



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

Licence Application FORM A

To be completed by all licence applicants

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/>

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), **Form F** (discharges of Sheep Dip to Land), **Form K** (deep borehole construction), **Form L** (storage of oil for onward distribution) and **Form M** (herbicide use in or near water)

Making changes to a licence

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.

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.

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.**

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

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):

Name:	(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)		Date of Birth:	
			If a company, please give registered company number.	
Status: (Select one of the options from either a) or b) and provide the additional details where relevant)	a) Individual:	<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:		
		If applicable insert name of voluntary association:		
	b) Corporate body:	<input checked="" 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 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'):		
		If applicable insert name of voluntary association:		
Address: If a company, please give address of registered office.	Shepherd & Wedderburn 10 St Paul's Churchyard London			
Postcode:	EC4M 8AL	E-mail:		
Tel No:		Fax No:		
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?	<input checked="" type="checkbox"/> NO (<input type="checkbox"/> YES, please give full information on separate sheet)			
	Document name/Reference			
1.1.3 Is this also the applicant contact, billing address, correspondence address and address for service of notices? 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 checked="" type="checkbox"/> NO <input type="checkbox"/> YES Applicant Contact: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Billing address:: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Correspondence address: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES			
1.2 FURTHER CONTACT ADDRESSES:				
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.				
1.2.1 ADDRESS FOR SERVICE OF NOTICES: (SEPA ONLY: THIS INFORMATION <u>MUST</u> BE PUT INTO RELEVANT BOX ON DAF)				
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"> • <input checked="" type="checkbox"/> regulation 13(2) (notice requiring advertisement of application) • <input checked="" type="checkbox"/> regulation 15(3) (notification of grant of licence, or refusal) • <input checked="" type="checkbox"/> regulation 29(1) (notice of suspension or revocation of authorisation) and/or • <input checked="" type="checkbox"/> regulation 32(2) (enforcement notice). 				
Please tick the boxes of all types of notice which you wish to be served at this address.				
Contact Name:	[REDACTED]			
Address:	Scottish Sea Farms South Shian Oban, Argyll			
Postcode:	PA37 1SB	Contact No.	[REDACTED]	

1.2.2 APPLICANT CONTACT:			
Please nominate someone who we can contact directly with any questions about your application.			
Contact Name:	[REDACTED]		
Address:	Scottish Sea Farms South Shian Oban, Argyll		
Postcode:	PA37 1SB	E-Mail:	[REDACTED]
Tel No:	[REDACTED]	Fax No:	
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:	[REDACTED]		
Address:	Scottish Sea Farms Laurel House Laurelhill Business Park, Stirling		
Postcode:	FK7 9JQ	E-Mail:	finance@scottishseafarms.com
Tel No:	[REDACTED]	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:	[REDACTED]		
Address:	Scottish Sea Farms South Shian Oban, Argyll		
Postcode:	PA37 1SB	E-Mail:	[REDACTED]
Tel No:	[REDACTED]	Fax No:	

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)	Toyness
Company House SIC Code (if applicable)	N/A
(If a farm) IACS Farm Code	N/A
Address	N/A (marine fish farm site)
Post code	N/A
Tel No	N/A
Fax No	N/A
e-mail	N/A

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

	FORM	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	
Discharge of fish farm effluent (inc. new outfall design)	FORM C	
Abstraction of water (inc. new intake design)	FORM D	
Impoundment of Water	FORM D	
Engineering (excluding new outfalls/intakes)	FORM E	
Agrochemical/sheep dip disposal to land	FORM F	
Deep borehole construction	FORM K	
Storage of oil for onward distribution	FORM L	
Herbicide use in or near water	FORM M	

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.

H Y 3 5 3 8 5 0 3 5 8 6

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:	CAR/L/1015855
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	21/410/MAR (11/07/2022)
2.6.2 BUILDING WARRANT REFERENCE NUMBER for Site activities or associated scheme of activities	N/A

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.*

We request a variation to our existing fish farm discharge licence CAR/L/1015855, for a proposed expansion and minor relocation of our Toyness site in Scapa Flow, Orkney.

The proposal is to replace the existing infrastructure (10 x 80m circumference pens in a 2 x 5, 50m grid) with 12 x 120m circumference pens arranged in a 2 x 6, 70m grid, as shown in the attached Site Plan. Net depth will be 12m. Modelling (report & files provided) indicates a maximum biomass for the site of 2500 tonnes, and medicine limits as follows: 566.1/24 hours and 291.8g/3 hours for azamethiphos, 19.8g/3 hours for deltamethrin; 875g for emamectin benzoate (MTQ and TAQ).

We additionally propose to install a new 420 T capacity feed barge, to be located between the cage group and the shore. The automated barge-based feeding system is continuously monitored by cameras in each cage to ensure fish are fed to appetite. Feeding stops as soon as fish are sated, so any waste feed is kept to a minimum.

The site will be accessed and serviced from the harbour at Houton, as at present. Smolts will be transported to the site by wellboat for stocking, and at the end of the production cycle they will normally be taken to SSF's processing facility at South Shian, again transported by wellboat.

Seabed monitoring will be carried out towards the end of each production cycle, as detailed in the proposed EMP (Appendix A – Toyness Modelling Report p8-10), or as otherwise agreed with SEPA. The results of the survey allow for an assessment to be made regarding the extent and intensity of site's benthic impact, and provide an indication of how the site is performing in the context of the assimilative capacity of its environment. There will be a minimum fallow period of six weeks between production cycles.

SECTION 3: NATIONAL SECURITY AND COMMERCIAL CONFIDENTIALITY**3.1 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. 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.

Reference number for the documents:

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.

Declaration
(*delete as appropriate):

* 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.

Signature(s) of responsible person

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.

Signature:

[Redacted Signature]

Name:

[Redacted Name]

Position:

Environmental Compliance Manager

Date:

01/08/2022

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).

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/) 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	£ 3240.30
All Abstractions	£
All Impoundments	£
All Engineering	£
Appended Registration* level activities	£
Total Activity application fee	£ (sub total)
Request for Commercial Confidentiality (if applicable)	£
Total application fee of	£ 3240.30 is enclosed.

*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

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.		

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 FORMS A and C
- SITE MAP CLEARLY REFERENCED (LICENCE APPLICANTS) (ELECTRONIC COPY)
- 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](http://www.sepa.org.uk/system_pages/application_forms.aspx) page (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:

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 839000

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