

Scotland's Deposit Return Scheme:

Application form for producer
registration

Please read the guidance document: “Deposit Return Scheme Scotland: Producer Registration Guidance” before filling in this form.

By **1 March every year** you must register or be registered with the Scottish Environment Protection Agency (SEPA). You can either join the Scheme Administrator or register yourself. The Scheme Administrator will register you, and assume most of your legal obligations under the Scheme.

If you choose to register yourself, you will be responsible for meeting all of your obligations under the Scheme.

To register as a producer, you’ll need the following information:

- The name and address of the legal entity being registered.
- Company Registration number, if applicable
- Where the producer is a partnership, the names of all the partners.
- SIC code for the activities carried out by the producer.
- Contact details of a contact person for the producer.
- The name and European Article Number (EAN) for each product placed onto the Scottish Market in the previous calendar year and in the calendar year the application is being made.
- For each EAN:
 - The number of scheme articles placed on the market for retail sale in Scotland in the previous calendar year. This should be broken down by material type (PET plastic; Steel; Aluminium; Glass).
 - The number of scheme articles the producer anticipates it will place on the market for retail sale in Scotland in the calendar year in which the application is being made. This should be broken down by material type (PET plastic; Steel; Aluminium; Glass).
- Your operational plan that demonstrates how you intend to comply with your legal obligations under the scheme.

Once you have completed the form you will need to pay the correct fee using a credit or debit card:

- Micro producers (turnover <£85,000): zero fee
- All other producers: £360

It’s quicker to register online. If you can’t do this or need help to do this, call us on 03000 996699, or email: scc@sepa.org.uk

If you want to communicate with us through sign language, the Contact Scotland BSL service will give you access to an online interpreter.

After you apply

You will receive an automatic e-mail confirming that we have received your application. Please check the details you provided are correct.

Within 35 days you will be sent an e-mail confirming your registration as a producer, and a link to your entry on the public register. Keep this safe, as retailers may ask to see it, in order to comply with their own obligations.

Applicant type

Are you registering as (please select all that apply):

Brand owner based in the UK

Importer based in the UK

Are you registering as:

Individual / Sole Trader

Individual / Sole Trader Trading As

Partnership Names of all partners:

Partnership Trading As

Company / PLC
Company Registration number
(as kept by Companies House):

Other Please specify:

Are you registering as a:

Micro producer (Turnover < £85,000)

Other producer (Turnover > £85,000)

Business Details

Organisation name (including any business names)	
Address of registered or principal office	
Telephone number of registered or principal office	
Address and telephone for correspondence (if different from above)	
UK Standard Industrial Classification (SIC) Code for your business activity	

Contact Details

Forename	
Surname	
Job title	
Email address	
Telephone number	
Notifications preference (Email or Post)	

Number of scheme articles placed on the market for retail sale in Scotland in the previous calendar year

Please see the guidance document for definitions of scheme articles.

Number of scheme articles placed on the market for retail sale in Scotland in the previous calendar year:

SCHEME ARTICLE BREAKDOWN (FOR PREVIOUS CALENDAR YEAR)						
Brand	Stock Keeping Unit (SKU) Description	Primary packaging material	Barcode/EAN number	Other unique ID and data capture markers	No of packs placed on market	No of scheme articles placed on market
Total number of Scheme Articles, where the primary material is PET						
Total number of Scheme Articles, where the primary material is Glass						
Total number of Scheme Articles, where the primary material is Aluminium						
Total number of Scheme Articles, where the primary material is Steel						

NB: All barcodes will be validated on entry

Number of scheme articles you anticipate placing on the market for retail sale in Scotland in this calendar year

Please see the guidance document for definitions of scheme articles.

Number of scheme articles to be placed on the market for retail sale in Scotland in the current calendar year:

FORECASTED SCHEME ARTICLE BREAKDOWN (FOR CALENDAR YEAR THAT THE APPLICATION IS BEING MADE)						
Brand	Stock Keeping Unit (SKU) Description	Primary packaging material	Barcode / EAN number	Other unique ID and data capture markers	No of packs anticipated placed on market	No of scheme articles anticipated placed on market
Total number of Scheme Articles, where the primary material is PET						
Total number of Scheme Articles, where the primary material is Glass						
Total number of Scheme Articles, where the primary material is Aluminium						
Total number of Scheme Articles, where the primary material is Steel						

NB: All barcodes will be validated on entry

Operational plan

Please include your operational plan. This document should outline how you plan to fulfil your legal obligations under the Scheme. The guidance document contains a sample template for you to use.

Declaration

- I declare that all the information provided in this registration form is accurate and complete at the time of completion.
- I declare that I am authorised to act on behalf of the producer.
- I commit to notify SEPA of change in circumstances or information provided in this form.

Signed
(applicant): _____

Print name: _____

Date: _____

Job title: _____

(applicant)