

**P-IND-IA2S**

# **The Environmental Authorisations (Scotland) Regulations 2018 (EASR)**

## **Industrial Activities Permit Surrender Form: Schedule 20 Emissions Activities**



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If you would like this document in an accessible format, such as large print, audio recording or braille, please contact SEPA by emailing [equalities@sepa.org.uk](mailto:equalities@sepa.org.uk).

## How to use this industrial activities permit surrender form

Use this form to apply for a surrender of a permit (in whole or in part) that authorises an EASR industrial activity under the schedules listed below:

- Schedule 20: Emissions activities (including schedule 21: large combustion plant, schedule 24: titanium dioxide activities and schedule 25: energy efficiency)
- Schedule 22: Incineration and co-incineration of waste
- Schedule 23: Organic solvent emissions activities (when combined with schedule 20 emissions activities)
- Schedule 26: Other emissions activities (when combined with schedule 20 emissions activities)
- Schedule 27: Operating a medium combustion plant (when combined with schedule 20 emissions activities)

**Note:** Applicants should preferably submit a surrender application once all remediation necessary to remove, control, contain or reduce pollution risk and return the authorised place to a satisfactory state has been undertaken.

## Before you apply

- Check your permit to identify the type of authorised activities (e.g. water, waste, industrial activities).
- Use the correct surrender form for the type of activity you want to surrender (in whole or in part). For example, use the water surrender form to surrender a water permit activity, the industrial activities surrender form to surrender an industrial permit activity, or the appropriate surrender form for other activities.
- Where you see the term 'document reference', enter the document reference(s) for the information you have provided. These must be submitted along with the completed form.
- For applications made with insufficient or inadequate information; we will return these to the applicant with an explanation of what additional information is required and may retain part of the application fee in accordance with our published charging scheme.

## How to apply

### Email application (preferred)

- Send your completed application to [registry@sepa.org.uk](mailto:registry@sepa.org.uk).

### Post application (slower processing)

- You can also send your application by post, but please note it may take longer to process.
- The postal address is provided in the APP-GEN3 form.

### What to include in your application

- A completed APP-GEN3 form
- Completed surrender form(s)
- Any required supporting information

### Where to get the forms

- You can download [APP-GEN3 and surrender forms](#) from our website.

## Section 1 - Permit details

### 1.1 Permit reference

Please provide the reference of the permit you wish to surrender (in whole or in part).

Permit reference (e.g. EAS/P/1234, PPC/A/1234567)
PPC/A/1085088

### 1.2 Authorised place details

Please provide the following information about the authorised place.

**Table 1: Authorised place details**

Question	Answer
<b>Authorised place name</b>	Newton of Fortrie Poultry Farm
<b>Authorised place address</b>	Newton of Fortrie Turriff Aberdeenshire
<b>Authorised place postcode</b>	AB53 4HL
<b>National Grid Reference (NGR)</b> (At least 2 letters followed by 8 digits, e.g. AB 1234 6789. You can use our <a href="#">SEPA NGR Tool</a> to find your NGR.).	NJ 67733 45332

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## Section 2 - About your proposed surrender

### 2.1 Non-technical summary

Please provide a non-technical summary of your application, including:

- A brief overview of the proposed surrender (in whole or in part).
- A summary of the activities carried on under the authorisation (for a surrender in whole).
- The reason(s) why you are applying to surrender part of the permit, including how this will impact activities at the authorised place (for a surrender in part).
- An indication of any changes to the permit conditions resulting from the surrender in part.

This summary may be published on our website as part of the public consultation process.

Ensure it is written in simple and plain language so that all members of the public can clearly understand the details of your application.

#### Document reference

Doc no 5 - Newton of Fortrie Pullet Rearing Non- Technical Summary & Additional Information - Feb 26

## 2.2 Surrender in whole or in part

A surrender in whole is the surrender of the permit in its entirety.

A surrender in part is the surrender of some of the permit, for example, reducing the boundary of the authorised place or reducing the authorised activities.

Please select the relevant box to confirm the type of surrender, then proceed to the relevant section.

Note: If the permit also authorises water or waste activities, you must submit a separate surrender form for each of those activity types to surrender the permit (in whole or in part).

<b>Surrender the whole permit</b> (complete Sections 4 and 5)	<input type="checkbox"/>
<b>Surrender part of the permit</b> (complete Sections 3, 4 and 5)	<input checked="" type="checkbox"/>

## Section 3 - Surrender in part

If you are applying to surrender part of the permit, please complete the relevant sections below.

### 3.1 Activities to be surrendered

If you are applying to surrender some of the activities authorised by your permit, please provide details of the industrial activities you wish to surrender in the sections below.

#### 3.1.1 Stationary technical unit (STU)

If applicable, please provide details in Table 2 of the activities in the STU which are being surrendered.

For each activity, provide the EASR schedule, chapter number, paragraph and sub-paragraph number.

**Table 2: Activities in the STU**

EASR activities	EASR reference
Example: Combustion of fuels in installations with a total rated thermal input of 50 MW or more	schedule 20, chapter 1, paragraph 1
Intensive rearing of poultry: removal of all caged layer houses (1-4)	Schedule 20, Part 4, Chapter 6, Para 34

### 3.1.2 Directly associated activities (DAAs)

Please provide details in Table 3 of the DAAs which are to be surrendered.

**Table 3: Directly associated activities**

Directly associated activity
Example 1: Storage of chemicals, wastes and by-products.
Example 2: Effluent treatment below treatment thresholds.
Example 3: Energy systems not covered by the authorised activity.
Removal of feed bins and feed lines.
Removal of Generator 2.
Removal of manure store.

### 3.2 Reduce the boundary of the authorised place

If your application to surrender the permit in part reduces the boundary of the authorised place, you must provide two location plans.

The location plans must:

1. Limit the boundary of the authorised place strictly to the extent of the activities.
2. Be based on an Ordnance Survey (OS) map.
3. Be clear and easy to read on an A4 page, avoiding unnecessary details.
4. Include a defined scale, the date it was created, a north direction indicator, and context such as roads and buildings.

The plans required are:

- **Location plan 1** - A location plan that clearly outlines and identifies the area within the existing authorised place which is proposed to be surrendered.

#### Document reference

Doc no 17 - Newton of Fortrie Pullet Rearing Location Plan & Boundary - Feb 26

- **Location plan 2** - A location plan that clearly outlines and identifies the new boundary of the authorised place, reflecting the surrender of the area shown in part 1 above. The site boundary and the installation boundary may not necessarily be the same. If this is a multi-operator installation each operational area must be demarcated in a different colour.

#### Document reference

Doc no 4 - Newton of Fortrie Pullet Rearing Proposed Variation Details - Feb 26

### 3.3 Proposed surrender in part details

If you are applying to surrender part of the permit, please provide the following information.

#### 3.3.1 Process flow diagram

If applicable, provide a revised process flow diagram to show changes to the interconnections between the STU and DAAs and all emission points to the environment, due to the surrender in part.

##### Document reference

N/A

#### 3.3.2 Installation and process description

If applicable, provide a detailed written description of the installation and the processes to be carried out, making reference to all activities that form part of the STU and DAAs and the process flow diagrams provided. You must include changes to capacity, threshold or throughput due to the surrender in part. Demonstrate how you will continue to comply with the relevant permit conditions.

##### Document reference

Doc no 4 - Newton of Fortrie Pullet Rearing Proposed Variation Details - Feb 26  
 Doc no 5 - Newton of Fortrie Pullet Rearing Non- Technical Summary & Additional Information - Feb 26  
 Doc no 6 - Newton of Fortrie Pullet Rearing Technical Summary - Feb 26  
 Doc no 7 - Newton of Fortrie Pullet Rearing Location Plan & Boundary - Feb 26  
 Doc no 8 - Newton of Fortrie Pullet Rearing - Site Plan, Drainage & Emission Points - Feb 26  
 Doc no 9 - Newton of Fortrie Pullet Rearing Proposed Raw Materials Usage - Feb 26  
 Doc no 10 - Newton of Fortrie Pullet Rearing Energy Use - Feb 26  
 Doc no 11 - Newton of Fortrie Pullet Rearing Manure Production- Feb 26  
 Doc no 12 - Newton of Fortrie Pullet Rearing Waste Information - Feb 26  
 Doc no 13 - Newton of Fortrie Pullet Rearing Odour Management Plan - V1 - Feb 26  
 Doc no 14 - Newton of Fortrie Pullet Rearing Noise Management Plan - V1 - Feb 26

**Document reference**

Doc no 15 - Newton of Fortrie Rearing Compliance with BAT - Feb 26

Doc no 16 - Newton of Fortrie Rearing Feed - Feb 26

Additional Information 1 - Newton of Fortrie Rearing Pullet House 1 - Vali Information

Additional Information 2 - Newton of Fortrie Rearing Pullet House 2 - Vali Information

Additional Information 3 - Newton of Fortrie Rearing Gas Heater Information

Additional Information 4 - Newton of Fortrie Rearing Roof Chimney Information

Additional Information 5 - Newton of Fortrie Rearing Gable End Fans Information

### 3.3.3 Infrastructure plan

If applicable, provide a revised infrastructure plan that shows all the layout changes due to the surrender in part. The plan should include key features such as:

- Plant and equipment (including abatement)
- Storage areas (e.g. silos, bunded areas, tanks)
- Permeable and impermeable areas
- Buildings and enclosed areas
- Site drainage
- Emission and monitoring points

If the installation is large or complex, it may be difficult to include all the information on a single plan. In this case, please provide separate plans for different aspects of the authorised place, such as underground infrastructure, air emission points, water emission points and process flow.

#### Document reference

Doc no 8 - Newton of Fortrie Pullet Rearing - Site Plan, Drainage & Emission Points - Feb 26

### 3.3.4 Environmental management system (EMS)

If your proposed surrender in part will result in changes to your EMS, please provide the following:

- Details of any proposed changes to the management system.
- Details of any proposed changes to the decommissioning plan.
- Details of any proposed changes to the accident prevention and mitigation plan.
- Details of proposed changes to the maintenance systems and staff training.
- Details of any proposed changes to other management plans required by the relevant BAT guidance for your installation, e.g. startup/shut down, dust, solvents, odour, noise.

#### Document reference

N/A

## Section 4 - Surrender report

To surrender your permit (in whole or in part), you must submit a surrender report.

You may not need to provide all the information below if you are surrendering some of the activities authorised by your permit, without reducing the boundary of the authorised place.

The surrender report must include the following information if relevant:

### 1. Authorised place clearance

- Confirmation that all equipment, raw materials, chemicals, fuels and substances associated with the activity and/or the land you wish to surrender have been removed.
- If any equipment, raw materials, chemicals, fuels and substances are to remain at the authorised place for future use, please confirm their intended use and provide evidence that they are protected and securely stored.
- Confirmation that all waste associated with the activity and/or the land you wish to surrender have been removed.

### 2. Drainage and subsurface structures

- Provide information on any drainage plans, details of oil interceptors or other subsurface structures including maintenance frequency.
- Evidence that drains, drainage channels, pipework and other subsurface structures have been assessed, cleared and cleaned.
- Evidence that all tanks have been emptied and cleaned.

### 3. Surface details

Describe all surfaces (e.g. concrete, tarmac, hardstanding). Include information on their condition (still impermeable, cracked, etc.), installation dates, and maintenance details.

### 4. Discharges

State if there were any discharges to the water environment or sewer. Provide authorisation details from SEPA or Scottish Water.

### 5. Environmental incidents

Describe any environmental incidents and how their impacts were managed or resolved.

**6. Subsistence fees**

Confirm all subsistence fees have been paid in full.

**7. Data returns**

Provide data returns relating to the activity up to the date of the proposed surrender application.

**8. Future plans**

Share any known future plans for the authorised place.

We may ask for additional information if needed to process your surrender application.

You must provide evidence, such as photographs, invoices or other documentation to support your application.

**Document reference**

Doc no 1 - Newton of Fortrie Poultry Farm - Partial Surrender of Authorisation Document - Feb 2026

Doc no 2 - Newton of Fortrie Poultry Farm Decommissioning Plan Partial Surrender of Authorisation Feb 2026

Doc no 3 - Newton of Fortrie Poultry Farm Photo Location Plan - Feb 26

Once the change to pullet rearing there are no further plans for expansion.



## Section 5 - Closure report

You must submit a closure report to surrender your permit (in whole or in part).

The closure report must follow the guidelines in [SEPA site and baseline report guidance](#) and:

- Identify any changes to the site condition described in the site report and baseline report.
- Describe any steps taken to avoid pollution risk and return the authorised place to a satisfactory state.
- Detail steps taken to remove, control, contain or reduce any relevant hazardous substances in soil and groundwater that have resulted from the permitted activities.

You may need to conduct in-depth ground investigations and include details of all remediation actions you have taken.

We recommend that you discuss the application with SEPA before starting any intrusive investigations.

### Document reference

Doc no 1 - Newton of Fortrie Poultry Farm - Partial Surrender of Authorisation Document - Feb 2026

Doc no 2 - Newton of Fortrie Poultry Farm Decommissioning Plan Partial Surrender of Authorisation Feb 2026

Doc no 3 - Newton of Fortrie Poultry Farm Photo Location Plan - Feb 26

## Section 6 - Any other information

If there is any other information you wish to submit in support of your application, please provide details on a separate document.

Document reference
N/A