



# Scotland's Deposit Return Scheme

## Proximity-based exemption application guidance

**Please read in full before you begin to complete your application.**

Please note – **you will not be able to save your application once you begin.** You can view the entire application before you start. Where there are free-text boxes, we recommend typing into a Word document and pasting into the application.

If you wish to attach any documents, this can be done at the end of the form. See **Appendix 1** for further instructions.

### Section A: Application submission

- Please enter the details of the person who is completing the application, even if they are different from those of the retailer seeking an exemption.
- Make sure that you have read and understood the privacy statement before continuing.

### Section B: Application for a proximity exemption

In this section, you will again be asked for address and contact details. We are aware this may result in some repetition in some cases e.g., if the person completing the application, the main office of the organisation, and the location of the retail premises seeking exemption are all at the same address, however in other cases all three may be different.

Please complete all fields, regardless.

### Question 1: Opening Hours

**You will be asked to provide your opening hours and those of the alternative return point.**

- The alternative return point must be open at similar times to the retailer seeking an exemption. This is to make sure your customers can easily access a return point.
- If you operate varying hours, please note that the boxes are free form to allow you to note this.
- If the alternative return point operates/will operate a reverse vending machine (RVM) that is accessible at different times e.g. it operates outside a retailer 24 hours, even when it is closed, please note that too.
- Our assessment will make allowances where differences in opening times occur in the evening/early morning.



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We have given two examples below as illustration:

## Example 1: an eligible application.

In the below example, the applicant and the alternative return point keep the same hours, but the alternative return point is closed on a Sunday.

This means there are eight hours each week when the applicant will be open, and the return point will not be. During these hours, the applicant's customers will not have an alternative return point. However, because this represents less than 20% of the applicant's total opening hours, they are still eligible.

|           | Shop A (applying for an exemption) | Shop B (alternative return point) |
|-----------|------------------------------------|-----------------------------------|
| Monday    | 09:00 – 17:00                      | 09:00 – 17:00                     |
| Tuesday   | 09:00 – 17:00                      | 09:00 – 17:00                     |
| Wednesday | 09:00 – 17:00                      | 09:00 – 17:00                     |
| Thursday  | 09:00 – 17:00                      | 09:00 – 17:00                     |
| Friday    | 09:00 – 17:00                      | 09:00 – 17:00                     |
| Saturday  | 09:00 – 17:00                      | 09:00 – 17:00                     |
| Sunday    | 09:00 – 17:00                      | Closed                            |

## Example 2: an ineligible application

Shop C is open for 84 hours per week, but for 28 hours each week they will be open while the alternative return point is closed. This means there will not be an active alternative return point for 25% of the time they are open, so they would not be eligible and their application would be unsuccessful.

|           | Shop C (applying for an exemption) | Shop D (alternative return point) |
|-----------|------------------------------------|-----------------------------------|
| Monday    | 07:00 – 19:00                      | 09:00 – 17:00                     |
| Tuesday   | 07:00 – 19:00                      | 09:00 – 17:00                     |
| Wednesday | 07:00 – 19:00                      | 09:00 – 17:00                     |
| Thursday  | 07:00 – 19:00                      | 09:00 – 17:00                     |
| Friday    | 07:00 – 19:00                      | 09:00 – 17:00                     |
| Saturday  | 07:00 – 19:00                      | 09:00 – 17:00                     |
| Sunday    | 07:00 – 19:00                      | 09:00 – 17:00                     |



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## Question 2: Physical Location

**What is the distance, as a pedestrian, between the premises applying for an exemption and the proposed alternative return point, in meters?**

- To make sure that the public have easy access to the alternative return point, it must be located within **400 metres** of the exempted premises. This should be measured as a pedestrian would travel, not as a straight-line distance.
- You can easily check the distance using Google Maps, or another online map tool (see guidance at Appendix 2 for how to do this).

## Question 3: Please tell us about the accessibility of both premises.

- This should include any alterations made to increase the accessibility of the premises of the retailer seeking exemption. In particular you should tell us whether you have any of the following:
  - Wheelchair access
  - Widened aisles to allow passage of a wheelchair
  - A hearing loop
- For each of these you must say whether similar alterations are in place at the alternative return point.

## Section C: Agreement to take back containers on another retailer's behalf

### Getting agreement

- You cannot apply for a proximity-based exemption without the consent of the operators of the alternative return point. Make sure you do this before beginning your application.
- You will have to provide their contact details.
- Approval will have to have been granted by the responsible person. For chains, that may require approval from head office.
- The assessors of your application may follow up with them to confirm their approval.

We have provided two scenarios below as illustration:

### ***Example 1: Little Town***



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Angus, Syed, Ishbel and Ana run corner shops in Little Town centre and would like to seek exemptions. David runs a larger supermarket within 400m of them all and has a large RVM in his car park. The corner shop owners each ask David if he would be an alternative return point for them and he agrees.

- Angus, Syed, Ishbel and Ana need to apply for proximity exemptions and should name David as the alternative return point.
- At least one of these applications needs to provide full details of how David will manage the returns (see next guidance point). The other two just need to add David's contact details and select "Alternative return point details provided on another exemption application".

## Voluntary return points

In some cases, the proposed alternative return point may be in the process of applying to be a voluntary return point and may not yet have a physical return point in place yet. There is the opportunity to let us know about this on the application form and we will connect the two applications.

To explain this scenario, we have included an example below:

### ***Example 2: Fir Tree Shopping Centre***

Shops A, B and C are all units within the shopping centre and all sell drinks containers to take away, therefore are obliged to accept returns. The shopping centre does not itself sell drinks, so it's not required to accept returns. However, it has offered to implement an RVM in its main concourse and act as a return point for all the units. All three units are happy with this set up.

- Fir Tree needs to apply to become a voluntary return point and should name units A, B and C and state that it will act as an alternative return point for them.
- Units A, B and C each need to apply for proximity exemptions and name Fir Tree as the alternative return point. At least one of these applications needs to provide full details of how Fir Tree will manage the returns (see next guidance point). The other two just need to add its contact details and select "Alternative return point details provided on another exemption application".
- Any new units that open after the applications that are processed, or any other units that want to make use of the RVMs, will need to seek permission from Fir Tree and complete their own application for an exemption, naming Fir Tree as the alternative return point.

## Question 1: Estimated number of returned containers



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- The alternative return point must be able to manage the total volume of containers they expect to be returned to them, including the additional volume from the named exemption applicants.
- To help us make this assessment, details of how the alternative return point will manage this must be provided. You will need to find this out by engaging with them.
- This will include whether they will be accepting returns manually or through a reverse vending machine.
- You will also be asked to provide information on the estimated number of containers that will be returned to the alternative return point. This includes expected returns from all known exempted retailers and pending applications.
- One way of estimating this would be to add up the average sales of bottles and cans from each of the retailers per month.

## **Example 1: Fir Tree Shopping Centre**

Shop A sells an average of 20,000 bottles and cans per month

Shop B sells an average of 30,000 bottles and cans per month

Shop C sells an average of 15,000 bottles and cans per month

Fir Tree believes that Shops A, B, and C would expect to take back about the same number of containers they sell each month. Therefore, Fir Tree requires capacity to accept at least 65,000 bottles and cans per month.

## **Question 2: Manual or 'automated' return point**

An 'automated' return point would be a reverse vending machine, or RVM.

## **Question 3: Return point arrangements**

This section should show that a basic plan has been developed to deal with the estimated volume of returns, e.g. manual returns or RVM.

*Zero Waste Scotland will assess your application against the eligibility criteria and pass it to the Scottish Ministers to take a decision*

## **Appendix 1**

Attaching multiple documents to this application.

If you wish to attach multiple documents, they should be attached, together, as follows:

**Step 1:** Gather all your documents together in a folder or on your desktop



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**Step 2:** Click on 'Browse' at the end of the application form. The File Browser window will appear.

**Step 3:** Navigate to the location of your files

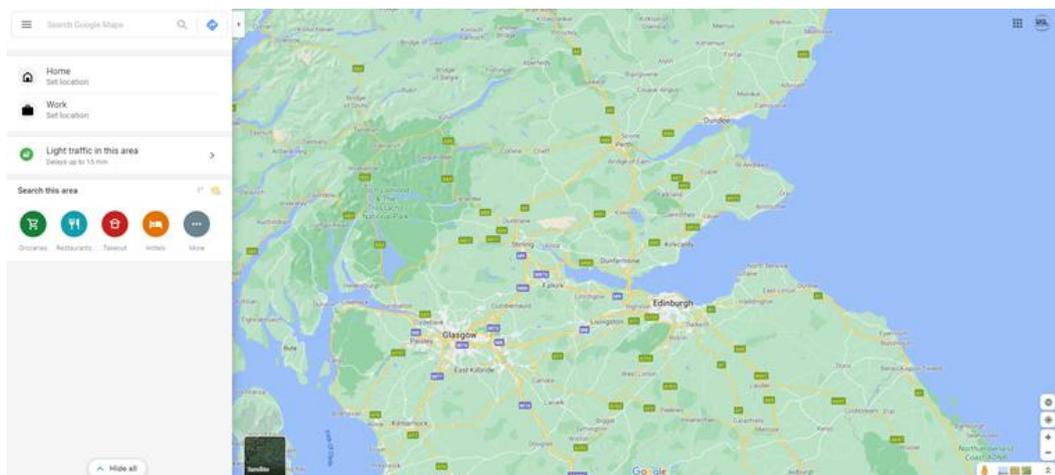
**Step 4:** Holding the Control (Ctrl) key down, click on all the files that you wish to upload. They will each become highlighted as you click on them.

**Step 5:** When all the files to you want to upload are highlighted, click 'Open'  
Your files will be now attached to your application

## Appendix 2

### *How to create a Google map*

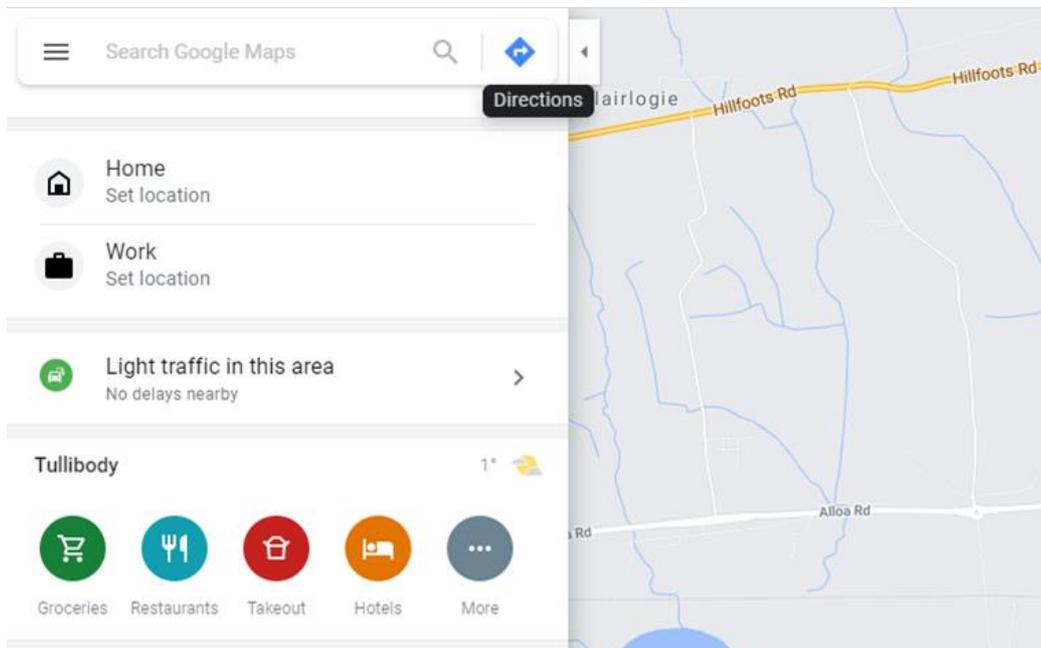
1. Go to: <https://www.google.co.uk/maps>



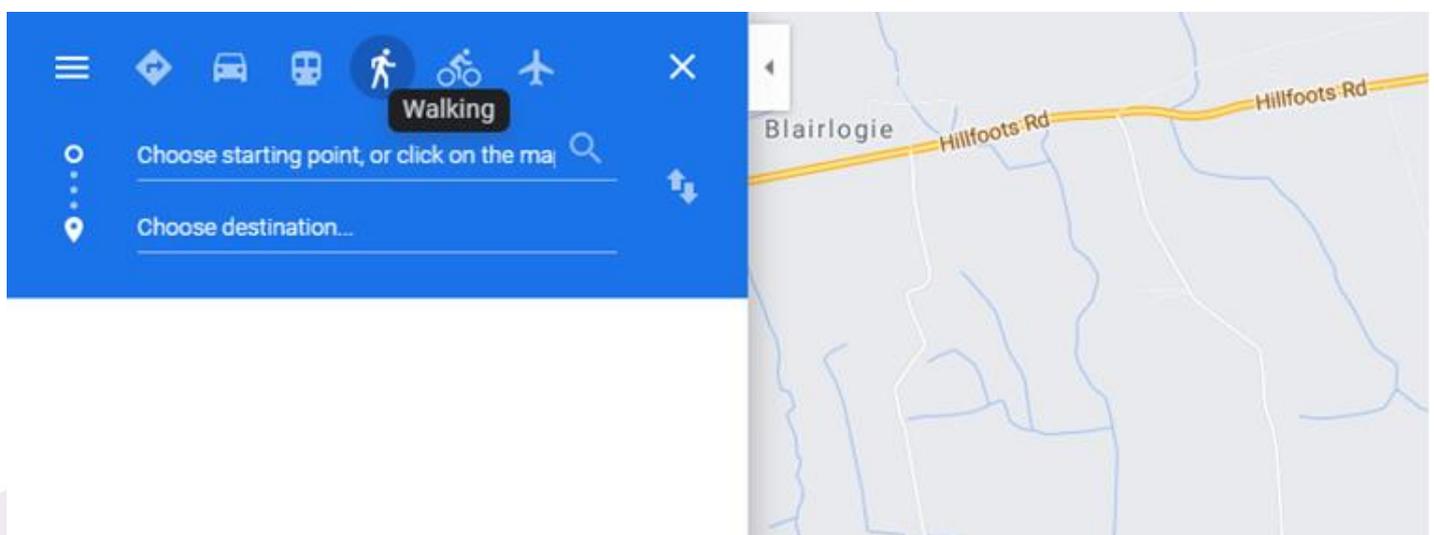
2. Select the blue "Directions" icon



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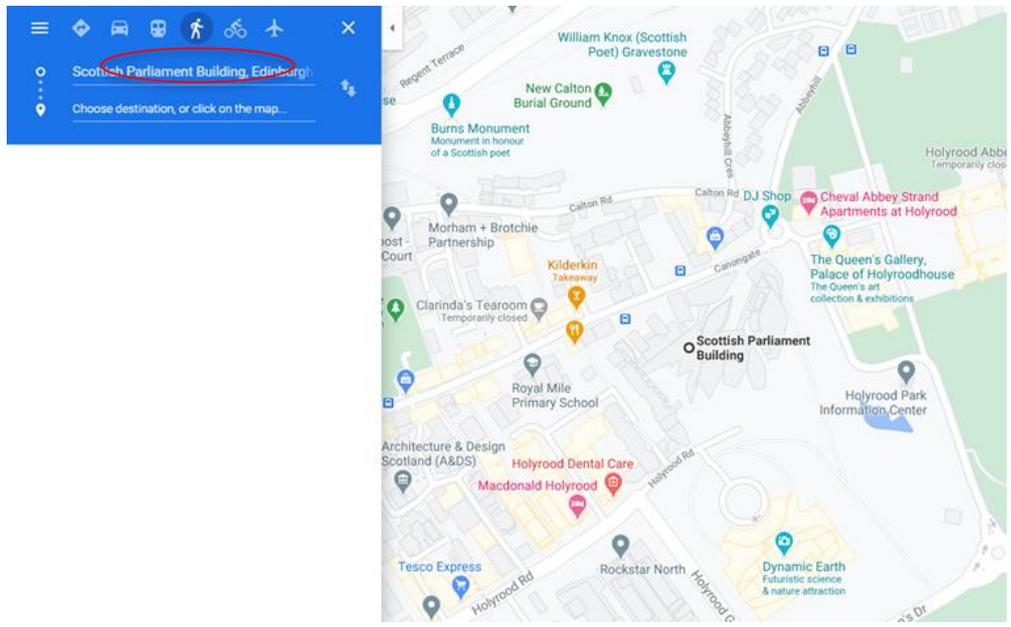
3. Select the "Walking" icon so that the map generates the distance between the two premises



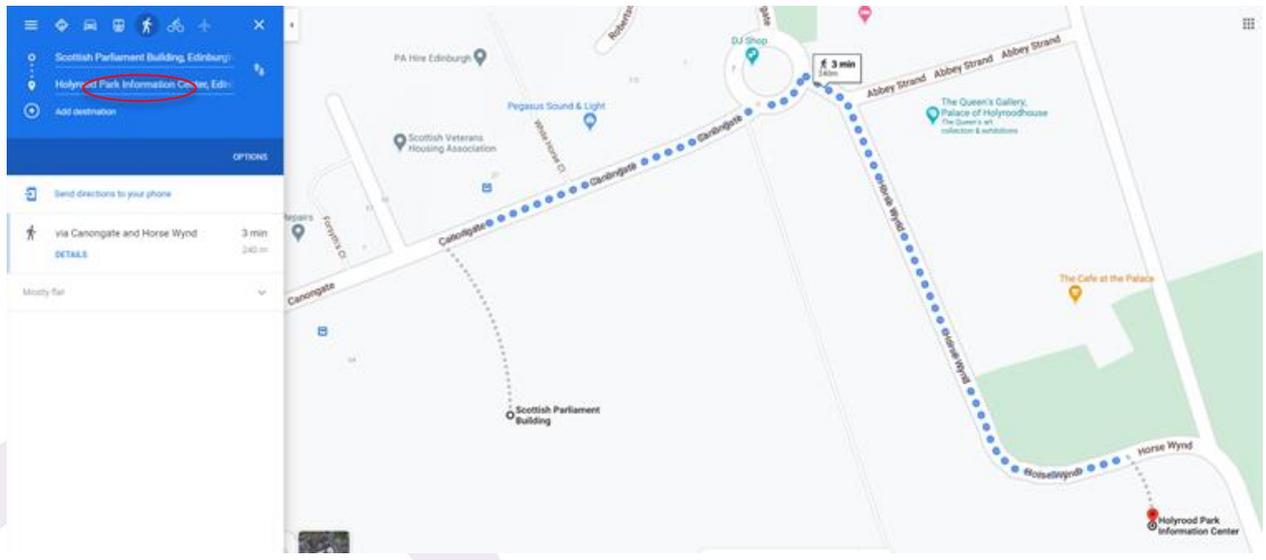


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4. Enter the address details of first premises or click on the location on the map



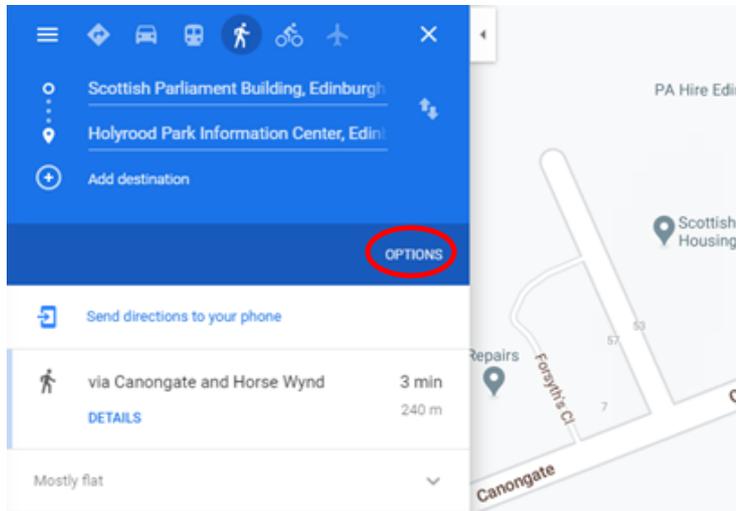
5. Enter the address details of second premises or click on the location on the map



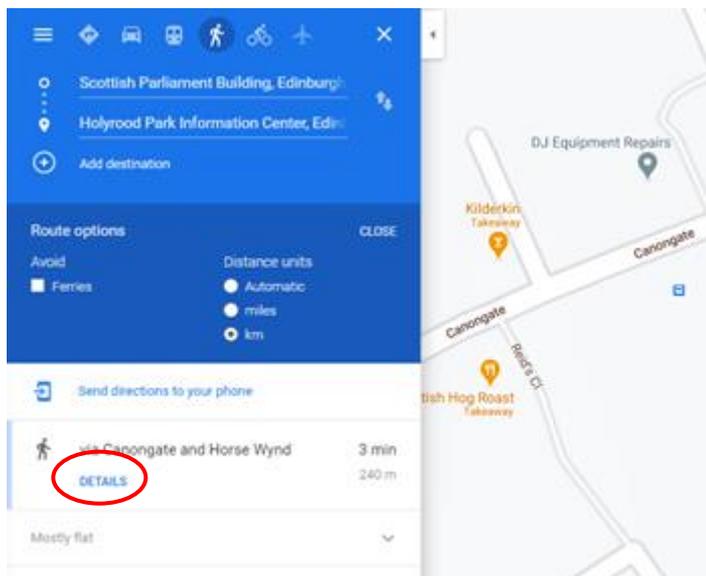
If you click on "OPTIONS" you can change the distance units to km to see your journey in metres



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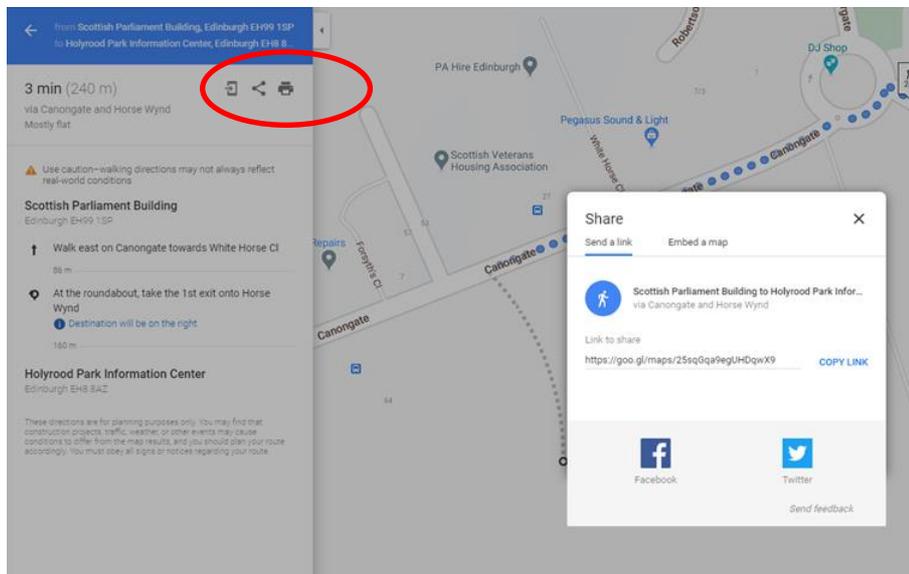
Selecting “DETAILS” gives you the option of copying a link for your map that you can share with us



Select the “SHARE” icon



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The “COPY LINK” option will allow you to paste a link to your map into your application into any of the application form answer boxes.

Alternatively, you can email, text or print your map for future reference using these icons