



Voluntary Revocation Form

This form should only be used by an Approved Body applying to voluntarily revoke its approval status.

Please complete this form electronically and return to slcf@sepa.org.uk

If you would prefer to submit a paper form, please complete in BLOCK CAPITALS and send to:

SEPA
SLCF Team
Angus Smith Building
6 Parklands Avenue
Eurocentral
Holytown
North Lanarkshire
ML1 4WQ

Please also keep a copy for your records.

For further information, or if you have any questions on this form, please contact the SLCF Team on **01698 839000**, at slcf@sepa.org.uk or at <http://www.sepa.org.uk/environment/waste/scottish-landfill-communities-fund/>.

How we use your information

"The Scottish Environment Protection Agency (SEPA) will be the data controller of the information you provide in this form.

SEPA was established under the Environment Act 1995 and is responsible for protecting and improving the environment. SEPA also has functions relating to Scottish landfill tax and is the regulator of the Scottish Landfill Communities Fund (the "Fund").

The information provided in this form will be processed by SEPA to assess your voluntary application to have your Approved Body status revoked, in terms of regulation 31 (1) (d) of The Scottish Landfill Tax (Administration) Regulations 2015. Where your application is accepted, the information will also be used to update relevant public register(s) and otherwise discharging SEPA's regulatory obligations under the Regulations.

SEPA may also use your information:

- in exercising its other functions and powers in connection with the Scottish landfill tax, and protecting and improving the environment;
- to offer/provide you with literature/services and guidance relating to the Fund, the Scottish landfill tax and other environmental affairs;
- to carry out statistical analysis, research and development on environmental and Scottish landfill tax issues;
- to provide public register information to enquirers;
- to investigate possible breaches of environmental and Scottish landfill tax law and taking any resulting action;
- to prevent breaches of environmental and Scottish landfill tax law;
- for the purposes of public consultations; and
- to assess customer service satisfaction and improving our service.

We may also share your information with (and obtain information about you from) public bodies such as Revenue Scotland, Scottish Government, the Police, HMRC, ENTRUST, the Health & Safety Executive, local authorities, the emergency services, and organisations and agents that act for them. Any such data sharing will be for various purposes, such as making sure the information is accurate, to prevent or detect crime, to protect public funds and to enable the relevant public bodies to perform their statutory functions.

You should ensure that any persons named on this form are informed of the contents of this notice

Your Details

1. Name of your Approved Body
2. Your AB registration number
 SLCF/AB/
3. Please identify your reason(s) for requesting voluntary revocation (tick all that apply)

Unable to secure funding	<input type="checkbox"/>
Organisation intends to dissolve	<input type="checkbox"/>
Organisation entering administration / liquidation	<input type="checkbox"/>
Merging with another AB – please give details below	<input type="checkbox"/>
Other – please give details below	<input type="checkbox"/>

Dissolution Provisions

- | | | |
|---|---------------------------------|--------------------------------|
| 4. Have you followed and completed the dissolution provisions as stipulated in your written governing document? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| 5. Have you transferred all remaining funds and/or income to another AB or back to the original contributor? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| 6. Have you enclosed a copy of your approved winding up accounts? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |

Before SEPA can issue you with a notice of revocation, we must be satisfied that any outstanding regulatory issues are resolved. We may need to contact you for further information or arrange to visit your organisation.

Declaration

7. I wish to request voluntarily revocation of this Approved Body (AB) from the Scottish Landfill Communities Fund (SLCF). To the best of my knowledge and belief, the information in this form is true. I understand that the information provided in this form will be processed for the purposes described on the first page of this application ("How we use your information") and I have ensured that any other persons named on this form are aware that their information will also be processed for these purposes. I am authorised to sign this declaration:

Organisation

Signature

Name

Job title

Date

Checklist

Have you:

- Signed the form?
- Kept a copy of this form for your records?
- Enclosed a copy of your approved winding up accounts?

Completion Guidance

The following notes should help you complete the form. Should you need further assistance, please contact SEPA as indicated on the front cover.

Basic Details

- Q1 Please provide the name of your organisation.
- Q2 Please provide the reference number of your AB.
- Q3 We need to know why you are requesting that your Approved Body status be revoked. Please tick all reasons that apply and supply further detail in the box or a covering letter as necessary.

Dissolution Provisions

- Q4 SEPA expects that before you apply for revocation, you will have already followed the dissolution provisions as stipulated in your governing document. Please confirm whether these are complete.
- Q5 Before SEPA can accept your request for revocation, you must be able to demonstrate that you + have spent, transferred or returned all SLCF monies (including income). You can demonstrate this by providing SEPA with a copy of your approved winding up accounts.
- Q6 If submitting your application electronically, you can also attach your winding up accounts. If you prefer, you may forward a paper copy of your accounts to SEPA.

Declaration

- Q7 You must ensure that the person signing this declaration is legally allowed to do so as a representative of your organisation. If you have multiple people who need to sign the form, please continue on a separate sheet. The “How we use your information” section on page one of the form explains what the information provided in this form will be used for. You should make any other persons named on this form aware that their information will also be used for these purposes.

Checklist

Before submitting this form, please ensure that you have completed all questions relevant to your particular organisation. You should keep a copy of the form for your records. You must enclose a full copy of your winding up accounts.

What's next?

Upon receipt of a valid application (i.e. all information has been provided as requested), SEPA will send you a letter confirming receipt. SEPA will then assess your application and determine whether we can revoke your Approved Body status.

If your application has been successful, you will be sent a Notice of Revocation and your status will be updated the register of Approved Bodies (<http://www.sepa.org.uk/media/162525/register-of-approved-bodies.pdf>).

Should you be unsuccessful in your application, SEPA will write to you explaining why and detailing your rights of appeal and who you should contact.