

**R-WAT-S**

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

**Water Registration Surrender Form**

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## How to use this water registration surrender form

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

Note: If you want to surrender a private sewage, waste or an industrial 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. For example, use the water surrender form to surrender a water registration activity, the waste surrender form for a waste registration activity, or the private sewage surrender form for a private sewage 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. There will be no application fee.

## How to apply

**Application by email (preferred)**

* Send your completed application to [registry@sepa.org.uk](mailto:registry@sepa.org.uk).

**Application by post (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 reference

Please provide the reference of the registration you wish to surrender.

| **Registration reference** (e.g. EAS/R/1234, CAR/R/1234) |
| --- |
|  |

## Section 2 - Surrender type

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

#### Surrender the whole registration

All the activities will be surrendered.

#### Note: If the registration also authorises industrial or waste activities, you must submit a separate surrender form for each of those activity types to surrender the whole registration.

#### Surrender part of the registration

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

#### (complete Section 3)

#### I am applying to reduce the geographical extent of an authorised place.

#### This includes reducing a length or an area where an activity takes places.

#### (complete Section 3)

#### 

## Section 3 - Surrender in part

### 3.1 Activities to be surrendered

If you are applying to surrender only some of the water activities and their corresponding authorised place, please provide details in the table below.

For each water activity you want to surrender, include:

1. The description of the water activity, as shown in your registration or on the [activity webpages](http://www.sepa.org.uk/easr).
2. The authorised place where the activity takes place, as shown in your registration. Depending on the water activity, this may be:

* A National Grid Reference(NGR) point (e.g. AB 12345 67890, AB 1234 6789)
* A stretch of watercourse defined by upstream and downstream NGR points (e.g. between AB2345 6789 and AB 2346 6790)
* An area shown on a map or plan (e.g. Highland Estate peatland restoration project, Plan 1, prepared 1st Dec 2024)

**Table 1: Water activities to be surrendered**

| **Water activity description** | **Authorised place** |
| --- | --- |
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### 3.2 Reduce the geographical extent of an authorised place

If your application to surrender the registration in part reduces the geographical extent of an authorised place, please provide the relevant details in the sections below.

A reduction of the geographical extent of an authorised place may include:

* Reducing the length of a stretch of watercourse defined by upstream and downstream NGR points
* Reducing the area of the authorised place where an activity can be carried on.

#### 3.2.1 Reducing the length of the stretch of watercourse

If you are applying to reduce the length of the stretch of watercourse where an activity may be carried on, please provide the water activity description and the NGR for the new upstream and downstream points of the stretch.

**Table 2: Watercourse stretch details**

| **Water activity description** | **NGR Upstream point** | **NGR Downstream point** |
| --- | --- | --- |
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|  |  |  |
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#### 3.2.2 Reducing the area

If you are applying to reduce the area where the activity may be carried on, you must provide the 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 authorised place, reflecting the area to be surrendered shown in Location plan 1.

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