



Project enrolment notification

Use this form to notify SEPA of each project that you have enrolled. You must send us the form within 7 days of enrolment. Completion Notes are at the end of this form to help you.

Each time you transfer funds to an enrolled project, please notify us (within 7 days of transfer) using the 'Transfer to an Enrolled Project' form.

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	Description	
A	The reclamation, remediation, restoration or other operation on land to facilitate economic, social or environmental use.	<input type="checkbox"/>
B	Community based recycling, re-use and waste prevention projects.	<input type="checkbox"/>
C	To provide, maintain or improve a public park or other public amenity.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
F	The provision of financial, administration and other similar services to bodies enrolled with an approved body.	<input type="checkbox"/>

- 7 Expected start date of the project
- 8 Expected completion date of the project
- 9 Total value of project (include all funds): £
- 10 Total value of SLCF funds committed to the project by your AB: £
- 11 Details of the qualifying contribution(s) (QCs) that have been committed to this project:

LO Name	LO SLfT No.	QC Received Date	QC Amount	Value to Project
	SLfT		£	£
	SLfT		£	£
	SLfT		£	£

Declaration

To the best of my knowledge and belief the information in this form is true.

- 12 Your signature
- Your name Date
- Position

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, maintain the published register of Approved Bodies, collate and publish SLCF statistics and in 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 improve our service.

We may also share your information with (and obtain information about you from) public bodies such as Revenue Scotland, the 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.

Notes

Requirement to notify

Condition 7.2 of your Notice of Approval requires submission of a Project Enrolment Form within seven days of enrolling a project.

SEPA requires this enrolment information:

- to track the value of SLCF funds currently committed to projects;
- to record how many projects have made successful funding applications; and
- to calculate the value of SLCF monies that is available to new project applications.

Submission

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/>.

SLCF information is available on the SEPA and Revenue Scotland websites:

- <http://www.sepa.org.uk/environment/waste/scottish-landfill-communities-fund/>
- <https://www.revenue.scot/scottish-landfill-tax/scottish-landfill-communities-fund>

Completion Notes

Approved Body Details

- 1 Enter the name and SLCF registration number of your Approved Body so that SEPA can identify you.

Project Details

- 2 Enter the name of the project and the enrolment number that you have allocated to it. This is used to identify the project.
- 3 Enter the enrolment date. This is the date you are in receipt of a funding agreement that has been signed by your AB and the project applicant. This is *not* the date your AB decided to award funds to the project. If you are unsure, please attach the funding agreement to this form and SEPA will clarify.
- 4 Enter a brief project description. This is *not* a justification for enrolling the project but simply a short description of what the project aims to achieve.
- 5 Enter the address of the project site. This might be different from the applicant's correspondence address. It is the project location that SEPA requires. Please include the postcode and national grid reference (NGR) for all projects. If either of these is unknown please use the [Royal Mail postcode finder](#) , [SEPA NGR Tool](#) or other resources like [Street Map](#) to establish them or ask the project applicant to provide them.
- 6 Tick all of the SLCF objects that this project aims to fulfil. Projects must fulfil at least one object but can meet the requirements of more than one. SEPA needs to know about all of the objects of a project to monitor the relevance and uptake of the objects.
- 7 Enter the expected start date for the project. SEPA realises that this may be subject to change due to circumstances outwith the AB's control (e.g. seasonal conditions, match funding, availability of volunteers, etc.). If the date changes after enrolment please let SEPA know.
- 8 Enter the expected completion date for the project. SEPA realises that this may be subject to change due to circumstances outwith the AB's control (e.g. seasonal conditions, match funding, availability of volunteers, etc.). If the date changes after enrolment please let SEPA know.
- 9 Enter the value of the whole project, including the parts that your AB is not funding.
- 10 Enter the value of SLCF funds that your AB is committing to this project. This may be the whole amount entered in Q9 or it may be a part of the full amount. This value should not be more than the whole value of the project.
- 11 Enter the qualifying contributions that you are allocating to this project. This allows SEPA to track QC spend within the two year period and ensures that we can monitor allocation of QCs. Information required is the name of the contributing landfill operator (LO), the LO SLfT registration number, the date you received the QC, the full value of the QC, the amount of the QC that has been allocated to this project.
You may be using portions of several QCs to fund one project. You may be using one QC to fund several projects. SEPA requires all funding information specific to this particular project on this form. If you need more space, please provide additional information in a covering letter,

Declaration

- 12 Complete the details and sign to confirm that the information on the form is true. The form must be signed by an appropriate person within your Approved Body. The signature can be physical or digital but it cannot be a typed name. Unsigned forms will be returned to you for signing.