



Reservoirs (Scotland) Act 2011

Reservoirs (Scotland) Regulations 2015

Risk Designation

Review Application Form

Please return completed form to:
Reservoir Regulatory Unit
Scottish Environment Protection Agency
Strathallan House
Stirling
FK9 4TZ

The Data Protection Act 1998

The Scottish Environment Protection Agency (SEPA) is responsible for protecting and improving the environment (including managing natural resources in a sustainable way). SEPA also has a duty (except where it would be inconsistent with protecting and improving the environment) to contribute to improving the health and wellbeing of the people of Scotland and contribute to achieving sustainable economic growth.

The information provided will be processed by SEPA to deal with your registration, to monitor compliance with the legislation 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 (e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Government) 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.

Data Protection Act Registration Number – Z6161946

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

Guidance on completing the form

Following the end of the two month period after the provisional risk designation is issued to a reservoir manager, SEPA must, as soon as is reasonably practicable, give the reservoir a first risk designation.

If a reservoir manager disagrees with the risk designation they can apply to SEPA for a review within 12 months from the date of receiving notification of the first risk designation. An application can be made using this Review Application form and submitting it along with the relevant review application fee to SEPA. The fee can be found on our website at www.sepa.org.uk/reservoirs. Please send in a cheque with name of reservoir, reservoir manager and SEPA Reference number on the back or state alternative payment method in Section 2.2 below.

On completion of the review process, which will be undertaken as soon as reasonably practicable, SEPA will give notice of its decision to the reservoir manager, specifying if it confirms the initial risk designation or gives the reservoir a different risk designation and the reasons for its decision.

Where, following the completion of the review process, SEPA gives a lower risk designation than that originally provided, SEPA will refund the associated application fee for undertaking the review process.

Guidance on how to complete the required fields is detailed below and further information on risk designation and applying for a review can be found in the *Guidance on Representations & Reviews*, and *Guidance on SEPA's Reservoir Risk Designation Process* documents on our website at www.sepa.org.uk/reservoirs.

If you have any queries about how to fill out this form you can email reservoirs@sepa.org.uk or phone the Reservoir Regulatory Unit through the SEPA Contact Centre on 03000 996699.

Section 1.0 Reservoir Details	
Reservoir Registration Number	This is a number prefixed by RES/R that SEPA will previously have provided.
Reservoir & Dam Name(s)	Please enter the names of the reservoir and dam(s).
First Risk Designation	This is the First Risk Designation given by SEPA to the reservoir. It will be High Risk, Medium Risk or Low Risk.
Section 2.0 Details of the Review Application	
Details of the Review Application	Please detail the reasons why you feel that the risk designation is wrong providing sufficient information and evidence to support this
Section 2.3 Supporting Documentation	
Supporting documentation referencing	Please submit any document(s) such as technical reports, modelling outputs, drawings, photographs or maps that contain information and/or data to support why you feel the risk designation is wrong. Enter the document reference in this section. Electronic submissions such as CDs and flash drives may be included but they must be clearly marked with the RES/R number, reservoir name and reservoir manager, and documents stored on them appropriately named. Supporting documents may also be emailed to reservoirs@sepa.org.uk with the RES/R number and 'Review Application' in the subject line.

1.0 Reservoir Details	
1.1 Reservoir Name	
1.2 Dam Name(s)	
1.3 Reservoir Manager Name	
1.4 Reservoir Registration number	RES/R/
1.5 Please enter the first risk designation issued by SEPA – High, Medium or Low	

2.0 Details of the Review Application
2.1 Please provide a summary attaching an additional sheet if necessary:

2.2 Please tick if your cheque is enclosed with this form OR if you paid using an alternative method
 Alternative payment method details: _____

Please tick if you have emailed in supporting documentation to reservoirs@sepa.org.uk

OR is it enclosed with this form?

<p>2.3 Reference of supporting documentation – continue on a separate sheet if necessary. Please detail any document(s) such as technical reports, modelling results, drawings, photographs or maps that contain information and/or data which supports your application and enter the document reference in this section.</p>	

3.0 Signatures and Declaration			
Declaration	* I/We certify that the information in this review application form is correct (*delete as appropriate)		
Signature		Name	
Position		Date	