English Version

Foirm Iarratais –
Scardadh isteach i Screamhuisce

Comhairle Chontae na Gaillimhe
Galway County Council

Discharge to Ground Water
Application Form

Tá an fhoirm seo le fáil i gcló mór chomh maith	This form is also available in large print

Tá míle fáilte an fhoirm seo a líonadh i nGaeilge

Local Government (Water Pollution) Acts, 1977& 1990
Application for a licence to discharge trade and/ or domestic waste water to groundwater

Part I – Section 1

A. Guidance on Applying for a Discharge Licence - Groundwaters

Any person who intends to discharge domestic waste water or trade effluent to groundwater must attain permission to do so from either the Local Authority or the Environmental Protection Agency (EPA) before the discharge is commenced.

Where the discharge is licensable by the Local Authority, this Application Form is to be completed and submitted to the Local Authority.

The Applicant is requested to read the "Guidance on Applying for a Discharge Licence - Groundwaters" before completing this licence application form.

B. Completing the Application Form

Guidance on what information is to be included in each Part of the Application Form is provided in the "Guidance on Applying for a Discharge Licence - Groundwaters".

The Applicant is asked to contact the Licensing Authority in the event that:
they are unsure as to whether the discharge to sewer is licensable by the Local Authority or the EPA
they are having difficulty in providing all the information required in the application form
they are unsure as to what information they are to provide in the form
they are unsure as to where to source the information required in the form
they require any information or guidance on filling out the form

The Licensing Authority WILL NOT be able to process an incomplete application

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Where multiple discharges are proposed, the applicant for a discharge licence must first contact the Licensing Authority for advice on whether one application form will suffice or whether multiple forms need to be submitted.

Additional Sheets

Where any part of the Application Form does not afford sufficient space to provide the required information, the Applicant should attach additional sheets to the form containing such information.

The additional sheets should be cross-referenced to the appropriate section in the Application Form. Mark each sheet with the name of the Applicant and the name of the premises from which the discharge is generated and indicate the section and part of the Application Form to which the additional sheets relate. An example of an Additional Sheet cross reference is provided in "Guidance on Applying for a Discharge Licence - Groundwaters".

Request for Further Information

The Licensing Authority is entitled under Section 7(3) of the Local Government (Water Pollution) Regulations, 1978 to request the Applicant to submit additional information that the Licensing Authority deems to be necessary for the consideration of an application for a discharge licence.

Where additional information is not provided by the Applicant within a three month period of receiving such a request then the Licensing Authority may carry out the necessary investigations to acquire the information, the cost of which is to be borne by the Applicant. Alternatively the Licensing Authority may proceed to make a determination on the application in the absence of such information.

C. Signatures of the Applicant & Agent

Identify the class of discharge to which this application pertains.

I hereby make an application for a licence to discharge _____* effluent to groundwater under the Local Government (Water Pollution) Act 1977 in respect of the particulars included in this application on behalf of _____(insert name of the Applicant)**.**

* indicate whether trade, domestic or both

Where this application is made by an Agent on behalf of an Applicant, the signature of the Applicant must be provided below confirming the authorisation of the Agent to apply for a licence on their behalf:

I hereby authorise _____ (name of Agent) **to apply for a discharge licence on behalf of _____** (name of Applicant)

Signed: _____ **Date:** _____

(provide signature of Applicant)

I hereby declare that I am fully aware of my responsibilities to implement the conditions of any licence granted on the basis of this application and acknowledge that I may be subject to criminal liability whereby the terms of the licence are not complied with.

Signed: _____ **Date:** _____

(provide signature of Applicant)

Refer to the "Guidance on Applying for a Discharge Licence - Groundwaters" for definitions of the Applicant and the Agent.

Part I – Section 2

A. Disclosure of Information

The Freedom of Information Act, 1997 (as amended) states that every person has a right to access any record held by a public body. This includes discharge licenses (and associated applications) held by the Local Authority. The Local Authority may refuse to provide access to records held by them where the information was provided to the Local Authority with the understanding that it is to be treated as confidential. Circumstances under which confidentiality may apply include where information submitted in the application contains commercially sensitive information or matters of National security.

The Applicant is requested to identify all information submitted with the application which is to be treated as confidential and is requested to identify the grounds on which the information may be categorised as confidential.

B. False or Misleading Information

It is an offence under the Local Government (Water Pollution) Act, 1977 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.

Please provide signature of the authorised representatives of the Applicant and where appropriate the Agent confirming that all the information submitted in this application is correct and also that they have made themselves aware of the provisions of the Freedom of Information Act.

I/we hereby declare that I/we have made myself/ourselves aware of the provisions of the Freedom of Information Act and that I/we understand that there is a legal obligation on the Local Authority to make this discharge licence application available for inspection by third parties.

I/We hereby declare that to the best of my/our knowledge all of the information provided in this application is true and correct.

Signed: _____ **Date:** _____

(provide signature of the Applicant)

Signed:	**Date:**
(provide signature of the Agent)	

Part II – Section 1

A. Contact Details - Applicant	
A (i) Provide contact details for the Applicant below	
The Applicant is:	☐ An Individual ☐ A Group of Individuals ☐ A Corporate
Name (Principal Contact)*	
Address	
Postcode	
Phone Number (day)	
Phone Number (night)	
Fax	
E-mail	
* Where the Applicant is a group of individuals or a corporate body, provide the name of one individual to be the principal contact for the purpose of correspondence relating to a licence granted by the licensing authority.	

A (ii) Where the Applicant is an Individual provide the following details:	
Relationship to the premises from which it is proposed to discharge	☐ Owner/occupier ☐ Landowner ☐ Responsible for treatment facility ☐ Other _____(please specify)

A (iii) Where the Applicant is a Group of Individuals provide the following details:	
Type of Group	☐ Management Company ☐ Residents Association ☐ Voluntary Group ☐ Club ☐ Other _____(please specify)

A (iv) Where the Applicant is a Corporate Body provide the following details:	
Type of Corporate Body	☐ Limited Company ☐ Public Limited Company ☐ Sole Trader ☐ Co-operative ☐ Partnership ☐ Other _____(please specify)
Certificate of Incorporation must be included with the application listing the names of Directors.	

B. Contact Details – Agent	
B. Where an Agent is making this application on behalf of an Applicant the Agent's contact details must be provided	
Name	
Address	
Postcode	
Phone Number (day)	
Phone Number (night)	
Fax	
E-mail	
Relationship to the Applicant e.g. employee, consultant, partner.	

Part II – Section 2

A. Site Details				
A (i) Provide details below of the site / activity from which it is proposed to discharge.				
Name of Site (where applicable)				
Address				
Postcode				
Site location (Co-ordinates)	Easting		Northing	
Is the site an existing development or a new development?	Existing		New	
Is there any existing discharge license(s) granted in relation to the site?	Yes		No	
	Reference No:_____		Reference No:_____	
Is planning permission granted for any proposed / existing development at the site?	☐ Granted Reference Number _____ ☐ Pending ☐ Not Applied For			
Have copies of the following maps / drawings been included?	☐ Site Location Map ☐ Site Layout Map ☐ Site Drainage System Drawings ☐ None of the above Refer to "Guidance on Applying for a Discharge Licence - Groundwaters" for details of what is to be included on the maps.			

A (ii) Identify the sector(s) from which the proposed discharge will be generated.			
Type of Premises	Please tick the box as appropriate		✓
	Accommodation	Household / Holiday Home	
		Hotel / Guesthouse / B&B	
		Caravan Park / Camp Site	
		Nursing Home	
	Education	Non-residential facility	
		Boarding School	
		College / University	
	Commercial / Service	Office	
		Hairdresser / Beauty Salon	
		Doctor Surgery	
		Dentist	
		Launderettes and Dry Cleaners	
		Petrol Station	
		Hospital	
		Churches, Monasteries etc	
		Amenities (golf course, sport facilities etc.)	
	Food & Drink	Public House (with or without food preparation)	
		Restaurant / Café / Take Away	
	Transport	Airport	
		Train station	
		Bus station	
	Industrial	Dry process industry without canteen	
		Dry process industry with canteen where food is prepared	
		Chemicals industry	
		Wood, paper, textiles and leather	
		Food and drink	
		Minerals and other materials	
		Energy	
		Metals	
		Mineral fibres and glass	
		Fossil fuels	
		Cement manufacture	
		Waste	
		Surface coatings	
	Other (Please specify)	e.g. tourism – heritage centre, quarry activities	

A (iii) Activities Carried Out on Site.	
Provide details of the activities carried out on site. Where this involves a process, provide an overview of the process. In particular indicate where domestic waste water / trade effluent is generated.	
Provide additional sheets where necessary.	
Process Materials & Waste Disposal	Where applicable, complete **Appendix A and Appendix B** of this form.

Part III – Section 1

A. Effluent Details	
PART III – Section 1 A is to be completed by All Applicants.	
Type of effluent	☐ Domestic Waste Water Only ☐ Trade Effluent Only ☐ Both Domestic & Trade Effluent
Indicate the type of discharge to which this application relates.	☐ New Discharge ☐ Existing Discharge
Domestic Waste water (if relevant)	Population Equivalent (p.e.) _____
	Expected Dry Weather Flow (DWF) _____m^3/day. **Provide details of how the P.E. & DWF were calculated.**

Trade Effluent only or Domestic & Trade (if relevant)	Normal volume of effluent discharged per day is _____ m^3/day.
	Maximum volume of effluent discharged in one day is _____m^3/day.
	Maximum volume of effluent discharged per hour is _____ m^3/hour.
Provide details of how the trade effluent flows are calculated.	
Effluent Characteristics.	**Complete Appendix C and Appendix D of this form.** Provide additional sheets where necessary.

B. Effluent Details	
<u>PART III – Section 1 B</u> is to be completed by All Applicants. Provide additional sheets where necessary.	
Discharge Variability	Briefly identify whether there is likely to be variability in the discharge flow or characteristics e.g. due to process changes, due to seasonal variation, due to diurnal changes etc. Where the discharge shows seasonal or other variation, please provide details of flow volumes and times of discharge. Also provide details of varying effluent characteristics in Appendix C and Appendix D.
Date of Discharge	Date:_____ 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.
Fats, Oils and Grease (FOG) (if relevant)	Provide details of control measures proposed for the removal of FOG from the effluent prior to discharge. Provide technical data sheets for any equipment

	proposed.
Food Waste (if relevant)	Provide details of provisions for source segregation and disposal of food waste.
Other Discharges	Provide particulars of any other discharges from the premises (e.g. storm water).
Water Supply	Provide details of the source of water that will form part of the discharge e.g. mains, borehole, river etc.
	The estimated volume of water used per day is _____m^3/day
Other Effluent Details	You may be required to furnish such other particulars as the Licensing Authority may reasonably require for consideration of the application e.g. effluent toxicity testing, bioaccumulation testing, biodegradation testing.

Part III – Section 2

<u>Part III – Section 2A</u> is to be completed where the effluent is to be treated prior to discharge		
Operator of Treatment System	Where the treatment system is to be maintained and operated by a third part please provide the following:	
	Contact Name	
	Company Name	
	Address	

	Postcode	
	Phone Number (day)	
	Phone Number (night)	
	Fax	
	E-mail	
	Registered Company Details	
Waste Water Treatment System Overview	Provide particulars of the existing / proposed effluent treatment system. Provide copies of the treatment system process drawings. Provide details of performance standards Provide additional sheets where necessary.	
Is the Discharge a Direct Discharge or an Indirect Discharge	☐ Direct Discharge ☐ Indirect Discharge via Percolation Area, Soakage Pit Filter System or Other Method Where discharge is via Percolation Area, Soakage Pit, Filter System, constructed wetland or other method provide details of the design and construction of same and include such drawings as may be relevant.	
Hydraulic Loading	Effluent Discharge Rate (maximum) is _____ m^3/day Recharge Rate is _____ m^3/day Hydraulic loading rate (volumetric flow rate over a given percolation area) is _____ m^3/day	

B. Effluent Treatment	
PART III – Section 2 B is to be completed where the effluent is to be treated prior to discharge. Provide additional sheets where necessary.	
Treatment System	Provide details of the proposals for the treatment system maintenance.

Maintenance	
Plant Failure	Identify how any failure of the treatment system will be detected.
Sludge	Provide details of proposals for dealing with sludge (where relevant).

Part III – Section 3

A. Effluent Monitoring	
PART III – Section 3 A is to be completed by All Applicants. Provide details of the monitoring proposed for the effluent discharge Provide additional sheets where necessary.	
Monitoring the Discharge.	Provide details of any proposals to monitor the discharge e.g. Parameters to be analysed; Monitoring programme; Details of any sampling equipment to be used.

Location of sampling point(s) (Co-ordinates)	Easting							Northing							
Effluent Flow Monitoring	Provide details of any proposals to monitor the discharge flow														
Licensing Authority Monitoring	Provide a description of how the Licensing Authority will be provided access to the effluent in order to take samples and indicate the point at which such samples may be taken e.g. last manhole before the discharge to ground. (Provide grid reference below).														
Location of Licensing Authority sampling point(s) (Co-ordinates)	Easting							Northing							

B. Pollution Control	
PART III – Section 3 B is to be completed by All Applicants. Provide details of any pollution control measures proposed. Provide additional sheets where necessary.	
Accidental Discharges	Provide details of arrangements to prevent accidental discharges.

Provide below, details of emergency procedures, contact persons and facilities available to respond to unexpected incidents.		
Emergency Response	Contact Name	
	Phone Number (day)	
	Phone Number (night)	
	Provide details of any emergency procedure.	
Environmental Management Plan	Is there an Environmental Management Plan in place in respect of the site? ☐ Yes ☐ No If 'Yes' please submit a copy with this application.	

Part IV – Section 1

A. General Details	
Identify why it is not feasible to discharge to sewer.	
Provide details of the newspaper notice.	Name of Publication:_____ Date of Print: _____ (Please include one original plus the required copies of the notice)

Part IV – Section 2

A. Aquifer Characteristics & Receptor Details																		
Name of Receiving Water																		
Location of Discharge (Co-ordinates)	Easting							Northing										
Add additional rows where necessary. All discharge locations to be indicated clearly on a 1-2500 OS Map.																		

Name of River Basin District	Provide the name of the River Basin District in which the discharge is located _____
Water Framework Directive Waterbody Status	☐ No Status ☐ Moderate ☐ Bad ☐ Good ☐ Poor ☐ High
Designation*	The receiving water is located within the boundary of: (tick as appropriate) ☐ An SAC, site code _____. ☐ An SPA, site code _____. ☐ None of the Above * Note: Where the discharge is located within the boundary of a Natura 2000 site (SAC or SPA), or where a discharge is likely to impact on a nearby SAC / SPA, an Appropriate Assessment (Natura Impact Statement) must be submitted with this application as required by Council Directive 92/43/EEC on the Conservation of Natural Habitats and of Wild Fauna and Flora (Habitats Directive).
Is GWDTE Located within 1km of the Discharge?	☐ Yes ☐ No

Nearby Surface Water Features	Show the location of nearby surface waters e.g. rivers, streams, lakes and field drainage ditches within 250m of the discharge on a map
Drinking Water Abstractions	Provide the name of Public/Group Water Supply Schemes within 1km of the discharge and mark their location on a map. Mark the location of any domestic wells located within 250m of the discharge on a map. --- Is the discharge located within the Zone of Contribution or Source Protection Zone of a Groundwater Protection Scheme? ☐ Yes ☐ No ☐ None Delineated If Yes, provide copy of report and maps.
Soil & Bedrock	Soil type_____ Subsoil type_____ Bedrock Type_____ Karst features_____ Provide copies of reports and maps as relevant.
Aquifer Category and Vulnerability	Identify Aquifer Category _____ Identify Vulnerability Rating _____ Provide copies of reports and maps as relevant.
Topography & Groundwater Flow Direction	Identify slope of land at the point of discharge i.e. Steep (>1:5), Shallow (1:5-1:20), or Relatively Flat (<1:20)_____ Mark groundwater flow direction on a map.
Depth to Water Table	Where available provide depth to water table: _____m.
Refer to "Guidance on Applying for a Discharge Licence - Groundwaters" for sources of information.	

A. Groundwater Background Concentrations		
Receiving Water Background Concentrations.	Parameter	Result (mean)
	Total Dissolved Solids mg/l	
	pH (pH units)	
	Colour	
	Temperature ºC	
	Electrical Conductivity µS/cm	

	Total Hardness mg/l $CaCO_3$	
	Total Ammonia as mg/l NH_4 – N	
	Un-ionised Ammonia as mg/l N	
	Molybdate Reactive Phosphorus as (unfiltered MRP)	
	Total Phosphorus as mg/l P	
	Nitrite as mg/l NO_2 – N	
	Nitrate as mg/l NO_3 – N	
	Total Nitrogen mg/l N	
	Total organic carbon (TOC)	
	Chloride mg/l	
	Sulphate mg/l	
	Sodium mg/l	
	Magnesium µg/l	
	Manganese µg/l	
	Iron µg/l	
	Escherichia coli (E.coli) number/100 ml	
	Total Coliforms number/100 ml	
	Cryptosproridium number/100 ml	
Refer to "Guidance on Applying for a Discharge Licence" for guidance on reporting monitoring data and on sampling**.**		

Part IV – Section 3

A. Impact of Discharge - Site Suitability/Characterisation	
Tier 1 Assessment	A Tier 1 Assessment must be carried out in support of all applications to discharge to groundwater.
Tier 2 Assessment	A Tier 2 Assessment must be carried out for the following: Where the proposed discharge is an input greater than 5 m^3/d and less than or equal to 20 m^3/d of domestic waste water associated with OSWTS and ICWs; Where the proposed discharge is a trade effluent (moderate risk); Where the Tier 1 Assessment indicates uncertainty about the risk of impact to groundwaters, the Applicant must proceed to a Tier 2 Assessment. Note that an Applicant may be requested to conduct a Tier 2 Assessment where the Licensing Authority, following a risk screening of the discharge, deems that there is a moderate risk of impact to groundwaters from the discharge.
Tier 3 Assessment	A Tier 3 Assessment must be carried out for applications to

	discharge to groundwater that relate to the following activities: Inputs greater than 20 m^3/d of domestic waste water; Discharges from Landfills; Where the proposed discharge is a trade effluent (high risk) Where the Tier 1 and Tier 2 Assessments indicate uncertainty about the risk of impact to groundwaters, the Applicant must proceed to a Tier 3 Assessment. Note that an Applicant may be requested to conduct a Tier 3 Assessment where the Licensing Authority, following a risk screening of the discharge, deems that there is a high risk of impact to groundwaters from the discharge.
Refer to "Guidance on Applying for a Discharge Licence - Groundwaters" for guidance on Carrying out a Tier 1, Tier 2 and Tier 3 Assessment.	

Part IV – Section 4

Checklist for Applicant	
Details to be Submitted	**Tick Box where included**
Fully completed, signed and dated application form (1 hard copy and one electronic copy forwarded by email to environment@galwaycoco.ie. If the document is too large to send by email please contact the Environment Section for instruction on how to submit documents via One Drive).	
Name & address of Applicant & Agent	
Has the type of discharge been identified i.e. new or existing / domestic or trade?	
Has location of discharge been identified on a location map?	
Newspaper Notice (one hard copy)	
Application fee of €380	
Site location map at scale 1:50,000	
Site layout map at scale of 1:2500	
Drainage system drawings at scale no greater than 1:2500	
Description of process giving rise to trade effluent	
Description of the proposed method of effluent treatment including details of percolation area (including measures for the control of FOG where appropriate)	
Treatment system process drawings	
Treatment system operation & maintenance details	
Effluent quality, discharge load details and concentration	
Receiving water quality assessment (physico-chemical & microbial)	
Hydraulic loading calculations	
Site investigation results including soil and subsoil characterisation, trial hole and percolation testing.	
Details of designated areas (including designation of waters)	
Proposals for dealing with sludge (where relevant)	
Emergency procedures in case of plant breakdown or pollution incident (including details of storage facilities onsite).	
Results of Tier1/Tier2/Tier3 assessment as appropriate	

Please include any additional information which you deem to be pertinent to the application / discharge.

Appendices

Appendix A - Provide details of process related raw materials, products etc. used or generated on site.							
Substance	**EC Number**	**Nature of Use**	**Amount Stored (tonnes)**	**Annual Usage (tonnes)**	**Danger Classification**	**Risk Phrase**	**Safety Phrase**
Include copies of Material Safety Data Sheets (MSDS) for materials.							

Ref. European Communities (Classification, Packaging, Labelling and Notification of Dangerous Substances) Regulations, 1994

Appendix B - Off-site Waste Disposal					
Waste Description	**EWC. Catalogue No.**	**Quantity (Tonnes per annum)**	**Name of site accepting waste**	**Reference Number of site environment licence**	**State whether recycling, recovery or disposal**

Appendix C - Characteristics of Trade and/or Domestic Effluent

The following list of parameters is indicative only. Additional physical, chemical or other characteristics as are pertinent to the effluent in question should also be identified.

Complete for all applicable sections, giving concentration ranges where available.

Emission Point co-ordinates (One table per emission point):	

Parameter Concentrations in mg/l unless otherwise stated		**Prior to Treatment (if any)**			**As discharged**			
Characteristic Note: Section A = to be completed where discharging domestic effluent only Section A-E = to be completed where discharging to a trade effluent		**Max. Hourly**	**Max. Daily**	**Mg/l**	**Max. Hourly**	**Max. Daily**	**Mg/l**	**% Removal**
A	Temperature °C							
	pH							
	Biological Oxygen Demand (5 day)							
	Chemical Oxygen Demand							
	Suspended Solids							
	Total Ammonia (as N)							
	Nitrate (as N)							
	Total Phosphorus (as P)							
	Conductivity							
	Molybdate Reactive Phosphorus (MRP)							
	Oils, Fats and Greases							
	Sulphates (as SO_4)							
	Chlorides (as Cl)							
	Phenols (as C_6H_5OH)							
	Detergents (as Lauryl Sulphate)							
	Escherichia coli (E.coli) number/100 ml							
	Total Coliforms number/100 ml							
	Cryptosproridium number/100 ml							

B	**Metals** µg/l							
	Arsenic							
	Chromium							
	Copper							
	Cyanide							
	Fluoride							
	Iron							
	Lead							
	Magnesium							
	Manganese							
	Nickel							
	Zinc							
	Other (please specify)							
C	**Pesticides & Solvents:**							
	Atrazine							
	Dichloromethane µg/l							
	Simazine µg/l							
	Toluene µg/l							
	Xylenes µg/l							
D	Organohalogen Compounds (Specify)							
	Organophosphorus Compounds (Specify)							
	Organotin Compounds (Specify)							
	Mineral Oils or Hydrocarbons of petroleum origin							
	Other toxic substances (Specify)							
	Colour (degrees hazen)							
E	**Other:**							
	Other relevant characteristics including fish toxicity data from tests carried out on all or part of the effluent							

Appendix D - Dangerous Substances		
Are any of the following chemicals used in the process or stored on the premises	**Yes/No**	**Are residual chemical process materials or chemical tailings from a process recovered or discharged?**
EDC (1, 2 dichloroethane ($C_2H_4C1_2$)) TRI trichloroethylene (C_2HC1_3); PER perchloroethylene (C_2 $C1_4$); TCB trichlorobenzene		
Carbon tetrachloride, DDT and pentachlorophenol		
Aldrin, dieldrin, isodrin, HCB (hexachlorobenzene), HCBD (hexachlorobutadiene) and $CHCl_3$ (chloroform)		
Cadmium		
>100 kg of raw asbestos		
Atrazine		
Dichloromethane		
Simazine		
Toluene		
Tributyltin		
Xylenes		
Arsenic		
Chromium		
Copper		
Cyanide		
Fluoride		
Lead		
Nickel		
Zinc		

Seol an fhoirm ar ais chuig: **Ionad timpeallachta** **Comhairle Chontae na Gaillimhe** **Áras an Chontae** **Cnoc na Radharc** **Gaillimh** **H91 H6KX**	Return to: Environment Unit Galway County Council Áras an Chontae Prospect Hill Galway H91 H6KX	Tel. (091) 509510 Fax. (091) 769590 environment@galwaycoco.ie www.gaillimh.ie www.galway.ie