



sepa

Scottish Environment
Protection Agency
Buidheann Dion
Àrainneachd na h-Alba

Pollution Prevention and Control (Scotland) Regulations 2012

Application for an Administrative Variation of Part A Permit

[PPC-A-F-Var(A)]

For information on accessing this document in an alternative format or language
please contact SEPA by email at equalities@sepa.org.uk

If you are a user of British Sign Language (BSL) the Contact Scotland BSL service
gives you access to an online interpreter enabling you to communicate with us
using sign language: <http://contactscotland-bsl.org/>

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 including 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. 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: sepa.org.uk/help/privacy-policy/

Introduction to Pollution Prevention & Control (PPC) Part A Permitting

When to use this form

There are three potential types of variation:

Administrative variation	Please refer to our charging guidance for examples.
Standard Variation	A standard variation applies unless it is clearly an administrative or substantial variation.
Substantial Variation	Please refer to SEPA's guidance ' IED-TG-03 Identifying a substantial change variation ' to help identify if your proposed change is substantial.

This form must only be used for **administrative variation** applications.

This form should **not** be used for the following purposes:

- To reduce the area covered by the existing installation boundary in your current permit – this would require a partial surrender.
- To change the operator of the existing permit – this would require a transfer or partial transfer.

Why SEPA requires the information requested

The information you provide will be used to determine your application to vary your permit. If SEPA is minded to grant your application, we will vary your permit to include conditions based on the general principles contained in the PPC regulations.

Our assessment will also include being satisfied that you will be the person in control over the operation of the installation and that you will ensure that the installation will be operated to comply with the conditions which will be included in your permit.

Before you start to fill in the form

For an overview of the requirements of the PPC Regulations, the Part A application process and Best Available Techniques (BAT), please refer to SEPA guidance "[IED-PPC-TG4 – A practical guide for Part A activities](#)".

We strongly recommend that you contact SEPA early in the process so officers can ensure that you are applying for the correct type of variation, avoiding delays during the determination process.

Which parts of the form do I need to complete?

Sections 1 to 9 of this form should be completed by all applicants with information relevant to the changes to be made at the installation.

When submitting information

Please ensure the following:

- All documents submitted with your application are clearly labelled.
- An appropriate reference to each document is entered in each relevant part of your application form.
- Any continuation sheets are clearly labelled and that an appropriate reference to these is entered in each relevant part of your application form.
- All documents created by you or on your behalf and submitted with your application include a date and version number.
- Evidence is provided to show how BRef, BATc and BAT-AELs will be complied with.

Application fee

There is no application fee associated with an administrative variation. However, in line with SEPA's charging scheme, if in determining the application, we consider that the proposed changes should be considered a standard or substantial variation you will be notified and will likely have to pay an application fee.

Please see our Charging Scheme and associated guidance for further information.

Where to apply

Please return this form together with all supporting information and correct payment, by email to registry@sepa.org.uk or to the following address:

SEPA
Angus Smith Building
6 Parklands Avenue
Motherwell
ML1 4WQ

After you apply

You will receive confirmation that we have received your application.

For any queries please contact ppcpermitting@sepa.org.uk

Section 1: About the operator

Guidance note:

The operator is the person who has control over the operation of the installation or plant.

If you are a company or a partnership please provide the registered official address for your company or partnership.

1.1 Please provide details of the operator below:

Contact name:	
Registered name (if applicable):	
Company number (if applicable):	
Address:	
Postcode:	
Phone number:	
Email address:	

Section 2: Authorised contact

Guidance note:

The authorised contact is the person authorised to be contacted by us in relation to your application. This can be an agent or a consultant with the relevant authority to act on your behalf.

2.1 Who can we contact about your application?

Name:	
Company (if different to applicant):	
Position:	
Address:	
Postcode:	
Phone number:	
Email:	

Section 3: About your authorisation

Guidance note:

For further information please refer to SEPA guidance [IED-PPC-TG4 – A practical guide for Part A activities](#).

3.1 Details of your authorisation

Permit number:											
Previous variations:											
Name of installation:											
Address:											
Postcode:											
National Grid Reference: NGR Tool (sepa.org.uk)											

Section 4: About your pre-application discussion

Guidance note:

Pre-application discussions with SEPA can help to ensure that the application you submit is complete and duly made, and to avoid potential delays in the determination process.

These discussions can include, for example:

- Whether an administrative variation is suitable for the changes you propose.

Early engagement with SEPA is strongly recommended.

Please provide the information requested below:

4.1 Pre-application discussions:

If you have had any pre-application discussions with us before submitting your application, please provide the name of the officer discussions were held with and provide a summary of the discussions on a separate sheet:

Officer Name:	
Document reference:	

4.2 Have there been any changes to your proposal since these discussions?

Please choose 'Yes' or 'No':	Choose an item.
If 'Yes', highlight changes made since initial pre-application discussions.	
Document Reference:	

Section 5: About your proposed changes to your installation

5.1 Provide a summary of the proposed changes:

Guidance note:

An administrative variation should be used to correct errors in your existing permit or to reduce the scale of part of your installation where no assessment will be required, for example a reduction in waste or raw material storage capacity.

Please describe the variations to the conditions in the permit that you wish us to make.

Document reference:

Section 6: Commercial confidentiality and national security

Guidance note:

Further information on commercial confidentiality and national security can be found in SEPA guidance IED-PPC-TG4 A practical guide to Part A Activities.

The presumption is that information will be placed on the Public Register unless there are grounds to exclude it.

SEPA considers information to be commercially confidential if including it in the register would prejudice, to an unreasonable degree, the commercial interests of that individual or person.

The onus is on the applicant to provide sufficient evidence to demonstrate any claim that information is commercially confidential.

Where SEPA does not determine the information to be commercially confidential the applicant may appeal the decision to the Scottish Ministers.

SEPA will assess any commercial confidentiality claim and allow any subsequent appeals to be concluded before starting consultation.

Information which the Secretary of State or Scottish Ministers has directed may affect national security must not be placed on the Public Register.

Do not provide any information which may affect national security on this form.

If you believe information may affect national security but there is no direction, then you should notify the Secretary of State or Scottish Ministers of your concern.

6.1 Is there any information in your application that you believe should be kept from the Public Register on the grounds of commercial confidentiality?

Please choose 'Yes' or 'No':

Choose an item.

If 'Yes', please provide:

A summary document clearly defining what the specific information it is that you regard as commercially confidential and why.

Two copies of the documents containing the specific information:

- one copy marked - "Commercially Confidential" and
- another marked - "Redacted for the Public Register"

6.2 Is there is any information in the application that you believe should be kept from the Public Register on the grounds of national security?

Please choose 'Yes' or 'No':

Choose an item.

If **'Yes'** please provide full information, including a copy of any existing direction, on a separate sheet which is clearly marked as "National Security".

6.3 In relation to information which you think may affect national security, have you notified the Secretary of State or Scottish Ministers?

Please choose 'Yes' or 'No':

Choose an item.

If **'Yes'**, please provide full information on a separate sheet which is clearly marked as National Security.

Section 7: Any other information

7.1 Is there any other information you wish to submit in support of your application?

Please choose 'Yes' or 'No':

Choose an item.

If **'Yes'** please provide full details and document reference:

Section 8: Declaration

Guidance note:

Knowingly or recklessly submitting false or misleading information is an offence.

Declaration: Please read and confirm all statements below

I am the applicant / I am authorised to submit this application on behalf of the applicant.	<input type="checkbox"/>
I apply / The applicant applies for a variation in respect of the particulars contained in this application (including any supporting documentation and fee that has been supplied).	<input type="checkbox"/>
I / We certify that the information in this application is correct.	<input type="checkbox"/>
I / We confirm that any person whose personal information is included in this application has been made aware of the statement headed " <i>How we use your personal information – Data Protection Act 2018 ('DPA 2018')</i> " and SEPA privacy policy and understand the implications of the Data Protection Act 2018 .	<input type="checkbox"/>

Declaration: Please complete below

Name of person submitting application:	
On behalf of (insert name of applicant if applicable)	
Position of applicant (e.g. director, secretary, authorised signatory):	
Date:	