

# Application form

## Trade Effluent Licence

Application for a trade effluent licence/licence review to control trade effluent discharges to sewer arising from on site activities under Section 16 of the Local Government (Water Pollution) Acts, 1977 and 1990, as amended.

Please refer to the **Guide to completing the application form** on page 15 of this document when completing the form.

If completing this form by hand, please use **BLOCK CAPITALS** and black ink.

## Section A Application and Applicant Details

**1 This Application is for a:**

## New trade effluent licence

## Review of an existing trade effluent licence

If for review, state existing Trade Effluent licence number:

[illegible]

Specify reason for review:

### Change of Trading Name/ Registered Business Name

Other

1

If other, provide details:

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**2a IW Account Number (where available):**

[illegible]

**2b WPRN Number (where available):**

[illegible]

**2c Application Reference Number:**

[illegible]

### 3 Applicant details:

Registered company name (if applicable):

[illegible][illegible][illegible]

Company registration number (if applicable):

[illegible]

Name of Director/s (if applicable):

[illegible][illegible]

Trading Name / Registered Business name (if applicable):

[illegible][illegible][illegible]

Business Registration number (if applicable):

[illegible]

Name of Business Owner/s (if applicable):

Registered Address:

Eircode:

If you are not a registered company/business i.e. a sole trader, provide the applicant's true name:

Postal address:

Eircode:

Where the Applicant is VAT registered, provide the VAT Number:

**Principle Point of Contact:**

Name:

Postal Address:

Eircode:

Telephone:

Mobile:

Email:

**Provide Landlord/Premises Owner if different from Applicant details:**

Name:

Postal address:

Eircode:

Telephone:

Email:

**4 Agent details (if applicable):**

Registered company name (if applicable):

Company registration number (if applicable):

Trading Name / Registered Business name (if applicable):

Business Registration number (if applicable):

Registered Address:

Eircode:

If the Agent is not a registered company/business, provide the Agents true name:

Postal Address:

Eircode:

Contact name:

Telephone:

Email:

**5 Correspondence Details:**

Please indicate whether it is the principle point of contact or agent who should receive future correspondence in relation to the application: Agent ☐ or Principle point of contact ☐

**Section B Site and Operation Details**

**6 Site Name:**

**7 Site Address:**

**8 Eircode:**

**9 Local Authority:**

**10 Has planning permission/change of use at the site been:**

Granted ☐ Pending ☐ Not applied for ☐ Exempted ☐

**11 If granted/pending/exempted, please provide the planning reference number:**

[illegible]

**12 Is the site an:** existing development ☐ or a new development ☐

**13 Previous use of this site (if applicable):**

**14 Specify if there are any other environmental licences/permits granted in relation to this site:**

Section 4 Licence	<input type="checkbox"/>	Waste Facility Permit/Certificate	<input type="checkbox"/>
Irish Water Tankered Wastewater Agreement	<input type="checkbox"/>	Other	<input type="checkbox"/>

If other, provide details:

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**15 Identify the sector(s) from which the proposed trade effluent will be generated** (Tick as appropriate)

**Food Service Establishments:**

Restaurants	<input type="checkbox"/>	Cafes	<input type="checkbox"/>	Fast food establishments	<input type="checkbox"/>	Canteens	<input type="checkbox"/>
Public Houses	<input type="checkbox"/>	Hotels	<input type="checkbox"/>	Other	<input type="checkbox"/>		

**Commercial:**

Carwash	<input type="checkbox"/>	Service Station	<input type="checkbox"/>	Launderettes	<input type="checkbox"/>	Dry Cleaners	<input type="checkbox"/>
Swimming Pools	<input type="checkbox"/>	Spa	<input type="checkbox"/>	Leisure Centres	<input type="checkbox"/>	Transport Depots	<input type="checkbox"/>
Other	<input type="checkbox"/>						

**Institutional:**

Hospitals ☐ Universities ☐ Healthcare Facilities ☐ Other ☐

**Industrial:**

Food & Drink	<input type="checkbox"/>	Waste	<input type="checkbox"/>	Biopharma and Chemical	<input type="checkbox"/>
Manufacturing, Engineering & Construction	<input type="checkbox"/>			Other	<input type="checkbox"/>

**If 'Other' provide details of the sector:**

[illegible]

**16 Provide details of the site activities and specify how and where trade effluent is generated during the process. For industrial sector provide a schematic process diagram and water/wastewater mass balance calculations.**

17 Is there an existing connection(s) to a public sewer at the site? Yes ☐ No ☐

If Yes, indicate how many connection points:

[illegible]

If Yes, provide Irish Water Connection Agreement Reference and date of connection (if applicable):

[illegible][illegible]

**18 Provide details of the average number of days worked per week and weeks per year:**

[illegible]

**19 Provide details of the numbers of full time equivalent employees working at the premises:**

[illegible]

**20 Provide details of the numbers of shifts worked per day:**

[illegible]

## Section C Effluent Details

**21 Indicate if this application is for a:**

new trade effluent discharge ☐ an existing trade effluent discharge ☐

**22 Indicate whether the discharge from the site will be:**

trade effluent only ☐ both domestic and trade effluent ☐

**23 Provide the following details for trade effluent only flows and how they are calculated:**

Average volume of 'trade effluent only' discharged per day (m<sup>3</sup>/day)

Max volume of 'trade effluent only' discharged per day (m<sup>3</sup>/day)

Max volume of 'trade effluent only' discharged per hour (m<sup>3</sup>/hour)

**24 Provide details for domestic type flow and how they are calculated:**

Average volume of domestic type flow discharged per day (m<sup>3</sup>/day)

**25 Indicate discharge pipe diameter:**

100mm ☐ 150mm ☐ 225mm ☐ Other ☐

**Indicate discharge pipe material:**

PVC ☐ Concrete ☐ Ductile Iron ☐ Other ☐

If other, provide details:

**26 Will there be variation in the wastewater profile discharged to sewer?** Yes ☐ No ☐

If Yes, indicate if the variation is: Daily ☐ Weekly ☐ Seasonal ☐

**Provide all relevant details including flow volumes, concentrations and times of discharge:**

**27 Indicate the volume and source of water used on site:**

Source	Maximum m3/day	Average m3/day
Public Supply		
Groundwater Well		
River		
Lake		
Rainwater harvesting		
Other		
Total	0.00	0.00

**If other, provide details:**

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28 Is water used on site and not discharged to sewer - e.g. ice making or water used in products such as soft drinks? Yes ☐ No ☐

If 'Yes', indicate average of volume lost:

[illegible]

**And provide further description if necessary:**

29 If applicable, indicate the volume of stormwater discharging from the premises to the foul sewer (m<sup>3</sup>/day):

[illegible]

- 30 Identify the proposed date for the commencement of the discharge or where it is an existing discharge identify the date on which the discharge commenced:**  /  /
- 31 Is the effluent discharge:** gravity flow ☐ pumped flow ☐
- 32 Outline proposed details to control the effluent flow to sewer:**  
 Balance Tank ☐ Pumped from sump ☐ None ☐ Other ☐

Provide details on the above:

- 33 Fats, Oils and Grease (FOG) - Indicate the control measure proposed for the removal of FOG from the effluent prior to discharge:**

Passive Grease Trap ☐ Mechanical Grease Trap ☐  
 Dissolved Air Flotation (DAF) Unit ☐ None ☐  
 Other ☐

**Provide details on the above:**

- 34 Is the effluent treated on site prior to discharge?** Yes ☐ No ☐

If 'Yes', indicate the type of pre-treatment:

Primary:	Secondary:	Tertiary:
Equalisation <input type="checkbox"/>	Activated Sludge <input type="checkbox"/>	Chemical Precipitation <input type="checkbox"/>
Neutralisation <input type="checkbox"/>	Membrane Bioreactor <input type="checkbox"/>	Reverse Osmosis <input type="checkbox"/>
Physical Separation <input type="checkbox"/>	Nutrient Removal <input type="checkbox"/>	Activated Carbon <input type="checkbox"/>
eg. Screens, Primary Settlement		Other <input type="checkbox"/>

Provide details of the existing/proposed effluent treatment system including treatment system process drawings:

Provide details of the treatment system maintenance operations:



Provide details of how any failure of the treatment system will be detected and managed:

Provide details of proposals for dealing with sludge (if applicable):

**35 Is there current monitoring of the effluent discharge?**

Yes

☐

No

☐

If 'Yes' provide the following information:

Indicate if the sampling is from:

trade effluent only ☐

or

combined domestic and trade effluent

☐

If 'No' provide the following information:

Indicate if the proposed sampling point is from:

trade effluent only ☐

or

combined domestic and trade effluent

☐

Where the proposed sampling point is not trade effluent only provide an explanation:

### 36 Characterise your proposed or current trade effluent discharge.

Provide details of the physical and chemical components of the effluent discharge. The characteristics of effluents should be largely determined by the raw materials and the processes that result in effluent discharges. For an existing discharge, the characteristics of the effluent should be determined from monitoring/sampling. It is recommended to use all available sample data to determine the effluent characteristics, but a minimum of four samples is required. For a new discharge, the characteristics should be based on best available information eg. a desktop analysis of a similar process elsewhere.

The following table must be completed per discharge point. If there is more than one discharge point the table should be copied and provided as additional information for each discharge point:

**Discharge Point Reference Number:**

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Please indicate the source of the parameter results. If applicable, indicate the number of samples upon which the effluent characteristic analysis is based.		Tick	No. Of Samples
	Instantaneous Grab Sample		
	Time Based Composite Sample		
	Flow Proportionate Composite Sample		
	Other		

If other, please provide details:

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Indicate if the sample is taken from:

trade effluent only ☐

combined domestic and trade effluent ☐

Parameter	Max	Min	Average
Flow m3/hour			
Flow m3/day			
Temperature °C			
pH			

Parameter			Concentration			Load (kg/day)	
			Average	Max	Unit	Average	Max
BOD - 5 days (Total)							
BOD, 5 days with Inhibition (Carbonaceous BOD)							
COD-Cr							
COD Settled							
Suspended Solids							
Settleable Solids							
Dissolved Solids							
Fats, Oils & Greases (FOG)							
Anionic surfactants / Detergents (MBAs)							
Ammonia-Total (as N)							
Ammonia-Total (as NH3)							
Ammonia-Total (as NH4)							
Total Nitrogen							
Total Phosphorus (as P)							
Chloride							
Free Residual Chlorine							
Phenols (Total)							
Sulphate							
Sulphide (as S)							
Mineral Oils or Hydrocarbons of petroleum origin							
Dissolved Methane							
Conductivity							
<b>Metals:</b> Tick Filtered/Unfiltered as appropriate	<b>Filtered</b>	<b>Unfiltered</b>					
Copper							
Zinc							
Nickel							
Cadmium							
Lead							
Mercury							
Silver							
Chromium							
Selenium							
Arsenic							
Antimony							
Molybdenum							
Titanium							
Tin							
Barium							
Beryllium							
Boron							
Uranium							
Vanadium							
Cobalt							
Thalium							
Tellurium							
Total Heavy Metals							
<b>Indicate if any of the following are present in the trade effluent. If yes, attach results from a full analysis suite to this application.</b>						<b>Yes</b>	<b>No</b>
Dangerous Substances as per List 1 and List 2 of EU Directive 2006/11/EC (as amended)							
Organohalogen Compounds							
Organophosphorus Pesticides/Compounds							
Organotin Compounds							
Polycyclic-aromatic hydrocarbons (PAHs)							
Polychlorinated biphenyls (PCBs)							
Persistent synthetic substances which may float, remain in suspension or sink and which may interfere with any use of waters.							

## Section D Documentation

**37 Tick to confirm the following documentation is submitted as part of this application:**

- ☐ A copy of the Certificate of Incorporation.
- ☐ Fully completed, signed and dated application form and all associated documentation (one original submitted by post or one electronic copy emailed to [dischargetosewer@water.ie](mailto:dischargetosewer@water.ie)).
- ☐ Site location map: A site location map to a scale of 1:1000, which clearly identifies the land or structure to which the application relates. The map shall include the following details:
  - a) The scale shall be clearly indicated on the map.
  - b) The boundaries shall be delineated in red.
  - c) The site co-ordinates shall be marked on the site location map.
- ☐ Site layout map(s) to a scale of 1:500 showing layout of proposed development, water network and wastewater network layouts, additional water/wastewater infrastructure if proposed, connection points to Irish Water infrastructure (if known).
- ☐ Material Safety Data Sheets (if applicable)
- ☐ Application fee of €380. Cheques or Bank Drafts should be made payable to Irish Water and sent to the address as detailed below. For an electronic payment you must quote the IW Application Reference Number on the transaction and include confirmation of payment with your application form and e-mail notification of the payment to [dischargetosewer@water.ie](mailto:dischargetosewer@water.ie) quoting the Reference Number.
- ☐ Any other information that might help Irish Water assess this licence application form.

## Section E Declaration &amp; Signatures

Please tick the box to indicate you are satisfied with the use of an electronic signature on any licence or letter of response in relation to this application. ☐

I/We hereby make this application to Irish Water for a trade effluent licence/licence review as detailed on this form.

I/We understand that any alterations made to this application must be declared to Irish Water.

The details that I/we have given with this application are accurate.

I/We have enclosed all the necessary supporting documentation.

**Where this application is made by an Agent on behalf of an applicant, the Agents signature will NOT suffice.**

Applicant Signature:

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Date:

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Your full name (in BLOCK CAPITALS):

[illegible]

Irish Water will carry out a formal assessment based on the information provided on this form.

Any future trade effluent licence granted by Irish Water will be based on the information that has been provided here.

Your completed application accompanied by all relevant information and payment is to be emailed to [dischargetosewer@water.ie](mailto:dischargetosewer@water.ie) or to be sent to the following address:

## Licence Applications

## Irish Water

**PO Box 860**

**South City Delivery Office**

## Cork City

## Disclosure of Information

The European Communities (Access to Information on the Environment) Regulations 2007, as amended, states that every person has a right to access environmental information held by a public authority. The Freedom of Information Acts 1997 and 2003, as amended, are to enable members of the public to obtain access, to the greatest extent possible consistent with the public interest and the right to privacy, to information in the possession of public bodies.

This includes discharge licences (and associated applications,) held by Irish Water. Irish Water may refuse to provide access to records held by it, in so far as it is permissible by law, including where the information was provided to Irish Water with the understanding that it is to be treated as confidential or where it is commercially sensitive.

The Applicant is requested to identify all information submitted with the application which is to be treated as confidential or commercially sensitive and is requested to identify the grounds on which the information may be categorised as such. Irish Water shall, at its discretion, make the final determination on whether any aspect of the application is to be regarded as confidential or commercially sensitive.

## False or Misleading Information

It is an offence under the Local Government (Water Pollution) Acts, 1977 and 1990, as amended, to knowingly submit false or misleading information in the licence application and an Applicant is liable to a fine on summary conviction of such an offence.

## Licence Application Fee

Payment of €380 can be made by Cheque or Bank Draft made payable to Irish Water. For electronic payments details of Irish Water's bank account are below.

<b>Bank Name</b>	AIB
<b>Account Name</b>	IRISH WATER
<b>Short Account Name</b>	IW AR
<b>Address</b>	WESTMORELAND STREET
<b>IBAN</b>	IBAN IE09 AIBK 9333 8464 3080 81
<b>Swift Code</b>	AIBKIE2D
<b>Account Number</b>	64308081
<b>Sort Code</b>	93-33-84
<b>Currency</b>	EUR

Please quote the Reference Number provided by Irish Water on the transaction. Failure to do so could delay the processing of your payment and application.

If you have any queries in relation to this application please contact Irish Water.

**Telephone:** 1890 278 278      **Email:** [dischargetosewer@water.ie](mailto:dischargetosewer@water.ie)

# Guide to completing the Trade Effluent Licence application form

## Section A Application and Applicant Details

- Question 1** Please indicate the purpose of the application.
- Question 2a** Please enter the IW account number related to your premises at which the trade effluent is proposed to discharge to sewer.
- Question 2b** "Water Point Reference Number (WPRN)" is a unique number assigned to every single water services connection in the country. The WPRN is prominently displayed on correspondence received from Irish Water, and can be found on water bills, previous connection offers, or previous enquiries in relation to the site. Existing customers and brownfield sites should have a WPRN. New customers are not required to answer this question. Please enter the WPRN number related to the premise at which the trade effluent is proposed to discharge to sewer.
- Question 2c** Please enter the application reference number sent by email and displayed on screen upon completion of the webform.
- Questions 3** This question requires the applicant or company to identify themselves, their postal address, VAT number if applicable and to provide their contact details. The principle point of contact will be the person to whom all queries relating to this application will be sent.
- Question 4** If the applicant has employed a consulting engineer or an agent to manage the application on their behalf, the agent's address and contact details should be recorded here.
- Question 5** Tick whether it is the principle point of contact or the agent who should receive future correspondence in relation to the application.

## Section B Site and Operation Details

- Question 6** This is the name of the premises requiring the trade effluent licence for which this application is being made.
- Question 7** This is the premises address requiring the trade effluent licence for which this application is being made.
- Question 8** This is the Eircode of the premises. You can use the Eircode Finder on [www.eircode.ie](http://www.eircode.ie) to obtain an Eircode.
- Question 9** This is the Local Authority where the premises is located.
- Question 10** Please indicate the planning permission status for your premises.
- Question 11** Please provide the planning reference number relating to your premises.
- Question 12** Please indicate if the application relates to an existing or a new development.
- Question 13** Please provide details of any known previous uses of the site.
- Question 14** Please indicate if the site has any additional environmental/waste licences or permits and provide the relevant licence reference numbers.
- Question 15** Please identify the sector(s) from which the discharge will be generated e.g. from an industrial activity, commercial activity etc. This information will provide Irish Water with a general indication of the effluent characteristics likely to be encountered at the premises.

- Question 16** Please provide details of the activities carried out on site. Please indicate clearly where trade effluent is generated on site. Where the effluent is generated from a commercial or industrial activity a brief overview of the primary processes/activities carried out on site is to be provided. This overview should include a schematic process flow diagram of each unit operation and a brief description detailing its purpose. Identify all elements of the process where aqueous emissions to the sewer are generated. Identify any sources of contaminated wash water or contaminated drainage from the site.
- Question 17** Please indicate if there is an existing connection(s) to the public sewer and supply the date of connection and IW Connection Agreement Reference Number if applicable.
- Question 18** Please indicate the number of days worked per week and the number of weeks worked per year.
- Question 19** Please provide the number of full time employees working at your premises.
- Question 20** Please provide details of the daily shift schedule if applicable.

## Section C Effluent Details

- Question 21** Please confirm if it is a new or existing discharge.
- Question 22** Please indicate if the discharge is a mixture of both domestic and trade effluent or if it is only trade effluent. Domestic type effluent is defined as Wastewater of a composition and concentration (biological and chemical), normally discharged by a household, and which originates predominantly from the human metabolism or from day to day domestic type human activities, including washing and sanitation, but does not include fats, oils, grease or food particles discharged from a premises in the course of, or in preparation for, providing a related service or carrying on a related trade. (Source: Water Services Act, 2007). Trade Effluent is effluent from any works, apparatus, plant or drainage pipe used for the disposal to a waste water works of any liquid (whether treated or untreated), either with or without particles of matter in suspension therein, which is discharged from premises used for carrying on any trade or industry (including mining), but does not include domestic wastewater or storm water (Source: Water Services Act, 2007).
- Question 23** Provide details of the volume of trade effluent only discharged per day and per hour.
- Question 24** Applicants must provide information on the rate and volume of the discharge. For domestic effluents flow is expressed in terms of dry weather flow (DWF). DWF is expressed as litres/person/day and can range typically from 110 litres to 180 litres/person/day (typically taken as 150 l/p/d). Allowance needs to be made for infiltration. Flow rates and organic load of domestic effluent from commercial and institutional premises will vary from that of residential premises depending on the activities carried out on the premises. Information on typical flows and loads from different types of commercial premises may be sourced from the EPA Wastewater Treatment Manuals.
- Question 25** Provide details of the discharge pipe diameter and the material.
- Question 26** Provide details of any known variations in discharge volumes and characteristics.
- Question 27** Provide details of the water source to your premises and indicate the volume of water used per day.
- Question 28** Please indicate and provide details if water used on site is used in the product or lost through evaporation or other means and therefore not discharged to sewer.
- Question 29** Provide details of the source of any other discharges from the premises that are discharged to sewer.



- Question 30** Provide the date that the discharge commenced or will commence.
- Question 31** Indicate if the discharge flow is by gravity or if it is pumped.
- Question 32** Provide details of how the flow will be controlled from site (if applicable).
- Question 33** Please provide details of any treatment of FOG before discharge. Eg. Indicate if mechanical/passive grease trap(s) are in place.
- Question 34** Indicate if there is treatment on site prior to discharge and if yes, provide details on the treatment process, operations, maintenance and sludge management.
- Question 35** Please provide information on the current sampling programme for the effluent discharge if applicable. Please note the preferred option for sampling is from the trade effluent stream only as this is representative of the licensable activity. Where it is not feasible to sample the trade effluent only stream please explain why.
- Question 36** Provide details of the trade effluent characteristics. The list of parameters in the Table provided in Q36 is indicative only. Additional physical, chemical or other characteristics as are pertinent to the effluent in question should also be identified. In order to identify the chemical parameters the applicant must determine emission levels having considered the following:
1. Substances listed in the Schedule of EPA (Industrial Emissions)(Licensing) Regulations 2013, S.I. No. 137 of 2013.
  2. Industrial Emissions Directive 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.