

Licence Application Form – Instructions for Applicants

Industrial Emissions, Integrated Pollution Control & Waste


Purpose

The purpose of this document is to provide applicants with an overview of the practical aspects of making an **Industrial Emissions (IE)**, **Integrated Pollution Control (IPC)** or **Waste** licence/review application and details of the structure and format of the information to be provided. These instructions cover the application form, the application form hardcopy and any requested/regulation/unsolicited additional information.

General Information

To obtain an IE, IPC or Waste licence or revised licence you must apply using the online application form. Access to the online application form is via the [Environmental Data Exchange Network \(EDEN\)](#) online portal.

If you are a first time applicant please register for EDEN. [Click here for advice on how to register for EDEN](#). When you have been granted EDEN access by the EPA, you will be able to initiate a licence/review application and fill in the application form.

Further information on EDEN including a '[Frequently Asked Questions](#)' section is available [here](#). EDEN Portal help information is also available at the following icon when you are logged into EDEN: 

Licence Application Form Templates

The online application is supported by a number of template documents that need to be completed and uploaded into the online application form. [Click here to access these template documents](#).

Licence Application Form Guidance

Information on completing the application form is available in the '[EPA Licence Application Form Guidance](#)' document. Guidance videos to assist you to complete a licence application form are available at the links below:

- [Initiate a first time Licence Application](#)
- [Initiate a Licence Review Application](#)
- [Application Form - Introduction, Organisation and Site sections](#)
- [Application Form - Activity and Capacity sections](#)
- [Application Form - Completing and Submitting](#)
- [Submitted Application - View/Access a notice and Re-submit](#)

If you have any query on the online licence application form please submit it to: licensing@epa.ie

Instructions

All Industrial Emissions (IE), Integrated Pollution Control (IPC), Waste licence/review applications must be submitted using the Online Application Form via the Environmental Data Exchange Network (EDEN) portal. Attachments and any supplementary information must be submitted in a standardised structure and format, as outlined below.

Any queries on this matter should be directed to the EPA Environmental Licensing Programme at Tel. 053-9160600 or submitted via e-mail to licensing@epa.ie.

The signed cover letter (with company letterhead) accompanying the hardcopy of the complete application form must contain a declaration that the content of the hardcopy is a true copy of the original application form submitted via EDEN.

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

1. Number of Copies Required – Application Form (including EIAR/EIS ¹)

Application Form	Online Application submitted via EDEN (including EIAR/EIS where applicable)	Electronic - CD-ROM	Hardcopy submitted via post
All Applicants:	1 x Original Application Form submitted via EDEN - including all relevant attachments in PDF format and a scanned copy of signed declarations	None	1 hardcopy of the application to be submitted when the EPA deems original application to be complete

2. Number of Copies Required – Information requested by the EPA under licensing regulations (known as Requested/Regulation Information) and Unsolicited Additional Information provided by the Applicant

Requested /Regulation Information & Unsolicited Additional Information (including <u>additional</u> EIAR/EIS information):	Online submitted via EDEN	Electronic - CD-ROM	Hardcopy
All Applicants:	None	2 copies of all files in electronic searchable PDF format on CD-ROM (OCR'd)	1 signed original & 1 copy

¹ Environmental Impact Assessment Report/Environmental Impact Statement

3. Format and Structure of Documents/Files**(i) Electronic Online Application Form /EIAR or EIS/ Template Attachments/ Supporting Information Attachments submitted via EDEN**

- All parts of the Application Form and applicable attachments must be completed in full.
- Sequential page numbers must be assigned within each attachment.
- File(s) must be in PDF Formatted Text and Graphics (also known as PDF Normal). Files must be 'read-only', i.e., can't be edited.
- The PDF file(s) should be no larger than **10MB** each in size.
- Where the Attachments file exceeds 10MB, the file should be split at a logical break in the Attachments (e.g. Attachments 2-1-1 in one file, Attachments 2-2-2 in a separate file). Only where a single Attachment is up to 10MB, should the Attachment be contained in a separate PDF file.
- **Optical Character Recognition (OCR)** needs to be performed on all files (excluding maps, plans and drawings) before attaching and submitting to the EPA. This is so electronic document can be word searched. Scanned documents (excluding maps and drawings) must also be in PDF Text and graphics format.
- The main body of the EIAR/EIS (if applicable) must be contained in one PDF attachment. If the contents of the file exceed 10MB, the file should be split at a logical section break in the EIAR/EIS.
- A Table of Contents with Page Number details must be provided for all supporting information Attachments and the EIAR/EIS. (A table of contents is not required to be included for template attachments).
- Maps/Drawings/Photographs should be submitted in PDF format only and be included in the relevant attachment file. Only where a single Map/Drawing is up to 10MB, should it be contained in a separate PDF file.
- All pages (including maps/plans/drawings) should be readable at a maximum size of A3.
 - 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.).
 - All Photographs must be numbered uniquely in numerical sequence (starting at 1) throughout the application (i.e., Photograph 1, Photograph 2, Photograph 3, etc.).

- 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 where the document is uploaded, e.g.,
 - ✓ Attachment-7-3-1-Emissions to Sewer, Attachment-7-3-2-Equivalent Level of Protection, Attachment-7-3-3-Sewer Discharge Consent, etc.
 - ✓ Where an attachment has a pertinent date (e.g., for an AA screening report, planning permission, EIAR/EIS, etc.), the month and year should be included in the file name, e.g., Attachment-6-1-2-ICW AA Screening July 2017.
 - ✓ Additional/Supporting information should be uploaded in to the most appropriate section in the application form. These attachments should be named and numbered in a similar way, with each document having a unique file name.

Note:

- The file name can be a maximum of 55 characters in length.
- Some sections of the application form may not require an upload attachment.

- Not to contain promotional material.

(ii) Format and Structure of Application Form Hardcopy:

- A signed cover letter (with company letterhead) must accompany the **hardcopy of the complete application form. The letter must contain a declaration that the content of the hardcopy is a true copy of the original electronic application form submitted via EDEN.**
- The hardcopy must contain a copy of the original application form as submitted via EDEN **and** a copy of EVERY Attachment uploaded into the application form and submitted via EDEN.

(iii) Format and Structure of Environmental Impact Assessment Report (EIAR)/Environmental Impact Assessment (EIS):

- The EIAR/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 EIAR/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 EIAR/EIS.
- A Table of Contents must be provided for Attachments to the EIAR/EIS.

(iv) Format and Structure of Requested/Regulation Information and Unsolicited Additional Information

- A signed cover letter (with company letterhead) must accompany the Requested/Regulation 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.
- No Requested/Regulation Information/Unsolicited Additional Information is to be submitted via EDEN.
- A Table of Contents with Page Number details must be provided for the Requested/Regulation Information and any Unsolicited Additional Information.
- A Table of Contents must be provided for Attachments to the Requested/Regulation Information and any Unsolicited Additional Information.
 - The Attachments must be numbered with reference to the numbering system used for the Information, e.g.,:
 - ✓ Attachment 1.A
 - ✓ Attachment 1.B
 - ✓ Attachment 1.C
 - 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.).

(v) Format & Structure of Requested /Regulation Information & Unsolicited Additional Information – Electronic Files (CD-ROM)

- File(s) must be in PDF Formatted Text and Graphics (also known as PDF Normal). Files must be 'read-only' i.e. can't be edited.
- 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 attaching and submitting to the EPA. Scanned documents (excluding maps and drawings) must also be in PDF Text and graphics format.
- The CD-ROM disk and case (where required to be submitted) must be **labelled** with the company name, address, location address of facility, type of licence application (i.e., IE, IPC or Waste) and date.

- If an EIAR/EIS is to be submitted - The main body of the EIAR/EIS (if applicable) must be contained in one PDF attachment. If the contents of the file exceed 10MB, the file should be split at a logical section break in the EIAR/EIS.
- Where the Attachments file exceeds 10MB, the file should be split at a logical break in the Attachments (e.g. Attachments 2-1-1 in one file, Attachments 2-2-2 in a separate file). Only where a single Attachment is up to 10MB, should the Attachment be contained in a separate PDF file.
- Maps/Drawings should be submitted in PDF format only and be included in the relevant attachment file. 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

A. Online Licence Application Form Attachments

- Online Licence Application Form attachment files (including EIAR/EIA files) must be in PDF format named accordance with the **standard naming convention listed in Appendix 1 at the end of this document**.
- The file names of supporting information attachments should be consistent with the standard naming convention as far as possible.
- Attachments are required to be uploaded in to the most appropriate section of the online application form in EDEN.
- Where an attachment file exceeds 10MB, the file should be split at a logical break in the Attachment (e.g., Attachment of an Environmental Impact Assessment Report sections 1 to 7 in one file and Attachment of the Environmental Impact Assessment Report sections 8 to 13 in a separate file). See examples in the next table.

Note: The file name must not exceed 55 characters in length.

Online Application Form Attachment - <u>Examples</u>	File Name
EIAR/EIS <i>If file is larger than 10MB:</i> <i>Split the file at a logical section break in the EIAR/EIS e.g. Sections 1-10 in one file, Sections 11-20 in another file. Update Table of Contents accordingly.</i>	e.g., Attachment-6-3-6-EIAR-Planning-Dec-17.pdf e.g., Attach-6-3-6-EIAR-Planning-Sect 1-10-Jul 17.pdf and Attach-6-3-6-EIAR-Planning-Sect 11-20-Jul-17.pdf
EIAR/EIS Attachments Table of Contents	Attach-6-3-6-EIAR-Planning-Table of Contents July-17.pdf
EIAR/EIS Attachment <i>If file is larger than 10MB:</i> <i>Where the EIAR/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>	Attach-6-3-6-EIAR-Planning-Attachments-July-17.pdf Attach-6-3-6-EIAR-Planning-Attachments 1-6-July-17.pdf Attach-6-3-6-EIAR-Planning-Attachments 7-12-July-17.pdf

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

Appendix 1: IE/IPC/Waste Licence Application Form Sections and Attachment Naming Convention

Key: Sections are identified in **bold**.

Attachments required for all licence/review applications are listed in **black**.

Attachments required for licence **review** applications only are listed in **green**.

Attachments that may be required, depending on the activities/application, are listed in **purple**.

Structured templates are required to be used for the attachments underlined in the list below. The template documents can be obtained within the application form, or [accessed via this link](#).

Note: The maximum file name length is 55 characters.

File names may be abbreviated to facilitate naming of spilt attachments.

1. Introduction

- **Attachment-1-1-Reason for Licence Review**
- Attachment-1-2-Non-Technical Summary

2. Organisation

- Attachment-2-1-Operator Details <Waste Licence Application Only>
- Attachment-2-5-1-Convictions and Remedial Actions
- Attachment-2-5-2-Relevant Financial Issues
- Attachment-2-5-Financial Commitments Declaration
- Attachment 2-5-3-Technical Knowledge or Qualifications

3. Site

- Attachment- Multiple Townlands Details
- Site Plan(s)
- Location Map(s)
- Attachment- Site Ownership Arrangements
- Attachment-Buildings Ownership Arrangements

4. Activity and Capacity

4.1 Main Activity

- None

4.2 Application Type Conformation

- None

4.3 Waste Activities

- Attachment-4-3-3- Waste Merchant and Treatment
- Attachment-4-3-4-R and D Activity Capacity Calcs
- Attachment-4-3-5-Waste Acceptance Procedure
- Attachment-4-3-6-Maximum Waste Accepted Calcs
- Attachment-4-3-1-Storage of Waste and Other Materials

- Attachment-4-3-7-Waste Storage Capacity Calcs
- Attachment-4-3-8-Landfill Calculation Explanation
- Attachment-4-3-2-Landfill Emissions and Controls

4.4 Capacity

- Attachment-4-4-1- Capability Calculations

4.5 Regulations/Directives

- Attachment-4-5-1- Applicable Regulation or Directive
- Attachment-4-5-2-Extractive Waste

4.6 Resource & Energy Use

- Attachment-4-6-1-Water and Energy Use
- Attachment-4-6-2-Raw Materials

4.7 BAT

- Attachment-4-7-1-CID-XXX-BATX
- Attachment-4-7-2-BREF-XXX
- Attachment-4-7-3-National BAT-XXX

4.8 Reports

- Attachment-4-8-1-Operational Report
- Attachment-4-8-2-Screening for Baseline Report
- Attachment-4-8-3-Complete Baseline Report
- Attachment-4-8-4- Site Condition Report

4.9 Solvents

- Attachment-4-9-1-IED-Article 59 Derogation
- Attachment-4-9-2-Solvent Management Plan
- Attachment-4-9-3-IED-Art 59(5) Compliance
- Attachment-4-9-4-IED-Art 59(7) Precautions
- Attachment-4-9-5-IED-Art 58 Compliance

4.10 LCP (section required when Class 2.1 of the EPA Act 1992 as amended is selected)

- Attachment-4-10-1-LCP Plant Information
- Attachment-4-10-3-IED-Art 30(5)(6) Justification
- Attachment-4-10-4-IED-Art 31 Justification
- Attachment-4-10-5-Combustion Provisions
- Attachment-4-10-6-IED- Art 36(1) Conditions
- Attachment-4-10-7-IED Chapter III not applicable
- Attachment-4-10-2-LCP Abatement

4.11 Incinerators (section required when Class 11.3(a) or 11.3(b) of the EPA Act 1992 as amended is selected **AND** Waste Disposal Activity D10 or Waste Recovery Activity R1 is selected)

- Attachment-4-11-1-Waste Incineration-Co-incineration
- Attachment-4-11-2-IED Art 45(2) Hazardous Waste
- Attachment-4-11-3-IED Chapter 5 not applicable
- Attachment-4-11-4-IED Art 46-47-48 Requirements

- [Attachment-4-11-5-Alternative Operating Conditions](#)
- [Attachment-4-11-6-IED Art 52\(5\) Exemption](#)

5. Financial

- [Attachment-5-1-Financial](#)
- Attachment-5-2-Fee Payment Evidence
- [Attachment-5-3-Fee Waiver](#)

6. Stakeholder Engagement

- [Attachment-6-1-Stakeholder Engagement](#)
- [Attachment-6-1-2-Effluent Discharge Licence](#)
- [Attachment-6-2-1-AA-Screening-month-year](#)
- [Attachment-6-2-2-NIS-month-year](#)
- [Attachment-6-3-1-Planning Decision-month-year](#)
- [Attachment-6-3-2-EIA Confirmation-Planning-month-year](#)
- [Attachment-6-3-3-AA-Planning-month-year](#)
- [Attachment-6-3-4-AA Screening-Planning-month-year](#)
- [Attachment-6-3-5-NIS-Planning-month-year](#)
- [Attachment-6-3-6-EIS-EIAR-Planning-month-year](#)
- [Attachment-6-3-7-Project and Threshold-Planning](#)
- [Attachment-6-4-1-PA-ABP Determination-month-year](#)
- [Attachment-6-4-2-AA-Screening-Planning-month-year](#)
- [Attachment-6-7-1-Evidence of Notices - Site](#)
- [Attachment-6-7-2-Evidence of Notices - Newspaper](#)
- [Attachment-6-7-3-Evidence of Notices - Map](#)
- [Attachment-6-7-4-Evidence of Notices - PA](#)

7. Emissions**7.1 Emissions Overview**

- [Attachment-7-1-Emissions Overview](#)
- [Attachment-7-1-3-1-Emissions Compliance Report](#)
- [Attachment-7-1-3-2-Emissions Impact Assessment](#)
- [Attachment-7-1-3-3-Receiving Environment Report](#)

7.2 Emissions to Surface Water

- [Attachment-7-2-Emissions to Surface Water](#)

7.3 Emissions to Sewer

- [Attachment-7-3-1-Emissions to Sewer](#)
- [Attachment-7-3-2-Equivalent Level of Protection](#)
- [Attachment-7-3-3-Sewer Discharge Consent](#)

7.4 Emissions to Air

- [Attachment-7-4-1-Emissions to Air-Main and Fugitive](#)
- [Attachment-7-4-2-Emissions to Air-Minor and Potential](#)

7.5 Noise Emissions

- [Attachment-7-5-Noise Emissions](#)

7.6 Emissions to Ground and/or Landspreading

- [Attachment-7-6-1-Emission to Ground - Landspreading](#)
- [Attachment-7-6-2-Sanitary Effluent Compliance](#)
- [Attachment-7-6-2\(a\)-Landspreading Controls Agri](#)
- [Attachment-7-6-2\(b\)-Landspreading Controls Non-Agri](#)
- [Attachment-7-6-3-Emissions to Ground Controls](#)

7.7 Storm Water Discharges

- [Attachment-7-7-Storm Water Discharges](#)
- [Attachment-7-7-1-Storm Water Monitoring](#)

8. Waste

- [Attachment-8-1-Waste Generated and Animal By-products](#)
- [Attachment-8-2-1-Waste Hierarchy](#)

9. Environmental Management

- [Attachment-9-1-EMT](#)
- [Attachment-9-2-1-ELRA-month-year](#)
- [Attachment-9-2-2-Financial Provision Proposal](#)
- [Attachment-9-2-3-Site Closure](#)

10. Submit

- [Attachment-10-1-Signature Stamp](#)