

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

Application Form N

Construction water run-off

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/>

Every day SEPA works to protect and enhance Scotland's environment, helping communities and businesses thrive within the resources of our planet.

We call this **One Planet Prosperity**



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/>

Construction water run-off

SEPA regulates water run-off from construction sites to the water environment. This is a licence application form. This is the correct application form if the construction site (including preparatory works):

- a) discharges water run-off to the water environment; and
- b) covers an area greater than 4 hectares; or
- c) contains a road (or track) greater than 5 kilometres in length; or
- d) includes any land with an area greater than 1 hectare that has a slope in excess of 25 degrees; or
- e) includes any road (or track) with a length greater than 500 metres that has a slope in excess of 25 degrees.

Where you intend to discharge all the water run-off from the construction site to a Scottish Water asset, there is no need for you to apply to SEPA for an authorisation. Please note that any discharge to a Scottish Water asset requires permission and a separate authorisation from Scottish Water. Further information on Scottish Water's requirements can be found on their website: [Trade Effluent - Scottish Water](#).

Where you intend to discharge trade effluent (for example concrete wash waters) to the water environment you must apply to SEPA for a separate trade effluent authorisation. Further information can be found on our website.

For more information on the different levels of environmental activities, you can look up our [CAR Practical Guide](#).

For information on managing water run-off from a construction site and how we regulate this, please read our [Construction Sites Supporting Guidance](#).

To complete your application you must:

- a) submit a plan that illustrates the location of the construction site and clearly outlines the site boundary; and
 - b) answer the following application questions:
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Application Questions

1. Name of the development		
2. Anticipated start date of construction works		
3. Where will the treated water run-off discharge to?	Discharge Point (e.g. River Clyde, Red Burn, etc.)	National Grid Reference This should be an 8-figure reference. You can use our SEPA NGR Tool
4. Will you use any chemicals (such as flocculants or coagulants) to treat the water run-off?	Yes <input type="checkbox"/> Complete questions 5 to 7.	No <input type="checkbox"/>

<p>5. Why will you have to use chemicals to treat the water run-off?</p> <p>If you want to you use chemical treatment, there must be a good reason for doing so. If there is no suitable justification, your application may be refused.</p>			
<p>6. What chemical(s) will be used and where will the treated water discharge to?</p>	<p>Chemical(s) Used</p>	<p>Discharge Point (e.g. River Clyde, Red Burn, etc.)</p>	<p>National Grid Reference (This should be an 8-figure reference. You can use our SEPA NGR Tool)</p>
<p>7. Supply the Material Safety Data Sheets (MSDS) for each chemical used.</p>	<p>MSDS submitted</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
	<p>MSDS reference(s)</p>		