



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

# **Licence Application FORM A**

**To be completed by all licence applicants**

### **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**

### SEPA application forms: General Guidance

You should read the "Guide for Applicants" before completing this licence application form.

**Form A** and the guidance below are for all licence applicants. Additional regime specific guidance is listed in the "Guide for Applicants". The regime specific forms available for use are: **Form B** (General Point Source Discharges, excluding Fish Farm discharges and discharges of Sheep Dip to Land), **Form C** (Fish Farm discharges), **Form D** (Abstraction and Impoundment of water), **Form E** (Engineering Works) and **Form F** (discharges of Sheep Dip to Land).

### Making changes to a licence

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#### Variations

Application **Form G** should be used for any application for an administrative or technical variation to a licence.

#### Transfer

Application **Form H** should be used for any application to transfer a licence in whole or in part to a different responsible person. No other forms need to be completed.

#### Surrender

Application **Form I** should be used for any application to surrender a licence in whole or in part. No other forms need to be completed.

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#### 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 will be 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 Registry office details at the end of this form.

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#### 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 application 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 data but this will always be subject to prior agreement. **Poor quality information may result in your application being delayed.**

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#### Processing your Application

SEPA aims to determine all applications within the statutory period of 4 months. This may be extended in particularly complex cases or where the application is deficient in information but this will only be done in consultation with you.

#### Disclosure of the information you give us in your application

There may be other interested parties who have to be consulted about your application. SEPA will require significant activities to be advertised in the press for which the applicant must pay. (See further guide on consultation and advertising).

Please read the data protection notice on the front sheet 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](http://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.

**SECTION 1: ABOUT THE RESPONSIBLE PERSON AND OTHER CONTACTS**

**1.1 RESPONSIBLE PERSON**

**1.1.1 Please provide the following details about the responsible person (i.e. the person responsible for securing compliance with the conditions of a licence. See applicant guidance for more information):**

<b>Name:</b>	<b>Perth &amp; Kinross Council</b>	<b>Date of Birth:</b>	<b>N/A</b>
	(NB for partnerships please list all partners on a separate sheet and the names of any other persons authorised to sign on behalf of the partnership; for companies, please give registered name and any trading names)	<b>If a company, please give registered company number.</b>	
<b>Status:</b> (Select one of the options from either a) or b) and provide the additional details where relevant)	<b>a) Individual:</b>	<input type="checkbox"/> Land-owner/occupier <input type="checkbox"/> Nominated individual on behalf of a voluntary association <input type="checkbox"/> Sole Trader <input type="checkbox"/> Other, please specify:	
		<b>If applicable insert name of voluntary association:</b>	<b>N/A</b>
	<b>b) Corporate body:</b>	<input type="checkbox"/> Limited Company (Ltd or plc) <input type="checkbox"/> Scottish Partnership <input type="checkbox"/> Other Partnership <input type="checkbox"/> Company limited by guarantee <input checked="" type="checkbox"/> Other Corporate Body (e.g. 'NHS Trust', 'Local Authority') <input type="checkbox"/> Nominated corporate body on behalf of a voluntary association <input type="checkbox"/> Other, please specify (e.g. 'the Crown'):	
		<b>If applicable insert name of voluntary association:</b>	
<b>Address:</b> If a company, please give address of registered office.	<b>Perth &amp; Kinross Council</b> <b>Pullar House</b> <b>35 Kinnoull Street</b> <b>Perth</b>		
<b>Postcode:</b>	<b>PH1 5GD</b>	<b>E-mail:</b>	[REDACTED]
<b>Tel No:</b>	[REDACTED]	<b>Fax No:</b>	[REDACTED]
<b>1.1.2 Is there anything you wish to disclose which might inhibit you from undertaking your duty to ensure compliance with the conditions of any authorisation?</b>	<input checked="" type="checkbox"/> NO ( <input type="checkbox"/> YES, please give full information on separate sheet)		
	<b>Document name/Reference</b>	<b>N/A</b>	
<b>1.1.3 Is this also the applicant contact, billing address, correspondence address and address for service of notices?</b> If yes to all go to section 2. If no to any, complete relevant parts of question 1.2 and 1.3.	Address for service of notices: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES Applicant Contact: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Billing address: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES Correspondence address: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		
<b>1.2 FURTHER CONTACT ADDRESSES:</b>			
Where the address for service of notices, applicant contact, billing address or correspondence address are different from those given in question 1.1 please complete the relevant sections below.			
<b>1.2.1 ADDRESS FOR SERVICE OF NOTICES: (SEPA ONLY: THIS INFORMATION <u>MUST</u> BE PUT INTO RELEVANT BOX ON DAF)</b>			
You may specify an alternative UK address to those given in 1.1 or 1.2 as the address at which you or someone on your behalf will accept notices from SEPA under: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> regulation 13(2) (notice requiring advertisement of application)</li> <li><input checked="" type="checkbox"/> regulation 15(3) (notification of grant of licence, or refusal)</li> <li><input checked="" type="checkbox"/> regulation 29(1) (notice of suspension or revocation of authorisation) and/or</li> <li><input checked="" type="checkbox"/> regulation 32(2) (enforcement notice).</li> </ul> Please tick the boxes of all types of notice which you wish to be served at this address.			
<b>Contact Name:</b>	[REDACTED]		
<b>Address:</b>	<b>Perth &amp; Kinross Council</b> <b>Pullar House</b> <b>35 Kinnoull Street</b>		

	Perth		
Postcode:	PH1 5GD	Contact No.	██████████

### 1.2.2 APPLICANT CONTACT:

Please nominate someone who we can contact directly with any questions about your application.

Contact Name:	██████████		
Address:	4.2, City Park, 368 Alexandra Parade, Glasgow		
Postcode:	G31 3AU	E-Mail:	████████████████████
Tel No:	██████████	Fax No:	n/a

### 1.2.3 BILLING ADDRESS:

If a licence is issued you may be required to pay an annual subsistence charge. Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges. Please see the SEPA charging scheme for more details.

Contact Name:	██████████		
Address:	Perth & Kinross Council Pullar House 35 Kinnoull Street Perth		
Postcode:	PH1 5GD	E-Mail:	████████████████████
Tel No:	██████████	Fax No:	██████████

### 1.2.4 CORRESPONDENCE ADDRESS:

Enter details here if you wish to provide an alternative correspondence address to that given in 1.1.

Contact Name:	██████████		
Address:	4.2, City Park, 368 Alexandra Parade, Glasgow		
Postcode:	G31 3AU	E-Mail:	████████████████████
Tel No:	██████████	Fax No:	N/A

**SECTION 2: ABOUT THE SITE OR SCHEME OF ASSOCIATED ACTIVITIES**

(i.e. where all associated activities take place)

**2.1 SITE DETAILS**

Please enter the address of the site where the associated activities to be licensed are located.

Site Name (to be used as a reference to your site)	Comrie FPS
Company House SIC Code (if applicable)	N/A
(If a farm) IACS Farm Code	N/A
Address	Comrie and Dalginross, Perth and Kinross
Post code	PH6 2EP (approximate)
Tel No	N/A
Fax No	N/A
e-mail	██████████

**2.2 ACTIVITIES CARRIED OUT AT THE SITE**

Please state the number of each activity you are applying for - this will help you identify the correct form to complete.

Number of each activity in box please

Discharge to waters or land excluding fish farm effluent (inc. new outfall design) and disposal of sheep dip or other agrochemicals to land	FORM <b>NB</b>	1
Discharge of fish farm effluent (inc. new outfall design)	FORM C	0
Abstraction of water (inc. new intake design)	FORM D	0
Impoundment of Water	FORM D	0
Engineering (excluding new outfalls/intakes)	FORM E	11
Agrochemical/sheep dip disposal to land	FORM F	0

Note – 1 x Registration application form is also included in application pack covering temporary bridge on River Lednock.

**2.3 SITE LOCATION NATIONAL GRID REFERENCE**

Please enter the Ordnance Survey national grid reference (10 characters e.g. NS 1234 5678). If the location extends beyond a single point please give the grid reference of the front gate or entrance.

N	N	7	7	4	3	8	2	1	9	0	4
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**2.4 SITE PLAN**PLEASE INCLUDE A PLAN SHOWING THE LOCATION OF THE SITE AND ALL ACTIVITIES APPLIED FOR.

The plan should preferably be a licensed extract from OS map, or properly drawn scheme, clearly labelled and legible.

**2.5 CURRENT SEPA ENVIRONMENTAL LICENCES ASSOCIATED WITH THE SITE****Include CAR authorisations.** If applicable please detail any existing consents, permits or licences issued by SEPA or its predecessor bodies in relation to this site (e.g. COPA consent, PPC permit, Waste Management Licence, Groundwater Authorisation etc). Continue on separate sheet if necessary.

Reference Number:	N/A
Reference Number:	N/A
Document name/reference:	N/A

**2.6 PLANNING DOCUMENTS RELEVANT TO SITE/SCHEME OF ACTIVITIES****2.6.1 PLANNING PERMISSION** for Site activities or associated scheme of activities

All the flood order documents can be viewed at this website:

<https://www.pkc.gov.uk/article/21568/Comrie-flood-protection-scheme-documents>Planning Permission deemed to be granted (16<sup>th</sup> December 2021)**2.6.2 BUILDING WARRANT REFERENCE NUMBER** for Site activities or associated scheme of activities

To be confirmed.

## 2.7 NON-TECHNICAL SUMMARY

**2.7.1** Please provide a **non-technical summary** of the information provided in your application (see 'Licence Applicant Guidance' for further information on what should be included). If necessary, please continue on a separate sheet.

This application is in support of the Flood Order in relation to the Comrie FPS. A Flood Order is a statutory instrument that can be enacted under Part 4 of the Flood Risk Management (Scotland) Act 2009 to enable local authorities to seek permission from the government to implement flood risk schemes / projects to high flood risk areas. The Comrie FPS will provide protection against a 1/200 year flood event + freeboard.

Comrie has a long history of flooding and most recently experienced severe floods in August and November 2012. The River Lednock and the Water of Ruchill meet the River Earn within the towns of Comrie and Dalginross. Flood waters from these watercourses have historically resulted in flood damage.

SEPA and the Council identify Comrie as a priority area which requires flood protection to help protect people, property (both residential and nonresidential), agricultural land and the environment from flood events. Since 2006, the Council have commissioned feasibility studies to investigate options which could provide a flood protection scheme for Comrie. Following the floods in August and November 2012, the Council commissioned further investigations to understand the local flood mechanism. The resultant flood protection scheme proposed for Comrie and Dalginross, reduces the flood risk to people and properties. 189 properties will be brought out of flood risk at the 1:200 year event.

The towns of Comrie and Dalginross are located on the A85 between Perth and Crihanloch approximately 40km west of Perth at the confluence of the River Earn, the River Lednock and the Water of Ruchill.

Key elements of the activities applied for are provided in the following documents found within the Supporting Information Folder of the application package:

- **FPO Overall Layout 2021-06-29\_ Revised 03-22 map** provides a high level overview of the Comrie FPS design, and indicates locations of all activities applied for within this application.
- **The Application Summary\_ Revised 03-22 spreadsheet**, CAR Activity Schedule tab lists all activities associated with the Comrie FPS which have potential to impact the water environment. The appropriate CAR application forms have been provided for each activity requiring a Registration, Simple or Complex License. For a number of activities it has not been possible to determine the required licensing level, and we anticipate these will be determined once the detailed scheme design and relevant method statements become available.

In terms of activities which may impact the water environment, the following works will be required as part of the Comrie FPS (see also *FPO Overall Layout 2021-06-29\_ Revised 03-22*):

- **Flood walls and embankments – Water of Ruchill, River Earn and River Lednock**

Proposed new flood walls and embankments (bunds) are required as part of the Flood Protection Scheme. They will provide flood protection to properties on the dry side of the walls / embankments.

In places flood walls were the preferred solution over flood bunds owing to lower land take, greater erosion resistance, and less intrusiveness in terms of land accessibility.

- **Grey bank protection – River Earn south bank (Strowan Road)**

This work is required to provide the steep river bank of the River Earn with toe stability, and to protect the slope protection from erosion.

The Design flood event created velocities that would put this slope at risk of erosion. The slope would have been at risk of destabilising which would have in turn caused the Flood Protection walls to be destabilised. The mass stone block proposal provides the best long term protection with a natural material requiring less in river working over the lifetime. Rock Rolls were viewed as less robust and would have required periodic maintenance. They also did not provide additional stability to the toe of the slope. Gabion baskets were discounted due to similar maintenance requirements and a less aesthetically pleasing appearance.

- **Root Wad Revetment – Water of Ruchill**

The activity is being undertaken on a section of bank on the Water of Ruchill to maintain public access along a footpath and prevent erosion from impacting private properties. Furthermore, the proposed works will reduce the number of trees that fall into the river due to erosion, reducing the demand on the council to remove them.

The grey bank protection is going to be removed and replaced with rootwad revetments. Grey bank protection is already in-situ along a section of the bank identified for works. This has become undermined by the high energy river system. The use of grey bank protection could result in similar erosion patterns already found on site. Alternative green bank protection measures were also considered including: Coir Rolls/ Pallets; and Willow planting. However, these measures were deemed insufficient to protect the bank from erosion and had a high likelihood of being washed away.

- **River Lednock – Temporary Bridge**

This activity will be the installation of a temporary bridge across the River Lednock at approximately NN 77617 22055. This temporary bridge is required to divert construction traffic away from the narrow residential lanes off the A85 Commercial Lane, Ancaster Lane, and Manse Lane. It is anticipated this activity will require a Registration.

Details of all works associated with the Comrie FPS are provided within the supporting Information folder. See FPO Overall Layout 2021-06-29\_Revised 03-22 within the supporting information folder for a site plan showing the location of the site and all activities applied for.

CAR license applications have been completed (see car-licence-application-form-e\_Revised 03-22).

**SECTION 3: NATIONAL SECURITY AND COMMERCIAL CONFIDENTIALITY**

**3.1 COMMERCIAL CONFIDENTIALITY**

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

**3.2 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 the application form 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.**

**SECTION 4: SIGNATURES AND DECLARATION**

**4.1 The Responsible Person identified on this form must sign below, please use a separate sheet if you need to.**

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.

<p><b>Declaration</b> (*delete as appropriate):</p>	<p>* I/We certify that the information in this application is correct.                  * I/We apply for an authorisation in respect of the particulars described in this application (including any supporting documentation that *I/we have supplied)                  * I/We specify the address given at 1.2.4 above as the address at which *I/we will accept service of notices of the types selected there.</p>
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<p><b>Signature(s) of responsible person</b></p>	<p>Please note that the responsible person must sign the declaration themselves, even if an agent is acting on their behalf as applicant contact. For applications from a company or other corporate body the individual(s) signing should be duly authorised to sign on behalf of the company or corporate body. Applications from 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>
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	Signature:	xx	Name:	xx
	Position:	xx	Date:	xx



**SECTION 5: FEES AND CHARGES**

The application is not valid unless the application fee is correct. See "Charging Scheme" guidance for further details ([www.sepa.org.uk](http://www.sepa.org.uk)).

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

**5.1 Please use the fee calculator (excel spreadsheet) available on our website to calculate the correct fee for all licence activities applied for (available at [www.sepa.org.uk](http://www.sepa.org.uk)) and PRINT OFF AND ATTACH YOUR FEE CALCULATION TO YOUR APPLICATION.**

**5.2 If you are unable to use the fee calculator please use the table below to summarise the fees applicable for the regimes listed**

Please calculate your application fee for each of the regimes below, and any Registration level activities you may be applying for. Then give the total fee enclosed for the whole licence application.

Activity summary	Fee for activity
All Point Source Discharges	As agreed
All Abstractions	£ 0
All Impoundments	£ 0
All Engineering	As agreed
Appended Registration* level activities	As agreed
Total Activity application fee	As agreed
Request for Commercial Confidentiality (if applicable)	£ 0
<b>Total application fee of</b>	<b>As agreed</b>

\*If you are enclosing Registration forms for certain activities as part of your licence, please state the total fee for all Registrations appended.

**5.3 Payment Methods**

<b>BACS</b>	Sort Code	83-34-00	<b>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.</b>
	A/C number	00137187	
<b>Cheque</b>	Made payable to 'SEPA' and submitted with your application		
<b>Credit/Debit Card</b>	Payment is accepted by all major credit/debit cards. Please telephone SEPA to arrange payment.		

**SECTION 6 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
- SITE MAP CLEARLY REFERENCED (LICENCE APPLICANTS)
- 1 ELECTRONIC COPY OF APPLICATION IF A COMPLEX LICENCE – (SEPA MAY REQUIRE AN ELECTRONIC COPY FOR CERTAIN SIMPLE LICENCES)
- OTHER MAPS AND PLANS AS NECESSARY
- ALL REGIME SPECIFIC FORMS AS NECESSARY
- PAYMENT MADE USING A SUITABLE PAYMENT METHOD
- REMITTANCE ADVICE/PROOF OF PAYMENT (if applicable) INCLUDED WITH YOUR APPLICATION
- SIGNATURES AND DECLARATION
- ASSOCIATED DOCUMENTS FOR ANSWERS TO QUESTIONS
- CONTINUATION SHEETS FOR ANSWERS TO QUESTIONS
- CHARGE CALCULATOR PRINT OUT/ BREAKDOWN OF ACTIVITY CHARGES

**Postal Applications:**

Please now return **2 signed paper copies** of this form together with payment to 'Registry Department' at the relevant SEPA Area Office (details below).

For all **new complex licence activities** please **also include a CD containing copies of your application form(s) together with all supporting information.**

**Email Applications:**

For electronic applications, please make your **payment and submission** via SEPA's [Application Forms](#) page ([www.sepa.org.uk/system\\_pages/application\\_forms.aspx](http://www.sepa.org.uk/system_pages/application_forms.aspx))

- Use Pay for your Applications using Quickpay to make payment (and obtain receipt)
- Then use Submit Application to generate an email to which you can attach all supporting information, including your Quickpay receipt.

**SEPA AREA OFFICES**

**Please send to the Registry Department at the appropriate Area Office**

Send your application to "the Registry Department" at the appropriate SEPA office. If you are not sure which is your local office, please phone us on one of the numbers below:

<p><b>Aberdeen Office</b>                  Inverdee House                  Baxter Street                  Torry                  Aberdeen                  AB11 9QA                  Tel: 01224 266600                  Fax: 01224 896657</p>	<p><b>Angus Smith Building</b>                  6 Parklands Avenue                  Holytown                  North Lanarkshire                  ML1 4WQ                  Tel: 01698 839000</p>	<p><b>Dingwall Office</b>                  Fodderty Way                  Dingwall Business Park                  Dingwall                  IV15 9XB                  Tel: 01349 862021                  Fax: 01349 863987</p>
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**OFFICE USE**

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