



**Comhairle Chontae Liatroma  
Leitrim County Council**

## **Local Government (Water Pollution) Acts, 1977 & 1990**

### **APPLICATION FOR A LICENCE TO DISCHARGE TRADE AND / OR DOMESTIC WASTE WATER TO SURFACE WATER**

Completed Application Form, accompanied by all relevant information and your payment in the amount of €380, should be submitted to:

**Environment Department  
Leitrim County Council  
Park Lane House  
Carrick on Shannon  
Co. Leitrim, N41 RX53**

## PART I – DECLARATIONS & SIGNATURES

### PART I - Section 1

#### A. Guidance on Applying for a Discharge Licence

Any person who intends to discharge domestic wastewater or trade effluent to surface waters must attain permission to do so from either the Local Authority or the Environmental Protection Agency (EPA) before the discharge is commenced.

Where the discharge is licensable by the Local Authority, this Application Form is to be completed, accompanied by €380 application fee and submitted to the Local Authority in order to provide the information necessary to determine whether it is acceptable to grant permission to discharge.

The Applicant is requested to read the “Guidance on Applying for a Discharge Licence” before completing this licence application form.

#### B. Completing the Application Form

Guidance on what information is to be included in each Part of the Application Form is provided in the “*Guidance on Applying for a Discharge Licence*”.

The Applicant is asked to contact the Licensing Authority in the event that:

- they are unsure as to whether the discharge is licensable by the Local Authority or the EPA
- they are having difficulty in providing all the information required in the application form
- they are unsure of what information they are to provide in the form
- they are unsure of where to source the information required in the form
- they require any information or guidance on filling out the form

**The Licensing Authority WILL NOT be able to process an incomplete application.**

#### **Who Should Fill in This Form?**

This form is comprised of four separate parts as follows:

- **Part I – Declaration & Signatures**

This part is to be completed by all applicants for a licence to discharge to waters

- **Part II – General Details**

This part is to be completed by all applicants for a licence to discharge to waters.

- **Part III – Effluent Details**

This part is to be completed by all applicants for a licence to discharge to waters

### B. Completing the Application Form

- **Part IV – Discharges to Surface Water**

This part is to be completed by all applicants who propose to discharge trade effluent or domestic waste water (or both) to surface water. For clarification on what constitutes a trade effluent or a domestic waste water refer to the “*Guidance on Applying for a Discharge Licence*”. Clarification on what is defined as a surface water is also provided.

Where multiple discharges are proposed, the applicant for a discharge licence must first contact the Licensing Authority for advice on whether one application form will suffice or whether multiple forms need to be submitted.

#### Additional Sheets

Where any part of the Application Form does not afford sufficient space to provide the required information then the Applicant should attach additional sheets to the form containing such information.

The additional sheets should cross-reference between the Application Form and the sheets. Mark each sheet with the name of the Applicant and the name of the premises from which the discharge is generated and indicate the section and part of the Application Form to which the additional sheets relate. An example of an Additional Sheet cross reference is provided in “*Guidance on Applying for a Discharge Licence*”.

#### Request for Further Information

The Licensing Authority is entitled under Section 7(3) of the *Local Government (Water Pollution) Regulations, 1978* to request the Applicant to submit additional information that the Licensing Authority deems to be necessary for the consideration of an application for a discharge licence.

Where this information is not provided by the Applicant within a three month period of receiving such a request then the Licensing Authority may carry out the necessary investigations to acquire the information, the cost of which is to be borne by the Applicant. Alternatively the Licensing Authority may proceed to make a determination on the application in the absence of such information.

## PART I – DECLARATIONS & SIGNATURES

### C. Signatures of the Applicant & Agent

Identify the class of discharge to which this application pertains.

I hereby make an application for a licence to discharge \_\_\_\_\_\* effluent to  
Waters / Sewer (delete as appropriate) under the Local Government (Water Pollution)  
Act 1977 in respect of the particulars included in this application on behalf of  
\_\_\_\_\_ (insert name of the Applicant).

Where this application is made by an Agent on behalf of an Applicant, the signature of the Applicant must be provided below confirming the authorisation of the Agent to apply for a licence on their behalf:

I hereby authorize \_\_\_\_\_ (name of Agent) to apply for a discharge license on  
behalf of \_\_\_\_\_ (name of Applicant).

Signed:  te:

(provide signature of Applicant)

I hereby declare that I am fully aware of my responsibilities to implement the conditions of any license granted on the basis of this application and acknowledge that I may be subject to criminal liability whereby the terms of the license are not complied with.

Signed:  te:

(provide signature of Applicant)

Refer to the “Guidance on Applying for a Discharge Licence” for definitions of the Applicant and the Agent.

**PART I - Section 2****A. Disclosure of Information**

The Freedom of Information Act, 1997 (as amended) states that every person has a right to access to any record held by a public body. This includes discharge licenses (and associated applications) held by the Local Authority. The Local Authority may refuse to provide access to records held by them where the information was provided to the Local Authority in confidence with the understanding that it is to be treated as confidential. Circumstances under which confidentiality may apply include where information submitted in the application contains commercially sensitive information or matters of National security.

The Applicant is requested to **identify all information** submitted with the application which is to be treated as confidential and is requested to identify the grounds on which the information may be categorised as confidential.

**B. False or Misleading Information**

It is an offence under the *Local Government (Water Pollution) Act, 1977* to knowingly submit false or misleading information in the licence application and an Applicant is liable to a fine on summary conviction of such an offence.

Please provide signature of the authorised representatives of the Applicant and where appropriate the Agent confirming that all the information submitted in this application is correct and that they have made themselves aware of the provisions of the Freedom of Information Act.

**I/we hereby declare that I/we have made myself/ourselves aware of the provisions of the Freedom of Information Act and that I/we understand that there is a legal obligation on the Local Authority to make this discharge licence application available for inspection by third parties.**

**I/We hereby declare that to the best of my/our knowledge all of the information provided in this application is true and correct.**

**Signed:**  **te:**

*(provide signature of the Applicant)*

**Signed:**  **te:**

*(provide signature of the Agent)*

## PART II – GENERAL DETAILS

### PART II – Section 1

<b>A. Contact Details – Applicant</b>	
<b>A. (i) Provide contact details for the Applicant below</b>	
<b>The Applicant is:</b>	<input type="checkbox"/> An Individual <input type="checkbox"/> A Group of Individuals <input type="checkbox"/> A Corporate Body
<b>Name (Principal Contact)*</b>	
<b>Address</b>	
<b>Phone Number (day)</b>	
<b>Phone Number (night)</b>	
<b>Fax</b>	
<b>e-mail</b>	
<b>* Where the Applicant is a group of individuals or a corporate body, provide the name of one individual to be the principal contact for the purpose of correspondence relating a licence granted by the licensing authority.</b>	

<b>A. (ii) Where the Applicant is an Individual provide the following details:</b>	
<b>Relationship to the premises from which it is proposed to discharge</b>	<input type="checkbox"/> Owner/occupier <input type="checkbox"/> Landowner <input type="checkbox"/> Responsible for treatment facility Other _____ <i>(please specify)</i>

<b>A. (iii) Where the Applicant is a Group of Individuals provide the following details:</b>	
<b>Type of Group</b>	<input type="checkbox"/> Management Company <input type="checkbox"/> Residents Association <input type="checkbox"/> Voluntary Group <input type="checkbox"/> Club Other _____ <i>(please specify)</i>

**PART II – GENERAL DETAILS**

<b>A. (iv) Where the Applicant is a Corporate Body provide the following details:</b>	
<b>Type of Corporate Body</b>	<input type="checkbox"/> Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Sole Trader <input type="checkbox"/> Co-operative <input type="checkbox"/> Partnership Other _____ <i>(please specify)</i>
<b>Certificate of Incorporation must be included with the application listing the names of Directors.</b>	

<b>B. Contact Details – Agent</b>	
<b>B. Where an Agent is making this application on behalf of an Applicant the Agent's contact details must be provided</b>	
<b>Name</b>	
<b>Address</b>	<hr/> <hr/> <hr/> <hr/>
<b>Phone Number (day)</b>	
<b>Phone Number (night)</b>	
<b>Fax</b>	
<b>e-mail</b>	
<b>Relationship to the Applicant e.g. employee, consultant, partner.</b>	

## PART II – GENERAL DETAILS

### PART II – Section 2

<b>A. Site Details</b>																
<b>A. (i) Provide details below of the site / activity from which it is proposed to discharge.</b>																
<b>Name of Site (where applicable)</b>																
<b>Address</b>																
<b>Site location (Co-ordinates)</b>		Easting									Northing					
<b>Is the site an existing development or a new development?</b>		<input type="checkbox"/> Existing <input type="checkbox"/> New														
<b>Is there any existing discharge license(s) granted in relation to the site?</b>		<input type="checkbox"/> Yes      Reference Number _____ <input type="checkbox"/> No      Reference Number _____														
<b>Is planning permission granted for any proposed / existing development at the site?</b>		<input type="checkbox"/> Granted      Reference Number _____ <input type="checkbox"/> Pending <input type="checkbox"/> Not applied for														
<b>Have copies of the following maps / drawings been included?</b>		<input type="checkbox"/> Site Location Map <input type="checkbox"/> Site Layout Map <input type="checkbox"/> Site Drainage System Drawings <input type="checkbox"/> None of the above														
		<i>Refer to “Guidance on Applying for a Discharge Licence” for details of what is to be included on the maps.</i>														
<b>Outfall Details</b>		Provide details of the outfall design, size and construction.														
<b><i>Provide copies of the outfall drawings.</i></b>																

## PART II – GENERAL DETAILS

### A. (ii) Identify the sector from which the proposed discharge will be generated.

Type of Premises	<i>Please tick the box as appropriate</i>		✓
	<b>Accommodation</b>	Household / Holiday Home	
		Hotel / Guesthouse / B&B	
		Caravan Park / Camp Site	
		Nursing Home	
<b>Education</b>		Non-residential facility	
		Boarding School	
		College / University	
<b>Commercial / Service</b>		Office	
		Hairdresser / Beauty Salon	
		Doctor Surgery	
		Dentist	
		Launderettes and Dry Cleaners	
		Petrol Station	
		Hospital	
		Churches, Monasteries etc.	
		Amenities (golf course, sport facilities etc.)	
<b>Food &amp; Drink</b>		Public House (with or without food preparation)	
		Restaurant / Café / Take Away	
<b>Transport</b>		Airport	
		Train station	
		Bus station	
<b>Industrial</b>		Dry process industry without canteen	
		Dry process industry with canteen where food is prepared	
		Chemicals industry	
		Wood, paper, textiles and leather	
		Food and drink	
		Minerals and other materials	
		Energy	
		Metals	
		Mineral fibres and glass	
		Fossil fuels	
		Cement manufacture	
		Waste	
		Surface coatings	
<b>Other (Please specify)</b>	e.g. tourism- heritage centre		

## PART II – GENERAL DETAILS

### A. (iii) Activities Carried Out on Site.

Provide details of the activities carried out on site. Where this involves a process, provide an overview of the process. In particular indicate where domestic waste water / trade effluent is generated.

*Provide additional sheets where necessary.*

<b>Process Materials &amp; Waste Disposal</b>	Where applicable, complete <b>Appendix A and Appendix B</b> of this form.
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## PART III – EFFLUENT DETAILS

### PART III – Section 1

A. Effluent Details	
<b>PART III – Section 1 A is to be completed by All Applicants.</b>	
<b>Type of effluent</b>	<input type="checkbox"/> Domestic Wastewater only <input type="checkbox"/> Trade Effluent only <input type="checkbox"/> Both Domestic and Trade Effluent
<b>Indicate the type of discharge to which this application relates.</b>	<input type="checkbox"/> New Discharge <input type="checkbox"/> Existing Discharge
<b>Domestic Waste water only</b> (if relevant)	Population Equivalent (p.e.) _____  Expected Dry Weather Flow (DWF) _____ m <sup>3</sup> /day.  <i>Provide details of how the P.E. &amp; DWF were calculated.</i>
<b>Trade Effluent only or Domestic &amp; Trade</b> (if relevant)	Normal volume of effluent discharged per day is _____ m <sup>3</sup> /day.  Maximum volume of effluent discharged in one day is _____ m <sup>3</sup> /day.  Maximum volume of effluent discharged per hour is _____ m <sup>3</sup> /hour.
<i>Provide details of how the trade effluent flows are calculated.</i>	
<b>Effluent Characteristics.</b>	Complete Appendix C and Appendix D of this form.  <i>Provide additional sheets where necessary.</i>

### PART III – EFFLUENT DETAILS

<b>B. Effluent Details</b>	
<p><b>PART III – Section 1 B is to be completed by All Applicants.</b></p> <p><i>Provide additional sheets where necessary.</i></p>	
<b>Discharge Variability</b>	<p>Briefly identify whether there is likely to be variability in the discharge flow or characteristics e.g. due to process changes, due to seasonal variation, due to diurnal changes etc.</p> <p>Where the discharge shows seasonal or other variation, please provide details of flow volumes and times of discharge.</p> <p>Also provide details of varying effluent characteristics in Appendix C and Appendix D.</p>
<b>Date of Discharge</b>	<p>Date: _____</p> <p>Identify the proposed date for the commencement of the discharge or where it is an existing discharge identify the date on which the discharge commenced.</p>
<b>Fats, Oils and Grease (FOG) (if relevant)</b>	Provide details of control measures proposed for the removal of FOG from the effluent prior to discharge. Provide technical data sheets for any equipment proposed.
<b>Food Waste (if relevant)</b>	Provide details of provisions for source segregation and disposal of food waste.
<b>Other Discharges</b>	Provide particulars of any other discharges from the premises (e.g. storm water).
<b>Water Supply</b>	<p>Provide details of the source of water that will form part of the discharge e.g. mains, borehole, river etc.</p> <p>The estimated volume of water used per day is _____ m<sup>3</sup>/day</p>
<b>Other Effluent Details</b>	You may be required to furnish such other particulars as the Licensing Authority may reasonably require for consideration of the application e.g. effluent toxicity testing, bioaccumulation testing, biodegradation testing.

## PART III – EFFLUENT DETAILS

### PART III – Section 2

<b>A. Effluent Treatment</b>	
<b>PART III – Section 2 A</b> is to be completed where the effluent is to be treated prior to discharge.	
<b>Operator of Treatment System</b>	Where the treatment system is to be maintained and operated by a third part please provide the following:
	Contact Name
	Company Name
	Address
	Phone Number (day)
	Phone Number (night)
	Fax
	e-mail
<b>Registered Company Details</b>	
<b>Waste Water Treatment System Overview</b>	Provide particulars of the existing / proposed effluent treatment system.
	<i>Provide additional sheets where necessary.</i>
<i>Provide copies of the treatment system process drawings.</i>	

### PART III – EFFLUENT DETAILS

<b>B. Effluent Treatment</b>	
<b>PART III – Section 2 B is to be completed where the effluent is to be treated prior to discharge.</b> <i>Provide additional sheets where necessary.</i>	
<b>Treatment System Maintenance</b>	Provide details of the proposals for the treatment system maintenance.
<b>Plant Failure</b>	Identify how any failure of the treatment system will be detected.
<b>Sludge</b>	Provide details of proposals for dealing with sludge (where relevant).

## PART III – EFFLUENT DETAILS

### PART III – Section 3

<b>A. Effluent Monitoring</b>												
<b>PART III – Section 3 A is to be completed by All Applicants.</b> <b>Provide details of the monitoring proposed for the effluent discharge</b> <i>Provide additional sheets where necessary.</i>												
<b>Monitoring the Discharge.</b>	Provide details of any proposals to monitor the discharge e.g. <ul style="list-style-type: none"><li>○ Parameters to be analysed;</li><li>○ Monitoring programme;</li><li>○ Details of any sampling equipment to be used.</li></ul>											
<b>Location of sampling point(s) (Co-ordinates)</b>	<b>Easting</b>							<b>Northing</b>				
<b>Effluent Flow Monitoring</b>	Provide details of any proposals to monitor the discharge flow.											
<b>Licensing Authority Monitoring</b>	Provide a description of how the Licensing Authority will be provided access to the effluent in order to take samples and indicate the point at which such samples may be taken e.g. last manhole before outfall. <i>(Provide grid reference below)</i> .											
<b>Location of Licensing Authority sampling point(s) (Co-ordinates)</b>	<b>Easting</b>							<b>Northing</b>				

### PART III – EFFLUENT DETAILS

B. Pollution Control	
<p><b>PART III – Section 3 B</b> is to be completed by All Applicants.</p> <p><b>Provide details of any pollution control measures proposed.</b></p> <p><i>Provide additional sheets where necessary.</i></p>	
<p><b>Accidental Discharges</b></p>	<p>Provide details of arrangements to prevent accidental discharges.</p>
<p><b>Provide below, details of emergency procedures, contact persons and facilities available to respond to unexpected incidents.</b></p>	
<p><b>Emergency Response</b></p>	<p><b>Contact Name</b> _____</p>
	<p><b>Phone Number (day)</b> _____</p>
	<p><b>Phone Number (night)</b> _____</p>
	<p>Provide details of any emergency procedure.</p>
<p><b>Environmental Management Plan</b></p>	<p>Is there an Environmental Management Plan in place in respect of the site?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>If 'Yes' please submit a copy with this application.</i></p>

## **PART IV – Section 1**

<b>A. General Details</b>	
<b>Identify why it is not feasible to discharge to sewer in this case.</b>	
<b>Provide details of the newspaper notice.</b>	<p>Name of Publication _____</p> <p>Date of Print _____</p> <p><i>Please include one original plus the required copies of the notice.</i></p>

## PART IV – Section 2

## A. (i) Receiving Water Details - Discharge to Inland Surface Water

**PART IV – Section 2 A** is to be completed where the application pertains to a discharge to inland surface waters i.e. streams / rivers / lakes.

Name of Receiving Water										
Location of Discharge (Co-ordinates)	Easting								Northing	

*Add additional rows where necessary.*

**All discharge locations to be indicated clearly on OS Map.**

Existing Uses	The receiving water is a tributary of _____ (insert waterbody name).  -----  Water uses are _____ (e.g. angling, recreational, navigation etc.)
Designation*	The receiving water is located within the boundary of : (tick as appropriate)  <input type="checkbox"/> A SAC, site code _____. <input type="checkbox"/> A SPA, site code _____. <input type="checkbox"/> None of the Above  <i>* Note: Where the discharge is located within the boundary of a Natura 2000 site (SAC or SPA), an Appropriate Assessment must be submitted with this application as required by Council Directive 92/43/EEC on the Conservation of Natural Habitats and of Wild Fauna and Flora (Habitats Directive).</i>

	<p>The receiving water is designated as: (tick as appropriate)</p> <p><input type="checkbox"/> A Salmonid Water  <input type="checkbox"/> An Inland Bathing Water  <input type="checkbox"/> A Pearl Mussel Water  <input type="checkbox"/> A Drinking Water  <input type="checkbox"/> A Sensitive Water  <input type="checkbox"/> None of the Above</p>
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<b>A. (i) Receiving Water Details - Discharge to Inland Surface Water (continued)</b>							
<b>Name of River Basin District</b>	Provide the name of the River Basin District in which the discharge is located _____.						
<b>Water Framework Directive Waterbody Status</b>	<table> <tr> <td><input type="checkbox"/> No Status</td> <td><input type="checkbox"/> Moderate</td> </tr> <tr> <td><input type="checkbox"/> Bad</td> <td><input type="checkbox"/> Good</td> </tr> <tr> <td><input type="checkbox"/> Poor</td> <td><input type="checkbox"/> High</td> </tr> </table>	<input type="checkbox"/> No Status	<input type="checkbox"/> Moderate	<input type="checkbox"/> Bad	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> High
<input type="checkbox"/> No Status	<input type="checkbox"/> Moderate						
<input type="checkbox"/> Bad	<input type="checkbox"/> Good						
<input type="checkbox"/> Poor	<input type="checkbox"/> High						
<b>Refer to "Guidance on Applying for a Discharge Licence" for sources of information.</b>							
<b>Receiving Water Flow Data.</b>	<p>Where available include information from existing hydrometric station / flow estimation tool.</p> <p>_____ m<sup>3</sup> /sec Dry Weather Flow (DWF).</p> <p>_____ m<sup>3</sup> /sec Mean flow.</p> <p>_____ m<sup>3</sup> /sec 95%ile flow.</p> <p>Source of Information:</p> <p><input type="checkbox"/> EPA  <input type="checkbox"/> OPW</p> <p>Hydrometric Station Reference Number: _____</p>						
	<p>Include information from on-site flow measurement where it has been undertaken.</p> <p>Flow: _____ m<sup>3</sup>/sec Date: _____</p> <p>Flow: _____ m<sup>3</sup>/sec Date: _____</p> <p>Flow: _____ m<sup>3</sup>/sec Date: _____</p> <p>Provide information on rainfall for a minimum of six days preceding each flow measurement.</p>						

A. (ii) Receiving Water Details - Discharge to Inland Surface Water		
Receiving water background chemical data.	Parameter	Result (mean)
	BOD <sub>5</sub> mgO <sub>2</sub> /l	
	Suspended Solids mg/l	
	pH (pH units)	
	Dissolved Oxygen mg/l O <sub>2</sub>	
	Temperature °C	
	Total Ammonia as mg/l N	
	Un-ionised Ammonia as mg/l N	
	Orthophosphate as mg/l P (unfiltered MRP)	
	Total Phosphorus as mg/l P	
	Nitrite as mg/l N	
	Nitrate as mg/l N	
	Total Nitrogen mg/l N	
	Chloride mg/l	
	Sulphate mg/l	

Refer to "Guidance on Applying for a Discharge Licence" for guidance on reporting monitoring data and on sampling.

**B. (i) Receiving Water Details - Discharge to Transitional / Coastal Water**

**PART IV – Section 2 B** is to be completed where the application pertains to a discharge to coastal or transitional waters i.e. estuaries / marine waters.

<b>Name of Receiving Water</b>														
<b>Location of Discharge (Co-ordinates)</b>	Easting								Northing					
<i>Add additional rows where necessary.</i>														
<b>All discharge locations to be indicated clearly on OS Map.</b>														
<b>Designation*</b>	The receiving water is located within the boundary of (or the discharge point is in the boundary of or within 3km of): (tick as appropriate)													
	<input type="checkbox"/> A SAC, site code _____ <input type="checkbox"/> A SPA, site code _____ <input type="checkbox"/> None of the Above													
<i>* Note: Where the discharge is located within the boundary of or is within 3km of a SAC/SPA, an Appropriate Assessment must be submitted with this application as required by Council Directive 92/43/EEC on the Conservation of Natural Habitats and of Wild Fauna and Flora (Habitats Directive).</i>														
	The receiving water is designated as: (tick as appropriate)													
	<input type="checkbox"/> A Shellfish Water <input type="checkbox"/> A Bathing Water <input type="checkbox"/> A Sensitive Water <input type="checkbox"/> None of the Above													
<b>Name of River Basin District</b>	Pr	<input type="text"/>	the name of the River Basin District in which the discharge is located _____.											
<b>Water Framework Directive Waterbody Status</b>	<input type="checkbox"/> No Status <input type="checkbox"/> Bad <input type="checkbox"/> Poor							<input type="checkbox"/> Moderate <input type="checkbox"/> Good <input type="checkbox"/> High						
<b>Refer to “Guidance on Applying for a Discharge Licence” for sources of information.</b>														

<b>B. (i) Receiving Water Details - Discharge to Transitional / Coastal Water (continued)</b>	
<b>Position of outfall</b>	The outfall is/will be positioned _____ metres above/below <i>(delete as appropriate)</i> Mean High Water Spring Tide <b>and</b> The outfall is/will be positioned _____ metres above/below <i>(delete as appropriate)</i> Mean Low Water Spring Tide
<b>Bathymetric Survey</b>	A bathymetric survey <b>has/has not</b> <i>(delete as appropriate)</i> been undertaken.  <i>Where a bathymetric survey has been undertaken, please include a copy with this application.</i>
<b>Foreshore Licence</b>	A Foreshore Licence is:  <input type="checkbox"/> Granted <input type="checkbox"/> Pending <input type="checkbox"/> Not applied for <input type="checkbox"/> Not required  <i>Where the Foreshore Licence has been granted, please include a copy with this application.</i>

<b>B. (ii) Receiving Water Details - Discharge to Transitional / Coastal Water</b>		
<b>PART IV – Section 2 B</b> is to be completed where the application pertains to a discharge to coastal or transitional waters i.e. estuaries / marine waters.		
<b>Receiving water background chemical data.</b>	<b>Parameter</b>	<b>Result (mean)</b>
	Chlorophyll a µg/l	
	Transparency Secchi depth	
	Salinity psu	
	Temperature °C	
	Dissolved Oxygen % saturation	
	Dissolved Inorganic Nitrogen mg/l N	
	Un-ionised Ammonia as mg/l N	
	Orthophosphate as mg/l P	
	Total Phosphorus as mg/l P	
	Nitrite as mg/l N	
	Nitrate as mg/l N	
	Total Nitrogen mg/l N	
	BOD <sub>5</sub> mg/l (Transitional Waterbody)	
Refer to “Guidance on Applying for a Discharge Licence” for guidance on reporting monitoring data and on sampling.		

## PART IV – Section 3

<b>A. Impact of Discharge - Discharge to Inland Surface Waters</b>	
<b>PART IV – Section 3 A</b> is to be completed where the application pertains to a discharge to Inland Surface Waters.	
<b>Have any of the following assessments been carried out in terms of your proposed discharge / receiving waters?</b>	<input type="checkbox"/> Toxicity Testing <input type="checkbox"/> Bioaccumulation Testing <input type="checkbox"/> Biodegradation Testing <input type="checkbox"/> Aquatic / Fisheries Study <input type="checkbox"/> Modeling of Mixing Zone  <input type="checkbox"/> Other _____ <i>(please specify)</i>
<i>If 'Yes' please submit a copy of the report with this application.</i>	

<b>B. Impact of Discharge - Discharge to Transitional / Coastal Waters</b>	
<b>PART IV – Section 3 B</b> is to be completed where the application pertains to a discharge to Transitional / Coastal Waters.	
<b>Have any of the following assessments been carried out in terms of your proposed discharge / receiving waters?</b>	<input type="checkbox"/> Toxicity Testing <input type="checkbox"/> Bioaccumulation Testing <input type="checkbox"/> Biodegradation Testing <input type="checkbox"/> Aquatic / Fisheries Study <input type="checkbox"/> Modeling of Mixing Zone  <input type="checkbox"/> Other _____ <i>(please specify)</i>
<i>If 'Yes' please submit a copy of the report with this application.</i>	
<b>Effluent Dispersion</b>	Provide details for proposals for the dispersion of effluent.
<i>Provide additional sheets where necessary.</i>	

#### PART IV – Section 4

<b>Checklist for Applicant when applying for a licence to discharge to Water</b>	
<b>Details to be Submitted</b>	<b>Tick Box where included</b>
1. Fully completed, signed and dated application form (One original plus 5 copies)	
2. Name & address of Applicant & Agent	
3. Has the type of discharge been identified i.e. new or existing / domestic or trade?	
4. Has location of discharge been identified	
5. Newspaper Notice (One original plus 5 copies)	
6. Application fee	
7. Site location map at scale 1:50,000	
8. Site layout map at scale of 1:2500	
9. Drainage system drawings at scale no greater than 1:2500	
10. Description of process giving rise to trade effluent	
11. Description of the proposed method of effluent treatment (including measures for the control of FOG where appropriate)	
12. Treatment system process drawings	
13. Outfall details and drawings	
14. Treatment system operation & maintenance details	
15. Effluent quality, discharge volume and flow details	
16. Receiving water quality assessment (physio-chemical & biological) and flow calculations	
17. Assessment of the impact of the discharge on the receiving water <ul style="list-style-type: none"> <li>- Assimilative capacity calculations</li> <li>- Details of designated areas (including designation of waters)</li> <li>- Details of sensitivity of waters</li> </ul>	
18. Proposals for dealing with sludge (where relevant)	
19. Emergency procedures in case of plant breakdown or pollution incident (including details of storage facilities onsite).	
20. Has one original plus 5 copies of the application form and all associated documentation been included?	

**Please include any additional information which you deem to be pertinent to the application / discharge.**

**Appendix A - Provide details of process related raw materials, products etc. used or generated on site.**

**Include copies of Material Safety Data Sheets (MSDS) for materials.**  
Ref. European Communities (Classification, Packaging, Labelling and Notification of Dangerous Substances) Regulations, 1994

**Appendix B - Off-site Waste Disposal**

<b>Waste Description</b>	<b>EWC Catalogue No.</b>	<b>Quantity (Tonnes per annum)</b>	<b>Name of site accepting waste</b>	<b>Reference Number of site environment licence</b>	<b>State whether recycling, recovery or disposal</b>

### Appendix C - Characteristics of Trade and/or Domestic Effluent

The following list of parameters is indicative only. Additional physical, chemical or other characteristics as are pertinent to the effluent in question should also be identified.

Complete for all applicable sections, giving concentration ranges where available.

Emission Point co-ordinates (One table per emission point):

<b>Parameter</b> Concentrations in mg/l unless otherwise stated	<b>Prior to Treatment (if any)</b>			<b>As discharged</b>			<b>% Removal</b>
	<b>Max. Hourly</b>	<b>Max. Daily</b>	<b>Mg/l</b>	<b>Max. Hourly</b>	<b>Max. Daily</b>	<b>Mg/l</b>	
<b>Characteristic</b>							
<i>Note:</i>							
Section A = to be completed where discharging domestic effluent only							
Section A-E = to be completed where discharging a trade effluent.							
A   Temperature °C							
pH							
Biological Oxygen Demand (5 day)							
Chemical Oxygen Demand							
Suspended Solids							
Total Ammonia (as N)							
Nitrate (as N)							
Total Phosphorus (as P)							
Conductivity							
Molybdate Reactive Phosphorus (MRP)							
Oils, Fats and Greases							
Sulphates (as SO <sub>4</sub> )							
Chlorides (as Cl)							
Phenols (as C <sub>6</sub> H <sub>5</sub> OH)							
Detergents (as Lauryl Sulphate)							
Faecal Coliforms CFU							
B   Metals µg/l							
Arsenic							
Chromium							

	Copper					
	Cyanide					
	Fluoride					
	Lead					
	Nickel					
	Zinc					
	Other ( <i>please specify</i> )					
C	<b>Pesticides &amp; Solvents:</b>					
	Atrazine					
	Dichloromethane µg/l					
	Simazine µg/l					
	Toluene µg/l					
	Xylenes µg/l					
D	Organohalogen Compounds (Specify)					
	Organophosphorus Compounds (Specify)					
	Organotin Compounds (Specify)					
	Mineral Oils or Hydrocarbons of petroleum origin					
	Other toxic substances (Specify)					
	Colour (degrees hazen)					
E	<b>Other:</b>					
	Other relevant characteristics including fish toxicity data from tests carried out on all or part of the effluent					

## **GLOSSARY OF TERMS:**

The following provides a partial glossary of terms used in this document. The definitions therein are not to be taken as comprehensive but solely as an aid to the non-technical reader.

### **Abstraction**

In relation to water contained in any source of water, means the doing of anything whereby any of that water is removed from that source of water, whether temporarily or permanently, including anything whereby the water is so removed for the purpose of being transferred to another source of water. (*Source: Water Services Act, 2007*)

### **Authorised person**

A person appointed in writing by the Minister or by a Water Services Authority / Local Authority for the purposes of enforcing the legislation under which they have been appointed.

### **Domestic Waste Water**

Waste water of a composition and concentration (biological and chemical) normally discharged by a household, and which originates predominantly from the human metabolism or from day to day domestic type human activities, including washing and sanitation, but does not include fats, oils, grease or food particles discharged from a premises in the course of, or in preparation for, providing a related service or carrying on a related trade. (*Source: Water Services Act, 2007*)

### **Groundwater**

All water below the land surface that is not in a pipe or similarly contained. (*Source: Water Services Act, 2007*)

### **Licence Application**

An application to a Local Authority or a Water Services Authority for a licence to discharge trade or sewage effluent to surface waters or to sewer.

### **Licensing Authority**

Includes the Water Services Authority (as defined in the Water Services Act, 2007) and the Local Authority (as defined in the Local Government Act, 2001) which includes County Councils and City Councils.

### **Polluting Matter**

Any substance liable to cause pollution, and, for the purpose of this definition, 'substance' includes bacteria and other pathogens, where relevant, and the expression "polluting matter" shall be construed accordingly. (*Source European Communities Environmental Objectives (Surface Waters) Regulations, 2009*)

### **Pollution**

The discharge by man, directly or indirectly, of substances or energy into the aquatic environment, the results of which are such as to cause hazards to human health, harm to

living resources and to aquatic ecosystems, damage to amenities or interference with other legitimate uses of water.

### **Priority Substances**

Those substances or groups of substances identified by the Commission in accordance with Article 16(2) of the Water Framework Directive and listed in Tables 11 and 12 of Schedule 6 of the European Communities Environmental Objectives (Surface Waters) Regulations, 2009 that have been prioritised for action by the setting of environmental quality standards at Community level.

### **Priority Hazardous Substances**

Those substances or groups of substances forming a subset of priority substances identified by the Commission in accordance with Article 16(3) of the Water Framework Directive and for which measures have to be taken to cease or phase-out discharges, losses and emissions and which are listed in Table 12 of Schedule 6 of the European Communities Environmental Objectives (Surface Waters) Regulations, 2009.

### **Sewer**

Drainage pipes and sewers of every description, including storm water sewers, owned by, vested in or controlled by a water services authority, an authorised provider of water services or a person providing water services jointly with or on behalf of a water services authority or an authorised provider of water services, but does not include a drain or service connection (*Source: Water Services Act, 2007*)

### **Sewage Effluent**

Effluent from any works, apparatus, plant or drainage pipe used for the disposal to waters of sewage, whether treated or untreated (*Source: Local Government (Water Pollution) Act 1977*)

### **Surface Water**

A discrete and significant element of surface water such as a lake, reservoir, stream, river or canal, part of a stream, river or canal, a transitional water or a stretch of coastal water. (*Source European Communities Environmental Objectives (Surface Waters) Regulations, 2009*)

### **Trade Effluent**

Effluent from any works, apparatus, plant or drainage pipe used for the disposal to a waste water works of any liquid (whether treated or untreated), either with or without particles of matter in suspension therein, which is discharged from premises used for carrying on any trade or industry (including mining), but does not include domestic waste water or storm water (*Source: Water Services Act, 2007*).

### **Water Services Authority**

Includes a County Council or a City Council as defined in the Local Government Act, 2001, (sanitary authority or local authority).