

ANNEX II: CHECKLIST FOR REGULATION 9 COMPLIANCE

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ANNEX 2: CHECKLIST FOR REGULATION 9 COMPLIANCE

Regulation 9 of the Environmental Protection Agency (Integrated Pollution Control) (Licensing) Regulations 2013 sets out the statutory requirements for information to accompany a licence application. The Application Form is designed in such a way as to set out these questions in a structured manner and not necessarily in the order presented in Regulation 9. In order to ensure a legally valid application in respect of Regulation 9 requirements, all Applicants should complete the following checklist and submit it with the completed Application Form.

Regulation 9(2)		Section in Application	Checked by Applicant ✓
(a)	Give: (i) the name, address and telephone number of the applicant and, if different, any address to which correspondence relating to the application should be sent and, if the applicant is a body corporate, the address of its registered or principal office, (ii) give the location or postal address (including where appropriate, the name of the relevant townland or townlands) and the National Grid reference of the premises to which the activity relates, (iii) give the name of the planning authority in whose functional area the activity is or will be carried on, and (iv) 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 Water Services Authority, give the name of the Water Services Authority in which the sewer is vested or by which it is controlled,	Section B.1 Section B.2 Section B.5	✓
(b)	give - (i) in the case of an established activity, the number of employees and other persons working or engaged in connection with the activity on the date after which a licence is required and during normal levels of operation, or (ii) in any other case, the gross capital cost of the activity to which the application relates,	Section B.4	✓
(c)	specify the relevant class or classes in the First Schedule to the Act to which the integrated pollution control activity relates,	Section B.3	✓
(d)	In accordance with section 87(1B)(a) of the Act of 1992 in the case where an application for permission for the development comprising or for the purposes of the integrated pollution control activity to which the application for the licence relates is currently under consideration by the planning authority concerned or An Bord Pleanála a written confirmation from the planning authority or An Bord Pleanála, as appropriate, of that fact together with either: (i) a copy of the environmental impact statement, 2 hard copies and 2 electronic copies or in	Section B.5c	✓

	<p>such form as may be specified by the Agency, that was required to be submitted with the application for permission, or</p> <p>(ii) a written confirmation from the planning authority or An Bord Pleanála that an environmental impact assessment is not required by or under the Act of 2000,</p>		
(e)	<p>In accordance with section 87(1B)(b) of the Act of 1992 in the case where permission for the development comprising or for the purposes of the integrated pollution control activity to which the application for the licence relates has been granted, a copy of the grant of permission together with either:</p> <p>(i) a copy of the environmental impact statement, 2 hard copies and 2 electronic copies or in such form as may be specified by the Agency, that was required to be submitted with the application for permission, or</p> <p>(ii) a written confirmation from the planning authority or An Bord Pleanála that an environmental impact assessment was not required by or under the Act of 2000,</p>	<i>Section B.5b</i>	✓
(f)	<p>specify the raw and ancillary materials, substances, preparations, fuels and energy which will be produced by or utilised in the activity,</p>	<i>Section A</i>	✓
(g)	<p>describe the plant, methods, processes, ancillary processes, abatement, recovery and treatment systems, and operating procedures for the activity,</p>	<i>Section D</i>	✓

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Regulation 9(2) continued.. /		Section in Application	Checked by Applicant ✓
(h)	indicate how the requirements of section 83(5)(a)(i) to (v), (vii) and (viii) to (x) of the Act shall be met, having regard, where appropriate, to any relevant specification issued by the Agency under section 5(3) of the Act and the reasons for the selection of the arrangements proposed,	<i>Section L</i>	✓
(i)	give particulars of the source, nature, composition, temperature, volume, level, rate, method of treatment and location of emissions, and the period or periods during which the emissions are made or are to be made,	<i>Section E</i>	✓
(j)	identify monitoring and sampling points and outline proposals for monitoring emissions and the environmental consequences of any such emissions,	<i>Section F</i>	✓
(k)	provide: (i) details, and an assessment, of the impacts of any existing or proposed emissions on the environment, including on an environmental medium other than that or those into which the emissions are or are to be made, and (ii) details of the proposed measures to prevent or eliminate, or where that is not practicable, to limit, reduce or abate emissions,	<i>Section I</i>	✓
(l)	describe in outline the main alternatives, if any, to the proposals contained in the application which were studied by the applicant,	<i>Section I.8</i>	✓
(m)	describe the condition of the site of the installation,	<i>Section D</i>	✓
(n)	specify the measures to be taken to comply with an environmental quality standard where such a standard requires stricter conditions to be attached to a licence than would otherwise be determined by reference to best available techniques,	<i>Section F</i>	✓
(o)	describe the measures to be taken for minimising pollution over long distances or in the territory of other states,	<i>Section I</i>	✓
(p)	describe the measures to be taken under abnormal operating conditions, including start-up, shutdown, leaks, malfunctions, breakdowns and momentary stoppages,	<i>Section J and Section E</i>	✓

Regulation 9(2) continued..:/		Section in Application	Checked by Applicant ✓
(q)	describe the measures to be taken on and following the permanent cessation of the activity or part of the activity to avoid any risk of environmental pollution and to return the site of the activity to a satisfactory state,	<i>Section k</i>	✓
(r)	describe the arrangements for the prevention or minimisation of waste and, where waste is produced, the on and of site arrangements for the recovery or disposal of solid and liquid wastes,	<i>Section H.2</i>	✓
(s)	specify, by reference to the relevant European Waste Catalogue codes as prescribed by Commission Decision 2000/532/EC of 3 May 2000, the quantity and nature of the waste or wastes produced or to be produced by the activity, or the quantity and nature of the waste or waste accepted or to be accepted at the installation,	<i>Section H</i>	✓
(t)	state whether the activity consists of, comprises, or is for the purposes an establishment to which the European Communities (Control of Major Accident Hazards involving Dangerous Substances) Regulations, 2006 (S.I. No. 74 of 2006) apply,	<i>Section B.9</i>	✓
(u)	describe, in the case of an activity which gives, or could give rise, to an emission containing a hazardous substance which is discharged to an aquifer and is specified in the Annex to Council Directive 80/68/EEC of 17 December 1979 on the protection of groundwater against pollution caused by certain dangerous substances, the arrangements necessary to comply with said Council Directive, and	<i>Section E.4</i>	✓
(v)	include a non-technical summary of information provided in relation to the matters specified in subparagraphs (c) and (f) to (u) of this paragraph.	<i>Section A</i>	✓

Regulation 9(3) An application for a review of a licence shall:		Section in Application	Checked by Applicant ✓
(a)	state the grounds on which it is made,	Section B.10	✓
(b)	Specify the reference number given to the relevant licence in the register,	Section B.10	✓
(c)	Include the information specified in paragraph (2) and such plans, documents and particulars as are specified under paragraph (4) to the extent and in such a manner as may be specified by the Agency.	Section D	✓
Regulation 9(4) An application for a licence shall be accompanied by -		Section in Application	Checked by Applicant ✓
(a)	a copy of the relevant page of the newspaper in which the notice in accordance with Regulation 5 has been published,	Section B,8	✓
(b)	a copy of the text of the site notice erected or fixed on the land or structure in accordance with Regulation 6,	Section B,8	✓
(c)	a copy of the notice given to the planning authority under section 87(1)(a) of the Act,	Section B.8	✓
Section E.5	(i) the activity	Section A	✓
	(ii) the position of the site notice in accordance with Regulation 6,	Section A	✓
	(iii) the point or points from which emissions are made or are to be made, and	Section B.8	✓
	(iv) monitoring and sampling points, and	Section E.5	✓
(e)	a fee specified in accordance with section 99A of the Act of 1992.	Section E.5, F.6	✓
		Section M	✓



Regulation 9(5)	Checked by Applicant ✓
A signed original, 1 hardcopy and 2 electronic copies of the application as required under paragraphs (1) and (2) or under paragraphs (1) and (3), where the application concerns a review of a licence, and the accompanying documents and particulars as required under paragraph (4) shall be submitted to the headquarters of the Agency.	✓
Hardcopies submitted.	✓
CD version submitted - 2 copies of all files in electronic searchable PDF format on CD-Rom.	✓

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