

**R-WAT-A10**

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

**​Water Registration Activity:**

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

Version 1.0

August 2025

Contents

[How to use this activity form 2](#_Toc198198416)

[Before you apply 2](#_Toc198198417)

[How to apply 3](#_Toc198198418)

[Section 1 - Activity description 4](#_Toc198198419)

[Section 2 - Compliance with standard conditions 4](#_Toc198198420)

[Section 3 - Contact details 5](#_Toc198198421)

[Section 4 - Pre-application discussions 5](#_Toc198198422)

[Section 5 - Applicant and property details 6](#_Toc198198423)

[Section 6 - Application fee charges 10](#_Toc198198424)

[Section 7 – Declaration 11](#_Toc198198425)

SEPA handles personal information in accordance with the Data Protection Act 2018. For more information on how we handle your personal information, and commercial confidentiality please read our [Privacy Policy](https://beta.sepa.scot/about-sepa/how-we-work/privacy-notice/).

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 the discharge of sewage effluent to the water environment:

* From a treatment system that is more than two years old.
* From up to and including 10 properties.

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

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

**Do not** complete this activity form if the discharge of sewage effluent is from a treatment system that is **two years old or less**.

Instead, apply via our PSTS application service for private sewage treatment systems (PSTS).

## Before you apply

* Check if your treatment system is currently registered with SEPA by completing and submitting the [Septic Tank Check Form](https://www.sepa.org.uk/easr). We are unable to offer a refund for any duplicate applications.
* You must read and ensure you can comply with all the standard conditions for this activity. Up to date standard conditions and guidance 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 any 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, please submit your completed application form, along with any supporting information and correct payment, via 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 - Activity description

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

The discharge of sewage effluent from a treatment system that is more than two years old on the date of application, to the water environment, from:

1. less than or equal to 10 domestic properties; or
2. non-domestic properties with a population equivalent of 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;

and has never been authorised under the Environmental Authorisations (Scotland) Regulations 2018 (EASR) or the Water Environment (Controlled Activity) (Scotland) Regulations 2011.

## 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 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”.

You must 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 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 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 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 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 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 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 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 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 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 name or number**  |  |
| **Address**  |  |
| **Postcode**  |  |
| **NGR of the property location** (e.g. AB 1234 6789, AB 12345 67890) |  |

## Section 6 - 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.

#### Payment method

Please confirm your payment method below.

**Online payments** [ ]

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

**BACS** [ ]

For BACS payments, please use the following details:

Sort code: **83 34 00**

Account number: **00137187**

Account name: **SEPA**

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

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

##

## Section 7 – Declaration

**Table 4: Details of the person submitting the application and making the 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/).

| **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** |  |