

WATER (NORTHERN IRELAND) ORDER 1999

Applicant's Guide for Consent to Discharge (for premises other than a single domestic dwelling)

NB: If application is in respect of a single domestic dwelling a separate form (WO2) should be completed.

General

Before submitting this form the applicant should ensure that all the information supplied is correct (see guidance note xv). Liaison with Water Management Unit staff is strongly recommended and any doubt about the detailed information required should be discussed with them before completing the application. Any other matters to be taken into account with the application but not included in this form, may be supplied in a covering letter.

The terms "applicant" and "holder" should be noted. The consent holder is the only person who can claim the benefits of a consent as a protection, and is legally responsible for ensuring compliance with the conditions contained in a consent.

The Department has four months from the date on which a valid application is received (or such further period as may be agreed in writing between the applicant and the Department) to determine the application, otherwise it is deemed to have been refused by the Department (this does not affect your rights of appeal). If you have any questions about the form please contact:

Northern Ireland Environment Agency
Water Management Unit
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LISBURN
Co Antrim
BT28 3AL
Telephone: 028 9262 3034 Fax: 028 9262 3120

GUIDANCE NOTES

Details of Discharges

- i) The Water (Northern Ireland) Order 1999 provides for consent to be granted for the discharge of sewage effluent, trade effluent or other matter. Note that cooling water and run-off contaminated as a result of the carrying on of a trade or industrial activity are both trade effluents (eg, run-off from coal yards, oil storage areas or vehicle loading areas are trade effluents). In these cases Annex 2 should be completed in addition to the main application form. For all discharges of sewage effluent containing a trade component, Annex 2 should also be completed. Note that a separate application form and fee must be submitted for each type of effluent discharge.
- ii) For combined discharges give figures for maximum daily volumes for each component.
- iii) The maximum daily volume should be given in cubic metres per day. The following notes may be of help in calculating the volume. However, the figures should be calculated on a case-by-case basis.

WO1

Property	Average Volume Per Person (litres per day)
Hotels	200 - 300
Restaurants	12 - 30
Camp-sites	75
Day-schools	15 - 40
Boarding schools	90 - 200
Offices	50
Factories	50
Public Houses	12 - 15
Caravans	100 - 180
Residential Homes	300 - 350
Hospitals and Nursing Homes	350 - 450

NB 1000 litres is equivalent to one cubic metre

- ♦ A figure of 250 litres per person per day is to be used when calculating daily volumes for sewage discharges from domestic dwellings. For other premises see the above table.
- iv) For trade effluent comprising site drainage please provide (at Annex 2) the additional grid references in Section 2.1(b), and for each discharge point/outlet clearly mark the plan with the appropriate identity code, eg, outlet 1, 2, 3 or A, B, C.
- v) Samples will normally be taken by filling a container at a purpose-built sampling chamber located immediately after the treatment works. Sampling facilities, freely accessible to Department Staff, must be provided by the applicant with regards to Health & Safety legislation.
- vi) The volume of effluent discharged may need to be monitored. Facilities to enable the Department's officers to measure the volume must be provided in these cases. There may also be a requirement for the discharger to regularly monitor the volume and maintain a log of the readings. Details of the location and type of flow measurement facilities should be given if applicable.

Details of Receiving Environment

- vii) For discharges to coastal waters, details of the length of the outfall, distance below low water and dispersion characteristics should be supplied.
- viii) Where a foul sewer is available locally, this may be the best disposal route for your trade/sewage effluent. This should always be considered and discussed with Northern Ireland Water (Department of Regional Development) before you complete an application for discharge consent under the Water Order.
- ix) Septic tanks and soakaways should not be installed in the vicinity of any well or borehole. The minimum distance required may vary depending on specific site conditions but will never be less than 50 metres.
- x) Soakaways must be designed to British Standard 6297:1983. Percolation testing to determine the area of land required for a soakaway should be carried out (see Appendix 1).

Details of Applicant and Other Information

- xii) Please state clearly the status of the applicant (eg, limited company, partnership, trader, individual). If an agent's name is given in Section 5.1(b) it will be assumed he/she are acting fully on behalf of the applicant and all correspondence will be addressed to him/her. The request to advertise details of the application will be issued direct to the applicant (unless otherwise indicated) and the final consent, if granted, will be issued to the applicant and copied to the agent for information.

If the application is by:

- ♦ a **COMPANY** then the registered office address and the Company Registration Number should be given in addition to the full company name (if correspondence should be addressed elsewhere, please indicate clearly);
- ♦ a **FIRM** or **PARTNERSHIP** or **CLUB** or **CHARITY** then the name and address of the person properly authorised to be the consent holder on behalf of the organisation should be given.

If approved, a consent will be granted in the name of the applicant. In the case of a company or individual, this is straightforward. In the case of a firm or partnership, club or charity, please consider carefully the name of the authorised person identified as the applicant. As there are special rules concerning subsequent transfer of consents, you must advise the Department of any change in the name of the consent holder.

Please note that the Department requires a single body or company to be responsible for the discharge and any invoices raised under the Annual Charges Scheme. Where multiple dwellings with different owners are connected to a single sewage treatment works a management company must be set up.

- xiii) For your guidance the current fees applicable to discharge consent applications are set out in the attached note headed "**Application Fees - Discharge Consents**". These may change from time to time and it is advisable to confirm the current fees before submitting an application.

A cheque for the application fee made payable to the "Department of the Environment" must be enclosed with the application.

NB: Failure to submit the required application fee will lead to your application form being returned without processing. If an application is incomplete because any item of information requested has not been supplied then the application will be returned.

- xiii) The applicant should attach 7 copies of:

- (a) a site plan **1:500 scale** (maximum A3 size) showing in detail the location(s) of the discharge point(s), sampling point(s), treatment plant(s) and any other information requested in the application form clearly marked with arrows and labels as necessary. This site plan must include the layout of the sub-surface irrigation system (soakaway) drawn to scale.
- (b) a location map **1:50,000 scale** (maximum A4 size) clearly showing the location of the premises. This should be such as to enable a stranger to the area to readily find the premises; and
- (c) any other relevant working drawings such as details of catchment areas for rainfall-dependent discharges.

- xiv) Details of the application must be advertised in the local press. The cost of advertising is the responsibility of the applicant, and the wording of the advertisement and further instructions will be supplied by the Department.

- xv) If any person, in furnishing any information or making any application under or for the purposes of any provision of the Water Order, makes any statement which he/she knows to be false or misleading in a material particular, he/she shall be guilty of an offence and liable:
- (a) on summary conviction, to a fine not exceeding the statutory maximum, currently £20,000;
 - (b) on conviction or indictment, to a fine or imprisonment, not exceeding two years, or both.
- xvi) The applicant is responsible for ensuring that there is no legal impediment to the undertaking of any works relating to the proposals outlined in an application for discharge consent.
- xvii) The application fee which reflects the Department's costs of dealing with applications is payable by the applicant at the time of submission (see note xii). A further annual charge with effect from 2002 may also be payable from the date of coming into force of any consent issued. This will be invoiced separately after the consent is issued. A leaflet setting out details of the Annual Charging Scheme may be viewed on the NIEA Web site at www.ni-environment.gov.uk or a copy may be obtained from Northern Ireland Environment Agency. If you have any questions please feel free to ask.
- xviii) The Department maintains a statutory register, which is available for public inspection, including details of:
- (a) applications for consent;
 - (b) consent issued and conditions imposed;
 - (c) analysis results for all samples of effluent collected to assess consent compliance; and
 - (d) information derived from the results and steps taken in consequence, including any enforcement actions.

Information in the Public Register may be used by certain companies to direct advertising campaigns or for other purposes. The Department cannot deny such companies access to the Public Register.

Any claim for commercial confidentiality will have to be considered by the Department and could lead to a delay in determining the application.

Requests for information to be withheld from the public register must include a full justification for withholding the information.

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Our aim is to protect, conserve and promote the natural environment and built heritage for the benefit of present and future generations.