



Local Government (Water Pollution) Acts, 1977 & 1990

APPLICATION FOR A LICENCE TO DISCHARGE TRADE AND/ OR DOMESTIC WASTE WATER TO SEWER

Your completed application accompanied by all relevant information and payment is to be sent to the following address:

Address:	Discharge Licensing
	Environment Section
	Limerick County council
	County Hall
	Dooradoyle
	Limerick

PART I – DECLARATIONS & SIGNATURES

PART I - Section 1

A. Guidance on Applying for a Discharge Licence

Any person who intends to discharge trade effluent to sewer 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 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 to sewer is licensable by the Local Authority
- 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 sewer
- **Part II – General Details**
This part is to be completed by all applicants for a licence to discharge to sewer.
- **Part III – Effluent Details**
This part is to be completed by all applicants for a licence to discharge to sewer.
- **Part IV – Discharges to Sewer**
This part is to be completed by all applicants who propose to discharge trade effluent to sewer. For clarification on what constitutes a trade effluent and for the definition of a sewer refer to the “*Guidance on Applying for a Discharge Licence*”.

B. Completing the Application Form

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 17(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).

* Insert Trade, Domestic or Trade and Domestic

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 authorise _____ (name of Agent) to apply for a discharge licence on behalf of _____ (name of Applicant)

Signed: **Date:**

(provide signature of Applicant)

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

Signed: **Date:**

(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: **Date:**

(provide signature of the Applicant)

Signed: **Date:**

(provide signature of the Agent)

PART II – GENERAL DETAILS

PART II – Section 1

A. Contact Details – Applicant	
A. (i) Provide contact details for the Applicant below	
The Applicant is:	<input type="checkbox"/> An Individual <input type="checkbox"/> A Group of Individuals <input type="checkbox"/> A Corporate Body
Name (Principal Contact)*	
Address	<hr/> <hr/> <hr/>
Phone Number (day)	
Phone Number (night)	
Fax	
e-mail	
<p>* 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.</p>	

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

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

PART II – GENERAL DETAILS

A. (iv) Where the Applicant is a Corporate Body provide the following details:

Type of Corporate Body	<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 <input type="checkbox"/> Other _____ <i>(please specify)</i>
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Certificate of Incorporation must be included with the application listing the names of Directors.

B. Contact Details – Agent

B. Where an Agent is making this application on behalf of an Applicant the Agent's contact details must be provided

Name	
Address	<hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>
Phone Number (day)	
Phone Number (night)	
Fax	
e-mail	
Relationship to the Applicant e.g. employee, consultant, partner.	

PART II – GENERAL DETAILS

PART II – Section 2

A. Site Details																					
A. (i) Provide details below of the site / activity from which it is proposed to discharge.																					
Name of Site (where applicable)																					
Address	<hr/> <hr/> <hr/>																				
Site location (Co-ordinates)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Easting</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 10%;">Northing</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> </table>	Easting												Northing							
Easting												Northing									
Is the site an existing development or a new development?	<input type="checkbox"/> Existing <input type="checkbox"/> New																				
Is there any existing discharge license(s) granted in relation to the site?	<input type="checkbox"/> Yes Reference Number _____ <input type="checkbox"/> No Reference Number _____																				
Is planning permission granted for any proposed / existing development at the site?	<input type="checkbox"/> Granted Reference Number _____ <input type="checkbox"/> Pending <input type="checkbox"/> Not Applied For																				
Have copies of the following maps / drawings been included?	<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>																				
Outfall Details	Provide details of the outfall design, size and construction.																				
<i>Provide copies of the outfall drawings.</i>																					

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>		√
	Accommodation	Household / Holiday Home	
		Hotel / Guesthouse / B&B	
		Caravan Park / Camp Site	
		Nursing Home	
	Education	Non-residential facility	
		Boarding School	
		College / University	
	Commercial / Service	Office	
		Hairdresser / Beauty Salon	
		Doctor Surgery	
		Dentist	
		Launderettes and Dry Cleaners	
		Petrol Station	
		Hospital	
		Churches, Monasteries etc.	
		Amenities (golf course, sport facilities etc.)	
	Food & Drink	Public House (with or without food preparation)	
		Restaurant / Café / Take Away	
	Transport	Airport	
		Train station	
		Bus station	
	Industrial	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			
Other (Please specify)	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.

Process Materials & Waste Disposal

Where applicable, complete **Appendix A and Appendix B** of this form.

PART III – EFFLUENT DETAILS

PART III – Section 1

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

PART III – EFFLUENT DETAILS

B. Effluent Details	
PART III – Section 1 B is to be completed by All Applicants.	
<i>Provide additional sheets where necessary.</i>	
Discharge Variability	<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>
Date of Discharge	<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>
Fats, Oils and Grease (FOG) (if relevant)	<p>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.</p>
Food Waste (if relevant)	<p>Provide details of provisions for source segregation and disposal of food waste.</p>
Other Discharges	<p>Provide particulars of any other discharges from the premises (e.g. storm water).</p>
Water Supply	<p>Provide details of the source of water that will form part of the discharge e.g. mains, borehole, river etc.</p> <hr/> <p>The estimated volume of water used per day is _____ m³/day</p>
Other Effluent Details	<p>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.</p>

PART III – EFFLUENT DETAILS

PART III – Section 2

A. Effluent Treatment	
PART III – Section 2 A is to be completed where the effluent is to be treated prior to discharge.	
Operator of Treatment System	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
	Registered Company Details
	Waste Water Treatment System Overview
<i>Provide additional sheets where necessary.</i>	
Provide copies of the treatment system process drawings.	

PART III – EFFLUENT DETAILS

B. Effluent Treatment

PART III – Section 2 B is to be completed where the effluent is to be treated prior to discharge.

Provide additional sheets where necessary.

Treatment System Maintenance	Provide details of the proposals for the treatment system maintenance.
Plant Failure	Identify how any failure of the treatment system will be detected.
Sludge	Provide details of proposals for dealing with sludge (where relevant).

PART III – EFFLUENT DETAILS

B. Pollution Control

PART III – Section 3 B is to be completed by All Applicants.
Provide details of any pollution control measures proposed.
Provide additional sheets where necessary.

Accidental Discharges	Provide details of arrangements to prevent accidental discharges.
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Provide below, details of emergency procedures, contact persons and facilities available to respond to unexpected incidents.

Emergency Response	Contact Name	
	Phone Number (day)	
	Phone Number (night)	
	Provide details of any emergency procedure.	

Environmental Management Plan	<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>
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PART IV – DISCHARGE TO SEWER

PART IV – Section 1

A. General Details												
Location of Discharge (Co-ordinates)	Easting								Northing			
<i>Add additional rows where necessary.</i>												
All discharge locations to be indicated clearly on a 1-2500 OS Map.												

B. Impact of Discharge	
Effluent Treatment	<i>Ensure Part III, Section 2 of this application form is completed satisfactorily.</i>
Discharge Pipe Details	Pipe Diameter _____mm Pipe Invert Level _____ <i>Provide details of the connection to be made to the sewer e.g. construction of manhole / direct connection. Details of the sewer connection design and proposals for construction must be provided</i>
<i>Detailed drawings of the proposed sewer connection are to be provided (to scale)</i>	
Details of Proposals to Control Effluent Flow	<i>Tick as appropriate</i> <input type="checkbox"/> Pumped Flow <input type="checkbox"/> Gravity Flow <i>Include details of proposals to control the effluent flow to sewer.</i>
Proposals to Reduce / Eliminate Impact	<i>Include details of any proposals to limit the impact of the discharge on the sewer</i>

PART IV – DISCHARGE TO SEWER

PART IV – Section 2

Checklist for Applicant when applying for a licence to discharge to sewer	
Details to be Submitted	Tick Box where included
1. Fully completed, signed and dated application form (One original plus 2 copies)	
2. Name & address of Applicant	
3. Has the type of discharge been identified i.e. new or existing / domestic and trade or trade only?	
4. Has point of discharge to the sewer been identified	
5. Application fee	
6. Site location map at scale 1:50,000	
7. Site layout map at scale of 1:2500	
8. Drainage system drawings at scale no greater than 1:2500	
9. Description of process giving rise to trade effluent	
10. Description of the proposed method of effluent treatment including drawings and O&M details (where relevant)	
11. Effluent quality, discharge volume and flow details	
12. Details of proposals for dealing with sludge (where relevant)	
13. Has one original plus 2 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.

APPENDICES

Appendix B - Off-site Waste Disposal

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

APPENDICES

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):

Parameter Concentrations in mg/l unless otherwise stated		Prior to Treatment (if any)			As discharged			
Characteristic		Max. Hourly	Max. Daily	Mg/l	Max. Hourly	Max. Daily	Mg/l	% Removal
A	Temperature °C							
	pH							
	Biological Oxygen Demand (5 day)							
	Chemical Oxygen Demand							
	Suspended Solids							
	Total Ammonia (as N)							
	Conductivity							
	Molybdate Reactive Phosphorus (MRP)							
	Nitrate (as N)							
	Total Phosphorus (as P)							
	Oils, Fats and Greases							
	Sulphates (as SO ₄)							
	Chlorides (as Cl)							
	Phenols (as C ₆ H ₅ OH)							
	Detergents (as Lauryl Sulphate)							
Faecal Coliforms CFU								
B	Metals µg/l							
	Arsenic							
	Chromium							
	Copper							

APPENDICES

	Cyanide							
	Fluoride							
	Lead							
	Nickel							
	Zinc							
	Other (<i>please specify</i>)							
C	Pesticides & Solvents:							
	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	Other:							
	Other relevant characteristics including fish toxicity data from tests carried out on all or part of the effluent							

APPENDICES

Appendix D - Dangerous Substances

Are any of the following chemicals used in the process or stored on the premises	<i>Yes/No</i>	<i>Are residual chemical process materials or chemical tailings from a process recovered or discharged?</i>
EDC (1, 2 dichloroethane (C ₂ H ₄ Cl ₂))		
TRI trichloroethylene (C ₂ HC1 ₃);		
PER perchloroethylene (C ₂ C1 ₄);		
TCB trichlorobenzene		
Carbon tetrachloride, DDT and pentachlorophenol		
Aldrin, dieldrin, isodrin, HCB (hexachlorobenzene), HCBD (hexachlorobutadiene) and CHCl ₃ (chloroform)		
Cadmium		
>100 kg of raw asbestos		
Atrazine		
Dichloromethane		
Simazine		
Toluene		
Tributyltin		
Xylenes		
Arsenic		
Chromium		
Copper		
Cyanide		
Fluoride		
Lead		
Nickel		
Zinc		

APPENDICES

**THIS SECTION OF THE APPLICATION FORM IS FOR LICENSING AUTHORITY
OFFICE USE ONLY**

Checklist - Application for a licence to discharge to Sewer	
Details to be Submitted	Tick Box
1. Has a fully completed, signed and dated original copy of the application form plus two copies been submitted	
2. Has the application fee (€380) been submitted	
3. Is the name & address of the Applicant included	
4. Is the address of facility from which it is proposed to discharge included	
5. In the case of an application submitted by a company, has a certificate of incorporation been included?	
6. Where appropriate does the licence application include a statement that the application relates to an existing discharge	
7. Have three copies of the site location map at scale 1:50,000 been submitted showing <ol style="list-style-type: none"> 2. The boundary of the premises from which it proposed to discharge 3. The point of discharge(s) to sewer 4. The name of the Townland in which the discharge occurs 	
8. Have three copies of the site layout map at scale of 1:2500 been submitted showing <ul style="list-style-type: none"> - The site boundary - The extent of the development, showing building locations and any underground construction - The location and layout of the treatment system - The location of the point of discharge to sewer 	
9. Have three copies of the drainage system drawings been submitted showing <ul style="list-style-type: none"> - Existing and new foul and storm drainage - Pipe diameters and levels - Volumes of any storage tanks associated with the drainage system - Location of discharge point to sewer 	
10. Have three copies of the treatment system process drawings been submitted	
11. Has a description of the treatment process been included	
12. Are details of the effluent composition and volume included	

For Licensing Authority use only

Date Received:

Reference Number: