



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

Application for Variation (Administrative or Technical) to a Licence

FORM G

Complete this form to apply for an administrative or technical variation to a licence issued under the above Regulations

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 application, to monitor compliance with the licence/permit/registration 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
- consulting with the public, public bodies and other organisations (e.g. 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

Making changes to a licence

Variations

Use this form if you are the responsible person specified in a licence and you wish to apply for:

An administrative variation to your licence:

An “administrative” variation involves changes which will not have any environmental impact or which reduce the impact of the activity. (N.B. If you are actually ceasing one of multiple controlled activities covered by your licence, and want to remove it from the licence, you will need to apply for a partial surrender of the licence, using application form I). An application for administrative variation can cover changes to part or all of the licence.

Administrative Variations relating to Licenced Mobile Abstraction Plant Activities:

If an abstraction is carried out using mobile plant authorised under an existing licence, then the addition of each new point of abstraction to that licence will be considered as an administrative variation.

A technical variation to your licence:

A “technical” variation involves any change to a licence which will increase the impact/risk to the environment and requires SEPA to carry out an environmental assessment of the proposed changes. Examples include increasing a volume abstracted, increasing the volume and/or nature of a discharge and adding a new controlled activity to the licence. The fee payable is based on the number of activities which are affected by such technical changes and the level of authorisation of that activity (i.e. simple or complex licence).

Each application form can only be used for variations to a single licence. If you want to request variations to other licences, please use a separate form for each licence.

For further information on the application fees payable, please see the *Water Regulation > Charging Scheme guidance* (http://www.sepa.org.uk/water/water_regulation/charging_scheme.aspx) on the SEPA website or contact your local SEPA office (<http://apps.sepa.org.uk/map/index.html> for details)

Transfer

Application form H should be used for any application to transfer a licence in whole or in part to a different responsible person.

Surrender

Application form I should be used for any application to surrender a licence in whole or in part.

Who signs the application?

If you are making an application on your own behalf and you are the Responsible Person, then you should sign the application form. If the application is being made on behalf of a company, partnership or other organisation which is the “Responsible Person”, then the person who signs the declaration at the end of the form should have the authority to sign the application on behalf of that organisation.

For more guidance on ‘Responsible Person’ please see the “Guide for Applicants”.

Where to send your application

See details on page 11 of this form.

What happens when we get your application?

We will check through the application to make sure that it is complete and that SEPA has all the information it requires.

We may contact you for further information and depending on the type of variation being requested, this may be via telephone, letter or in some cases a formal notice.

In cases where further relevant information has to be gathered before a decision can be made on an application, there may be an additional charge, to cover the cost of SEPA acquiring the information but this will always be subject to prior agreement. **Poor quality information may result in your application being delayed.**

Processing your application for variation

SEPA has to process applications for variation of a licence within 4 months. This period will be extended if SEPA needs to contact you for further information. It may also be extended for other reasons, but only with your written agreement.

Disclosure of the information you give us in your application

SEPA may have to consult interested third parties about your application. SEPA will require any application for significant changes to be advertised in the press, at your expense (See further guidance on consultation and advertising).

Please read the data protection notice on the front page of this form which explains how we will use information given to us.

SEPA’s full service charter may be viewed from the SEPA web site www.SEPA.org.uk

SEPA does not control flood risk through CAR. See [Flood Risk Standing Advice](#) for information on possible flood risk impacts from engineering, impoundment and discharge activities.

FORM G: Variation of a Licence (administrative or technical)

Use this form if you are the responsible person specified in a licence and you are applying for a variation (administrative or technical) of your licence.

1. VARIATION (ADMINISTRATIVE/TECHNICAL)			
1.1 Please indicate whether you are applying for an administrative or technical variation to the licence, or both, and enter the existing licence reference number			
Tick		Licence reference Number	
<input type="checkbox"/>	Administrative Variation <i>(An application for administrative variation may relate to the whole licence and/or more than one controlled activity specified within the licence)</i>	CAR /	Complete Sections 2 and 3
<input checked="" type="checkbox"/>	Technical Variation <i>(An application for a technical variation to a controlled activity may include administrative variations relating to that activity)</i>	CAR / L / 1002928	Answer question 1.2 below then complete Sections 2 and 4 (and also Section 3 if also requesting any administrative variations)
If relevant please provide a map or plan identifying activities and/or areas to which this application for variation relates.			
Reference number for the map or plan:			
1.2	Is the application for technical variation requesting technical variations to more than one activity in the licence?	YES	<input type="checkbox"/>
		NO	<input checked="" type="checkbox"/>

2. ABOUT THE RESPONSIBLE PERSON APPLYING			
(N.B. Only the responsible person specified in a current licence can apply for variations to that licence.)			
2.1 RESPONSIBLE PERSON			
2.1.1 Enter the name of the responsible person as specified in the current licence:			
Name: <i>(If a company, please give registered name, number and any trading names. If a partnership, please list all partners on a separate sheet as well as the names of any other persons authorised to sign on behalf of the partnership.)</i>	Scottish Water Company Registration Number (where applicable):		
Address: <i>(If a company, please give address of registered office. If a partnership or other corporate body, please give address of principal office.)</i>	Castle House 6 Castle Drive Carnegie Campus Dunfermline		
Postcode:	KY11 8GG	E-Mail:	
Tel No:		Fax No:	

2.1.2 Is the address given at 2.1.1 also the application contact address and the address for service of any variation notice resulting from this application? If YES to both go to section 3 or 4 as applicable and delete the third sentence of declaration at section 7. If NO to either, complete relevant parts of section 2.2.	Application contact address	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Address for service of notice of variation	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES

2.2 FURTHER CONTACT ADDRESSES:

uses

In a previous application or applications to SEPA you provided details of one or more addresses which SEPA currently uses for the following purposes. Where the application contact address or address for service of variation notices is different from the address given at 2.1.1 please complete the relevant sections below. Any details you give here will be treated by SEPA as superseding any such details previously provided.

2.2.1 APPLICATION CONTACT ADDRESS:

If the address for contact regarding this application is different from that given at 2.1.1 please provide details here:

Contact Name:	Stephan Walker		
Address:	Scottish Water 31 Henderson Drive INVERNESS		
Postcode:	IV1 1TR	E-Mail:	Stephan.walker@scottishwater.co.uk
Tel No:	01463 228691	Fax No:	

2.2.2 ADDRESS FOR SERVICE OF VARIATION NOTICES:

Only complete this section if you wish SEPA to send any notice varying your licence as a result of application by you, to an address other than the one given at 2.1.1.

You may specify an alternative UK address to that given at 2.1.1 as the address at which you or someone on your behalf will accept service of notices varying your authorisation as a result of application by you.

Please tick this box if you wish any such notices to be served at this address and give details below:

Contact Name:			
Address:			
Postcode:		Contact No:	

3. ADMINISTRATIVE VARIATION

Complete this section if you are applying for an administrative variation.

3.1 Type of Change:

Please indicate below what type(s) of change you are applying for and if necessary provide details of the proposed changes on a separate sheet of paper and attach it to this application.

Reference number of supporting document:

3.1.1 Are you applying to:

- change a condition(s) of the licence which reduces environmental risk e.g. reduction in abstraction volume, higher quality discharge effluent etc.?
- add a new abstraction point(s) to a licenced mobile abstraction plant activity?
- other changes? (e.g. changes which do not require SEPA to undertake an environmental assessment). Please specify briefly in the box below and continue on a separate sheet if necessary

3.2 Details of Administrative Variations applied for:

Schedule / Conditions for authorised activity e.g. Schedule 3 Conditions 3.2.3, 3.2.4	Brief details of Administrative Variations applied for: <i>(further details may be specified on a separate sheet of paper accompanying this application)</i>

4. TECHNICAL VARIATION

Complete this section if you are applying for a technical variation to a CAR licence.

4.1 Type of Change:

Please indicate in the tick boxes below what type(s) of change you are applying for and if necessary provide details of proposed changes on a separate sheet of paper and attach it to this application.

Reference number of supporting document:

The supporting document should provide information on any change proposed to a controlled activity, how each of your proposed changes is expected to affect the water environment, and any mitigation you propose, making sure full justification for any increased impact is provided. The changes proposed should also take account of the principles of efficient and sustainable water use.

4.1.1 Are you applying to:

vary an existing condition of a licence and/or significantly change operational practices e.g. increase the volume of abstraction; change the times of year the abstraction is made; increase the discharged volume or change the nature of the discharge etc.?

add a new controlled activity or activities to your licence?:

- new discharge: *also complete Form B*
- new fish cages: *also complete Form C*
- new abstraction: *also complete Form D*
- new impoundment: *also complete Form D*
- new engineering activities: *also complete Form E*

make other changes?

(Please specify briefly in the box and continue on a separate sheet if necessary)

4.2 Details of Technical Variations applied for:	
Schedule / Conditions for authorised activity e.g. Schedule 3 Conditions 3.2.1, 3.2.2	Brief details of Technical Variations applied for: (further details may be specified on a separate sheet accompanying this application)
Table 1 line 2	Amend NGR of Gairloch STW Final Effluent Discharge of treated sewage effluent from NG 7706 7740 to NG 7706 7738.

5. DATE WHEN CONDITIONS OF THE VARIATION COME INTO EFFECT

Unless SEPA obtains written agreement from you, the conditions of any varied licence cannot become effective less than 3 months after the date on which the notice of variation is served. (i.e. 3 months after the date of determination of this application, which should be within 4 months of the date of the application)

If you wish the conditions of the variation to come into effect earlier or later than this, please complete the questions below, otherwise leave this section blank. (see also the fourth sentence of declaration at section 7.)

5.1 Do you want the conditions of the variation to become effective at the date of issue? <i>i.e. to come into effect as soon as SEPA has processed your application</i>	YES <input checked="" type="checkbox"/> <i>If yes go to Section 6</i>	NO <input type="checkbox"/> <i>If no complete section 5.2 below</i>
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5.2 If you answered NO to 5.1 above then please specify when you wish the conditions of the varied licence to come into effect (no less than 4 months from the date of application, to give SEPA time to process your application) :	DATE:
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6 NATIONAL SECURITY AND COMMERCIAL CONFIDENTIALITY

6.1 COMMERCIAL CONFIDENTIALITY

Is there any information that you wish to justify being kept from the public register on the grounds of commercial confidentiality?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If yes please give full information and identify relevant documents/parts of documents. N.B. There is an additional application fee for a commercial confidentiality request. Please refer to Clause 12 of the 'Charging Scheme' for the correct fee.
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Reference number for the documents:	
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6.2 NATIONAL SECURITY

If there is any information in the application that you believe should be kept from the public register on the grounds of national security please:

- Provide full information on separate sheets.
- Provide a copy of your request to the Scottish Ministers for a Direction (as appropriate) on the issue of national security.

DO NOT WRITE ANYTHING ABOUT NATIONAL SECURITY ON THIS FORM, NOR GIVE REFERENCE NUMBERS TO THE RELEVANT INFORMATION/DOCUMENTS SUBMITTED. SEE APPLICANT GUIDANCE FOR FURTHER INFORMATION.

7. SIGNATURES AND DECLARATION

7.1 The Responsible Person identified on this form must sign below.

It is an offence under Regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011 to:

- Make a statement which you know to be false or misleading in a material particular,
- Recklessly make a statement which is false or misleading in a material particular, for the purposes of obtaining an authorisation (for yourself or anyone else).

If you make a false statement:

- We may prepare a report to the Procurator Fiscal who may prosecute you, and
- If you are convicted, you are liable to a fine or imprisonment, or both.

Declaration (*delete as appropriate):	<p>*I/We certify that the information in this application is correct.</p> <p>*I/We apply for variation(s) of a licence as specified in this application (including any supporting documentation that *I/we have supplied).</p> <p>*I/We specify the address given at 2.2.2 as the address at which *I/we will accept service of any variation notices as a result of application by *me/us. <i>(delete if not applicable)</i></p> <p>*I/We agree to the conditions of any varied licence coming into effect less than 3 months after the date on which any variation notice is issued. <i>(delete if not applicable)</i></p>		
Signature(s) of responsible person	<p>Please note that the responsible person must sign the declaration, even if someone else is acting on their behalf as applicant contact. Applications by a company or other corporate body must be signed by an officer or officers duly authorised to sign on behalf of the company or corporate body. Applications by a Scottish partnership must be signed by a partner of that partnership or a person authorised by the partnership to sign on its behalf.</p>		
Signature:		Name:	Stephan Walker
Position:	Environmental Regulation Advisor	Date:	24 th May 2016

8. FEES AND CHARGES

8.1 APPLICATION FEE

The application is not valid unless the application fee is correct. See *Water Regulation > Charging Scheme* guidance on the SEPA website (http://www.sepa.org.uk/water/water_regulation/charging_scheme.aspx) or contact your local SEPA office (see <http://apps.sepa.org.uk/map/index.html> for details)

Any varied licence issued may also have an annual subsistence charge and you will be invoiced for this accordingly.

If you are applying for technical variations to more than one authorised activity, then specify this in Section 8 and calculate the total fee accordingly.

Please calculate your application for variation fee below, then give the total fee enclosed for the whole licence application.

Administrative Variation Fee					£
<i>(Fee is per authorisation being varied. For licenced mobile abstraction plant activities, an administrative fee is payable for each new abstraction point being added to the licence)</i>					
Technical Variation Fees	No. of activities of each type being varied	Application Fees per varied activity			Totals
		1 st activity	2 nd - 5 th activity	6 th - 25 th activity	
<i>(Fees per activity being varied based on 70% of application fee)</i>					
Point Source Discharge/ Abstraction/ Impoundment / Engineering Simple Licence scale		£	£	£	£
Point Source Discharge Complex Licence scale	1	£2100	£	£	£2100
Abstraction Complex Licence scale		£	£	£	£
Impoundment Complex Licence scale		£	£	£	£
Engineering Complex Licence scale (if necessary, use separate sheet to show how you have calculated the fee)		£	£	£	£
Total Variation application fee					£2100

8.2 PAYMENT METHODS

BACS	Sort Code	83-34-00	IMPORTANT! When paying by BACS or direct transfer you MUST submit the Remittance Advice/Proof of Payment with your application form. If this is not received the application will be returned to you as invalid and a request will be made for the correct Remittance Advice/Proof of Payment, as SEPA cannot process your application without this.
	A/C number	00137187	
Cheque	Made payable to 'SEPA' and submitted with your application		
Credit/Debit Card	Payment is accepted by all major credit/debit cards. Please telephone SEPA to arrange payment. (Note: Payment by credit cards will attract a 2% surcharge)		

9 APPLICATION CHECKLIST

Once you **have completed all parts of your application, including the relevant regime specific form(s)**, please use this checklist to indicate the items you have completed and are sending us as part of this application:

- 2 PAPER COPIES OF WHOLE APPLICATION (INCL. ACTIVITY SPECIFIC FORMS B, C, D OR E AS REQUIRED FOR NEW ACTIVITIES)
- 1 ELECTRONIC COPY OF THIS APPLICATION IF A NEW COMPLEX LICENCE ACTIVITY
- SITE MAP (where relevant) CLEARLY REFERENCED
- ASSOCIATED DOCUMENTS FOR ANSWERS TO QUESTIONS
- CONTINUATION SHEETS FOR ANSWERS TO QUESTIONS
- PAYMENT MADE USING A SUITABLE PAYMENT METHOD
- REMITTANCE ADVICE/PROOF OF PAYMENT (if applicable) INCLUDED WITH YOUR APPLICATION
- SIGNATURES AND DECLARATION

Please now return 2 signed paper copies of this form and, for all new complex licence activities, a **CD electronic copy** (and all supporting information and correct payment), to the relevant SEPA Office (see details below). For electronic submissions, forward an electronic copy to: wfdadmin@sepa.org.uk (N.B you must also submit a signed paper copy of your completed application).

SEPA AREA OFFICES

Please send to the Registry Department at the appropriate Area Office

Aberdeen Office

Inverdee House
Baxter Street
Torry
Aberdeen
AB11 9QA

Tel: 01224 266600
Fax: 01224 896657

Angus Smith Building

6 Parklands Avenue
Holytown
North Lanarkshire
ML1 4WQ

Tel: 01698 839 000

Dingwall Office

Fodderty Way
Dingwall Business Park
Dingwall
IV15 9XB

Tel: 01349 862021
Fax: 01349 863987

OFFICE USE

SEPA USE	Date Rcvd.	Fee Received <input type="checkbox"/> NO <input type="checkbox"/> YES	Amount	Name Assigned to Activity	Application Reference