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**Application for SURRENDER of a**

**RADIOACTIVE SUBSTANCES AUTHORISATION**

**Under the**

**Environmental Authorisations (Scotland) Regulations 2018**

**YOU MUST USE THIS FORM TO APPLY TO SURRENDER AN EXISTING PERMIT OR REGISTRATION EITHER PARTIALLY OR IN FULL**

A surrender application is required when:

1. You intend to cease carrying on the regulated activity;
2. You reduce the geographical extent of the authorised place; or
3. You are no longer in control of the activity and you have not applied to transfer the authorisation.

A full surrender means to remove the authorisation completely. Following a full surrender, there should be no significant adverse environmental risk remaining, unless expressly authorised in the Surrender Notice.

A partial surrender means removing a building from a list of buildings or reducing the areal extent of the authorised place (e.g. landfill, nuclear site). It does not include decommissioning a lab in a building where other radioactive substances activities are still on-going.

**Who signs the application?**

The existing authorised person should sign the application.

If you are making an application on your own behalf, then you should sign the application form. If the application is being made on behalf of the authorised person (e.g. by a consultant), then the person(s) signing the declaration should have the authority to sign the application on behalf of the authorised person.

Any personal data that you have been asked to provide on this form and as part of this application process will be held and processed in accordance with SEPA’s Privacy notice, available on SEPA’s website.

**APPLICATION FOR SURRENDER**

**DETAILS OF THE PERMIT/REGISTRATION FOR SURRENDER**

|  |  |
| --- | --- |
| 1. **Permit/Registration reference**
 | Click here to enter text. |

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| 1. **Type of surrender\***
 | **Please confirm if your application is for a full or partial surrender:** |
| Full [ ]  | Partial [ ]  |
| **If surrendering a permit, please indicate the type below:** |
| Substantial [ ]  | Standard [ ]  |

*\*if surrendering in full the surrender type is substantial. Partial surrenders are standard.*

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| 1. **Please provide details of the current authorised person**
 |
| **Legal Business Name:** | Click here to enter text. |
| **Legal Status** | Please select an option from the drop down list. |
| **Trading/Business Name (if different)** | Click here to enter text. |
| **Company Registration number (if applicable)** | Click here to enter text. |
| **Official/Registered Office Address** | Click here to enter text. |
| **Postcode** | Click here to enter text. |
| **Telephone No** | Click here to enter text. |
| **Email Address** | Click here to enter text. |

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| 1. **Please provide details of the premises to which the application applies.** If the application relates to an authorisation for mobile sources, please provide the location of where the sources are normally kept.
 |
| **Name:** | Click here to enter text. |
| **Address:** | Click here to enter text. |
| **Postcode:** | Click here to enter text. |
| **Telephone No:** | Click here to enter text. |
| *For transfers of offshore authorisations only* |
| **Offshore Installation Name:** | Click here to enter text. |
| **Location/Block Number:** | Click here to enter text. |

**REASON FOR SURRENDER**

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| 1. **Please give details of the reason(s) for the surrender.**
 |
| Click here to enter text. |

**CONTACT FOR THE SURRENDER APPLICATION**

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| 1. **Please provide details about the individual that we may contact about the application.** If there are more than one, please provide the detail on a separate sheet.
 |
| **Name:** | Click here to enter text. |
| **Address:** | Click here to enter text. |
| **Postcode:** | Click here to enter text. |
| **Email Address:** | Click here to enter text. |
| **Telephone No:** | Click here to enter text. |
| **Position/Designation:** | Click here to enter text. |

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| 1. **To meet with the requirements of this application you must provide supporting information to confirm that you have decommissioned in accordance with SEPA guidance (e.g. *the Guidance on Decommissioning of Non-Nuclear Facilities* or *Management of radioactive waste from decommissioning of nuclear sites: Guidance on Requirement for Release from Radioactive Substances Regulation (GRR)***
 |
| I confirm that supporting information has been enclosed[ ]  |

**REMITTANCE INFORMATION**

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| **Please provide payment details for the application** *(see guidance note on p7)* |
| 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](https://www.sepa.org.uk/regulations/authorisations-and-permits/charging-schemes/charging-schemes-and-summary-charging-booklets/) on the SEPA website ([www.sepa.org.uk](http://www.sepa.org.uk) and search for ‘charging schemes and summary charging booklets’) or contact your local SEPA office. |
| **BACS** | Sort Code | 83-34-00 | **IMPORTANT!** When paying by BACS or direct transfer you MUST submit remittance advice or proof of payment with your application form. If this is not received the application will be deemed invalid and returned to you, as SEPA is unable to process your application without this. |[ ]
|  | A/C Number | 00137187 |  |  |
| **Online Payment** | **Payment reference number** Click here to enter number*Go to* [Welcome to Online Payments | Scottish Environment Protection Agency (SEPA)](https://www.sepa.org.uk/about-us/welcome-to-online-payments/)*on the SEPA website to make payment by credit or debit card.*  |[ ]
| **Amount payable** | £ insert fee. |

**DECLARATION**

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| **Please read the declaration and complete the boxes below**  |
| *I/we hereby apply for surrender under the Environmental Authorisations (Scotland) Regulations 2018 in respect of the premises and the authorisation referred to in this application. I/we declare that to the best of my/our knowledge the particulars in each section of this application are true and accept that the information contained in the application may form part of the publicly available information held by the Scottish Environment Protection Agency and relevant public registers. I/we have read the data protection notice and understand the implications of the General Data Protection Regulation (GDPR).* |
| Signature: |  | Date: | Click or tap to enter a date. |
| Name: | Click here to enter text. | Position: | Click here to enter text. |
| Authorised on behalf of (company, corporate body, firm etc.) | Click here to enter text. |

**APPLICATION CHECKLIST**

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| **Once you have completed all parts of the application, please use this checklist to indicate the items you have completed and are sending us as part of the application.** |
| One copy of the completed application form |[ ]
| Payment made using a suitable payment method |[ ]
| Remittance Advice/Proof of Payment (if applicable) |[ ]
| Declaration signed  |[ ]
| Supporting documents/information- please list documents included | List supporting docs/info here. |

**Email completed form, proof of payment and any supporting documentation to** **Registry@sepa.org.uk**