



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

Application for Variation to a Licence

FORM G

**Complete this form to apply for an administrative, standard or
substantial variation to a licence issued under the above
Regulations**

How we use your personal information – Data Protection Act 2018 ('DPA 2018')

Under the 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/>

Making changes to a licence

Variations

Use this form if you are the authorised person (previously referred to as 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.

A Standard or Substantial Variation to your licence:

A substantial variation is the default type of variation. It applies to any change to an authorisation where the work involved is comparable to that required for a new application. This will usually require SEPA to carry out an assessment of the environmental effects of that change. Substantial variations would typically apply to increases in an authorised limit such as volume abstracted / discharged and changes in the composition of a discharge. A standard variation applies unless it is clearly an administrative or substantial variation.

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.

The fee payable is based on the type of variation and the number of activities which are affected by such changes and the level of authorisation of that activity (i.e. simple or complex licence).

For information on the application fees payable, see the [Charging Scheme Guidance](#) and Charging Scheme Fees on the SEPA website or email the Water Permitting Team at waterpermitting@sepa.org.uk.

Transfer

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

Surrender

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

Who completes the application?

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

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

Where to send your application

See details in section 9 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 email, 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

FORM G: Variation of a Licence

Use this form if you are the authorised person specified in a licence and you are applying for a variation (administrative, standard or substantial) of your licence.

1. VARIATION			
1.1 Please indicate which type of variation you are applying for or both, and enter the existing licence reference number. Please provide a copy of the existing licence including any variations.			
Tick		Licence Reference Number and Site Name	
<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 / Site Name	<i>Complete Sections 2 and 3</i>
<input type="checkbox"/>	Standard or Substantial Variation <i>(An application for a Standard or Substantial variation to a controlled activity may include administrative variations relating to that activity)</i>	CAR / 1012183 Site Name: Catrine Voes Hydro	<i>Answer question 1.2 below then complete Sections 2 and 4 (and also Section 3 if also requesting any administrative variations)</i>
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 standard or substantial variations to more than one activity in the licence?			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

2. ABOUT THE AUTHORISED PERSON APPLYING			
(N.B. Only the authorised person specified in a current licence can apply for variations to that licence.)			
2.1 AUTHORISED PERSON			
2.1.1 Enter the name of the authorised 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>	Catrine Community Trust Company Registration Number (where applicable): SC137493		
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>	[REDACTED]		
Postcode:	KA5 6ER	E-Mail:	[REDACTED]
Tel No:	[REDACTED]		

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 checked="" type="checkbox"/> NO	<input type="checkbox"/> YES

2.2 FURTHER CONTACT ADDRESSES:

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:	[REDACTED]		
Address:	Derwent Hydro Developments, 40 Holloway Rd, Duffield, Derbyshire		
Postcode:	DE56 4FE	E-Mail:	[REDACTED]
Tel No:	01332842242		

.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:	[REDACTED]		
Address:	Catrine Community Renewables Ltd, Community Fish Hatchery, Laigh Road, Catrine		
Postcode:	KA5 6SN	E-Mail:	[REDACTED]
Tel No:	[REDACTED]		

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.?
- 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	Brief details of Administrative Variations applied for:
e.g. Schedule 3 Conditions 3.2.3, 3.2.4	(further details may be specified on a separate sheet of paper accompanying this application)

4. STANDARD OR SUBSTANTIAL VARIATION

Complete this section if you are applying for a Standard or Substantial 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:

**CATRINE VOES CAR LICENSE VARIATION:
PROPOSAL DOCUMENT with SUPPORTING DATA**

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 foul only sewage discharge: *also complete Form B1 - Foul only sewage Form*
 - new point source discharge: *also complete Form B2 - Point source discharges other than foul only sewage and fish farm effluent*
 - 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*
 - new sheep dip/agrochemicals: *also complete Form F*
 - new deep borehole construction: *also complete Form K*
 - new storage of oil for onward distribution: *also complete Form L*
 - new control of plants near water: *also complete Form M*
 - new construction runoff: *also complete Form N*

make other changes?

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

4.2 Details of Standard or Substantial Variations applied for:

Schedule / Conditions for authorised activity

e.g. Schedule 3
Conditions 3.2.1, 3.2.2

Brief details of Standard or Substantial Variations applied for:

(further details may be specified on a separate sheet accompanying this application)

Clause 3.3.1

Modify Table 3.1 (Rates of abstraction and Hands-off flows) as detailed in the supporting document and summarised below:

A	B	C	D	E	F
NGR	Name	Period	Maximum Rate litres/sec	Maximum daily volume (m ³)	Hands Off Flow litres/sec
NS 5353 2619	Catrine Weir	All Year	4000	345,600	600

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 bullet point declaration at section 7.)

5.1 Do you want the conditions of the variation to become effective at the date of issue?

i.e. to come into effect as soon as SEPA has processed your application

YES

If yes go to Section 6

NO

If no complete section 5.2 below

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:

6 COMMERCIAL CONFIDENTIALITY, NATIONAL SECURITY AND SENSITIVE INFORMATION**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?

NO YES

If yes please give full information and identify relevant documents/parts of documents.

Reference number for the documents:

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.

6.3 OTHER SENSITIVE INFORMATION

Is there any other information in the application that you believe should be kept from the public register due to its sensitivity?

NO YES If yes please give full information and justification on separate sheet

Reference number for the documents:

7 DECLARATION

A representative for The Authorised Person should be identified on this form 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

- I certify that the information in this application is correct.
- I apply for an authorisation in respect of the particulars described in this application (including any supporting documentation that I have supplied)
- I specify the address given at 2.2.2 above as the address at which I will accept service of notices of the types selected there (*delete if not applicable*).
- I 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 (*delete if not applicable*).

Please note that a representative for the Authorised Person should complete the declaration themselves, even if an agent is acting on their behalf as an applicant contact. For applications from a company or other corporate body the individual completing the declaration should be duly authorised to act on behalf of the company or corporate body. Applications from a Scottish partnership must be completed by a partner of that partnership or a person authorised by the partnership to act on its behalf.

Print Name:

██████████

Position/job title:

Director

Date:

21/12/2023

8. FEES AND CHARGES

8.1 APPLICATION FEE

The application is not valid unless the application fee is correct. For information on the application fees payable, see the [Charging Scheme Guidance](#) and Charging Scheme Fees on the SEPA website or email the Water Permitting Team at waterpermitting@sepa.org.uk.

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

If you are applying for Standard or Substantial 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.

There is no fee for an Administrative Variation

(Fee is per authorisation being varied).

Standard or Substantial Variation Fees	No. of activities of each type being varied	Application Fees per varied activity		Totals
		1 st activity	Subsequent activities	
Point Source Discharge/ Abstraction/ Impoundment / Engineering Simple Licence scale		£	£	£
Point Source Discharge Complex Licence scale		£	£	£
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				£ £2738.00 [70% of £3911 for variation to a hydro scheme of >100kW]

8.2 PAYMENT METHODS

BACS <input checked="" type="checkbox"/> Proof of Payment must be submitted	Sort Code	83-34-00	
	A/C number	00137187	
	A/C Name	SEPA	
	Proof of Payment submitted:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Online card payment <input type="checkbox"/> Payment is accepted online at https://webpayments.sepa.org.uk/ Proof of payment must be submitted	Proof of Payment submitted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Proof of Payment reference:	CAR/L/1012183	
Cheque <input type="checkbox"/> Make payable to 'SEPA' and submit with your application	Cheque submitted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | PAPER OR ELECTRONIC COPY OF WHOLE APPLICATION (INCL. ACTIVITY SPECIFIC FORMS B, C, D OR E ETC AS REQUIRED FOR NEW ACTIVITIES) |
| <input checked="" type="checkbox"/> | COPY OF THE EXISTING LICENCE INCLUDING ANY VARIATIONS (see section 1) |
| <input type="checkbox"/> | SITE MAP SHOWING LOCATION AND DETAILS OF ACTIVITIES (where relevant) |
| <input checked="" type="checkbox"/> | ASSOCIATED DOCUMENTS FOR ANSWERS TO QUESTIONS |
| <input type="checkbox"/> | CONTINUATION SHEETS FOR ANSWERS TO QUESTIONS |
| <input checked="" type="checkbox"/> | PAYMENT MADE USING A SUITABLE PAYMENT METHOD |
| <input checked="" type="checkbox"/> | REMITTANCE ADVICE/PROOF OF PAYMENT (if applicable) |
| <input checked="" type="checkbox"/> | COMPLETED DECLARATION |

Please submit your completed application to **SEPA Registry** by:

a) Email, to: registry@sepa.org.uk ; or

b) Post, to: **SEPA Registry**

Angus Smith Building

6 Parklands Avenue

Holytown

North Lanarkshire

ML1 4WQ

For any queries, please contact: waterpermitting@sepa.org.uk