



Licence Application Form Guidance

Industrial Emissions (IE), Integrated Pollution Control (IPC) and Waste

Version 2.1 - June 2021

ENVIRONMENTAL PROTECTION AGENCY
An Ghníomhaireacht um Chaomhnú Comhshaoil
PO Box 3000, Johnstown Castle Estate, Co Wexford, Ireland
Telephone: +353-53-9160600; Fax: +353-53-9160699
E-mail: info@epa.ie Website: www.epa.ie
Lo Call: 1890 335599

Amendments to this Guidance

Version No.	Date	Amendment since previous version	Reason
V.1	July 2017	N/A	New guidance document
V.2	March 2018	Maximum upload file size increased from 10MB to 50MB (page 7)	To reduce the number of required upload files
		A separate upload location included for certificate of incorporation (page 10)	Assist users locate this upload attachment
		Deleted previous upload location for certificate of incorporation (page 13)	To prevent duplication
		Waste hierarchy consideration is required where a waste treatment activity is being carried out (page 24)	To ensure waste hierarchy consideration
		Additional guidance text included on BAT conformance response (page 35)	To ensure relevant guidance text is included
		Additional guidance included on the scanned copy of the newspaper notice (page 52)	To ensure scanned copy meets data protection requirements
		Additional guidance text included on the content of a 'receiving environment report' (page 54)	To assist applicants
		Additional guidance text included on the 'Documents' section (page 79)	To assist applicants to view uploaded files
V.2.1	June 2021	Links to EPA Website updated	To assist applicants
		Additional guidance regarding pre-application consultation (Page 51)	To assist applicants

Licence Application Form Guidance

Purpose

This guidance document has been created to help applicants to prepare for, complete and submit a licence or revised **Industrial Emissions (IE)**, **Integrated Pollution Control (IPC)** or **Waste** licence application. It includes information on how to gain access to the online application form and a section by section guide on the application form questions and the associated guidance text.

This document is intended to be used as reference tool to assist you to prepare and provide an appropriate response to each question of the application. Page three of this document includes a list of the sections of the application form and this list is hyperlinked to assist you to quickly gain access to the relevant section guidance. Further information is also available in the '[Application Form – Instructions for Applicants](#)' document.

Introduction

To obtain an Industrial Emissions (IE), Integrated Pollution Control (IPC) or Waste licence or revised licence you must apply using the online application form¹. Access to the online application form is via the Environmental Data Exchange Network (EDEN) online portal.

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

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

The application form is divided into several sections of related information, the purpose being to facilitate the applicant, Agency and third parties in its use.

When completing the application form:

- (1) Wherever possible all answers, information, etc., must be given in the spaces provided in the application form (unless directed otherwise) with supporting information only forming the attachments.

¹ In accordance with Regulation 9 (1) of the Industrial Emissions and Integrated Pollution Control Licensing Regulations and Regulation 11 of the Waste Management Licensing Regulations, from 1st December 2017 an application for a licence is required to be submitted via the online licence application form available via [EDEN](#).

- (2) The application form and all non-confidential supporting documentation will be listed on the register of licences and copies made available to the public and published on the EPA website. Should the applicant consider information to be confidential, the information should be identified clearly and submitted in a separate enclosure by post bearing the legend "In the event that this information is deemed not to be held as confidential, it must be returned to ". In the event that the Agency decides to withhold information from the public the nature of the information withheld and the reason why it is considered confidential will be available for public inspection.
- (3) Not all sections of the application form will be relevant for every activity. However, the applicant should look carefully through the entire form and provide all relevant information. All applicable questions must be answered. If any question is considered 'not applicable' this should be stated in full. The use of the abbreviations (e.g., N.A. or dash) should be avoided. Complete the application form answering every question and using the dropdown lists. Note that some dropdown lists become visible only when you click into the cell in the application form.
- (4) Applicants should be aware of all the statutory requirements.

Licence Application Form Templates

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

Please note any field in a template document that has a red asterisk (*) is a required field and needs to be completed.

For upload files please use the naming convention set out in *Appendix 1* of the '[Licence Application Form – Instructions for Applicants](#)'

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

Sections of the Licence Application Form and this Document

The sections listed below are hyperlinked to the relevant sections within this document Page No.

	About the Application Form	6
1.	Introduction	8
2.	Organisation	10
3.	Site	14
4.	Activity and Capacity	18
4.1 /4.2	Main Activities	18
4.3	Waste Activities	20
4.4	Capacity	26
4.5	Regulations/Directives	28
4.6	Resource and Energy Usage	31
4.7	BAT (Best Available Techniques)	34
4.8	Reports	39
4.9	Solvents	43
4.10	LCP (Large Combustion Plant)	46
4.11	Incinerators/Co-incinerators	48
5.	Financial	50
6.	Stakeholder Engagement	51
7.	Emissions	53
7.1	Emissions Overview	53
7.2	Emissions to Surface Water (not including Storm Water)	57
7.3	Emissions to Sewer	60
7.4	Emissions to Air (including minor, potential and fugitive emissions to air)	62
7.5	Noise Emissions and Noise Monitoring Points	66
7.6	Emissions to Ground and/or Landspreading	68
7.7	Storm Water Discharges	70
8.	Waste (Generated)	72
9.	Environmental Management	73
10.	Submit Application	79
11.	Documents	79

The information presented to an applicant in EDEN at the point of entry to the licence application form is included below.

ABOUT THE LICENCE APPLICATION FORM

The application/review application covers three licence types; Industrial Emissions (IE), Integrated Pollution Control (IPC) and Waste, under the Environmental Protection Agency Act 1992 as amended and the Waste Management Act 1996 as amended.

This application has been developed by the EPA for the purposes of:

- Making an application to the EPA for a licence or review of a licence or revised licence. In this case, licence means Industrial Emissions (IE), Integrated Pollution Control (IPC) or Waste Licence.

Further information and guidance on the licence application and review process is available on the EPA's website at: <https://www.epa.ie/our-services/licensing/industrial/industrial-emissions/licensing-ied/how-to-apply-for-an-ie-licence/ie-licence-application-guidance/>.

Your licence application/review and all supporting information should be submitted to the EPA via EDEN, hereafter called 'Application Form'.

About the Application Form

The 'Application Form' must be completed in accordance with the instructions included in EDEN and available on the EPA website. A valid application for a licence must contain the information prescribed in the relevant Licensing Regulations available on the EPA website. The Regulations sets out the statutory requirements for information to accompany a licence application. The application form is designed in such a way as to set out these questions in a structured manner and not necessarily in the order presented in Regulation.

This 'Application Form' does not purport to be and should not be considered a legal interpretation of the provisions and requirements of the Environmental Protection Agency Act 1992 as amended or Waste Management Act 1996 as amended and the associated Regulations. While every effort has been made to ensure the accuracy of the material contained in the 'Application Form', the EPA assumes no responsibility and gives no guarantees, undertakings and 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 on the EPA website then the requirements in this 'Application Form' shall take precedence. The requirements of the Regulations, shall take precedence over any considerations mentioned in this 'Application Form' or on the website.

Public Access

Information supplied in this 'Application Form' including supporting documentation and attachments will be put on public display on the internet and is therefore open to inspection by any person.

Confidential Information

Should you consider information to be confidential, this information should be submitted in a separate enclosure to the headquarters of the EPA bearing the legend “In the event this information is deemed not to be held as confidential, it must be returned to”. In the event that the information is considered to be of a confidential nature, then 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 submission and the ‘Application Form’, where relevant.

Attachment format and file size

All files attached to this ‘Application Form’ should be submitted in searchable PDF format and be no larger than 50MB each in size.

Information

Your licence application may be returned to you (via EDEN) if you do not follow the instructions set out in this guidance or if you do not upload fully completed, applicable attachments/ uploads.

1. Introduction

1.1 Is this a new or existing activity?

Dropdown option to select 'new' or 'existing'

1.2 Non-technical summary

Upload a copy of the non-technical summary, in accordance with the guidance.



Guidance

A non-technical summary of the application is to be included in the application. The summary should identify all environmental impacts of significance associated with the carrying on of the activity/activities and describe mitigation measures proposed or existing to address these impacts. This description should also indicate the normal operating hours and days per week of the activity.

The following information must be included in the non-technical summary:

- The relevant class or classes of activity in the First Schedule of the EPA Act 1992 as amended or Third and Fourth Schedule of the Waste Management Act 1996 as amended,
- Indication of whether EIAR/EIS² and planning permission documents are included,
- Indicate relevant BAT guidance documents or BAT Conclusions decisions, where applicable,
- The title of the relevant BREF document, where applicable,
- Information on how the emission levels have been determined,
- Indication if EC (Control of Major Accident Hazards involving Dangerous Substances) Regulations 2006 apply,
- If a derogation under Section 86A(6) is being sought and the specific reasons for such derogation,

A description of:

- the installation/facility (plant, methods, processes, abatement, recovery and treatment systems and operating procedures for the activity), with emphasis on the main measures to avoid, reduce and, if possible offset the major adverse effects on the environment,
- the raw and auxiliary materials, substances, preparations, fuels and energy which will be produced by or utilized in the activity,
- the sources of emissions from the installation/facility,
- the environmental conditions of the site of the installation/facility (e.g. soil and groundwater, air, noise, surface water) including reference to a Baseline Report where applicable,
- the nature and quantities of existing and proposed emissions from the installation/facility into each medium as well as a summary of the assessment of the effects of the emissions on the environment as a whole,
- the proposed technology and other techniques to prevent or eliminate, or where this is not practicable, limit, reduce or abate emissions from the installation/facility,
- summary of the quantity and nature of wastes which may be produced or accepted at the installation/facility,

² EIAR – Environmental Impact Assessment Report/ EIS – Environmental Impact Statement

- measures to ensure that waste production is avoided in accordance with the waste hierarchy in Council Directive 98/2008/EC on waste and section 21A of the Waste Management Act 1996, as amended; where waste is generated, it is prepared for re-use, recycled or recovered or, where that is technically and economically impossible, it is disposed of while avoiding or reducing any impact on the environment (applicants should provide this information in the context of the Waste Management Act 1996, as amended),
- all the appropriate preventive measures are taken against pollution, in particular through application of the Best Available Techniques (BAT) or BAT Conclusions Decision where applicable,
- the necessary measures are to be taken under abnormal operating conditions, including start up, shutdown, leaks, malfunctions, breakdowns and momentary stoppages,
- the necessary measures to be taken on and following permanent cessation of activities to avoid any risk of environmental pollution and return the site of the activity to a satisfactory state or the state established in the baseline report if required,
- measures planned to monitor emissions into the environment,
- measures to comply with an environmental quality standard,
- measures to comply with Council Directive 80/68/EEC and 2006/118/EC in relation to the protection of groundwater,
- measures to be taken for minimising pollution over long distances or outside the territory of Ireland,
- the main alternatives to the proposed technology, techniques and measures studied by the applicant.

Where an EIAR is submitted as part of the licence application, summarise the likely significant effects of the activity in a table with the following:

Environmental Factor	Likely effects identified	Brief description of effect	Mitigation measures proposed to control effects
e.g., Water			

Any supporting information should be included in the attachment.

2. Organisation

Guidance

The organisation should be the name of the applicant current on the date the Application Form for a licence /licence review is submitted to the Agency. It should be the name of the legal entity (person (sole trader) or body corporate (a limited company)) that carries out or intends to carry out the licensable activity. A trading/business name is not acceptable.

In the event of the Agency deciding to grant a licence, this will be the name that will appear on the licence and will be thereafter referred to as 'the licensee'.

If the named organisation is not intended to be the operator of the installation/facility, prior to submitting the application contact the Agency at licensing@epa.ie to discuss the proposal.

2.1 Organisation Details

The details provided when the organisation was registered for EDEN are automatically included in the application form.

- Upload a certified copy of the Certificate of Incorporation, in accordance with the guidance, if applicable.

A certified copy of the **certificate of incorporation** is required to be uploaded for companies or organisations that are registered with the Companies Registration Office (CRO) Ireland.

In the case of a foreign based legal entity a certified copy of the company's registration in the Overseas Companies Registration Office (Dublin) is required to be uploaded here.

Save this certificate of incorporation document in PDF format and upload it in to the application form using the relevant 'Upload File' button.

In the case of a licence review application you will also be asked to:

- Check that the CRO number presented in the application form is **identical** to the CRO number provided in:
 - (i) the initial Licence Application submitted to the EPA for this installation/facility; **OR**
 - (ii) the Licence Transfer application which transferred the current licence to the applicant organisation.

Tick box if you can confirm this. If not, please contact the EPA at licensing@epa.ie as a licence transfer may be required.

- 2.1.1 The question below is an optional question required to be completed for Waste Licence applications only, where applicable.

If the applicant is not the operator, please upload an attachment that states the name, address and telephone number of the operator and, if the operator is a body corporate, the address of its registered office or principal office (optional).

Upload file

2.1.2 Tick to confirm that the above organisation details are correct.

Tick the box in the application form to confirm that the details displayed are correct.

2.1.3 NUTS 2 Code

The NUTS Code is a classification for dividing up the economic territory of the European Union for statistics (further information is available here: <http://ec.europa.eu/eurostat/web/nuts>). The value entered in the application form is auto-populated based on the organisation address.

2.1.4 State the NACE code (4 digits) for the applicant's organisation.

You are required to enter the NACE Code for the applicant organisation having regard to the European industrial activity classification listing. Further information on NACE Code is available at the link in the application form and here:

<http://www.cso.ie/px/u/NACECoder/NACEItems/searchnace.asp>

2.1.5 State the gross capital cost of the activity to which the application relates

OR

State the number of employees and other persons working or engaged in connection with the activity on the data after which a licence is required and during normal level s of operation

Question 2.1.4 or 2.1.5 is asked depending on whether the activity is new or existing.

2.2 Primary contact for correspondence on this application.

Use the dropdown to select the primary contact for correspondence on this application. The selected person's details will auto-fill the relevant contact detail fields.

Guidance

Communication, up to the point of the application being accepted as a complete application, will be conducted through EDEN using the correspondence name and address provided, where applicable. (After the application has been accepted any further correspondence should be via post).

If the primary (licensing) contact for correspondence is a consultant then this should be indicated in the 'position in the organisation' field.

2.3 Primary Contact for Correspondence – Post Determination

Is the proposed contact already registered with the organisation in EDEN?

Guidance

This is the primary contact that will be used for enforcement purposes after a licence is granted and is a mandatory entry. **This contact cannot be a consultant.**

The licensee may, at a later date (if a licence is granted), include a secondary and tertiary enforcement contact by submitting a 'Licensee Return' with the relevant details via the EDEN portal.

A consultant may be included as secondary or tertiary contact.

Select 'Yes' or 'No'. If 'No' is selected the section will open up where the applicant can enter the contact person's details. If 'Yes' is selected the details will auto-fill.

2.4 Does the organisation have a holding company? (Yes/No)

Guidance

A parent company is a company that owns or controls the company operating the installation/facility (for example by holding more than 50% of the company's share capital or a majority of voting rights of the shareholders or associates).

Also see Council Directive 83/349/EEC of 13 June 1983 (OJ L 193, 18.07.1983, p. 1-17) at [link](#).

Select 'Yes' or 'No'. If 'Yes' is selected enter the holding company's name. If 'No' is selected the applicant continues to the next question.

2.5 Fit and Proper Person

Guidance

The EPA Act, as amended, and the Waste Management Act, as amended, specifies that the Agency shall not grant a licence unless it is satisfied that the applicant or licensee or transferee as the case may be is a **fit and proper person**. The EPA Act, as amended, and Waste Management Act, as amended, specifies the information required to enable a determination to be made by the Agency.

2.5.1 Has the applicant or other relevant person been convicted as per guidance? (Yes/No)

Guidance

Indicate whether the applicant or other relevant person has been convicted under the EPA Act 1992 as amended, the Waste Management Act 1996 as amended, the Local Government (Water Pollution) Acts 1977 and 1990 or the Air Pollution Act 1997.

If 'Yes' is selected you are required to upload a file that contains full details of all relevant convictions and remedial actions.

[Upload file](#)

If 'No' is selected you can progress to the next question.

2.5.2 Indicate whether the applicant or relevant person has current or past bankruptcy or other insolvency proceedings against them or has entered into an arrangement with its creditors or suspended its business activities. (Yes/No)

If 'Yes' is selected you are required to upload a file that contains full details of any current or past bankruptcy, other insolvency proceedings, arrangements entered into with creditors and/or information on the suspension of its business activities.

[Upload file](#)

If 'No' is selected you can progress to the next question.

- 2.5.3 Please confirm that the applicant, or other relevant persons, will be in position to meet any financial commitments or liabilities that may have been, or will be entered into or incurred in carrying on the activity to which the application relates or in consequence of ceasing to carry out that activity.

Tick the box in the application form if you confirm agreement with the statement.

- 2.5.4 Financial Commitments Declaration.

Please download the attached declaration form, sign and upload the signed copy as a PDF document.

Guidance

Upload a **signed scanned copy of the declaration form**. In addition, provide information to show that the person is likely to be in a position to meet any financial commitments or liabilities that may have been or will be entered into or incurred in carrying on the activity to which the application relates or in consequence of ceasing to carry out that activity.

A template document is provided for download and completion. A scanned copy of the signed declaration form is required to be uploaded into the application form using the upload file button.

Upload file

- 2.5.5 Technical Knowledge

Upload details of the applicant's technical knowledge and/or qualifications, along with that of other relevant employees.

Guidance

The upload file should include:

- (1) a list of relevant individuals name, position, duties and responsibilities and experience/qualifications;
- (2) additional information, including the management structure and an organisational chart.

Create a file containing the required details as explained and upload this document in PDF format using the 'Upload file' button.

Upload file

3. Site

3.1 Site Name and Address

State the site name (update if necessary)

For a licence review application the site name will be displayed and can be updated, if necessary. For a new application enter the organisation name or name by which the site is known.

Guidance

The 'site' refers to the location of the premises to which the activity relates.

The site name is the name by which the site is known by (e.g., Youghal landfill).

The site address is the postal address (including where appropriate, the townland or townlands) of the premises to which the activity is being or will be carried on. It refers to the location of the installation/facility. Include the Eircode in the address details for the site. You can use the following website to assist you to identify the Eircode for the address <https://finder.eircode.ie/#/> (e.g., Y35 DA33).

If the site does not yet have an Eircode (e.g., a greenfield site) please insert the code A00 AA00 and advise the Agency of your Eircode when it has been assigned.

If the site address does not include a town or city, please enter the townland into the 'Town/City' field.

Is the site address the same as the operators address? (Yes/No)

If 'Yes' is selected the site address details will auto-fill into the required fields. If 'No' is selected the applicant must enter the address details into the fields provided.

3.2.1 Site Geographical Location

This section requires the following details to be provided:

- The grid references for the centre of the site (12-digit grid reference: 6 digit easting, 6 digit northing),
- Summary details if the site spans multiple townlands,
- Site plans (in accordance with the guidance), and
- Location map(s).

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

Does the site cover multiple townlands? (Yes/No)

Identify if the site or the installation/facility spans more than one townland. If 'Yes' is selected you are required to upload a file that contains details of the townlands the site is located in. If 'No' then continue to the next question.

3.2.2 Site Plan

The Site Plan (A3) should be drawn to scale appropriate to the size of installation/facility (e.g., 1:1000 or 1:2500) and appropriately captioned.

The Site Plan must clearly identify the boundaries of the activity and indicate the North Point. **The boundary to which the licence application relates must be clearly marked in red.** This area should be identical to, or fall within the boundaries of, the area of land which has been granted planning permission (where required) for the activity.

It should be noted that the Site Plan will legally define the area to which the licence (if granted) will relate. **Accordingly, it is vital that the boundary of the activity is clearly marked and identified.** The Site Boundary is defined as the **red** line marked on the Site Plan.

The same Site Plan or additional drawings as deemed appropriate, must indicate the location of all activities within the site and identify all buildings and facilities. Site Plan drawing(s) shall identify existing or planned plants, waste/ material storage areas, emission points and monitoring points, and the underground drainage system on the site.

A Service Plan should be uploaded. This should be to a scale appropriate to the size of the installation/facility. It should include details of all underground services, existing and planned, within 250m of the site boundary.

Note: The following guidelines on maps/drawings are included to assist applicants:

- All maps/drawings submitted should be titled and dated.
- All maps/drawings should have a unique reference number.
- All maps/drawings should indicate a scale and the direction of north.
- All maps/drawings should include legends as appropriate.

For reference you can download the site plan guidance, as set out above, directly from the application form.

When you have created the site plan document, save it as a PDF document and upload it in to the application form using the relevant 'Upload file' button.



3.2.3 Location Map

Guidance

The Location Map (A3) should be to a scale appropriate to the size of the installation/facility with legible grid references. The map should include details of buildings, roads, rivers, canals, railway lines, overhead power cables, public and private wells and sensitive receptors within 500 metres of the site boundary. The site boundary must be outlined on the map in colour.

For reference you can download the Location Map guidance, as set out above, directly from the application form.

When you have created the location map document, save it as a PDF document and upload it in to the application form using the relevant 'Upload File' button.

3.3 Site Contact

Guidance

The site contact is the person that will be contacted in advance of a notified site visit. This is usually to be someone based at the site of the installation/facility.

Select the site contact from the dropdown list where the contact is already registered for EDEN. When you select the name, the relevant details will auto-fill into the relevant fields of the application form. If the contact is not already registered for EDEN then the contact is required to complete this registration step in advance so they can be selected in the application form. [Click here for advice on how to register for EDEN](#). The following guidance text is included in the application form.

'If the contact does not appear in the dropdown, please ask the contact to go to www.edenireland.ie and register for your organisation. Information on how to register is available here. When they have completed this process you can add them as a contact from the dropdown list.'

3.4 Site and Building Ownership

Guidance

You are required to provide the name and address of the proprietor(s) of the land and owners of the building and ancillary plant on which the activity is situated (if different from organisation named in the application).

If the organisation named in the application is not the owner of the site, or is a partial owner, an upload is required. This upload must include the name and address of the owner(s), at the time of the application, of the site of the activity and details of the arrangement/agreement in place with the applicant.

If the organisation named in the application is not the owner of the site, or is a partial owner, an **Ownership Plan** must also be provided in the upload. The Ownership Plan should be drawn to scale appropriate to the size of facility (e.g. 1:1000 or 1:2500) and be no larger than A3 size. The plan should clearly demonstrate the nature of the ownership of the land. If the area of the applicant's ownership or the area leased by the applicant differs from the proposed licensed activity area, **the boundary showing the applicant's ownership must be clearly shown in blue ink and the boundary showing the land leased by the applicant must be shown in green ink**. Areas of land owned or leased by others should also be clearly indicated with each individual interest being assigned a separate colour or marking.

3.4.1 Is the applicant (or will the applicant be, in the case of a new activity) the owner of the [site](#) where the proposed activity is to take place.

Guidance

If the applicant is the owner (or will be at the time of start of operation if a licence is granted) of the entire site of the activity select 'Yes'. If a partial owner, select 'Partial'. If the applicant does not own any of the site of the activity select 'No'.

If 'Partial' or 'No' is selected you are required to upload evidence of who owns the site and details of the arrangement in place with the applicant, in accordance with the guidance included above. Upload the file in PDF format using the relevant 'Upload file' button in the application form.

Upload file

3.4.2 Is the applicant (or will the applicant be, in the case of a new activity) the owner of the buildings where the proposed activity is to take place.

Guidance

If the applicant is the owner (or will be at the time of start of operation is a licence is granted) of the building(s) and ancillary plant on the site of the activity select 'Yes'. If the applicant is a partial owner, select 'Partial'. If the applicant does not own any of the buildings at the site of the activity, select 'No'.

Upload file

If 'Partial' or 'No' is selected you are required to upload evidence of who owns the site and details of the arrangement in place with the applicant, in accordance with the guidance included above. Upload the file in PDF format using the relevant 'Upload file' button in the application form.

4. Activity and Capacity

4.1 Main Activities

4.1 Sectors and Classes of Activity

This section of the application is for selection of the class(es) of activity to which the application relates under the first schedule of the EPA Act 1992 as amended or to select that the application is for a waste licence under the Waste Management Act 1996 as amended.

Guidance

There are 14 sectors in the dropdown list. Sectors 1 to 13 are sector headings taken from the First Schedule of the EPA Act 1992 as amended. All activities listed under sectors 1 to 13 are either Industrial Emission (IE) Directive activities or Integrated Pollution Control (IPC) activities.

The last sector ('WMA Waste Management Act') covers waste activities licensable under the Third and Fourth Schedule of the **Waste Management Act 1996 as amended** (WMA), i.e., a Waste Licence. Please note that waste activities are covered by two sectors (11 & WMA) so carefully select the option that best describes your activity. The 'WMA *Waste Management Act*' sector option cannot be selected in addition to an EPA Act sector as this option relates to an application for a Waste Licence under the Waste Management Act 1996 as amended.

Each sector has one or more classes of activities associated with it. Select all relevant classes of activities associated with your installation/facility which may mean multiple entries of the same sector but with different classes of activities.

For further information on classes of activities please see the [FAQs on the EPA website](#).

Add the sector and corresponding activity relevant to the operation using the 'Add New Activity' button. Then select one Main Class of activity using the radio buttons. [The First Schedule to the EPA Act 1992 as amended can be viewed at this link](#).

Select '*WMA Waste Management Act*' if you intend to apply for a waste licence under the Waste Management Act 1996 as amended

Click into the 'Sector' box and select the relevant sector from the dropdown list, then select the '*Activity and Description*' from the available options presented for that sector. (Note: Only one activity can be added at a time and the process will need to be repeated separately for each activity).

Finally, indicate the main activity carried on (i.e., the main processing/ production/ manufacturing activity). Please note that an IED activity takes precedent over IPC activities and should be selected to be the 'Main Class of Activity' if your application is for an Industrial Emissions licence. Therefore if you enter both IPC and IED activities, your application will be for an IE licence and, in this case, you should select an IED activity as the 'Main Class of Activity'.

Note: Class 11.1 in an associated activity and therefore should **NOT** be selected as a 'Main Class of Activity'.

The 'Main Class of Activity' may be altered where an inappropriate option is selected.

4.2 Application Type Confirmation

Guidance

The application form is for three licence types: (i) Industrial Emissions (IE); (ii) Integrated Pollution Control (IPC); or (iii) Waste licence.

The logic is inbuilt to automatically populate the licence type based on the class(es) of activity entered in the application form.

Based on the activities selected the application type is determined as either Industrial Emissions (IE), Integrated Pollution Control (IPC) or a Waste licence.

4. Activity and Capacity

4.3 Waste Activities

4.3 Waste Activities

This section of the application form is applicable only if a waste activity is selected in the 'Main Activities' section of the application form has been selected.

Guidance

This part of the form collects details on the waste activities being carried out or proposed including the nature of the activity (merchant and/ or integrated), the waste recovery and disposal codes and treatment type, and the capacity of the operation(s).

Please note that evidence of the capacity for each operation is required. Capacity refers to both the legal (for example limitations placed on a production capacity by legislation, planning permission or licence) and the technical capacity of an installation/facility (for example the technical or physical limitations on waste processing capacity as a result of infrastructure or machinery).

4.3.1 Nature of Waste Activity

4.3.1.1 Are you or do you propose to be a merchant waste operator? (i.e., do you or do you propose to accept waste on a commercial basis from others?) (Yes/No)

Select 'yes' or 'no' as applicable and continue to the next question.

4.3.1.2 Do you, or do you propose to treat waste generated by on-site activities? (Yes/No)

Note: If you answer 'Yes' to both questions above, you will be required to upload a document that describes how you operate as both a merchant waste operator and treat waste generated on site. Save this document in PDF format and upload it in to the application form using the relevant 'Upload file' button.

Upload file

4.3.1.3 Do you or do you propose to accept any household wastes (residual, recyclables, and organics) directly from the public at the site? (Yes/No)

Guidance

If 'Yes' is selected include full details of the arrangements in the '**Operational Report**' for the activity (to be uploaded in section 4.8 'Reports' of this application). If 'No' is selected, then continue to the next question.

4.3.1.4 Do you or do you propose to accept animal by-products or waste containing animal by-products on site? (Yes/No)

Guidance

Select 'Yes' if any wastes to be accepted are classified as animal by-products in accordance with Regulation 1069/2009. If 'Yes' is selected provide details of these wastes in the response

to the additional questions within the application form, as applicable. If 'No' is selected, then continue to the next question.

4.3.2 Waste Recovery/Disposal Activities

Guidance

Add all recovery/disposal activities and capacities relevant to the operation using the '**Add New Activity**' button. Then select the applicable waste Recovery or Disposal Activity and Description from the dropdown list. Then select the applicable '**Treatment Type**' from the options and enter the 'Capacity'³ for the activity in the units displayed and 'maximum quantity of waste to be accepted for this activity' (tonnes per annum) values. **Note:** The capacity units are automatically displayed based on the selected 'Activity' and 'Treatment Type'.

Where applying for a Waste Management Act 1996 as amended licence, identify one activity as the 'Principal Activity'. Otherwise select 'No' to 'Principle Activity'.

4.3.3 Upload a document that sets out how you calculated the capacity for each recovery and disposal activity selected in the application form.

Guidance

You are required to upload a document that describes how you calculated the capacity for each recovery and disposal activity selected.

In addition, describe how the proposed waste activities will contribute to Ireland's obligation to establish an integrated and adequate network of waste disposal installations and of installations for the recovery of mixed municipal waste collected from private households, including where such collection also covers such waste from other producers. Describe how the proposed waste activities will enable the Ireland to move towards being more self-sufficient in the management of these wastes.

Describe how the activities at the installation/facility contribute to national targets for the recycling and recovery of waste, not least:

- the preparing for reuse and the recycling of paper, metal, plastic and glass; and
- the preparing for reuse, recycling and other material recovery, including backfilling operations using waste to substitute other materials, of non-hazardous construction and demolition waste excluding naturally occurring material defined in category 17 05 04 in the list of waste.

State whether and describe how food waste will be managed in accordance with the requirements, as may be relevant, of the Waste Management (Food Waste) Regulations 2009.

Save this document in PDF format and upload it in to the application form using the relevant 'Upload File' button.



³ Note: Enter the capacity not throughput or proposed throughput.

4.3.4 Waste acceptance at the Waste Facility

Upload a copy of your waste acceptance procedure(s)

Guidance

You are required to provide a copy of the waste acceptance procedures employed or to be employed.

Describe procedures for checking waste loads as they arrive at the installation/facility. Describe procedures to be implemented in the event of a load of waste arriving at the installation/facility that does not conform to waste acceptance procedures. The location of a quarantine area for handling suspect or non-compliant loads should be described and illustrated on a suitable site drawing.

For landfills and relevant incineration activities, describe how the requirements of *Municipal Solid Waste – Pre-treatment and Residuals Management: An EPA Technical Guidance Document* (EPA, 2009) will be implemented.

For landfills, the applicant should ensure that the requirements of Council Decision 2003/33/EC are addressed in waste acceptance procedures.

Save this document in PDF format and upload it in to the application form using the relevant 'Upload File' button. Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

Upload file

4.3.5 Waste subject to treatment

Guidance

You are required to add the 'List of Waste Codes' of each waste intended to be treated via each selected treatment type. Click on '**Add New 'List of Waste' Code(s)**' button, then select the '**Treatment Type**' from the dropdown, select the '**Waste Code Chapter**' from the dropdown list, select the '**Waste Code Subchapter**' from the dropdown, then select the relevant '**List of Waste Codes**'.

Note: Five 'List of Waste Codes' are displayed at any one time. The '**Next**' button is required to display the next 5 List of Waste Codes, or the '*Show 5 entries*' dropdown can be increased from the default of 5.

The selected waste codes will be displayed on the right-hand column.

A 'Deselect' button is available to remove any waste codes selected in error.

Click on 'Save'. You are then required to add the 'Applicant's Description of Waste Accepted' for each List of Waste Code selected. Enter the description (this will automatically be saved into the form), and move onto the next description field. (Below is a screenshot of this part of the application form.)

Treatment Type

Show entries

<input type="checkbox"/>	'List of Waste' Code	'List of Waste' Description Before Treatment	Treatment Type	Applicant's Description of Waste Accepted	Actions
No 'List of Waste' (LoW) codes were found					

Showing 0 to 0 of 0 entries.

Maximum Accepted Totals

Guidance

You are required to provide the maximum quantities that may be accepted.

Please note that the determination of the maximum quantities of waste that may be accepted in any proposed licence will be based on the information supplied hereunder.

It should be noted that an applicant may be issued with a licence which restricts the type of wastes which may be accepted.

Below the 'Wastes subject to treatment' table is another table for the 'Maximum Accepted Totals' (see screenshot below). You are required to enter the maximum quantity of waste to be accepted in tonnes for the year for 'municipal', 'construction and demolition' and 'other' waste sources. The values entered will automatically be totalled in the 'total' field. You are also required to identify the maximum quantity of the waste accepted that is 'Hazardous' and 'Non-Hazardous'. By entering values for hazardous and non-hazardous wastes an additional 'total' value will be auto calculated. (Note: It is expected that the two maximum to be accepted 'total' values will be the same).

Maximum Accepted Totals

Waste Source	Maximum to be accepted (tonnes/annum)
Municipal	<input type="text" value="Total Municipal Waste"/>
Construction and Demolition	<input type="text" value="Total Construction Waste"/>
Other	<input type="text" value="Total Other Waste"/>
Total	0

Waste Type	Maximum to be accepted (tonnes/annum)
Hazardous	<input type="text" value="Hazardous Waste"/>
Non Hazardous	<input type="text" value="Non Hazardous Waste"/>
Total	0

- Upload further information, as needs be, including detailed calculations, to support the data presented in the tables

When the calculation information is finalised, use the 'Upload file' button to save the PDF document in to the application form.

Storage of Waste and Non-Waste

- Specify the maximum total quantity of waste and non-waste (in tonnes) to be held on site at any one time including untreated waste, waste being processed, residual (post-treatment), full treated waste and non-waste. (This total should not include any waste and non-waste permanently stored on-site as part of a treatment process).

Guidance

State the maximum amount of waste that will be held or stored at the installation/facility at any one time. This should include waste in:

- reception, inspection and quarantine areas,
- storage pending treatment,
- storage after treatment, and
- vessels, chambers or tanks during treatment or processing.

Click on the link in the application form to download the template (Storage Waste Non-Waste), it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

Calculation of Capacity

- Upload a document explaining how you calculated the waste, non-waste and capacity figures provided.

Guidance

Please note that evidence of the capacity for each operation is required.

Capacity refers to both the legal (for example limitations placed on a production capacity by legislation, planning permission or licence) and the technical capacity of an installation/facility (for example the technical or physical limitations on waste processing capacity as a result of infrastructure or machinery).

Create and upload a document in PDF format which addresses the question above. Use the relevant 'Upload file' button to load the file in to the application form.

Waste Hierarchy Consideration

- Upload evidence that demonstrates that the waste hierarchy has been considered when choosing treatment options for waste treated or transferred off-site.

Guidance

Section 29(2A) of the Waste Management Act 1996 as amended states that it shall be the duty of waste producers and holders to ensure that waste undergoes recovery operations in accordance with sections 21A (Waste Hierarchy) and 32(1) of the Waste Management Act.

Create and upload a document in PDF format which addresses the question above. Use the relevant 'Upload file' button to load the file in to the application form.

Landfill

This section of the application form is displayed and required to be completed only when waste disposal activity D.1 or D.5 (displayed as D01 or D05) is selected in the 'Waste Activities' section of the form. (Note: For landfill activities it may also be appropriate for Class 11.5 of the EPA Act 1992 as amended to be selected).

Guidance

For waste activities involving a landfill or underground storage facilities, further information is required.

To assist you in providing the required information a landfill template document is available for download and completion.

- Select the class of landfill in accordance with Article 4 of the Landfill Directive from the dropdown list of: (i) 'Landfill for hazardous waste', (ii) 'Landfill for non-hazardous waste' or (iii) 'Landfill for inert waste'.
- Total quantity of waste to be deposited at the landfill.

Enter the total quantity of waste to be deposited at the landfill in the table provided. Enter values for the quantity in tonnes, in cubic meters and, for waste deposited to date, the date of the measurement. A screenshot of the table is included below.

Total quantity of waste to be deposited at the landfill

	Quantity in tonnes	Void in Cubic Metres (m3)	Date of Measurement
Waste deposited to date	0	0	11/08/2017
Total waste to be deposited over lifetime of development (including total deposited to date)	0	0	

- Upload a file detailing the conversion/density factors used in calculating tonnage from void, and vice versa

When finalised, use the 'Upload file' button to save the PDF document in to the application form.

- Do you or do you intend to use waste for backfilling activities (e.g. cover material, haul roads, etc.)? (Yes/No)

Select the 'Yes' or 'No' radio button and move onto the next question.

- Upload documents that describe how the facility or premises concerned will meet the requirements specified in Annex 1 of the landfill directive and that describe the control of emissions from the landfilling operations.

Click on the link in the application form to download the template (Landfill Emissions), it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

4. Activity and Capacity

4.4 Capacity

4.4 Capacity

This section of the application form may be applicable for all licence applications. For intensive agriculture licence applications, depending on the class(es) of activity selected in the Main Activities section, specific questions are asked on the maximum number of animal or bird that will be housed at the installation/facility. For other activities, capacity information may be required to be uploaded in accordance with the guidance

Guidance

Many classes of activity talk about production capacity, consumption capacity, treatment capacity.

Capacity refers to both the legal (for example limitations placed on a production capacity by legislation, planning permission or licence) and the technical capacity of an installation/facility (for example the technical or physical limitations on waste processing capacity because of infrastructure or machinery).

It should be noted that it may not be correct/reliable to convert IED daily thresholds into annual thresholds to determine the capacity.

For further discussion on the interpretation of “capacity” see the European Commission’s Guidance on Interpretation and Determination of Capacity under the IPPC Directive at: <http://ec.europa.eu/environment/industry/stationary/ied/faq.htm>

Class 6 – Intensive Agriculture

Guidance

The capacity shall represent the maximum capacity of the installation to house animals/birds.

The capacity should not exceed the maximum animal/bird numbers for which planning permission has been granted or the maximum animal/bird numbers on which the EIAR/EIS has been considered.

- State the maximum number of birds that will be housed on the installation
- Select the type of birds to be housed at the installation from the dropdown list
- State the maximum number of sows that will be housed on the installation
- State the maximum number of production pigs that will be housed on the installation

Do you have to provide capacity information as per the guidance? (Yes/No)

If 'Yes' is selected provide details of these wastes in the response to the additional questions, as applicable. If 'No' is selected continue to the next question.

Guidance

Where a class or classes of activity selected in the application refer to production capacity, consumption capacity or treatment capacity, please provide full details of the capacity and how you calculated or established the capacity.

It should be noted that it may not be correct/reliable to convert IED daily thresholds into annual thresholds to determine the capacity.

For further discussion on the interpretation of “capacity” see the European Commission’s Guidance on Interpretation and Determination of Capacity under the IPPC Directive at: <http://ec.europa.eu/environment/industry/stationary/ied/faq.htm>

If ‘Yes’ is selected the applicant is asked to:

Upload details of the capacity and how the capacity was calculated

If ‘No’ is selected, you can move onto the next question.

4. Activity and Capacity

4.5 Regulations/Directives

4.5 Other Regulations and Directives

This section is for the applicant to identify any of the listed regulations and directives that are applicable to the activity/installation or facility.

Guidance

State whether the following list of Directives/Regulations are applicable to your activity or installation/facility. Where applicable, outline how the activity/installation or facility comes under these Directives/ Regulations.

These details provide a greater understanding of the nature and extent of activities being carried out.

Where you select 'Yes' to any of the listed regulations and directives, please provide the Authorisation number or equivalent where applicable and the status where relevant. In addition, you will be required to upload a single attachment describing how the selected regulations or directives are applicable to the activities, etc.

Select all other regulations and directives that are relevant for activities carried out or proposed to be carried out at the installation or facility

1 [EC \(Control of Major Accident Hazards involving Dangerous Substances\) Regulations \(S.I. No. 74 of 2006 \(Yes/No\)](#)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

2 [Greenhouse gas emissions regulations permit \(Yes/No\)](#)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

3 [GMO regulations permit \(Yes/No\)](#)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

4 [Waste authorisation \(certificate of registration, waste facility permit\) regulations \(Yes/No\)](#)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

- 5 Operator of equipment and systems containing ozone depleting substances, in accordance with regulation (EC) No. 1005/2009 on substances that deplete the ozone layer (Yes/No)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

- 6 Operator if equipment and systems containing fluorinated greenhouse gases, in accordance with regulation (EC) 842/2006 on certain fluorinated greenhouse gases (Yes/No)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

- 7 European communities' mercury (export ban and safe storage) regulations (S.I. No. 27 of 2012) (Yes/No)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

- 8 S.I. No 564 of 2012: European Union (paints, varnishes, vehicle refinishing products and activities) Regulations 2012 (Yes/No)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

- 9 Regulations (EC) No 1102/2008 of the European parliament and of the council of 22 October 2008 on the banning of exports or metallic mercury and certain mercury compounds and mixtures and the safe storage of metallic mercury (Yes/No)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

- 10 Operator of an agro-food processing plant where article 13 of the council directive 91/271/EEC concerning urban waste water treatment (> 4000p.e WWTP discharging to surface water) applies (Yes/No)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

11 Local government (water pollution) act 1977 (Control of cadmium discharges) regulations 1985 (S.I. No 294 of 1985) (Yes/No)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

12 Local government (water pollution) acts 1977 (control of hexachlorocyclohexane and mercury discharges) regulations 1986 (S.I. No. 55 of 1986) (Yes/No)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

13 Local government (water pollution) acts, 1977 and 1990 (control of carbon tetrachloride, DDT and pentachlorophenol discharges) regulations 1994 (S.I. No 43 of 1994) (Yes/No)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

14 Medium combustion plant directive (EU) 2015/2193 on the limitation of emissions of certain pollutants into the air from medium combustion plants (Yes/No)

If 'Yes' is selected the applicant should provide the authorisation number and the directives status (active, on hold, lapsed or pending), where applicable.

If 'No' is selected continue to the next question.

If 'Yes' is selected to any one of questions 1 to 14 above you are required to upload a single document that describes how each of the selected regulations or directives is applicable to the activities. When finalised, use the 'Upload file' button to save the PDF document in to the application form.

Extractive Waste Regulations

All applicants are required to answer the following question:

Do the extractive waste regulations (waste management (management of waste from the extractive industries) regulations) apply to your activities? (Yes/No)

If 'Yes' is selected you are required to upload a document that describes how you will meet the obligation so the the Extractive Waste Regulations. When finalised, use the 'Upload file' button to save the PDF document in to the application form.

You are also required to select the classification(s) of your Waste Facility in accordance with the Extractive Waste Regulations, selecting one of more of: (i) 'Category A', (ii) 'Inert Waste' or (iii) 'Non-Inert/Non-Hazardous'.

If 'No' is selected continue to the next question.

4. Activity and Capacity

4.6 Resource and Energy

4.6 Resource and Energy Usage

Guidance

This part of the form collects details of the raw and ancillary materials, substances, preparations, fuels and energy which are/will be produced or utilised in the activity.

The energy, water and raw materials consumption rates, current and planned, must be considered in the context of any Best Available Techniques (BAT) for the reduction of consumption.

The fate of materials/substances, intermediates, products and by products used or produced through the process particularly substances of very high concern, substances carrying the Hazard Statement H400 to 413 (hazardous to the aquatic environment) and hazardous substances with damaging effects on sensitive plants and ecosystems must be considered in terms of BAT, emissions and waste generated.

Water Usage

Guidance

Water usage is a combination of water purchased and recycled. The recycled water is counted every time it is used and should be included under 'other' in the template document. If you abstract water from rivers or groundwater to be used in the process, complete the abstraction fields.

All applicants are required to answer all the questions within this section of the application form.

4.6.1 Do you or do you propose to abstract groundwater for use at the installation or facility? (Yes/No)

Guidance

'Groundwater' means all water which is below the surface of the ground in the saturation zone and in direct contact with the ground or subsoil.

Select 'Yes' or 'No' as applicable and continue to the next question.

4.6.2 Do you or do you propose to abstract surface water for use at the installation or facility? (Yes/No)

Guidance

'Surface water' means inland waters, except groundwater.

Select 'Yes' or 'No' as applicable and continue to the next question.

4.6.3 Do you or do you propose to use water from public supply for use at the installation or facility? (Yes/No)

Select 'Yes' or 'No' as applicable and continue to the next question.

4.6.4 Do you or do you propose to use water from another source for use at the installation or facility? (Yes/No)

Select 'Yes' or 'No' as applicable and continue to the next question.

Electricity Usage

Guidance

'Renewable electricity' in this application form means electricity generated from renewable sources, i.e., electricity generated from renewable non-fossil sources, namely wind, solar, aerothermal, geothermal, hydrothermal and ocean energy, hydropower, biomass, landfill gas, sewage treatment plant gas and biogases.

'Non-renewable electricity' in this application form means electricity generated from non-renewable sources, i.e., electricity generated from fossil sources.

Energy usage is a combination of both electrical and thermal energy.

4.6.5 Do you or do you propose to generate renewable electricity at this installation or facility? (Yes/No)

Select 'Yes' or 'No' as applicable and continue to the next question.

4.6.6 Do you or do you propose to generate non-renewable electricity at the installation or facility? (Yes/No)

Select 'Yes' or 'No' as applicable and continue to the next question.

Water and Energy Usage

Upload tabulated details of water and energy used or generated on the site

Click on the link in the application form to download the template ('Water Energy Usage'), it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

Raw Materials, Intermediates and Products

Guidance

To assist you in providing the required information a 'raw materials, intermediates, products a template document' is available for download in the application form.

Attention should be paid to materials and product consisting of, or containing:

- Dangerous substances as described in the EU (Classification, Packaging, Labelling and Notification of Dangerous Substances) Regulations 2003 [SI 116/2003] as amended and Regulation (EC) No. 1272/2008. The list must classify these materials in accordance with both Regulations, and must specify the designated Risk Phrases (R-Phrases) and Hazard Statements. Hazard statements for each substance should be in accordance with Article 21 of the EC Regulation 1272/2008.

- Substances of Very High Concern (SVHC) listed in Annex XIV of the REACH Regulations (Regulation (EC) No 1907/2006) as amended. Indicate whether use has been authorised or is exempted in accordance with the Regulation. In the case(s) of exempted use(s) the list must state the basis for each intended exempted use concerned.
- Relevant hazardous substances which are those substances or mixtures defined within Article 3 of Regulation (EC) No 1272/2008 on the classification, labelling and packaging of substances and mixtures which, because of their hazardousness, mobility, persistence and biodegradability (as well as other characteristics), are capable of contaminating soil or groundwater.
- Odorous substances.

Click on the link in the application form to download the template, it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

4. Activity and Capacity

4.7 BAT

4.7 Best Available Techniques (BAT)

Guidance – Main Alternatives and BAT

This part of the form collects information on the main alternatives considered and the BAT applicable to your activity.

In relation to 'main alternatives', please note the following:

Most Waste and IPC licence applications do not need to address alternatives here. Main alternatives will be addressed in any Environmental Impact Assessment Report (EIAR)/ Environmental Impact Statement (EIS) accompanying a Waste /IPC licence application and no further information is required here. If an EIAR/EIS is not required to be submitted the consideration of alternatives must be addressed under BREF/EPA National BAT consideration or in the 'Operational Report' in section 4.8 of the application.

For Industrial Emissions (IE) licence applications a description of the main alternatives studied must be included in the attachment against the reference document on **Economic and Cross-media Effects** in the CID/BREF table accessed below.

The applicant must fully describe all the best available techniques (BAT) that apply. Please note the following:

For IE licence applications BAT is described in BAT Conclusions (BATC) documents and these shall be the reference for setting licence conditions. The BATC documents are available on the European IPPC bureau website at <http://eippcb.jrc.ec.europa.eu/reference/> and the EPA website www.epa.ie. For all relevant BATCs, please provide an assessment of the applicability of the individual BATs contained therein. To assist you with this, some pre-populated template documents are available for download on the EPA website [Licensing & Permitting: Industrial Emission Licensing \(IED\) Publications | Environmental Protection Agency \(epa.ie\)](#). Please identify clearly in your assessment any 'emerging technique' that you propose to test and use. Where the activity or process carried out, or an aspect of the activity/process, is not described in any of the BATCs, then the applicant shall consider BAT as described in any EPA BAT Guidance Notes and/or attach a site-specific determination of BAT.

For IPC/ Waste licence applications BAT is described in EPA BAT Guidance Notes and these shall be a reference for setting licence conditions. The EPA BAT Guidance Notes are available on the [EPA website](#). Please identify and provide a BAT assessment having regard to the relevant guidance note. Where the activity or process carried out, or an aspect of the activity/process, is not described in any of the EPA BAT Guidance Notes, then the applicant shall attach a site-specific determination of BAT.

BAT Conclusions

This section of the application form is applicable and made available for Industrial Emissions licence applications only, i.e., an IED activity has been entered in the 'Main Activities' section of the application form.

In this section, you are required to provide information on conformance with relevant published decisions on BAT Conclusions (Commission Implementing Decisions).

To complete this section, click on the '**Complete CID Assessment**' link to identify all the Commission Implementing Decisions (CIDs) and Best Available Technique Conclusions (BATCs) relevant to the activity and follow the instructions therein.

 [Complete CID Assessment](#)

If having considered the Commission Implementing Decisions (CIDs) available at the '**Complete CID Assessment**' link and those issued by the European Commission, if none are relevant to the activity – place a tick in the box '**tick box if No CID on BATC is relevant to the activity**'.

Please contact the EPA at licensing@epa.ie if an applicable CID is not available to you in the application form.

The *CID Assessment* area includes a list of the Decisions on BAT Conclusions, adopted in accordance with Article 13(5) of the Industrial Emissions Directive (2010/75/EU) (CIDs), which the EPA has inputted into the application form.

You are required to review the list and ensure that all the 'CIDs' and 'Sub-sections' applicable to your activity are marked with a tick. This may involve the selection or de-selection of CIDs / Sub-section(s).

It is your responsibility to accurately select all the CIDs and Sub-sections that are applicable to your installation / application for a licence.

Next in the next page of the CID Assessment area every BAT associated with the selected CID / Sub-section(s) will be displayed. You are required to provide details of your conformity against each BAT and to state your reasoning for the response.

BAT Conformance Response Guidance

To view the full text of the BAT - Click on the '' icon, under '*Full BAT Text*' on the BAT Conclusions page.

To access the available response options against a BAT - Click on the '' button, under '*Action*'. (Click on the '-' under '*Action*' to minimise the response area).

The response you select from the 'drop-down' list, against a BAT, should be on the basis of the installation as a whole.

Therefore, for example, if emissions from a process/activity are compliant with the BAT requirement and emissions from another similar process/activity are not, you should select – '**Will be**' and then specify the date by which the entire installation will be compliant with the BAT requirement.

You are required to consider each BAT individually and determine whether the requirement is applicable to your installation, having regard to the scope/ definition, general considerations and the

information on applicability set out in the CID. If the BAT is applicable, you are required to provide information of your conformance with the requirement.

It may be useful to first identify all the '**Not Applicable**' BATs and provide your reasoning in the '**Comments on Conformance**' box as to why you consider the particular BAT Conclusion is not applicable at/to the entire installation. (You may need to refer to relevant processes/activities or individual emission points to provide a comprehensive response).

For each applicable BAT, you are required to select from the 'Compliant' drop down list either; '**Yes**', '**Will be**' or '**No**' as appropriate, the use of each of these terms is described in the 'Use of terms' below.

You are also required to enter the reasoning for selecting the particular response in the '**Comments on Conformance**' box. This should include, where applicable:

1. Identification of the relevant process / activity or individual emission point(s) that the BAT requirement applies to at your installation;
2. Where BAT is to use one or a combination of listed techniques, specify the technique(s) implemented/proposed at your installation to achieve the BAT;
3. In relation to emissions include the emission level achieved at the installation under normal conditions as compared with the BAT Associated Emission Levels; and
4. A comment on how the requirements are being met or will be met, e.g., a description of the technology/operational controls/management proposed to meet the requirements.

Use of terms:

- (a) '**Yes**' – To be selected where the installation is currently compliant with this BAT requirement.
- (b) '**Will be**' – To be selected where a further technique is required to be installed to achieve compliance with the BAT requirement. In this case you must also select the date, in the date selection field, by which the installation will comply with the BAT Conclusion requirement.

(Note: Compliance with all the applicable published decisions on BAT Conclusion is required within 4 years of the date of publication of the Commission Implementing Decision relating to the main activity of the installation)

- (c) '**No**' – To be selected where the achievement of emission level associated with BAT would lead to disproportionately higher costs compared to the environmental benefits due to –
 - (i) the geographical location or the local environmental conditions of the installation concerned, or
 - (ii) the technical characteristics of the installation concerned.

Note: By selecting '**No**' to an applicable emission level associated with a BAT requirement you are required to provide a detailed assessment (as an upload attachment to this web-form) that includes the reason and justification, in accordance with the requirements of Section 86A(6) of the EPA Act 1992 as amended. Guidance on this is located on the EPA website at the following link: [Licensing & Permitting: Industrial Emission Licensing \(IED\) Publications | Environmental Protection Agency \(epa.ie\)](#)

BREF

Guidance

This part of the form collects details of conformance with relevant published BAT reference documents (BREFs), which have not been issued as published decisions on BAT Conclusions (Commission Implementing Decisions).

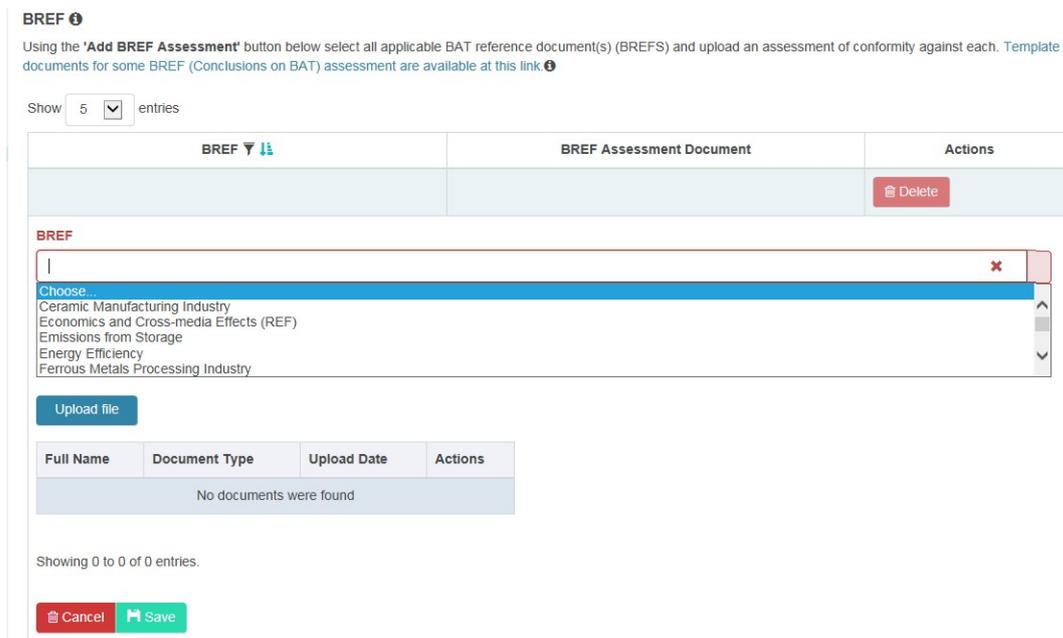
Using the '**Add BREF Assessment**' button select each applicable BAT reference document(s) (BREFs) and upload an assessment of conformity against each. (Only one BREF can be added at a time). [Template documents for some BREF \(Conclusions on BAT\) assessment are available on the EPA website at this link.](#)

To add a BREF Assessment, click on '+ Add BREF Assessment', click into the 'BREF' box, and select a BREF from the dropdown list. Click on the '**Upload file**' button to upload the completed assessment and click on '**Save**'.

(The screenshot included below shows the view after clicking on '+ Add BREF Assessment')

This process should be repeated for each applicable BREF.

(Note: If you have completed a CID Assessment in the previous section, you DO NOT need to provide a BREF Assessment for the same BREF in this section).



To view the upload, click on the document link. To delete the upload, click on .

BREF	BREF Assessment Document	Actions
Energy Efficiency	Attach-4-7-2-BREF-Energy Efficiency.pdf	

EPA National BAT

This part of the form collects details of conformance with relevant EPA National BAT Notes.

Using the '**Add National BAT Assessment**' button below select all applicable EPA National BAT guidance notes and upload an assessment of conformity against each.

To add an assessment against an EPA National BAT Note, click on '+ **Add National BAT Assessment**', click into the '**EPA BAT Guidance Note**' box, and select a Guidance Note from the dropdown list. Click on the 'Upload file' button to upload the completed assessment and click on 'Save'.

(The screenshot below shows the after clicking on '+ Add National BAT Assessment')

This process should be repeated for each applicable EPA National BAT Note.

(Note: If you have completed a CID Assessment or BREF Assessment in the sections above, you **may not** need to provide an assessment against the EPA BAT Guidance Note for the same sector).

EPA National BAT ⓘ

Using the '**Add National BAT Assessment**' button below select all applicable EPA National BAT guidance notes and upload an assessment of conformity against each. ⓘ

Show entries

EPA BAT Guidance Note	EPA National BAT Assessment Document	Actions
		Delete

EPA BAT Guidance Note

BAT Assessment Document

Full Name	Document Type	Upload Date	Actions
No documents were found			

Showing 0 to 0 of 0 entries.

Cancel
Save

4. Activity and Capacity

4.8 Reports

4.8 Reports_

Guidance

This part of the form collects reports on specific aspects of the activity and installation/facility. The application is required to include a description of operations and description of the condition of the site including soil and groundwater.

Operational Reports

- Upload an 'operational report' for the activity in accordance with the guidance

Guidance

The Operational Report should describe the plant, methods, processes, ancillary processes, abatement, recovery and treatment systems, and operating procedures for the activity, to include a copy of such plans, drawings or maps, process flow diagrams, and such other particulars, reports and supporting documentation as are necessary to describe all aspects of the activity.

The following information should be supplied:

- A list of all unit operations to be carried out.
- A schematic or simple flow diagram of the activity and each unit operation, along with a brief description detailing its purpose.
- A description of the process control system indicating the control equipment.
- Information on all aspects of the unit operation that can cause emissions to the environment during normal operation and in the event of a malfunction or interruption of services, e.g., power loss.
- Details of internal capacity and throughput for each unit operation including the range of input and output materials.
- Brief details of the activities carried on in laboratory facilities associated with the activity.
- Detailed descriptions and schematics of all abatement systems.
- Detailed of the storage conditions, location within the site, segregation systems used and transport systems within the site for raw materials, intermediates and products.
- Details of sewerage and surface water drainage infrastructure, including location and sizes of pipes, outlets, invert details, treatment facilities, etc.
- For waste activities, details of waste quarantine and waste inspection areas, traffic control, (including location and detail of signs, barriers, parking, number of vehicles catered for, etc.) and delivery and reception of waste.

- A description in outline of the main alternatives, if any, to the proposals contained in the application which were studied by the applicant.

Unit operations refers to processes as well as plant/ infrastructure be it a treatment plant, composting facility, or landfill, etc.

All treatment and abatement systems to be employed should be detailed including information on the capacity and throughput.

Hours of Operation - Details of hours of operation for the installation/facility are required to be provided in the Section 9 'Environmental Management' template attachment. Summary details should be included in the operational report where relevant.

Any assessment of the potential impacts from the installation/facility should have reference to the proposed hours of operation.

When the report is finalised, use the 'Upload file' button to save the document in PDF format in to the application form.

Baseline Report

Note: The Baseline Report section will be displayed and required to be completed only when an **industrial emissions directive activity** has been selected in the 'Main Activities' section of the application form.

Guidance

Where the activity involves the use, production or release of relevant hazardous substances, the IED requires operators to prepare a baseline report having regard to the possibility of soil and groundwater contamination. The Commission has adopted a Communication on the elaboration of baseline reports under Article 22(2) of the IED. European Commission Guidance concerning baseline reports under Article 22(2) of Directive 2010/75/EU on industrial emissions is available here:

[http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0506\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0506(01)&from=EN)

Provide an assessment as to whether a baseline report, in accordance with the requirements of section 86B of the EPA Act 1992 as amended, is required. The assessment must be carried out in accordance with the European Commission guidance referenced as this is statutory guidance. If it is determined that a baseline report is required, provide a baseline report. If it is determined that a baseline report is not required, clearly give the reasons for this decision.

A baseline report shall contain the information necessary to determine the state of contamination of soil and groundwater at the time the report is drawn up in order that a quantified comparison may be made to the state of the site upon the permanent cessation of the industrial emissions directive activity.

- Upload a report that addresses sections 1 to 3 of the [European Commission's guidance concerning baseline reports](#)

Guidance

Provide an assessment, in accordance with Stages 1 to 3 of the European Commission's guidance and section 86B of the EPA Act 1992 as amended, as to whether a baseline report is required. The assessment should be carried out in accordance with the European Commission guidance referenced below. When the assessment report is finalised, use the 'Upload file' button to save the report in to the application form.

The assessment must be carried out in accordance with the European Commission guidance referenced as this is statutory guidance:

[http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0506\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0506(01)&from=EN)

If it is determined that a baseline report is not required, clearly give the reasons for this decision, in accordance with the referenced European Commission guidance as this is statutory guidance.

If it is determined that a baseline report is required, you will be required to upload the full baseline report later in this section of the application form.

- Does the report referred to above specify that a Baseline Report is required?

Guidance

Based on the assessment carried out, is a baseline report in accordance with the European Commission's guidance and Section 86B or the EPA Act 1992 as amended required?

If 'No' is selected no further questions you can move on to the next question in the application form.

If 'Yes' is selected the applicant is required to:

- Upload the baseline report in accordance with the [European Commission's guidance concerning baseline reports](#)

Guidance

The 'baseline report' shall contain the information necessary to determine the state of contamination of soil and groundwater at the time the report is drawn up in order that a quantified comparison may be made to the state of the site upon the permanent cessation of the Industrial Emissions Directive activity.

The baseline report uploaded must address the full assessment in accordance with Stages 1 to 8 of the European Commission's guidance concerning baseline reports. When the report is finalised, use the 'Upload file' button to save the report in to the application form.

Site Condition Report

A Site Condition Report is required to be uploaded for **all** licence applications.

- Upload a document that describes the condition of the site of the installation or facility in accordance with the guidance

Guidance

Describe the current condition of the site of the installation/facility by presenting summary details of ground and/or groundwater quality and having regard to relevant environmental quality standards or values. The development and operational history of the site may assist identification of the information to be supplied. Historical plans and records indicating alterations, etc., to the site should be examined and relevant information submitted (location of disused over or underground storage tanks, disused sites of waste disposal/treatment, etc.,). Details of all known historical pollution incidents (historical or current, on or under the site), groundwater contamination, prosecutions, etc., should be included.

In the case of reviews, state whether the condition of the site has deteriorated since first site condition report and what, if any, remedial action is required.

Clearly indicate whether or not compliance with the requirements of the EC Environmental Objectives (Groundwater) Regulations 2010, S.I. No. 9 of 2010 can be achieved.

Where ground/ groundwater contamination is being actively managed, provide details of the progress towards remediation targets.

The report should describe the environmental conditions of the site of the installation/facility (e.g., soil and groundwater, air, noise, surface water). This may include reference to a baseline report where applicable.

If a baseline report is submitted as part of this application this may also fulfill the requirements to describe the condition of the site. If this is the case, you are still required to upload a document to clarify this.

When the report is finalised, use the 'Upload file' button to save the report in to the application form.

4. Activity and Capacity

4.9 Solvents

4.9 Solvents_

Guidance

This part of the form collects information on installations and activities using organic solvents. The questions hereunder are based on the requirements set out in Chapter V and Annex VII of the Industrial Emissions Directive and will be a reference for setting licence conditions.

You are referred to the Industrial Emissions Directive and the Europa website for further details on the special provisions relating to the use of organic solvents.

Do you intend to use organic solvents at this installation or facility? (Yes/No)

Guidance

Organic solvent is defined in Article 3(46) of the Industrial Emissions Directive.

If 'No' is selected no further questions are asked in this section and you can move on to the next section of the application.

If 'Yes' is selected then the applicant is asked to select all relevant solvent activities with reference to Schedule 2 of [Statutory Instrument No. 565/2012](#) (Solvent Regulations)(solvent consumption threshold in tonnes/year) and the maximum consumption of solvent when undertaking that activity.

To add a Solvent Activity, click on '+ Add New Solvent Activity', select the applicable activity from the dropdown list, enter the solvent consumption values and click on 'Save'. Repeat this for each solvent activity to be carried out.

Specify the solvent consumption (tonnes per annum) for the activity. (Please input the value in whole tonnes). If annual usage falls on a consumption threshold specified in the Industrial Emissions Directive/Solvent Regulations please round up the value to the next whole tonne. If annual usage is less than 1 tonne/annum, please enter a value of '0' (zero) and provide the actual solvent consumption value in the Operational Report (in section 4.8).

Specify the maximum solvent consumption (tonnes per annum) for the activity. If the usage is less than 1 tonne, please enter a value of 0 (zero) and provide the proposed maximum solvent consumption value in the Operational Report (in section 4.8).

Choose the measure you propose to control the solvent emission from this activity, by selecting one of the following from the dropdown list:

- **Limit values** - where you propose to achieve the emission limit values specified in the Industrial Emissions Directive/Solvent Regulations.
- **Reduction scheme** - where you propose to comply with the requirements of a reduction scheme instead of complying with the emission limit values set out in the Industrial

Emissions Directive/Solvent Regulations where other measures, such as the use of low-solvent or solvent-free products or techniques, provide alternative means of achieving equivalent emission reduction.

- **Total emissions (only when >1 activity)** - refer to Article 59(6) of the Industrial Emissions Directive. (Note: this measure can be selected only when greater than 1 solvent activity is carried out).

Applicability of Chapter V of the IED

Guidance

Applicability of Chapter V of the Industrial Emissions Directive is auto-populated based on the activity and solvent consumption values entered previously in this section.

If you have any query on the auto-populated applicability please contact the EPA at licensing@epa.ie.

Are you applying for a derogation under Article 59 of the IED? (Yes/No)

Guidance

Refer to Guidance Note on Derogations available on the [EPA website](#).

There are two types of derogations under Article 59.

Where a derogation from emission limits for fugitive emissions is being sought, the applicant must demonstrate to the satisfaction of the Agency for the individual installation/facility that the fugitive limit value is not technically and economically feasible and that BAT are being used. The applicant must also propose measures/ limits to ensure the protection of human health and the environment.

Where a derogation from emission limit values or the reduction scheme is being sought for coating activities which cannot be carried out under contained conditions, the applicant must demonstrate to the satisfaction of the Agency that compliance is not technically and economically feasible and that the BAT are being used.

If 'Yes' is selected then the applicant is asked to:

[Upload justification for the derogation request under Article 59 of the IED](#)

If 'No' is selected the applicant can move on to the next question.

[Upload a solvent management plan for the selected control measure\(s\)](#)

The solvent management plan should be prepared in accordance with Part 7 of Annex VII of the Industrial Emissions Directive taking account of relevant EPA advice, including ['Good practice for Solvent Mass Balance and Fugitive Emission Assessments for EPA Licensed sites. Air Advice Note No. 1'](#).

When finalised, use the 'Upload file' button to save the completed solvent management plan in PDF format in to the application form. Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

Do you emit volatile organic compounds (VOCs) from Chapter V activity/activities which are within the scope of Article 59(5) of the IED? (Yes/No)

Guidance

Article 59(5) of the Industrial Emissions Directive refers to compounds which are assigned or need to carry Hazard Statements H340, H350, H350i, H360D or H360F or halogenated volatile organic compounds (VOCs) with the Hazard Statement H341 or H351.

If 'Yes' is selected, you are required to:

Upload details indicating ability to comply with the requirements of Article 59(5) of the IED

The applicant is required to upload a document indicating ability to comply with the requirements of Article 59(5) of the IED.

If 'No' is selected, you can move onto the next question.

Upload a description of precautions to be taken to minimise emissions of VOCs during start-up and shut-down operations, as required by Article 59(7) of the IED

Guidance

Refer to Article 59(7) of the Industrial Emissions Directive.

Create and upload a document in PDF format which addresses the question above. Use the relevant 'Upload file' button to load the file in to the application form.

Substitution of Hazardous Substances

Guidance

Hazardous substances or mixtures shall be replaced, as far as possible by less harmful substances or mixtures, within the shortest possible time

Do you use substances or mixtures which fall within the scope of Article 58 of the IED? (Yes/No)

Guidance

Article 58 of the Industrial Emissions Directive states: Substances or mixtures which, because of their content of VOCs classified as carcinogens, mutagens or toxic to reproduction under Regulation (EC) No 1272/2008, are assigned or need to carry the Hazard Statements H340, H350, H350i, H360D or H360F, shall be replaced, as far as possible by less harmful substances or mixtures, within the shortest possible time.

If 'Yes' is selected you are required to:

Upload an explanation of how you propose to comply with the requirements of Article 58 of the IED.

Create and upload a document in PDF format which describes how the listed hazardous substances or mixtures shall be replaced as far as possible by less harmful substances or mixtures within the shortest possible time. Use the relevant 'Upload file' button to load the file in PDF format in to the application form.

If 'No' is selected, you can move on to the next section of the application form.

4. Activity and Capacity

4.10 LCP

4.10 Large Combustion Plants

Guidance

This part of the form collects information on large combustion plants (LCP).

The questions hereunder are based on the requirements set out in Chapter III and Annex V of the Industrial Emissions Directive and will be a reference for setting licence conditions. You are referred to the [Industrial Emissions Directive](#) and the [Europa website](#) for further details on the special provisions relating to combustion plants.

[Download the template to be completed and then upload below as per the guidance](#)

(Note: You are required to complete one template **for each** large combustion plant)

Click on the link in the application form to download the template. Save the template to your computer and fill in one template **for each** large combustion plant. When finalised, use the 'Upload file' button to save the completed template(s) in PDF format in to the application form.

Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name. Include the plant reference number in the file name.

Additional Documents

Guidance

This section is for the upload of additional documents referred to in the 'Large Combustion Plants' template, where applicable.

Select the dropdown list next to the 'Upload file' button and pick the document type that is relevant for the document being uploaded. Then click on 'Upload file'. Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

Additional Questions

Guidance

IED Chapter III applies to combustion plants, the total rated thermal input of which is equal to or greater than 50MW, irrespective of the type of fuel used.

[Does or will Chapter III of the IED apply to the plant or plants identified? \(Yes/No\)](#)

Guidance

For Chapter III purposes, a combustion plant may be composed of one or more combustion units which discharge through a common stack (Article 29(1)), or which could be discharged through a common stack (Article 29(2)).

If 'Yes' is selected you are required to upload a description of the abatement methods and the technology proposed to be used at the LCP units/plants at the installation using the template provided. Download the template and upload the document in PDF format using the relevant 'Upload file' button.

If 'No' is selected you are required to upload a brief description as to why Chapter III of the IED does not apply to the identified combustion plant(s). Upload the file in PDF format using the relevant 'Upload file' button.

[Upload a description of the abatement methods and technology proposed to be used at the LCP units/plants at the installation using the template provided.](#)

Click on the link in the application form to download the LCP Abatement template. Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

4. Activity and Capacity

4.11 Incinerators

4.11 Incineration and co-incineration

Guidance

This part of the form collects information on waste incineration plants and waste co-incineration plants.

The questions in this section are based on the requirements set out in Chapter IV and Annex VI of the Industrial Emissions Directive and will be a reference for setting licence conditions.

You are referred to the [Industrial Emissions Directive](#) and the [Europa website](#) for further details on the special provisions relating to waste incineration plants and waste co-incineration plants.

4.11.1 Does or will the following apply to the (proposed) incineration plant or co-incineration plant at the installation:

- Chapter IV of the industrial emissions directive and
- European Union (waste incineration plants and waste co-incineration plants) Regulations 2013 (S.I. No. 148 of 2013)?

Select either 'Yes' or 'No'.

If 'Yes' is selected then you must upload a document describing the measures to be taken to guarantee the requirements of Article 44 of the IED will be met. In addition two more sub-sections (related to 'Incineration and Co-incineration Plants' and 'Additional Documents') open up for completion.

If 'No' is selected, then select one or more of the reasons presented as to why Chapter IV of the Industrial Emissions Directive does not apply. You are required to upload a file justifying why the incineration/co-incineration plant does not come within scope of Chapter IV of the IED.

[Incineration and Co-incineration Plants](#) (Available if 'Yes' is selected to 4.11.1 above)

Guidance

This part of the form collects details of each individual waste incineration or co-incineration plant operated or proposed to be operated at the installation.

Download the template to be completed for each incineration or co-incineration plant and then upload as per the guidance

Click on the link in the application form to download the template. Save the template to your computer and fill one template for each waste incineration and co-incineration plant. When finalised, use the 'Upload file' button to save the completed template(s) in PDF format in to the application form.

[Additional Documents](#) (Available if 'Yes' is selected to 4.11.1 above)

Guidance

This area is for the upload of additional documents referred to in the Waste Incineration or Co-incineration template.

Use the link to the 'IED Article 45(2) Hazardous Waste' template document, if applicable.

Select the dropdown list next to the 'Upload file' button and pick the document type that is relevant for the document being uploaded. Then click on 'Upload file'.

Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

5. Financial

5.1 Financial

Guidance

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

[Download the template to be completed and then upload below as per the guidance](#)

Click on the link in the application form to download the template. Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

Template Guidance

Add each class of activity/ sector for which a fee is being submitted into the template.

Application fees are set out in the following regulations:

- EPA (Licensing Fees) Regulations 1994 as amended for all first schedule activities except classes 11.2 to 11.7 and are available [here](#),
- EPA (Licensing Fees) Regulations 2013, for first schedule activities 11.2 and 11.7 and are available [here](#),
- Part 1 of the second schedule of the [Waste Management \(Licensing\) Regulations 2004, S.I. No. 395 of 2004](#). Two fees are required if disposal and recovery are to occur.

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

You are also required to upload evidence of application fee payment.

5.2 Additional Documents

[Upload additional documents as referred to in the completed template](#)

This area is for the upload of additional documents referred to in the 'Financial' template.

Select the dropdown list next to the 'Upload file' button and pick the document type that is relevant for the document being uploaded. Then click on 'Upload file'.

Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

6. Stakeholder Engagement

6.1 Stakeholder Engagement.

Guidance

This part of the form collects details of stakeholder engagement, including appropriate assessment, planning, Environmental Impact Assessment Reports (EIARs)/Environmental Impact Statements (EISs), public engagement and confidential information.

Note: We recommend that you engage in pre-application clarification/consultation before submitting your application in order to discuss requirements in relation to EIA. For licence review applications where the Agency has not carried out EIA before, the **entire activity** (and not just the proposed changes) will be considered when screening for EIA.

[Download the template to be completed and then upload below as per the guidance](#)

Click on the link in the application form to download the template. Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

Template Guidance – Guidance is included in the Stakeholder Engagement template, some of which is included below

Appropriate assessment

Undertake a screening for Appropriate Assessment and state whether the activity, individually or in combination with other plans or projects, is likely to have a significant effect on a European Site(s), in view of best scientific knowledge and the conservation objectives of the site(s).

Where it cannot be excluded, on the basis of objective scientific information, following screening for Appropriate Assessment, that an activity, 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 (S.I. No. 477 of 2011).

Where based on the screening it is considered that an Appropriate Assessment is not required, provide a reasoned response. For further information on Appropriate Assessment under the requirements of the Habitats Directive (92/43/EEC) please 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/publications/archive/NPWS_2009_AA_Guidance.pdf.

Planning

This section records all planning permissions, planning applications and planning exemptions relevant to the installation/facility.

Planning Granted

Record all planning permissions granted for development within the installation/facility



Licence Application Form Guidance

Issue No.: 2.1

Date of Issue: 08/06/2021

boundary (where final permission has been granted).

Planning Reference Number

The planning reference number is required to be provided. The relevant appeal number should also be recorded if the planning decision was appealed to An Bord Pleanala.

Upload a copy of planning decision AND planner's report (select Document Type: 'Planning Decision' for each document).

The Inspector's Report and determination of An Bord Pleanala should also be attached in the case where a planning authority planning decision was appealed.

Planning not required

Record details of any development within the installation/facility boundary that is considered by the planning authority/An Bord Pleanala to be exempted development or is otherwise considered by the planning authority/An Bord Pleanala to not require planning permission.

Planning Authority/ An Bord Pleanala

List the relevant authorities.

Brief description of structure/ modification

Briefly outline the reason offered by the planning authority/An Bord Pleanala on why planning permission is not required

6.2 Additional Documents

Upload additional documents as referred to in the completed template

This area is for the upload of additional documents referred to in the 'Stakeholder Engagement' template.

Select the dropdown list next to the 'Upload file' button and pick the document type that is relevant for the document being uploaded. Then click on 'Upload file'.

Note:

Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

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).

7. Emissions

7.1 Emissions Overview

7.1. Emissions, Discharges and Landspreading Applicability

Guidance

This part of the form collects overview details of the emissions, discharges and landspreading activities associated with the activity.

With reference to the emissions/discharges from the installation/facility and any associated landspreading activity indicate whether the thematic is applicable by selecting 'Yes' or 'No'. (Note: If you select 'No', you are indicating that there are no emissions of this type and your application will be considered on this basis).

You are required to tick 'Yes' or 'No' as to whether the thematic/environmental media is applicable to the activity

- Emissions to Surface Water (not including Storm Water) (Yes/No)
- Emissions to Sewer (Yes/No)
- Emissions to Air (including minor, potential and fugitive emissions to air) (Yes/No)
- Noise Emissions and Noise Monitoring Points (Yes/No)
- Emissions to Ground (including disposal of sanitary effluent and potential emissions to ground) and landspreading (Yes/No)
- Storm Water Discharges (Yes/No)

7.1.2 Emissions Overview Template

Download the template to be completed and then upload below as per the guidance

Guidance

This part of the form is for the upload of the completed 'Emissions Overview' template.

The attachment is for the applicant to provide: (i) an overview of the emissions from the activity; (ii) the results of emissions monitoring (where applicable) and; (iii) an impact assessment of the emissions on the receiving environment.

Click on the link in the application form to download the template, it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

Main Emissions/Discharges

Within the template document you are required to complete a table entry for each thematic (environmental media) and to identify those that are associated with the activity. You are requested to identify if an emission has trans-boundary potential. You are requested to upload a report on compliance with current ELVs (where applicable) and to include results of emission

monitoring and other data as an upload, where available. You are required to include the filename of the upload in the table.

For each relevant thematic (environmental media), include results of emission monitoring and other data, that enables a comparison of the operation of the installation/facility with the best available techniques (BAT).

For Industrial Emission Licence applications this must enable a comparison of the installation with BAT described in the applicable BAT conclusions and with the emission levels associated with the best available techniques in accordance with Section 86A(9) of the Act of 1992 as amended.

The report(s) on compliance should be uploaded under section '7.1.3 Additional Documents'. Select the 'Document Type': 'Emissions Compliance Report' for the upload(s).

Receiving Environment

For each applicable thematic - upload a 'receiving environment report' and an 'emissions impact assessment' of the emissions/ discharges on the receiving environment.

The 'receiving environment report' should provide a description of the current state of the environment for the relevant thematic/media, e.g., for emissions to surface water, the receiving environment report should include details of the following:

- Description of the existing environment in terms of quality with relevant reference to environmental quality objectives and standards and standards laid down for protected areas.
- Existing or proposed uses and/or designations of receiving waters.
- Sensitive areas or areas of special interest which could be affected by the emission.
- Flow data and chemical composition of waters upstream and downstream of the emission point.

The expectation is for the 'receiving environment report' to be separate from the 'emissions impact assessment' but they are interrelated. Information may be combined in the 'impact assessment report', where it is logical to do so. In this case the reason for combining the reports should be clearly stated in the submitted report.

Impact Assessment of Emissions/Discharges – Provide an assessment of the effects of any emissions on the environment, including on an environmental medium other than that into which the emissions are made.

Describe, where appropriate, measures for minimising pollution over long distances or in the territory of other states.

Guidance on Assessment of Impact on Receiving Surface Water

Describe the existing environment in terms of water quality with reference to environmental quality objectives and standards and any objectives and standards laid down for protected areas.

Include a statement whether or not emissions of main polluting substances (as defined in the Schedule of EPA (Licensing)(Amendment) Regulations 2004, S.I. No. 394 of 2004) to water are likely to impair the environment.

Indicate whether or not the activity complies with the requirements of the EC Environmental Objectives (Surface Waters) Regulations 2009, S.I. No. 272 of 2009.

If the discharge is to 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%ile high status limits.

Give summary details and an assessment of the impacts of any existing or proposed emissions on the environment, including environmental media other than those into which the emissions are to be made.

Full details of the assessment and any other relevant information on the receiving environment should be uploaded.

For emissions outside emission limit established according to the combined approach, a full evaluation of the existing abatement/treatment system must be provided. A planned programme of improvement towards meeting the upgraded standards is required. This should highlight specific goals and a time scale, together with options for modification, upgrading or replacement as required to bring the emissions within the limits established in accordance with the combined approach.

Any relevant additional/supporting information should be included in the upload.

[Guidance on Assessment of Atmospheric Emissions](#)

Describe the existing environment in terms of air quality with particular reference to ambient air quality standards.

Provide a statement as to whether or not emissions of main polluting substances (as defined in the Schedule of EPA (Industrial Emissions)(Licensing) Regulations 2013, S.I. No. 137 of 2013) to the atmosphere are likely to impair the environment.

Give summary details and an assessment of the impacts of any existing or proposed emissions on the environment, including environmental media other than those into which the emissions are to be made.

This upload should also contain full details of any dispersion modelling of atmospheric emissions from the activity, where required. When carrying out dispersion modelling, regard should be had to the EPA "Air Dispersion Modelling from Industrial Installations Guidance Note (AG4)" or similar guidelines from a recognised authority.

Describe, where appropriate, measures for minimising pollution over long distances or in the territory of other states.

Any relevant additional/supporting information should be included in the upload.

[Guidance for the content of a Noise Emissions Impact Assessment](#)

Give details and an assessment of the impacts of any existing or proposed noise emissions on the environment, including environmental media other than those into which the emissions are to be made.

The Agency's Guidance Note for Noise: Licence Applications, Surveys and Assessments in Relation to Scheduled Activities (NG4) (2012) should be consulted (available on www.epa.ie) where a noise impact assessment is required. A planned programme of improvement towards meeting upgraded standards is required and should have due regard to the noise control and mitigation measures outlined in section 8 and appendix (IX) of the Guidance Note. This programme should highlight specific goals and a time scale, together with options for modification, upgrading or replacement, as required, to bring the emissions within the limits as set out in the Guidance Note.

Prediction models, maps (no larger than A3), diagrams and supporting documents, including details of noise attenuation and noise proposed control measures to be employed, should form part of the upload.

- (i) State the maximum Sound Pressure Levels which will be experienced at typical points on the boundary of the operation. (State sampling interval and duration)
- (ii) State the maximum Sound Pressure Levels which will be experienced at typical noise sensitive locations, outside the boundary of the operation.
- (iii) Give details of the background (or residual) noise levels experienced at the site in the absence of noise from this operation.

Details of proposed noise limit criteria must be included in the section 7.5 - 'Noise Emissions Attachment'.

Any relevant additional/supporting information should be included in the upload.

[Guidance on Assessment of Impact of Ground/Groundwater Emissions and/or Landspreading](#)

For the landspreading of agricultural manures or other organic fertilisers - complete the applicable 'Landspreading Controls' template in section 7.6.1 - 'Emissions to Ground and/or Landspreading' attachment and either the '7.6.2(a) Landspreading Controls - Agri - Attachment' or '7.6.2(b) Landspreading Controls (Non-Agri) Attachment'.

In this case include a comment in the table to refer to the upload in section 7.6.2 of the application form.

For other existing or proposed emissions to ground/groundwater the scope and detail of this assessment will depend to a large extent on the extent and type of emissions to ground at any site, which in turn are related to the risk. Describe the existing groundwater quality. Give summary details and an assessment of the impacts of any existing or proposed emissions on the ground (aquifers, soils, sub-soils and rock environment), including any impact on environmental media other than those into which the emissions are to be made. This includes, land injection, etc.

The requirements of the European Communities Environmental Objectives (Groundwater) Regulations 2010 (S.I. No. 9 of 2010) should be considered. Information should be provided on the manner in which these Regulations were taken into account in the assessment of the impact of the activity on groundwater.

The upload should also contain full details of any modelling carried out of the potential impact of emissions from the activity on groundwater.

Any relevant additional/supporting information should be included in the upload.

Ground and/or Groundwater Contamination

Summary details of known ground and/or groundwater contamination, historical or current, on or under the site must be given.

Indicate whether or not compliance with the requirements of the EC Environmental Objectives (Groundwater) Regulations 2010, S.I. No. 9 of 2010 can be achieved.

Full details including all relevant investigative studies, assessments, or reports, monitoring results, location and design of monitoring installations, plans, drawings, documentation, including containment engineering, remedial works, and any other supporting information should be included in the upload attachment.

Baseline Report

In the case of an Industrial Emissions Directive activity that involves the use, production or release of relevant hazardous substances (as defined in section 3 of the EPA Act 1992 as amended), and having regard to the possibility of soil and groundwater contamination at the site of the installation, you may be required to provide a baseline report in accordance with Section 86B of the EPA Act 1992 as amended. Where required the baseline report should be included in section 4.8 'Reports' in the application form.

You may include cross references in this assessment to information provided in the uploaded baseline report where applicable.

7.1.3 Additional Documents

Upload the additional documents referred to in the completed template

Guidance

This part of the form is for the upload of additional documents referred to in the Emissions Overview' template.

Select the dropdown list next to the 'Upload file' button and pick the document type that is relevant for the document being uploaded. Then click on 'Upload file'.

Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

7.2 Water

7.2.1 Emissions to Surface Water (not including Storm Water)

Download the template to be completed and then upload below as per the guidance

Guidance

This part of the form is for the upload of the completed '**Emissions to Surface Water**' template. The template collects data on waste water emissions to surface water. Details of storm water discharges ARE NOT to be entered here as storm water is unlikely to be contaminated.

Please note that emission limit values and monitoring requirements specified in a licence, if granted, will be based on the information supplied.

Template Guidance – Guidance is included in the Emissions to Surface Water template, some of which is included below.

Within the template document you are required to provide emission point details including:

- The emission point code (in accordance with the standard convention).
- Details of the emission source.
- The grid reference (12 digit – 6 digit easting and 5 digit northing).
- The typical days usage/year.
- The measures to reduce/minimise/prevent emissions (where an environmental quality standard consideration require measures stricter than BAT the measures are to be included in bold).
- The receiving water type (River', 'Ditch', 'Estuary', 'Lake', 'Land Drain' or 'Other' (where 'Other' is selected please enter a description)).
- The receiving water code.
- The monitoring point code associated with each emission point and the associated grid reference (12 digit – 6 digit easting and 6 digit northing).
- Identification of the relevant parameters emitted to water
- The proposed emission limits and sampling/monitoring arrangements.

The following guidance is included in the template to assist completing the 'Waste Water to Surface Water – Emissions' table

Guidance

Complete the table in the template for each emission point having regard to the guidance below.

Characterise the emissions (identify the parameters) under normal operation. The parameters also cover volumes and rates of emission. 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 you are required to consider:

1. Substances listed in the Schedule of EPA (Industrial Emissions)(Licensing) Regulations 2013, S.I. No. 137 of 2013.
2. IED chapters III, IV, V VI where relevant.
3. The fate of materials/substances, intermediates, products and by products used or produced through the process particularly substances of very high concern, substances carrying the Hazard statement H400 to 413 (hazardous to the aquatic environment) and hazardous substances with damaging effects on sensitive plants and ecosystems.
4. Any reaction substances likely to appear as a result of treatment or natural breakdown processes with damaging effects on sensitive plants and ecosystems.
5. Any substances with the potential to cause odour nuisance off site.
6. List I and List II substances listed in the Annex to EU Directive 2006/11/EC (as amended).

To determine the emission levels the applicant must consider the following:

1. Decision(s) on BAT Conclusions /Conclusions on BAT (BREF)/ EPA BAT Guidance Notes.
2. Other BAT determined in consultation.
3. Environmental quality standards and objectives.
4. Measures or controls identified in a pollution reduction plan for the river basin district prepared in accordance with Part V of the EC Environmental Objectives (Surface Waters) Regulations 2009 for the reduction of pollution by priority substances or the ceasing or phasing out of emissions, discharges and losses of priority hazardous substances.
5. If relevant, the Urban Waste Water Treatment Regulations 2001 (S.I. No. 254 of 2001) as amended by the Urban Waste Water Treatment (Amendment) Regulations 2004 (S.I. No. 440 of 2004) or any further amendment thereof.

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

The applicant must provide the basis upon which the emission level was determined. There are five categories as follows:

- a. Emission levels based on BAT.
- b. Emission levels that are stricter than BAT due to the EQS.
- c. Temporary Emissions levels associated with an emerging technique (less strict than BAT).
- d. Emission levels based on a derogation (less strict than BAT).
- e. Emission levels for other substances based on EQS.

Monitoring requirements must be in line with any conclusion on monitoring as described in the decision on BAT Conclusion/Conclusion on BAT (BREF)/ EPA BAT Guidance Note.

Click on the link in the application form to download the template, it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

7.3 Sewer

7.3.1 Emissions to Sewer

Download the template to be completed and then upload below as per the guidance

Guidance

This part of the form is for the upload of the completed 'Emissions to Sewer' template. This template collects data on waste water emissions to sewer. In this context waste water involves trade effluent or other matter other than domestic sewage or storm water.

Please note that emission limit values and monitoring requirements specified in a licence, if granted, will be based on the information supplied.

Template Guidance – Guidance is included in the Emissions to Sewer template, some of which is included below.

The information contained in the attachment will be forwarded to the relevant Water Services Authority in which the sewer is vested or by which the sewer is controlled, under Section 99E of the EPA Act 1992 as amended or Section 52 of the Waste Management Act 1996 as amended. Please ensure that you have provided all the information in the attachment that the Water Services Authority require for deciding whether to authorise your discharge to sewer.

Within the template document you are required to provide emission point details including:

- the emission point code (in accordance with the standard convention),
- details of the emission source,
- the emission point grid references (12 digit – 6 digit easting and 5 digit northing),
- The volume to be emitted maximum per hour and per day,
- The period of emission (average) days per year and hours per day,
- The measures to reduce/minimise/ prevent emissions,
- The monitoring point code associated with each emission point and the associated grid reference (12 digit – 6 digit easting and 6 digit northing),
- Identification of the relevant parameters emitted to water
- The proposed emission limits and sampling/monitoring arrangements.

Guidance

Complete the table in the template for each emission point having regard to the guidance below.

Characterise the emissions (identify the parameters) under normal operation. The parameters also cover volumes and rates of emission. 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 chemical parameters you are required to consider:

1. Substances listed in the Schedule of EPA (Industrial Emissions)/(Integrated Pollution Control)(Licensing) Regulations 2013.

2. IED chapters III, IV, V VI where relevant.
3. The fate of materials/substances, intermediates, products and by products used or produced through the process particularly substances of very high concern, substances carrying the Hazard statement H400 to 413 (hazardous to the aquatic environment) and hazardous substances with damaging effects on sensitive plants and ecosystems.
4. Any reaction substances likely to appear as a result of treatment or natural breakdown processes with damaging effects on sensitive plants and ecosystems.
5. Any substances with the potential to cause odour nuisance off site.
6. List I and List II substances listed in the Annex to EU Directive 2006/11/EC (as amended).
7. Any substances likely to cause corrosion, congealing or unsafe environment of the sewer network

In the case of an Industrial Emissions review or licence application you may be required to provide Information on 'equivalent level of protection'.

Equivalent Levels of Protection

For Industrial Emissions licence applications and with regard to Article 15(1) of the Industrial Emissions Directive (or Section 86A(8) of the EPA Act 1992 as amended) upload a document that describes how the environment as a whole is provided with an equivalent level of protection and will not lead to higher levels of pollution in the environment – use the 'Equivalent Level of Protection (Sewer)' attachment template (select Document Type: 'Equivalent Level of Protection' in the 'Additional Documents' area in this section of the application form).

Waste Water Treatment Plant

Where waste water emissions to sewer are propose, the Agency must obtain the consent of the Water Services Authority to which the sewer is vested or controlled by. To expedite the consultation, provide details of the Water Services Authority, the agglomeration, the treatment plant name and the letter of consent/agreement in the application.

Click on the link in the application form to download the template, it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

7.3.2 Additional Documents

Upload the additional documents referred to in the completed template

Guidance

This part of the form is for the upload of additional documents referred to in the 'Emissions to Sewer' template.

Use the linked template document(s) where applicable.

Select the dropdown list next to the 'Upload file' button and pick the document type that is relevant for the document being uploaded. Then click on 'Upload file'.

Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

7.4 Air

7.4.1 Emissions to Air (including minor, potential and fugitive emissions to air)

Download the template to be completed and then upload below as per the guidance

Guidance

This part of the form is for the upload of the completed 'Emissions to Air' template. This template collects data on emissions to air.

Please note that emission limit values and monitoring requirements specified in a licence, if granted, will be based on the information supplied.

Template Guidance – Guidance is included in the 'Emissions to Atmosphere – Main and Fugitive Emissions' template, some of which is included below.

Main Emissions to air/atmosphere

Main emissions include all emissions of environmental significance. Where a **mass emission threshold** is specified in a BAT document (BAT Conclusions, EPA National BAT Note or BREF), emissions which exceed this threshold prior to abatement are regarded as significant, i.e., 'main emissions'. (In some cases emissions below the threshold can still be significant and qualify as a 'Main Emission').

Minor Emissions

Emissions below the mass emission threshold may be considered minor emissions and therefore do not generally need to be specifically controlled by the conditions or schedules of the licence (i.e., setting of ELVs, abatement control measures, or monitoring requirements). Emissions may also be deemed minor by virtue of their source/nature (e.g., laboratory fume hoods, workspace extractions, passive vents from storage tanks, HVAC exhausts), or their composition (e.g., water vapour emissions).

For combustion plant such as boilers, these can be considered minor where the rated thermal input is < 1MW where natural gas is the main fuel, and for liquid and solid fuels where its < 250kW.

In completing the separate '*Emissions to Atmosphere - Minor and Potential*' attachment for minor emissions, the applicant should supply sufficient information to justify the determination of the emission as minor. Notwithstanding this guidance, the Agency may consider any emission to be significant (i.e., a main emission) on the basis of environmental impact.

Fugitive Emissions

Fugitive emissions include emissions from non-point sources and diffuse sources.

Potential Emissions

These are emissions which only operate under abnormal process conditions. Typical examples include bursting discs, pressure relief valves, and emergency generators. Bypasses and flares may also fall within this category, depending on how they are operated or designed to

operate. Although the Agency does not normally set controls in licences for potential emissions, it may do so for the purposes of environmental protection.

The attachment collects information on main and fugitive emissions to atmosphere. Waste gas means the final gaseous emission from a stack or abatement equipment.

For minor and potential emissions to atmosphere, complete the separate '*Emissions to Atmosphere - Minor and Potential*' attachment.

The applicant should address in particular any emissions which may contain the principal polluting substances listed in the First Schedule of Environmental Protection Agency (Integrated Pollution Control) (Licensing) Regulations 2013/ (Industrial Emissions)(Licensing) Regulations 2013.

Within the template document you are required to provide emission point details including:

- The emission point code (in accordance with the standard convention),
- Details of the source of waste gases,
- The grid reference (12 digit – 6 digit easting and 6 digit northing),
- Typical days emission/year,
- The measures to reduce/minimise/prevent emissions (where an environmental quality standard consideration require measures stricter than BAT the measures are to be included in bold),
- The minimum discharge height above ground,
- The reference conditions (pressure, temperature, % oxygen and moisture (wet or dry)),
- The monitoring point code associated with each emission point and associated grid reference (12 digit – 6 digit easting and 6 digit northing),
- Information on the abatement/treatment control for each relevant emission point,
- Identification of the relevant parameters emitted to air – to include the proposed emission limits, the Best Available Techniques associated emission range (if applicable) and sampling/monitoring arrangements,
- Identification if there are any minor and/or potential emissions,
- Information on fugitive emissions to atmosphere.

For emission points from combustion, incineration or co-incineration sources you are required to provide:

- The primary fuel type (where applicable),
- The secondary fuel type (where applicable),
- The LCP plant reference (where applicable).
- The waste incineration or con-incineration plan reference (where applicable).

For emission points associated with a solvent activity you are required to:

- Identify if hazardous substances are emitted (guidance on hazardous substances is included in the template),
- Provide the mass flow of emitted hazardous substances,
- Identify halogenated volatile organic compounds (VOCs) emitted (guidance on the halogenated VOCs is included in the template),

- Provide the mass flow of emitted halogenated volatile organic compounds.

For emissions outside the BAT Conclusion, BREF or BAT guidance limit, a full evaluation of the existing abatement/treatment system must be provided. **A planned programme of improvement towards meeting upgraded standards is required.** This should highlight specific goals and a time scale, together with options for modification, upgrading or replacement as required to bring emissions within the limits set out in the BAT Conclusion(s), BREF(s) or BAT guidance note(s). These notes can be found on the EPA website at www.epa.ie.

Measures are usually required to reduce, minimise or prevent emissions from occurring. They may involve the application of a single technique or a combination of techniques including process integrated, recovery, abatement and treatment techniques. List all techniques proposed/employed. Technique(s) employed must comply with BAT. Highlight additional measures required for the purposes of protecting the environment, i.e., air quality standard (AQS) considerations. The measures or techniques to be taken must be capable of complying with the proposed/known emission level(s).

The measures required shall be informed by the following:

1. BAT techniques with BAT-AEL
2. BAT techniques without BAT-AEL
3. Stricter measures/techniques than BAT (due to AQS)
4. BAT determined by competent authority in consultation with the applicant
5. Measures to minimise pollution over long distances or in the territory of other states.
6. Emerging techniques
7. Less strict measures than BAT (due to derogation)
8. Other measures

Select from the dropdown list the source of the emission as it helps explain the nature of the emission.

Particular attention should be paid to ensuring that emissions data (volumetric flow and pollutant concentrations) are presented at the required reference conditions for oxygen, temperature, pressure and moisture.

Fugitive emissions include the following:

- Dust from area sources such as a quarry,
- Odour from volume sources such as a pig unit, waste water treatment plant, waste handling etc.,
- VOCs from processes using solvent not captured in waste gases,
- Ammonia and nitrogen from pig and poultry units.

Processes that can give rise to fugitive emissions include:

- Leaks from valve seals, pump seals and flanges,
- Breathing and working losses from liquid storage facilities,
- Dust emissions from solids stored in the open,
- Loading and unloading operations,
- Cleaning operations, and,
- Emissions from waste water treatment (e.g. volatile organics).

The measures taken to reduce/ prevent fugitive emissions to atmosphere must be addressed, and the facilities and operations required to control emissions must be detailed.

Emissions to Atmosphere - Minor and Potential Emissions – template

In completing the attachment for minor emissions, the applicant should supply sufficient information to justify the determination of the emission as minor. Notwithstanding the guidance provided on minor emissions, the Agency may consider any emission to be significant (i.e., a main emission) on the basis of environmental impact.

For minor emissions you are required to provide the following information in the template:

- The emission point code (in accordance with the standard convention),
- A description of the source of emission,
- The grid reference (12 digit – 6 digit easting and 6 digit northing),
- Parameter emission details,
- Details of any abatement system employed.

For potential emissions you are required to provide the following information in the template:

- The emission point code (in accordance with the standard convention),
- Description of the source of emission,
- Details of the malfunction which could cause an emission
- Details of the maximum potential emissions

Click on the link in the application form to download the template, it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

7.4.2 Additional Documents

Upload the additional documents referred to in the completed template

This part of the form is for the upload of additional documents referred to in the 'Emissions to Air' template.

Use the linked template document(s) below where applicable.

Select the dropdown list next to the 'Upload file' button and pick the document type that is relevant for the document being uploaded. Then click on 'Upload file'.

Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

7.5 Noise

7.5.1 Noise Emissions and Noise Monitoring Points

Download the template to be completed and then upload below as per the guidance

Guidance

This part of the form is for the upload of the completed 'Noise Emissions and Noise Monitoring Points' template.

Please note that emission limit values and monitoring requirements in any proposed licence shall be based on the information supplied hereunder.

Template Guidance – Guidance is included in the 'Noise Emissions and Noise Monitoring Points' template, some of which is included below.

An assessment of the impacts of noise, where applicable, should be uploaded in section 7.1 'Emissions Overview' of the application form. The applicant is also required to provide details of measures to reduce noise emissions and to list the techniques used.

Measures are usually required to reduce, minimise or prevent emissions from occurring. They may involve the application of a single technique or a combination of techniques including housing, insulation and appropriate location of equipment. List all techniques proposed/employed. Technique(s) employed must comply with BAT. Highlight additional measures required for the purposes of protecting the environment. The measures or techniques to be taken must be capable of complying with the proposed/known emission level(s).

The measures required shall be informed by the following:

1. BAT techniques
2. Stricter measures/techniques than BAT
3. BAT determined by competent authority in consultation with the applicant
4. Other measures

The applicant is required to complete a table, inputting summary details of noise monitoring points and proposed noise limit criteria following the *Guidance Note for Noise: Licence Applications, Surveys and Assessments in Relation to Scheduled Activities (NG4)* (2012 as amended)

For noise monitoring points you are required to provide the following information in the template:

- The monitoring point type,
- The grid reference of the monitoring point (12 digit – 6 digit easting and 6 digit northing),
- The monitoring point type ('Boundary', 'Noise Sensitive Location' or 'Permanent Noise Monitoring'),
- Proposed noise limit criteria,
- Proposed monitoring frequency, and
- Any supporting information.

You are required to identify if an assessment for tonal and impulsive noise carried out and if 'Yes' was tonal or impulsive noise identified.

For emissions outside the EPA Noise Guidance Note limit, see the Agency's *Guidance Note for Noise: Licence Applications, Surveys and Assessments in Relation to Scheduled Activities (NG4)* (2016) (available on www.epa.ie), a full evaluation of the existing abatement/treatment system must be provided. A planned programme of improvement towards meeting upgraded standards is required to be uploaded. This programme should highlight specific goals and a time scale, together with options for modification, upgrading or replacement, as required, to bring the emissions within the limits as set out in the Guidance Note.

Click on the link in the application form to download the template, it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

7.6 Ground

7.6.1 Emissions to Ground and/or Landspreading

Download the template to be completed and then upload below as per the guidance

Guidance

This part of the form is for the upload of the completed 'Emissions to Ground and/or Landspreading' template. This template collects data on emissions to ground and/or information on landspreading.

Please note that emission limit values and monitoring requirements in any proposed licence shall be based on the information supplied hereunder.

Template Guidance – Guidance is included in the “Emissions to Ground and/or Landspreading’ template, some of which is included below.

You are required to identify if there is:

- Disposal of treated sanitary effluent via percolation area (Yes/No)

If 'Yes', complete and upload a report, in to the application form, that demonstrates compliance with the criteria set out in the Code of Practice Wastewater Treatment and Disposal Systems Serving Single Houses (p.e < 10) or Wastewater treatment Manuals – treatment systems for small Communities, Business, leisure centres and Hotels, published by the Agency. (Select Document Type: 'Sanitary Effluent Compliance').

- Landspreading on manure associated with the activity (Yes/No)

If 'Yes' complete and upload the 'Landspreading Controls - Agri' (Operational Report for the Management of Organic Fertiliser) template with information on the management of organic fertiliser (select 'Document Type: 'Landspreading Controls Agri').

- Landspreading of non-agricultural organic material associated with this activity? (Yes/No)

If 'Yes', complete and upload the 'Landspreading Controls - Non Agri' template with information on the management of organic fertiliser (select 'Document Type: 'Landspreading Controls - Non Agri').

- Any other aspects to the activity that may result in emissions to ground or groundwater such as landfill, lagoons, tailings ponds, contaminated land? (Yes/No)

If 'Yes', upload a document in to the application form with full details of the emissions to and impacts on ground or groundwater. The document should also include details of all existing control measures - see note overleaf. (Select the Document Type: 'Emissions to Ground Controls').

Note: The 'Emissions to Ground' upload should describe the existing or proposed arrangements necessary to give effect to Council Directive 2006/118/EC on the protection of groundwater against pollution and deterioration and Council Directive 80/68/EEC on the protection of groundwater against pollution by certain dangerous substances.

For emissions outside the BAT guidance limit, a full evaluation of the existing abatement/treatment system must be provided. A planned programme of improvement towards meeting upgraded standards is required. This should highlight specific goals and a time scale, together with options for modification, upgrading or replacement as required to bring the emissions within the limits as set out in the BAT guidance note(s).

Click on the link in the application form to download the template, it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

7.6.2 Additional Documents

Upload the additional documents referred to in the completed template

Guidance

This part of the form is for the upload of additional documents referred to in the 'Emissions to Ground and/or Landspreading' template.

Use the linked template document(s) below where applicable.

Select the dropdown list next to the 'Upload file' button and pick the document type that is relevant for the document being uploaded. Then click on 'Upload file'.

Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

7.7 Storm Water Discharges

7.7.1 Storm Water Discharges

Download the template to be completed and then upload below as per the guidance

Guidance

This part of the form is for the upload of the completed 'Discharges to Storm Water' template.

Please note that monitoring requirements in any proposed licence shall be based on the information supplied hereunder.

Template Guidance – Guidance is included in the 'Discharges to Storm Water' template, some of which is included below.

This section is NOT for rain water run-off from areas used for the outdoor storage of waste OR run-off from process areas likely to be contaminated. (Process effluent discharges and emissions should be described in the section 7.2 Emissions to Water of the application form).

Storm water is rain water run-off from roof and non-process areas.

For storm water discharges you are required to provide the following information:

- The discharge point code (in accordance with the standard convention),
- The grid reference of the discharge point (12 digit – 6 digit easting and 6 digit northing),
- Details of where the discharge is to ('River', 'Ditch', 'Estuary', 'Lake', 'Land Drain', 'Foul Sewer', 'Percolation Area', 'Groundwater', 'Storm Sewer' or 'Other' (where 'Other' is selected please enter a description)),
- A description of the discharge point and controls,
- The name of the receiving water (where applicable),
- The receiving water code (where applicable),
- The monitoring point code associated with each emission point and associated grid reference (12 digit – 6 digit easting and 6 digit northing).

The applicant is required to complete a table with details of the trigger levels and proposed monitoring regime for each parameter. This table requires the:

- Identification of the applicable parameters,
- The trigger levels,
- Explanation of how the trigger levels were determined,
- Details of the proposed sampling and monitoring.

If not provided for in the table, the applicant is required to upload a document that includes details of how storm water is proposed to be monitored (select Document Type: 'Storm Water Monitoring' in the application form).

Click on the link in the application form to download the template, it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

7.7.2 Additional Documents

Upload the additional documents referred to in the completed template

Guidance

This part of the form is for the upload of additional documents referred to in the 'Storm Water Discharges' template.

Select the dropdown list next to the 'Upload file' button and pick the document type that is relevant for the document being uploaded. Then click on 'Upload file'.

Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

8. Waste (Generated)

8.1 Waste Generated on Site

This part of the form collects details of the waste generated and animal by-products generated at the installation/facility.

Template Guidance – Guidance is included in the ‘Waste Generated and Animal By-products Generated’ template some of which is included below.

You are required to attach evidence that demonstrates, in accordance with Articles 11(3) and 12(1)(h) of the Industrial Emissions Directive (for IE licence applications) and Article 4(1) of the Waste Framework Directive (for all applications), how the waste hierarchy has been taken into account in the prevention and management of waste generated at the installation/facility (select Document Type: ‘Waste Hierarchy’ in the ‘additional documents’ section).

Waste Hierarchy

Describe what measures will be taken to prevent the generation of waste to the maximum extent possible. State whether the operator of the installation or facility has participated in any projects under the National Waste Prevention Programme.

Where waste is generated at the installation or facility, describe how it will be, in order of priority in accordance with section 21A of the Waste Management Act 1996, as amended, prepared for re-use, recycling, recovery or where that is not technically or economically possible, disposed of in a manner which will prevent or minimise any impact on the environment.

Section 29(2A) of the Waste Management Act 1996, as amended states that it shall be the duty of waste producers and holders to ensure that waste undergoes recovery operations in accordance with sections 21A and 32(1) of the Acts.

For waste whose generation cannot be prevented, describe what measures will be in place to ensure that waste is collected separately (if technically, environmentally and economically practicable) and will not be mixed with other waste or other material with different properties.

Additional information

You are required to describe, by completing the table in the template, the arrangements for the recovery or disposal of solid and liquid wastes generated. Where appropriate, attach analysis of the waste (include test methods and Q.C.) and period or periods of generation of the waste.

The table is for waste generated as a result of the licensable and associated activities.

The table **is not** for waste accepted at the installation or facility (these details are required to be included the Waste Activities section (4.3) of the application form.

For waste generated as a result of the licensable and associated activities you are required to provide the following:

- The List of Waste Code,
- The applicant’s description of the waste generated at the installation or facility,

- Details of the tonnage generated per annum,
- Identification if the waste is recovered or disposed on-site or is dispatched off-site to a waste facility, by entering either 'on-site' or 'off-site',
- A description of the disposal or recovery treatment technique,
- The waste recovery/disposal code.

For animal by-products generated as a result of the licensable and associated activities (whether classified as waste or not) you are required to provide the following:

- A description of the material,
- Details of the tonnage generated per annum,
- Identification if the animal by-product is used on-site or is dispatched off-site to another facility, by entering either 'on-site', 'off-site' or 'not classified as waste',
- A description of the disposal or recovery treatment technique,
- The waste recovery/disposal code,
- Provide a description of the off-site uses (where applicable).

Waste Generated

This part of the application form collects data and information on the management of waste generated at the facility or installation. (Do not repeat information already provided in section 4.3 on Waste Activities, where applicable).

Waste must be managed without endangering human health and harming the environment, and in particular without risk to water, air, soil, plants or animals, without causing a nuisance through noise or odours, and without adversely affecting the countryside or places of special interest.

Measures must be taken to ensure that waste generation is avoided in accordance with the waste hierarchy in Council Directive 98/2008/EC on waste and section 21A of the Waste Management Act 1996, as amended. Where waste is generated, it must be prepared for re-use, recycled or recovered or, where that is technically and economically impossible, it can be disposed of while avoiding or reducing any impact on the environment (applicants should provide this information in the context of the Waste Management Act 1996 as amended).

[Download the template to be completed and then upload below as per the guidance](#)

Click on the link in the application form to download the template, it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

8.2 Additional Documents

[Upload additional documents referred to in the completed template](#)

Guidance

This part of the form is for the upload of the additional documents referred to in the 'Waste Generated and Animal By-Products Generated' template.

Select the dropdown list next to the 'Upload file' button and pick the document type that is relevant for the document being uploaded. Then click on 'Upload file'. Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

9. Environmental Management

9. Environmental Management

9.1 Environmental Management and Techniques

Guidance

This part of the form collects details of environmental management and techniques, including accident prevention measures, environmental liabilities risk assessment (ELRA), site closure, financial provisions, nuisance, environmental management system (EMS), energy efficiency, hours of operation and licence review agreed variations.

Template Guidance – Guidance is included in the ‘Environment Management Techniques’ template some of which is included below.

Measures to prevent accidental emissions and liabilities

Incidents and accidents are unplanned events. Emissions from incidents and (major) accidents usually occur within a relatively short time frame but with greater intensity than under normal operating conditions. Incidents such as fire or fuel spillages can result in liabilities such as contaminated soil and groundwater. Proactive risk management reduces the potential for an incident.

Abnormal operating conditions must be managed without endangering human health and harming the environment, and in particular without risk to water, air, soil, plants or animals, without causing a nuisance through noise or odours, and without adversely affecting the countryside or places of special interest.

The applicant must firstly undertake a risk assessment in accordance with EPA guidance on assessing and costing environmental liabilities. Having identified the key risks, the applicant should populate the table in the template with the measures to be taken to treat the key risks, e.g., bunding, integrity testing, fire prevention, etc.

The range of measures is dependent on the complexity of the site. Pollution prevention measures may, inter alia, include the following information:

- Conclusions on BAT set out in the EU Reference document on BAT on emissions from storage such as a safety management system; corrosion prevention measures on tanks, etc.
- Details of storage of all raw materials, products and wastes such as segregation, labelling, designation and impervious surface;
- Details of spill or emergency containment measures and structures such as bunds, high level alarms, absorbent materials;
- Details of fire detection and fire-water retention facilities in the event of emergencies or other measures to contain fire-water;
- Details of transport of material within the site, solid, liquid or sludge transported by pipe, vehicle or conveyor; etc.,

The Agency has published a guidance document on Fire-Water Retention Facilities and on the Storage and transfer of materials.

The applicant is required to describe in the table the existing and/or proposed measures, including emergency procedures, to minimise the impact on the environment of an accidental emission or spillage. (The table should include the measures to be taken under abnormal operating conditions, including start-up, shutdown, leaks, malfunctions, breakdowns and momentary stoppages that will demonstrate that any emission arising will not cause significant environmental pollution)

Outline what provisions have been made to ensure an adequate response to emergency situations outside of normal working hours, i.e., during night-time, weekends and holiday periods (attach additional pages to the template if required):

Soil Monitoring

Identify if periodic soil monitoring is proposed at the installation/facility? (Yes/No)

If 'Yes' is selected you are required to provide:

- The soil monitoring point code,
- the grid reference of the monitoring point (12 digit – 6 digit easting and 6 digit northing),
- Identified parameters,
- The unit of concentration,
- The trigger levels,
- Details of how the trigger level was determined,
- The proposed monitoring frequency,
- The sampling method, and
- The analysis method/technique.

Groundwater Monitoring Points

Based on the assessment(s) carried out previously or as part of this licence application, the applicant is required to complete the table with summary details of the groundwater monitoring points. This information required includes:

- The groundwater monitoring point code,
- The grid reference of the monitoring point code(12 digit – 6 digit easting and 6 digit northing),
- Identified parameters,
- The unit of concentration,
- The trigger levels,
- Details of how the trigger level was determined,
- The proposed monitoring frequency,
- The sampling method, and
- The analysis method/technique.

The template requires information to be provided on whether a costed Environmental Liabilities Risk Assessment (ELRA) is required to be submitted as part of the licence or licence review application. This should be determined through pre-application meeting with the Agency or other means. If an ELRA is required this should be prepared in accordance with the *Environmental Protection Agency's Guidance on Assessing and Costing Environmental Liabilities* (2014) and uploaded in to the application form.

Where applicable the applicant is required to indicate the preferred form of financial provision instrument to meet ELRA costings have regard to the *Environmental Protection Agency's Guidance on Financial Provision (2015)*, e.g., Environmental Liability Insurance. In this case you are required to Upload a financial provision proposal having regard to the *Environmental Protection Agency's Guidance on Financial Provision (2015)* (where required at application /review application stage) (select Document Type: 'Financial Provision Proposal' in the application form).

Closure, Restoration and Aftercare Management Plan (CRAMP)

A restoration/aftercare period will be required where there are on-going environmental liabilities following closure. Applicants are required to describe the existing or proposed measures to avoid any risk of environmental pollution and to return the site to a satisfactory state or the state established in the baseline report where applicable, after the activity or part of the activity ceases operation.

A key measure is the preparation of a Closure, Restoration and Aftercare Management Plan (CRAMP) by the operator, for certain activities⁹. Notwithstanding the requirements of the EC Environmental Objectives (Groundwater) Regulations 2010, S.I. No. 9 of 2010, the closure and restoration/ aftercare target is the site condition at the time of the original application or the baseline report. The applicant shall have regard to the *Environmental Protection Agency's Guidance on Assessing and Costing Environmental Liabilities (2014)* in the preparation of the CRAMP.

You are required to indicate if the activity, through pre-application meeting with the Agency or other means, is required to have a CRAMP submitted as part of the licence, or licence review application.

There is an explicit requirement in EU and Irish law for financial provision for certain activities. The applicant shall have regard to the Environmental Protection Agency's Guidance in determining CRAMP requirements and on Financial Provision (2015) in making financial provision to cover any liabilities.

The following categories of activities have an ELRA/CRAMP/FP requirement:

1. Landfills (excl. closed L.A. Landfills closed before 16th July 2009),
2. CAT A Extractive Waste Facilities,
3. High Risk Contaminated Land Facilities,
4. All Haz-Waste Transfer Stations,
5. Non-Haz WTS (Accepting >50,000 tons/annum),
6. Incineration (incl. co-incineration of hazardous waste),
7. Upper & Lower Tier Seveso Sites,
8. Exceptional circumstances associated with the site, e.g., significant ground/ groundwater contamination.

Where applicable, indicate your preferred form of financial provision instrument to meet CRAMP costings (where appropriate), e.g., Secured fund, On-demand performance Bond, Parent Company Guarantee, Charge on Property (have regard to the *Environmental Protection Agency's Guidance on Financial Provision (2015)* on the Agency's website). You will also be

required to upload a financial provision proposal (where required) having regard to the Environmental Protection Agency's Guidance on Financial Provision (2015) in making financial provision to cover any liabilities (select Document Type: 'Financial Provision Proposal' in the application form).

Cessation of Activity

Where a CRAMP is not required, you are required to describe the measures to be taken on and following the permanent cessation of the activity or part of the activity to avoid any risk of environmental pollution and to return the site of the activity to a satisfactory state. (Input your response in the text box below or attach the information in to the attachment).

The applicant is required to identify if there is an emergency response procedure in place (Yes/No) and identify if this is compliant with the EPA guidance (Yes/No).

Nuisance

The applicant is required to complete a table in relation to each potential nuisance and identify if the activity may cause or contribute to the type of nuisance and, where applicable, identify the techniques used to prevent/minimise the nuisance.

The nuisance types listed are: odour, fire control, dust, litter, birds, mud, flies, vermin and other. Where 'other' is selected you are required to provide a description of the 'other' nuisance. The table also requires information to be provided on :

- The techniques used to prevent the nuisance, and
- Where nuisances cannot be prevented, techniques to be used to minimise and reduce nuisances.

Note: Odour must also be addressed in the fugitive emissions section of the '*7.4 Emissions to Atmosphere – Main and Fugitive*' template, where applicable.

This template includes questions on:

- Environmental Management System (EMS),
- Energy efficiency, and
- Hours of operation.

Review of Licence

Where the Office of Environmental Enforcement (OEE) has agreed any variations or adjustments to the conditions or schedules of the existing licence, the licensee must provide details of these agreed variations and adjustments to the existing licence conditions in the table in the template.

An updated, scaled drawing of the site layout (no larger than A3) providing visual information on such adjustments or variations where appropriate should be uploaded in the site section of the application form – 'site plan(s)' upload.

In the case of once-off assessments/reports required under conditions/schedules of the existing licence the licensee must provide details of those assessments/reports that have been completed and agreed with the OEE or as otherwise agreed, in the table in the template.

Download the template to be completed and then upload below as per the guidance

Click on the link in the application form to download the template, it is also [available here](#). Save the template to your computer and fill in as applicable. When finalised, use the 'Upload file' button to save the completed template in PDF format in to the application form.

9.2 Additional Documents

Upload the additional documents referred to in the completed template

Guidance

This part of the form is for the upload of additional documents referred to in the 'Environmental Management' template.

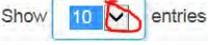
Select the dropdown list next to the 'Upload file' button and pick the document type that is relevant for the document being uploaded. Then click on 'Upload file'. Note: Multiple files can be uploaded with the same 'Document Type' provided each file has a unique file name.

10. Submit Application & 11. Documents

Sections 10 and 11 deal with the checking of documents prior to submission and the submission of a licence application to the EPA. (These are presented in reverse order below).

11. Documents (section to view all upload files)

This section displays a list of all the files that have been uploaded. It includes: (i) the 'Document Type' category allocated to the upload, (ii) the 'Document Name' i.e., the uploaded file name, and (iii) the 'Section' number and name of where the file was uploaded in the application form.

Click on the small down arrow next to the entry  to adjust the number of entries displayed. The options are 5, 10, 25, 50, 100. You can search by 'Document Type', 'Document Name' and 'Section' names using the 'Search' function in this section.

Note: To amend or update an uploaded document you need to go to the relevant section in the application form, delete the existing attachment and upload a revised version. It is not possible to upload documents directly in to Section 11.

Documents related to 'BAT Conclusions' uploaded in Section 4.7 of the application form are not displayed in Section 11. To view BAT Conclusion upload files, go to Section 4.7 and click into the 'Complete CID Assessment' link. You can then locate the uploaded files within 'Step 2' ('BAT Conclusions').

10. Submit Application

This part of the form collects the applicant declaration and includes the button to for 'submit' the application form to the Agency. This section also includes a 'Check Form Completion' and 'Request Draft Application Form' button and detail of these functions is included below.

You are required to download and complete the template document (Signature Stamp), it is also [available here](#). Save the template to your computer and fill in as applicable, print, sign and apply the company stamp or seal (where relevant). Once the declaration is finalised, upload a **scanned copy** of the signed document using the 'Upload file' button.

Prior to submitting your completed application, you are required to tick the box below to confirm agreement of the declaration text. Tick the 'I confirm' box and insert your name, surname and position.

'Check Application Form Completion' Function

A 'Check Form Completion' button is included at the bottom of the page.



Click on the 'Check Form Completion' button to perform a validation check across the entire application form. If there are any validation issues these will be listed in a red box. Each section of the form with a validation issues will be outlined in red and each field with a validation issue will also be outlined in red. The 'Check Form Completion' button can be pressed as often as required.

'Request Draft Copy of the Application Form' Function

A **'Request Draft Copy of the Application Form'** button is included at the bottom of the 'Submit Application' page.

At any time during the completion of the application form you can request a draft copy. To do

this click on the  button, you will then be asked to enter the email address you want the draft application form to be sent to. Enter the email address and click on 'Request Draft Form' button. A PDF copy of the application form, in its current state of completion, will be sent to the e-mail address. This can be repeated as often as required.

Submit Application

When the application form is complete, a scanned copy of the signed declaration uploaded, and there no outstanding validation issues remain, click on the **'Submit Application'** button. This will submit the application to the Agency. (Note: If any validation issues remain they will be displayed on the screen. If so address these issues and repeat the submit process).

When you have successfully submitted the application form, a confirmation message will be displayed with a link to a feedback survey on the process. We welcome any feedback you may have as this will help us improve our service to you in the future.

Note: You cannot submit the application until all validation issues have been resolved.

The Agency will then check your application form for completeness.

- If the application is not complete you will be advised by a notice sent via EDEN.
- If the submitted application form passes this check, it will be formally acknowledged via a notice issued via EDEN. The application will then be assessed to see that it complies with the applicable licensing regulations.
- The application form submitted electronically via EDEN is the 'original' application form.
- You will be requested by an EDEN notice to submit one hardcopy of the application form to the headquarters of the Agency. Please DO NOT submit the hardcopy until advised to do so.
- The hardcopy application form can be created by going into the submitted application record in EDEN and printing the PDF of the application form and all of the uploaded attachments.
- After the licence application has been acknowledged any request for further information (requested/regulation information) sent by the EPA will be issued by post (i.e., communication from the EPA will not be issued via EDEN).
- A response to a request for further information (or the submission of unsolicited additional information) should be provided in the format, with the number of copies, as set out in the 'Licence Application Form – Instructions for Applicants' document available on the EPA website.

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