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27 October 2005

Dear Sir or Madam

**SCOTTISH EXECUTIVE CONSULTATION
STRATEGIC ENVIRONMENTAL ASSESSMENT
DRAFT INFORMATION NOTE ON PROCEDURES FOR CONSULTATION WITH
THE SCOTTISH CONSULTATION AUTHORITIES**

I am writing to consult you about proposals by the Consultation Authorities to publish an Information Note on procedures for consultation with them under the Strategic Environmental Assessment legislation.

There are three Consultation Authorities: the Scottish Ministers, Scottish Natural Heritage (SNH) and the Scottish Environment Protection Agency (SEPA). The Scottish Ministers have designated Historic Scotland to act on their behalf on matters affecting the historic environment. Historic Scotland is co-ordinating this consultation exercise on behalf of all three Consultation Authorities.

I attach a document setting out background information on Strategic Environmental Assessment (Annex A), as well as a copy of the draft Information Note (Annex B).

Responding to this consultation

We are inviting written responses to this consultation by 20 January 2006. Please send your response to:

hssea.gateway@scotland.gsi.gov.uk

or

Historic Scotland
Room E3 Longmore House
Salisbury Place
Edinburgh EH9 1SH



If you have any queries please contact William Kidd on 0131 668 8898.

This consultation, and all other Scottish Executive consultation exercises, can be viewed online on the consultation web pages of the Scottish Executive website at <http://www.scotland.gov.uk/consultations>. You can telephone Freephone 0800 77 1234 to find out where your nearest public internet access point is.

The Scottish Executive now has an email alert system for consultations ([SEconsult: http://www.scotland.gov.uk/consultations/seconsult.aspx](http://www.scotland.gov.uk/consultations/seconsult.aspx)). This system allows stakeholder individuals and organisations to register and receive a weekly email containing details of all new consultations (including web links). SEconsult complements, but in no way replaces SE distribution lists, and is designed to allow stakeholders to keep up to date with all SE consultation activity, and therefore be alerted at the earliest opportunity to those of most interest. We would encourage you to register.

Handling your response

We need to know how you wish your response to be handled and, in particular, whether you are happy for your response to be made public. Please complete and return the **Respondent Information Form** enclosed with this letter, as this will ensure that we treat your response appropriately. If you ask for your response not to be published we will regard it as confidential, and we will treat it accordingly.

All respondents should be aware that the Scottish Executive are subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

Next steps in the process

Where respondents have given permission for their response to be made public (see the attached Respondent Information Form), these will be made available to the public in the Scottish Executive Library. We will check all responses where agreement to publish has been given for any potentially defamatory material before logging them in the library or placing them on the website. You can make arrangements to view responses by contacting the SE Library on 0131 244 4565. Responses can be copied and sent to you, but a charge may be made for this service.


What happens next ?

Following the closing date, all responses will be considered. We aim to issue a report on this consultation process by Spring 2006.

Comments and complaints

If you have any comments about how this consultation exercise has been conducted, please send them to William Kidd.

Yours faithfully



Amanda Chisholm
Strategic Environmental Assessment Team Leader

Annex A	Background document
Annex B	draft Information Note
Annex C	Respondent information form
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Annex A

CONSULTATION ON STRATEGIC ENVIRONMENTAL ASSESSMENT: DRAFT INFORMATION NOTE ON PROCEDURES FOR CONSULTATION WITH THE SCOTTISH CONSULTATION AUTHORITIES

1. Aims and objectives of the consultation

1.1 The Scottish Consultation Authorities have prepared a draft Information Note (Annex B) on Strategic Environmental Assessment (SEA), the aim of which is to clarify the procedures for consultation during the SEA process.

1.2 The purpose of this consultation is to obtain the views of Responsible Authorities and others on the draft Information Note and its contents (attached as Annex B).

2. Background

What is Strategic Environmental Assessment?

2.1 The environmental impact assessment of individual projects at the development consent stage has been a feature of Scots Law since 1988 when EC Directive 85/337/EEC on the assessment of the effects of certain public and private projects on the environment was first implemented in the UK. A key concern with the environmental impact assessment of projects is that it does not influence higher-level, strategic decision-making processes and that it is also difficult to capture cumulative effects. The importance of undertaking environmental assessment at a strategic level has been recognised for some time, but methods for doing so have evolved only relatively recently.

2.2 European legislation requiring the environmental assessment of plans and programmes came into being in 2001 through Directive 2001/42/EC. The Directive was transposed into Scots Law on 20 July 2004 by *The Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004 (SSI 258)*.¹ The regulations require that environmental assessment is undertaken on certain public sector plans and programmes. They therefore introduce a strategic level of assessment into the plan and programme formulation process (referred to as “strategic environmental assessment” or SEA).

2.3 SEA provides a systematic process for identifying, predicting, reporting and mitigating the environmental effects of plans and programmes. The Scottish Ministers regard SEA as a vital tool for putting the environment at the heart of public sector activity and it is seen as a key component of sustainable development.

2.4 As well as the European legislation, “A Partnership for a Better Scotland” commits Scottish Ministers to SEA. A two-phase approach has been taken to achieving this commitment: the first phase saw the regulations brought forward to meet the requirements of the Directive. The second phase will see these regulations revoked and their provisions incorporated into a Bill, introduced to the Parliament in March 2005 and going to Stage 2 of the Bill process in September 2005. The proposed Bill goes beyond the requirements of the Directive, by broadening the application of SEA to include all public sector plans, programmes and strategies that are likely to have significant environmental effects.

¹ UK-wide transposition is through *The Environmental Assessment of Plans and Programmes Regulations 2004 (SI No 1633)*.

Who are the Consultation Authorities? Why are they involved in SEA?

2.5 The Directive requires that authorities be designated for consultation during the SEA process. These authorities shall be those which, by reason of their specific environmental responsibilities, are likely to be concerned by the environmental effects of implementing plans and programmes². In Scotland, the Regulations identify three organisations to act as statutory Consultation Authorities: the Scottish Ministers, Scottish Natural Heritage (SNH) and the Scottish Environment Protection Agency (SEPA)³. The Scottish Ministers have designated Historic Scotland to act on their behalf on matters affecting the historic environment.

2.6 These same organisations are identified as Consultation Bodies under the UK-wide Regulations.

2.7 Note: when a Consultation Authority is also a Responsible Authority, taking forward a plan or programme, it shall not exercise the functions of a Consultation Authority (in relation to that plan or programme).⁴

When are the Consultation Authorities to be consulted?

2.8 The Regulations require that Responsible Authorities consult with Consultation Authorities at four key points in the SEA process:

- screening;
- scoping;
- the Environmental Report; and
- the decision to adopt the plan or programme.

3. Why is this Information Note needed?

3.1 Strategic environmental assessment has now been in operation for just over a year. The SEA process is new to many of the Responsible Authorities and others working in the field. Accordingly, organisations are not always clear on what SEA involves and what is required.

3.2 The English and Welsh Consultation Bodies have published a document on their services and standards for Responsible Authorities⁵. However, there are some key differences between the procedures and information requirements set out in the Scottish Regulations and those contained in the UK-wide Regulations. In addition, the Consultation Authorities are committed to working with the Responsible Authorities to build capacity in SEA. Accordingly, it was considered appropriate to prepare an Information Note which sets out the procedures to be followed by Responsible Authorities working in Scotland or consulting with the Scottish Consultation Authorities on a UK-wide basis.

3.3 The Regulations identify, in principle:

- the information to be exchanged at each stage of the SEA process;

² Article 6(3)

³ Regulation 5(1)

⁴ Regulation 5(2)

⁵ Respectively, "Consultation Bodies' Services and Standards for Responsible Authorities" (26 August 2004) and "Consultation Bodies' Services and Standards for Responsible Authorities in Wales" (June/July 2005)

- the stage at which responses from the Consultation Authorities are required; and
- timescales by which Consultation Authority responses should be received by Responsible Authorities.

3.4 In preparing this Information Note the Consultation Authorities are seeking to (i) make the information contained in the Regulations more accessible to the Responsible Authorities, without providing a legal interpretation; (ii) make clear their expectations as to what information they will receive, its format and contents; and (iii) make clear what the Responsible Authorities can expect from the Consultation Authorities. It enables the dissemination of information about administrative arrangements such as the central contact point for consultation provided by the Scottish Executive SEA Gateway. It also provides an opportunity to differentiate between statutory requirements and good practice in the SEA process.

3.5 The purpose of this Information Note is therefore to explain:

- who the Consultation Authorities are, what they do and how they can assist Responsible Authorities;
- the process for interaction between the Responsible Authorities and the Consultation Authorities set out in the SEA Regulations; and
- the administrative arrangements for submitting reports to the Consultation Authorities.

4. The Regulations and the Bill

4.1 This Information Note has been prepared in the course of the Environmental Assessment (Scotland) Bill's progression through the Scottish Parliament. Whilst the Bill has not been passed at the date of writing, and without prejudging its success (or otherwise), the Information Note has been written to take into account the SEA procedures involving the Consultation Authorities under both the Regulations and the Bill. Should the Bill be successful, and the Scottish SEA Regulations revoked, the Information Note will be amended accordingly.

4.2 At this stage the key differences between the Regulations and the Bill do not result in changes to the procedural requirements for consultation and information provision. This may change as a result of amendments tabled at Stage 2 of the Bill process. Should this be the case, the Information Note will be revised accordingly.

5. Relationship to other SEA Guidance

5.1 The intention of the Information Note is **not** to provide guidance but information and support. Accordingly, this Information Note sits alongside and is not intended to replace:

- UK-wide guidance on SEA;
- the guidance which will accompany the SEA Bill (should it be passed); or
- the procedures and advice set out in the SEA templates currently being trialled by the Scottish Executive SEA Team, as part of the Pathfinder Project.

**THE ENVIRONMENTAL ASSESSMENT OF PLANS AND PROGRAMMES
(SCOTLAND) REGULATIONS 2004**

**INFORMATION FOR
RESPONSIBLE AUTHORITIES**

on

**PROCEDURES FOR CONSULTATION WITH THE SCOTTISH
CONSULTATION AUTHORITIES AND**

ACCESS TO INFORMATION AND ADVICE

27 OCTOBER 2005



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INTRODUCTION

1. Introduction

- 1.1 The environmental impact assessment of individual projects at the development consent stage has been a feature of Scots law since 1988 when EC Directive 85/337/EEC on the assessment of the effects of certain public and private projects on the environment was first implemented in the UK. Key concerns with the environmental impact assessment of projects are that it does not influence higher-level, strategic decision-making processes and that it is also difficult to capture cumulative effects. The importance of undertaking environmental assessment at a strategic level has been recognised for some time, but methods for doing so have evolved only relatively recently. European legislation requiring the environmental assessment of plans and programmes came into being in 2001 through Directive 2001/42/EC (this process is known as “strategic environmental assessment” or “SEA”, hence the Directive is referred to as the “Strategic Environmental Assessment” or “SEA Directive”).
- 1.2 The SEA Directive was transposed into Scots law on 20 July 2004 through the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004 (the “Strategic Environmental Assessment” or “SEA Regulations”). These require the undertaking of an environmental assessment of certain public sector plans and programmes prior to their formal adoption. Under these Regulations, three Agencies are identified as *Consultation Authorities*:
- the Scottish Ministers, who have designated Historic Scotland (HS) to act on their behalf on matters affecting the historic environment;
 - the Scottish Environment Protection Agency (SEPA); and
 - Scottish Natural Heritage (SNH).
- 1.3 On the same date, UK-wide SEA Regulations – the Environmental Assessment of Plans and Programmes Regulations 2004 – also came into force. These apply in Scotland for those qualifying plans and programmes which cover Scotland and any other part of the United Kingdom. Under these Regulations, the Scottish Ministers, SEPA and SNH are designated as *Consultation Bodies*. Again, Historic Scotland will act on the Scottish Ministers’ behalf on matters affecting the historic environment.
- 1.4 For the purposes of this Information Note, the term Consultation Authorities or Scottish Consultation Bodies is used to refer to the collective group HS, SEPA and SNH.
- 1.5 As well as the European legislation, “A Partnership for a Better Scotland” sets out Scottish Ministers’ commitment to SEA. A two-phase approach has been taken: the first phase saw the regulations brought forward to address the immediate requirements of the Directive. The second phase will see these regulations revoked and their provisions incorporated into a Bill, introduced to the Scottish Parliament in March 2005 and recently completing Stage 2 of the Bill process (September 2005). The

proposed Bill goes beyond the requirements of the Directive, by broadening the application of SEA to include all public sector plans, programmes and strategies that are likely to have significant environmental effects. **Note:** under the order-making powers provided in Section 21 of the Bill, it is expected that plans and/or programmes whose preparation has commenced prior to enactment of the Bill would continue under the terms of the current regulations.

2. Purpose of the Information Note

- 2.1 This Information Note is intended to provide advice to *Responsible Authorities*⁶ about the role of the Consultation Authorities/ Scottish Consultation Bodies and the procedures they will adopt when providing responses.
- 2.2 The note sets out the levels and types of assistance that plan-makers can expect from the Consultation Authorities when consulted as part of a Strategic Environmental Assessment process and identifies the types of information that will be available.
- 2.3 The note is in four parts:
 - **Part 1:** Background information about the role of the Consultation Authorities and administration of SEA consultations in Scotland;
 - **Part 2:** An overview of the three Consultation Authorities in terms of their interests, information held, contacts and procedures. This information is relevant to Responsible Authorities operating under either the Scottish or UK-wide SEA Regulations;
 - **Part 3:** Specific information about the key stages involving the Consultation Authorities under the Scottish SEA Regulations. This should be used by Responsible Authorities operating under the Scottish Regulations;
 - **Part 4:** Specific information about the key stages involving the Scottish Consultation Bodies under the UK-wide SEA Regulations. This should be used by Responsible Authorities operating under the UK-wide Regulations.
- 2.4 This Information Note has been written to reflect the SEA Regulations, but would be amended to reflect the SEA Bill following its passage through the Scottish Parliament.

⁶ A Responsible Authority is any body or person exercising functions of a public character. In relation to a plan or programme, the Responsible Authority is the authority by which, or on whose behalf, the plan or programme is prepared.

PART 1

BACKGROUND INFORMATION

1. Key Stages in SEA Involving Consultation Authorities

- 1.1 The Consultation Authorities are to be consulted by Responsible Authorities during the SEA process at key stages. These stages are summarised in Table 1.1.

2. Administration of Formal SEA Consultations in Scotland

2.1 The Scottish Executive SEA Gateway

- 2.1.1 The Scottish Executive operates the SEA Gateway service, which offers advice to Responsible Authorities on the SEA process and handles all submissions for the formal reporting stages: Screening, Scoping and Environmental Reports and SEA Statements (SEA.Gateway@scotland.gsi.gov.uk). The SEA Gateway is responsible for logging reports, issuing them to the Consultation Authorities, and advising of the timescales by which a response is required. The Consultation Authorities will send their responses back to the SEA Gateway, which will collate them and then issue a single covering response to the Responsible Authority, with the responses attached as annexes. The SEA Gateway offers an efficient means of ensuring that the Screening, Scoping and Environmental Reports and SEA Statements reach the right staff within each Consultation Authority quickly and also provides Responsible Authorities with a single point of contact for the consultation process.

- 2.1.2 Contact details for the SEA Gateway are:

Address: SEA Team
1-G (N) Victoria Quay
Edinburgh EH6 6QQ
E-mail: SEA.Gateway@scotland.gsi.gov.uk
Telephone: 0131 244 5094 (helpdesk)

2.2 Consultation Authority SEA Gateways

- 2.2.1 In addition to the Scottish Executive SEA Gateway, each Consultation Authority has established an SEA Gateway. These have been put into place to provide a central point of contact for enquiries to the individual Consultation Authorities and to co-ordinate handling of SEA consultations within each organisation. All formal consultations should, however, be sent to the Scottish Executive SEA Gateway.

2.2.2 The Consultation Authority SEA Gateway contact details are provided below:

Consultation Authority	Gateway Email Address	Gateway Telephone
HS	hssea.gateway@scotland.gsi.gov.uk	0131 668 8898 or 8747
SEPA	sea.gateway@sepa.org.uk	01786 452431
SNH	sea.gateway@snh.gov.uk	0131 447 4784

2.3 Roles of the Organisations Involved in SEA

2.3.1 The Scottish Executive SEA Team is responsible for the administration and operation of the SEA Gateway, as well as advising Responsible Authorities on procedural matters.

2.3.2 The Consultation Authorities are responsible for providing views on likely significant environmental effects, as well as providing environmental baseline data⁷. As part of this process, Consultation Authorities can advise on such matters as the scope of information and level of detail to be used in the environmental assessment; alternatives to be considered; mitigation and monitoring; and assessment methods. The approach to delivering these responsibilities is outlined in Parts 2, 3 and 4 of this Information Note.

2.3.3 The Responsible Authorities are responsible for preparation of the plan or programme and for undertaking the SEA. Responsible Authorities are also responsible for matters surrounding legal interpretation, including whether a plan, or programme is subject to the SEA Regulations. This is not an area where the Consultation Authorities can advise, and Responsible Authorities are directed to take legal advice where necessary.

2.3.4 **Note:** when a Consultation Authority is also a Responsible Authority, taking forward a plan or programme, it shall not exercise the functions of a Consultation Authority (in relation to that plan or programme).

2.4 Informal Consultations

2.4.1 The Consultation Authorities are committed to working with the Responsible Authorities to build capacity in SEA. The Consultation Authorities therefore expect that, in addition to their statutory duties, they will receive requests for informal consultations in advance of SEA or between some of the key stages. Such consultations are important in clarifying approaches to SEA and in addressing any issues that may be encountered. The Consultation Authorities will endeavour to respond to such requests, but it should be noted that statutory consultations will take precedence and that informal advice may be limited by available resources at the time.

⁷ This latter responsibility falls under the Freedom of Information regime rather than the SEA process, i.e. the requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.

Table 1.1. Roles of the Responsible Authorities and Consultation Authorities during the SEA process ⁸

Stage	Relevant Reg(s)	Description of Stage	Roles of the Responsible Authorities (RA) and Consultation Authorities (CA)
Screening	14 (Scot) 9 (UK) Sch 1	Process by which it is established whether the plan or programme is likely to have significant environmental effects. Relates only to plans and programmes that fall under Regulations 9(c) and 10.	<ul style="list-style-type: none"> • RAs are required to consult CAs. • CAs are required to respond within 28 days (Scottish Regulations only). • CAs will set out views on whether significant environmental effects are likely.
Baseline Data Collation	FoI Act EI Regs	Stage at which information about the environment to which the plan relates is gathered. This is an ongoing process which extends into other SEA stages.	<ul style="list-style-type: none"> • CAs hold environmental data that may be used in Environmental Reports. • CAs will provide information, guided by the Freedom of Information (Scotland) Act 2002 and Environmental Information (Scotland) Regulations 2004.
Scoping	17 (Scot) 12 (UK)	Process which identifies the scope and level of detail to be included within the Environmental Report, allowing it to focus on the likely significant environmental effects arising from implementing the plan. This stage also requires that CAs are invited to express views on the length of the period proposed for consulting on the Environmental Report.	<ul style="list-style-type: none"> • RAs are required to consult CAs. • CAs are required to respond within 35 days (Scottish Regulations only – discretionary under UK-wide Regulations). • CAs will set out views on the scope and level of detail to be included in the Environmental Report and on the timescales for consultation. • Regulation 17(3)(b) requires RAs to then advise Scottish Ministers of the length of the consultation period.
Env Report	16 & 18 (Scot) Sch 2 13 (UK)	Environmental Reports (ER) provide detailed information about the likely significant impacts on the environment of implementing the plan. The public and statutory consultees shall be given early and effective opportunity to comment on the ER and on the plan.	<ul style="list-style-type: none"> • RAs are required to consult CAs on the ER and the plan to which it relates. • CAs may choose to respond, but are only likely to provide comments on the adequacy of the ER in assessing the likely significant effects and ways that adverse effects are proposed to be mitigated. • CAs may also comment on the methods employed and on the proposed approach to monitoring.
Post Decision to Adopt	20 (Scot) 16 (UK)	Post- adoption of the plan the RA shall demonstrate how the ER and the views of the public and the CAs have been taken into consideration.	<ul style="list-style-type: none"> • RAs are required to send CAs a copy of the adopted plan and the report outlining how the ER and views expressed upon it have been taken into account (the “SEA Statement”).

⁸ “Consultation Authorities” should be read as including the Scottish “Consultation Bodies” (UK-wide SEA).

PART 2

THE CONSULTATION AUTHORITIES – GENERAL INFORMATION

1. Introduction

- 1.1 This section provides a general summary of each organisation, relevant contact details for SEA enquiries and a summary of the key information for SEA held by individual Consultation Authorities.
- 1.2 Information is becoming available via the Consultation Authorities' websites and it is recommended that information should be obtained via these websites (or the links provided) prior to consultation with the relevant organisation.

2. HISTORIC SCOTLAND



2.1 Legal Status

- 2.1.1 Historic Scotland is an Agency within the Scottish Executive Education Department. All functions performed by the Agency, which lies within the portfolio of the Minister for Tourism, Culture and Sport, are carried out on behalf of Scottish Ministers.

2.2 Roles and Remit

- 2.2.1 The mission of Historic Scotland is to safeguard Scotland's historic environment and to promote its understanding and enjoyment. The historic environment means those structures and places in Scotland of historical, archaeological or architectural interest or importance.
- 2.2.2 In support of our mission, we will pursue five aims as set out in our Framework Document 2004. These are:
 1. To care for, protect and enhance the historic environment;
 2. To secure greater economic benefits from the historic environment;
 3. To increase public appreciation and enjoyment of the historic environment;
 4. To achieve continuous improvement in the performance of the Agency; and
 5. To support the other policies of the Scottish Executive.
- 2.2.3 Historic Scotland will provide advice on cultural heritage as it relates to the historic environment. This comprises the tangible built heritage - historic buildings and townscapes, parks and gardens, designed landscapes, scheduled ancient monuments, archaeological sites and landscapes, protected wrecks, and underwater archaeology. It also includes the wider setting of these features and areas as well as places important for their historic associations.

2.3 SEA Administrative Procedures in Historic Scotland

- 2.3.1 Of the environmental issues set out in Schedule 2 of the SEA Regulations, Historic Scotland will normally provide advice on cultural heritage as it relates to the historic environment and on the historic elements of the landscape. HS may provide advice on other environmental parameters (e.g. water; air quality) where these interact with the historic environment.
- 2.3.2 SEA consultations will be handled by the SEA Team, within the Historic Environment Planning Unit. Area Inspectors will be involved by the SEA Team as required.
- 2.3.3 Historic Scotland's SEA Gateway will act as a central contact point and should be used to contact HS in its capacity as a Consultation Authority, including for general SEA queries.

Historic Scotland SEA Gateway: hssea.gateway@scotland.gsi.gov.uk
Address: SEA Secretariat, Longmore House
Salisbury Place
Edinburgh EH9 1SH
Telephone: 0131 668 8898 or 8747

2.4 Information Held

- 2.4.1 Background information on HS and general advice on data is available from the HS website at www.historic-scotland.gov.uk. Information on the historic environment is available from a variety of sources.
- 2.4.2 To comply with the Freedom of Information (Scotland) Act 2002, HS has published a publication scheme to provide access to information collected, held and used by HS. This publication scheme is a guide to the information which HS routinely makes available either electronically through its website, or via its offices. HS's publication scheme can be viewed on the HS website (http://www.historic-scotland.gov.uk/foi_publication_scheme_feb05.pdf).
- 2.4.3 Information on the location and details of scheduled ancient monuments and listed buildings (including supporting information) is provided on Pastmap (<http://www.PASTMAP.org.uk>), a free, interactive, map-based query system developed jointly by the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) and Historic Scotland. Databases providing summary information on scheduled ancient monuments and listed buildings are also available on the Historic Scotland website. The underlying scheduled ancient monument and listed building data displayed on Pastmap is also available, under licence, in GIS format (contact hsgimanager@scotland.gsi.gov.uk).
- 2.4.4 Information on the location of designated gardens and designed landscapes is provided on Pastmap. Detailed supporting information on gardens and designed landscapes is provided in the Inventory of Gardens and Designed Landscapes. The Inventory can be consulted at HS offices or is available to purchase from HS and SNH (see below for addresses). The underlying gardens and designed landscape data

used on Pastmap is available from Scottish Natural Heritage (contact data.supply@snh.gov.uk). The Inventory is currently being updated; for up-to-date information please contact Historic Scotland's Gardens Inventory Manager Tony Cairns (tony.cairns@scotland.gsi.gov.uk) or the Landscape Historian Raoul Curtis-Machin (raoul.curtis-machin@scotland.gsi.gov.uk).

- 2.4.5 Information on all archaeological/historic sites, buildings and finds recorded in the National Monuments Record of Scotland (NMRS) is available on the RCAHMS website (<http://www.rcahms.gov.uk>). Locational and supporting information is provided on Pastmap.
- 2.4.6 Information on historic landscapes, in particular historic land-use assessment and NMRS data, can be obtained from the RCAHMS website (<http://www.rcahms.gov.uk>). The historic land-use assessment is a GIS-based analysis of past and present land-use, developed jointly by Historic Scotland and RCAHMS. It can be found on the RCAHMS web-site at HLAMAP.
- 2.4.6 Information on cultural World Heritage Sites is provided on the Historic Scotland website (<http://www.historic-scotland.gov.uk>).
- 2.4.7 Wrecks may be protected under the Protection of Wrecks Act 1973, scheduled as ancient monuments or identified as NMRS sites. Information on protected wrecks is available, under licence, in GIS format (contact hsgimanager@scotland.gsi.gov.uk).
- 2.4.8 Local authorities also hold information on the historic environment relevant to their areas. Their archaeological services can provide information on sites included in their Sites and Monuments Records, whilst planning authorities can provide information on conservation areas. Contact details are provided on Pastmap and on the HS website.
- 2.4.9 Contact Addresses:

Historic Scotland
Longmore House
Salisbury Place
Edinburgh EH9 1SH
Tel: 0131 668 8600
www.historic-scotland.gov.uk

NMRS and RCAHMS
John Sinclair House
16 Bernard Terrace
Edinburgh EH8 9NX
Tel: 0131 662 1456
www.rcahms.gov.uk

Inventory volumes 1-5 can be obtained from:

Scottish Natural Heritage
Publication Section
Battleby
Redgorton
Perth PH1 3EW
Tel: 01738 444177

Inventory supplementary volumes can be obtained from:

The Publications Department
TCRE
Longmore House
Salisbury Place
Edinburgh EH9 1SH
Tel: 0131 668 8638

3. THE SCOTTISH ENVIRONMENT PROTECTION AGENCY



3.1 Legal Status

3.1.1 SEPA is a non-departmental public body and reports to the Scottish Executive. SEPA was established by the Environment Act 1995 and became operational on 1 April 1996. The Environment Act 1995 sets out SEPA's powers and responsibilities.

3.2 Roles and Remit

3.2.1 SEPA's main aim is to provide an efficient and integrated environmental protection system for Scotland that will improve the environment and contribute to the Scottish Ministers' goal of sustainable development. To this end, SEPA aims to achieve six broad long term environmental outcomes:

- minimised, recovered and well-managed waste;
- good water environments;
- good air quality;
- good land quality;
- a respected environment: protected, informed and engaged communities; and
- economic wellbeing.

3.2.2 SEPA's roles are defined in various sets of legislation and other legal instruments. Sometimes, our work overlaps with other organisations, especially local authorities. In broad terms, SEPA regulates:

- activities that may pollute water;
- activities that may pollute air;
- storage, transport and disposal of waste; and
- the keeping and disposal of radioactive materials.

3.2.3 Some of SEPA's other principal responsibilities include:

- maintaining a flood warning system;
- implementing the National Waste Strategy;
- monitoring environmental quality;
- reporting compliance with EU environmental legislation;
- controlling, with the Health and Safety Executive, the risk of major accidents at industrial sites; and
- operating the Scottish part of the Radioactive Incident Monitoring Network.

3.2.4 SEPA also works with many other organisations to help protect and improve the environment.

3.3 SEA Administrative Procedures in SEPA

3.3.1 In relation to the environmental issues requiring to be assessed by SEA (as set out in Schedule 2 of the Regulations), SEPA will normally provide advice

on significant environmental effects upon water, air and soil (land). In addition, SEPA may provide advice in respect of climatic factors, material assets, biodiversity and health but only where it is competent and appropriate to do so and where information is held.

3.3.2 SEA consultations will normally be handled in one of two ways:

- For plans and programmes of a regional or local nature (e.g. statutory Local Plans), the consultation will be handled by staff within the relevant local office. In most cases, these will be managed through SEPA's Environmental Partnership Units, bringing in specialist staff as required.
- For plans and programmes of a national scale, this will normally be handled by Corporate Office staff again with specialist staff involved as required.

3.3.3 SEPA has its own SEA Gateway which eases administration of SEA consultations across the organisation and which can be used for informal queries. At the first consultation stage (this may be screening or scoping, depending upon the plan), Responsible Authorities will be provided with a contact name for future stages and consultations – this contact should be used for queries regarding SEA of that plan. All formal consultations should, however, be routed through the Scottish Executive SEA gateway.

SEPA SEA Gateway: sea.gateway@sepa.org.uk

Address: SEA Gateway, Environmental Strategy, Corporate Office,
Erskine Court, The Castle Business Park,
Stirling FK9 4TR

Telephone: 01786 452431

3.4 Information Held

3.4.1 General advice on data available is available from our website at www.sepa.org.uk.

3.4.2 To comply with the Freedom of Information (Scotland) Act 2002, SEPA has published a publication scheme to provide access to an extensive range of information collected, held and used by the Agency. This publication scheme is a guide to the information which we can make available either electronically through our website, or via our office network throughout Scotland. SEPA's publication scheme can be viewed at www.sepa.org.uk/pdf/access/publication_scheme.pdf.

3.4.3 Some of the information held by SEPA which will be available under its publications scheme and which may be useful to Responsible Authorities undertaking SEA is included in Table 2.1.

3.4.4 This information is available on the SEPA website. Other information from the publication scheme is available either on the website or in hard copy. Specific information requests may also be made directly to the local SEPA office – contact details on the SEPA website at www.sepa.org.uk/contact/index.htm.

Table 2.1. Information held by SEPA

<p><i>State of the Environment Reports</i> – For Air, Water, Soil and Scotland www.sepa.org.uk/publications/state_of/index.htm</p>
<p><i>Bathing water quality data</i> www.sepa.org.uk/publications/bathingwaters/index.htm</p>
<p><i>Water quality data</i> – such as the water quality classification scheme and monitoring and new classifications established to meet the requirements of the Water Framework Directive www.sepa.org.uk/publications/wfd/index.htm www.sepa.org.uk/data/classification/index.htm</p>
<p><i>River level data</i> www.sepa.org.uk/data/river_levels/data.htm</p>
<p><i>Flood warning information</i> www.sepa.org.uk/flooding/index.htm</p>
<p><i>Catchment Management Plans</i> – e.g. such as the Spey Catchment Plan www.sepa.org.uk/publications/technical/spey/index.htm</p>
<p><i>Waste Strategy/waste data reports</i> – e.g. Waste Data Digests providing information about waste arisings www.sepa.org.uk/publications/nws/index.htm www.sepa.org.uk/publications/wds/index.htm</p>
<p><i>Environmental Pollution Emission Register (EPER)</i> www.sepa.org.uk/data/eper/mainpage.htm</p>
<p><i>Scottish Pollutant Release Inventory (SPRI)</i> www.sepa.org.uk/spri/index.htm</p>
<p><i>NO2 and SOx Emissions: Scotland</i> www.sepa.org.uk/data/emissions_SO2_NOx/</p>
<p><i>Air Pollution Information System</i> www.apis.ac.uk/</p>
<p><i>SEPA Policies</i> – e.g. Groundwater Policy www.sepa.org.uk/policies/index.htm</p>
<p><i>SEPA Guidance</i> www.sepa.org.uk/guidance/index.htm</p>



4. SCOTTISH NATURAL HERITAGE

4.1 Legal Status

4.1.1 Scottish Natural Heritage (SNH) is a non-departmental public body and reports to the Scottish Executive. It was established in 1992 under the Natural Heritage (Scotland) Act 1991.

4.2 Roles and Remit

4.2.1 SNH's main purposes are:

- to conserve and improve Scotland's natural heritage;
- to promoting understanding and make it easier for people to enjoy Scotland's natural heritage; and
- to help to make sure that the use and management of the natural heritage are sustainable.

4.2.2 SNH's mission statement is "*Working with Scotland's people to care for our natural heritage*". Its task is to secure the conservation and enhancement of Scotland's wildlife, habitats and landscapes. This work is carried out under the four themes of the Corporate Strategy:

Caring for the Natural World: by maintaining Scotland's rich diversity of animal and plant life.

Enriching people's lives: by providing opportunities for people to enjoy and care for the natural environment and improving the quality of life in urban areas through access to good quality green open space.

Promoting Sustainable Use: by promoting care of Scotland's land, freshwater and marine resources and the social and economic benefits obtained from the environment.

Delivering the Strategy: by listening to customers and partners, making information more accessible and increasing SNH's reputation as an authoritative and reliable organisation.

4.3 SEA Administrative Procedures in SNH

4.3.1 The central contact for SEAs in SNH is via:

SNH SEA Gateway: sea.gateway@snh.gov.uk
Address: The SNH SEA Gateway,
Scottish Natural Heritage,
12 Hope Terrace,
Edinburgh EH9 2AS
Telephone 0131 447 4784;

4.3.2 Responsibility for preparation of SNH's consultation responses will rest with relevant SNH management units, normally the Area Teams in respect of local plans and

programmes and the National Strategy and Advisory Services Teams in respect of national plans and programmes. Information on the location of Area teams is available on the SNH website.

4.4 Information Held

4.4.1 General advice on data availability is available from the SNH website at www.snh.org.uk.

4.4.2 To comply with the Freedom of Information (Scotland) Act 2002, SNH has designed a publication scheme to provide access to an extensive range of information collected, held and used by SNH. This publication scheme is a guide to the information which SNH routinely makes available either electronically through its website, or via its office network throughout Scotland.

4.4.3 SNH will publish information in accordance with the publication scheme and will monitor and review its operation in the light of public comment and feedback. The scheme is not a list of individual published documents, since this will change as new items are published and obsolete items are withdrawn. SNH's publications catalogue lists those booklets, leaflets, reports etc that are issued and for which a charge is made.

4.4.4 The main types of information on the natural heritage held by SNH and which will be available under the publications scheme include:

- descriptions of the various national and international natural heritage designations;
- maps showing designated sites;
- Site Management Statements describing management objectives for each SSSI (*in accordance with the Data Protection Act names of individual owners and occupiers are removed unless permission has been given to release this information*);
- Site Documentation explaining the reasons for designation for all national and international natural heritage designations;
- Historic Gardens and Designed Landscapes;
- Species and habitat distribution trends and inventory data (some data may be withheld where there is a possibility that release would result in environmental damage, and this danger outweighs the public benefit in releasing the information. In these cases, summary information will normally be provided);
- natural heritage trend information;
- the status of biodiversity plans, and progress towards meeting biodiversity targets;
- lists of protected species in Scotland;
- details of the SNH licensing systems and examples of the types of licences we authorise;
- geological, geomorphological and land cover information;
- information on landscape character assessments;
- information on the Scottish Outdoor Access Code and the Scottish Access Forum;
- information on access and recreational use of the natural heritage;
- information on wild land search areas;

- information on educational and interpretative projects to raise public awareness of the natural heritage and of SNH's work.

4.4.5 Detailed information is also available on SNH's Grant, Natural Care and Management Agreement programmes.

4.4.6 The information outlined above is available either on the SNH website or in hard copy on request. SNH is working to increase public accessibility to its natural heritage data and information, and to make most of its data holdings available through its website. SNH also contributes data to the National Biodiversity Network which co-ordinates the collection and dissemination of biodiversity information across the UK. Further information from the NBN is available on its website: www.nbn.org.uk.

4.4.7 SNH's publication 'Facts & Figures' contains a range of useful facts and statistics about SNH's work and Scotland's natural heritage. The publication contains:

- a complete Scottish listing of all areas designated as: Sites of Special Scientific Interest, Special Areas of Conservation, Special Protection Areas, National Nature Reserves, National Scenic Areas and certain other types of natural heritage designation;
- a list of management agreements and leases in force during the year to 31 March 2002;
- performance against customer care standards;
- details of licences issued;
- details of grants awarded;
- details of research contracts let; and
- details of partnership projects funded.

4.4.8 As well as responding to specific requests, SNH publishes an extensive range of information about the Scottish environment in the form of research reports, policy statements, guidance notes, information leaflets and booklets. A catalogue of publications is available via the website or free of charge from the Publications Section, Scottish Natural Heritage, Battleby, Redgorton, Perth PH1 3EW.

PART 3

CONSULTATION AUTHORITY DUTIES UNDER THE SCOTTISH SEA REGULATIONS

1. INTRODUCTION

- 1.1 The Scottish Ministers, SEPA and SNH are designated as **Consultation Authorities** under Regulation 5 of the Scottish Regulations. The Scottish Ministers have designated Historic Scotland to act on their behalf on matters affecting the historic environment. The Regulations apply in Scotland where a plan or programme covers all or part of Scotland. This part of the Information Note relates only to plans and programmes falling under the Scottish Regulations. As these Regulations are different from their UK-wide counterpart, information provided in this section should **NOT** be used in assessing UK-wide plans and programmes.

2. DOES A PLAN REQUIRE SEA?

2.1 Statutory Requirements

- 2.1.1 It falls to the Responsible Authorities to decide whether a plan or programme is a qualifying one, and therefore subject to the SEA Regulations. Responsible Authorities should use the wording in the SEA Regulations and the UK-wide SEA guidance⁹. The European Commission have also produced guidance on the SEA Directive, which may prove helpful¹⁰. The Consultation Authorities are unable to advise on these matters.
- 2.1.2 The Responsible Authorities should note that the purpose of the screening process (described in Section 3 of Part 3) is to identify whether a plan or programme is likely to have significant environmental effects. Screening should **NOT** be used to identify whether a plan or programme is a qualifying one.

3. SCREENING

3.1 Statutory Requirements

- 3.1.1 In addition to the plans and programmes requiring mandatory SEA, the Regulations identify plans and programmes which will require SEA only if they are likely to give rise to significant environmental effects. Regulation 13(1) requires these plans or

⁹ A Practical Guide to the Strategic Environmental Assessment Directive (ODPM et al, August 2005; http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_029817.pdf)

¹⁰ Implementation of Directive 2001/42 on the Assessment of the Effects of Certain Plans and Programmes on the Environment (http://europa.eu.int/comm/environment/eia/030923_sea_guidance.pdf);

programmes to be screened to ascertain whether they are likely to have significant environmental effects. This is part of the determination procedure established by Regulations 13 and 14. Where such effects are likely, SEA will be required.

3.1.2 The plans and programmes which require screening are:

- those which set the framework for future development consent of projects but are outwith the activity sectors defined in Regulation 9(a) or relate to non-EIA projects (Regulation 9(c));
- minor modifications to plans and programmes identified in Regulation 9 (Regulation 10(a)); and
- those identified in Regulation 9 which determine the use of small areas at local level (Regulation 10(b)).

3.1.3 Regulation 14(2) requires the Responsible Authorities to consult the Consultation Authorities, prior to making a determination. The purpose of this consultation is to obtain the Consultation Authorities' views as to whether or not a plan or programme is likely to have significant environmental effects.

3.1.4 A Screening Report is required by Regulation 14(1). Responsible Authorities should request the Consultation Authorities' views by submitting the Screening Report to the Consultation Authorities via the Scottish Executive SEA Gateway.

3.2 Information Helpful to the Consultation Authorities at This Stage

3.2.1 To assist the Consultation Authorities in coming to a view about whether a plan or programme is likely to have significant environmental effects, the Screening Report should provide sufficient information to inform this process. While what should be included within a Screening Report is not statutorily prescribed, the Consultation Authorities have found that the type of information set out in Table 3.1 is normally helpful.

Table 3.1. Coverage of a Screening Report

1. A brief statement about the scope of the plan or programme, i.e.:	
<ul style="list-style-type: none"> • purpose; • legal or other requirement; • topic; 	<ul style="list-style-type: none"> • geographic coverage; • context; and • aims and objectives.
2. The Responsible Authority's view as to whether or not the plan or programme is likely to have significant environmental effects.	
3. A brief justification for this view covering an assessment of the characteristics of the plan or programme, the area affected and the predicted effects with reference to the characteristics set out in Schedule 1 of the Regulations.	
4. An indicative timescale for undertaking the SEA would also be helpful.	

3.3 Likely Response by the Consultation Authorities at This Stage

- 3.3.1 The Consultation Authorities have a duty to respond with their views on whether or not the plan or programme is likely to have significant environmental effects, within **28 days** of the Screening Report being formally submitted to the Scottish Executive SEA Gateway. This response will come to the Responsible Authority via the Scottish Executive SEA Gateway.
- 3.3.2 Where a Consultation Authority's view concurs with that of the Responsible Authority, a simple confirmation will be provided, although in some cases, an Annex setting out the Consultation Authority's considerations in respect of Schedule 1 will also be provided for additional information. Where a Consultation Authority's view differs from that of the Responsible Authority it will set out the reasoning leading to that differing view. Where one or more of the Consultation Authorities have advised that a plan or programme should be subject to SEA and the Responsible Authority disagrees, the Responsible Authority may refer the matter to Scottish Ministers under Regulation 14(6) for their determination.
- 3.3.3 The Responsible Authority shall then make a determination about whether it considers the plan or programme will be likely to give rise to significant environmental effects, taking into account the Consultation Authorities' views. The Consultation Authorities shall receive a copy of the determination from the Responsible Authority within 28 days of this decision having been made under Regulation 13(1). Where a Responsible Authority considers that the plan or programme is unlikely to have significant environmental effects, it shall prepare a statement of reasons for that determination (Regulation 13(3)) and copy it to the Consultation Authorities (Regulation 15(1)).
- 3.3.4 Each Consultation Authority will copy its screening response to the other Consultation Authorities.

4. BASELINE DATA COLLATION

- 4.1 Each Consultation Authority has particular areas of expertise, holds specific information of relevance to SEA and may also be able to advise on other key data sources. These are summarised in Part 2.
- 4.2 Collection of baseline data is an on-going process throughout the SEA process. Responses by the Consultation Authorities to requests from Responsible Authorities for data and information during the SEA will be guided by the provisions of the Freedom of Information regime¹¹.

¹¹ i.e. the requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.

- 4.3 Data and information is readily available through the Consultation Authorities' individual websites. The Consultation Authorities can only provide information that is readily available to them but will endeavour to supply information in the most appropriate form and at the most suitable scale.

5. SCOPING

5.1 Statutory Requirements

- 5.1.1 Scoping is undertaken by the Responsible Authorities in conjunction with the Consultation Authorities.

- 5.1.2 Regulation 17(1) states that Responsible Authorities shall send the Consultation Authorities sufficient details of the plan or programme to enable them to provide their views on the scope and level of detail of the information that should be included in the Environmental Report. Early experience indicates that, at this stage, information is best provided in the form of a Scoping Report. It is the Consultation Authorities' expectation that Scoping Reports including the information set out in Table 3.2 will be routinely provided.

- 5.1.3 The Responsible Authorities are also required by Regulation 17(1) to consult the Consultation Authorities on the period of the consultation they intend to specify on the Environmental Report (e.g. timing; duration). **Note:** following the Consultation Authorities' comments on this, Regulation 17(3)(b) requires Responsible Authorities to advise the Scottish Ministers of the proposed consultation period. Scottish Ministers may specify a different consultation period if they consider that this is required to ensure early and effective opportunity to comment.

5.2 Information Helpful to the Consultation Authorities at This Stage

- 5.2.1 The purpose of the scoping process is to identify the scope of the environmental assessment and the level of detail needed, through:

- identification of the key areas on which effort should be focussed during the preparation of the Environmental Report. This includes elements of the plan or programme, and elements of the affected environment;
- clarification of the geographical and temporal boundaries of the study;
- identification of the level of detail which is appropriate for the assessment; and
- consultation with the Consultation Authorities on these matters.

- 5.2.2 To be able to provide relevant advice at this stage, the Consultation Authorities need certain information to be provided in the Scoping Report. While the Regulations state that "sufficient details" shall be provided, the Consultation Authorities consider that best practice would include the information set out in Table 3.2.

5.3 Likely Response by the Consultation Authorities at This Stage

- 5.3.1 The Consultation Authorities are required to respond within **35 days** of the Scoping Report being formally submitted to the Scottish Executive SEA Gateway, providing

their views on the intended scope, level of detail and proposed consultation period for the Environmental Report. These responses will come to the Responsible Authorities via the Scottish Executive SEA Gateway.

5.3.2 It should be noted that a Consultation Authority's advice will focus on the significant environmental effects, will only cover each Consultation Authority's areas of competence and will take into account the objectives and geographical scope of the plan or programme. The advice will offer a view on:

- the likely significant effects on the environment of implementing the plan or programme that warrant assessment within the Environmental Report;
- the scope and level of detail of the information to be covered with reference to Schedule 2 of the Regulations.

Table 3.2. Coverage of a Scoping Report

1 Context	
a	The Plan <ul style="list-style-type: none"> • Plan name, area covered, period covered, timescales for preparation • Legal requirement for plan • Plan purpose, subject and proposed objectives • Relationship with other relevant Plans and Programmes
b	The Area <ul style="list-style-type: none"> • Summary of existing environmental problems in the area/sector covered by the plan or programme and relevant aspects of the current state of the environment • Summary of likely future changes to environment without the plan • Environmental characteristics of areas likely to be significantly affected by the plan or programme • Relationship with existing environmental objectives relevant to the plan or programme. These may be European objectives set by Directives, national objectives set by legislation or policy or they may be local/regional objectives
2. Scope	
a	Scope and Level of Detail <ul style="list-style-type: none"> • Summary of the environmental issues to be considered in the Environmental Report with justifications • Summary of any environmental issues not to be considered in the Environmental Report with justifications • Summary of the proposed level of detail of assessment – e.g. will the assessment focus on very detailed policies in the plan, or just strategic objectives?
b	Alternatives & Mitigation <ul style="list-style-type: none"> • Where possible, a summary of intended approach to assessing alternatives (e.g. type and scale of alternatives that may be assessed) • Where possible, the proposed approach for identification of mitigation
3. Methods	

a	Assessment Method <ul style="list-style-type: none"> • A brief summary of the proposed approach to the assessment which might include: <ul style="list-style-type: none"> ○ Summary of existing work to date ○ Proposed (draft) SEA objectives ○ Proposed approach to assessment including use of SEA objectives ○ Proposed (draft) indicators
4. Next Steps	
a	Consultation <ul style="list-style-type: none"> • Proposed consultation period for the Environmental Report

5.3.3 Consultation Authorities may also offer a view on:

- the range of alternatives to be considered within the environmental assessment and any further options that might merit consideration;
- any relevant existing environmental issues to which the environmental assessment should have regard;
- any environmental protection objectives that might be taken into account in the environmental assessment; and
- the range of baseline information which the Responsible Authority propose to consider in the assessment.

5.3.4 The Consultation Authorities are required to copy their scoping responses to one another.

6. THE ENVIRONMENTAL REPORT

6.1 Statutory Requirements

6.1.1 The Regulations require the Responsible Authorities to consult with the Consultation Authorities on the Environmental Report. Regulation 18 states that Responsible Authorities must within 14 days of completion of the Environmental Report and related plan or programme send a copy of all relevant documents to the Consultation Authorities. This should be done via the Scottish Executive SEA Gateway. The Regulations do not require the Consultation Authorities to respond.

6.2 Information Helpful to the Consultation Authorities at This Stage

6.2.1 In line with the Regulations, the Consultation Authorities will each require a copy of both the Environmental Report and the plan or programme to which it relates. Ideally, this should comprise both a hard copy and an electronic version (e.g. supplied on a CD containing the relevant documents or link to relevant web documents).

6.2.2 The Consultation Authorities expect that the Environmental Report will contain the information required by Schedule 2 of the Regulations. It would be helpful if the Environmental Report was to include maps showing the baseline environmental

information, the geographical coverage of the plan or programme and, where appropriate, areas of land affected.

6.3 Likely Response by the Consultation Authorities at this Stage

6.3.1 Consultation responses will be made via the Scottish Executive SEA Gateway.

6.3.2 Consultation Authority comments on the Environmental Report may include:

- opinion on whether or not the current state of the environment and key trends have been correctly identified;
- opinion on whether or not the assessment of likely significant effects on the environment is satisfactory;
- opinion on any measures that could prevent, reduce or offset any significant adverse effects on the environment when implementing the plan or programme; and
- opinion on the monitoring measures that are proposed.

6.3.3 Where the SEA is incorporated within a Sustainability Appraisal, please note that (a) the Consultation Authorities will only comment on environmental issues and (b) the SEA part of the Sustainability Appraisal should be a distinct and easily identifiable component.

6.3.4 Where Consultation Authorities respond, they will normally do so within the consultation period identified at the scoping stage, unless this has been modified by the Scottish Ministers. Where the Consultation Authorities are content that the issues raised in earlier reporting stages are covered, this may take the form of a simple acknowledgement.

6.3.5 The advice provided may be limited by available resources and will focus on the principal issues that are considered to be of importance. A Consultation Authority may sometimes decide to provide a 'no comment' response to a consultation if they have not identified any significant issues, if they feel that the views expressed at the scoping stage have been taken fully into account or if they do not hold relevant information.

6.3.6 It is important to note that each of the Consultation Authority's comments on the Environmental Report will be separate from any comments they may wish to offer on the proposed plan or programme. The comments provided at this stage are in connection with the adequacy of the Environmental Report and are without prejudice to comments that may be made by any of the Consultation Authorities on the plan itself.

6.3.7 It should be noted that this does not affect a Consultation Authority's obligation to advise on, and potentially formally object to, specific development proposals that may subsequently arise within the framework of the plan or programme. In addition, it will not affect the way in which a Consultation Authority may regulate specific activities that may arise from the plan or programme where it falls under other environmental protection legislation.

7. DECISION TO ADOPT

7.1 Statutory Requirements

7.1.1 Regulation 19 requires that in the adoption of a plan or programme, Responsible Authorities take account of the Environmental Report and every view expressed upon it during the consultation.

7.1.2 Regulation 20(2) requires Responsible Authorities to send to each of the Consultation Authorities, as soon as reasonably practicable after the adoption of a plan or programme, a copy of the plan or programme as adopted and a statement (which may be termed 'the SEA Statement') to explain:

- how environmental considerations have been integrated into the plan or programme;
- how the Environmental Report has been taken into account;
- how opinions expressed on the Environmental Report have been taken into account;
- how any other consultations have been taken into account;
- the reasons for choosing the plan or programme as adopted in the light of other alternatives dealt with; and
- the measures that are to be taken to monitor the significant environmental effects of implementing the plan.

7.1.3 The SEA Statement should be sent to the Scottish Executive SEA Gateway.

7.2 Likely Response by the Consultation Authorities at This Stage

7.2.1 The Consultation Authorities will normally not respond but may, at their discretion, offer further advice in relation to particulars of the plan or programme adopted; the statement on consultation and decisions made; and the monitoring measures proposed.

7.2.2 Responses, if any, will be made via the Scottish Executive SEA Gateway.

PART 4

SCOTTISH CONSULTATION BODY DUTIES UNDER THE UK-WIDE SEA REGULATIONS

1. INTRODUCTION

- 1.1 As well as being designated as Consultation Authorities in Scotland, the Scottish Ministers, SEPA and SNH are designated as **Consultation Bodies** under Regulation 4(3) of the UK-wide Regulations. The Scottish Ministers have designated Historic Scotland to act on their behalf on matters affecting the historic environment. The UK-wide Regulations apply in Scotland where a plan or programme covers all or part of Scotland *and* any other part of the United Kingdom. This part of the Information Note relates only to plans and programmes falling under the UK-wide Regulations. As these Regulations are different from their Scottish counterpart, information provided in this section should **NOT** be used in assessing Scottish plans and programmes.

2. DOES A PLAN REQUIRE SEA?

2.1 Statutory Requirements

- 2.1.1 It falls to the Responsible Authorities to decide whether a plan or programme is a qualifying one, and therefore subject to the SEA Regulations. Responsible Authorities should use the wording in the UK-wide SEA Regulations and the UK-wide SEA guidance¹². The European Commission have also produced guidance on the SEA Directive, which may prove helpful¹³. The Scottish Consultation Bodies are unable to advise on these matters.
- 2.1.2 The Responsible Authorities should note that the purpose of the screening process (described in Section 3 of Part 4) is to identify whether a plan or programme is likely to have significant environmental effects. Screening should **NOT** be used to identify whether a plan or programme is a qualifying one.

3. SCREENING

3.1 Statutory Requirements

- 3.1.1 In addition to the plans and programmes requiring mandatory SEA, the Regulations identify plans and programmes which will require SEA only if they are likely to give rise to significant environmental effects. Regulation 9(1) requires these plans or

¹² A Practical Guide to the Strategic Environmental Assessment Directive (ODPM et al, August 2005); http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_029817.pdf

¹³ Implementation of Directive 2001/42 on the Assessment of the Effects of Certain Plans and Programmes on the Environment (http://europa.eu.int/comm/environment/eia/030923_sea_guidance.pdf);

programmes to be screened to ascertain whether they are likely to have significant environmental effects. This is part of the determination procedure established by Regulation 9. Where such effects are likely, SEA will be required.

3.1.2 The plans and programmes which require screening are:

- those which set the framework for future development consent of projects but are outwith the activity sectors defined in Regulation 5(2) or relate to non-EIA projects (Regulation 5(4)(a) and (b));
- those identified in Regulation 5(2) or (3) which determine the use of small areas at local level; and
- minor modifications to plans and programmes identified in Regulation 5(2) or (3).

3.1.3 Regulation 9(2)(b) requires the Responsible Authorities to consult the Consultation Bodies, prior to making a determination. The purpose of this consultation is to obtain the Consultation Bodies' views as to whether or not a plan or programme is likely to have significant environmental effects.

3.1.4 Consultations with the Scottish Consultation Bodies should be submitted through the Scottish Executive SEA Gateway.

3.2 Information Helpful to the Scottish Consultation Bodies at This Stage

3.2.1 To assist them in coming to a view about whether a plan or programme is likely to have significant environmental effects, the Scottish Consultation Bodies would find it helpful to see certain information provided in the form of a Screening Report. While what should be included within a Screening Report is not statutorily prescribed, the Scottish Consultation Bodies have found that the type of information set out in Table 4.1 is normally helpful.

Table 4.1. Coverage of a Screening Report

1.	A brief statement as to the scope of the plan or programme, i.e.:	
	<ul style="list-style-type: none"> • purpose; • legal or other requirement; • topic; 	<ul style="list-style-type: none"> • geographic coverage; • context; and • aims and objectives.
2.	The Responsible Authority's view as to whether or not the plan or programme is likely to have significant environmental effects;	
3.	A brief justification for this view covering an assessment of the characteristics of the plan or programme, the area affected and the predicted effects with reference to the characteristics set out in Schedule 1 of the Regulations;	
4.	An indicative timescale for undertaking the SEA would also be helpful;	
5.	Contact details for informal discussion.	

3.3 Likely Response by the Scottish Consultation Bodies at This Stage

- 3.3.1 The Scottish Consultation Bodies will normally respond, within 28 days of the Screening Report being formally submitted to the Scottish Executive SEA Gateway, with comments on whether or not the plan or programme is likely to have significant environmental effects. This response will come to the Responsible Authorities via the Scottish Executive SEA Gateway. The response period is not statutory and in more complex cases when a Scottish Consultation Body may be unable to meet this standard the officer dealing with the case will agree with a Responsible Authority when a response can be provided.
- 3.3.2 Where a Scottish Consultation Body's view concurs with that of the Responsible Authority, a simple confirmation will be provided, although in some cases, an Annex setting out their considerations in respect of Schedule 1 may also be provided for additional information. Where a Scottish Consultation Body's view differs from that of the Responsible Authority it will set out the reasoning leading to that differing view.
- 3.3.3 The Scottish Consultation Bodies should receive a copy of a determination and, where appropriate, a statement of reasons for the determination from the Responsible Authority within 28 days of this decision having been made under Regulation 9(1).
- 3.3.4 In Scotland, each Consultation Body will copy its screening response to the other Consultation Bodies.

4. BASELINE DATA COLLATION

- 4.1 In Scotland, each Consultation Body has particular areas of expertise, holds specific information of relevance to SEA and may be able to advise on other key data sources. These are summarised in Part 2.
- 4.2 Collection of baseline data is an on-going process throughout the SEA process. Responses by the Scottish Consultation Bodies to requests from Responsible Authorities for data and information during the SEA will be guided by the provisions of the Freedom of Information regime.¹⁴
- 4.3 In Scotland, data and information is readily available through the individual Consultation Bodies' individual websites. The Scottish Consultation Bodies can only provide information that is readily available to them but will endeavour to supply information in the most appropriate form and at the most suitable scale.

5. SCOPING

5.1 Statutory Requirements

¹⁴ i.e. the requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004

- 5.1.1 Scoping is undertaken by the Responsible Authorities in conjunction with the Consultation Bodies.
- 5.1.2 Regulation 12(5) states that Responsible Authorities shall consult the Consultation Bodies when deciding the scope and level of detail of the information that must be included within the Environmental Report. Early experience indicates that, at this stage, information is best provided in the form of a Scoping Report. It is the Scottish Consultation Bodies' expectation that Scoping Reports including the information set out in Table 4.2 will be routinely provided.
- 5.1.3 Consultations with the Scottish Consultation Bodies should be submitted through the Scottish Executive SEA Gateway.

5.2 Information Helpful to the Scottish Consultation Bodies at This Stage

- 5.2.1 The purpose of the scoping process is to identify the scope of the environmental assessment and the level of detail needed, through:
- identification of the key areas on which effort should be focussed during the preparation of the Environmental Report. This includes elements of the plan or programme, and elements of the affected environment;
 - clarification of the geographical and temporal boundaries of the study;
 - identification of the level of detail which is appropriate for the assessment; and
 - consultation with the Scottish Consultation Bodies on these matters.
- 5.2.2 To be able to provide relevant advice at this stage, the Scottish Consultation Bodies need certain information to be provided in the Scoping Report. While what should be included within a Scoping Report is not statutorily prescribed, the Scottish Consultation Bodies consider that best practice would include the information set out in Table 4.2.

5.3 Likely Response by the Scottish Consultation Bodies at This Stage

- 5.3.1 The Regulations do not require the Consultation Bodies to respond. If any of the Scottish Consultation Bodies wish to respond, they are required to do so within **35 days** of the scoping consultation being formally submitted to the Scottish Executive SEA Gateway, providing their view on the intended scope and level of detail of the Environmental Report. These responses will come to the Responsible Authorities via the Scottish Executive SEA Gateway.
- 5.3.2 In Scotland it should be noted that a Consultation Body's advice will focus on the significant environmental effects, will only cover each Consultation Body's areas of competence and will take into account the objectives and geographical scope of the plan or programme. The advice will offer a view on:
- the likely significant effects on the environment of implementing the plan or programme that warrant assessment within the Environmental Report;
 - the scope and level of detail of the information to be covered as referred to in Schedule 2 of the Regulations.

5.3.3 Scottish Consultation Bodies may also offer a view on:

- the range of alternatives to be considered within the environmental assessment and any further options that might merit consideration;
- any relevant existing environmental issues to which the environmental assessment should have regard;
- any environmental protection objectives that might be taken into account in the environmental assessment; and
- the range of baseline information which the Responsible Authority proposes to consider in the assessment.

Table 4.2. Coverage of a Scoping Report

1 Context	
a	The Plan <ul style="list-style-type: none"> • Plan name, area covered, period covered, timescales for preparation • Legal requirement for plan • Plan purpose, subject and proposed objectives • Relationship with other relevant Plans and Programmes
b	The Area <ul style="list-style-type: none"> • Summary of existing environmental problems in the area/sector covered by the plan or programme and relevant aspects of the current state of the environment • Summary of likely future changes to environment without plan • Environmental characteristics of areas likely to be significantly affected by the plan or programme • Relationship with existing environmental objectives relevant to the plan or programme. These may be European objectives set by Directives, national objectives set by legislation or policy or they may be local/regional objectives
2. Scope	
a	Scope and Level of Detail <ul style="list-style-type: none"> • Summary of the environmental issues to be considered in the Environmental Report with justifications • Summary of any environmental issues not to be considered in the Environmental Report with justifications • Summary of the proposed level of detail of assessment – e.g. will the assessment focus on very detailed policies in the plan, or just strategic objectives?
b	Alternatives & Mitigation <ul style="list-style-type: none"> • Where possible, a summary of intended approach to assessing alternatives (e.g. type and scale of alternatives that may be assessed) • Where possible, the proposed approach for identification of mitigation
3. Methods	
a	Assessment Method <ul style="list-style-type: none"> • A brief summary of the proposed approach to the assessment which might include: <ul style="list-style-type: none"> ○ Summary of existing work to date ○ Proposed (draft) SEA objectives ○ Proposed approach to assessment

	<ul style="list-style-type: none"> ○ Proposed (draft) indicators
4. Next Steps	
a	Consultation <ul style="list-style-type: none"> ● Proposed consultation period for the Environmental Report

5.3.4 All consultation responses will be submitted through the Scottish Executive SEA Gateway.

5.3.5 In Scotland, the Consultation Bodies will copy their scoping responses to the other Consultation Bodies.

6. THE ENVIRONMENTAL REPORT

6.1 Statutory Requirements

6.1.1 Regulation 13(2) requires the Responsible Authorities, as soon as reasonably practicable after the preparation of the relevant documents, to send a copy of the Environmental Report and related plan or programme to the Consultation Bodies. The Regulations do not require the Consultation Bodies to respond.

6.1.2 Consultations with the Scottish Consultation Bodies should be submitted through the Scottish Executive SEA gateway.

6.2 Information Helpful to the Scottish Consultation Bodies at This Stage

6.2.1 In line with the Regulations, the Scottish Consultation Bodies will each require a copy of both the Environmental Report and the plan or programme to which it relates. Ideally, this should comprise a hard copy and an electronic version (e.g. supplied on a CD containing the relevant documents or link to relevant web documents).

6.2.2 The Scottish Consultation Bodies expect that the Environmental Report will contain the information required by Schedule 2 of the Regulations. It would be helpful if the Environmental Report was to include maps showing the baseline environmental information, the geographical coverage of the plan or programme and, where appropriate, areas of land affected.

6.3 Likely Response by the Scottish Consultation Bodies at This Stage

6.3.1 Consultation responses will be made via the Scottish Executive SEA Gateway.

6.3.2 In Scotland, the Consultation Bodies' comments on the Environmental Report may include:

- opinion on whether or not the current state of the environment and key trends have been correctly identified;
 - opinion on whether or not the assessment of likely significant effects on the environment is satisfactory;
 - opinion on any measures that could prevent, reduce or offset any significant adverse effects on the environment when implementing the plan or programme; and
 - opinion on the monitoring measures that are proposed.
- 6.3.3 Where the SEA is incorporated within a Sustainability Appraisal, please note that (a) the Scottish Consultation Bodies will only comment on environmental issues and (b) that the SEA part of the Sustainability Appraisal should be a distinct and easily identifiable component.
- 6.3.4 Where the Scottish Consultation Bodies respond, they will normally do so within the consultation period indicated at the scoping stage. Where the Scottish Consultation Bodies are content that the issues raised in earlier consultations – particularly scoping - are covered, this may take the form of a simple acknowledgement.
- 6.3.5 The advice provided at this stage may be limited by available resources and will focus on the principal issues that are considered to be of importance. Scottish Consultation Bodies may sometimes decide to provide a ‘no comment’ response to a consultation if they have not identified any significant issues, if they feel that the views expressed at the scoping stage have been taken fully into account or if they do not hold relevant information.
- 6.3.6 In Scotland, it is important to note that each Consultation Body’s comments on the Environmental Report will be separate from any comments they may wish to offer on the proposed plan or programme. The comments provided at this stage are in connection with the adequacy of the Environmental Report and are without prejudice to comments that may be made by any of the Scottish Consultation Bodies on the plan itself.
- 6.3.7 It should be noted that this does not affect the Scottish Consultation Bodies’ obligation to advise on, and potentially object to, specific development proposals that may subsequently arise within the framework of the plan or programme. In addition, it will not affect the way in which a Scottish Consultation Body may regulate specific activities which may arise from the plan or programme where it falls under other environmental protection legislation.

7. TRANSBOUNDARY CONSULTATIONS

7.1 Statutory Requirements

- 7.1.1 Under Regulation 14(5)(b) the Consultation Bodies must be notified of the outcome of consultations with respect to potential transboundary effects upon another EU Member State arising from a UK plan or programme.

- 7.1.2 Where a plan is being prepared by another EU Member State and implementation is likely to have significant effects on the environment of any part of the UK, then under Regulation 15(4)(b) the Consultation Bodies will receive from the Secretary of State a copy of the draft plan or programme and the relevant Environmental Report. The Consultation Bodies under Regulation 15(4)(e) are invited to forward to the Secretary of State their opinions on the Environmental Report and the plan or programme to which it relates.
- 7.1.3 Consultations with the Scottish Consultation Bodies will be managed through the Scottish Executive SEA Gateway.

7.2 Likely Response by the Scottish Consultation Bodies at This Stage

- 7.2.1 Where consulted under Regulation 15(4), the Scottish Consultation Bodies will, where appropriate, respond in line with the information set out in Section 6.3 of this Information Note

8. DECISION TO ADOPT

8.1 Statutory Requirements

8.1.1 Regulation 8(3) requires that Responsible Authorities take account of the Environmental Report and the views expressed upon it during the consultation.

8.1.2 Regulation 16(2)(a) requires Responsible Authorities to send to each of the Consultation Bodies, as soon as reasonably practicable after the adoption of a plan or programme, a copy of the plan or programme as adopted and a statement (which may be termed 'the SEA Statement') to explain:

- how environmental considerations have been integrated into the plan or programme;
- how the environmental report has been taken into account;
- how opinions expressed on the Environmental Report have been taken into account;
- how any other consultations have been taken into account;
- the reasons for choosing the plan or programme as adopted in the light of other alternatives dealt with; and
- the measures that are to be taken to monitor the significant environmental effects of implementing the plan.

8.1.3 The SEA Statement should be submitted to the Scottish Consultation Bodies through the Scottish Executive SEA Gateway.

8.2 Response by the Scottish Consultation Bodies at This Stage

8.2.1 The Scottish Consultation Bodies will normally not respond to the SEA Statement but may, at their discretion offer further advice in relation to particulars of the plan or programme adopted; the statement on consultation and decisions made; and the monitoring measures proposed.

8.2.2 Responses will be made via the Scottish Executive SEA Gateway.

Document status

**INFORMATION FOR RESPONSIBLE AUTHORITIES on PROCEDURES FOR
CONSULTATION WITH THE SCOTTISH CONSULTATION AUTHORITIES AND
ACCESS TO INFORMATION AND ADVICE**

The contents of this document have been formally approved by:

Historic Scotland



SHEENAGH ADAMS
Director of Heritage Policy

Date: 5 October 2005

Scottish Environment Protection Agency



CALUM MACDONALD
Director of Environmental and Organisational Strategy

Date: 5 October 2005

Scottish Natural Heritage



JOHN THOMSON
Director Strategy and Operations (West)

Date: 27 September 2005

Annex C: Respondent Information Form

CONSULTATION ON STRATEGIC ENVIRONMENTAL ASSESSMENT: DRAFT INFORMATION NOTE ON PROCEDURES FOR CONSULTATION WITH THE SCOTTISH CONSULTATION AUTHORITIES

Please complete the details below and attach it with your response. This will help ensure we handle your response appropriately. Thank you for your help.

Name:

Postal Address:

1. Are you responding: (please tick one box)
- (a) as an individual go to Q2a/b and then Q4
- (b) **on behalf of** a group/organisation go to Q3 and then Q4

INDIVIDUALS

- 2a. Do you agree to your response being made available to the public (in Scottish Executive library and/or on the Scottish Executive website)?

Yes (go to 2b below)

No, not at all We will treat your response as confidential

- 2b. Where **confidentiality is not requested**, we will make your response available to the public on the following basis (please tick **one** of the following boxes)

Yes, make my response, name and address all available

Yes, make my response available, but not my name or address

Yes, make my response and name available, but not my address

ON BEHALF OF GROUPS OR ORGANISATIONS

3. The name and address of your organisation **will** be made available to the public (in the Scottish Executive library and/or on the Scottish Executive website). Are you content for your response to be made available also?

Yes

No

4. We will share your response internally with other Scottish Executive policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for the Scottish Executive to contact you again in the future in relation to this consultation response?

Yes

No

Annex D The Scottish Executive Consultation Process

Consultation is an essential and important aspect of Scottish Executive working methods. Given the wide-ranging areas of work of the Scottish Executive, there are many varied types of consultation. However, in general, Scottish Executive consultation exercises aim to provide opportunities for all those who wish to express their opinions on a proposed area of work to do so in ways which will inform and enhance that work.

The Scottish Executive encourages consultation that is thorough, effective and appropriate to the issue under consideration and the nature of the target audience. Consultation exercises take account of a wide range of factors, and no two exercises are likely to be the same.

Typically Scottish Executive consultations involve a written paper inviting answers to specific questions or more general views about the material presented. Written papers are distributed to organisations and individuals with an interest in the issue, and they are also placed on the Scottish Executive web site enabling a wider audience to access the paper and submit their responses¹⁵. Consultation exercises may also involve seeking views in a number of different ways, such as through public meetings, focus groups or questionnaire exercises. Copies of all the written responses received to a consultation exercise (except those where the individual or organisation requested confidentiality) are placed in the Scottish Executive library at Saughton House, Edinburgh (K Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD, telephone 0131 244 4565).

All Scottish Executive consultation papers and related publications (e.g. analysis of response reports) can be accessed at: [Scottish Executive consultations](http://www.scotland.gov.uk/consultations) (<http://www.scotland.gov.uk/consultations>).

The views and suggestions detailed in consultation responses are analysed and used as part of the decision-making process, along with a range of other available information and evidence. Depending on the nature of the consultation exercise the responses received may:

- indicate the need for policy development or review
- inform the development of a particular policy
- help decisions to be made between alternative policy proposals
- be used to finalise legislation before it is implemented

Final decisions on the issues under consideration will also take account of a range of other factors, including other available information and research evidence.

While details of particular circumstances described in a response to a consultation exercise may usefully inform the policy process, consultation exercises cannot address individual concerns and comments, which should be directed to the relevant public body.

¹⁵ <http://www.scotland.gov.uk/consultations>

Annex E: List of Organisations Consulted

CONSULTATION ON STRATEGIC ENVIRONMENTAL ASSESSMENT: DRAFT INFORMATION NOTE ON PROCEDURES FOR CONSULTATION WITH THE SCOTTISH CONSULTATION AUTHORITIES

ACADEMIC, LEGAL AND RESEARCH

CIRIA

The Law Society of Scotland

SNIFFER

University of Strathclyde (Dr Elsa Joao)

University of Dundee (Tony Jackson)

BUSINESS AND ENTERPRISE

CBI Scotland

Highlands and Islands Enterprise

Scottish Enterprise

CONSULTANTS

AOC Archaeology Group

CFA Archaeology Ltd

David Tyldesley & Associates

Ecodyn Limited

ENTEC Ltd

Envirocentre

Environ

ERM

Faber Maunsell

Jacobs Babtie

Land Use Consultants

Levett Therivel

Scott Wilson

Steer Davies Gleave

TRL

WSP Environmental

CONSULTATION BODIES

England: Countryside Agency
Environment Agency
English Nature
English Heritage

Wales: Environment Agency
Cadw
CCW

Northern Ireland: Department of Environment & Heritage Services

NHS

NHS Health Scotland

NON-GOVERNMENTAL ORGANISATIONS (ENVIRONMENTAL)

Architecture and Design Scotland
Bat Conservation Trust
Bord Gaidhlig na h-alba
British Trust for Ornithology (Scotland)
BTCV Scotland
Built Environment Forum Scotland
Butterfly Conservation Scotland
Earthwatch
Energy Action Scotland
Fisheries (Electricity) Committee
Friends of the Earth Scotland
FWAG Scotland
The Game Conservancy Trust (Scotland)
Garden History Society
Greenspace Scotland
Historic Environment Advisory Council for Scotland
Marine Conservation Society
National Biodiversity Network Trust
National Society for Clean Air and Environmental Protection
National Trust for Scotland
Plantlife Scotland
Royal Society for the Protection of Birds (RSPB) Scotland
Rural Scotland
Scottish Badgers
Scottish Civic Trust
Scottish Crofting Foundation
Scottish Environment LINK
Scottish Fishermen's Federation
Scottish Native Woods
Scottish Wildlife Trust
WWF Scotland

PROFESSIONAL INSTITUTES AND ASSOCIATIONS

Association of Local Government Archaeological Officers
CoSLA
Council for British Archaeology
Council for Independent Archaeologists
Council for Scottish Archaeology
Institute of Environmental Management and Assessment (IEMA)
Institute of Field Archaeologists
Institute of Field Archaeologists - Scottish Group
Royal Institute of Charter Surveyors Scotland
Royal Town Planning Institute Scotland
Society of Chief Officers of Transportation in Scotland (SCOTS)

PUBLIC BODIES

Big Lottery Fund
Communities Scotland
Crofters Commission

The Crown Estate
Defence Estates Scotland & Northern Ireland
The Macaulay Institute
Maritime and Coastguard Agency
National Library of Scotland
National Museums of Scotland
ODPM
Royal Botanic Garden Edinburgh
Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS)
Scottish Coastal Forum
Scottish Executive
Scottish Homes (Residuary Body)
Scottish Industrial Development Advisory Board
Scottish Museums Council

SUSTAINABILITY ORGANISATIONS

Forward Scotland
Sustainable Scotland Network
TRANSform Scotland

RESPONSIBLE AUTHORITIES (by sector)

AGRICULTURE, FISHERIES AND FORESTRY

Central Scotland Forest Trust
Deer Commission for Scotland
Deer Commission for Scotland
The Forestry Commission
Woodland Trust Scotland

LAND USE PLANNING

Aberdeen City Council
Aberdeenshire Council
Angus Council
Argyll and Bute Council
Cairngorms National Park Authority
The City of Edinburgh Council
Clackmannanshire Council
Comhairle nan Eilean Siar
Dumfries and Galloway Council
Dundee City Council
East Ayrshire Council
East Dunbartonshire Council
East Lothian Council
East Renfrewshire Council
Falkirk Council
Fife Council
Glasgow City Council
Glasgow and Clyde Valley Structure Plan Team
Highland Council
Inverclyde Council

Loch Lomond and the Trossachs National Park Authority
Midlothian Council
Moray Council
North Ayrshire Council
North Lanarkshire Council
Orkney Archaeological Trust
Orkney Islands Council
Perth and Kinross Council
Perth & Kinross Heritage Trust
Renfrewshire Council
Scottish Borders Council
Shetland Islands Council
Shetland Amenity Trust
South Ayrshire Council
South Lanarkshire Council
Stirling Council
West Dunbartonshire Council
West Lothian Council
West of Scotland Archaeology Service

TOURISM AND RECREATION

Scottish Tourism Forum
Sportscotland
Tourism and the Environment Forum
Visitscotland

TRANSPORT

British Waterways Scotland
Caledonian MacBrayne Limited
Highlands and Islands Airports Limited
HITRANS
NESTRANS
Network Rail
SESTRAN
Strategic Rail Authority
Strathclyde Passenger Transport
WESTRANS

UTILITIES AND ENERGY

British Energy Group Plc
British Wind Energy Association
Scottish and Southern Energy PLC
Scottish Coal Company Ltd
Scottish Power
Scottish Renewables Forum
Scottish Water
UKAEA Dounreay

WASTE MANAGEMENT

NIREX

WATER
Scottish Water