

# EPA Guidance on Alteration Requests - Web-form Layout Document



## Licence Alteration List: LEMA test site (ALDER) (P9999-01)

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### Alteration Requests

This application has been developed by the EPA, to provide for the submitting of Requests relating to Alterations of the installation/facility via this on-line application, and is supported by [EPA Guidance for Licensees on requests for alterations on the installation/facility](#).

The application is designed to assist you in managing your request for an alteration. Currently there are three mechanisms available as follows:

- an approval from OEE,
- an amendment of your licence or
- a review of the licence.

Please note that the Agency may, in considering any request for an alteration, take other matters into account and may review the licence even when it appears that the proposed change is immaterial.

This application allows you to save and store requests at any step in the process and submit it at a future date.

Please note that this application is not for changes expressly provided for by a condition of your licence.

### Create New Request

In order to avoid requests being refused or delayed and to reduce the administrative burden, you are required to read the [EPA Guidance for Licensees on requests for alterations on the installation/facility](#).

You should note that from this point on-ward, all responses given to questions and information provided as part of your request must be accurate and true as it is part of the request record.

The information supplied to the EPA as part of this application will be made publically available and will be open to inspection by any person. This application does not purport to be and should not be considered a legal interpretation of the provisions and requirements of the relevant legislation. To initiate an alteration request, please enter a 'Title of Alteration', read and confirm the declaration and then click on the 'Create' button.

Title of Alteration

Before proceeding to request an alteration of the activity, please tick the adjacent box to confirm that you:

1. have read and understood the guidance; and
2. certify that the information you will provide via this application will be true, accurate and complete.



CREATE

### Saved requests

You can view Alterations Requests (if any), the request title and status. You can proceed a previously saved Request by clicking on the 'proceed' button. This will take you to the next step in the process.

Show 10 entries			Search: <input type="text"/>
Change	Status	Title	
▼	↕	↕	



## Licence Alteration: CR00200

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## Alteration Details

**Licensee** Project test  
**Reg Number** P9999-01  
**Title of Alteration** A new request

## Screening Questions

You are required to answer 'Yes' or 'No' to all of the following questions and your responses will form part of this 'Alteration Request' record

1 Does the proposed alteration require a new class of activity or process? [\[?\]](#) ☐ Yes ☐ No

2 Does the proposed alteration cause a new or additional main emission or emissions point? [\[?\]](#) ☐ Yes ☐ No

3 Does the proposed alteration increase or change specified emissions [significantly](#)? [\[?\]](#) ☐ Yes ☐ No

4 Does the proposed alteration increase [significantly](#) the overall total emission from the installation/facility? [\[?\]](#) ☐ Yes ☐ No

5 Does the proposed alteration involve development or proposed development that has already been granted planning permission or requires a grant of planning permission and was/is subject to EIA by the Planning Authority or An Bord Pleanála? [\[?\]](#) ☐ Yes ☐ No

6 Did the proposed alteration require to the preparation of a Natura Impact Statement (NIS) for consideration by any Planning or Public Authority? [\[?\]](#) ☐ Yes ☐ No

7 Does the proposed alteration indicate that the Agency should conduct an Appropriate Assessment (on foot of a screening for Appropriate Assessment)? [\[?\]](#) ☐ Yes ☐ No

8 Does the proposed alteration conflict with BAT as set out in the relevant BAT Conclusions? See here [BAT conclusions](#) [\[?\]](#) ☐ Yes ☐ No

9 Does the proposed alteration adversely affect the energy efficiency of the installation/facility? [\[?\]](#) ☐ Yes ☐ No

10 Does the proposed alteration adversely affect the risk profile of the installation/facility [significantly](#)? ☐ Yes ☐ No

11	Does the proposed alteration cause an increase above a capacity limitation specified in the licence?	<a href="#">[?]</a> <input type="radio"/> Yes <input type="radio"/> No
12	Does the proposed alteration require an extension of operating hours (where controlled by the licence) for an installation/facility where the public is likely to have an interest in such an extension?	<a href="#">[?]</a> <input type="radio"/> Yes <input type="radio"/> No
13	Does the proposed alteration involve the incineration or co-incineration of waste materials displaying hazardous properties that were not previously authorised (as per the WID/IED)?	<input type="radio"/> Yes <input type="radio"/> No
14	Does the proposed alteration introduce materials or techniques which adversely affect the probability, magnitude and duration or complexity of the site transboundary impact?	<input type="radio"/> Yes <input type="radio"/> No
15	Does the proposed alteration constitute a substantial change?	<a href="#">[?]</a> <input type="radio"/> Yes <input type="radio"/> No
16	Does the proposed alteration require a change to a condition or schedule of the licence?	<input type="radio"/> Yes <input type="radio"/> No

PREV

CLOSE

SAVE

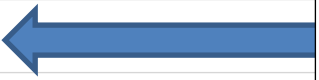
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Details Step**Alteration Type**

This application has built-in logic which assesses your responses to the foregoing screening questions and recommends the option most appropriate for progressing your licence alteration request. Your response to the questions has determined the option which has been recommended to you. You will be advised to apply for: (i) a request for approval, which will be considered by the Office of Environmental Enforcement; (ii) an amendment of your licence, which will be considered by the Environmental Licensing Programme; or (iii) a Licence Review.

Recommended Option: [\[?\]](#)

Request Licence Amendment



The Recommended  
Option will be  
displayed here

**Alteration Request Options [\[?\]](#)**

Click on your chosen option to proceed

Request for Approval

Request Licence  
Amendment

Licence Review

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## Licence Amendment Request Details

Licensee Project test

Reg Number P9999-01

Title Of Proposed Alteration A new request

Priority [\[?\]](#) 1. Routine

## Category of Amendment

Please select the appropriate category that best describes the purpose of your requested amendment

- ☐ (a) Correcting any clerical error therein
- ☐ (b) facilitating the doing of any thing pursuant to a condition attached to the licence where the doing of that thing may reasonably be regarded as having been contemplated by the terms of the condition or the terms of the licence taken as a whole but which was not expressly provided for in the condition
- ☐ (c) otherwise facilitating the operation of the licence (or certificate) and the making of the amendment does not result in the relevant requirements of section 83(5) of the EPA Act as amended / section 40(4) of the Waste Management Act as amended/environmental requirements ceasing to be satisfied

Proposed Alteration Description [\[?\]](#)

(1000 characters remaining)

## Licence Conditions / Schedules

You are requested to specify the conditions/schedules of your current licence that you consider need to be altered in order to facilitate your proposed amendment. Please identify the relevant conditions/schedules, specify the current wording and include your suggested condition wording or new additional licence condition. Providing this information will assist the EPA in its consideration of your request.

## Add New Licence Condition / Schedule Change Below

Condition / Schedule Reference	
Current Condition / Schedule Wording (1000 characters remaining)	Suggested New Wording (1000 characters remaining)
<div></div>	<div></div>
<div>Add</div>	

## Questions

Q1	Is planning permission required to support the proposed alteration?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>If 'Yes', please provide written confirmation from the Planning Authority that an EIA was not required in this instance <u>OR</u> an EIA Screening Report that indicates that the development does not comprise or is not for the purposes of the activity <a href="#">[?]</a> <a href="#">Upload a file</a></p>		
Q2	Does the alteration request involve an installation boundary change?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>If 'Yes', for a proposed site boundary reduction please attach an OEE Exit Audit Approval for the reduced boundary area. In the case of an installation boundary increase for an Industrial Emission Licenced activity, you are required to provide the reason that you consider a Baseline Report is not required. In the case of all boundary changes also provide an updated site boundary location map in accordance with Section B of the EPA Licence Application Form. <a href="#">[?]</a> <a href="#">Upload a file</a></p>		
Q3	Does the alteration request involve changes to emissions to sewer?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>If 'Yes', please attach Irish Water agreement for changes to emissions to sewer here <a href="#">[?]</a> <a href="#">Upload a file</a></p>		
<p>If 'Yes' for an Industrial Emissions Licenced activity, please provide evidence that an equivalent level of protection for the environment as a whole is guaranteed (section 86A (8)) <a href="#">[?]</a></p> <div></div> <p>(1000 characters remaining)</p>		
Q4	Attach Appropriate Assessment Screening Report here	<a href="#">[?]</a> <a href="#">Upload a file</a>

Attachments are required here if you answer 'Yes' to the question

## Additional Documentation

Below are links to documents you may be required to complete to support your application:

- [Control and Monitoring tables \(IEL\).docx](#)
- [Emissions tables \(IEL\).docx](#)
- [Raw materials, products and waste tables \(IEL\).docx](#)

Please attach any additional information you wish to support your alteration request here: [\[?\]](#)

[Upload files](#)

These are link to template documents for you to download, edit and to submit in PDF format as part of your request, if applicable

[PREV](#)

[CLOSE](#)

[SAVE](#)

[SUBMIT](#)