

**The Water Environment (Controlled Activities) (Scotland) Regulations 2011**

**Registration Application Form**

**Discharge of Trade (or Other) Effluent**

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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 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.](https://www.sepa.org.uk/media/162623/bps003-data-protection-policy.pdf)

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/>

# Discharge of Trade (or ‘Other’) Effluent

SEPA regulates the discharge of trade (or ‘other’) effluents to the water environment. Trade effluent is the liquid waste that is produced from any process undertaken at any trade or industrial premises (e.g., effluent produced from the washing of waste materials or cooling water). ‘Other’ effluents are those produced elsewhere that require authorisation (e.g., from non-commercial fish farms or from swimming pools). This is a registration application form. This is the correct application form if you:

1. Discharge less than or equal to 10,000 litres (10m3) per day of trade (or other) effluent with a population equivalent of 15 or less;
2. Discharge cooling water with no chemical additives and no thermal compliance implications (Scottish Government Directions);
3. Discharge trade (or ‘other’) effluent from a non-commercial fish farm for native fish;
4. Discharge trade (or ‘other’) effluent from a commercial fish farm with less than or equal to 0.5 tonnes annual production; or

For more information on the different levels of environmental activities, you can look up our [CAR Practical Guide](https://www.sepa.org.uk/media/34761/car_a_practical_guide.pdf#page=12).

To complete your application you must:

1. answer the following application questions;
2. submit a plan as detailed in section 2; and
3. pay the appropriate fee.

Failure to provide all this information may result in your application being refused.

SEPA will notify you of the result of your application within 30 days of the date we receive it.

# Contact Details:

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation (if applicable):** |  |
| **Address:** |  |
| **Phone:** |  |
| **Email:** |  |

# Location:

Provide the postal address and National grid reference of where the activity will take place. National grid references must be 10-figure (e.g. AB 1234 5678). You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/).

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Address:** |  | | | | | | | | | |
| **National Grid Reference:** |  |  |  |  |  |  |  |  |  |  |

Provide a plan clearly illustrating the location and position of the:

1. place where the activity will be undertaken;
2. treatment system used to treat effluent; and
3. discharge point (where the discharge from the treatment system ‘meets’ the soakaway or waterbody).

|  |  |  |
| --- | --- | --- |
| **Plan submitted:** | Yes | No |
| **Plan reference:** |  | |

# Activity

|  |  |  |  |
| --- | --- | --- | --- |
| **What activity will be undertaken?** | | | |
| Less than or equal to 10,000 litres (10m3) per day of trade (or ‘other’) effluent with a population equivalent of 15 or less. |  | **What is the total population equivalent[[1]](#footnote-2)?** |  |
| Cooling water with no chemical additives and no thermal compliance implications (Scottish Government Directions). |  | **What is the average temperature of the effluent? (oC)** |  |
| Trade (or ‘other’) effluent from a non-commercial fish farm for native fish. |  | **What quantity of fish is produced per year (tonnes)?** |  |
| Trade (or ‘other’) effluent from a commercial fish farm with less than or equal to 0.5 tonnes annual production. |  |

|  |  |
| --- | --- |
| **What is the maximum volume of effluent discharged per day?** | m3 |
| **What process will produce the effluent?**  (e.g. washing of waste material). |  |

# Discharge Point

National grid references must be 10-figure (e.g. AB 1234 5678). You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/).

|  |  |  |
| --- | --- | --- |
| **Where is the effluent discharged to?** | Indirectly to groundwater via soakaway    **Complete part 4.1** | To surface water  (i.e., river / loch / coastal)    **Complete part 4.2** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National grid reference of the discharge point:** |  |  |  |  |  |  |  |  |  |  |

## Discharge Indirectly to Groundwater via Soakaway

This is the preferred environmental option where land conditions allow.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of soakaway:** | Soakaway | | |
| Mound soakaway | | |
| **What is the percolation value[[2]](#footnote-3) (Vp)of the soil?**  (measured in seconds per millimetre) | Less than 15 s / mm | **What size is the soakaway?** | (m2) |
| 15 to 100 s / mm | | |
| 100 – 140 s / mm | | |
| More than 140 s/mm | | |

## Discharge to Surface Water

This is a less preferable environmental option – a discharge indirectly to groundwater via soakaway should be explored first.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Why is a discharge indirectly to groundwater via soakaway not possible?** |  | | | | |
| **Is there a partial soakaway[[3]](#footnote-4)?** | Yes | **What size is the partial soakaway?** | | m2 | |
| No | | | | |
| **Where does the treatment system discharge to?** | River / stream / burn | | | | |
| Freshwater loch | | | | |
| Coastal / Estuary | | **Is the discharge point below MLWS[[4]](#footnote-5)?** | | Yes  No |
| **What is the name of the waterbody?**  (e.g. River Clyde, Loch Long, Firth of Forth, North Sea) |  | | | | |

# Treatment System

|  |  |
| --- | --- |
| **What is the type of treatment system?**  (e.g. settlement tank / ponds, proprietary treatment system, dechlorination plant, drum filter, oil interceptor, etc.) |  |

# Discharge Standards

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What discharge standards will the treatment system produce?** | Biochemical Oxygen Demand (BOD) | mg/l | | Ammoniacal Nitrogen  (as N) | mg/l | |
| Mean | Max | Mean | Max |
| Suspended Solids | mg/l | | Other (if applicable) | mg/l | |
| Mean | Max | Mean | Max |

# Fee:

You must pay the correct fee.

The current (1 April 24 – 31 March 25) fee is **£185**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fee Paid:** | £ | | | | | |
| **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/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwebpayments.sepa.org.uk%2F&data=04%7C01%7Cregistry%40sepa.org.uk%7C9f152631f95d4d068ae608d99af2c7ad%7C5cf26d65cf464c72ba827577d9c2d7ab%7C0%7C0%7C637711189791361660%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=jG7LAbzZNPw8fjeHkGfiNp50EwwVIoU98wRuikzBb7Y%3D&reserved=0)  Proof of payment must be submitted. | | Proof of payment submitted: | Yes | No | | |
| Proof of payment reference: |  | | | |
| Cheque  Make payable to ‘SEPA’ and submit with your application. | | Cheque submitted: | Yes | | | No |

# Declaration

It is an offence to make a statement which you know to be false or misleading, or to recklessly make a statement which is false or misleading for the purpose of obtaining an authorisation.

|  |  |
| --- | --- |
| 1. I apply for an authorisation as described in this application. 2. I certify that the information in this application is correct. 3. I enclose the correct application fee. 4. I have read and understood the data protection notice and consent to the processing of the information provided on this form and other information provided or collected by SEPA in accordance with the data protection notice. | |
| **Name:** |  |
| **Date:** |  |

Please submit your completed application to SEPA Registry by:

1. Email, to: [registry@sepa.org.uk](mailto:registry@sepa.org.uk); or
2. Post, to: SEPA Registry

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6 Parklands Avenue

Holytown

North Lanarkshire

ML1 4WQ

1. **How to calculate Population Equivalent**

   To calculate P.E for trade (or other) effluent, multiple daily flow of the discharge (in m3) by the average biochemical oxygen demand (BOD) (in mg/l) and divide by 60. [↑](#footnote-ref-2)
2. **What is percolation value?**

   Percolation value is a measure of how long it takes liquid to filter through the surrounding soil. It is important that the percolation value of the soil is suitable: too quick and the discharge may impact groundwater; too slow and the discharge may not drain away. Further information on percolation value, including how to measure it, is available in the [Scottish Government Building Standards Technical Handbook](https://www.gov.scot/publications/building-standards-technical-handbook-2020-domestic/3-environment/3-9-private-wastewater-treatment-systems-infiltration-systems/). [↑](#footnote-ref-3)
3. **What is a partial soakaway?**

   A soakaway is a below-ground structure that stores treated sewage effluent and allows it to ‘soak’ into the surrounding land and groundwater. A partial soakaway also does this but is fitted with a high-level overflow that allows some effluent to be discharged to a waterbody. [↑](#footnote-ref-4)
4. **What is MLWS (Mean Low Water Springs)?**

   MLWS is the average throughout the year of two successive low waters, during a 24-hour period in each month when the range of the tide is at its greatest (Spring tides). This information can be found on an Ordnance Survey (OS) map, which can be accessed using our [NGR Tool](https://map.sepa.org.uk/ngrtool/). [↑](#footnote-ref-5)