

**Waste Management Licensing (Scotland) Regulations 2011**

**("the Regulations")**

**Paragraph 47 - Form to register or renew an exemption**

**(Repair and/or refurbishment of WEEE at a secure place)**

**PLEASE RETURN THIS FORM TO SEPA**

**(details at end of form)**

# Please read the accompanying guidance note WMX-TG47 as it gives technical advice relating to paragraph 47 exemptions as well as SEPA’s policy on certain topics. Please refer to the Regulations for details of the exemption and your obligations. Other forms to give notice of separate exemptions under different paragraphs may be obtained from our website [www.sepa.org.uk](http://www.sepa.org.uk) or from your nearest SEPA office.

This notice **must** be received by SEPA at least 21 days before the activity is due to begin. A separate form must be filled out for each activity. SEPA will either:

1. enter the particulars of the exempt activity on the register and confirm this in writing to you before the expiry of the 21 day period; OR
2. serve on you a notice of refusal stating that registration is refused and

giving reasons for that decision before the expiry of the 21 day period.

**The Data Protection Act 1998**

“The Scottish Environment Protection Agency is responsible for maintaining and improving the environment and regulating environmental emissions. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Scottish Environment Protection Agency to deal with your registration, to monitor compliance with the legislation, to process renewals, 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 (eg Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) 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.

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

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| For Office Use Only | | | |
| Reference No. |  | C & B Team: |  |
| First Notice: | Yes/No | Previous Reference No. |  |
| Date Received: |  | Date of Expiry: |  |
| Date Entered onto Register: |  | Entered within 21 days: | Yes/No |

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| **1. Contact Details of the Establishment or Undertaking i.e. the sole trader, company, partnership, authority, society, trust, club, charity or other organisation that will carry on the exempt activity (Print All)** | | | |
| Name of Establishment/Undertaking |  | | |
| Registered/Principal Office Address |  | | |
| Postcode |  | Company Registration No |  |
| Tel No. |  | Fax No. |  |
| Contact Name and designation |  | | |
| Contact Address  (if different from above) |  | | |
| Tel No. |  | Fax No. |  |
| E-mail address |  | | |

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| **2. What do you wish to notify?** | | | |
| (i) Tick one only  If you are renewing a registration complete the relevant section of this form where minor changes exist. Where major changes exist, it should be registered as a new activity. | a) You wish to notify the exempt activity for the first time. | |  |
| b) You wish to renew a registration for a currently registered activity. | |  |
| c) You wish to notify an activity that was previously registered but isn’t currently registered. | |  |
| If b) give exemption reference number (e.g. WMX/E/12345 or WML/XC/12345); if c) give exemption reference number and state reason why it isn’t currently registered. | | |
| (ii) Do you currently have a waste management licence registered for this activity at this site? | | Y/N  If yes give licence number: | |

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| **3. The location of the exempt activity** | |
| (i) Address of location of activity |  |
| (ii) Give an 8 figure grid reference of a key point of the treatment area, e.g. NS 7808 9469 |  |
| (iii) Is the activity within a designated area (e.g. SSSI, NVZ etc)? If yes state designation(s) and explain how the designated area will be protected from any potential harm caused by the proposed activity in a separate document. |  |

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| **4. Storage and Treatment Activity** | | |
| (i) What activities will be carried on at the site? Tick all that apply. | | |
| **The repair and/or refurbishment and incidental activities/storage of non-hazardous WEEE** | |  |
| **The repair and/or refurbishment and incidental activities/storage of hazardous WEEE** | |  |
| (ii) Is the activity carried on with a view to reusing the WEEE for its original purpose? | | Y/N |
| (iii) Is the storage secure? | | Y/N |
| (iv) Is all WEEE, including components, stored in such a manner that does not hinder its reuse or recycling? | | Y/N |
| (v) How long will WEEE be stored for? | months | |
| (vi) Are the best available treatment, recovery and recycling techniques (BATRRT) to be used? | | Y/N |
| (vii) Will any degassing or capture of Ozone Depleting Substances (ODS) be done.on site | | Y/N |
| (viii) Will the technical requirements of Annex III of the WEEE Directive 2002/96/EC be met? | | Y/N |
| (ix) Do the total quantities of WEEE, both stored and treated, comply with the storage, treatment and other requirements as listed below? | | |

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| **Waste Description** | **Storage Limits** | **Treatment Limits** | **Other Requirements** | **Tick if compliant** | |
| **Non-hazardous WEEE** | | | | | |
| 16 02 14 (WEEE other than those mentioned in 16 02 09 to 16 02 13) | 50 cubic metres | 2 tonnes/day | N/A | |  |
| 20 01 36 (WEEE other than those mentioned in 20 01 21 and 20 01 23 and 20 01 35) | 50 cubic metres | 2 tonnes/day | N/A | |  |
| **Hazardous (Special) WEEE** | | | | | |
| 16 02 11 (WEEE containing chlorofluorocarbons, HCFC or HFC) and 20 01 23 (WEEE containing chlorofluorocarbons) | 80 cubic metres | 5 tonnes/day | Stored in a manner that will prevent the release of CFCs, HCFCs or HFCs | |  |
| Televisions and computer monitors containing cathode ray tubes falling within 16 02 13 (WEEE containing hazardous components other than those mentioned in 16 02 19 to 16 02 12) and 20 01 35 (WEEE other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components) | 80 cubic metres | 5 tonnes/day | N/A | |  |

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| **5. This notice shall be accompanied by the following documents:**  Please tick all boxes where the relevant documents have been included. | |
| **For Initial registration - the following documents are required** | |
| a) A plan of where the exempt activity will be carried on showing the boundaries of that place and the locations within that place at which the exempt activity is to be carried on. |  |
| b) A description of the proposed activities. |  |
| c)i) The prescribed charge (cheques made payable to “Scottish Environment Protection Agency”) where the activity treats **less than** 20 tonnes of WEEE per annum |  |
| c)ii)The prescribed charge (cheques made payable to “Scottish Environment Protection Agency”) where the activity treats **more than** 20 tonnes of WEEE per annum |  |
| **For registration renewal- the following additional documents are required in addition to those listed above** | |
| a) If the original plan is no longer current you must also submit a new plan showing the boundaries of that place and the locations within that place at which the exempt activity is to be carried on. |  |
| b) If the original description of the proposed activities is no longer current you must also submit a description of the activities carried on at site. |  |
| c)i) The prescribed charge (cheques made payable to “Scottish Environment Protection Agency”) where the activity treats less than 20 tonnes of WEEE per annum |  |
| c)ii)The prescribed charge (cheques made payable to “Scottish Environment Protection Agency”) where the activity treats more than 20 tonnes of WEEE per annum |  |

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| **6. Declaration** | | | |
| Important Please Note: It is an offence for a person to make a statement which he/she knows to be false or misleading in a material particular, or to recklessly make a statement which is false or misleading in a material particular. | | | |
| **Declaration of Notice / Renewal of Notice**  **(The declaration must be signed by applicants or their agents)** | | | |
| I/we certify that, to the best of my/our knowledge, the information provided in this form and any associated documents are correct. | | | |
| Name  (PRINTED) |  | Date |  |
| Company Name |  |  |  |

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| **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/>  Proof of payment must be submitted. | Proof of payment submitted: | Yes | No | |
| Proof of payment reference: |  | | |
| Cheque | Payable to SEPA and submitted with your application | | | |

**Please return this form to:**

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| **By email:**  [registry@sepa.org.uk](mailto:registry@sepa.org.uk) | **Angus Smith Building**  6 Parklands Avenue  Eurocentral  Holytown,  North Lanarkshire, ML1 4WQ  Tel: 01698 839000 | **For any queries, please contact:**  [wastepermitting@sepa.org.uk](mailto:wastepermitting@sepa.org.uk) |