

INSTRUCTIONS FOR LICENCE APPLICANTS

All IPPC, Waste and Waste Water licence applications and related information must be submitted to the EPA in a standardised structure and format. Details are outlined in this leaflet. Any queries on this matter should be directed to EPA Environmental Licensing Programme at tel. 053-9160600.

Applications/Additional Information not submitted in the hardcopy and electronic format, outlined below, will be returned to the applicant for resubmission in correct format.

The signed cover letter (with company letterhead) accompanying the completed application form/additional information must contain a declaration that the content of the electronic files on the accompanying CD-ROM is a true copy of the original application form.

1. Number of Copies Required (Waste, Waste Water & IPPC) – both hardcopy and electronic files to be submitted.

Application Form	Hardcopy	Electronic
All applicants:	1 signed original + 1 copy	2 copies of all files in electronic searchable PDF format on CD-Rom (OCR'd)
EIS	Hardcopy	Electronic
Energy sector applicants:	1 signed original + 1 copy	17 copies in electronic searchable PDF format on CD-Rom (OCR'd)
All other applicants:	1 signed original + 1 copy	15 copies in electronic searchable PDF format on CD-Rom (OCR'd)
Information requested by the EPA under licensing regulations (known as Requested Information/ Article Information) & unsolicited additional information provided by the Applicant	Hardcopy	Electronic
All applicants:	1 signed original + 1 copy	2 copies of all files in electronic searchable PDF format on CD-Rom (OCR'd)
Requested / Unsolicited Additional Information re EIS	Hardcopy	Electronic
Energy sector applicants:	1 signed original + 1 copy	17 copies in electronic searchable PDF format on CD-Rom (OCR'd)
All other applicants:	1 signed original + 1 copy	15 copies in electronic searchable PDF format on CD-Rom (OCR'd)

2. Format & Structure of Hardcopy Application Form / EIS / Requested (Article) Information / Unsolicited Additional Information

- No pages larger than A3 (including maps/plans/drawings*). Documents larger than A3 size may be returned by the EPA for re-submission in a smaller size.
- Duplex (double-sided) printing if possible.
- No spiral-bound or glue-bound documents.
- No promotional material.
- All ring-binders must be 2-punch binders (i.e. no 4-punch binders).
- No staples to be used – substitute with paperclips/bulldog clips if necessary.
- All Parts of the Application Form must be completed in full and sequential page numbers assigned.

Application Form:

- A signed cover letter (with company letterhead) must accompany the completed application. **The letter must contain a declaration that the content of the electronic files on the accompanying CD-ROM is a true copy of the original application form.**
- A Table of Contents with Page Number details must be provided for all parts of the Application Form/EIS /Requested (Article) Information/Unsolicited Additional Information.
- A Table of Contents must be provided for Attachments to the Application Form/EIS /Requested (Article) Information/Unsolicited Additional Information.
- The numbering of attachments, maps, drawings and photographs must be as follows:
 - Each Attachment must be numbered to correspond with the relevant Section of the Application Form /EIS / Additional Information e.g.
 - ✓ Attachment A.1 (*relates to Section A.1. of the Application Form*)
 - ✓ Attachment B.1 (*relates to Section B.1 of the Application Form*)
 - ✓ Attachment B.2 etc.
 - All Maps must be numbered uniquely in numerical sequence (starting at 1) throughout the application (i.e. Map 1, Map 2, Map 3 etc.).
 - All Drawings must be numbered uniquely in numerical sequence (starting at 1) throughout the application (i.e. Drawing 1, Drawing 2, Drawing 3 etc.).

* In exceptional circumstances, where A3 is considered inadequate, a larger size may be requested by the EPA.

- All Photographs must be numbered uniquely in numerical sequence (starting at 1) throughout the application (i.e. Photograph 1, Photograph 2, Photograph 3 etc.).

Environmental Impact Statements (EIS):

- The EIS should be produced in accordance with the EPA'S "Guidelines on the Information to be Contained in Environmental Impact Statements", available to download for free from <http://www.epa.ie/downloads/advice/ea/guidelines>.
- Sections in the main body of the EIS must be numbered numerically (e.g. Section 1, Section 2 etc.) and page numbers assigned.
- A Table of Contents with Page Number details must be provided for the main body of the EIS.
- A Table of Contents must be provided for Attachments to the EIS.

Additional Information/Unsolicited Information:

- A signed cover letter (with company letterhead) must accompany the Requested (Article) Information/Unsolicited Additional Information. **The letter must contain a declaration that the content of the hardcopy form is a faithful reproduction of (i.e. identical to) the electronic files on the accompanying CD-ROM.**
- A Table of Contents with Page Number details must be provided for the Requested (Article) Information and any Unsolicited Additional Information.
- A Table of Contents must be provided for Attachments to the Requested (Article) Information and any Unsolicited Additional Information.
 - The Attachments must be numbered with reference to the numbering system used for the Information i.e.:
 - ✓ Attachment 1.A
 - ✓ Attachment 1.A
 - ✓ Attachment 1.B
 - All Maps must be numbered uniquely in numerical sequence (starting at 1) throughout the Information (i.e. Map 1, Map 2, Map 3 etc.).
 - All Drawings must be numbered uniquely in numerical sequence (starting at 1) throughout the Information (i.e. Drawing 1, Drawing 2, Drawing 3 etc.).
 - All Photographs must be numbered uniquely in numerical sequence (starting at 1) throughout the Information (i.e. Photograph 1, Photograph 2, Photograph 3 etc.).

3. Format & Structure of Electronic Files

- File(s) must be submitted in PDF Formatted Text and Graphics (also known as PDF Normal) on a CD-Rom. Files must be 'read-only' i.e. can't be edited.
- As a general guideline, the PDF file(s) should be no larger than **10MB** each in size.
- **Optical Character Recognition (OCR)** needs to be performed on all files (excluding maps, plans and drawings) before submitting to the EPA. Scanned documents (excluding maps and drawings) must also be stored in PDF Text and graphics format.

- The CD-ROM disk and case must be **labelled** with the company name, address, location address of facility, type of licence application (i.e. Waste, Waste Water or IPPC) and date.
- The main body of the Application Form (including cover letter and cover page) must be contained in one PDF file. If the contents of the file exceed 10MB, the file should be split at a logical section break in the Application Form e.g. Parts A-G in one file, Parts H-M in a separate file.
- The main body of the EIS (if applicable) must be contained in one PDF file. If the contents of the file exceed 10MB, the file should be split at a logical section break in the EIS.
- The Attachments Table of Contents must be contained in one PDF file.
- The Attachments should form one PDF file, up to a maximum file size of 10MB. Where the Attachments file exceeds 10MB, the file should be split at a logical break in the Attachments (e.g. Attachments A-F in one file, Attachments G-M in a separate file). Only where a single Attachment is up to 10MB, should the Attachment be contained in a separate PDF file. Note that all files must be recorded in the Attachments Table of Contents.
- Maps/Drawings should be submitted in PDF format only and be included in the relevant attachment file in the same sequence as the hard copy. Only where a single Map/Drawing is up to 10MB, should it be contained in a separate PDF file

4. Naming Convention for Electronic Files

- The PDF files must be named according to a **standard naming convention**. Details are as follows:

File Contents	File Name
Application Form Parts A-M (including cover letter and cover page) <i>If file is larger than 10MB:</i> <i>Split the file at a logical section break in the Application Form e.g. Parts A-G in one file, Parts H-M in another file. Label disk and case accordingly.</i>	Application Form.pdf Application Form A-G.pdf Application Form H-M.pdf <i>Etc.</i>
Application Form Attachments Table of Contents	Attachments Table of Contents.pdf
Application Form Attachments <i>If file is larger than 10MB:</i> <i>Where the Attachments file exceeds 10MB, the file should be split at a logical break in the Attachments (e.g. Attachments A-F in one file, Attachments G-M in a separate file).</i>	Application Form Attachment A-M.pdf Application Form Attachment A-F.pdf Application Form Attachment G-M.pdf <i>Etc.</i>

Map/Drawing/Photographs should be included with the relevant attachment file in the sequence of the hard copy format. Where a map is larger than 10MB it should form a separate PDF file.	Map 1.pdf
EIS If file is larger than 10MB: <i>Split the file at a logical section break in the EIS e.g. Sections 1-10 in one file, Sections 11-20 in another file. Update Table of Contents accordingly.</i>	EIS.pdf EIS Sections 1-10.pdf EIS Sections 11-20.pdf <i>Etc.</i>
EIS Attachments Table of Contents	EIS Attachments Table of Contents.pdf
EIS Attachment If file is larger than 10MB: <i>Where the EIS Attachments file exceeds 10MB, the file should be split at a logical break in the Attachments (e.g. EIS Attachments 1-6 in one file, Attachments 7-12 in a separate file).</i>	EIS Attachments.pdf EIS Attachment 1-6.pdf EIS Attachment 7-12.pdf <i>Etc.</i>

File Contents <i>continued..</i>	File Name
Information requested by the EPA under licensing regulations (e.g. Article 8 notice) If file is larger than 10MB: <i>Split the file at a logical section break and rename the files accordingly.</i>	Article X Reply Dated X.pdf
Requested (Article) Information Attachments Table of Contents	Article X Reply Dated X - Attachments Table of Contents. pdf
Requested (Article) Information Attachment If file is larger than 10MB: <i>Split the file at a logical section break and rename the files accordingly.</i>	Article X Reply Dated X Attachments A – C .pdf Etc.
Unsolicited Additional Information If file is larger than 10MB: <i>Split the file at a logical section break and rename the files accordingly.</i>	Additional Information Dated X.pdf
Unsolicited Additional Information Attachments Table of Contents	Additional Information Dated X Attachments Table of Contents.pdf
Additional Information Attachment If file is larger than 10MB: <i>Split the file at a logical section break and rename the files accordingly.</i>	Additional Information Dated X Attachment A – C pdf <i>Etc.</i>