

Dublin Waste to Energy



Waste Licence Application Form

EPA Ref. N^o: <i>(Office use only)</i>	<input type="text"/>
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This document does not purport to be and should not be considered a legal interpretation of the provisions and requirements of the Waste Management Acts 1996 to 2003.

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Environmental Protection Agency
Application for a Waste Licence

WASTE MANAGEMENT ACTS 1996 to 2003

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INTRODUCTION

A valid application must contain the information prescribed in the Waste Management (Licensing) Regulations 2004 (SI No. 395 of 2004). **The applicant is strongly advised to read the *Application Guidance Notes for Waste Licensing*, available from the EPA.**

The applicant must conform to the format set out in the guidance notes for applications. Each page of the completed application form must be numbered, e.g. *page 5 of 45*, etc. Also duplicated pages from the application form should be uniquely numbered, e.g. page 5(i) of 45, etc. **The basic information should for the most part be supplied in the spaces given in application form** and any supporting documentation should be supplied as attachments, as specified. Consistent measurement units must be used throughout.

The applicant should note that the application form has been structured so that it requires information to be presented in an order of progressive detail.

When it is found necessary, additional information may be provided on supplementary attachments which should be clearly cross referenced with the relevant sections in the main document.

While all sections in the application form may not be relevant to the activity concerned, the applicant should look carefully through all aspects of the form and provide the required information, in the greatest possible detail.

All maps/drawings/plans must be no larger than A3 size and scaled appropriately such that they are clearly legible. In exceptional circumstances, where A3 is considered inadequate, a larger size may be requested by the Agency.

Information supplied in this application, including supporting documentation will be put on public display and open to inspection by any person. Should the applicant consider information to be confidential, this information should be 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 information is considered to be of a confidential nature, then the nature of this information, and the reasons why it is considered confidential (with reference to the “ Access to Information on the Environment” Regulations) should be stated in the Application Form, where relevant.

It should be noted that it will not be possible to process or determine the application until the required documents have been provided in sufficient detail and to a satisfactory standard.

CHECKLIST

Articles 12 and 13 of the Waste Management (Licensing) Regulations, 2004 (S.I. No. 395 of 2004) set out the information which must, in all cases, accompany a waste licence application. In order to ensure that the application fully complies with the legal requirements of Articles 12 and 13 of the 2004 Regulations, all applicants should **complete** the following.

In each case, refer to the attachment number(s) of your application which contain(s) the information requested in the appropriate sub-article.

Article 12(1) In the case of an application for a waste licence, the application shall -

- (a) give the name, address and, where applicable, any telephone number and telefax of the applicant (and, if different, the operator of the facility concerned), the address to which correspondence relating to the application should be sent and, if the applicant or operator is a body corporate, the address of its registered office or principal office,

LOCATION	Section B.1	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

- (b) give the name of the planning authority in whose functional area the relevant activity is or will be carried on,

LOCATION	Section B.3	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

- (c) in the case of a discharge of any trade effluent or other matter (other than domestic sewage or storm water) to a sewer of a sanitary authority, give the name of the sanitary authority in which the sewer is vested or by which it is controlled,

LOCATION	Section B.4 and Attachment B.4	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

- (d) give the location or postal address (including where appropriate, the name of the townland or townlands) and the National Grid reference of the facility or premises to which the application relates,

LOCATION	Section B.2	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

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(e) describe the nature of the facility or premises concerned, including the proposed capacity of the facility or premises, and in the case of application in respect of a landfill of waste, the requirements specified in Annex 1 of the Landfill Directive,

LOCATION	Table B.7.2, Section D , Attachment D	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(f) specify the class or classes of activity concerned, in accordance with the Third and Fourth Schedules of the Act, and in the case of an application in respect of the landfill of waste, specify the class of landfill in accordance with Article 4 of the Landfill Directive,

LOCATION	Section B.7 and Attachment B.7	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(g) specify, by reference to the relevant European Waste Catalogue codes as presented by Commission Decision 2000/532/EC of 3 May 2000, the quantity and nature of the waste or wastes which will be treated, recovered or disposed of,

LOCATION	The quantity and nature of the waste or wastes which will be treated, recovered or disposed of are presented in Section H	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(h) specify the raw and ancillary materials, substances, preparations, fuels and energy which will be utilised in or produced by the activity,

LOCATION	Table G.1 of Annex 1	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(i) describe the plant, methods, processes, ancillary processes, abatement, recovery and treatment systems and operating procedures for the activity,

LOCATION	Attachment D.2 and Attachment F	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(j) provide information for the purpose of enabling the Agency to make a determination in relation to the matters specified in paragraphs (a) to (g) of section 40(4) of the Act,

LOCATION	Attachment L	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(k) give particulars of the source, location, nature, composition, quantity, level and rate of emissions arising from the activity and, where relevant, the period or periods during which such emissions are made or are to be made,

LOCATION	Section E, Attachment E, Annex 1 Tables E.1 to E.5	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(l) give details, and an assessment of the effects, of any existing or proposed emissions on the environment, including any environmental medium other than those into which the emissions are, or are to be made, and of proposed measures to prevent or eliminate or, where that is not practicable, to limit or abate such emissions,

LOCATION	Section I	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(m) identify monitoring and sampling points and indicate proposed arrangements for the monitoring of emissions and the environmental consequences of any such emissions,

LOCATION	Section F, Attachment F, Drawing UZTBE008 in Attachment B.2.	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(n) describe any proposed arrangements for the prevention, minimisation and recovery of waste arising from the activity concerned,

LOCATION	Section H, Attachment H	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(o) describe any proposed arrangements for the off-site treatment or disposal of solid or liquid wastes,

LOCATION	Attachment H4	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(p) describe the existing or proposed measures, including emergency procedures, to prevent unauthorised or unexpected emissions and minimise the impact on the environment of any such emission,

LOCATION	Attachment J.1.	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

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(q) describe the proposed measures for the closure, restoration, remediation or aftercare of the facility concerned, after the cessation of the activity in question,

LOCATION	Attachment K	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(r) in the case of an application in respect of the landfilling of waste, give particulars of –

(i) such financial provision as is proposed to be made by the applicant, having regard to the provisions of Articles (7)(i) and (8)(a)(iv) of the Landfill Directive and section 53(1) of the Act, and

LOCATION	Not applicable as the application is not made in respect of the landfilling of waste	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(ii) such charges as are proposed or made, having regard to the requirements of section 53A of the Act,

LOCATION	Not applicable as the application is not made in respect of the landfilling of waste	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(s) state whether the activity is for the purposes of an establishment to which the European Communities (Control of Major Accident Hazards involving Dangerous Substances) Regulations, 2000 (S.I. No. 476 of 2000) apply,

LOCATION	Section B.8.	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(t) in the case of an activity which gives rise or could give rise to an emission into an aquifer containing the List I and II substances specified in the Annex to Council Directive 80/68/EEC of 17 December 1979, describe the existing or proposed arrangements necessary to give effect to Articles 3,4,5,6,7,8,9 and 10 of the aforementioned Council Directive,

LOCATION	Not applicable as the proposed development could not give rise to an emission into an aquifer containing the List I and II substances	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(u) include a non-technical summary of information provided in relation to the matters specified in paragraphs (a) to (t) of this sub-article,

LOCATION	Attachment A.1	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

Article 12(4) Without prejudice to Article 13(1) and (2), an application for a licence shall be accompanied by -

(a) a copy of the relevant page of the newspaper(s) in which the notice in accordance with article 6 has been published,

LOCATION	Attachment B.6	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(b) a copy of the text of the notice or notices erected or fixed in accordance with article 7,

LOCATION	Attachment B.6	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(c) where appropriate, a copy of the notice given to a local planning under article 9,

LOCATION	Attachment B.3	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(d) a copy of such plans (appropriately scaled and no larger than A3 size), including a site plan or plans and location map or maps, and such other particulars, reports and supporting documentation as are necessary to identify and describe, as appropriate -

(i) the position of the notice in accordance with article 7,

LOCATION	Attachment B.2 "Drawings" Position of the site notice in drawing UZT/ BE002	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(ii) the point or points from which emissions are made or are to be made, and

LOCATION	Section E, Attachment E, Drawing UZTBE008 in Attachment B.2.	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

(iii) the point or points at which monitoring and sampling are undertaken or are to be undertaken,

LOCATION	Section F, Attachment F, Drawing UZTBE008 in Attachment B.2.	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

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(e) such fee as is appropriate having regard to the provisions of articles 40 and 41.

INCLUDED Y/N	Yes	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

Article 12(5)(a) & (b) An application shall comprise 1 signed original of the application and 2 copies in hardcopy format plus 2 copies of all files in electronic searchable PDF format on CD-Rom.

HARDCOPIES PROVIDED Y/N	Yes	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

CD OF PDF FILES PROVIDED? Y/N	Yes	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

Article 13 Where a development requires an Environmental Impact Assessment to be carried out, 1 signed original and 2 copies in hardcopy format of the environmental impact statement plus 16 copies in electronic searchable PDF format on CD-ROM should accompany this application.

EIA REQUIRED ? Y/N	Yes	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>
3 HARD COPIES OF EIS INCLUDED ? Y/N	Yes	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>
16 CD versions of EIS, as PDF files, PROVIDED? Y/N	Yes	
CHECKED	Applicant <input checked="" type="checkbox"/>	Official <input type="checkbox"/>

PROCEDURES

It is recommended that pre-application consultations with the Agency are undertaken before a formal submission of the waste licence application.

The procedure for making and processing of applications for waste licences, and for the processing of reviews of such licences, appear in the Waste Management (Licensing) Regulations 2004 (S.I. No. 395 of 2004) and are summarised below. The application fees that shall accompany an application are listed in the Second Schedule to the Regulations.

Prior to submitting an application the applicant must publish in a local newspaper, and erect on site, a notice of intention to apply. An applicant, other than a local authority in whose functional area the development is located, must also notify the Local Planning Authority, in writing, of their intention to apply.

An application for a licence must be submitted on the appropriate form (available from the Agency) with the correct fee, and should contain relevant supporting documentation as attachments. The application should be based on responses to the form, supporting written text and the appropriate use of tables and drawings. Where point source emissions occur, a system of unique reference numbers should be used to denote each emission point. These should be simple, logical, and traceable throughout the application.

The application form is divided into a number of sections of related information. The purpose of these divisions being to facilitate both the applicant and the Agency in the provision of the information and its assessment. Attachments should be clearly numbered, titled and paginated and must contain the required information as set out in the application form. Additional attachments may be included to supply any further information supporting the application. Any references made should be supported by a bibliography.

All questions should be answered. No waste management facility is exactly the same and hence each application will require different information. It is therefore possible that some of the sections of this application form may not be relevant to the activity concerned. **Where information is requested in the application form, which is not relevant to the application, the words “not applicable” should be clearly written on the form. The abbreviation “N/A” should not be used.**

Additional information may need to be submitted beyond that which is explicitly requested on this form. Any references made should be supported by a bibliography. The Agency may request further information if it considers that its provision is material to the assessment of the application. Advice should be sought from the Agency where there is doubt about the type of information required or the level of detail.

Information supplied in this application, including supporting documentation will be put on public display and be open to inspection by any person. **Should the applicant consider information to be confidential, then the nature of this information, and the reasons why it is considered confidential should be clearly stated in an attachment to the Application Form. This information should be 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 (representative of the applicant)”.

Applicants should be aware that a contravention of the conditions of a waste licence is an offence under Section 39 of the Waste Management Acts 1996 to 2003.

The provision of information in an application for a waste licence which is false or misleading is an offence under Section 45 of the Waste Management Acts 1996 to 2003.

Note: Drawings. The following guidelines are included to assist applicants:

- *All drawings submitted should be titled and dated.*
- *They should have a **unique reference number** and should be signed by a clearly identifiable person.*
- *They should indicate a scale and the **direction of north**.*
- *All drawings should, generally, be to a scale of between 1:20 to 1:500, depending upon the degree of detail needed to be shown and the size of the facility. Drawings delineating the boundary can be to a smaller scale of between 1:1000 to 1:10560, but must clearly and accurately present the required level of detail. Drawings showing the site location can be to a scale of between 1:50 000 to 1:126 720. All drawings should, however, be A3 or less and of an appropriate scale such that they are clearly legible. Provide legends on all drawings and maps as appropriate.*

The provision of information in an application for a waste licence, which is false or misleading, is an offence under s45 of the Acts.