

# Scotland's Deposit Return Scheme:

## Application form for Voluntary Return Point Approval

**This form is for:**

- A body/organisation intending to set up a voluntary return point to take back containers on behalf of one or more retailers who are seeking an exemption
- A body/organisation intending to set up a voluntary return point where no retailers are currently seeking an exemption in connection with this return point

**The Deposit and Return Scheme for Scotland Regulations 2020 (“the Regulations”) require all retailers who sell, to consumers on their premises, in-scope drinks for take away to also operate a return point, allowing the public to return empty packaging and redeem their 20p deposit. (NB: for the sake of brevity, the word “retailer” in this form should always be taken to mean a retailer selling drinks as described above.)**

The principle behind this is that it should be as simple for the public to return an empty container as it was to buy the drink originally.

The Regulations also allow for return points to be operated from other types of premises, recognising that there may be circumstances where additional return points are required or that alternative premises may offer an equally convenient option. These are defined as voluntary return points, as they are not automatically required to act as a return point.

The Scottish Government recognise that where multiple retailers and/or voluntary return points are in close proximity to each other, it may not always be necessary for all organisations to act as a return point to maintain this principle. The Regulations therefore allow exemptions to be considered by Scottish Ministers in situations such as:

- One retailer agrees to act as a return point on behalf of one or more other retailers
- Retailers collaborate to establish a voluntary return point rather than each retailer individually taking returns
- A voluntary return point being established by someone other than retailers and agreeing to act on behalf of one or more retailers

This application form may be used by retailers or organisations looking to establish a voluntary return point. We also recognise that some groups (e.g. charities or community groups) may want to operate a return point without any specific retailers seeking an exemption as a result.

Please note that the registration of voluntary return points is intended to capture those who wish to act as an alternative return point for retailers and/or those who want to operate a permanent non-retail return point. It is **not** intended to capture organisations that want to collect containers on an ad-hoc basis or from a specific audience e.g. a group doing fund raising.

Applications to act as a voluntary return point will be assessed against the accessibility of the return point, requiring information on the physical location, routes of access and proposed hours of operation.

Confirmation will also be required that all registered producers, or a Scheme Administrator acting on their behalf, has agreed that the organisation may operate a return point on their behalf in that location.

Scottish Ministers must consider an application and make a decision within 28 days of receipt of the application. Within 7 days of the decision:

**Where granted:** notify the applicant of that decision in writing and the date that it takes effect

**Where refused:** notify the applicant of the reasons for the refusal in writing

Approved return points will be added to a list of registered voluntary return points, maintained by Scottish Ministers. All return point operators are required to:

- Accept an item of clean, empty, identifiable scheme packaging returned to them
- Refund the 20p deposit for each item returned
- Retain the packaging for collection by, or on behalf of, a producer or scheme administrator
- Display information on a complaints procedure and contact details of SEPA (Scottish Environmental Protection Agency)

Scottish Ministers may cancel the registration of a return point where they are not fulfilling these obligations. Before cancelling this, a written notice of the reason for the decision and the date on which it takes effect will be provided.

## How to fill in this form

### **I intend to set up a voluntary return point to take back containers on behalf of one or more retailers who are seeking an exemption.**

You should:

- Ask the retailers seeking exemptions, on whose behalf you will be taking back containers, to, each, fill in Section A of the Retailer Exemption Application form and return to you (you can make as many copies as you need);
- Fill in this form yourself;
- Send all the partially completed copies of the Retailer Exemption Application form (provided by the retailer(s)) alongside this completed form to [XXX].

### **I intend to set up a voluntary return point and there are no retailers currently seeking an exemption in connection with this return point.**

You should:

- Fill in this form and send it to [XXX].

# APPLICATION FOR VOLUNTARY RETURN POINT

## Who should fill in this section?

- An organisation/body other than a retailer selling drinks, agreeing to act as an alternative return point on behalf of one or more retailers or
- An organisation/body other than a retailer selling drinks, wanting to operate a return point without specific retailers seeking an exemption as a result and where you have agreement with producers or a scheme administrator to operate as an additional voluntary return point.

<b>Business details</b>	
Organisation name (including business or trading names if different)	
Address and postcode of proposed return point (or grid reference for remote site)	
Address or telephone number of registered or principal office of proposed return point operator (if different from above)	
Address for correspondence (if different from above)	
Company/Charity registration number (where applicable)	
Contact name	
Job Title	

Telephone number	
Email address	
Notifications preference (Email or Post)	

**Applications must include:**

- A map showing the physical location of the proposed return point if there is a large site covered by the address details provided
- Proposed operating hours including any proposed seasonal operations
- Visibility and accessibility of the proposed location including highlighting routes of access
- An estimate of the number of containers you expect to capture
- The number of retailers seeking an exemption in connection with this application, if any
- The source of these containers e.g. acting on behalf of local retailers, high numbers of additional containers arising due to tourism etc.
- Why the proposed location has been chosen i.e. why do you think it will be convenient for people to return the containers there?
- How will resources be secured to establish and operate the return point e.g. financing the purchase of machine or staff to facilitate the returns.

- I agree to fulfil the requirements of acting as a return point under the Regulations
- I will notify Scottish Government of change in circumstances or if no longer wishing to act as a return point
- I have an agreement with registered producers and/or Scheme Administrator(s) to operate as a return point on their behalf

**Where you intend to operate as an alternative return point on behalf of one or more retailers seeking an exemption:**

- I agree to act as an alternative return point for the retailer(s) identified in the attached Retail Exemption application form(s) and you have permission to contact me to verify this agreement is in place.

Signed (applicant): \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Job title: \_\_\_\_\_

(applicant)