



## Notification of a Contributing Third Party Payment

Landfill operators are required to complete questions 1 to 15 in full. If an Approved Body (AB) is submitting this form, only questions 9, 10, 14 and 16 must be completed – however SEPA is happy to accept all other details from ABs. Please read the notes on page 3 for full details of required information.

### 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:

£

## Contributions Expected

13. Do you expect further CTP payments in relation to the qualifying contribution detailed in Q3-6 above?

Yes

No

☐ \*

☐

*\*If Yes, please notify SEPA when each CTP payment is received, using a new CTP Notification form.*

## Form Submission

14. Is this form being submitted to SEPA by a landfill operator or an Approved Body?

☐ landfill operator

☐ Approved Body

## Landfill Operator Declaration

15. Signature

Your name

Date

## Approved Body Declaration

16. Signature

Your name

Date

## Additional Information

Please use this space as a continuation space or to provide any additional information, if required.

## 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, 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.**