



## Qualifying contribution received from a landfill operator

### Your details

1. Name of your Approved Body (AB)

2. Your AB registration number

SLCF/AB/

3. Your address for invoicing

Address

Town

County

Post code

### Qualifying Contribution Details

4. Name of the landfill operator making the qualifying contribution (QC)

5. Scottish landfill tax (SLfT) registration number

<https://www.revenue.scot/scottish-landfill-tax/scottish-landfill-tax-register>

SLfT

6. Date you received the landfill operator's contribution

7. Amount received from the landfill operator in this transaction

£

8. If you know the project(s) that this contribution is going to be spent on, please give the enrolment number(s) here

SLCF/AB/ /  
SLCF/AB/ /

9. Have you been notified by the landfill operator of any third party contributions received in connection with this contribution?

Yes

No

If Yes, please inform SEPA of the name and address of any contributing third party (CTP), if you haven't already done this. You can forward the form received from the landfill operator or otherwise submit the information to [slcf@sepa.org.uk](mailto:slcf@sepa.org.uk).

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

### Declaration

10. Your signature:

Your name:

Date:

## Notes

Regulation 30(1) (f) of the Scottish Landfill Tax (Administration) Regulations 2015 requires you to notify SEPA within seven days of the receipt of each qualifying contribution. This form should be used to notify us of contributions received. This form should not be completed to notify SEPA of a transfer of funds to or from another Approved Body to a landfill operator or to a project.

This form sets out the statutory information that an AB must provide SEPA with to comply with the Regulations. Failure to provide this information by the statutory deadline may result in enforcement action being taken.

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 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.**