**Pollution Prevention and Control (Scotland) Regulations 2012**

**Application for variation of Landfill Management Plan(s)**

**[PPC-A-F-Var(A)(L)]**

For information on accessing this document in an alternative format or language please contact SEPA by email at [equalities@sepa.org.uk](mailto:equalities@sepa.org.uk)

If you are a user of British Sign Language (BSL) the Contact Scotland BSL service gives you access to an online interpreter enabling you to communicate with us using sign language: <http://contactscotland-bsl.org/>

# How we use your personal information

Under the Data Protection Act 2018 (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 including 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. 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.](https://www.sepa.org.uk/media/162623/bps003-data-protection-policy.pdf)

For more information on how SEPA handles personal information, please refer to our general Privacy Policy at: [sepa.org.uk/help/privacy-policy/](http://www.sepa.org.uk/help/privacy-policy/)

**When to use this form**

This application form must be used where an authorised person intends to vary a landfill site management plan (or Plans).

Any other proposed changes to landfill authorisation conditions should be submitted using standard PPC part A application forms and procedures.

For further information on Management Plan content requirements please refer to SEPA’s Guidance ‘Landfill Site Management Plans’. Application forms and guidance can be found on our website.

Please use the National Grid Reference for the location of the Authorised Activity. This should be an 8-figure reference. You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/) to help you find the grid reference.

Your application must include:

* this application form, completed fully, signed and dated;
* your proposed amended Management Plan(s) with changes clearly identified; and
* any additional supporting information which is referenced in this application form.

**Application fee**

Most amendments to Management Plans will be determined as Administrative Variations and will therefore incur no application fee. There is no requirement to submit an application fee with this form.

However, in line with SEPA’s charging scheme, if in determining the application, we consider that the proposed changes should be considered a standard or substantial variation you will be notified and will likely have to pay an application fee.

**Where to apply**

Please return this form together with all supporting information and correct payment, by email to: [registry@sepa.org.uk](mailto:registry@sepa.org.uk) or to the following address:

SEPA

Angus Smith Building

6 Parklands Avenue

Motherwell

ML1 4WQ

**After you apply**

You will receive confirmation that we have received your application.

For any queries please contact: [landfill@sepa.org.uk](mailto:landfill@sepa.org.uk)

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| **Section 1: About the operator** | | |
| **Guidance note:**  The operator is the person who has control over the operation of the installation or plant.  If you are a company or a partnership please provide the registered official address for your company or partnership. | | |
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| **1.1** | **Please provide details of the operator below:** | |
| Contact Name: | |  |
| Registered name (if applicable): | |  |
| Company number (if applicable): | |  |
| Address: | |  |
| Postcode: | |  |
| Phone number: | |  |
| Email address: | |  |

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| **Section 2: Authorised contact** | | |
| **Guidance note:**  The Authorised Contact is the person authorised to be contacted by us in relation to your application. This can be an agent or a consultant with the relevant authority to act on your behalf. | | |
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| **Please provide the information requested below:** | | |
| **2.1** | **Who can we contact about your application?** | |
| Name: | |  |
| Company (if different to applicant): | |  |
| Position: | |  |
| Address: | |  |
| Postcode: | |  |
| Phone number: | |  |
| Email: | |  |

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| Section 3: About your authorisation | | | | | | | | | | | | | |
| **Guidance note:**  For further information please refer to SEPA guidance [IED-PPC-TG4 – A practical guide for Part A activities](https://www.sepa.org.uk/media/335958/ied-ppc-tg4-ppc-part-a-practical-guide.pdf). | | | | | | | | | | | | | |
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| Please provide the information requested below: | | | | | | | | | | | | | |
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| **3.1** | **Details of your authorisation** | | | | | | | | | | | | |
| Permit number: | |  | | | | | | | | | | | |
| Previous variations: | |  | | | | | | | | | | | |
| Name of installation: | |  | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | |
| Postcode: | |  | | | | | | | | | | | |
| National Grid Reference:  [NGR Tool (sepa.org.uk)](https://map.sepa.org.uk/ngrtool/) | |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Section 4: Details of proposed Management Plan changes** |
| **Guidance note:**  Management Plans must articulate how operators intend to operate landfill sites in a manner which minimises the risk of environmental harm but provide them the freedom to develop and adapt their approach over time.  Schedule 2 of a landfill authorisation requires the provision of, and adherence to, specific management plans, which may be maintained as individual documents or combined within a single combined Management Plan:   * Landfill Gas Management Plan; * Water Management Plan; * Leachate Management Plan; * Waste Acceptance Management Plan; * Capping Management Plan; * Nuisance Management Plan (including odour, noise (and vibration), dust (and mud), litter, aerosols vermin and landfill cover); * Closure and Aftercare Management Plan; and * Monitoring Management Plan.   Schedule 5 relates to development and adherence to a Restoration Management Plan, (Restoration Plan).  SEPA requires Management Plans to be provided with a unique reference number, version and dated and titled relating to the subject matter and this is detailed in your Permit.  When the Operator wishes to change the details within their Management Plan they are required to apply to SEPA to vary the specific condition (usually 2.4.1.), of their Permit, which details the version and date of the Management Plan. |
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| **Please provide the following information:** |

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| **4.1** | **Provide details of proposed amendment to Management Plan(s)** | | | |
| **Change Number** | | **Description of Management Plan** | **Version and Date** | **Proposed Changes** |
| EXAMPLE: 1 | | Nuisance Management Plan | Version 1 (01/01/2023) | Change to reflect new litter management techniques. The amended text is identified in red on pages 3,7 and 9 in the proposed new Nuisance Management Plan (Version 2, dated 01/02/2023) which is enclosed with this Application Form.  To further support this application, we have provided the manufacturer’s specification for litter netting (document reference ABC) and a new site plan (reference XYZ, dated 1 February 2023). |
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| **4.2** | **Details of Attachments** | |
| Please list any additional supporting documentation provided with this application. | | |
|  | | **Document Name and Reference** |
| EXAMPLE: 1 | | Example:  Nuisance Management Plan (Version 2, dated 01/02/2023)  Manufacturer’s specification for litter netting (document reference ABC)  New site plan (reference XYZ, dated 1 Feb 2023) |
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| **Section 5: Declaration** | | |
| **Guidance note:**  Knowingly or recklessly submitting false or misleading information is an offence. | | |
| **Declaration: Please read and confirm all statements below** | | |
| I am the applicant / I am authorised to submit this application on behalf of the applicant. | |  |
| I apply / The applicant applies for a variation in respect of the particulars contained in this application (including any supporting documentation and fee that has been supplied). | |  |
| I / We certify that the information in this application is correct. | |  |
| I / We confirm that any person whose personal information is included in this application has been made aware of the statement headed *“How we use your personal information – Data Protection Act 2018 (‘DPA 2018’)”* and [SEPA privacy policy](https://www.sepa.org.uk/help/privacy-policy/) and understand the implications of the [Data Protection Act 2018](https://www.gov.uk/data-protection). | |  |
| **Declaration: Please complete below** | | |
| Name of person submitting application: |  | |
| On behalf of (insert name of applicant if applicable) |  | |
| Position of applicant (e.g. director, secretary, authorised signatory): |  | |
| Date: |  | |