

**Waste Management Licensing (Scotland) Regulations 2011**

**("the Regulations")**

**Paragraph 12 - Form to register or renew an exemption**

**(Composting)**

**PLEASE RETURN THIS FORM TO SEPA OFFICE (details at end of form)**

Please read the accompanying guidance note WMX-TG12 for registration of a Paragraph 12 exempt activity as it gives technical advice relating to paragraph 12 exemptions as well as SEPA’s policy on certain topics.Please refer to the legislation for details of the exemption and your obligations.

Other forms to give notice of separate exemptions under different paragraphs may be obtained from our website [www.sepa.org.uk](http://www.sepa.org.uk) or from any SEPA office. Note: if you only wish to register a small <2m3 composting activity (or several such units) then a simple notification form can be obtained from the same sources.

This notice **must** be received by SEPA at least 21 days before the activity is due to begin. A separate form must be filled out for each activity. SEPA will either:

1. enter the particulars of the exempt activity on the register and confirm this in writing to you before the expiry of the 21 day period; OR
2. serve on you a notice of refusal stating that registration is refused and giving reasons for that decision before the expiry of the 21 day period.

**The Data Protection Act 1998**

“The Scottish Environment Protection Agency is responsible for maintaining and improving the environment and regulating environmental emissions. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Scottish Environment Protection Agency to deal with your registration, to monitor compliance with the legislation, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

* offering/providing you with our literature/services relating to environmental affairs
* consulting with the public, public bodies and other organisations (eg Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) on environmental issues
* carrying out statistical analysis, research and development on environmental issues
* providing public register information to enquirers
* investigating possible breaches of environmental law and taking any resulting action
* preventing breaches of environmental law
* assessing customer service satisfaction and improving our service.

We may pass it on to our agents/representatives to do these things on our behalf.

**You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice**

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| --- | --- | --- | --- |
| For Office Use Only | | | |
| Reference No. |  | C & B Team: |  |
| First Notice: | Yes/No | Previous Reference No. |  |
| Date Received: |  | Date of Expiry: |  |
| Date Entered onto Register: |  | Entered within 21 days: | Yes/No |

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| **1. Contact Details of the Establishment or Undertaking i.e. the sole trader, company, partnership, authority, society, trust, club, charity or other organisation that will carry on the exempt activity (Print All)** | | | |
| Name & Designation |  | | |
| Organisation |  | | |
| Address |  | | |
| Registered Office Address |  | | |
| Postcode |  | E-mail |  |
| Tel No. |  | Fax No. |  |

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| **2. What are you attempting to register?** | | |
| (i) Tick one only | The composting of biodegradable listed waste types, other than for the purpose of cultivating mushrooms, this is Paragraph 12(1)(a) [see section 5 of this form for list of allowable wastes] or |  |
| The composting of biodegradable listed waste types, for the purpose of cultivating mushrooms, this is Paragraph 12(2) [see section 6 of this form for list of allowable wastes] |  |
| (ii) Tick one only  If you are renewing a registration complete the relevant section of this form where minor changes exist. Where major changes exist, it should be registered as a new activity. | a) You wish to register the exempt activity for the first time. |  |
| b) You wish to renew a registration for a currently registered activity. |  |
| c) You wish to register an activity that was previously registered but isn’t currently registered. |  |
| If b) give exemption reference number (e.g. WMX/E/12345 or WML/XC/12345); if c) give exemption reference number and state reason why it isn’t currently registered. |  |

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| **3. The location of the exempt activity** | |
| (i) Address of location of activity |  |
| (ii) Give an 8 figure grid reference of a key point of the treatment area, e.g. NS 7808 9469 |  |
| (iii) Is the activity within a designated area (eg SSSI, NVZ etc)? If yes state designation(s): |  |

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| **4. The Composting Activity** | | | | |
| (i) What composting activity do you wish to carry out? (Please tick all that apply ) | | | | |
| **Chipping, shredding, cutting, pulverising, screening or storing waste for the purpose of composting** | | | |  |
| **Screening any waste which has been composted** | | | |  |
| (ii) Intended start date of treatment |  | (iii) Intended completion date of treatment |  | |
| iv) Give the maximum total quantity of waste to be treated or stored at any one time (tonnes of wet weight) [Note:400T is the maximum or 1000T for on farm composting of same farm generated waste, or 2500T is composting for the purpose of cultivating mushrooms] | | | Tonnes | |
| v) Will you be composting for the purpose of cultivating mushrooms? (If yes go directly to section 6) | | | Y/N | |
| vi) If you intend to compost meat included biodegradable kitchen and canteen waste, will you comply with the [Animal By-Products (Enforcement) (Scotland) Regulations 2011](http://www.legislation.gov.uk/ssi/2011/171/made) (And hence Regulation [(EC) No 1069/2009](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:300:0001:01:EN:HTML) and [(EC) No. 142/2011](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:054:0001:01:EN:HTML) of the European Parliament and Council? (SEE GUIDANCE NOTE TG12 FOR FURTHER INFORMATION) | | | Y/N | |
| vii) Will you be storing waste to be composted at a place other than where the composting is to take place? (If No go directly to section 5) | | | Y/N | |
| viii) Is this storage part of a scheme to collect waste from groups of premises? If yes please complete the table below. | | | Y/N | |

The Table below is for noting storage sites other than the place were the composting is carried out (e.g. community collection sites which feed into the composting activity)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Location 1 | Location 2 | Location 3 | Location 4 |
| Location Name |  |  |  |  |
| Location Address |  |  |  |  |
| Postcode |  |  |  |  |
| National Grid Reference  (8 figure) e.g. NS 7808 9469 |  |  |  |  |
| ix) Is the storage of waste at the location other than where the composting is taking place secure? | | | | Y/N |
| Describe below how you will ensure that the storage of waste at a location other than where the composting is taking place is secure: | | | | |
|  | | | | |
| x) Is the storage of waste at the location other than where the composting is taking place for less than 48 hours? | | | | Y/N |
| Describe below how you will ensure that the storage of waste at a location other than where the composting is taking place will be for no more than 48 hours: | | | | |
|  | | | | |
| xi) Will the storage of waste at the location other than where the composting is taking place always be equal to or less than 10 Tonnes? | | | | Y/N |
| Describe below how you will ensure that the storage of waste at a location other than where the composting is taking place never exceeds 10 Tonnes: | | | | |
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| **5. Description of the Composting Activity** | | | | | |
| (i) In the table below identify (by ticking) which waste streams you intend to compost in column three and which method of composting you intend to utilise in columns four to six. (Do not write in grey boxes as these methods of composting are not available under exemption for that waste type)  **Note: containment means in a vessel, in a sealed building or equivalent process to produce a wholly contained and controlled environment** | | | | | |
|  | | | **Method of Composting**  (Tick all that apply) | | |
| **Codes(1)** | **Types of Waste** | **Material being composted** | **Open air windrow without containment and without any impermeable pavement or sealed drainage** | **Open air windrow composting without containment on an impermeable pavement with sealed drainage** | **Composting with containment of waste** |
| **Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing (02 01**) | | | | | |
| 02 01 03 | Plant-tissue waste |  |  |  |  |
| 02 01 06 | Animal faeces, urine and manure (including spoiled straw)(3) |  |  |  |  |
| 02 01 07 | Wastes from forestry |  |  |  |  |
| 02 01 99 | Straw, wood or paper - based bedding waste, slurry or dirty waste from stables, zoos, animal parks or livestock markets(3) |  |  |  |  |
| **Wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation (02 03)** | | | | | |
| 02 03 01 | Sludges from washing, cleaning, peeling, centrifuging and separation |  |  |  |  |
| **Wastes from wood processing and the production of panels and furniture (03 01)** | | | | | |
| 03 01 01 | Waste bark and cork |  |  |  |  |
| 03 01 05 | Sawdust, shaving, cuttings, wood(2) |  |  |  |  |
| **Wastes from pulp, paper and cardboard production and processing (03 03)** | | | | | |
| 03 03 01 | Waste bark and wood |  |  |  |  |
| **Wastes from the textile industry (04 02)** | | | | | |
| 04 02 10 | Organic matter from natural products (e.g. grease, wax) |  |  |  |  |
| **Packaging (including separately collected municipal packaging waste) (15 01)** | | | | | |
| 15 01 01 | Paper and cardboard packaging |  |  |  |  |
| 15 01 03 | Wooden packaging |  |  |  |  |
| 15 01 09 | Textile packaging |  |  |  |  |
| **Wastes from aerobic treatment of solid wastes (19 05)** | | | | | |  |  |  |  |
| 19 05 03 | Off-specification compost consisting only of biodegradable waste(3) |  |  |  |  |
| **Separately collected fractions of municipal wastes (household waste and similar commercial, industrial and institutional wastes) (20 01)** | | | | | |
| 20 01 01 | Paper and cardboard |  |  |  |  |
| 20 01 08 | Biodegradable kitchen and canteen waste **excluding meat**(3) |  |  |  |  |
| 20 01 08 | Biodegradable kitchen and canteen waste **including meat**(3) |  |  |  |  |
| 20 01 10 | Clothes |  |  |  |  |
| 20 01 11 | Textiles |  |  |  |  |
| **Garden and park waste (including cemetery waste) (20 02)** | | | | | |  |  |  |  |
| 20 02 01 | Biodegradable waste |  |  |  |  |
| **Other municipal wastes (20 03)** | | | | | |
| 20 03 02 | Botanical waste from markets(3) |  |  |  |  |

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| **6. Composting Waste for the purposes of cultivating mushrooms** | | |
| (i) In the table below identify which waste streams you intend to use. Note, the EWC Codes listed are the only wastes which can be used in this registration. | | |
| **Codes(1)** | **Types of Waste** | **Waste you wish to use**  (Tick all that apply) |
| **Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing (02 01**) | | |
| 02 01 03 | Plant-tissue waste |  |
| 02 01 06 | Animal faeces, urine and manure (including spoiled straw)(3) |  |
| 02 01 07 | Wastes from forestry |  |
| 02 01 99 | Straw, wood or paper - based bedding waste, slurry or dirty waste from stables, zoos, animal parks or livestock markets(3) |  |
| **Wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation (02 03)** | | |
| 02 03 01 | Sludges from washing, cleaning, peeling, centrifuging and separation |  |
| **Wastes from wood processing and the production of panels and furniture (03 01)** | | |
| 03 01 01 | Waste bark and cork |  |
| 03 01 05 | Sawdust, shaving, cuttings, wood(2) |  |
| **Wastes from pulp, paper and cardboard production and processing (03 03)** | | |
| 03 03 01 | Waste bark and wood |  |
| **Wastes from the textile industry (04 02)** | | |
| 04 02 10 | Organic matter from natural products (e.g. grease, wax) |  |
| **Packaging (including separately collected municipal packaging waste) (15 01)** | | |
| 15 01 01 | Paper and cardboard packaging |  |
| 15 01 03 | Wooden packaging |  |
| 15 01 09 | Textile packaging |  |
| **Wastes from aerobic treatment of solid wastes (19 05)** | | |
| 19 05 03 | Off-specification compost consisting only of biodegradable waste(3) |  |
| **Separately collected fractions of municipal wastes (household waste and similar commercial, industrial and institutional wastes) (20 01)** | | |
| 20 01 01 | Paper and cardboard |  |
| 20 01 08 | Biodegradable kitchen and canteen waste **including** meat(3) |  |
| 20 01 08 | Biodegradable kitchen and canteen waste **excluding** meat(3) |  |
| 20 01 10 | Clothes |  |
| 20 01 11 | Textiles |  |
| **Garden and park waste (including cemetery waste) (20 02)** | | |
| 20 02 01 | Biodegradable waste |  |
| **Other municipal wastes (20 03)** | | |
| 20 03 02 | Botanical waste from markets(3) |  |

(1)Codes referred to in the European Waste Catalogue.

(2) Wastes containing dangerous substances are not included.

(3)The wastes listed do not include all of the wastes specified in the European Waste Catalogue under the code referred to.

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| **7. This notice shall be accompanied by the following documents**  Please tick all boxes where the relevant documents have been included. | |
| **For Initial registration - the following additional documents are required** | |
| (a) If more than 10 tonnes of material will be on location at any one time, a plan of the place at which the exempt activity will be carried on showing the boundary of that place and the locations within that place at which the exempt activity is to be carried on. The plan must also show the locations of any buildings, public right of ways, abstraction points or surface waters situated within 250 metres of the boundary. Where, as part of a collection scheme, there are storage points other than where the composting activity takes place then a similar plan for each location should be provided. |  |
| (b) The prescribed charge (cheques made payable to “Scottish Environment Protection Agency”) (No charge is required if less than 100 Tonnes will be composted per year)  The current charges can be obtained on the SEPA website [www.sepa.org.uk](http://www.sepa.org.uk) at <http://www.sepa.org.uk/charging/fees_charges/index.htm> or from your local SEPA office. |  |
| (c) No charge has been included as less than 100 Tonnes will be composted per year |  |
| **For registration renewal - the following additional documents are required** | |
| (a) The prescribed charge (cheques made payable to “Scottish Environment Protection Agency”) (No charge is required if less than 100 Tonnes will be composted per year)  The current charges can be obtained on the SEPA website [www.sepa.org.uk](http://www.sepa.org.uk) at <http://www.sepa.org.uk/charging/fees_charges/index.htm> or from your local SEPA office. |  |
| (b) No charge has been included as less than 100 Tonnes will be composted per year |  |

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| **8. Declaration** | | | |
| Important Please Note: It is an offence for a person to make a statement which he/she knows to be false or misleading in a material particular, or to recklessly make a statement which is false or misleading in a material particular. | | | |
| **Declaration of Notice / Renewal of Notice**  **(The declaration must be signed by applicants or their agents)** | | | |
| I/we certify that, to the best of my/our knowledge, the information provided in this form and any associated documents are correct. | | | |
| Name  (PRINTED) |  | Date |  |
| Company Name |  |  |  |

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| **Payment Method:** | | | | |
| BACS  Proof of payment must be submitted. | Sort Code | 83 34 00 | | |
| A/C number | 00137187 | | |
| A/C Name | SEPA | | |
| Proof of payment submitted: | Yes | | No |
| Proof of payment reference: |  | | |
| Online Card Payment  Payment is accepted online at  <https://webpayments.sepa.org.uk/>  Proof of payment must be submitted. | Proof of payment submitted: | Yes | No | |
| Proof of payment reference: |  | | |
| Cheque | Payable to SEPA and submitted with your application | | | |

**Please return this form to:**

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| **By email:**  [registry@sepa.org.uk](mailto:registry@sepa.org.uk) | **Angus Smith Building**  6 Parklands Avenue  Eurocentral  Holytown,  North Lanarkshire  ML1 4WQ  Tel: 01698 839000 | **For any queries, please contact:**  [wastepermitting@sepa.org.uk](mailto:wastepermitting@sepa.org.uk) |