

Application to Register: Engineering

Under Regulation 7 (or Reg 18) of the Water Environment (Controlled Activities) (Scotland) Regulations 2011.

This form can only be used for applications to register the engineering activities in Table 1 when they are carried out in accordance with ALL of the GENERAL conditions and the relevant ACTIVITY SPECIFIC conditions (see Appendix A)

PLEASE READ APPENDIX A TO ENSURE YOU CAN COMPLY BEFORE APPLYING.

Table 1: Registration-Level Engineering Activities	
Activity A	Sediment management in canals and lades and other artificial inland surface waters
Activity B	Sediment management within 10m of a bridge
Activity C	Sediment management in open culverts \leq 2m wide
Activity D	Green bank reinforcement \leq 50m in length
Activity E	Bank re-profiling \leq 50m in length
Activity F	Bridge with no construction in bed and \leq 20m total length of bank affected
Activity G	Closed culvert used for footpath, cycle route, single track road or single track railway in rivers \leq 2m wide
Activity H	Pipeline or cable crossing beneath bed by isolated open-cut or mole plough
Activity I	Bed reinforcement \leq 10m length downstream of a closed culvert
Activity J	In-loch structures with total area \leq 50m ²
Activity K	Removal of sediment from individual exposed sediment deposits such as gravel bars within a length of river or burn not exceeding 1 kilometre (see guidance)
Activity L	Removal of sand, silt or clay from up to 500m of the bed of previously straightened rivers and burns which are \geq 1m and $<$ 5m wide (see guidance)
Activity O	Grey Bank reinforcement \leq 20m in length associated with an existing manmade structure
Structure Removal: Use this form to apply for removal of a registration level structure (Activities F, G, H, I, J above) by ticking the appropriate box in Section 3.	

If your proposed engineering works do not fall within the above categories, you may need to complete a Licence application form, available from the SEPA website (<http://www.sepa.org.uk/>) or local SEPA office.

Multiple associated activities: You may apply for multiple 'associated' engineering activities using this form. Only use this form for multiple engineering activities when they are part of the same development.

Discounts apply for associated activities based on the **total** number of activities submitted by the **same person** and at the **same time** (even when more than one form is submitted).

Application Fee

Please ensure you submit the correct fee for your application. The standard application fee applies for one registration activity with reduced fees applicable if you apply for multiple associated activities. This fee is reviewed every year. For latest fees please consult the latest [Environmental Regulation \(Scotland\) Charging Scheme](#) on the SEPA website (www.sepa.org.uk and search for 'charging schemes and summary charging booklets') or contact your local SEPA office (see final page for details).

Please make payment using one of the methods described in section 5, and then return your completed application form (along with your cheque/remittance advice/proof of payment as applicable) to the appropriate SEPA area office listed at the end of this form.

There is NO application fee if you are applying to remove a registration level structure or for activities considered as Environmental Services (see [page 4](#)). To claim for these activities, tick the appropriate box in Section 3.

Notification of Registration

SEPA has 30 days to determine your application. You will be notified by e-mail or post.

Complete the following sections, as indicated.

1. Contact Details

Please provide details of a person who can be contacted regarding this application.

Name			
Organisation (if applicable)			
Address			
Postcode		Email	
Tel No.		Fax No.	

2. Site Details

Please provide details of the main site for the activities. The NGR of this site can be the same as an activity if there is no site office.

Site / Project Name e.g., new development (state name) access road	
Organisation	
Address or Location Description (If no address, describe the location such as: Tributary X, on river y, near z)	
Postcode	
Site NGR*	
<input type="checkbox"/> Please provide a plan or other means to show the exact location of the site and all applied-for engineering activities.	

*National Grid Reference (NGR)

Please enter National Grid Reference for the site and all activities using 10-character form (XY 1111 2222)
Use the [SEPA NGR Tool](http://map.sepa.org.uk/ngrtool/) on the SEPA website to generate your own NGR (http://map.sepa.org.uk/ngrtool/).

IMPORTANT: Providing the correct location information for the site and activity is essential to ensure that your application can be processed.

Name of SEPA staff consulted (if you have had pre-application discussions)	
Is this application under Regulation 18 for Emergency works – see WAT-RM-49	

Engineering Activity Registration (Cont.)

3. Activities to be Authorised

Please provide details of all the engineering activities applied for (and include a plan to show their exact location)
NOTE: If activity **Location Description** and/or **NGR** is same as Site Details under Section 2, enter 'as above'.

Registration Activity 1^a

Enter Activity Letter and Description <i>(from Table 1)</i>		<input type="checkbox"/> Structure Removal <input type="checkbox"/> Environmental Service
Location Description <i>(Include postcode if known and name of surface water)</i>		Tick Water Body Category <input type="checkbox"/> River <input type="checkbox"/> Loch <input type="checkbox"/> Artificial Water (canal/lade etc.)
National Grid Reference (NGR) ^b (midpoint)		
National Grid Reference (NGR) ^b (upstream extent) <i>Please provide this for activities A, D, E, K and L</i>		
National Grid Reference (NGR) ^b (downstream extent) <i>Please provide this for activities A, D, E, K and L</i>		
Will carrying out this activity involve works in the wetted part of the channel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> If 'Yes', Will the activity be in a Special Area of Conservation (SAC) or a Site of Special Scientific Interest (SSSI) designated for freshwater pearl mussels? ^c	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> If 'Yes', has NatureScot confirmed to you that there are no pearl mussels within the footprint of the proposed works? ^d	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the activity take place during a time when fish are likely to be spawning or in the period between spawning and the subsequent emergence of juvenile fish?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the activity involve work only in a bedrock channel? ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Registration Activity 2^a

Enter Activity Letter and Description <i>(from Table 1)</i>		<input type="checkbox"/> Structure Removal <input type="checkbox"/> Environmental Service
Location Description <i>(Include postcode if known and name of surface water)</i>		Tick Water Body Category <input type="checkbox"/> River <input type="checkbox"/> Loch <input type="checkbox"/> Artificial Water (canal/lade etc.)
National Grid Reference (NGR) ^b (midpoint)		
National Grid Reference (NGR) ^b (upstream extent) <i>Please provide this for activities A, D, E, K and L</i>		
National Grid Reference (NGR) ^b (downstream extent) <i>Please provide this for activities A, D, E, K and L</i>		
Will carrying out this activity involve works in the wetted part of the channel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> If 'Yes', Will the activity be in a Special Area of Conservation (SAC) or a Site of Special Scientific Interest (SSSI) designated for freshwater pearl mussels? ^c	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> If 'Yes', has NatureScot confirmed to you that there are no pearl mussels within the footprint of the proposed works? ^d	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the activity take place during a time when fish are likely to be spawning or in the period between spawning and the subsequent emergence of juvenile fish?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the activity involve work only in a bedrock channel? ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No

a. If you have more than two activities associated with the same site then photocopy this page and provide the additional activity details.
 b. Find your National Grid Reference information using the [NGR Tool](http://www.sepa.org.uk) on SEPA website (www.sepa.org.uk) or check online at Free Map Tools (www.freemaptools.com)
 c. View Special Areas of Conservation for Freshwater pearl mussels (species 1029) on JNCC website (www.jncc.defra.gov.uk)
 d. Find contact details for NatureScot (see www.nature.scot)
 2. Bedrock channels are dominated by solid exposed rock on the bed and banks and very little, if any, sand and gravel bed material. They are common in upland areas or as bedrock outcrops in lowland areas (e.g. gorges).

Note: Environmental Service Claims

There is NO application fee for an activity that is delivering an environmental service.

'Environmental service' is defined as the carrying out, operation or maintenance of any activity which is, in the view of SEPA solely for the benefit of the environment, not being for commercial purposes or in implementation of a statutory duty. For a full definition of environmental service and further information refer to the latest [Environmental Regulation \(Scotland\) Charging Scheme](#) on the SEPA website (www.sepa.org.uk, search for 'charging schemes and summary charging booklets').

Before applying for environmental service please contact a member of SEPA staff at the appropriate area office (contact details are given at the end of this form).

When claiming Environmental Service status, you must include with your application:

- A supporting letter, setting out your justification for the claim
- A list of all activities claimed as Environmental Services

How we use your personal information

Under the Data Protection Act 2018 (DPA 2018), we must have a legal basis for processing your information – in this case, processing personal information is necessary to perform our statutory duties ('Public Task').

Some of the ways in which we collect and use the information may be through:

- granting and administering of authorisations and maintaining registers
- investigating environmental complaints
- undertaking formal enforcement action
- maintaining our own accounts and records

The personal information we collect and use may include the following: name; address, including postcode; email address and telephone number. SEPA is required, by law, to organise and maintain public registers, and make these registers available for public inspection. We do this by collecting and using the personal information that applicants (or their agents) share in their applications for SEPA authorisations and SEPA permits. After the application form has been processed, some of the information from the form is added to the public register, and becomes available for public inspection. Signatures, personal email addresses, and telephone numbers are not published, unless publication is statutorily required.

There may be occasions when we are required by law to share your personal information with other organisations, e.g. for regulatory reasons, or because doing so is in the general public interest. Any sharing will be carried out lawfully and securely in accordance with the [SEPA Data Protection Policy](#).

For more information on how SEPA handles personal information, please refer to our general Privacy Policy at <https://www.sepa.org.uk/help/privacy-policy/>Page Break

If there is any information you wish to justify being kept from the public register on grounds of commercial confidentiality you should contact SEPA before submission of your application.

Important Information

- If your activity is registered, it will require to be carried out in accordance with the terms of the application, and the conditions detailed above. To contravene the terms of the application or the conditions would constitute an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011.
- It is an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011 to make a statement which you know to be false or misleading in any material particular, or recklessly make a statement which is false or misleading in any material particular for the purpose of obtaining a registration (for yourself or anyone else) or seeking a variation of a registration.
- SEPA does not control flood risk through CAR. For further information on possible flood risk impacts from activities see [CAR flood risk standing advice for engineering discharge and impoundment activities](#)

Other requirements to consider

In addition to ensuring you have the appropriate authorisation from SEPA under CAR, a number of separate requirements may apply under other legislation. In some cases, you may need to obtain consent to your activity from other bodies to meet these requirements.

- **Protected species:** All wild birds and a range of other wild animals are protected from unlawful killing and some from any form of disturbance. The protection extends to the nests of birds (whilst in use or under construction) and to places used by other protected animals for shelter or protection, such as otter resting or breeding sites. Certain wild plants are also protected from being intentionally or recklessly uprooted or destroyed. NatureScot will be able to advise you on which species are protected and what you need to do to avoid committing an offence. In some cases, this may involve obtaining a licence from NatureScot. More information can be found on their website.
- **Planning permission:** Unless the engineering works you are proposing enjoy permitted development rights, you may need to obtain planning permission. If in doubt, your local planning authority will be able to advise.
- **Environmental impact assessment:** If your project involves changes to uncultivated land or semi-natural areas for intensive agricultural purposes, you may need to complete an environmental impact assessment and obtain permission for the project from Scottish Ministers. Your local RPID contact will be able to advise.

Engineering Activity Registration (Cont.)

4. Declaration*	
Declaration	<p>I hereby apply for an authorisation only in respect to the particulars described in this application and enclose the appropriate application fee.</p> <p>I certify that the information in this application is correct and I have read and understood the above data protection notice and consent to the processing of the information about me provided on this form and otherwise provided to or collected by SEPA in accordance with this notice.</p>
Print Name:	
	Date:

* It should be noted that prior to carrying out the authorised activity any other permissions that may be required should be secured e.g. Local Authority Planning Permission, or for European Protected Species, a licence under The Conservation (Natural Habitats &c.) Regulations 1994 (as amended) for which NatureScot is the licensing authority.

5. Payment Methods							
<p>Please ensure you submit the correct fee for your application. This fee is reviewed every year. For latest fees please consult the latest Environmental Regulation (Scotland) Charging Scheme on the SEPA website (www.sepa.org.uk and search for 'charging schemes and summary charging booklets') or contact your local SEPA office (see final page for details).</p>							
BACS	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Sort Code:</td> <td>83-34-00</td> </tr> <tr> <td>A/C number:</td> <td>00137187</td> </tr> <tr> <td>Proof of Payment Reference:</td> <td style="border: 1px solid black;"></td> </tr> </table> <p>IMPORTANT! When paying by BACS or direct transfer you MUST submit the Remittance Advice/Proof of Payment with your application form. If this is not received the application will be returned to you as invalid and a request will be made for the correct Remittance Advice/Proof of Payment, as SEPA cannot process your application without this.</p>	Sort Code:	83-34-00	A/C number:	00137187	Proof of Payment Reference:	
Sort Code:	83-34-00						
A/C number:	00137187						
Proof of Payment Reference:							
Cheque	Make all cheques payable to 'SEPA' and submit with your application.						
Online Card Payment	Payment is accepted by all major credit/debit cards. Proof of Payment reference MUST be submitted using the box above. https://webpayments.sepa.org.uk/						

6. Application Checklist	
<p>Please use the checklist to ensure you have completed all relevant sections and have included all required items with your application. Incomplete applications may be returned to you for re-submission.</p>	
	<ul style="list-style-type: none"> <input type="checkbox"/> All relevant sections of form completed <input type="checkbox"/> Location plan indicating site and all activities <input type="checkbox"/> Associated documents for answers to questions (eg. Environmental Service) <input type="checkbox"/> Continuation sheets for answers to questions (eg. Additional activities) <input type="checkbox"/> Application signed and dated (Section 4) <input type="checkbox"/> Signed cheque for correct amount and payable to 'SEPA' included (for cheque payments) <input type="checkbox"/> Copy of Remittance Advice/Proof of Payment enclosed (for BACS & Card payments)

Where to Apply		
<p>Please send your completed form, with application fee, to 'SEPA Registry' at the email or address below office.</p>		
<p>By email:</p> <p>registry@sepa.org.uk</p>	<p>Angus Smith Building 6 Parklands Avenue Holytown North Lanarkshire ML1 4WQ Tel: 01698 839000</p>	<p>For any queries, please contact:</p> <p>waterpermitting@sepa.org.uk</p>

7. Office Use Only				
IF Number:	CAR Reference:	Location Code Request Ref:		
		Site	Activity	
Valid Application check	Correct fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Contact details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Site details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	NGR supplied?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Signature?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Application within registration limit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Valid <input type="checkbox"/> Not valid	RETURNED TO APPLICANT	Initial:	Date:
Screening Checks				
Environmental Service?		<input type="checkbox"/> Yes <input type="checkbox"/> No	(If Yes) PASSED to OPS	Initial: Date:
Screening Tools:	Does application pass screening tool requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If No) PASSED to OPS	Initial: Date:
Application determined	Signature:			Date:
	Determining Officer (print name)			
Notification check	Signature:			Date:
	Checking Officer (print name)			

Engineering Activity Registration (Cont.)

Appendix A – Registration conditions

All registered engineering activities must be carried out in accordance with:

- The general conditions, and
- The relevant activity-specific conditions

Please note these conditions could be subject to change/alteration

Note: Prior to the commencement of works, you are advised to consult the owners of any private drinking water supplies in the vicinity and assess the potential impact of the proposed works on those private drinking water supplies.

General Conditions of Registration	
	The engineering works must not: <ul style="list-style-type: none"> (a) Cause significant erosion of the bed or banks and/or deposition of sediment in the water environment; (b) Cause harm to freshwater pearl mussels; (c) Cause harm to fish; (d) Cause the spread of invasive non-native species within the water environment; (e) Prevent the passage of migratory fish; or (f) Have significant adverse impact on private drinking water supplies.
	The engineering works must not have a significant adverse impact on the water environment as a result of: <ul style="list-style-type: none"> (a) Iridescence/sheen; (b) Discolouration (c) Deposition of solids; (d) Increased foaming.
	Where the channel, bed or banks immediately adjacent to the engineering works have been adversely impacted by the works, they must be restored to at least their previous condition as soon as reasonably practicable.

Activity-specific Conditions of Registration	
Activity A	<p>Sediment management in canals, lades and other artificial waterbodies</p> <p>Must not be undertaken during the period in which fish are likely to be spawning in the affected watercourse nor in the period between such spawning and the subsequent emergence of the juvenile fish¹.</p>
Activity B	<p>Sediment management within 10m of bridges</p> <p>Sediment must only be removed within 10 metres of a bridge.</p> <p>Must not heighten the banks of the watercourse.</p> <p>Must not be undertaken during the period in which fish are likely to be spawning in the affected watercourse nor in the period between such spawning and the subsequent emergence of the juvenile fish¹.</p>
Activity C	<p>Sediment management in open culverts</p> <p>Must only be undertaken where bed width is less than 2 metres.</p> <p>Must not be undertaken during the period in which fish are likely to be spawning in the affected watercourse nor in the period between such spawning and the subsequent emergence of the juvenile fish¹.</p>

<p>Activity D</p>	<p>Greenbank reinforcement</p> <p>Reinforcement must be no more than 50 metres in total length.</p> <p>Must be constructed of :</p> <p>(a) Vegetation; and/or (b) Biodegradable geotextiles; and/or (c) Un-treated wood; and/or (d) Non-grouted stone rip-rap.</p> <p>Wood and non-grouted stone rip-rap must only be placed at the bank toe.</p> <p>Must not heighten the banks of the watercourse.</p> <p>Must not alter the existing bed width of the watercourse.</p>
<p>Activity E</p>	<p>Bank reprofiling</p> <p>Reprofiling must be no more than 50 metres in total length.</p> <p>Must not heighten the banks of the watercourse.</p> <p>Must not alter the existing bed width of the watercourse.</p>
<p>Activity F</p>	<p>Bridge</p> <p>The total length of bank affected must be no more than 20 metres.</p> <p>Must not be constructed on the bed of the watercourse.</p> <p>Must not alter the existing channel width of the watercourse.</p>
<p>Activity G</p>	<p>Closed culvert</p> <p>Must only be undertaken where bed width is less than 2 metres.</p> <p>The culvert base must be laid below the existing bed level.</p> <p>Must not create a step in the bed of the watercourse.</p> <p>Must not reduce the existing bed width of the watercourse.</p> <p>Must not be undertaken during the period in which fish are likely to be spawning in the affected watercourse nor in the period between such spawning and the subsequent emergence of the juvenile fish¹.</p>
<p>Activity H</p>	<p>Pipeline or cable crossing</p> <p>Must be laid beneath the existing bed of the watercourse.</p> <p>Must not be undertaken during the period in which fish are likely to be spawning in the affected watercourse nor in the period between such spawning and the subsequent emergence of the juvenile fish¹.</p>
<p>Activity I</p>	<p>Bed reinforcement</p> <p>Must only be constructed within 10 metres downstream of the culvert.</p> <p>Must only be constructed of non-grouted stone rip-rap.</p> <p>Must not alter the existing bed level of the watercourse.</p> <p>Must not create a step in the bed of the watercourse.</p> <p>Must not be undertaken during the period in which fish are likely to be spawning in the affected watercourse nor in the period between such spawning and the subsequent emergence of the juvenile fish¹.</p>

Engineering Activity Registration (Cont.)

Activity J	<p>In-loch Structures</p> <p>The total area of the structure must be no more than 50 square metres.</p>
Activity K	<p>Removal of sediment from individual exposed sediment deposits</p> <p>Sediment must not be removed from:</p> <ol style="list-style-type: none"> more than one third of the total number of individual exposed sediment deposits in a 1km stretch of the affected watercourse; and the same individual exposed sediment deposit more frequently than once every three years. <p>Sediment must only be removed from:</p> <ol style="list-style-type: none"> a total length of no more than 30 metres (when measured along the bank) within; and no more than 50% of the surface area of; any individual exposed sediment deposit. <p>Sediment must not be removed from any part of an individual exposed sediment deposit that is:</p> <ol style="list-style-type: none"> within a buffer zone of 1 metre from the wetted edge of that deposit, for sediment deposits that are less than 10 metres wide at their widest points; within a buffer zone of 2 metres from the wetted edge of that deposit, for sediment deposits that are 10 metres wide or more at their widest points; and below the level of the highest point of the buffer zone. <p>Removed sediment must not be left on the banks of any watercourse, such that its placement heightens the banks.</p> <p>Must not be undertaken during the period in which fish are likely to be spawning in the affected watercourse nor in the period between such spawning and the subsequent emergence of the juvenile fish¹.</p>
Activity L	<p>Removal of sand, silt or clay from up to 500m of the bed of previously straightened rivers and burns which are ≥1m and <5m wide</p> <p>The total length of the bed of the affected watercourse from which sand, silt or clay can be removed must not exceed 500 metres.</p> <p>Sand, silt or clay must only be removed from a watercourse with a bed width of less than 5 metres.</p> <p>The bed of the worked channel must be graded at an angle to tie in with the existing bed levels upstream and downstream.</p> <p>Must not alter the existing bed width of the watercourse.</p> <p>Removed sediment must not be left on the banks of any watercourse, such that its placement heightens the banks.</p> <p>Must not be undertaken during the period in which fish are likely to be spawning in the affected watercourse nor in the period between such spawning and the subsequent emergence of the juvenile fish¹.</p>
Activity O	<p>Grey Bank reinforcement</p> <p>Reinforcement must be no more than 20 metres in total length.</p> <p>Must not heighten the banks of the watercourse.</p> <p>Must not alter the existing bed width of the watercourse.</p> <p>Must be adjacent to and for the protection of, an existing engineered structure.</p>

1. For advice on the presence of fish please consult with NatureScot (www.nature.scot) and Fisheries Management Scotland (www.fms.scot)