

**R-WAT-PSTS**

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

**Water Registration Activity:**

**New discharge from less than or equal to 10 domestic properties or 50 population equivalent**

Version 1.0

August 2025

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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.

## How to use this activity form

Use this form to apply for a registration authorising a new discharge of sewage effluent that is:

1. From up to and including 10 domestic properties (e.g. houses or individual caravans); or
2. From non-domestic properties where the population equivalent (p.e.)of the properties is less than or equal to 50 (e.g. cafes, caravan sites, offices, bed and breakfast, holiday lets, hotels); or
3. From a combination of domestic and non-domestic properties, where the combined population equivalent(p.e.)of the properties is less than or equal to 50.

A new discharge of sewage effluent is a discharge:

* From a treatment system that is less than or equal to two years old.
* From a treatment system that is not yet in use.

This is the activity form for the discharge of sewage effluent that is to:

* Land via soakaway;
* A watercourse; or
* The sea or an estuary.

**Do not** complete this activity form if the discharge of sewage effluent is:

* From a treatment system that is **more than two years old**.
* To a freshwater loch or pond.
* Within a phosphate sensitive catchment.

## Before you apply

* Read our guidance on [septic tanks and private sewage treatment systems](http://www.sepa.org.uk/easr) on the relevant activity specific page on our website. This includes information on population equivalent, percolation value, mean low water springs (MLWS).
* Check if your treatment system is currently registered with SEPA, by completing and submitting a [private sewage treatment system check form](https://www.sepa.org.uk/easr). We are unable to offer a refund for any duplicate applications.
* 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

**PSTS application service:**

The quickest and easiest way to [apply is via our PSTS application service](https://www.sepa.org.uk/easr) on our website.

**Email/Post application:**

If you cannot apply using our PSTS application service, you can apply by email (preferred) or by post.

Email address: **registry@sepa.org.uk**

Postal address: **SEPA**

**Angus Smith Building**

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

**ML1 4WQ**

## Section 1 - PSTS application service

Please select one of the boxes below:

#### I have chosen not to use the PSTS application service [ ]

#### My application cannot be processed by the PSTS application service [ ]

####

Please provide a short summary in the box below about why you have not applied using the PSTS application service (e.g. unable to use the online payment system, the discharge is too close to the public sewer).

| **Summary** |
| --- |
|  |

## Section 2 - 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 3 - 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 4 - Applicant and property details

The applicant must be the owner of any land from which sewage is or is to be discharged into a private sewage treatment works. The owner of the land is normally the owner of the property.

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. 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)

### 4.1 Domestic properties

Please complete the table(s) below for each domestic property (e.g. a house, individual caravan) connected to the sewage treatment system.

You can include details for up to three domestic properties in this section. If there are more than three properties, provide the additional information in Annex 1.

**Table 3(a): Domestic property location details – Property 1**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 1 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table 3(b): Domestic property location details - Property 2**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 2 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table 3(c): Domestic property location details - Property 3**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 3 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

### 4.2 Non-domestic properties

Please complete the table(s) below for each non-domestic property (e.g. a café, office, caravan site, bed and breakfast, holiday let, or hotel) connected to the sewage treatment system.

You can include details for up to two non-domestic properties in this section. If there are more than two properties, provide the additional information in Annex 2.

**Table 4(a): Non-domestic property location details - Property 1**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. Pod 1 at plot adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |
| **Population equivalent of the property** |  |

**Table 4(b): Non-domestic property location details - Property 2**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. Pod 2 at plot adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |
| **Population equivalent of the property** |  |

## Section 5 - Sewage treatment and discharge location

### 5.1 Connection to the public sewer

Only complete this section if your application cannot be processed by our PSTS application service for existing private sewage treatment systems because the discharge location is too close to the public sewer.

Please describe why you are not able to connect to the public sewer.

| **Summary** |
| --- |
|  |

Please provide any supporting information to this application. This includes correspondence from Scottish Water detailing sewer capacity, connection or network issues which prohibit connection of your discharge to the public sewer.

Read the guidance and information on [connection to the public sewer](https://www.sepa.org.uk/easr).

| **Document reference(s)** |
| --- |
|  |

###

### 5.2 Type of sewage treatment system

A system must be installed to treat sewage before it discharges to the water environment.

Read guidance and information on types of sewage treatment systems in the relevant activity specific page on our website.

Please select one of the boxes below that describes the type of sewage treatment system:

#### Septic tank only [ ]

#### Secondary treatment system [ ]

This includes:

* A package treatment plant; or
* A septic tank or package treatment plant with suitably designed reed bed and/or wetland.

**A treatment system that is designed to meet no more than:**  [ ]

* **500 Escherichia coli per 100 ml of sewage effluent; and**
* **200 intestinal enterococci per 100 ml of sewage effluent.**

**A secondary treatment system and a proprietary filtration system** [ ]

**using bio-fibrous media.**

### 5.3 Discharge from the sewage treatment system

The discharge of sewage effluent to land via a soakaway must be explored before considering a discharge to water.

Please select one of the boxes below to confirm where the sewage effluent will discharge to and then complete the corresponding section.

#### Discharge to land via full soakaway [ ]  Proceed to Section 6

#### Discharge to watercourse (including via a partial soakaway, if required) [ ]  Proceed to Section 7

#### Discharge to the sea or an estuary [ ]  Proceed to Section 8

## Section 6 - Discharge of sewage effluent to land via full soakaway

### 6.1 Soakaway location

The soakaway should not be closer than 10 metres from a permeable drain, watercourse or loch.

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

### 6.2 Springs, wells and boreholes used as private drinking water supply

The discharge of sewage effluent to a soakaway close to a spring, well or borehole could contaminate it with effluent. Water used for human consumption must not be contaminated.

You can contact your Local Authority and/or your neighbours to help establish the precise location of the spring, well or borehole and what the water may be used for.

#### 1-3 domestic properties / ≤15p.e.

Please complete Section 6.2.1 for a discharge from:

* 1 to 3 domestic properties; or
* a non-domestic property with a p.e. of less than or equal to 15; or
* a combination of domestic and non-domestic properties with a p.e. of less than or equal to 15.

#### 4-10 domestic properties / p.e. between 16 and 50

Please complete Section6.2.2for a discharge from:

* 4 to 10 domestic properties; or
* a non-domestic property with a p.e. between 16 and 50; or
* a combination of domestic and non-domestic properties with a p.e. between 16 and 50

#### 6.2.1 Distance from springs, wells or boreholes (1-3 domestic properties / ≤15p.e.)

#### Is the soakaway more than 50 metres from any spring, well or borehole used as a private water supply?

#### Yes [ ]

#### No [ ]

#### I ju

If ‘Yes’, proceed to Section 6.2.4.

If ‘No’, explore relocation to more than 50m. If this is not possible, proceed to Section 6.2.3.

#### 6.2.2 Distance from springs, wells or boreholes (4-10 domestic properties / p.e. between 16 and 50)

#### Is the soakaway more than 250 metres from any spring, well or borehole used as a private water supply?

#### Yes [ ]

#### No [ ]

#### I ju

If ‘Yes’, proceed to Section 6.2.4.

If ‘No’, explore relocation to more than 250m. If this is not possible, proceed to Section 6.2.3.

#### 6.2.3 Details on springs, wells or boreholes used for private water supply

If relocation is not possible, please provide the following information:

* the depth of any well or borehole in metres:

| **Depth of any well or borehole** (m) |
| --- |
|  |

* a map showing the location of the soakaway and the location and type of water supply. Use these symbols to mark the water supply:
* Spring: “S”
* Well: “W”
* Borehole: “B”
* If a well is pumped, mark it with “P”

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

#### 6.2.4 Discharge to groundwater

To prevent pollution of groundwater, there must be at least 1 metre depth between the base of the soakaway and the level of the seasonally highest water table.

A condition of your authorisation will be that you do not discharge sewage directly into groundwater. This means that the water table must be below the base of your soakaway at all times of the year.

Please tick the box below to confirm:

#### There will be no discharge of sewage directly into groundwater. [ ]

#### 6.2.5 Percolation value

A soil percolation test must be undertaken to determine the percolation value (Vp) of the soil. This value is measured in seconds per millimetre (secs/mm).

If the soil percolation test indicates the soil has a Vp of more than 100 secs/mm, there is a risk that the discharge may not drain away causing pooling of sewage effluent on the land surface.

You should contact your local authority Building Control to ensure compliance with their regulations.

Please select the relevant box to indicatethe percolation value (Vp) of the soil:

#### Vp more than 15 secs/mm [ ]  Proceed to Section 9

#### Vp less than or equal to 15 secs/mm [ ]  Proceed to Section 6.2.6

To ensure proper treatment of sewage effluent, the system must be designed to reduce the concentration of ammoniacal nitrogen (as nitrogen) in the discharge. The soakaway must also have a sufficient area to allow for proper drainage.

#### 6.2.6 Area of soakaway

If the percolation value (Vp) is less than or equal to 15 secs/mm, please provide the area of the soakaway in square metres (m2).

| **Soakaway area** (m2) |
| --- |
|  |

The treatment system must be designed to meet a mean discharge standardof 5 mg/l ammoniacal nitrogen (as nitrogen) or less.

## Section 7 - Discharge of sewage effluent to a watercourse

### 7.1 Discharge location

Please provide the National Grid Reference (NGR) for the location where the sewage treatment system discharges effluent into a watercourse. This may be via a partial 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 of the discharge location** (e.g. AB 12345 67890, AB 1234 6789) |
|  |

### 7.2 Partial soakaway

A partial soakaway is always required for a discharge to a watercourse from a septic tank and often required for a discharge from a secondary treatment system.

#### Will the effluent discharge to a watercourse via a partial soakaway?

#### Yes [ ]

#### No [ ]

#### I ju

* If ‘Yes’, provide the soakaway area. The minimum area of a partial soakaway will depend upon the type and number of properties and the type of sewage treatment system.

| **Partial soakaway area** (m2) |
| --- |
|  |

* If ‘No’, proceed to Section 7.3.

### 7.3 Distance to an abstraction used as a private drinking water supply

Complete this section only if your application cannot be processed by our PSTS application service for existing private sewage treatment systems because the discharge may be too close to a private drinking water supply.

A discharge upstream of an abstraction used as a private water supply could contaminate it with sewage effluent.

You should contact your Local Authority to help establish private water supply locations.

#### 7.3.1 Distance to an abstraction from a watercourse

#### Is there an abstraction from a watercourse used for human consumption within 1.5 kilometres downstream of the discharge location?

#### Yes [ ]

#### No [ ]

#### I ju

If ‘Yes’, proceed to Section 7.3.2.

If ‘No’, proceed to Section 9.

#### 7.3.2 Abstraction location

Please provide the National Grid Reference (NGR) of the abstraction 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)

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

## Section 8 - Discharge of sewage effluent to the sea or an estuary

### 8.1 Discharge location

Please provide the National Grid Reference (NGR) for the location where the outfall pipe discharges effluent into the sea or an estuary.

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 of the discharge location** (e.g. AB 12345 67890, AB 1234 6789) |
|  |

### 8.2 Mean low water springs

Complete this section only if your discharge location is above mean low water springs (MLWS).

Read our [private sewage treatment system registration guidance and supporting information](http://www.sepa.org.uk/easr) on our website for more details on MLWS.

Please explain why you cannot discharge below MLWS.

| **Summary** |
| --- |
|  |

Provide any relevant supporting documents, such as a map, and include a document reference.

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

## Section 9 - Application fee charges

To complete your application, the correct fee must be sent in 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.

#### 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 10 – 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 registration for a private sewage activity 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 registration for a private sewage activity 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 5: 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** |  |

## Annex 1: Additional domestic properties

Please complete the table(s) below for any additional domestic property (e.g. a house, individual caravan) connected to the sewage treatment system.

**Table A1.1: Domestic property location details - Property 4**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 4 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.2: Domestic property location details - Property 5**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 5 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.3: Domestic property location details - Property 6**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 6 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.4: Domestic property location details - Property 7**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 7 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.5: Domestic property location details - Property 8**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 8 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.6: Domestic property location details - Property 9**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 9 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

**Table A1.7: Domestic property location details - Property 10**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. property at Plot 10 adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

## Annex 2: Additional non-domestic properties

Please complete the table(s) below for any additional non-domestic property (e.g. café, caravan sites, offices, bed and breakfast, holidays lets, hotels) connected to the sewage treatment system.

**Table A2.1: Non-domestic property location details - Property 3**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. Pod 3 at plot adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |
| **Population equivalent of the property** |  |

**Table A2.2: Non-domestic property location details - Property 4**

| **Question** | **Answer** |
| --- | --- |
| **Property name, number or description of location**(e.g. Pod 4 at plot adjacent toGreen Farm Cottage) |  |
| **Address** |  |
| **Postcode** (if available) |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |
| **Population equivalent of the property** |  |