



## Notification of a Contributing Third Party Payment

This form must be used to notify SEPA of contributing third party (CTP) payments made to a landfill operator (LO). The LO and AB are required to notify SEPA of different CTP details. To make notification more simple, SEPA will allow notifications to be made by the LO and AB individually or the AB or LO may notify on behalf of both parties on one form. Please read the notes on page 3 for full details of required information.

Please do not notify SEPA in advance of CTP payments that have not yet been received.

### Landfill Operator Details

1. Landfill operator name:
2. Scottish Landfill Tax (SLfT) Registration No.   
(<https://www.revenue.scot/scottish-landfill-tax/scottish-landfill-tax-register>)

### Qualifying Contribution Details

3. Name of the Approved Body to whom the related qualifying contribution was made:
4. Approved Body registration number:
5. Date qualifying contribution received by AB:
6. Qualifying contribution (QC) amount:

### Project Details

7. Is this CTP payment related to any known projects? Yes  No
8. If yes, provide the project names and enrolment numbers.

Project Name	Enrolment Number	
<input type="text"/>	SLCF/AB/	/
<input type="text"/>	SLCF/AB/	/

### Contributing Third Party Details

9. Name of the contributing third party (CTP):

10. Address of contributing third party:

Address

Town

County

Post code

  
  
  

11. Date the CTP payment was received:

12. Amount paid by the CTP in this transaction:

£

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### Form Submission

14. Who is submitting this form?

Approved Body only

Landfill operator only

Approved Body for AB & LO\*

Landfill operator for LO & AB\*

\*If submitting on behalf of both the AB & LO please sign both declarations and ensure all parties are aware of submission.

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### Landfill Operator Declaration

14. Signature

Your name

Date

### Approved Body Declaration

15. Signature

Your name

Date

## Notes

Regulations 28(3) and 28(4) of the Scottish Landfill Tax (Administration) Regulations 2015 requires Landfill Operators claiming tax credit for qualifying contributions made to the SLCF, to notify both SEPA and the Approved Body receiving the relevant qualifying contribution of details of contributing third party (CTP) payments.

Regulation 30 (1)(f) and (g) requires Approved Bodies to notify SEPA of the name and address of any CTP payment in relation to a qualifying contribution receipt or transfer.

This form may be used by both Landfill Operators and Approved Bodies to notify us of CTP details. An Approved Body may use this form as received from the landfill operator (or completed with information otherwise received) to notify SEPA, by checking the details and signing the Approved Body declaration section.

SEPA will record receipt of CTP notifications from landfill operators and Approved Bodies. Question 14 will assist with this. Please tick the relevant box before submitting the form, whether it is the initial form submission or you are forwarding a form completed by someone else.

Please complete this form electronically and return to [slcf@sepa.org.uk](mailto:slcf@sepa.org.uk)

If you would prefer to submit a paper form, please complete using 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](mailto: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 monitor compliance with your obligations, maintain the published register of Approved Bodies, collate and publish SLCF statistics 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, 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 published 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; or
- 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 and 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 enabling 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.**