



# Waste Water Discharge Authorisation

## Application Guidance Document

**Version 1.0 – 1<sup>st</sup> July 2021**

**ENVIRONMENTAL PROTECTION AGENCY**

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## AMENDMENTS TO THIS GUIDANCE

<b>Version No.</b>	<b>Date</b>	<b>Amendment since previous version</b>	<b>Reason</b>

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## ABBREVIATIONS

AA	Appropriate Assessment
Agency	Environmental Protection Agency
BOD:	Biochemical Oxygen Demand
CoA	Certificate of Authorisation
COD:	Chemical Oxygen Demand
DBO	Design, Build & Operate
EIA	Environmental Impact Assessment
EIAR	Environmental Impact Assessment Report
ELV	Emission Limit Value(s)
EPA	Environmental Protection Agency
EQS	Environmental Quality Standard
EU	European Union
NIS	Natura Impact Statement
RBMP:	River Basin Management Plan
p.e.	Population Equivalent
PSU:	Salinity Units
SWO:	Storm Water Overflow
SS:	Suspended Solids
TN:	Total Nitrogen
TP:	Total Phosphorus
WFD:	Water Framework Directive
WWDA	Waste Water Discharge Authorisation
WWDL	Waste Water Discharge Licence
WWTP	Waste Water Treatment Plant
UWWTD:	Urban Waste Water Treatment Directive

## 1.0 INTRODUCTION

### 1.1 Waste Water Discharge Authorisation

The waste water discharge authorisation (licensing and certification) process gives effect to a number of European Union (EU) Directives by the imposition of restrictions or prohibitions on waste water discharges for the purpose of preventing or reducing the pollution of waters by waste water discharges.

The authorisation process is a quasi-judicial process, the detail of which is set out in the European Union (Waste Water Discharge) Regulations 2007 to 2020. Of note, these Regulations give effect to the obligation under Article 11(3)(g) of the Water Framework Directive (2000/60/EC) requiring prior regulation of point source discharges liable to cause pollution.

These Regulations are for the authorisation of waste water discharges from waste water works serving an agglomeration. The 'waste water works' refer to sewers and their accessories (or any part thereof) and all other associated structural devices, including waste water treatment plants, which are owned by, vested in, controlled or used by a water services authority for the collection, storage, treatment or discharge of waste water. Waste water discharges include discharges from waste water treatment plant(s), commonly referred to as urban waste water or municipal works.

Waste Water Discharge Licences (WWDLs) are required for agglomerations with a population equivalent (p.e.) greater than 500. Certificates of Authorisation (CoAs) are required for agglomerations with less than 500 p.e. In exceptional circumstances, where an Environmental Impact Assessment Report (EIAR) is required for an agglomeration of less than 500 p.e., the agglomeration is subject to a licence.

The authorisation process **does not regulate**:

- The connection of unsewered premises into the collecting system.
- The operation of a waste water treatment plant.
- Odours from waste water treatment plants.
- Sludge disposal from waste water treatment operations.
- Noise from waste water treatment plants.
- Discharges of uncontaminated storm water from dedicated storm water collection systems within an agglomeration.

It is a duty of the water services authority to make an application to the Agency for the authorisation of waste water discharges from waste water works. Under the Water Services Act 2007 (as amended), many of the functions of the Water Services Authority relating to waste water transferred to Irish Water. All waste water discharge licences and certificates of authorisation also transferred to Irish Water. Irish Water is the sole water services authority to which these Regulations apply.

The Agency is the competent authority for the purposes of authorising a waste water discharge.

A contravention of the conditions of a waste water discharge authorisation is an offence under the European Union (Waste Water Discharge) Regulations 2007 to 2020.

## 1.2 Environmental Requirements

The European Union (Waste Water Discharge) Regulations 2007 to 2020 set out the duties of the Agency and Irish Water and the procedural requirements of the authorisation process. Of note, the Regulations set out the environmental requirements that are core to the Agency’s decision on an application for a licence or a CoA. Agency obligations in relation to these requirements are summarised as follows:

**Regulation 6(2)** - the Agency shall set **emission limit values (ELVs)** for pollutants likely to be present in the waste water and the timeframe within which these are to be achieved with the aim of:

- achieving or maintaining at least good status,
- complying with any standards and objectives established for associated protected areas.

Regulation 6(2) sets the timeframe for achieving ELVs as 22nd December 2015. Regulation 7 allows the timeframe /deadline for compliance to be extended, provided:

- that there has been no deterioration in status
- WFD Article 4 (4) exemption has been applied to the waterbody and
- the River Basin Management Plan (RBMP) specifies, *inter alia* the measures needed are set out in the RBMP.

**Regulation 6(3)** - the Agency shall not grant an authorisation for a waste water discharge which, in the **opinion of the Agency**, will—

- cause a deterioration in the chemical status in the receiving body of water,
- fails to include the measures necessary to prevent the input into groundwater of hazardous substances, or, limit inputs of non-hazardous pollutants so as to ensure that such inputs do not cause deterioration or result in significant and sustained upward trends in the concentrations of pollutants in groundwater, or
- exclude or compromise the achievement of the objectives and EQSs established for protected areas (European sites water dependant species and natural habitats, designated bathing waters, designated shellfish waters, areas designated for the protection of freshwater fish and areas designated for the abstraction of water intended for human consumption).

**Regulation 6(4)** -Regarding **emission limit values and controls**, the Agency shall ensure that they are established according to the **combined approach** within **prescribed timeframe**.

“combined approach”, in relation to a waste water works, means the control of discharges and emissions to waters whereby the emission limits for the discharge are established on the basis of the stricter of either or both, the limits and controls required under the Urban Waste Water Regulations, and the limits determined under statute or Directive for the purpose of achieving the environmental objectives established for surface waters, groundwater or protected areas for the water body into which the discharge is made.

**Regulation 6(5)** -Where applicable, the Agency shall have regard to the **conclusions of the Appropriate Assessment (AA)** in deciding on an application.

**Regulation 22** -Where applicable, Agency shall have regard to the **findings of any environmental impact assessment (EIA)** carried out in deciding on an application.

Copies of Irish statutory enactments referred to above and throughout this document can be obtained from the Government Publications Sales Office, Molesworth Street, Dublin 2, Ireland, and on the Irish Statute Book website at [www.irishstatutebook.ie](http://www.irishstatutebook.ie).

Copies of EU Directives and National Regulations referred to in this document can be downloaded from the website of Eur-Lex (portal to European Union law) at <http://eur-lex.europa.eu/homepage.html>.

Further WWDA documents such as the Application Form and copies of licences can be found on the Licensing pages of the EPA website at <https://www.epa.ie/publications/licensing--permitting/waste-water/2/>

### 1.3 Purpose of this Guidance Document

This guidance document has been created to assist an applicant to prepare for, complete and submit to the Agency an application for a new WWDL/CoA or for a review of an existing WWDL/CoA. It should be read in conjunction with the Waste Water Discharge Authorisation Application Form and templates.

It includes:

- information the applicant should be familiar with when preparing information required to complete an application;
- a section by section guide to completing the Application Form questions; and
- details on how to submit the Application Form, including how to access to the 'review authorisation function' on EDEN for submitting WWDL/CoA review applications.

Neither the Application Form nor this guidance document purport to be, and should not be considered, a legal interpretation of the provisions and requirements of the European Union (Waste Water Discharge) Regulations 2007 to 2020.

**While every effort has been made to ensure the accuracy of the material contained in this document, the EPA assumes no responsibility and gives no guarantees, undertakings or warranties concerning the accuracy, completeness or up-to-date nature of the information provided herein and does not accept any liability whatsoever arising from any errors or omissions.**

Should there be any contradiction between the information requirements set out in the Application Form and any clarifying explanation contained in this Guidance Note, then the requirements in the Application Form should take precedence. The requirements of the Regulations shall take precedence over any considerations mentioned in the Application Form, this guidance document or on the website.

## 2.0 MAKING AN APPLICATION TO THE AGENCY

### 2.1 Application Types

The following types of waste water authorisation application can be made to the Agency:

- a **'New'** application - this is an application for either:
  - a. a new licence/ new CoA for waste water discharges from a waste water works serving an agglomeration that has not been authorised previously; or
  - b. a new licence (due to an increase in p.e. to above 500) where a certificate was previously granted.
- a **'Review'** application - this is an application for a review of an existing licence / certificate.

Applications to the Agency must be made using the Application Form and supporting templates that are provided. Whilst the Application Form and supporting template documents are the same for both application types, each type has a defined route of submission to the Agency as follows:

Application Type	Route for applying to Agency
<b>New</b> application:	<ul style="list-style-type: none"> <li>- Obtain the Application Form and supporting template documents from the Licensing pages of the EPA website.</li> <li>- complete them and submit to the EPA via <a href="mailto:licensing@epa.ie">licensing@epa.ie</a> or cloud-based file transfer.</li> </ul>
<b>Review</b> application:	<ul style="list-style-type: none"> <li>- Obtain the Application Form and supporting template documents from the Environmental Data Exchange Network (EDEN) online portal.</li> <li>- Complete them and submit them via the 'review authorisation' function on the EDEN Online Portal.</li> </ul>

Further information on EDEN is available [here](#). EDEN Portal help information is also available at the following icon when logged into EDEN:



### 2.2 About the Authorisation Process

The procedures for making and processing a WWDA application are set out in the European Union (Waste Water Discharge) Regulations 2007 to 2020. The application process for new and review applications requires completion and submission of four template documents and the provision of supporting evidence by the applicant. The four template documents are as follows:

- [Application Form template](#)
- [Compliance with EU Directives & National Regulations template \(Attachment B6\)](#)
- [Discharges and Monitoring template \(Attachment C1\)](#)
- [Signed Declaration template \(Attachment E1\)](#)

Each of the template documents should be downloaded from EDEN or the EPA website by the applicant.

The WWDA Regulations set out the statutory requirements for information to accompany an application and the applicant must be aware of all statutory requirements. A valid application for a CoA/WWDL must contain the information prescribed by these Regulations. The application should be based on responses to questions/fields provided the Application Form. The form should include supporting written text and the appropriate use of tables and drawings.

Advice is provided in the subsequent sections of this document on the completion of the Application Form and templates for new and review applications.

The Application Form document itself is divided into a number of sections which group together related information, not necessarily in the order presented in the Regulations. This structure has been adopted to facilitate ease of completion by the applicant and use by the Agency and third parties. Please adhere to the format as set out in the Application Form should be adhered to.

An application may be returned to the applicant if the instructions set out in this guidance are not followed or if the relevant attachments/uploads are not fully completed when submitted.

**Applicants are advised that the provision of information in an application for a waste water discharge licence which is false, or misleading is an offence under Regulation 35 of the European Union (Waste Water Discharge) Regulations 2007 to 2020.**

Further information and guidance on the licensing process is available on the EPA's website at: <https://www.epa.ie/publications/licensing--permitting/waste-water/2/>.

Any queries on the Application Form should be directed to: [licensing@epa.ie](mailto:licensing@epa.ie)

## 2.3 Getting an Application ready

Once the application templates have been downloaded, the applicant should begin preparing to apply to the Agency by working through each field in the Application Form. Section by Section guidance on the completion of the Application Form is provided in Section 3.

Advice is provided below in relation to preparing other aspects and attachments necessary to make a complete application.

### 2.3.1 Preparation of attachments

All relevant supporting documentation, including any information beyond that which is explicitly requested in the form, should be provided as attachments. Attachments should be clearly numbered, titled with page numbers assigned and must contain the required information as set out in the Application Form.

For **review** applications (and **new** applications where applicable), applicants should note the following in relation to attachments to submitted:

- Attachments accompanying the application must be named.

- Sequential page numbers must be assigned within each attachment.
- File(s) must be in PDF Formatted Text and Graphics (also known as PDF Normal).
- Each PDF file should be no larger than 50MB in size.
- All files must be provided in searchable PDF format.
- A Table of Contents with Page Number details must be provided for all supporting information, attachments and the EIAR. (A table of contents is not required to be included for template attachments).
- Where the applicant discovers that an attachments file exceeds 50MB, the file should be split at a logical break in the Attachments (e.g. Attachments B.5 -1 EIAR (Part 1) in one file, Attachments B.5-1 EIAR (Part 2) in a separate file). Only where a single Attachment is up to 50MB, 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 a requirement which enables the electronic document to be word searched. Scanned documents (excluding maps and drawings) must also be in PDF Text and graphics format.
- 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 50MB, should it be contained in a separate PDF file.
- Drawings / maps should also be provided as geo-referenced digital drawing files (e.g., ESRI Shapefile, MapInfo Tab, AutoCAD or other upon agreement) in Irish National Grid Projection. This geo-referenced digital drawing should be provided to the Agency at the following address: [gis@edenireland.ie](mailto:gis@edenireland.ie)
- 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 should be titled and dated, have a unique reference number, indicate a scale and the direction of north.
- All drawings should, generally, be to a scale of between 1:20 to 1:500, depending upon the degree of detail needed to be shown and the size of the facility. Drawings delineating the boundary can be to a smaller scale of between 1:1000 to 1:10560 but must clearly and accurately present the required level of detail. Drawings showing the waste water treatment plant location, if such a plant exists, can be to a scale of between 1:50 000 to 1:126 720. All drawings should, however, be A3 or less and of an appropriate scale such that they are clearly legible. Provide legends on all drawings and maps as appropriate. In exceptional circumstances, where A3 is considered inadequate, a larger size may be requested by the Agency.
- Each Attachment must be numbered to correspond with the relevant Section of the Application Form where the document is uploaded, e.g.,
  - o Where an attachment has a pertinent date (e.g., for an AA screening report, planning permission, Environmental Impact Assessment Report (EIAR), etc.), the month and year should be included in the file name, e.g., Attachment B.6 EIAR July 2017.
  - o 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.
- Any references made should be supported by a bibliography.

- Some sections of the Application Form may not require an upload attachment.
- The file name can be a maximum of 55 characters in length. (See Appendix 1 for naming convention.)

### 2.3.2 Preparation of an Environmental Impact Assessment Report (EIAR) attachment

For applications that require an Environmental Impact Assessment, the following additional instructions should be followed by the applicant in the preparation of the EIAR for submission with the application:

- The EIAR 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 the EPA website. The '[Draft Guidelines on the information to be contained in Environmental Impact Assessment Reports \(EIAR\)](#)' 2017 are also available on the EPA website.
- The main body of the EIAR (if applicable) must be contained in one PDF attachment. If the contents of the file exceed 50MB, the file should be split at a logical section break in the EIAR with the parts named accordingly (Part A and Part B)
- Numerical headings should be applied to sections in the main body of the EIAR (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.
- A Table of Contents must be provided for Attachments to the EIAR.

### 2.3.3 Preparation of Confidential Information

Should the applicant consider any information intended for submission to the Agency to be confidential, the information should be clearly identified and submitted, in hard copy, in a separate enclosure by post. Each page should clearly bear the following text in the banner/header with the applicant's name and return postal address inserted:

*"In the event that this information is deemed not to be held as confidential, it must be returned to ...."*

The nature of this information, and the reasons why it is considered confidential (with reference to the "Access to Information on the Environment" Regulations) should be stated in the cover letter to the confidential submission and the 'Application Form', where relevant.

In the event that the Agency decides to withhold information from public access, the nature of the information withheld and the reason why it is considered confidential will be published and available for public inspection.

### 2.3.4 Publishing notice of intention to apply

Prior to submitting an application, the applicant is required to publish (within the two weeks prior to date of application) in a newspaper circulating in the area a notice of intention to apply. This newspaper must be widely circulated in the local area and it is advised to use the approved list of newspapers for the purposes of making a planning application (this list is available on each planning authority website).

The applicant must also erect at the point nearest to the waste water treatment plant concerned a notice of intention to apply. If no such plant exists, the notice of intent to apply must be erected at a location nearest to the primary discharge point. Any notice shall be visible and accessible from a public roadway.

Details of the information to be included in the notification are contained in the Regulations.

### 2.3.5 Fees

An application must be made using the Application Form provided and should be accompanied by the correct fee. The application fees that shall accompany an application are listed in the Third Schedule to the Regulations. Payment of the correct fee is one of the Agency's acceptance criteria for complete applications.

## 2.4 Submitting an Application

For **new** applications,

- applications should be e-mailed by the applicant to [licensing@epa.ie](mailto:licensing@epa.ie). Where the applicant wishes to use a cloud-based file transfer method the applicant should e-mail [licensing@epa.ie](mailto:licensing@epa.ie) informing the Agency that this route is being taken and providing the necessary information for Agency access.

For **review** applications,

- when the Application Form is complete and a scanned copy of the signed declaration has been uploaded, the applicant should click on the 'Submit Application' button. This will submit the application to the Agency.
- If any validation issues remain, they will be displayed on the screen. If this occurs, please address the issues indicated and repeat the submission process. A review application can only be submitted when all validation issues have been resolved.
- When the review Application Form has been successfully submitted, a confirmation message will be displayed.

## 2.5 After submitting an Application

All applications received by the Agency are checked for completeness.

For **new** and **review** applications,

- If the submitted Application Form passes the acceptance criteria, it will be formally acknowledged in a notice issued via EDEN. The application will then be assessed to see that it complies with the applicable Regulations.
- The Application Form submitted to the Agency is the 'original' Application Form.
- After the authorisation application has been acknowledged any request for further information (requested/regulation information) sent by the EPA will be issued via EDEN.

Subsequent to receipt of a complete application, the Agency may request further information if it considers that its provision is material to the assessment of the application. Advice should be sought from the Agency where there is doubt about the type of information required or the level of detail. It should be noted that the Agency cannot process or determine the application until the required documents have been provided in sufficient detail and to a satisfactory standard.

Unsolicited information may also be submitted. If this is undertaken by the applicant, the advice provided in relation to 'preparing attachments', above, and the naming of attachments (Appendix 1) should be followed and continued.

## **2.6 Public Access**

Information supplied in an Application Form will be put on public display on the EPA website and is therefore open to inspection by any person. This includes supporting documentation and attachments.

The nature of any information withheld for confidentiality reasons will be made available also, as set out in Section 2.3.3.

## 3.0 COMPLETING THE APPLICATION FORM

To guide applicants in the completing of the Application Form, this part of the guidance document provides the following information for each section and subsection:

- the action required to be taken by the applicant; and
- advice on the information to be provided.

The following list is hyperlinked to the relevant sections within this guidance document to aid navigation.

[Section A – Non-technical Summary](#)

[Section B - General](#)

[Section C – Waste Water Discharges & Monitoring](#)

[Section D – Impact Assessment](#)

[Section E - Declaration](#)

When completing the form, applicants should note the following instructions:

- The Application Form (and supporting templates) must be completed in full.
- Answers and information provided in response to questions should, as much as possible, utilise the spaces provided in the Application Form and templates (unless directed otherwise).
- A red asterix (\*) indicates a mandatory field which must be completed.
- Where point source emissions occur, a system of unique reference numbers should be used to denote each discharge point. These should be simple, logical, and traceable throughout the application.
- All questions should be answered. Not all sections/questions of the Application Form will be relevant to every application. However, the applicant should examine the entire form and provide all relevant information. All applicable questions must be answered. If any question is considered irrelevant, the wording 'not applicable' should be written in full in the space provided for a response. The use of the abbreviations (e.g., N.A., N/A or a dash) should be avoided.
- All files submitted as part of the application should follow the file naming convention set out in Appendix I.
- Supporting information should be provided as attachments. Each section and any associated attachment (if applicable) should be clearly numbered.

## SECTION A – NON-TECHNICAL SUMMARY

### A.1 Non-technical summary

This part of the form collects a non-technical summary which identifies all environmental impacts of significance associated with the discharge of waste water from the waste water works.

Action required:

- Complete the relevant field in the table provided.
- Submit a copy of the non-technical summary, in accordance with this guidance.

Advice on the information to be provided: A non-technical summary of the application is to be included in the application. This should include a copy of such plans, site plans and location maps (no larger than A3 size), and such other particulars, as are necessary to identify and describe the activity.

The non-technical summary should address the following, as appropriate:

- the population equivalent to which this application relates,
- a description of the waste water discharges from the waste water works serving the agglomeration,
- a description of the wastewater works and associated waste water treatment plant,
- a description of the features and measures, if any, envisaged to avoid, prevent or reduce and, if possible, offset the significant adverse effects on the environment
- the proposed technology and other techniques for preventing or, where this is not possible, reducing discharges from the wastewater works,
- a description of the receiving waterbody,
- a description of the likely significant effects of the discharges on the environment,
- measures planned to monitor discharges into the environment,
- the hours during which the wastewater works is supervised or manned and days per week of this supervision,
- in the event of a review application, state the grounds for which this review application is being made.

## SECTION B - GENERAL

### B.1 Application Details

This part of the form collects contact details, the type of application, and the location and size of the agglomeration.

Action required:

- Complete the relevant field(s) of all tables in section B.1 of the Application Form.

Advice on the information to be provided:

#### B.1.1. Application Type

##### Type of Application

Have regard to the following when selecting the type of application:

- a. a **'New'** application - this is an application for either:
  - i. a new licence/ new certificate for waste water discharges from a waste water works serving an agglomeration that has not been authorised previously; or
  - ii. a new licence (due to an increase in p.e. to above 500) where a certificate was previously granted.
- b. a **'Review'** application - this is an application for a review of an existing licence / certificate.

##### Current EPA Authorisation Register Number

If the application is being made for the review of an existing CoA/WWDL, the application should provide the EPA Register number of the existing authorisation. In the case of an amalgamation of a number of a number of agglomerations, the numbers of all relevant authorisations should be provided.

If the application is being made for a new licence where a certificate was previously granted, the application should specify the EPA Register number of the existing authorisation.

##### Grounds for review

If the application is being made for the review of an existing CoA/WWDL, the application shall state the grounds for which the review application is being made. If the Agency initiated a review of the authorisation under Regulation 14(5), then the EPA grounds must be stated.

The Application Form shall be completed having regard to the grounds for the review. Where the grounds for review involves proposed development, the details of the Application Form shall be consistent with any grant of planning permission and any other relevant consent.

##### New application

In the case of a new application for a licence or certificate, state the date on which the waste water works becomes /became operational.

## Agglomeration threshold

Where the application relates to a licence, the applicant must select the population equivalent threshold specified in column (1) of Schedule 2 of the European Union (Waste Water Discharge) Regulations 2007 to 2020 to which the application relates.

### B.1.2. Applicant's Details

The applicant shall be Irish Water (water services authority as defined in the Regulations). As part of the application process a correspondence name of a water services official and address of Irish Water must be provided.

## B.2. Agglomeration Details

This part of the form collects details of the agglomeration, the waste water works and any associated waste water treatment plant, capacity details and waste water inputs.

### Action required:

- Complete the relevant field(s) of all tables in section B.2 of the Application Form.
- submit supporting documents (drawings / maps) in accordance with this guidance.

### Advice on the information to be provided:

#### B.2.1 Agglomeration name and Geographical Location

The applicant shall specify the name of the agglomeration to which the application relates. The applicant shall specify the location of the agglomeration served by a waste water works by listing the townland(s). Identify if the agglomeration is on the European Commission infringement list and/or on the EPA's priority urban areas available on the EPA website and EPA annual 'Urban Waste Water Treatment' report.

#### B.2.2 Waste water works and associated waste water treatment plant(s)

The application shall include the following information:

- details of the waste water-works and associated treatment plant including the location of waste water discharges.
- details of any proposed development to which the application relates.

### Description of the existing waste water works

Describe the waste water works with reference to the length of sewer network, number of pumping stations, gravity flow, storm water overflow structures or devices and level of infiltration.

### Development & Proposed Development to which the application relates

For the purposes of waste water discharge authorisation, a ‘development’<sup>1</sup> or ‘proposed development’ to which an application relates is:

- I. a proposal to carry out development to which Regulation 5(1) or (2) of the European Union (Waste Water Discharge) Regulations 2007 to 2020 applies;

In accordance with Regulation 5, where the Agency has identified grounds to review a waste water discharge authorisation, it is a duty of the water services authority to put forward a proposal to carry out development so that it continues to comply with its licence. Proposed development can be development that requires planning permission or exempted development.

In considering the application the Agency will assess the impact of the proposed development on waste water discharges. The Agency will not assess the development in planning terms.

Describe any proposed development relating to the waste water works including;

- physical characteristics
- features, if any, and
- the measures, if any, envisaged to avoid or prevent what might otherwise have been significant adverse effects on the environment of the development. Include a summary and timeframe of actions planned or underway.

In the description it should be clarified whether the proposed development relates to the network and /or a waste water treatment plant (WWTP). State whether the proposed development is for the purposes of meeting the requirements of the Urban Waste Water Treatment Directive (91/271/EEC) and how it complies with this Directive especially if it is on the EU list of infringements. State if the proposed development is for the purposes of achieving the objectives of the Water Framework Directive (2000/60/EC). Where the agglomeration is on the EPA list of priority urban areas, include a brief description on how the proposed development meets these priorities.

### Waste water discharges

Summarise the number and type of waste water discharges from the waste water works and provide a map detailing the location of the waste water discharges (the point at which the waste water discharges from the sewer into the receiving waters).

‘Waste water discharge’ means the discharge of a pollutant to water from a waste water works and includes indirect discharge after percolation through the ground or subsoil and discharges from storm water overflows and emergency overflows.

The following are types of waste water discharges:

Type	Description
Primary discharge	The discharge point with the largest volumetric flow
Secondary discharge	A potential, occasional or continuous discharge from the waste water works other than a primary discharge or a storm water overflow

<sup>1</sup> “development” has the meaning assigned to it in the Planning and Development Act 2000 (No. 30 of 2000) as amended.

Storm water overflow	Waste water discharges from a structure or device on a sewerage system designed and constructed for the purpose of relieving the system of excess flows that arise as a result of rain water or melting snow in the sewered catchment, the excess flow being discharged to receiving waters
Emergency overflow	<p>Waste water discharges from a structure or device on a sewerage system (e.g. pump sump) designed and constructed for the purpose of relieving the system of waste water that arise as a result of an emergency (e.g. power failure, maintenance), the untreated waste water being discharged to receiving waters.</p> <p>Discharges resulting from insufficient hydraulic capacity within the system are <u>not</u> emergency discharges.</p>

Any new waste water discharge point should be clearly identified.

#### Network assessment

State whether the assessment of the integrity of the existing sewer network and the storm water overflows has been completed and if not specify the date by which it will be completed.

#### Associated waste water treatment plant

In the case of an application relating to a new plant replacing an existing plant, complete the table for both existing and new plants.

The site contact is the person that will be contacted in advance of a notified site visit. This is usually someone based at the site of the waste water treatment plant. Provide contact name/telephone number if different to those covered by applicant.

The applicant is required to provide the site centre point as Easting (Irish Grid Reference - 6 digits) and Northing (Irish Grid Reference - 6 digits).

If a waste water treatment plant exists, provide a description of the waste water treatment plant(s), type of process units, level of treatment provided e.g., primary, secondary or tertiary. The application should be supported with a drawing of the process flow.

The reference for the primary discharge associated with the plant should be provided.

#### B.2.3 Supporting Documents

Supporting documents should be provided in accordance with the following guidance and named in accordance with the scheme in Appendix 1:

- appropriately scaled drawings / maps ( $\leq A3$ ) of the agglomeration served by the waste water works to which the application relates,
- appropriately scaled drawings / maps ( $\leq A3$ ) detailing the location of waste water discharge points and monitoring points to which the application relates,
- appropriately scaled drawings / maps ( $\leq A3$ ) of map with the location of the waste water treatment plant associated with the waste water works if it not clearly identifiable in the agglomeration map,

- appropriately scaled drawings ( $\leq A3$ ) of the site plan of the waste water treatment plant outlining the main structures and treatment process,
- description of the waste water treatment plant using a process flow diagram and other supporting information as appropriate.

In the table to the application, identify the document type and give the document name in the table for each upload / attachment to the application.

Drawings / maps should also be provided as geo-referenced digital drawing files (e.g., ESRI Shapefile, MapInfo Tab, AutoCAD or other upon agreement) in Irish National Grid Projection. This geo-referenced digital drawing should be provided to the Agency at the following address: [gis@edenireland.ie](mailto:gis@edenireland.ie).

#### Agglomeration map

A map detailing the agglomeration served by a waste water works to which the application relates should be drawn on a scale appropriate to the size of the agglomeration and be no larger than A3 size. The boundary of the agglomeration should be clearly delineated by a continuous red line. The boundary should include all areas serviced by the waste water works or proposed to be the subject of the provision of the waste water works to which the application relates. The wastewater treatment plant itself should be included.

Any such drawing should also incorporate any areas or zones likely, or required under the Urban Waste Water Treatment Directive, to be incorporated into the agglomeration in the foreseeable future.

It should be noted that the agglomeration map will legally define the area served by a waste water works to which the waste water discharge authorisation will relate. Accordingly, it is vital that the boundary of the agglomeration is clearly marked and identified. The boundary line on the map should not be impinged upon by labels or any other graphic insertions.

#### Site plan

The site plan of the WWTP ( $\leq A3$ ), if such a plant exists, should be drawn to scale appropriate to the size of plant (e.g., 1:1000 or 1:2500) and appropriately captioned. The site plan must clearly identify the boundaries of the plant, the main structures and treatment process, the location of sampling and discharge points and indicate the North Point. Any such plan should also incorporate any planned extensions to the waste water treatment plant to which the application relates.

#### Discharges & Monitoring location map

All discharge points are to be identified and located on an appropriately scaled drawing (no larger than A3). All sampling and monitoring points are to be identified and located on a scaled drawing. Some of these locations will be directly related to discharge points (e.g., at end of discharge pipe) and others will be located where they can be used to monitor any impact on ambient conditions (e.g., up- and down-stream river monitoring locations).

#### B.2.4 Capacity of the waste water works

State the population equivalent (p.e.) to which the application relates and provide details of the organic and hydraulic treatment capacity existing and proposed of the network and treatment plant.

The population equivalent is a measurement of organic biodegradable load and a population equivalent of 1 (1 p.e.) means the organic biodegradable load having a five-day biochemical oxygen demand (BOD<sub>5</sub>) of 60g of oxygen per day; the load being calculated on the basis of the maximum average weekly load entering the waste water works during the year, excluding unusual situations such as those due to heavy rain. The calculation must include load entering the waste water works that bypasses the urban waste water treatment plant. The calculation must include seasonal variation e.g. holiday areas.

The **p.e. to which the application relates** must respect legal or technical limitations. The p.e. to which the application relates includes where relevant the p.e. for development or proposed development. The capacity of a waste water works may relate to the technical capacity of the network or the design capacity of the associated waste water treatment plant. Capacity can be limited legally by a condition of planning permission and /or the EIS/EIAR that was prepared and required by the planning authority / An Bord Pleanála.

### B.2.5 Waste water inputs

In considering an application the Agency is required to have regard to the requirements of Articles 4, 7 and 9 of, and the Second, Fourth and Fifth Schedules to, the Urban Waste Water Regulations 2001 (S.I. 254 of 2001) (Regulation 6(2)). Article 9 and the Fourth Schedule of these Regulations set out requirements relating to the pre-treatment of industrial waste water.

The Application Form gathers information about industrial waste water entering the works (expressed as p.e.). The industrial load includes waste water from EPA regulated activities and waste water subject to a trade effluent licence. State whether the requirement of pre-treatment for industrial waste water has been met. If no, provide details of measures to meet the requirement.

Industrial waste water entering collecting systems and urban waste water treatment plants must be subject to such pre-treatment as is required in order to ensure, *inter alia*, that discharges from treatment plants do not adversely affect the environment or prevent receiving waters from complying with other Community Directives. Where there is no or insufficient pre-treatment measures taken, the applicant must summarise the steps proposed to meet the requirement. Further, the applicant must consider the effect of industrial waste water on the nature / character of discharges from the waste water works and their effects on the receiving waters under Section C and D.

## B.3 Planning documentation

This part of the Application Form collects planning information on the development or proposed development to which the application relates. See B.2 of this guidance note for further guidance on development and proposed development.

### Action required:

- Complete the relevant field(s) of all tables in section B.3 of the Application Form.
- Submit supporting documents in accordance with this guidance.

### Advice on the information to be provided:

### B.3.1 Planning Information

The following information must be provided:

- Provide the name and address of the Planning Authority or An Bord Pleanála, or authorities, in whose functional area the discharge or discharges take place or are proposed to take place.
- Complete the Planning Granted Table and the Planning under Consideration Table for relevant planning permissions/applications pertaining to waste water discharges to which the application relates.
- Where planning permission is granted, relevant planning permission, including all conditions applicable to the site, and a copy of the planning inspector's report must be attached.
- Where planning is under consideration, confirmation in writing from the planning authority/ An Bord Pleanála that an application for permission is currently under consideration should be enclosed.
- Where an EIAR was/is not required for a planning application, confirmation in writing from the planning authority/ An Bord Pleanála that an EIA was/is not required by or under the Planning and Development Act 2000.
- Where development or proposed development is classed as exempted, outline the reasons with reference to legislation. In the case of any doubt, provide confirmation in writing from the planning authority/ An Bord Pleanála that planning is exempt.

Please be advised:

- Where planning permission has been granted or a planning application is under consideration, the Agency shall refuse to consider the application if the applicant does not comply with the requirements of Regulation 16(3A) of the European Union (Waste Water Discharge) Regulations 2007 to 2020.
- Where an Environmental Impact Assessment Report (EIAR) is required by the planning authority/ An Bord Pleanála, a decision cannot issue on an application until a grant of permission has been made or a decision has been made to refuse a grant of permission for development comprising or for the purposes of the waste water discharge to which the application relates.

### B.3.2 Supporting Documents

This documentation to be attached as supporting evidence includes relevant planning permission(s) (final grant), including a copy of all conditions, and a copy of the planning inspector's report(s), the planners letter confirming an EIAR is not required (where appropriate). Where the development is exempt from planning permission include relevant correspondence, as appropriate.

## B.4 Notices and Advertisements

This part of the form collects evidence of stakeholder engagement prior to making this application.

Action required:

- Complete the relevant fields of the tables in section B.4 of the Application Form.

- Submit supporting documents in accordance with this guidance.

Advice on the information to be provided:

**B.4.1 Supporting documents**

Regulation 16(3) of the European Union (Waste Water Discharge) Regulations 2007 to 2020 requires an application to be accompanied by—

- a) a copy of the notice of intention to make the application given pursuant to Regulation 9 (newspaper notice and site notice),
- b) a copy of a notice given to a water services authority under Regulation 13, and
- c) where the application is accompanied by an EIAR, a copy of the confirmation notice from the EIA Portal.

Regulations 10 and 11 of the European Union (Waste Water Discharge) Regulations 2007 to 2020 require all applicants to advertise the application in a newspaper (within two weeks prior to date of application) and by way of a site notice. If an EIAR has been submitted with the application, the notice must state that the EIAR will be available to inspect at the Agency's website and the application information must be added to the EIA portal.

The newspaper notice and site notice must be in accordance with Regulation 10 and 11 respectively.

The application must contain a copy of the newspaper in which the advertisement was placed. This newspaper must be widely circulated in the local area and it is advised to use the approved list of newspapers for the purposes of making a planning application (this list is available on each planning authority website). A scanned copy of the newspaper notice should clearly identify the advertisement and the name and date of the newspaper. For data protection purposes no other text should be visible on the scanned copy (i.e., all other text should be covered or redacted).

Regulation 13 of the European Union (Waste Water Discharge) Regulations 2007 to 2020 requires the applicant to give written notice of the application to the relevant water services authority in whose functional area the waste water discharges to which the relevant application relates, takes place or will take place. A notice required to be given to a water services authority in accordance with Regulation 13 shall contain the information specified in Regulation 10.

Where the application is accompanied by an EIAR, a copy of the confirmation notice from the EIA portal must be included in this attachment. The applicant must provide the information required by Regulation 9 (c) of the European Union (Waste Water Discharge) Regulations 2007 to 2020 in electronic form to the EIA portal in the manner set out on the portal.

Provide a copy of the newspaper notice, site notice, map detailing the location of the site notice and where appropriate, water services authority notice and EIA portal confirmation notice.

**B.5 Preliminary examination/EIA Screening/EIAR**

This part of the application form collects information in relation to EIA and the development /proposed development to which the application relates.

Action required:

- Complete the relevant fields of the tables in section B.5 of the Application Form.
- Submit supporting documents in accordance with this guidance.

#### Advice on the information to be provided:

You are referred to section B.2 for guidance on development and proposed development and B.3 for guidance on planning information.

Other than planning, confirm if there are any other consents which have been granted that required EIA which are relevant to the application. If so, provide the consent reference number, the relevant competent authority name and the date on which the consent was granted.

Applicants are advised that an EIAR will be required in respect of an application where the Agency considers that the development/ proposed development would be likely to have significant effects on the environment.

Where an EIAR does not accompany the application, the applicant may provide an EIA screening report. The Agency shall carry out an examination of, at the least, the nature, size or location of the development for the purposes of a screening determination where an EIA screening report is submitted by the applicant (in accordance with Regulation 18(8)(a) of the European Union (Waste Water Discharge) Regulations 2007 to 2020).

If an EIA screening report is not submitted, the Agency will carry out a preliminary examination as set out in Regulation 18(6). Note that following this preliminary examination, where doubt remains, the Agency may request the submission of an EIA screening report.

#### **B.5.1 Supporting documents**

In relation to Environmental Impact Assessment, support your application with the following as appropriate:

- Where an EIAR was/is required for a planning application / An Bord Pleanála or any other competent authority, a copy of the EIAR submitted to the planning authority / An Bord Pleanála and/or other competent authority must accompany the application.
- An application in respect of a waste water treatment plant with a capacity of greater than 10,000 population equivalent as defined in Article 2, point 6, of the Urban Waste Water Treatment Directive must be accompanied by an EIAR.
- Where an EIAR does not accompany the application, you may provide a preliminary examination report and /or EIA screening report as appropriate.

An EIA Screening reports comprises of the following:

- Information specified in Schedule 7A to the Regulations of 2001,
- any further relevant information on the characteristics of the proposed development and its likely significant effects on the environment, including, where relevant, information on how the available results of other relevant assessments of the effects on the environment carried out pursuant to European Union legislation other than the Environmental Impact Assessment Directive have been taken into account,

- may be accompanied by a description of the features, if any, of the proposed development and the measures, if any, envisaged to avoid or prevent what might otherwise have been significant adverse effects on the environment of the development,
- an assessment and conclusion of the likelihood of significant effects on the environment arising from a proposed development having regard to the criteria set out in Regulation 18 (10)(a) of the European Union (Waste Water Discharge) Regulations 2007 to 2020.

## B.6 Compliance with EU Directives & National Regulations

This part of the application form collects details on compliance with relevant EU Directives and National Regulations.

### Action required:

- Complete the relevant field of the table in section B.6 of the Application Form.
- Download the template on *Compliance with EU Directives & National Regulations* from the EPA website ([www.epa.ie](http://www.epa.ie)) / via EDEN, complete it and submit it in accordance with this guidance.

### Advice on the information to be provided:

The applicant is required to provide to confirm the relevance of each piece of legislation to the application. Applicant should confirm that the discharge to which the application relates is in compliance with / will not result in a contravention of, relevant national or European legislation in so far as it relates to the waste water discharges. The pieces of legislation of particular relevance are those referred to in Regulation 6 and Regulation 2(3) of the European Union (Waste Water Discharge) Regulations 2007 to 2020.

The applicant should refer to specific details provided in other sections of their application and identify any additional legislation where relevant. The impact assessment report required under Section D is a key reference.

The following guide on legislation and requirements is not exhaustive and aims to assist the assessment of compliance:

Legislation (National and EU)	Requirements to be considered:
Urban Waste Water Treatment Directive 91/271/EEC	The requirements relating to the level of treatment, performance and management of Storm Water Overflows, emission standards and monitoring.
Urban Waste Water Treatment Regulations, 2001 as amended	The requirements of Articles 4, 7 and 9 of, and the Second, Fourth and Fifth Schedules including the level of treatment provided, pre-treatment of industrial waste water, emission standards and compliance with the criteria as set out in the DoEHLG 'Procedures and Criteria in Relation to Storm Water Overflows', 1995.

<p>Water Framework Directive 2000/60/EC</p>	<p>The requirements of Environmental objectives for waterbodies and protected areas. The requirements to progressively reduce the pollution of surface waters by priority substances and to cease or phase out discharges of priority hazardous substances.</p>
<p>European Communities Environmental Objectives (Surface Waters) Regulations 2009 as amended</p>	<p>The controls and emission limits required to</p> <ul style="list-style-type: none"> <li>• comply with the combined approach,</li> <li>• aim to achieve the environmental objectives including the environmental quality standards set any standards or objectives laid down for protected areas and</li> <li>• for the reduction of pollution by priority substances or the ceasing or phasing out of emissions, discharges and losses of priority hazardous substances.</li> </ul>
<p>European Communities Environmental Objectives (Freshwater Pearl Mussel) Regulations 2009</p>	<p>The presence of designated protected areas for Freshwater Pearl Mussel. The controls and emission limits required that aim to achieve the environmental objectives laid down for Freshwater Pearl mussel including the environmental quality standards for High status.</p>
<p>Bathing Water Directive 76/160/EEC / Bathing Water Quality Regulations 2008</p>	<p>The presence of designated bathing waters. The controls and emission limits required that aim to achieve the environmental objectives laid down for bathing waters including environmental quality standards.</p>
<p>Drinking Water Directive 80/778/EEC</p>	<p>The requirement to protect bodies of water used for the abstraction of drinking water within close proximity or potentially linked to the discharge location.</p>
<p>Groundwater Directives 80/68/EEC &amp; 2006/118/EC /European Communities Environmental Objectives (Groundwater) Regulations 2010 as amended</p>	<p>The requirement to</p> <ul style="list-style-type: none"> <li>• prevent and control groundwater pollution</li> <li>• prevent hazardous substances and limit non-hazardous substances into groundwater to prevent or limit, as appropriate,</li> <li>• prevent the deterioration of the status of all bodies of groundwater and</li> <li>• achieve compliance with any standards and objectives established for a groundwater dependant protected area</li> </ul>
<p>Birds Directive 79/409/EEC and Habitats Directive 92/43/EEC / European Communities (Birds and Natural Habitats) Regulations 2011 as amended</p>	<p>Appropriate Assessment Screening and consideration of the need for a Natura Impact Statement (NIS). Consideration of European Sites and their qualifying interests.</p>

<p>Environmental Impact Assessment Directive 2011/92/EU, as amended by Directive 2014/52/EU</p>	<p>Consideration of the need for EIA Screening and an Environmental Impact Assessment Report (EIAR).</p>
<p>Marine Strategy Framework Directive 2008/56/EC</p>	<p>The requirements of Environmental objectives for waterbodies and protected areas.</p>

## B.7 Foreshore Act Licences

This part of the application form collects information relating to Foreshore Act Licences where relevant.

### Action required:

- Complete the relevant fields of the tables in section B.7 of the Application Form.
- Submit supporting documents in accordance with this guidance.

### Advice on the information to be provided:

Where Foreshore Act Licence is relevant, complete the table in the application. Provide a copy of the relevant (relates to discharges from the waste water works) and most recent Foreshore Act licence, including all conditions attached, issued under the Foreshore Act 1933 as amended.

Monitoring results for the previous 12-month period should also be included, if applicable. Provide the name of the competent authority, the reference number and where there is an associated EIAR, confirm if the same EIAR has been submitted with the WWDA application.

The document names assigned to all supporting documentation should be provided in the table.

## B.8 Programme of Improvements

This part of the application form collects information on any programme of improvements (planned or in place) to ensure that discharges from the agglomeration will not result in significant environmental pollution or aiming to achieve the requirements of national or European legislation.

### Action required:

- Complete the relevant fields of the tables in section B.8 of the Application Form.
- submit supporting documents in accordance with this guidance.

### Advice on the information to be provided:

For licence review applications, provide information on the status of current licence requirements with respect to specified improvement works (Section B.8.1) and Condition 5 improvement programme (Section B.8.2). Please note that this information is also sought as part of annual environmental reports.

For all applications, provide information on planned improvements (B.8.3). The planned programme of improvements should be coherent with the development or proposed development to which the application relates (section B.2, B.3 and B.5).

#### B.8.1 Specified Improvement Programme / B.8.2 Condition 5 Improvement programme

This section of the Application Form is to provide an update on current licence requirements regarding specified improvement works as detailed in Schedules A and C of the WWDL and improvements under Condition 5 improvement programme identified through assessments required under the licence.

With respect to specified improvement works in Schedule A and C, support the application with details of an assessment as to why the specified improvements have not been carried out within the specified deadline. Include details as to the technical feasibility or disproportionate expense or natural conditions as appropriate.

With respect to the assessments underpinning the Condition 5 improvement programme, the following are a non-exhaustive list:

- WWTP assessment
- Sewer assessments
- Secondary discharges assessment
- SWO assessment
- Drinking Water Abstraction Risk Assessment
- Shellfish Impact Risk Assessment
- Pearl Mussel Impact Assessment
- Improved Operational Control
- Incident Reduction
- Elimination/Reduction of Priority Substances
- Process Optimisation

#### B.8.3 Planned programme of improvements

Details of planned improvements including works and the likely timeframes for this work to be completed should be provided. In the case of works, provide details on funding allocated to the capital project and planning requirements. Planned improvements works include those relating to the network and waste water treatment plant. Planned improvement works may include and should be consistent with the development or proposed development to which the application relates (Section B.2).

The DoEHLG '*Procedures and Criteria in Relation to Storm Water Overflows*', 1995 are the minimum standard to which discharges from storm water overflows (SWOs) must comply with. The planned improvement works must address noncompliant discharges from SWOs. Failure to comply with these criteria means that the combined collecting system (network) of the agglomeration does not ensure that **the waste water is adequately retained** and conducted for treatment in accordance with the requirements of Council Directive 91/271/EEC of 21 May 1991 concerning urban waste water treatment. It may also mean that discharges are causing environmental pollution.

Where the applicant requests the Agency to consider Regulation 7(1) (extended deadline) or 7(2) (less stringent objectives), the improvement programme report that accompanies the application must address the requirements of Regulation 7, as appropriate.

If applying for Regulation 7(1) extended deadline, assess the following requirements:

- No further deterioration in the status of the affected body of water;
- not technically feasible or it is disproportionately expensive or natural conditions do not allow improvement within the established deadline;
- the extension of the deadline for the affected body of water to achieve good status and the reasons for that extension are contained in the RBMP;
- RBMP contains a summary of the measures required to bring the affected body of water into the required status, the reasons for any delay and an implementation timetable.

If applying Regulation 7(2), less stringent objectives assess the following:

- the environmental and socioeconomic needs served by such human activity cannot be achieved by other means;
- the authorisation is trying to achieve the highest water status possible;
- that the authorisation doesn't allow for further deterioration in water status; and
- that the establishment of less stringent environmental objectives and the reasons for same are stated in the relevant RBMP.

#### B.8.4 Supporting documents

The supporting documents may include an assessment of specified improvements that have not been carried out and an improvement programme report for planned improvements.

## B.9 Fees

This part of the application form collects details of the application fee and fee payment.

#### Action required:

- Complete the relevant field of the table in section B.9 of the Application Form.

#### Advice on the information to be provided:

State the relevant class of waste water discharge as per Column 1 of the Second Schedule, and the appropriate fee as per Columns 2 or 3 of the Third Schedule of the European Union (Waste Water Discharge) Regulations 2007 to 2020.

If a fee waiver has been agreed, applicants are requested to provide a copy of the agreement.

Applicants are also required to submit evidence of application fee payment.

## SECTION C – DISCHARGES & MONITORING

### C.1 Discharges & Monitoring

This part of the application form collects details on all waste water discharges to surface water or ground/ groundwater from the wastewaters works that serves the agglomeration to which the application relates whether existing or proposed. A template is provided to structure the gathering of this information.

#### Action required:

- Complete the relevant field of the table in section C.1 of the Application Form.
- Download the template on *Discharges & Monitoring*, complete it and submit it in accordance with this guidance.

#### Advice on the information to be provided:

**Please note that emission limit values and monitoring requirements specified in a licence, if granted, will be based on the information supplied.** It is important that applicants set out clearly in the template the requirements that they wish to be seen in a licence/CoA and support the application with evidence of compliance with legal requirements.

The tables in the *Discharge & Monitoring* template must be completed for the primary discharge point from the agglomeration (existing and proposed, if relevant), **each** secondary discharge point, stormwater overflow points and emergency overflows. The information provided must be consistent and coherent with the information provided in section B.2.

The template aims to gather information relating to the source, location, nature, composition, quantity, level and rate of discharges arising from the agglomeration and, where relevant, the period or periods during which such discharges are made or are to be made.

#### Waste Water Discharge points

The following information shall be included in the template to the application:

1. Eden code if already licensed
2. Unique point code
3. Irish National Grid reference of the Discharge location 6 Easting and 6 Northing
4. Irish National Grid reference of the Monitoring location 6 Easting and 6 Northing
5. Receiving water name (e.g. Sligo Bay),
6. WFD code of the receiving water
7. Type of receiving water (e.g. Coastal, River),
8. Grid reference of the Storm water overflow device / structure location 6 Easting and 6 Northing
9. Decommissioning date where applicable.

#### Labelling of Discharge Points

The numbering/labelling sequence for discharge points must be logical, simple, and sequential.

The following convention should be observed when labelling discharge points:

- Surface water SW001, SW002,..... SW00n
- Groundwater GW001, GW002, ..... GW00n

The naming convention should be such that there are no spaces between letters or words.

### Characterising the Discharges

Characterise the primary and secondary waste water discharges (identify the parameters) under normal operation. The parameters also cover volumes and rates of discharge (to be consistent with hydraulic capacity of the waste water works). Those substances which are likely to be emitted in significant quantities, having regard to their potential to transfer pollution from one medium to another must be identified and the applicant must determine emission levels having considered the following.

To identify the relevant chemical parameters applicants should consider:

1. Substances listed in the Schedule I of the of European Union (Waste Water Discharge) Regulations 2007 to 2020.
2. The industrial waste water entering the waste water works.
3. Any reaction substances likely to appear as a result of treatment or natural breakdown processes with damaging effects on sensitive plants and ecosystems.
4. Relevant priority (hazardous) substances identified as a result of an assessment undertaken in accordance with “*Guidance on the Screening for Priority Substances for Waste Water Discharge Licences*” issued by the Agency.

The applicant is wholly responsible for a true and accurate description of the discharges. Any person who gives to the Agency information which is false or misleading in a material respect is guilty of an offence.

### Emission Levels

To determine the appropriate emission level for each parameter, the applicant must consider the following:

1. Compliance with the combined approach.
2. Emission standards specified in the Urban Waste Water Treatment Regulations 2001 (S.I. No. 254 of 2001) as amended.
3. The requirement, to aim to achieve the environmental objectives including the environmental quality standards set out in legislation and any standards or objectives required for protected areas.
4. The reduction of pollution by priority substances or the ceasing or phasing out of emissions, discharges and losses of priority hazardous substances.
5. For discharges to ground / groundwater, the requirements to:
  - prevent and control groundwater pollution,
  - prevent hazardous substances and limit non-hazardous substances into groundwater to prevent or limit, as appropriate,
  - prevent the deterioration of the status of all bodies of groundwater, and
  - achieve compliance with any standards and objectives established for a groundwater dependant protected area.

## Monitoring

The monitoring of the primary and secondary discharges shall be on the basis of composite samples at a frequency in accordance with the Urban Waste Water Treatment Regulations, 2001 as amended or continuous online monitoring. The analysis method is by standard method or online probe.

## SWO controls

With regard to waste water discharges from SWOs, confirm whether the discharges comply with the procedures and criteria as set out in the DoEHLG 'Procedures and Criteria in Relation to Storm Water Overflows', 1995.

## Waste water treatment plant monitoring data

In the case of an existing associated waste water treatment plant(s), Regulation 16(1)(h) / Regulation 24(i) of the European Union (Waste Water Discharge) Regulations, 2007 to 2020 requires applicants to provide the sampling data pertaining to the discharge based on the samples taken in the 12 months preceding the making of the application. Regulation 16(1)(l) / Regulation 24(m) of the European Union (Waste Water Discharge) Regulations 2007 to 2020 requires details of compliance with any applicable monitoring requirements and treatment standards.

The Effluent Monitoring results table in the *Discharges & Monitoring* template, aims to meet both requirements by providing a summary of monitoring results and an assessment of compliance.

Effluent Monitoring results (per parameter):

- a. Number of samples,
- b. Max, Min and average result,
- c. Number of exceedances of ELV (Where applicable – review applications),
- d. Overall compliance (%).

## C.2. Measures to prevent unintended discharges

This part of the application form requires information on the existing or proposed measures, including emergency procedures, to prevent unintended waste water discharges and to minimise the impact on the environment of such discharges. Existing and proposed measures should be identified. Additional measures may be added to the table as required.

### Action required:

- Complete the relevant fields of the table in section C.2 of the Application Form.
- Submit supporting documents in accordance with this guidance.

### Advice on the information to be provided:

Abnormal operating conditions must be managed without adversely affecting receiving water bodies, protected areas and the wider environment. The range of measures specified depends on the complexity of the application.

Regulation 16(1)(i) of the European Union (Waste Water Discharge) Regulations 2007 to 2020 requires applicants to describe the existing or proposed measures, including emergency procedures, to prevent unintended waste water discharges and to minimise the impact on the environment of any such

discharges. Incidents such as pump failures and power interruptions can result in environmental pollution. Proactive risk management adopted as part of the operation of the works reduces the potential for an incident.

The measures listed in the table in this section of the Application Form sets out typical examples of measures to prevent unintended discharges. However, the list is not exhaustive and additional measures can be added to the table.

For the purposes of clarity, the **accident prevention procedure** includes:

- Operation and maintenance procedures for all plant and equipment.
- Maintenance of monitoring equipment.
- Risk Assessment and the measures to limit consequences of accidents/ incidents.
- A FOG strategy to reduce the occurrence of blockages.

For the purposes of clarity, the Emergency response procedure includes:

- notification of operators when there is an alarm, and
- emergencies outside of normal working hours, e.g. during night-time, weekends and holiday periods.

Alarms / telemetry on pump stations or waste water treatment plant trigger a rapid response in emergency situations such as breakdowns and malfunctions. Standby equipment that run automatically if a duty pump breaks down or there is a power interruption. Storage capacity at pump stations or the waste water treatment plant retain excess waste water. Monitoring discharges from storm water overflows provides information on the adequacy of the collecting system to treat all waste water collected in accordance with the Urban Waste Water Treatment Directive.

Not all measures will apply to every agglomeration and the column on 'applicability' gathers details on where the measure applies.

In order to ensure prevention measures, continue to be robust, they need to be monitored through regular surveillance. Describe the surveillance measures of prevention measures as appropriate.

## SECTION D – IMPACT ASSESSMENT

### D.1 Receiving Waters

This part of the application form collects details on receiving waters (surface water or groundwater), including details of protected areas, in the vicinity of the discharge point or points likely to be affected by the discharge concerned.

Action required:

- Complete the relevant fields of the tables in section D.1 of the Application Form.

Guidance on tables:

Detailed information is required to enable the Agency to assess the existing receiving environment.

This section requires the provision of information on the receiving waters to which the application relates includes the following details:

- Environmental objectives and prescribed timeframes for the achievement of environmental objectives.
- Article 5 Water Framework Directive characterisation information including risk and status.
- The presence and relative distance from the discharge of any existing or proposed uses/protected or designated areas such as:
  - areas designated for the abstraction of water intended for human consumption,
  - designated bathing waters,
  - designated shellfish waters,
  - areas designated for the protection of freshwater fish,
  - nutrient sensitive areas, and
  - European Sites with water dependant habitats or species (such as Freshwater Pearl Mussel designated waters).
- Trophic status of transitional / coastal waters.
- Groundwater protection schemes in place or to be provided in the vicinity of such discharge.
- Monitoring stations upstream and downstream of waste water discharges.
- 95<sup>th</sup>ile river flow data upstream of waste water discharges.

Information on waterbodies is available from the EPA and the Catchments website <https://www.catchments.ie/>.

#### Receiving Water Flow Data

The Q95 of the receiving waters should be estimated from an existing long-term (ideally at least 10 years of data with no more than 3 months of daily data missing in any given year, but 1-2 years data may suffice if a conservative factor of safety is applied) hydrometric data record where such records exists or may be estimated using alternative methods at ungauged locations. Such alternative methods are detailed in Appendix 2 and should only be undertaken by an appropriately qualified and experienced competent person. The method that has been used to estimate the Q95 flow should be documented in the application.

## Ambient monitoring

Provide information on the chemical quality of the receiving waters upstream and downstream of the primary discharge and each secondary discharge as appropriate, with reference to relevant environmental quality standards (EQS), by providing a summary of the sampling data pertaining to the receiving waters for the 12 months preceding the making of the application. Indicate whether ambient monitoring results complies with relevant EQS.

Ambient Monitoring results (per parameter)

- a. Number of samples,
- b. Max, Min and average result,
- c. Overall compliance – pass / fail

Provide details of proposed Receiving Water Monitoring. Annotation of all ambient monitoring locations should be linked, where possible, to the associated discharge point and be prefixed by an 'a'. For example, ambient surface water monitoring locations will be labelled aSW1 to aSW...n or ambient ground water monitoring locations will be labelled aGW1 to aGW...n.

Furthermore, the upstream or downstream location shall be indicated by the suffix 'u' or 'd', e.g., SW1u or aSW1d. The 'u' indicating the upstream monitoring location and 'd' indicating the downstream monitoring location.

## D.2 Assessment of Impact on Receiving Waters

### Action required:

- Complete the relevant field of the table in section D.2 of the Application Form.
- Submit supporting documents in accordance with this guidance.

### Advice on the information to be provided:

Regulation 16(1)(f) ,16(1)(g) and 16(1)(k) of the European Union (Waste Water Discharge) Regulations 2007 to 2020 requires that an application must contain an assessment of the impact of discharges on the environment to be provided with the application. Where an EIAR accompanies an application, it may address in whole or part this requirement. Please note that the Agency requires full details to verify the assessment.

The extent of the information required is dependent on the nature and magnitude of the discharges and on the characteristics and status of the receiving waterbodies.

### Impact Assessment reports

An impact assessment report shall address at least the following:

- Methodology used to predict the impact including models used.
- The method used to estimate the Q95 flow.
- Compliance with the combined approach.
- Compliance with / will not result in the contravention of, any relevant national or EU level legislation (section B.6).
- Data (discharges, background) and source of data (Section C.1 and D.1).

- Cumulative and in combination effects.
- Mixing zone or transitional areas of exceedance.
- Dilutions and retention times for lakes.
- The impact of the discharges on any environmental media other than those into which the emissions are to be made.

**For Groundwaters** (direct or indirect discharges), the impact assessment report shall be carried out in accordance with the EPA Guidance document '*Guidance on the Authorisation of Direct Discharges to Groundwater*' (2014) and the Agency published '*Guidance on the Authorisation of Discharges to Groundwater*' (2011).

Note that if the discharge is to a water body that is already achieving **high status**, or if the discharge is to waters draining to the surface water bodies identified under the First Schedule of the EC Environmental Objectives (Freshwater Pearl Mussel) Regulations 2009, compliance must be with the 95<sup>th</sup> percentile high status limits.

For waste water treatment plants with coastal discharges, provide evidence that the end of the discharge pipe is below the mean spring tide low water line.

#### Appropriate Assessment

Undertake a Screening for Appropriate Assessment and where based on the screening it is considered that an Appropriate Assessment is not required provide an Appropriate Assessment Screening Report.

Where it cannot be excluded, on the basis of objective scientific information, following Appropriate Assessment Screening, that the discharge concerned, or the proposed discharge, as the case may be, either individually or in combination with other plans or projects, will have a significant effect on a European Site, provide a Natura Impact Statement as defined in Regulation 2(1) of the European Communities (Birds and Natural Habitats) Regulations 2011 (S.I. No. 477 of 2011). Such reports may have been prepared for consideration by any planning/public authority.

Applicants are advised to refer to the EPA's guidance '*Note on **Appropriate Assessments** for the purposes of the Waste Water Discharge (Authorisation) Regulations, 2007 (S.I. No. 684 of 2007), as amended*', which is available at: [www.epa.ie](http://www.epa.ie). The applicant should also refer to the document '*Appropriate Assessment of Plans and Projects in Ireland – Guidance for Planning Authorities*', issued in 2009 by the Department of the Environment, Heritage and Local Government, and revised in 2010. This document is available at:

[http://www.npws.ie/sites/default/files/publications/pdf/NPWS\\_2009\\_AA\\_Guidance.pdf](http://www.npws.ie/sites/default/files/publications/pdf/NPWS_2009_AA_Guidance.pdf)

Where a determination that an Appropriate Assessment is required has been made by any planning/public authority in relation to the waste water works, a copy of that determination and any screening report and Natura Impact Statement (NIS), and any supplementary information furnished in relation to any such report or statement, which has been provided to the planning/public authority for the purposes of the Appropriate Assessment shall be included.

### D.3 Closing Remarks

#### Action required:

- Complete section D.3 of the Application Form.

Advice on the information to be provided:

Provide a short statement summarising the environmental outcome of your application and assessment with your reasons. The environmental outcome should be informed by the relevant environmental requirements of the European Union (Waste Water Discharge) Regulations 2007 to 2020. The reason underpinning the environmental outcome may relate to the features and the measures, if any, envisaged to avoid, prevent or reduce and, if possible, offset the significant adverse effects on the environment.

## SECTION E - DECLARATION

This part of the application form is for the applicant's declaration relating to the application.

Action required:

- Complete the relevant field of the table in section E of the Application Form.
- Download the template on *Signed Declaration*, complete it and submit in accordance with this guidance.

Advice on the information to be provided:

The application must be signed. The Water Services Authority official charged with the responsibility of signing the Application Form must be authorised to do so.

## APPENDIX 1: FILE NAMING CONVENTION

All files and attachments forming part of an application should be named in accordance with the convention tabulated below.

Structured templates are required to be used for the attachments marked with an asterisk (\*). The template documents can be obtained from EDEN or the EPA website.

Note that the maximum file name length is 55 characters. File names may be abbreviated to facilitate naming of spilt attachments and inclusion of 'Part 1' and 'Part 2' in the file name.

Section	File Naming Convention	Required for all applications?
<b>Main Application Form</b>	*Application Form	✓
<b>Section A: Non-Technical Summary</b>	Attachment A.1 – Non-Technical Summary	✓
<b>Section B: General</b>	Attachment B. 2 - 1 - Agglomeration Map(s)	✓
	Attachment B.2 - 2 – Site Map including discharge and monitoring points	✓
	Attachment B.2 – 3 Waste Water process flow	✓
	Attachment B.3 – Planning Documentation e.g. Attachment B.3-1 Planning permission	✓
	Attachment B.4 – Notices and Advertisements e.g. Attachment B.4 – 1 Newspaper notice	New and review licence applications
	Attachment B.5 –Preliminary examination/EIA Screening/EIAR e.g. Attachment B.5 - 1 – EIAR	Some applications
	Attachment B.5 – EIA Screening	Some applications
	Attachment B.5 -1 – EIAR	Some applications
	*Attachment B.6 – Compliance with EU Directives and National Regulations	✓
	Attachment B.7 – Foreshore Licence	Some applications
Attachment B.8 – Programme of Improvements	Some applications	

Continued on next page

<b>Section C: Discharges &amp; Monitoring</b>	*Attachment C1 – Discharges and Monitoring	✓
	Attachment C.2 -1 Measures to prevent unintended discharges	Some applications
<b>Section D: Existing Environment and Impact Discharges</b>	Attachment D.1 Assessment of impact on receiving waters e.g. Attachment D.1-1 Impact assessment report	✓
<b>Submission</b>	*Attachment E.1 – Signed Declaration	✓

## APPENDIX 2: RECEIVING WATER FLOW DATA

Applicants are required to provide information on the flow in the receiving water body. Flow data may be obtained as follows:

### Hydrometric Data

The EPA are responsible for monitoring a national network of hydrometric stations. In addition, the Office of Public Works also carry out monitoring nationally.

Applicants for a discharge to inland surface waters should, in the first instance, refer to the EPA website <https://epawebapp.epa.ie/hydronet/> and to the OPW website <https://waterlevel.ie/> to establish the locations of existing hydrometric stations and the availability of flow data or spot flows at the point of discharge.

If the point of discharge is close to an existing hydrometric station the information from that station may be sufficient for inclusion in the application form. If the station is within 1km upstream or downstream of the point of discharge and there with no tributaries in between, the records from the hydrometric station can be taken as a good estimate of the flow at the point of discharge. Where hydrometric stations are located downstream of an existing discharge, the volume of the discharge must be considered (i.e. subtracted) when estimating the receiving water Q95.

The EPA may be able to advise as to the confidence and quality of the data published on the EPA website in relation to the location of the proposed discharge. Where appropriate data is not available, applicants will be required to carry out on-site flow measurements.

The EPA HydroTool may also be consulted <https://gis.epa.ie/EPAMaps/Water> at a preliminary desk study stage, but it is important to note that these modelled estimates will always be superseded by appropriately measured flow data.

Where Q95 estimation is undertaken by or on behalf of the applicant, this should only be undertaken by an appropriately qualified and experienced competent person and based on the relevant sections of the following guidance:

- Cunnane, C. and Brogan, L., (2005), Low Flows and Low Flow Distributions for Ireland, National Hydrology Seminar paper.
- MacCarthaigh, M. (2002), Parameters of Low Flow and Data on Low Flows in Selected Irish Rivers, National Hydrology Seminar paper.
- Gustard, A., Bullock, A., and Dixon, J.M. (1992) Low Flow Estimation in the United Kingdom, Report No. 108, Institute of Hydrology, Wallingford.
- Gustard, A. and Demuth, S. (eds.), (2008) Manual on Low-Flow Estimation and Prediction, Operational Hydrology Report No. 50 (WMO No.-1029), World Meteorological Organisation, Switzerland.

Where information is sourced from the EPA or the OPW the following data shall be provided with the application:

- the reference number and name of the hydrometric station;
- dry weather flow (DWF) if available;
- Q95 flow;
- Mean flow;

- distance upstream / downstream of the hydrometric station from the proposed discharge point;
- the year(s) of data used to determine flow;
- state whether there are any tributaries into the receiving water between the hydrometric station and the proposed discharge (where these exist, flow data for the tributary must also be provided where available).

It may not be suitable in all cases to use flow data from a hydrometric station located close to the discharge. The flow monitoring data must have a good level of confidence associated with it and must be representative of the stretch of the river to which it is proposed to discharge i.e. the flow data at the station would not be representative of the flow in the river at the point of discharge where there is a significant water loss or water gain to the river between the hydrometric station and the proposed discharge.

### Measuring Flows

Where flow data is not available from an EPA or OPW hydrometric station, or where the flow data from existing monitoring programmes is of poor quality or of low confidence, applicants are required to carry out on-site flow measurements. These flow measurements are to be carried out by a suitably qualified person.

The purpose of on-site flow measurements is to provide information to allow an estimate to be made of the assimilative capacity of the receiving waters under low flow conditions. Such conditions generally occur in late summer and for this reason all on-site measurements must be taken during the summer months.

Flow measurements may be obtained using a current meter, ADCP or other approved technique. Where a current meter is used its use shall be in accordance with:

- ISO 748:2007: 'Hydrometry - Measurement of liquid flow in open channels using current-meters or floats' (note also ISO 1088:2007).

Ideally flow measurements should be taken after a prolonged dry period. However, given the uncertainty of the Irish climate the following methodology should be applied to flow measurements:

- Flow measurement(s) should be taken in late summer /early autumn i.e. July, August and September;
- A minimum of three measurements on different dates must be provided;
- Measurements may be taken at any time during June to September following a sustained dry period of 10 days with little or no rainfall (less than 5 mm as recorded at the nearest Met Éireann precipitation gauge, and should not be taken on any two consecutive days);
- Rainfall data from the closest rainfall station for the period preceding the flow measurements must be submitted. Rainfall data may be sourced from Met Éireann or recorded locally by a qualified person.

### Use of spot flow measurements in the estimation of Q95 values.

Where flow data are not available from the EPA or OPW monitoring programmes, a Q95 at an ungauged catchment can be determined by assigning exceedance percentiles to spot flow measurements. In order to accomplish this the following procedure should be carried out;

1) Select an appropriate analogue hydrometric station with a long period of continuous flow data and an established flow duration curve and Q95 flow estimate. This analogue hydrometric station should have similar catchment characteristics to the location of interest. Such a hydrometric station should be;

- a. geographically close to the ungauged location of interest
- b. similar in hydrogeological characteristics
- c. similar catchment size
- d. a natural catchment not impacted by artificial flow regulation.

If no suitable hydrometric station can be found in the immediate catchment of the location of interest, then the hydrometric station can be chosen from an adjacent catchment or tributary.

2) Take several flow measurements during a low flow period at the site of interest and at the chosen analogue hydrometric station. i.e. synchronous flow measurements at both sites. Preferably the analogue hydrometric station should be at or close to its Q95 flow value.

3) From concurrent discharge at the analogue hydrometric station estimate the flow percentile for each flow measurement taken using the established flow duration curve of the station.

Flow measurements should be carried out by a suitably qualified person using a current meter or other approved technique. Where a current meter is used its use shall be in accordance with ISO 748:2007: 'Hydrometry - Measurement of liquid flow in open channels using current-meters or floats' (note also ISO 1088:2007).

An example of this procedure is summarised in the table on the next page, using historical data for a target site and relating this to an analogue EPA hydrometric station.

Date	Target Site. Flow Measurements [m <sup>3</sup> /s]	Historic %tile Value associated with Flow at existing EPA hydrometric station	Synchronous Flow Measurements [m <sup>3</sup> /s] at existing EPA hydrometric station
25/07/2020	0.0046	100	0.0332
29/07/2020	0.0184	99	0.0729
13/07/2020	0.0169	99	0.0831
05/07/2020	0.025	97	0.1100
29/06/2020	0.045	95	0.1598
26/09/2020	0.127	79	0.4735
03/06/2020	0.3057	66	1.0153
10/06/2020	0.3139	65	1.0438
16/06/2020	0.2995	60	1.3285
21/06/2020	0.385	59	1.3627
07/08/2020	0.435	58	1.4503
17/08/2020	0.7086	42	2.6726
24/08/2020	0.6659	41	2.7249
02/09/2020	0.8584	34	3.6261
15/09/2020	1.2411	28	4.3829