

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:

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Has the review been initiated by Uisce Éireann? Yes No

Specify reason for review:

Change of Trading Name/ Registered Business Name Other

If other, provide details:

2a UÉ Account Number (where available):

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2b WPRN Number (where available):

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2c Application Reference Number:

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3 Applicant details:

Registered company name (if applicable):

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Company registration number (if applicable):

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Name of Director/s (if applicable):

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Trading Name / Registered Business name (if applicable):

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Business Registration number (if applicable):

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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 Agent's 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:

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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 Waste Facility Permit/Certificate

Uisce Éireann Tankered Wastewater Agreement Other

If other, provide details:

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

Food Service Establishments:

Restaurants Cafes Fast food establishments Canteens

Public Houses Hotels Other

Commercial:

Carwash Service Station Launderettes Dry Cleaners

Swimming Pools Spa Leisure Centres Transport Depots

Other

Institutional:

Hospitals Universities Healthcare Facilities Other

Industrial:

Food & Drink Waste Biopharma and Chemical

Manufacturing & Engineering Construction Other

If 'Other' provide details of the sector:

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

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21 Provide details of the numbers of shifts worked per day:

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Section C Effluent Details

22 Indicate if this application is for a:

new trade effluent discharge an existing trade effluent discharge

Is the application for a temporary discharge Yes No

If yes, provide expected length of discharge (months)

23 Indicate whether the discharge from the site will be:

trade effluent only both domestic and trade effluent

24 Provide the following details for the trade effluent volumes that you intend to discharge and explain how they have been calculated:

Average volume of 'trade effluent only' discharged per day (m³/day)

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Max volume of 'trade effluent only' discharged per day (m³/day)

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Max volume of 'trade effluent only' discharged per hour (m³/hour)

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

Average volume of domestic type flow discharged per day (m³/day)

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26 Indicate discharge pipe diameter:

100mm 150mm 225mm Other

Indicate discharge pipe material:

PVC Concrete Ductile Iron Other

If other, provide details:

27 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:

28 Indicate the volume and source of water used on site:

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

If other, provide details:

29 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:

Evaporation (m3/day)

In product (m3/day)

Other (m3/day)

And provide further description if necessary:

30 If applicable, indicate the volume of stormwater discharging from the premises to the foul sewer (m3/day):

31 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:

/ /

32 Is the effluent discharge: gravity flow pumped flow

33 Outline proposed details to control the effluent flow to sewer:

Balance Tank Pumped from sump None Other

Provide details on the above:

34 Fats, Oils and Grease (FOG)

Does the site have a canteen? Yes No

Is FOG generated onsite during any other process other than canteen activity? Yes No

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:

35 Is the effluent treated on site prior to discharge? Yes No

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

Primary:

Equalisation

Neutralisation

Physical Separation

eg. Screens, Primary Settlement

Secondary:

Activated Sludge

Membrane Bioreactor

Nutrient Removal

Tertiary:

Chemical Precipitation

Reverse Osmosis

Activated Carbon

Other

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

39 Characterise your proposed or current trade effluent discharge.

Provide details of the physical and chemical components of the proposed effluent discharge. The characteristics of effluents should be largely determined by the raw materials and the processes that result in effluent discharges. If there is an existing discharge, which represents the discharge that you seeking the licence for, then 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.

The table should represent the flow and emission limit value that you are seeking for each parameter in the TE Licence and this should be supported by supplementary information to explain how the projections were derived where necessary.

Discharge Point Reference Number:

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:

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					
Metals: Tick Filtered/Unfiltered as appropriate	Filtered	Unfiltered			
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					
Indicate if any of the following are present in the trade effluent. If yes, attach results from a full analysis suite to this application.				Yes	No
Priority Substances (Annex I, II & III of Directive 2008/105/EC)					
Watchlist substances listed in Annex to CID (EU) 2018/840					
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

39 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).
- 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 Uisce Éireann infrastructure (if known).
- Safety Data Sheets (if applicable)
- Application fee of €380. Cheques or Bank Drafts should be made payable to Uisce Éireann and sent to the address as detailed below. For an electronic payment you must quote the UÉ 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 quoting the Reference Number.
- Any other information that might help Uisce Éireann assess this licence application form.

Section E Declaration & 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 Uisce Éireann 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 Uisce Éireann.

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:

Date:

/ /

Your full name (in BLOCK CAPITALS):

Uisce Éireann will carry out a formal assessment based on the information provided on this form.

Any future trade effluent licence granted by Uisce Éireann 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 or to be sent to the following address:

Licence Applications

Uisce Éireann

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 Act 2014 is 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 Uisce Éireann. Uisce Éireann 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 Uisce Éireann 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. Uisce Éireann shall, at its discretion, make the final determination on whether any aspect of the application is to be regarded as confidential or commercially sensitive.

Any personal data you provide will be treated in accordance with GDPR requirements. For more information on how and why Uisce Éireann processes personal data, please visit www.water.ie/privacy-notice/.

False or Misleading Information

It is an offence under the Local Government (Water Pollution) Act 1977 (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 Uisce Éireann. For electronic payments details of Uisce Éireann's bank account are below.

Bank Name	AIB
Account Name	UISCE ÉIREANN
Short Account Name	Uisce Éireann
Address	DAME STREET
IBAN	IBAN IE09 AIBK 9333 8464 3080 81
BIC	AIBKIE2D
Account Number	64308081
Sort Code	93-33-84
Currency	EUR

Please quote the Reference Number provided by Uisce Éireann 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 Uisce Éireann.

Telephone: 1800 278 278 **Email:** 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 UÉ 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 Uisce Éireann, 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 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 Uisce Éireann 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 confirm if the discharge is directly to the public sewer or to a private drain. Where the discharge is to a private drain Uisce Éireann will commence a Section 22 Order ((Local Government (Water Pollution) (Amendment) Act, 1990)) on the private drain in conjunction with the private drain owner. Uisce Éireann can only issue a Trade Effluent discharge to sewer licence to a sewer which is vested in or controlled by Uisce Éireann. A Section 22 Order will allow for the discharge to be regularised. The Section 22 Process will take a minimum of seven months to complete.

This application form must be accompanied by a site drainage plan showing the route of all trade effluent drainage from the point of origin to the public sewer. The plan should show all foul and storm drainage on the site. The plan must indicate if the discharge is to a private drain prior to connecting to the public sewer. Please clearly indicate the connection point. If the discharge is to a private drain further documentation showing details of ownership should be included with the application such as the Folio Registration Certificate or information from the Local Authority Planning Department.

Question 18 Please indicate if there is an existing connection(s) to the public sewer and supply the date of connection and UÉ Connection Agreement Reference Number if applicable. If you have recently submitted a connection agreement application to Uisce Éireann please provide the date of submission.

Please note a new connection agreement may also be required for sites which have an existing connection but where the request is for an increase in the load or volume of the effluent discharge or where a temporary discharge is required eg construction sites. The connection agreement must be finalised prior to issuing a Trade Effluent Licence. Further information and details on the application process for connecting to the wastewater networks are available at <https://www.water.ie/connections/>

Question 19 Please indicate the number of days worked per week and the number of weeks worked per year.

Question 20 Please provide the number of full time employees working at your premises.

Question 21 Please provide details of the daily shift schedule if applicable.

Section C Effluent Details

Question 22 Please confirm if it is a new or existing discharge.

Question 23 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 24** Provide details of the volume of trade effluent only discharged per day and per hour.
- Question 25** 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 26** Provide details of the discharge pipe diameter and the material.
- Question 27** Provide details of any known variations in discharge volumes and characteristics.
- Question 28** Provide details of the water source to your premises and indicate the volume of water used per day.
- Question 29** 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 30** Provide details of the source of any other discharges from the premises that are discharged to sewer.
- Question 31** Provide the date that the discharge commenced or will commence.
- Question 32** Indicate if the discharge flow is by gravity or if it is pumped.
- Question 33** Provide details of how the flow will be controlled from site (if applicable).
- Question 34** Provide details of the source of Fats, Oils and Grease (FOG) on site. Please provide details of any treatment of FOG before discharge. Eg. Indicate if mechanical/passive grease trap(s) are in place.
- Question 35** 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 36** 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 37** Please provide all relevant details of any flow meter on site measuring trade effluent.
- Question 38** Please provide a full list of chemicals that are used on site which may enter the wastewater effluent stream and provide details of annual usage. Please indicate where the chemical is used on site or the purpose of the chemical. The application form must be accompanied by a SDS for each chemical listed above and the SDS must be compliant with Article 31 of REACH
- Question 39** 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. Priority Substances/Watchlist Substances.
7. Any substances likely to cause corrosion, congealing or unsafe environment of the sewer network.

Section C Effluent Details

Please ensure all the relevant additional documents accompany this application. Where an application is received without the relevant documents it will be returned to the Applicant as Uisce Éireann will not be in a position to process the licence application.

Section E Declaration & Signatures

Please review the declaration, sign, and return the completed application form to Uisce Éireann by email or by post using the contact details provided in Section E. Please note only the signature of the Applicant will be accepted.