



Project enrolment notification

This form should be used to notify SEPA of a project that has been enrolled but has not received a transfer of SLCF funds yet. Please use the 'Transfer of SLCF monies to an enrolled project' form to notify SEPA of fund transfers.

Approved Body Details

1. Name and registration number of Approved Body enrolling the project

SLCF/AB/

Project Details

2. Name and enrolment number of project

SLCF/AB/ /

3. Date of enrolment

4. Brief project description

5. Address / location of the project

Address

Town

County

Postcode

NGR (if known)

6. Please tick all of the approved objects that the project aims to fulfil.
- Object A** The reclamation, remediation, restoration or other operation on land to facilitate economic, social or environmental use.
- Object B** Community based recycling, re-use and waste prevention projects.
- Object C** To provide, maintain or improve a public park or other public amenity.
- Object D** The conservation or promotion of biological diversity through the provision, conservation, restoration or enhancement of a natural habitat or the maintenance or recovery of a species in its natural habitat.
- Object E** The maintenance, repair or restoration of a building, other structure or a site of archaeological interest which is a place of religious worship, historic or architectural interest and is open to the public.
- Object F** The provision of financial, administration and other similar services to bodies enrolled with an approved body.

7. Expected start date of the project
8. Expected completion date of the project
9. Total value of SLCF funds committed to the project £
10. Will there be a single or multiple transfers of funds? single multiple
11. Expected date for first funds transfer

Please notify SEPA of the transfer of funds to a project using a separate 'Transfer of SLCF monies to an enrolled project form' every time a transfer is made.

<https://www.revenue.scot/scottish-landfill-tax/forms/scottish-landfill-communities-fund>

12. Have you transferred any funds to this project prior to submitting this enrolment form? *Yes No
13. *If yes, please give the dates and values of any transfers:
- Date Value £
- Date Value £

*If yes, please ensure that SEPA has been notified of every transfer using the above form.

Declaration

14. Your signature
- Your name Date

Notes

This form should be used to notify SEPA of all projects that you enrol. This form is not for notifying SEPA of the transfers of funds. Transfers must be notified to SEPA using the 'Transfer of SLCF monies to an enrolled project form' (<https://www.revenue.scot/scottish-landfill-tax/scottish-landfill-communities-fund/approved-bodies>).

SEPA requires this information to track the proportion of SLCF funds that are currently committed to projects (i.e. have been 'spent' but have not been transferred to a project yet); to keep up-to-date with how many projects have made successful funding applications; and to get a realistic picture of the value of SLCF monies that are actually available to new project applications.

This information is not required to be reported by the Scottish Landfill Tax (Administration) Regulations 2015; however SEPA can make it a Condition in the Notice of Approval for all Approved Bodies.

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 monitor compliance with your obligations as an Approved Body, maintaining 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, 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
- 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