

## Application to register

Under Regulation 8 of the Water Environment (Controlled Activities) (Scotland) Regulations 2005.

### Discharge from existing\* septic tank or small sewage treatment system

\* existing is defined as the discharge from a septic tank or sewage treatment system that was in existence prior to 7 April 2009.

#### Important notes

1. This form is for use during the period 07 April – 31 May 2009 ONLY
2. This form must only be used to register existing (as defined above) septic tank or small sewage treatment systems.
3. This form must only be used to register a discharge of sewage from a privately owned septic tank or small sewage treatment system that is not currently operated by Scottish Water and will not be adopted by Scottish Water.
4. Applications normally have to be processed by SEPA within 30 days of receipt. The legislation specifies that any applications not completed within 30 days are automatically deemed to have been refused. However, the determination period can be extended by agreement.
5. During the fee waiver period SEPA is anticipating exceptionally high demand and may not be able to determine all applications within 30 days of their receipt. In order to allow as many applications as possible to be processed, your cooperation would be appreciated in confirming below that you agree to an extended determination period of up to 90 days from the date of SEPA's receipt of your application.

**I agree to an extended determination period of up to 90 days from receipt.**

Please tick here

#### 1. Contact Details

Name			
Organisation (if applicable)			
Address			
Postcode		Email	
Tel No.		Fax No.	

#### 2. Site Details

Enter site details (Property 1) and name or description to identify all other properties served by the discharge.

Property 1	
Address	
Postcode	
National Grid Ref*	
Property 2	
Property 3	
Property 4	
Property 5	

**\*National Grid Reference (NGR)**

Enter National Grid Reference for the site and discharge outlet (Use 10-character form XY 1111 2222). Guidance on reading NGRs is available on the SEPA website at ([www.sepa.org.uk/ngrhelp/](http://www.sepa.org.uk/ngrhelp/)).

IMPORTANT: Providing the correct location information for the site and discharge outlet (Section 3 below) is essential to ensure that your application can be processed.

**Location Plan**

Please also provide a plan, sketch or other means to show the exact location of the site and discharge outlet.

**3. Discharge Details**

This is:	A discharge from an existing septic tank/small sewage treatment system.
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Discharge Outlet NGR*: (to water environment / soakaway)	
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Please provide 'population equivalent' for the sewage effluent. For domestic housing, this is 5 p.e. for any house with up to and including three bedrooms. For houses with more than three bedrooms, add 1 p.e. for each additional bedroom.

For more information on p.e. values, see notes on page 3.	Enter total population equivalent here:		This value must be <b>15 p.e</b> or less for tanks/ systems installed after 1 April 2006 or <b>50 p.e.</b> or less for those installed before 1 April 2006
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Please complete Part A or Part B below to indicate whether your tank discharges to land or water.	Please note that for sewage discharges land is the preferred environmental option where soil conditions allow.
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**PART A: Discharge to Land**

Complete this section when the discharge is to land or soakaway (this does **not** include partial soakaway).

Discharge to land via: (tick one)	<input type="checkbox"/> Soakaway <input type="checkbox"/> Mound Soakaway	
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**PART B: Discharge to Water**

Complete this section when the discharge is to water (includes partial soakaway)

Receiving Environment: (Select one)	<input type="checkbox"/> Freshwater Loch <input type="checkbox"/> River <input type="checkbox"/> Coastal <input type="checkbox"/> Estuaries	Is the discharge via partial soakaway?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state size (m <sup>2</sup> )	
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For <b>discharges to coastal and estuarial waters</b> : Is the outfall below Mean Low Water Springs? <i>This is the height of low tide when the range of the tide is at its greatest.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Receiving Water Name: (i.e. name of river, loch, estuary)	
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**4. Treatment Details**

**Treatment system components**

Indicate all components of the treatment system:	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Package Sewage Treatment Plant
	<input type="checkbox"/> Constructed Reed Bed	<input type="checkbox"/> Other

*If 'Other', specify details here:	
	<input type="checkbox"/> Tick here if no treatment provided

**Effluent quality**

For treatment systems other than septic tank, state the effluent quality that the treatment system is designed to produce on a 95%ile basis (mg/l): (See manufacturer's instructions for guidance)	Biochemical Oxygen Demand (BOD)		Ammoniacal Nitrogen (NH <sub>3</sub> )	
	Suspended Solids		Phosphorous (if requested by SEPA)	

## Discharge Registration (Cont.)

### General Registration Conditions

1. Other than as specifically permitted or limited by any condition of this authorisation, the authorised activities shall not have a significant adverse impact on, or cause pollution of, the water environment.
2. The effluent treatment system shall be maintained in accordance with the manufacturers or designer's recommendations, and in any event, in good working order.

### Important Information

- If your activity is registered, it will require to be carried out in accordance with the terms of the application, and the conditions detailed above. To contravene the terms of the application or the conditions would constitute an offence under regulation 40 of the Water Environment (Controlled Activities) (Scotland) Regulations 2005.
- It is an offence under regulation 40 of the Water Environment (Controlled Activities) (Scotland) Regulations 2005 to make a statement which you know to be false or misleading in any material particular, or recklessly make a statement which is false or misleading in any material particular for the purpose of obtaining a registration (for yourself or anyone else) or seeking a variation of a registration.
- Please note that registering an existing discharge does not mean that the environmental impact of the discharge has been 'approved' in any way by SEPA. You may therefore be subject to enforcement action by SEPA in the future if it causes environmental harm. Registration does mean that the discharge is correctly authorised under the Regulations
- Population equivalent (p.e.) of sewage effluent: Full details on calculating population equivalent for domestic dwellings in document *Code of Practice: Flows and Loads-2 Sizing Criteria, Treatment Capacity for Small Wastewater Treatment Systems (package plants)* [available on British Water website (<http://www.britishwater.co.uk/>)].

## The Data Protection Act 1998

The information provided on this form will be processed by the Scottish Environment Protection Agency ("SEPA") to process and assess your application for registration, to monitor compliance with the relevant conditions, 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, 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; and improving our service.

We may disclose the information to the public, public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) when consulting on environmental issues.

If there is any information you wish to justify being kept from the public register on grounds of commercial confidentiality you should contact SEPA before submission of your application.

### 5. Declaration

Declaration	<p><b>I hereby apply for an authorisation only in respect to the particulars described in this application and enclose the appropriate application fee.</b></p> <p><b>I certify that the information in this application is correct</b> and I have read and understood the above data protection notice and consent to the processing of the information about me provided on this form and otherwise provided to or collected by SEPA in accordance with this notice.</p>	
Signature:		Date:
Print Name:		

### 6. Application Checklist

Please use the checklist to ensure you have completed all relevant sections and have included all required items with your application. Incomplete applications may be returned to you for re-submission.

	<ul style="list-style-type: none"> <li><input type="checkbox"/> All relevant sections completed</li> <li><input type="checkbox"/> Correct NGRs supplied for treatment unit AND discharge point (Section 2)</li> <li><input type="checkbox"/> Location plan supplied indicating treatment unit and discharge point (Section 2)</li> <li><input type="checkbox"/> Details provided to identify all properties served by system (Section 2)</li> <li><input type="checkbox"/> Application signed (Section 5)</li> <li><input type="checkbox"/> Have you indicated your agreement to a 90 day determination period? (See introductory notes at top of this form)</li> </ul>
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**SEPA Area Offices**

Please send your completed form to 'SEPA Registry' at the appropriate area office.

<p><b>Aberdeen Office</b> Greyhope House Greyhope Road Aberdeen AB11 9RD Tel: 01224 248 338 Fax: 01224 248 591</p>	<p><b>Dingwall Office</b> Fodderty Way Dingwall Business Park Dingwall IV15 9XB Tel: 01349 862 021 Fax: 01349 863 987</p>	<p><b>Edinburgh Office</b> Clearwater House Heriot-Watt Research Park Avenue North Riccarton Edinburgh EH14 4AP Tel: 0131 449 7296 Fax: 0131 449 7277</p>
<p><b>East Kilbride Office</b> 5 Redwood Crescent Peel Park East Kilbride G74 5PP Tel: 01355 574 200 Fax: 01355 574 688</p>	<p><b>Perth Office</b> Strathearn House Broxden Business Park Lamberkine Drive Perth, PH1 1RX Tel: 01738 627 989 Fax: 01738 630 997</p>	

Office Use Only			
IF Number:	CAR Reference:	Location Code Request Ref:	
		Site	Outlet
Valid Application check	Agreement to 90 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Contact details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Site details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Signature?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Application within registration limit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Valid <input type="checkbox"/> Not valid	RETURNED TO APPLICANT	
Discharge type	Existing sewage:		
	<input type="checkbox"/> Valid NGR (x2)? <input type="checkbox"/> Treatment details supplied? ('Untreated' pass to EPI)		
	Failed?	PASSED to EPI	Initial: Date:
For CLAS use – sewage effluent category			
	Untreated		<input type="checkbox"/>
	Primary treatment (ST only)		<input type="checkbox"/>
	Secondary treatment (Treatment plant or ST + reedbed)		<input type="checkbox"/>
	Tertiary treatment (Secondary treatment + further treatment)		<input type="checkbox"/>
Application determined	Signature:	Date:	
	Determining Officer (print name)		
Notification check	Signature:	Date:	
	Checking Officer (print name)		