**

| **Question** | **Answer** |
| --- | --- |
| **SEPA team name** |  |
| **Date(s) of correspondence** |  |

## Section 5 - Applicant and property details

The applicant must be the owner of any land from which grey water is or is to be discharged or land on which the composting toilet is situated. The owner of the land is normally the owner of the property or the building with composting toilet.

If the application is granted, the applicant will be referred to as the “authorised person”.

The property location will normally be the address and postcode of the property.

However, if a registered address and postcode for the property are not yet available, you must provide a description of the property, e.g. toilet facilities serving Pod 1, adjacent to Green Farm.

You must also provide the National Grid Reference (NGR) of each property.

You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to find the NGR.

Please provide the NGR 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)

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

| **Question** | **Answer** |
| --- | --- |
| **Property description, name or number** |  |
| **Address** |  |
| **Postcode** |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

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

| **Question** | **Answer** |
| --- | --- |
| **Property description, name or number** |  |
| **Address** |  |
| **Postcode** |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

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

| **Question** | **Answer** |
| --- | --- |
| **Property description, name or number** |  |
| **Address** |  |
| **Postcode** |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table 3(d): Property 4 details**

| **Question** | **Answer** |
| --- | --- |
| **Property description, name or number** |  |
| **Address** |  |
| **Postcode** |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table 3(e): Property 5 details**

| **Question** | **Answer** |
| --- | --- |
| **Property description, name or number** |  |
| **Address** |  |
| **Postcode** |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table 3(f): Property 6 details**

| **Question** | **Answer** |
| --- | --- |
| **Property description, name or number** |  |
| **Address** |  |
| **Postcode** |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table 3(g): Property 7 details**

| **Question** | **Answer** |
| --- | --- |
| **Property description, name or number** |  |
| **Address** |  |
| **Postcode** |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table 3(h): Property 8 details**

| **Question** | **Answer** |
| --- | --- |
| **Property description, name or number** |  |
| **Address** |  |
| **Postcode** |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table 3(i): Property 9 details**

| **Question** | **Answer** |
| --- | --- |
| **Property description, name or number** |  |
| **Address** |  |
| **Postcode** |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table 3(j): Property 10 details**

| **Question** | **Answer** |
| --- | --- |
| **Property description, name or number** |  |
| **Address** |  |
| **Postcode** |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

## Section 6 - Discharge details

Please provide the National Grid Reference (NGR) of the midpoint of the soakaway.

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)

| **NGR midpoint of the soakaway** (e.g. AB 12345 67890, AB 1234 6789) |
| --- |
|  |

## Section 7 - Application fee charges

To complete your application, you must include the correct fee with this form.

You can find information on application fees on the [Charging Scheme page](https://www.sepa.org.uk/regulations/authorisations-and-permits/charging-schemes/charging-schemes-and-summary-charging-booklets/) of our website.

If you need assistance determining the correct application fee, contact [charging@sepa.org.uk](mailto:charging@sepa.org.uk).

#### Payment method

Please confirm your payment method below.

**BACS**

For BACS payments, please use the following details:

Sort code: **83 34 00**

Account number: **00137187**

Account name: **SEPA**

**Online payments**

You can access our [online payments system](https://beta.sepa.scot/about-sepa/online-payments/) on our website.

We cannot process your application until proof of payment is received. Please submit proof of payment in a separate document.

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

## 

## Section 8 - Declaration

By submitting the application (including any supporting information) you are confirming all of the following:

1. (a) I am the applicant, and I apply for a new authorisation for the activity specified in Section 1 of this form under the Environmental Authorisations (Scotland) Regulations 2018 and have completed all particulars of the application; or

(b) I am authorised on behalf of the applicant to apply for a new authorisation for the activity specified in Section 1 of this form under the Environmental Authorisations (Scotland) Regulations 2018 and to complete all particulars of the application.

1. The information is correct (Note: knowingly or recklessly submitting false or misleading information may be an offence).
2. Any person whose personal information is included in or with this application has been made aware of how we use personal information under Data Protection Act 2018 (‘DPA 2018’) and [SEPA’s General Privacy Policy](https://beta.sepa.scot/about-sepa/how-we-work/privacy-notice/).

**Table 4: Details of the person submitting the application and making the declaration**

| **Question** | **Answer** |
| --- | --- |
| **Name of person submitting the application**  (e.g. property owner, consultant name, drainage engineer name) |  |
| **Position or capacity of the person named above** (if applicable)  (e.g. consultant to the applicant) |  |
| **Email address and phone number**  (if not already provided in this form) |  |
| **Date** |  |