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WARNING: IF YOUR ACTIVITY FALLS UNDER THE
INDUSTRIAL EMISSIONS DIRECTIVE 2010/75/EU
DO NOT USE THESE GUIDANCE NOTES
PLEASE REFER TO THE ENVIRONMENTAL PROTECTON AGENCY (INDUSTRIAL EMISSIONS) (LICENSING) REGULATIONS 2013, S.I. 137 OF 2013
AND
THE EUROPEAN UNION (INDUSTRIAL EMISSIONS) REGULATIONS 2013, S.I. 138 OF 2013
CONTACT THE ENVIRONMENTAL LICENSING PROGRAMME FOR FURTHER INFORMATION

Integrated Pollution Prevention and Control (IPPC) Licensing

Application Guidance Notes

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Tracking Amendments to Application Form

Version No.	Date	Amendment since previous version	Reason
V.1.	2007	N/A	
V.2.	14/05/2012	Amended Section B.5 and Section L to take account of the requirements of European Communities (Birds and Natural Habitats) Regulations 2011 (S.I. No. 477 of 2011) in terms of Appropriate Assessment under Article 6(3) of the Habitats Directive (92/43/EEC). Update references to new legislation	To accurately reflect the Habitats Regulations 2011 (S.I. No. 477 of 2011) requirements. To reflect changes in legislation
V.3.	24/07/2012	Amended Section E.5 Noise Emissions, I.7 Noise Impact, Table E.5.(i) and Table I.7.(i) to take account of the document *Guidance Note for Noise: Licence Applications, Surveys and Assessments in Relation to Scheduled Activities (NG4)* (2012).	To accurately reflect the changes in the document *Guidance Note for Noise: Licence Applications, Surveys and Assessments in Relation to Scheduled Activities (NG4)* (2012).
V.4	04/09/2012	Amended Section B.5 to take account of the requirements of European Union (Environmental Impact Assessment) (Integrated Pollution Prevention and Control) Regulations 2012 (SI No 282 of 2012); in terms of Environmental Impact Assessment under the Environmental Impact Assessment Directive (Council Directive 2011/92/EU on the assessment of the effects of certain public and private	To accurately reflect the European Union (Environmental Impact Assessment) (Integrated Pollution Prevention and Control) Regulations 2012 (SI No 282 of 2012) requirements.

		projects on the environment). Update references to new legislation	 To reflect changes in legislation

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ABOUT THESE GUIDANCE NOTES

These guidance notes have been prepared to assist applicants in the preparation of an application for an Integrated Pollution Prevention and Control (IPPC) Licence. This document 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, and the Environmental Protection Agency (Licensing) Regulations 1994, as amended.

While every effort has been made to ensure the accuracy of the material contained in this document, the EPA assumes no responsibility and gives no guarantees, undertakings 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 contained in this Guidance Note, then the requirements in the Application Form should take precedence.

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

Copies of Irish statutory enactments referred to herein can be obtained from the Government Publications Sales Office, Molesworth Street, Dublin 2, Ireland, and on the Irish Statute Book website at www.irishstatutebook.ie.

Further IPPC licensing documents such as application form, BAT notes and copies of licences can be found on the IPPC Licensing pages of the EPA website at www.epa.ie.

ABBREVIATIONS

AGENCY	Environmental Protection Agency
BAT	Best Available Techniques
DIRECTIVE	Council Directive 2008/1/EC concerning integrated pollution prevention and control
EIS	Environmental Impact Statement
ELV	Emission Limit Value(s)
EPA	Environmental Protection Agency
EQS	Environmental Quality Standard
EU	European Union
IPC	Integrated Pollution Control
IPPC	Integrated Pollution Prevention and Control
PoE Act	Protection of the Environment Act 2003 (No. 27 of 2003)
WM Act	Waste Management Act 1996**,** as amended

1. IPPC LICENSING

1.1 INTRODUCTION

The purpose of an Integrated Pollution Prevention and Control (IPPC) licence is to make provision for the protection of the environment and the protection of human, animal and plant life from harm or nuisance. IPPC encourages the use of cleaner technologies, the elimination and minimisation of waste, improved efficiency and effectiveness of pollution control, and allows for a more streamlined regulatory system that is open and transparent.

The licensing process is a quasi-judicial process, the detail of which is set out in the Environmental Protection Agency Act, 1992, as amended (EPA Acts) and the Environmental Protection Agency (Licensing) Regulations 1994, as amended (EPA Regulations). All applicants are advised to familiarize themselves with these statutory provisions when applying for a licence.

1.2 OVERVIEW

The EPA Act 1992, as amended, provides a definition of Environmental Pollution as follows:

> *The direct or indirect introduction to an environmental medium, as a result of human activity, of substances, heat or noise which may be harmful to human health or the quality of the environment, result in damage to material property, or impair or interfere with amenities and other legitimate uses of the environment and includes –*
>
> *(a) air pollution for the purposes of the Air Pollution Act 1987;*
>
> *(b) the condition of waters after entry of pollution matter within the meaning of the Local Government (Water Pollution) Act 1977;*
>
> *(c) in relation to waste, the holding, transport, recovery or disposal of waste in a manner, which would, to a significant extent, endanger human health or harm the environment and, in particular –*
>
> *(i) create a risk to the atmosphere, waters, land, plants or animals,*
>
> *(ii) create a nuisance through noise, odours or litter, or*
>
> *(iii) adversely affect the countryside or places of special interest noise which is a nuisance, or would endanger human health or damage property or harm the environment.*

In accordance with the requirements of the EPA Act, 1992, as amended, the Agency shall not grant an IPPC licence unless it is satisfied that:

- Any emissions from a licensable activity will not result in the contravention of any relevant air quality standard specified under Section 50 of the Air Pollution Act, 1987 (Environmental Specifications for Petrol and Diesel Fuels) (Amendment) Regulations 2004, and will comply with any relevant emission limit value specified under Section 51 of the Air Pollution Act, 1987 and the Air Quality Standards Regulations, 2011 (S.I. No. 180/2011).

Any emissions from the activity will comply with, or will not result in the contravention of any relevant quality standard for waters, trade effluent and sewage effluent and standards in relation to treatment of such effluent prescribed under Section 26 of the European Communities Environmental Objectives (Surface Waters) Regulations, 2009 (S.I. No. 272 of 2009) and the

European Communities Environmental Objectives (Ground Water) Regulations 2010 (S.I. No. 9 of 2010).

- Any emissions from the activity or any premises, plant, methods, processes, operating procedures or other factors which affect such emissions will comply with, or will not result in the contravention of, any relevant standard including any standard for an environmental medium prescribed under regulations made under the European Communities Act, 1972, or under any other enactment.

- Any noise from the activity will comply with, or will not result in the contravention of, any regulations under Section 106, of the EPA Act, 1992, as amended.

- Any emissions from the activity will not cause significant environmental pollution.

- The best available techniques will be used to prevent or eliminate or, where that is not practicable, to limit, abate or reduce an emission from the activity.

- Production of waste in the carrying on of the activity will be prevented or minimized or, where waste is produced, it will be recovered or, where that is not technically or economically possible, disposed of in a manner which will prevent or minimize any impact on the environment.

- Energy will be used efficiently in the carrying on of the activity.

- Necessary measures will be taken to prevent accidents in the carrying on of the activity and, where an accident occurs, to limit its consequences for the environment and, in so far as it does have such consequences, to remedy those consequences.

- Necessary measures will be taken upon cessation of the activity (including such a cessation resulting from the abandonment of the activity) to avoid any risk of environmental pollution and return the site of the activity to a satisfactory state and,

- The applicant or licensee or transferee, as the case may be, is a fit and proper person to hold a licence.

Emissions from the activity must be controlled to minimise the effects on the environment as a whole. Where there are releases into more than one medium, the applicant is required to demonstrate that the protection of one medium is not to the detriment of another.

Prevention of waste is the preferred option rather than elimination, abatement or reduction of an emission from the activity. The use of clean technologies resulting in improved efficiency in the use of materials and energy, and in the reduction of waste must be demonstrated.

At all times BAT must be considered in the management and operation of the activity. BAT Guidance Notes on the range of activities in the First Schedule of the EPA Act will be available at www.epa.ie for reference.

An IPPC licence shall supersede licences issued under the following legislation:

- Air Pollution Act, 1987 (Environmental Specifications for Petrol and Diesel Fuels)(Amendment) Regulations 2004;

European Communities Environmental Objectives (Surface Waters Regulations 2009 (S.I. No. 272 of 2009)
- Fisheries (Consolidation) Act, 1959.

An IPPC licence shall also supersede permits issued under the following Regulations:

Council Directive 91/689/EEC on hazardous waste, and,
- Directive 2006/12/EC of the European Parliament and of the Council on waste.

Pending the determination of an IPPC licence application, the enforcement of existing water and air pollution (under the Surface Water Regulations and Air Pollution Acts) licences is transferred to the Agency.

2. LICENCE APPLICATION PROCEDURES

2.1 BEFORE MAKING AN APPLICATION

The procedure for making and processing of applications and the initiation and processing of reviews of licences is contained in the EPA Acts and EPA Regulations. Pre-application consultation with the EPA is recommended before a formal submission is made so as to minimise delays and ensure that all relevant information is submitted.

Prior to submitting an application the applicant must publish in a local newspaper, and erect on site, a notice of intention to apply. Details of the notification are contained in the Regulations. All applicants must also notify, in writing, the Local Planning Authority of their intention to apply.

2.2 COMPILING AN APPLICATION

An application for a licence must be submitted on the appropriate form (available from the EPA and at www.epa.ie) together with any relevant supporting documentation as attachments. The instructions in this section must be strictly adhered to.

2.2.1 Content of the Application

The application form is divided into a number of 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 form (unless directed otherwise) with supporting information only forming the attachments.**

(2) The information supplied should be based on the use of tables and diagrams. Reference numbers should be used to denote each emission point. These should be simple, logical, and traceable throughout the application. Please refer to Section E of this note for requirements on labelling of emission points.

(3) Consistent measurement units must be used throughout the application form.

(4) 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 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.

(5) All sections in the IPPC application form may not be relevant to every activity. However, the applicant should look carefully through the complete form and provide all relevant information. ***All 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.

(6) A signed cover letter (with company letterhead) must accompany both the completed application form and any accompanying EIS. The letters must contain a declaration that the content of the electronic files on the accompanying CD-ROM (see Section 2.2.4) is a true copy of the original application form and original EIS.

(7) The EIS should be produced in accordance with the EPA'S "Guidelines on the Information to be Contained in Environmental Impact Statements", available to download for free from http://www.epa.ie.

(8) **Applicants should be aware of the statutory requirements of section 83 and 87 of the EPA Act 1992, as amended, and of the statutory requirements for information to be submitted in the application which are set out in Article 10 of the EPA (Licensing) Regulations of 1994, as amended.** An Article 10 checklist is provided in the application form to be filled out by the applicant.

2.2.2 Structure of the Application

(1) All Parts of the Application Form must be completed in full and sequential page numbers assigned.

(2) A Table of Contents with page number details must be provided for all parts of the Application Form and EIS (including a separate Table of Contents for Attachments to both of these documents). All subsequent requested (Article) information and any unsolicited additional information must also include a Table of Contents with page number details with a separate Table of Contents for Attachments.

(3) The numbering of attachments, maps, drawings and photographs must be as follows:

- Each Attachment must be numbered to correspond with the relevant Section of the Application Form /EIS / Additional Information e.g.
  - Attachment A.1 (*relates to Section A.1. of the Application Form*)
  - Attachment B.1 (*relates to Section B.1 of the Application Form*)
  - Attachment B.2 etc.

- All Maps must be numbered uniquely in numerical sequence (starting at 1) throughout the application (i.e. Map 1, Map 2 etc.).

- All Drawings must be numbered uniquely in numerical sequence (starting at 1) throughout the application (i.e. Drawing 1, Drawing 2 etc.).

- All Photographs must be numbered uniquely in numerical sequence (starting at 1) throughout the application (i.e. Photograph 1, Photograph 2 etc.).

(4) Sections in the main body of the EIS must be numbered numerically (e.g. Section 1, Section 2 etc.) and page numbers assigned.

2.2.3 Application in Hardcopy Format

(1) No pages larger than A3 size. This includes maps/drawings/plans which must be scaled appropriately such that they are clearly legible. Documents larger than A3 size may be returned by the EPA for re-submission in a smaller size. In exceptional circumstances, where A3 is considered inadequate, a larger size may be requested by the EPA.

(2) Duplex (double-sided) printing if possible.

(3) No spiral-bound or glue-bound documents. No staples to be used – substitute with paperclips/bulldog clips if necessary.

(4) All ring-binders must be 2-punch binders (i.e. no 4-punch binders).

(5) No promotional material.

For updated application instructions on format, structure, no. of copies, see "Note on IPPC application requirements structure, format and copies" on the EPA website www.epa.ie

2.2.4 Application in Electronic Format

In addition to hardcopy format, the application must be submitted to the EPA on a CD-Rom (see Section 2.4 for the number of copies required) in accordance with the following instructions:

(1) File(s) must be in **PDF** Formatted Text and Graphics (also known as PDF Normal) and 'read-only' (i.e. can't be edited).

(2) As a general guideline, the PDF file(s) should be no larger than **10MB** each in size.

(3) **Optical Character Recognition (OCR)** needs to be performed on all scanned files (excluding maps, plans and drawings) before submitting to the EPA. Scanned documents (excluding maps and drawings) must also be stored in PDF Text and graphics format.

(4) The CD-ROM disk and case must be **labelled** with the company name, address, location address of facility, type of licence application (i.e. Waste or IPPC) and date.

(5) The main body of the Application Form (including cover letter and cover page) must be contained in one PDF file. If the contents of the file exceed 10MB, the file should be split at a logical section break in the Application Form e.g. Parts A-G in one file, Parts H-M in a separate file.

(6) The main body of the EIS (if applicable) must be contained in one PDF file. If the contents of the file exceed 10MB, the file should be split at a logical section break in the EIS.

(7) The Attachments Table of Contents must be contained in one PDF file.

(8) The Attachments may be contained in one PDF file, up to a maximum file size of 10MB. Where the Attachments file exceeds 10MB, the file should be split at a logical break in the Attachments (e.g. Attachments 1-5 in one file, Attachments 6-12 in a separate file). Alternatively, each Attachment may be contained in separate PDF files (subject to a maximum of 10MB per file). Note that all files must be recorded in the Attachments Table of Contents.

(9) The PDF files must be named according to a standard naming convention. Details are provided below:

File Contents	**File Name**
Application Form Parts A-M (including cover letter and cover page) ***If file is larger than 10MB:*** *Split the file at a logical section break in the Application Form e.g. Parts A-G in one file, Parts H-M in another file. Label disk and case accordingly.*	Application Form.pdf Application Form A-G.pdf Application Form H-M.pdf *Etc.*
Application Form Attachments Table of Contents	Attachments Table of Contents.pdf
Application Form Attachment	Application Form Attachment A1.pdf Application Form Attachment A2.pdf Application Form Attachment B1.pdf *Etc.*
Application Form Map/Drawing/Photograph extracted from main body of the Application Form or any of the Attachments	Application Form Map1.pdf Application Form Map2.pdf or Application Form Drawing1.pdf Application Form Drawing2.pdf *Etc.*
EIS ***If file is larger than 10MB:*** *Split the file at a logical section break in the EIS e.g. Sections 1-10 in one file, Sections 11-20 in another file. Update Table of Contents accordingly.*	EIS.pdf EIS Sections 1-10.pdf EIS Sections 11-20.pdf *Etc.*
EIS Attachments Table of Contents	EIS Attachments Table of Contents.pdf
EIS Attachment	EIS Attachment 1A.pdf EIS Attachment 1B.pdf EIS Attachment 2A.pdf *Etc.*
Information requested by the EPA under licensing regulations (e.g. Article 8 notice) ***If file is larger than 10MB:*** *Split the file at a logical section break and rename the files accordingly.*	Article X Reply Dated X.pdf
Requested (Article) Information Attachments Table of Contents	Article X Reply Dated X - Attachments Table of Contents.pdf

File Contents *continued../*	**File Name**
Requested (Article) Information Attachment	Article X Reply Dated X Attachment A1.pdf Article X Reply Dated X Attachment A2.pdf Article X Reply Dated X Attachment B1.pdf Etc.
Unsolicited Additional Information ***If file is larger than 10MB:*** *Split the file at a logical section break and rename the files accordingly.*	Additional Information Dated X.pdf
Unsolicited Additional Information Attachments Table of Contents	Additional Information Dated X Attachments Table of Contents.pdf
Additional Information Attachment	Additional Information Dated X Attachment A1.pdf Additional Information Dated X Attachment A2.pdf Additional Information Dated X Attachment B1.pdf Etc.

2.3 PROVISION OF ELECTRONIC LOCATIONAL INFORMATION

Applicants are required to submit geo-referenced digital drawing files (e.g. AutoCAD files) with the application, showing the following in Irish Grid projection:

- Site boundary and overall site plan (see Section B2)
- Emission points (see Section E6).
- Monitoring and sampling points (see Section F3).

Acceptable file formats include DXF, DWG, DGN, ESRI Shapefile, MapInfo or other upon agreement. This data should be submitted to the EPA on a separate CD-Rom.

A tabular data template for point data and a detailed Guidance Note on submitting electronic information are available on the Licensing pages of the EPA website at www.epa.ie.

2.4 COPIES REQUIRED

The number of copies required of the application form in both hardcopy and electronic format is provided overleaf:

For update application instructions on format, structure, no. of copies, see "Note on IPPC application requirements, structure, format and copies" on the EPA website, www.epa.ie

COPIES REQUIRED:

Application Form and Additional Information	**Hardcopy**	**Electronic**
All applicants:	1 signed original + 1 copy in hardcopy format	2 copies of all files in electronic searchable PDF format on CD-Rom
EIS	**Hardcopy**	**Electronic**
Energy sector applicants:	1 signed original + 1 copy in hardcopy format	18 copies in electronic searchable PDF format on CD-Rom
All other sector applicants:	1 signed original +1 copy in hardcopy format	16 copies in electronic searchable PDF format on CD-Rom
Requested/Additional Information re EIS	**Hardcopy**	**Electronic**
Energy sector applicants:	1 signed original + 1 copy in hardcopy format	18 copies in electronic searchable PDF format on CD-Rom
All other sector applicants:	1 signed original + 1 copy in hardcopy format	16 copies in electronic searchable PDF format on CD-Rom
Electronic Locational Information	**Hardcopy**	**Electronic**
Geo-referenced digital drawing files:	Not Required.	1 CD-Rom containing files in DXF, DWG, DGN, ESRI Shapefile or MapInfo format or other upon agreement.

3. GUIDANCE ON APPLICATION FORM

The following is the information required to be submitted with an application for an IPPC licence. The requirements must be dealt with in full. Section headings refer to those used on the application form. All answers must, where possible or unless otherwise directed, be given in the spaces provided.

SECTION A – NON-TECHNICAL SUMMARY

A non-technical summary of the application is required. This should include a copy of such plans, site plans and location maps (no larger than A3 size), and such other particulars, as are necessary to identify and describe the activity. The summary should identify all environmental impacts of significance associated with the carrying on of the activity, 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 specific information that must be included in the non-technical summary is detailed in the application form.

SECTION B - GENERAL

B.1 Applicant Details

The applicant should be a legal entity (person or body corporate) and not simply a trading name or trading company. Certified copies of certificates of incorporation for national companies must be supplied. In the case of a foreign based legal entity a certified copy of the company's registration in the Overseas Companies Registration Office (Dublin). It must be noted that all correspondence and communications will be conducted through the correspondence name and address provided.

An Ownership Plan must be provided. The Ownership Plan should be drawn to scale appropriate to the size of installation (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. All copies of the application submitted to the Agency must have these drawings individually coloured.

B.2 Location of Activity

The following details must be given:

- Address and location of the premises where the licensable activity is being or will be carried on.
- Contact name/telephone number/fax number if different to those covered above.
- Primary contact person, plus secondary and tertiary contacts.
- Grid references for the centre of the site (12-digit grid reference: 6E, 6N).
- Geo-referenced digital drawing files (e.g. AutoCAD files) in Irish Grid projection of the site boundary and overall site plan, including labeled emission, monitoring and sampling points. This data should be provided to the Agency on a separate CD-Rom containing sections B.2, E.6 and F.3.

Three individually coloured drawings should be supplied:

(a) The Site Plan (≤A3) should be drawn to scale appropriate to the size of installation (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. **It should have the boundary to which the licence application relates clearly marked in red ink.** 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 IPPC licence 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.

(b) The Location Map (≤A3) should be to a scale appropriate to the size of the installation. It should include details of buildings, roads, rivers, canals, railway lines, overhead power cables, public and private wells within 500 metres of the site boundary.

(c) The Services Plan (≤A3) should be to a scale appropriate to the size of the installation. It should include details of all underground services, existing and planned, within 250m of the site boundary.

B.3 Class of Activity
The class(es) of the activity/activities in the First Schedule of the EPA Act 1992, as amended, which are carried on, at or adjacent to the site of the installation must be given. Use **only those words** from the description given for the appropriate class of activity that best describe your activity, e.g., Class 5.6, 'The manufacture of veterinary products not included in paragraphs 5.12 to 5.17'. Where the activity is covered by more than one description in the First Schedule of the EPA Act 1992, as amended, the principal activity (main processing/production/manufacturing activity) should be indicated with reference to other relevant activities.

B.4 Employees/Capital Cost
In the case of an established activity state the number of employees and other persons, working or engaged in connection with the activity on the date after which a licence is required and during normal levels of operation, whichever is the greater. In the case of a new activity, the gross capital cost of the activity to which the application relates. All personnel working on the site regardless of their duties or whether permanent or part-time must be counted. Contract construction staff would not generally be included. If in doubt you should contact the Agency to discuss.

B.5 Relevant Planning Authority and/or Public Authority
Provide the name and address of the Planning Authority in whose functional area the activity is or will be situated, and indicate whether planning permission has been obtained/is being processed/is not required for the new activity/changes to the existing activity.

With regards to sections B.5(a), B.5(b) and B.5(c) below, select the section which represents the planning status of your activity and provide the information required in that section accordingly.

B.5(a) Planning permission not required

Where **the new activity or changes to the existing activity which require this licence/review application** does not require a grant of planning permission, the following should be included in **Attachment Nº B.5**:

- Confirmation in writing from the planning authority or An Bord Pleanála, as the case may be, that a grant of permission is not required,

AND

- Details of previous planning permissions granted for the development comprising the activity, including a copy of the grant of permission and a copy of all conditions.

AND EITHER

(a) Where the planning authority or An Bord Pleanála accepted or required the submission of a copy of an EIS under the Planning and Development Act 2000, as amended, for a previous planning permission application, the required number of copies of the most recent EIS should be submitted. A copy of the planning inspector's report associated with that EIS should also be submitted.

OR

(b) Where an EIS was not required for any previous planning permissions granted for the development comprising the activity, submit confirmation in writing from the planning authority or An Bord Pleanála that an environmental impact assessment was not required for the development by or under the Planning and Development Act 2000, as amended.

- Where a grant of planning permission has never been required for the site of the activity, submit confirmation in writing from the planning authority or An Bord Pleanála, as the case may be, of same.

B.5(b) Planning permission already granted

Where **the new activity or changes to the existing activity which require this licence/review application** has already been granted planning permission by a planning authority or An Bord Pleanála, the following should be included in **Attachment Nº B.5**:

- a copy of the grant of permission and either:

(a) where the planning authority or An Bord Pleanála accepted or required the submission of a copy of an EIS under the Planning and Development Act 2000, as amended, the required number of copies of that EIS;

OR

(b) confirmation in writing from the planning authority or An Bord Pleanála that an environmental impact assessment was not required for the development by or under the Planning and Development Act 2000, as amended.

- A summary of all previous planning permissions granted for the site of the activity should be provided.

B.5(c) Planning permission under consideration

Where **the new activity or changes to the existing activity which require this licence/review application** involves development or proposed development that requires a grant of planning permission, and the relevant planning application is under consideration by the planning authority or An Bord Pleanala, the following should be included in **Attachment Nº B.5**:

- confirmation in writing from a planning authority or An Bord Pleanála, as the case may be, that an application for permission comprising or for the purposes of the activity to which the application for a licence relates, is currently under consideration, and either:

  (a) the required number of copies of the EIS relating to that application for permission, where one is required by or under the Planning and Development Act 2000, as amended;

  OR

  (b) confirmation in writing from the planning authority or An Bord Pleanála that an environmental impact assessment is not required by or under the Planning and Development Act 2000, as amended.

- A summary of all previous planning permissions granted for the site of the activity should be provided.

For B.5(b) and B.5(c) above, please note that in accordance with Section 87(1C) of the EPA Act 1992, as amended, the Agency shall ***refuse to consider*** the licence application if the applicant does not comply with the requirements of Section 87(1B).

Appropriate Assessment

Where applicable, provide a copy of any screening for Appropriate Assessment report and Natura Impact Statement (NIS) that was prepared for consideration by any planning/public authority as defined in Regulation 2(1) of the European Communities (Birds and Natural Habitats) Regulations 2011 (S.I. No. 477 of 2011) in relation to the activity. Where a determination that an Appropriate Assessment is required has been made by any planning/public authority in relation to the activity, a copy of that determination and any screening report and Natura Impact Statement (NIS), and any supplemental information furnished in relation to any such report or statement, which has been provided to the planning/public authority for the purposes of the Appropriate Assessment shall be included in **Attachment Nº B.5.**

B.6 Relevant Water Services Authority

Provide name and address of Water Services Authority in whose functional area the activity is or will be situated.

In the case where an emission is to be made to a sewer, the name of the Water Services Authority in which the sewer is vested, or by which it is controlled should be provided.

Attachment B6 should include copies of any effluent discharge licences or other agreements between the applicant and the body responsible for the sewer.

B.7 Relevant Regional Health Service Executive

Provide name and address of Health Board offices in whose functional area the activity is or will be situated.

B.8 Site Notice, Newspaper Advertisement & Planning Authority Notice
Provide:
(a) Copy of the text of the site notice and an appropriately scaled drawing (no larger than A3) showing its location on site.

(b) Copy of the newspaper advertisement, name of newspaper and date of publication.

(c) Copy of correspondence notifying the Planning Authority of IPPC application being made.

B.9 Seveso II Regulations
State whether the activity is an establishment to which the EC (Control of Major Accident Hazards involving Dangerous Substances) Regulations (S.I. No. 74 of 2006) applies. If you have any queries regarding your status under these regulations you should contact the Health and Safety Authority for clarification and provide this letter as part of your application.

B.10 IPPC Directive (2008/1/EC)
State whether the activity is one to which the IPPC Directive (2008/1/EC) applies. If you have any queries regarding your status under this Directive you should contact the Agency for clarification.

State whether the activity is one to which the Industrial Emissions Directive (2010/75/EU) applies. If you have any queries regarding your status under this Directive you should contact the Agency for clarification.

SECTION C - MANAGEMENT OF THE INSTALLATION

C.1 Site Management and Control
Details of the site management and control affecting the environment must be provided and in particular the following information:

- A chart, where appropriate, of the on-site management structure, indicating in particular responsibility levels for environmental management.
- The structures in place for the management and responsibility for the operation and control of all abatement/treatment systems on-site, detailing the training and qualifications of the personnel involved;
- Outline of the Calibration and Maintenance systems with reference to written procedures;
- Outline of the Waste Control systems with reference to written procedures;
- General outline of the company's Quality Control system;
- If available, a copy of the Quality Control Policy Statement and the company's Responsible Care Statement.

C.2 Environmental Management System (EMS)
Indicate whether an Environmental Management System (EMS) has been developed. If yes, specify which standard and include a copy of the accreditation certificate in Attachment C. Supply information on what measures are in place for the on-going assessment of environmental performance.

C.3 Hours of Operation
Details of hours of operation for the installation must be provided, including:

(a) Proposed hours of operation - when employees arrive on site to prepare for the activity. This should reflect the time allowed for set up and clean up works each day.
(b) Proposed hours of construction and development works at the installation and timeframes.
(c) Any other relevant hours of operation expected.

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

SECTION D – INFRASTRUCTURE & OPERATION

D.1 Operational Information Requirements

A description of the range of activities/ processes to be carried out should be provided. A diagram of the activity should be included identifying each area where waste is generated and any pollution abatement measures employed as well as all emission points. A unique reference for all emission points should be given (see Section E for labelling requirements). A list of all abatement, treatment or recovery systems to be used on site, along with a simple description detailing its purpose must also be provided.

The following information must also be supplied:

- A list of all unit operations to be carried out, together with a plan (no larger than A3) of the site indicating the location of all activities and identifying all buildings and facilities.

- A simple flow diagram of 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 also 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.

D.2 Development & Operational History of the Site

A development and operational history of the site should be included here. 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, prosecutions, etc., should be included.

SECTION E - EMISSIONS

Labelling of Emission Points

All emission points are to be identified and located on an appropriately scaled plan (no larger than A3). The numbering/labelling sequence for emission points must be logical, simple, and sequential.

The following convention should be observed when labelling emission points:

- Air
  - Boiler emissions A1-1 to A1-n
  - Main Emissions A2-1 to A2-n
  - Minor emissions A3-1 to A3-n
  - Potential emissions A4 -1 to A4 -n
- Surface water SW1, SW2,..... SW^n
- Sewer SE1, SE2, ... SE^n
- Noise N1, N2, ... N^n
- Groundwater GW1, GW2, ... GW^n
- Soil/Ground SL1, SL2, ... SL^n
- Waste WS1, WS2, ... WS^n

E.1 Emissions to Atmosphere

E.1.A Details of all point emissions to atmosphere

Atmospheric emissions should be categorised under the following headings: (see relevant BAT Guidance Note(s) for emission limits)

(a) Boiler Emissions.
(b) Main Emissions.
(c) Minor emissions.
(d) Potential emissions (not active under normal operations).

A list of all emission points under the above headings, along with a plan of the site indicating each emission point is required.

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.

Emissions in category (a)

All significant boiler emissions in category (a) above should be included in Table E.1(i). As a general rule, Gas boilers over 5MW, and other fuel boilers over 250kW, are to be regarded as significant. Boilers below these sizes should be included with the minor emissions.

Emissions in category (b)

Details of each emission in category (b) above should be provided in Tables E.1(ii) and E.1(iii) in the application form.

Main Emissions will include all emissions of environmental significance. Where a mass emission threshold is used in the BAT Guidance Note (e.g. 3 kg/h), all emissions greater than 20% of such a threshold are regarded as significant. (In some cases emissions below 20% of a threshold can still be significant and will qualify as Main Emissions.)

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).

Emissions in category (c)

Details of minor emissions (c) above should be supplied in Table E.1(iv) of the application form.

Emissions in category (d)

Identify any potential emissions (d) above and provide information as required in Table E.1(v) of the application form.

E.1.B Fugitive emissions

The control of fugitive emissions must be addressed, and the facilities and operations required to control emissions must be detailed including the following:

- 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).

All emissions must be assessed, both point source and non-point source, for the potential to cause odour nuisance off site. This may require dispersion modelling of odorous emission sources at the site to determine the off-site impact.

E.2 Emissions to Surface Waters

E.2.A Details of all emissions to surface waters.

Emissions to water should be categorised under the following headings: (see relevant BAT Guidance Note(s) for emission limits)

(a) Emissions within the BAT guidance limit.
(b) Emissions outside the BAT guidance limit, or not having a BAT guidance limit.

Details of all emissions to waters, in categories (a) and (b) above, must be provided as set out in Tables E.2(i) and E.2(ii) of the application form.

Details of all List I and List II substances listed in the Annex to EU Directive 2006/11/EC (as amended) and the pollutants listed in the Schedule of the EPA (Licensing)(Amendment) Regulations 2004 (S.I. No. 394 of 2004) should be provided.

In addition, for emissions (b) above, which are outside the guidance limit set out in the BAT guidance note(s) for the relevant activity, 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 notes.

A summary list of emission points together with maps, drawings (no larger than A3) and supporting documentation should be provided.

Where emissions are from on-site surface water collection systems the following information is required:

- Drawings (no larger than A3) with invert levels and pipe sizes of all collection systems and emission points for all surface water;
- The area of the roof and other impervious areas drained for each collection system (catchment area);
- Meteorological data for the site including rainfall intensities and duration's over hours and days;
- Potential points of contamination/areas most at risk (i.e. where surface water may potentially become contaminated).

E.3 Emissions to Sewers

Details of emissions to sewer

Details of all emissions to sewers must be provided in a tabulated form as set out in Tables E.3 (i) and E.3(ii) of the application form.

Details of all List I and List II substances listed in the Annex to EU Directive 2006/11/EC and the pollutants listed in the Schedule of the EPA (Licensing)(Amendment) Regulations 2004 (S.I. No. 394 of 2004) should be provided.

E.4 Emissions to Ground

E.4.A Details of emissions to ground

Details of all emissions to ground must be provided in a tabulated form as set out in Tables E.4(i) and E.4(ii) of the application form.

Included in the scope of this question would be the following examples of emission locations:

- percolation areas,
- soakaways,
- landspreading areas,
- discharges into boreholes or wells,
- ditches not connected to surface water bodies,
- Uncontained run-off from, for example, operational areas, or waste storage areas,

The landfilling of waste is not included and should not be addressed in this Section as this is quite a specialised type of emission to ground and as such will be dealt with separately. See Section H for more details.

These emissions could be either onto or into the ground (soils, drift and rock). For example in the case of landspreading the emissions are usually either placed as a soil surface coating or injected just below the soil surface.

Where emissions are from on-site surface water collection systems the following information is required:

- Drawings (no larger than A3) with invert levels and pipe sizes of all collection systems and emission points for all surface water;

- The area of the roof and other impervious areas drained for each collection system (catchment area);
- Meteorological data for the site including rainfall intensities and duration over hours and days;
- Potential points of contamination/areas most at risk.

The main source for each substance emitted must be determined with reference to the list of unit operations and abatement/treatment systems provided elsewhere in the application. The pre and post-treatment chemical composition of the emission to ground and the proposed monitoring programme to demonstrate compliance with any emission limits should be given.

E.4.B Landspreading

The applicant should supply details of the nature and quality of the substance (agricultural and non-agricultural waste) to be landspread (slurry, effluent, sludges etc) as well as the proposed application rates, periods of application and mode of application (e.g., pipe discharge, tanker).

E.5 Noise Emissions

E.5.A Noise sources

The site should be described in relation to its noise output. The main sources of noise on site should be identified and supplied in Table E.5 (i) of the application form, e.g. an activity, process or specific equipment likely to generate noise outside the site boundary.

For all major sources of noise the following details are required:

- Precise location (12 digit, 6E, 6N);
- Sound Power Level (L_{wA}) or Sound Pressure Level (L_{pA}) at an appropriate reference distance, measured over a sufficient time period to ensure that all significant temporal and level variations are encompassed;
- Activity Sound Level ($L_{Aeq,T}$) at a reference distance;
- Power rating of equipment if applicable;
- Duration and occurrence, day/night level, continuous or intermittent;
- Character, i.e. broadband, tonal or impulsive;
- Frequency profile, and;
- Details of any attenuation, noise control measures.

For all noise sensitive locations, noise calculations (including full details of input data, methodologies and any pertinent assumptions) should be presented (in terms of $L_{Aeq,\ T,}$ $L_{A10,}$ L_{A90}) and compared against the relevant noise criteria. Where calculated noise levels are in excess of the relevant criteria, derived as part of the overall acoustic assessment prepared for the licence application, appropriately detailed remedial measures should be identified and the expected noise attenuations offered clearly stated and technically justified.

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).

E.6 Tabular Data on Emission Points

Applicants should submit the following information for each emission point:

Point Code	Point Type	Easting	Northing	Verified	Emission
Provide label ID's assigned in Section E	A=Atmospheric SW=Surface Water SE = Sewer GW=Groundwater N = Noise SL=Soil/Ground WS=Waste	6E-digit GPS Irish National Grid Reference	6N-digit GPS Irish National Grid Reference	Y = GPS used N = GPS not used	e.g. SO_2, HCl, NH_3

An individual record (i.e. row) is required for each emission point. Acceptable file formats include Excel, Access or other upon agreement with the Agency. A standard Excel template can be downloaded from the IPPC Licensing pages of the EPA website at www.epa.ie. This data should be submitted to the Agency on a separate CD-Rom containing sections B.2, E.6 and F.3.

SECTION F – CONTROL & MONITORING

F.1 Treatment, Abatement and Control Systems

A flow diagram is required for any abatement employed. Details of the capacity, throughput and efficiency for the range of input and output parameters, waste products, control systems and control equipment. Periods of emission should be detailed, i.e., hourly, daily and yearly variations should be described. For each item of control equipment details of backup, maintenance and calibration must be given in Table F.1(i) of the application form. Appropriate information, not furnished in Table F.1(i), should be supplied separately.

Emissions to Surface Water

The main source for each parameter emitted must be determined with reference to the list of unit operations and abatement/treatment systems. All treatment systems to be employed should be detailed including information on the capacity and throughput.

Normal operation and variations for start-up and shutdown should be described. Anticipated malfunctions and known problems associated with the treatment should be highlighted.

Detailed flow diagrams of each process step within the treatment system are required indicating input and output parameters, waste products, control system and control equipment (**Attachment Nº F.2)**.

For each item of control equipment, details of maintenance, calibration and backup must be given in Table F.1 (i) of the application form.

Proposed monitoring to be undertaken for influent(s) to treatment plant, and in-treatment monitoring required for the management of the treatment plant should be detailed. Details of sampling, methods of analysis and frequency of monitoring must be included.

Receiving water flow data and typical analysis of water quality in the receiving water body should also be provided (as detailed in Section I.2). Details of any accreditation or certification of analysis should also be included.

Emissions to Sewer

The main source for each substance emitted must be determined with reference to the list of unit operations and abatement/treatment systems provided in the application. The pre and post-treatment chemical composition of the emission to sewer(s) and the proposed monitoring programme to demonstrate compliance with any emission limits should be given. All treatment systems to be employed should be detailed including information on the capacity and throughput.

Normal operation and variations for start-up and shutdown should be described. Anticipated malfunctions and known problems associated with the treatment should be highlighted.

Detailed flow diagrams of each process step within the treatment system are required indicating input and output parameters, waste products, control system and control equipment.

For each item of control equipment details of maintenance, calibration and backup must be given in Table F.1(i) of the application form.

Proposed monitoring to be undertaken for influent(s) to treatment plant, and in-treatment monitoring required for the management of the treatment plant should be detailed.

Emissions to Ground

The main source for each substance emitted must be determined with reference to the list of unit operations and abatement/treatment systems provided in the application. The pre and post-treatment chemical composition of the emission to ground and the proposed monitoring programme to demonstrate compliance with any emission limits should be given. All treatment systems to be employed should be detailed including information on the capacity and throughput.

Normal operation and variations for start-up and shutdown should be described. Anticipated malfunctions and known problems associated with the treatment should be highlighted.

Detailed flow diagrams of each process step within the treatment system are required indicating input and output parameters, waste products, control system and control equipment.

For each item of control equipment details of maintenance, calibration and backup must be given in Table F.1(i) of the application form.

Proposed monitoring to be undertaken for influent(s) to treatment plant, and in-treatment monitoring required for the management of the treatment plant should be detailed.

F.2 Emissions Monitoring and Sampling Points

Labelling of Monitoring and Sampling Points

All sampling and monitoring points are to be identified and located on a scaled plan using the system outlined in **Section E**.

Some of these locations will be directly related to emission points (e.g., on an air stack), some will be adjacent to sensitive receptors (e.g., noise metering at dwellings), and others will be located where they can be used to monitor any impact on ambient conditions (e.g., up- and down-wind dust gauges, up- and down-gradient groundwater monitoring boreholes, up- and down-stream river monitoring locations, etc.,).

All ambient monitoring locations should be prefixed by an A. For example, ambient air monitoring locations will be labelled AA1 to AAn, groundwater locations will be labelled AGW1 to AGWn.

Location maps (no larger than A3) and National Grid References of all such sampling and monitoring points should be provided.

Tables F.2(i) should be completed for the relevant points and additional Tables devised as necessary.

Where relevant, details must be provided as to how it is proposed any selected monitoring programme will demonstrate compliance with any emission limit or quality standard which may be set. A separate Table must be filled out for each monitoring point. Reference should be made to the following:

- Provision of sampling points and safe means of access;
- Sampling methods;
- Analytical and quality control procedures, including equipment calibration, equipment maintenance and data recording/reporting procedures to be carried out in order to ensure accurate and reliable monitoring.

In determining the sampling programme to be carried out, the variability of the emission and its effect on the receiving environment should be considered.

Details of any accreditation or certification of analysis should be included.

F.3 Tabular Data on Monitoring and Sampling Points

Applicants should submit the following information for each monitoring and sampling point:

Point Code	Point Type	Easting	Northing	Verified	Pollutant
Provide label ID's assigned in section F2	M=monitoring S = sampling	6E-digit GPS Irish National Grid Reference	6N-digit GPS Irish National Grid Reference	Y = GPS used N = GPS not used	e.g. SO_2, HCl, NH_3

An individual record (i.e. row) is required for each monitoring and sampling point. Acceptable file formats include Excel, Access or other upon agreement with the Agency. A standard Excel template can be downloaded from the EPA website at www.epa.ie. This data should be submitted to the Agency on a separate CD-Rom containing sections B.2, E.6 and F.3.

Point source monitoring/sampling refers to monitoring from specific emission points (e.g. from a boiler stack or outlet from a wastewater treatment plant). Examples of ambient monitoring includes monitoring of ambient air quality (e.g. boundary or off-site) or monitoring of river quality upstream/downstream of an effluent discharge.

SECTION G – RESOURCE USE AND ENERGY EFFICIENCY

G.1 Raw Materials, Intermediates and Products

List all raw materials, intermediates, and products generated including all other materials e.g. Process associated cleaning chemicals, water treatment chemicals, cooling water/ boiler water additives and laboratory chemicals (in the case of the latter detail only those chemicals where annual usage is greater than 2.5kg or 2.5 l). The list must also include toxicity data and environmental information on these materials. Fuels and energy utilised in the activity must also be given. The listings should include quantities typically stored and annual throughput.

Tables G.1(i) and G.1(ii) must be completed.

In cases where a raw material is comprised of a number of substances, and cannot be properly classified under the headings given in Tables G.1(i) and G.1(ii) then each component chemical substance must be specified and detailed in the table and the various columns completed. As a general principal on deciding what component substances of a material merits listing, one should only consider those that have the potential to pollute any of the three environmental media should they fall out of management control.

Particular attention should be paid to materials and products consisting of, or containing, dangerous substances as prescribed in the EC No. 1272/2008 on classification, labelling and packaging of substances and mixtures, EC (Classification, Packaging and Labelling of plant protection products and biocide products)(Amendment) Regulations (S.I. No. 351 of 2008) and EC (Classification, Packaging and Labelling of pesticides) (amendment) Regulations (S.I. No. 140 of 2001).

The list must classify these materials and specify the designated Risk Phrases (R-Phrases) of each substance in accordance with these Regulations.

G.2 Energy Efficiency

A description of the energy used in or generated by the activity must be provided. Outline the measures taken to ensure that energy is used efficiently and where appropriate, an energy audit with reference to the EPA Guidance document on Energy Audits should be carried out.

SECTION H – MATERIALS HANDLING

H.1 Raw Materials, Intermediates, Products Handling

As stated earlier all materials should be listed in Tables G.1(i) and G.1(ii) of Section G Resources Use and Energy Efficiency.

For all of the listed materials provide the following information:

- Storage location;
- Storage condition (fridge, locked cabinet, etc.)
- Segregation system;
- Methods of transport of materials within the site;
- Details of solids, liquids or sludges transported by pipe, vehicle or conveyor;

Any analysis where relevant should be supplied in Attachment H.1.

Attachment H.1 should also detail the most recent testing of bunded structures, tanks and pipelines.

H.2 Wastes Handling

Waste arisings

All wastes arising should be categorised into either Hazardous or non-Hazardous, as defined in the Waste Management Act, 1996, as amended, (see also Council Decision establishing a list of Hazardous Waste 94/904/EC and amendments).

Details of all waste materials generated on the site including, name, description and nature as well as the source(s) should be identified. The European Waste Catalogue Code (Council Directive (98/2008/EC)see also Agency Guidance Note on the EWC) should be consulted and the correct waste code assigned to each material. The quantities of each type of waste generated on a monthly basis should be calculated and stated in Tables H.1(i) and H. 1(ii) of the application form. Any seasonal variations should be explained. Applicants should also provide conversion factors used to relate volume (m^3) and tonnage (t) for their waste stream.

All waste material should be evaluated for possible reuse, recovery or recycling and the results of such evaluations should be submitted.

Waste disposal arrangements

In the case of waste disposed off-site, details of transport off site should be provided. Information is required on the following:

- The name of the waste undertaker;
- Copy of Licences/Permits held by undertaker, and notice of acceptance of wastes;
- Any further treatment, reprocessing or recovery by the waste undertaker;
- The location of final disposal, and
- Final method of disposal of the waste;
- In the case of export of waste, details of carrier and final disposal undertaker should be provided which should include any licence registration details and the name of the issuing authority in the receiving country.

Waste disposal by on-site landfilling

In the case of waste disposed by landfill on-site, the proposed landfill operational plan must be supplied in full. Reference should be made to the Agency BAT Guidance Note for Landfilling and the Guidance Note for Landfilling Application Form.

Details of the landfill site must be supplied including the following:

- A map (no larger than A3) of the landfill site indicating the fill sequence proposed and all ancillary activities;
- Plans and cross-section drawings (no larger than A3) of the landfill indicating existing and proposed finished ground levels;
- Restoration proposals;
- Post-closure care details;
- Information on the geology, hydrogeology and hydrology of the landfill site and environs. The underlying aquifer must be classified according to the methodology laid down in the Geological Survey of Ireland Groundwater

Protection Scheme Dept of the Environment and Local Government, Geological Survey of Ireland, EPA (1999), and the vulnerability assessed.
- Uses made of the land and the likely effect of the proposed fill on its future use, in either the short or long term;
- Waste stability assessment:
- Leachate and Landfill Gas containment, removal and treatment proposals:
- Groundwater and surface water quality, along with details of any sampling or monitoring;
- Meteorological data for the landfill area.
- Design details and locational information for leachate, landfill gas, noise dust, surface and groundwater monitoring installations in and around the landfill.

SECTION I – EXISTING ENVIRONMENT & IMPACT OF THE ACTIVITY

The extent of the information required is dependent on the nature and magnitude of the emission and should be discussed in advance with the EPA.

I.1 Assessment of Atmospheric Emissions

Provide a statement whether or not emissions of pollutants (as defined in EPA Act 1992, as amended) to the atmosphere are likely to impair the environment.

The definition of air pollution in the Air Pollution Act is "..*a condition of the atmosphere in which a pollutant is present in such a quantity as to be liable to-*
(i) be injurious to public health, or
(ii) have a deleterious effect on flora or fauna or damage property, or
(iii) impair or interfere with amenities or with the environment".

Substances which would create a nuisance through odour, noise and litter are embraced in this definition.

An assessment of the impact of all significant emissions to atmosphere must be carried out. To this end, information on the receiving environment and ambient air quality should be provided including:

- Details of chemical composition, including the results of any ambient monitoring;
- Description of the surrounding habitat and landscape, the topography of the area highlighting abrupt changes in terrain;
- Details of other activities, sensitive areas or areas of special interest within 5 kilometres of the site which could be affected by the emission; and
- Details of any dispersion modelling carried out and the predicted ground level concentration as a result of such emission. When carrying out dispersion modelling, regard should be had to the "Guidelines for the Preparation of Dispersion Modelling Assessments for Compliance with Regulatory Requirements – an Update to Royal Meteorological Society Guidance" or similar guidelines from a recognised authority.

Information should also be provided on the impact of atmospheric emissions on environmental media other than those into which the emissions are to be made.

I.2 Assessment of Impacts of Surface Water Discharges on Receiving Waters

Information on the receiving waters should be given with details of the following:

- Mixing zone;

- Reaeration characteristics;
- Dilution's available;
- Retention times (for lakes);
- Any modelling or dispersion studies of the effluent emission;
- Receiving water and sediment quality, physical, chemical and biological;
- Existing or proposed uses and/or designations of receiving waters and compliance with any applicable standards (e.g. salmonid standards, bathing water standards, standards specified in the European Communities Environmental Objectives (Surface Waters) Regulations 2009 (S.I. No. 272 of 2009) ;
- Assessment of the receiving waters with particular reference to the presence of any biological species sensitive to any substance in the emission;
- Sensitive areas or areas of special interest within 2 kilometres of the emission point which could be affected by the emission; and
- Flow data and chemical composition of waters upstream and downstream of the emission point.

The requirements of and environmental quality standards contained in the European Communities Environmental Objectives (Surface Waters) Regulations 2009 (S.I. No. 272 of 2009) 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 emissions to surface waters.

Information should also be provided on the impact of the emissions on environmental media other than those into which the emissions are to be made.

I.3 Assessment of Impact on Receiving Sewer

Information on the receiving sewer is required with details of the following:

- Name of the sewerage undertaker;
- Copy of agreement or permission of undertaker to accept effluent;
- Further treatment of effluent by the undertaker, existing or proposed;
- Any problems of sewage treatment associated with the proposed emission;
- Likely effects of the emission on sewer maintenance operations;
- Capacity, quality and integrity of the sewer;
- Likely effects of the emission on sewer integrity;
- Possible reactions of the emission with other effluent likely to be in the sewerage system, and,
- Nature of final emission to receiving waters, along with the estimated volumetric contribution by the site emissions to the Dry Weather Flow to the receiving waters, expressed as a percentage [% DWF].

Information should also be provided on the impact of the emissions on environmental media other than those into which the emissions are to be made.

I.4 Assessment of Impact of Ground Emissions

The scope and detail of this assessment will depend to a large extent on the extent and type of ground emissions at any site, which in turn are related to the risk. Some activities will not present the same risk as others due to the nature of the chemical processes carried on in the site and thus the type and volume of chemicals stored on site. A desk study and walk-over survey may be sufficient (at least initially) in the case, for example, where the only ground discharges are from surface water run-off soakaways. The assessment would also have to consider any impact due to contaminated discharges from otherwise clean discharges arising, say from contaminated fire water, in the surface water collection system.

For larger ground discharges, e.g., re-injection, landspreading, etc., a comprehensive report must be completed which should include, *inter alia*, topography, meteorological data, water quality, geology, hydrology, and hydrogeology. The latter must in particular present the aquifer classification and vulnerability. The Geological Survey of Ireland Groundwater Protection Scheme Dept of the Environment and Local Government, Geological Survey of Ireland, EPA (1999) methodology should be used for any such classification. This report should also identify all surface water bodies and water wells that may be at risk as a result of the ground discharge.

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.

Landspreading of Agricultural Wastes

Tables I.4(i) and I.4.(ii) should be complete where applicable. The following information must be supplied in respect of the farmlands on which slurry/effluent shall be applied:

- A fertiliser plan (Table I.4(ii)) showing the agronomic requirement of each parcel of farmland for phosphorus (P) fertiliser, the amount of slurry/effluent that would satisfy that requirement together with the total P and total amount of slurry/effluent required by all the farmland parcels;
- Map/s (no larger than A3) on which all parcels of farmland listed in the fertiliser plan are identified;
- A copy of the soil test report to verify the P fertiliser requirement used in calculating total requirements in the fertiliser plan; and
- A suitable qualified person will, having surveyed the farmlands included in the fertiliser plan, state that in his/her professional opinion, the application of slurry/effluent to the farmlands identified in the fertiliser plan, in compliance with Good Farming Practice, will not cause, and is not likely to cause, significant environmental pollution.

The following farmland shall not be included in the fertiliser plans:

- Farmland that is subject to any restriction by virtue of its inclusion in a designated area, e.g. NHA, SAC or Protection Zone of a public water supply;
- Farmland where the use of slurry/effluent would not be in compliance with Good Farming Practice, Dept of Agriculture, Food & Rural Development (2001); and
- Any land that should be deducted from the parcel area, having regard to the prevailing Good Farming Practice e.g. exposed bedrock, karst features, shallow limestone soils, sensitive buildings, roads, watercourses and appropriate buffer zones.

Landspreading of Non-Agricultural Waste

In the case of landspreading of non-agricultural waste the following information should accompany the assessment of landspreading:

- Suitability assessment of the non-agricultural waste for landspreading on agricultural land;
- Proposed application rates including any seasonal variations;
- Supporting data on the suitability of the proposed application rates;

- Map/s (no larger than A3) on which all parcels of land proposed for landspreading are identified;
- Uses made of the land and the effect of the proposed spreading on the future use either short or long-term;
- Soil quality, details of any sampling or monitoring of soil;
- Facilities/operations for the protection of groundwater and surface water;
- Surface water quality, uses made of the surface water, and the zoned or planned use of the downstream surface water likely to be affected;
- Groundwater quality;
- Uses made of the groundwater;
- Depth to rock;
- Karst features;
- Details of any sampling or monitoring of groundwater;
- Meteorological data for the district in which the land area is located, and
- Assessment of atmospheric emissions associated with the land-spreading (odour nuisance etc.).

Note:
Reference should be made to any guidelines which are followed in the control of landspreading of wastes, e.g., the code of practice for landspreading of agricultural wastes in ***Code of Good Agricultural Practice to Protect Waters from Pollution by Nitrates***, Dept of Agriculture, Food and Forestry, Dept of the Environment July 1996 and Good Farming Practice, Dept of Agriculture, Food & Rural Development (2001) and to the ***Landspreading of Organic Waste (Guidance on Groundwater Vulnerability Assessment)***, EPA, (2004).

Reference should be made to the implications of S.I. 101 of 2009, European Communities (Good Agricultural Practice for Protection of Waters) Regulations 2009, and how the landspreading activities will be undertaken in compliance with the Regulation.

I.5 Ground and/or Groundwater Contamination
This question principally applies to existing activities or new ones developed on former industrial sites, though not all 'greenfield' sites are necessarily what they seem and therefore should be checked out.

It requires the presentation of **any and all** information relating to ground or groundwater contamination issues under the site. The development history of the site required as part of **Section D** may assist identification of the information to be supplied.

I.6 Assessment of the Environmental Impact of On-Site Waste Disposal
Describe the arrangements for the prevention and recovery of waste generated by the activity.

Details must be provided and an assessment of the impact of any existing or proposed on-site waste disposal on the environment including environmental media other than those into which the emissions are to be made.

Regard should be had to the impact on air quality (dust and odour), amenity (noise, litter, birds, etc.,), surface and groundwater quality. The aquifer classification and vulnerability rating should be considered in this impact assessment. All vulnerable water sources (springs, wells) should be identified and included in the impact assessment.

I.7 Noise Impact

I.7A Ambient Noise Levels

A map (no larger than A3) of the site and surrounding area should be supplied, indicating the main sources of noise on site. Measurements should include L_{Aeq} and percentiles L_{AF10} and L_{AF90}. The maximum noise level off site should be determined.

Activities in the area off-site which are significant sources of noise should be described and indicated on a map (no larger than A3).

Activities, developments or land use which could be specifically sensitive to noise pollution should also be identified.

Background noise levels in the area should be determined (in the absence of site specific noise). As far as practicable monitoring should determine any daily, weekly or seasonal variations in the background noise levels. For established activities monitoring should be carried out to determine the impact of the activity on off-site noise levels.

For **new** licences (first-time licence applications) the location of the proposed installation should be screened in order to determine if it is to be located in or near an area that should be considered a 'Quiet Area' in accordance with the Agency publication '*Environmental Quality Objectives – Noise in Quiet Areas'*. The applicant should submit details of a noise survey carried out in accordance with Steps 1 – 4 of Section 4.4 of the Agency's *Guidance Note for Noise: Licence Applications, Surveys and Assessments in Relation to Scheduled Activities (NG4)* (2012). This will screen 'quiet areas' and areas of 'low background noise'. For all areas identified as 'Quiet Areas' the existing background noise levels should be examined to determine if they satisfy the criteria for 'low background noise' in accordance with *NG4*. The applicant should refer to Figure 3 of NG4 for guidance on the noise criteria that should be set and Section 6.1 of NG4 for guidance on how measurement locations may be chosen at NSL's in the vicinity.

I.7B Noise impact assessment

Details must be provided and an assessment of the impact of any existing or proposed noise emission 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 prior to carrying out the noise impact assessment (available on www.epa.ie). Specifically regard should be had to Section 4.3 of the guidance document when carrying out the noise impact assessment.

For licence review applications, the noise attributable solely to on-site activities, expressed as a free field value at any noise sensitive location, should not generally exceed the values given below.

Typical Limit Values for Noise from Licensed Sites
Daytime (07:00-19:00hrs) – 55dB $L_{Ar,T}$
Evening (19:00 to 23:00hrs) – 50dB $L_{Ar,T}$
Night-time (23:00 to 07:00hrs) – 45dB $L_{Aeq,T}$

Ambient Noise is the totally encompassing sound in a given situation at a given time, usually composed of sound from many sources, near and far (including noise from the facility).

Background noise is the steady existing noise level (residual noise) present without contribution from any intermittent sources. The A-weighted sound pressure level of the residual noise at the assessment position that is exceeded for 90 per cent of a given time interval, T ($L_{AF90,T}$).

I.8 Environmental Considerations and BAT

Describe the main alternatives, if any, to the proposals contained in the application.

Describe any environmental considerations which were made with respect to the use of cleaner technologies, waste minimisation and raw material substitution. This section should present a statement on energy efficiency at the site to include, where appropriate, an energy audit with reference to the EPA Guidance document on Energy Audits.

Applicants should have regard to Section 5 of the EPA Act 1992, as amended, in selecting BAT and in particular the following;

- The use of low-waste technology,
- The use of less hazardous substances,
- The furthering of recovery and recycling of substances generated and used in the process and of waste where appropriate,
- Comparable processes, facilities or methods of operation, which have been tried with success on an industrial scale,
- Technological advances and changes in scientific knowledge and understanding
- The nature, effects and volume of the emissions concerned,
- The commissioning dates for new or existing facilities
- The length of time needed to introduce the BAT
- The consumption and nature of raw materials (including water) used in the process and their energy efficiency
- The need to prevent or reduce to a minimum the overall impact of the emissions on the environment and the risks to it,
- The need to prevent accidents and to minimize the consequences for the environment
- The information published by the Agency in the form of sectoral BAT Guidance documents and the relevant BREF documents published by the EC (available for download at http://eippcb.jrc.es/ and at www.epa.ie).

SECTION J – ACCIDENT PREVENTION & EMERGENCY RESPONSE

J.1 Accident Prevention and Emergency Response

Information should be given on all measures and procedures which are in place or will be implemented, for the prevention of accidents in the carrying on of the activity, and should an accident occur, the minimisation of effects on the environment from accidental emissions and emergency situations which may arise. The information should also include the provisions for response to accidental emissions and emergency situations which arise outside of normal working hours, i.e. night-time, week-ends and holidays.

Pollution prevention measures may, inter alia, include the following information;

- Details of storage of all raw materials, products and wastes – refer to Section H;
- Details of spill or emergency containment measures and structures;
- Details of bunding, surface treatment, collection systems – refer to Section H and any guidance published by the Agency.
- Drawings (no larger than A3) with invert levels of all process wastewater drains, pipelines, private sewers and ancillary manholes and appurtenant structures. Fabrication, quality, integrity and testing of these conduits, sewers and structures;
- The catchment area for each spill or run-off collection system;
- Information on possible contamination of ground, groundwater, or surface water from fire water run-off in the event of a fire on-site and any provision for containment. The Agency has published a guidance document on Fire-Water Retention Facilities.
- Transport of material within the site, solid, liquid or sludge transported by pipe, vehicle or conveyor; etc.,
- Potential points of contamination/areas most at risk.

A suitable level of Public Liability insurance including cover for Environmental Impairment, or an agreed alternative, for an amount appropriate to the risks posed by the site should be purchased and maintained by the applicant. Copies of insurance certificates should be included with the application.

Detailed procedural statements and plans to deal with management of accidental emissions should be furnished.

SECTION K – REMEDIATION, DECOMMISSIONING, RESTORATION & AFTERCARE

K.1 Cessation of Activity

Details are required of the arrangements to be made in the event of a decommissioning of all or part of the operation so as to minimise the short-term and long-term effects of the operation on the environment after shut-down. Details of provisions to decommission and render safe or remove all materials, waste, ground, plant or equipment contained on or in the site that may result in environmental pollution must be supplied in the form of a documented Residuals Management Plan.

Applicants are required to detail how the Residuals Management Plan will be financially underwritten.

Applicants should refer to the EPA 'Guidance on Environmental Liability Risk Assessment, Residuals Management Plans and Financial Provision' published by the EPA in 2006.

In the case of on-site disposal to landfill the applicant should refer to the Guidance Note related to the Application Form for Landfilling for further details.

SECTION L – STATUTORY REQUIREMENTS

L.1 Statutory Requirements

Information is to be provided on how requirements of Sections 83(3)(5) (a) (i) to (v) and (vii) to (x) of the EPA Act 1992, as amended, are to be met. Regard shall be made to the relevant BAT guidance note issued by the Agency for the activity.

The applicant must indicate whether or not the activity is carried out on, or may be carried out on, or is located such that it is liable to have an adverse effect on the integrity of –

a. a site placed on a list in accordance with Part 3 of S.I. 477 of 2011, or
b. a site where consultation has been initiated in accordance with Article 5 of the EU Habitats Directive (92/43/EEC), or
c. a European Site as defined in Regulation 2(1) of S.I. 477 of 2011.

The applicant must 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, the applicant shall provide a Natura Impact Statement, as defined in Regulation 2(1) of the European Communities (Birds and Natural Habitats) Regulations (S.I. 477 of 2011). Where based on screening it is considered that an Appropriate Assessment is not required, a reasoned response should be provided. The applicant is advised to 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.

Indicate whether or not the activity is liable to have an adverse effect on water quality in light of the European Communities Environmental Objectives (Surface Waters) Regulations 2009 (S.I. No. 272 of 2009).

SECTION M - DECLARATION

At least one copy of the application must be signed and sealed (stamped) where relevant.