**Licence Application Guidance**

**How to access and respond to an EPA Notice issued to EDEN**

Purpose

This guidance document has been created to assist applicants to access and respond to an EPA noticed issued on alicence application/review via the Environmental Data Exchange Network (**EDEN**) online portal.

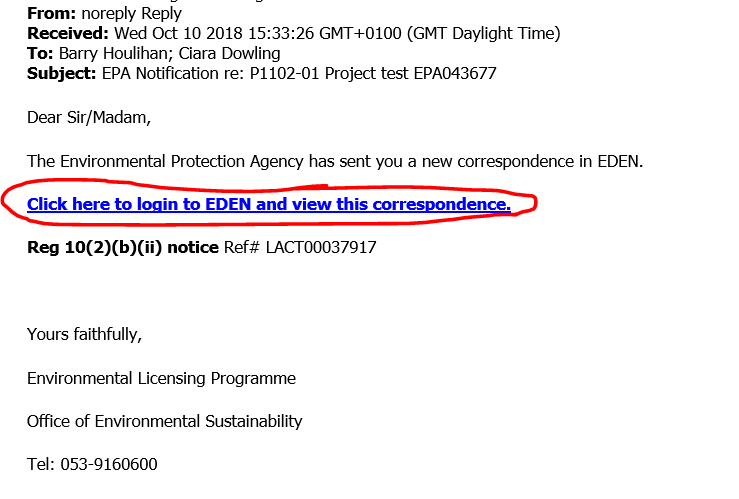
From 25th October 2018, the EPA will communicate with the applicant or licensee associated with an Industrial Emissions (IE), Integrated Pollution Control (IPC) or Waste licence application/review via the EDEN portal only.

If you have a query on how to respond to a EPA notice issued via EDEN, please submit it to: [licensing@epa.ie](mailto:licensing@epa.ie).

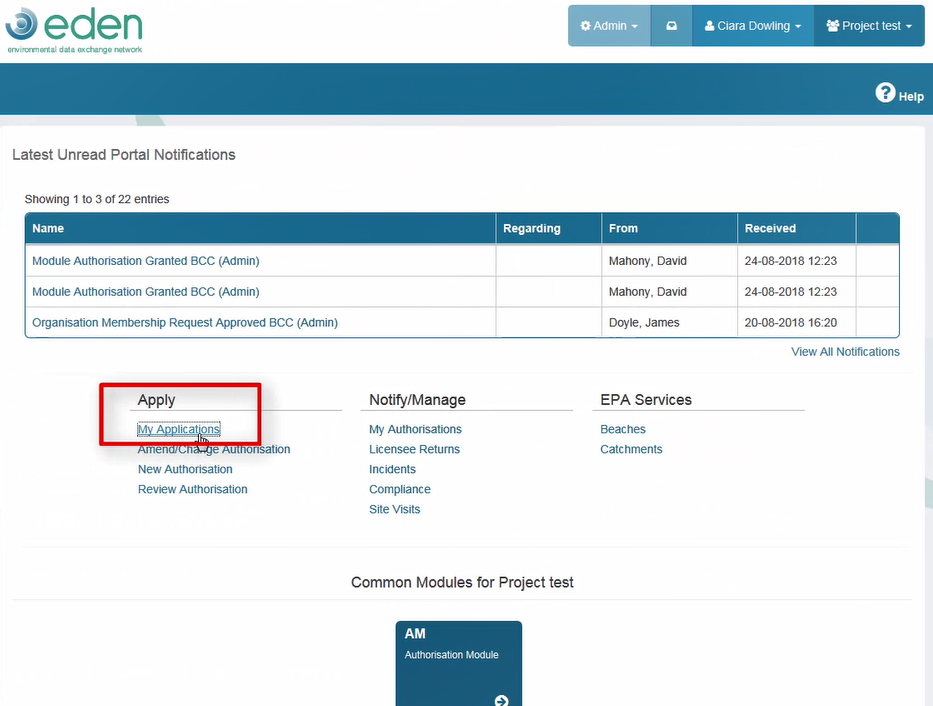
**How to access and respond to an EPA Notice issued via EDEN**

To access and respond to an EPA Notice issued via EDEN please follow the steps outlined below:

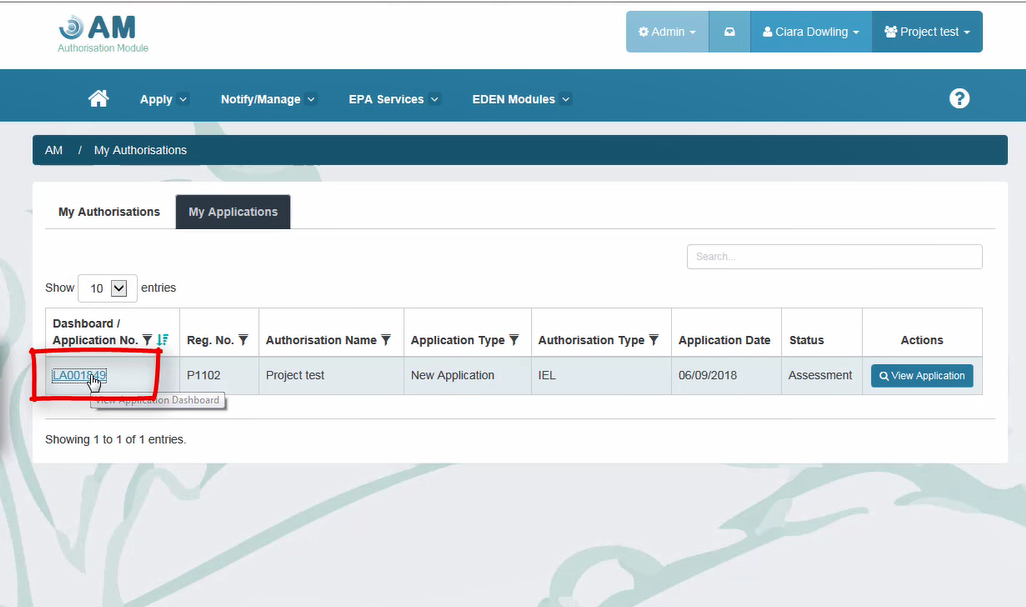
1.(a) Click on the ‘*Click here*’ link in the e-mail you receive.

  
OR

1.(b) Access the Licence Application record via EDEN

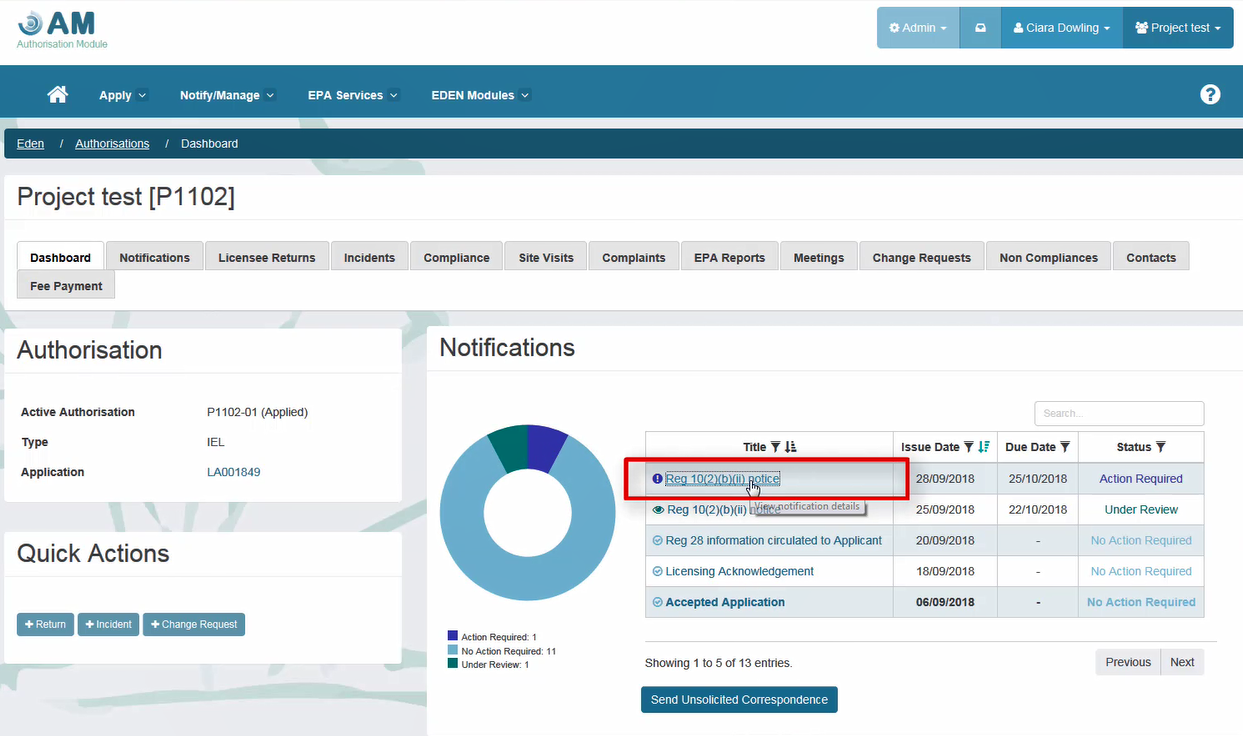


1.(c) Click into the Licence Application ‘*Dashboard/Application No*.’.

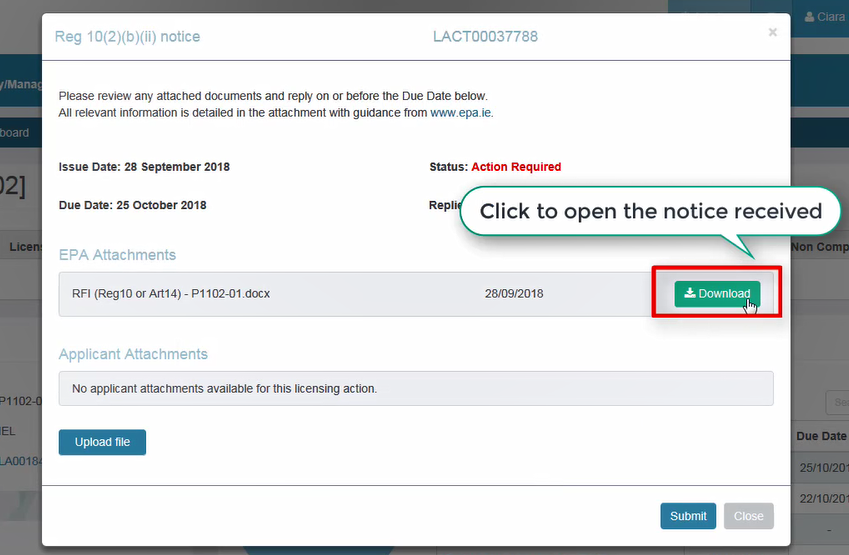


1.(d) Notices issued by the EPA will be visible in the ‘**Notifications**’ area. (Unread notices are displayed in bold. Notices requiring a response have an ‘***Action Required***’ status)

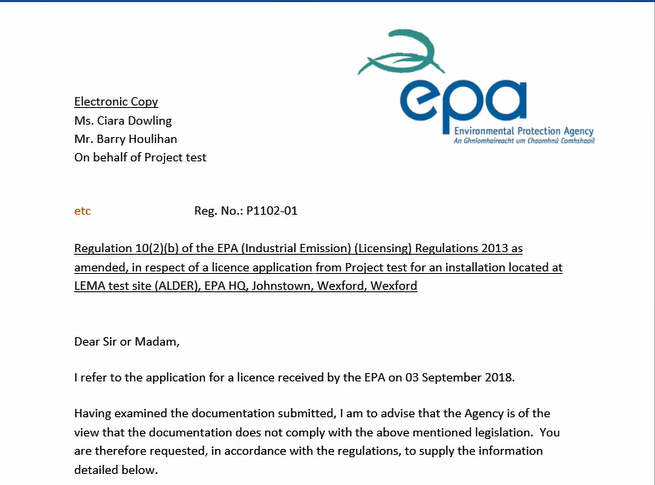
Double click on the notice ‘*Title*’ to view and open the notification details.



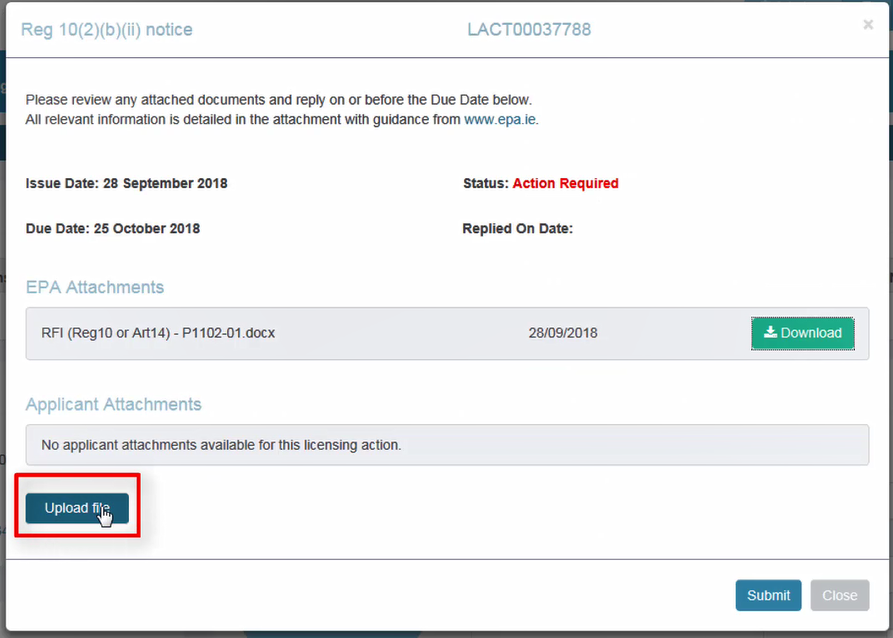
1. Click on the ‘***Download***’ button to open the EPA notice.



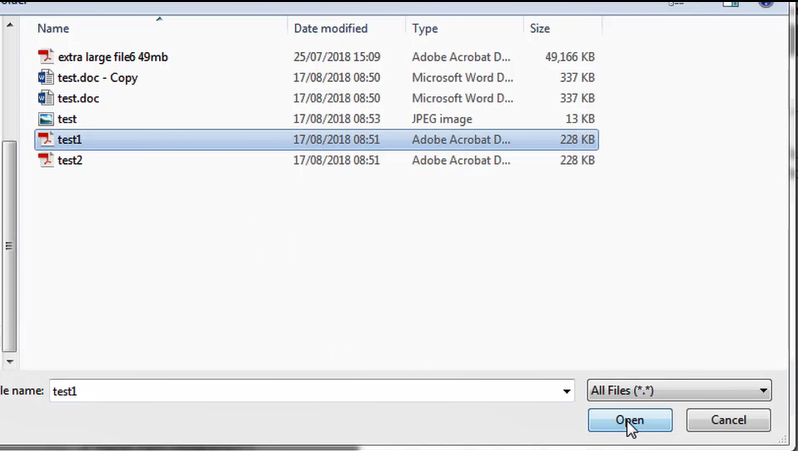
1. Read notice and where required prepare response document(s).



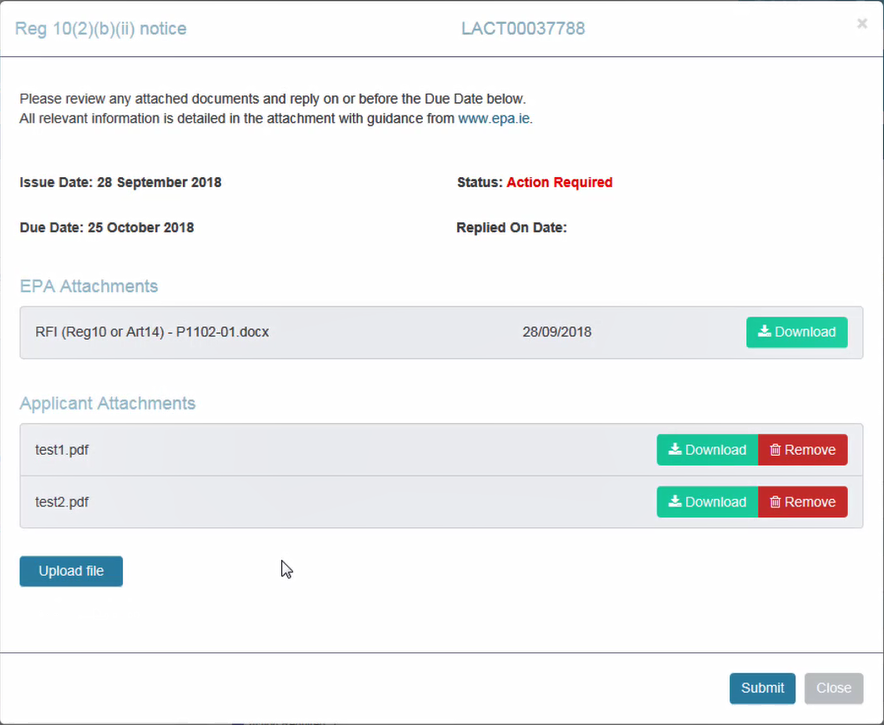
1. Click on the ‘***Upload file***’ button to upload the response (in PDF format).



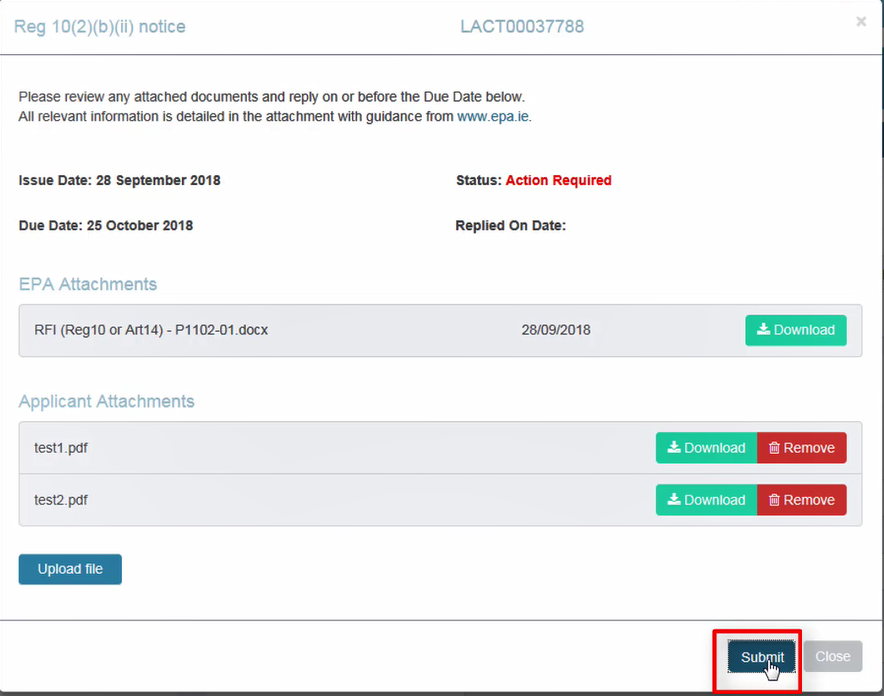
1. Click on the response and click on ‘***Open***’. Repeat for any additional response document(s).



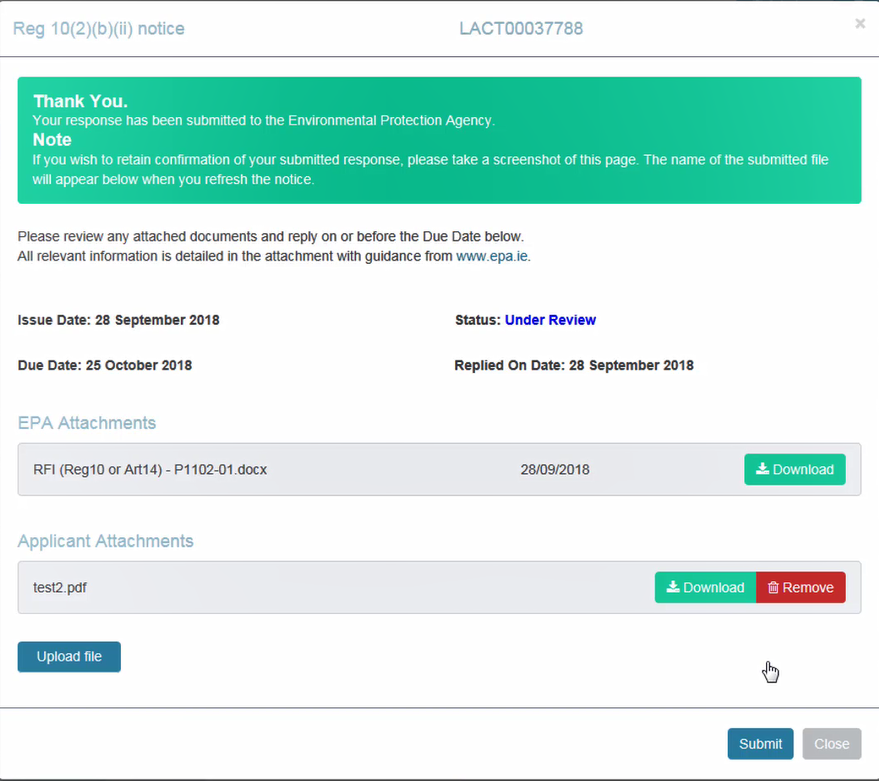
1. The uploaded files will be visible in the ‘***Applicant Attachments***’ section.



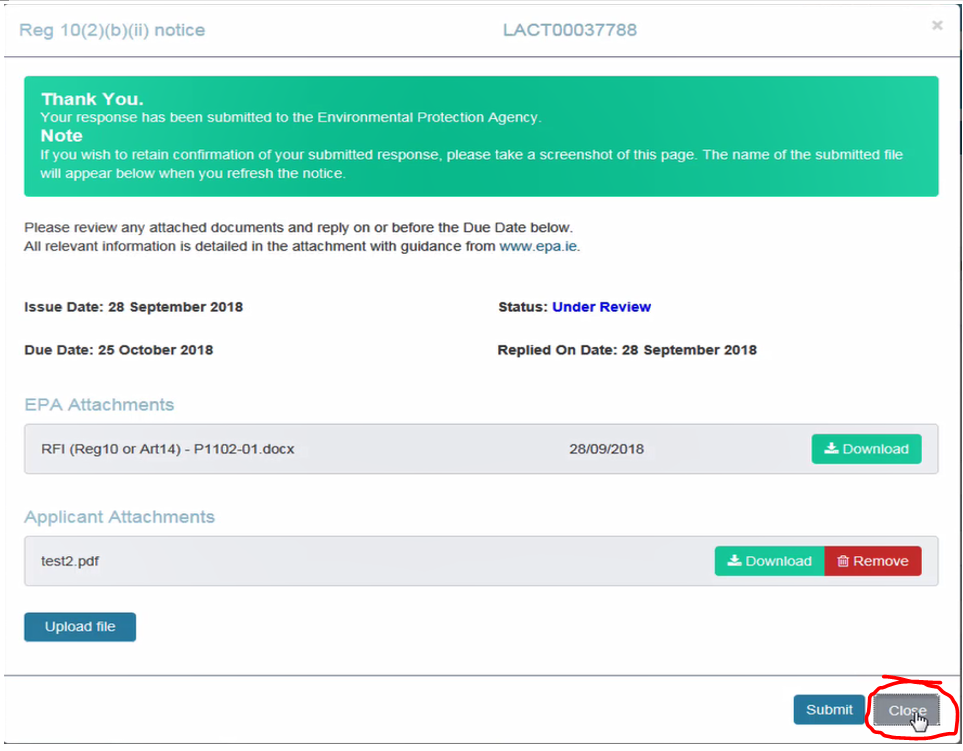
1. When the response file(s) are finalised and uploaded, click on ‘***Submit***’ to send the response to the EPA.



1. If successful, you will see a ‘*Thank You*’ message and a ‘*Replied on Date*’ will be visible.



1. Click on ‘***Close***’ to leave this page.



1. The EPA will assess your response and will contact you in due course.