



**Cork County Council**  
**Environment Directorate**  
**Inniscarra, Co. Cork**

**Local Government (Water Pollution) Acts, 1977 to 2007  
& European Communities Environmental Objectives (Groundwater) Regulations, 2010**

**PART A: GUIDELINES FOR CARAVAN PARK AUTHORIZATION < 5<sup>3</sup>/day**

**A.1. General**

Under Regulation 7 of the European Communities Environmental Objectives (Groundwater) Regulations, 2010 (S.I. No. 9 of 2010) point source discharges and diffuse sources liable to cause surface and groundwater pollution shall be subject to a system of prior authorization.

Wastewater from a caravan park is classified as domestic wastewater. If there is a commercial food service element to the discharge, the discharge is regarded as being non domestic.

Domestic wastewater less than 5m<sup>3</sup>/day discharged to ground water via percolation area, sand polishing filter, constructed wetlands etc., is currently exempt but an 'authorization' shall be issued with conditions set out.

The Authorization application fee shall be €100, and an Authorization shall be issued for two years initially.

Any site claiming to be sub 5m<sup>3</sup>/day threshold must provide verification of flow measurement data. Water meter readings may be used, provided that the average flow is measured over two peak loading periods: last weekend in July and first weekend in August, not averaged over monthly periods.

**Cork County Council reserves the right to determine whether or not a discharge is licensable. If you have any queries, please contact the Environment Directorate at 021 4532700.**

**This application form is only to be used for applications where the discharge is below the 5m<sup>3</sup>/day threshold, and is to ground water via percolation area, sand polishing filter etc. Discharges in excess of this threshold, or to surface water require a full discharge licence.**

## **A.2. Where to Apply**

The application should be made to The Secretary, Environment Directorate, Room GF22, Cork County Council, Inniscarra, Co. Cork. The applicant is encouraged to request a pre-application meeting with Environment staff to discuss the nature and scope of the information required. Please contact the Environment Directorate on 021 4532700 or [wastewater@corkcoco.ie](mailto:wastewater@corkcoco.ie) to arrange a meeting.

## **A.3. Documents to be submitted**

Five copies of each of the following documents should be submitted:

- (i) Completed application form with fee
- (ii) A detailed plan of the facility to a scale of not less than 1/500 showing all waste storage points, wastewater treatment infrastructure, discharge points, monitoring points, watercourses, fencing, access points to site and any other relevant information.
- (iii) An assessment of potential ecological impacts from the discharge
- (iv) An 'SPR' risk assessment of the impacts of the discharge with site suitability assessment in accordance with the EPA Code of Practice: Wastewater Treatment Systems for Single Houses. Refer to Appendix 1.

## **A.4. Inspection of Documents**

A local authority is obliged to make available for public inspection at its offices any application and any information submitted by the applicant until the application or any appeal is determined. Any person may make written representations or objections to a local authority in relation to a licence application for a discharge to waters.

## **A.5. Sampling**

Sampling, if requested for chemical and bacteriological analysis, shall be carried out by a suitably qualified person with a qualification in a relevant scientific field. All water quality analysis shall be carried out by a laboratory accredited to ISO 17025 or an appropriate quality standard.

## **A.6 Definitions**

**Waters** is defined as:

- (a) any (or any part of any) river, stream, lake, canal, reservoir, aquifer, pond, watercourse or other inland waters, whether natural or artificial
- (b) any tidal waters, and
- (c) where the context permits, any beach, river bank and salt marsh or other area which is contiguous to anything mentioned in paragraph (a) or (b), and the channel or bed of anything mentioned in paragraph (a) which is for the time being dry, but does not include a sewer
- (d) a discharge to waters includes a discharge from a septic tank or other waste water treatment system to a percolation area or to soil."



### **Natura 2000 Sites**

Ireland aims to conserve habitats and species, through designation of conservation areas.

Natura 2000 is a European network of important ecological sites. The network is made up of Special Protection Areas (SPA), established under the EU Birds Directive (79/409/EEC), and Special Areas of Conservation (SAC), established under the Habitats Directive itself. Further information is available from National Parks and Wildlife ([www.npws.ie](http://www.npws.ie))

1. Special Protection Areas (SPAs) are sites designated for the protection of vulnerable species of bird. To view Cork's designated SPAs, visit:  
<http://www.npws.ie/en/ConservationSites/SpecialProtectionAreasSPAs/Cork/>
2. Special Areas of Conservation (SACs) are wildlife conservation areas considered to be important on a European as well as Irish level. To view Cork's designated SACs, visit:  
<http://www.npws.ie/en/ConservationSites/SpecialAreasofConservationSACs/Cork/>

### **Appropriate Assessment**

An assessment carried out under Article6(3) of the Habitats Directive of the implications of a project or plan on a Natura 2000 site in view of the site's conservation objective. An application for any plan or project within a Natura 2000 site that is not directly connected with or necessary to the management of the site, and which on its own or in combination with other plans or projects is likely to have a significant effect (inc. unknown effects) on the site will require the preparation of a Statement for Appropriate Assessment, i.e. a comprehensive ecological impact assessment of the plan or project on the site. The competent authority carries out an Appropriate Assessment based on the Statement for AA, and any other information as it considers necessary.

The Department of Environment, Heritage and Local Government has published the following guidelines: *Appropriate Assessment of Plans and Projects in Ireland. Guidance for Planning Authorities. (DOEHLG, 2009*

**Note that a documented decision based on the flow chart is required for all applications (see Appendix 2A and 2B).**



**PART B: APPLICATION FORM FOR CARAVAN PARK AUTHORIZATION < 5<sup>3</sup>/day**

This application form is only to be used for applications where the **discharge is below the 5m<sup>3</sup>/day** threshold, and is to ground water via percolation area, sand polishing filter etc. Discharges in excess of this threshold, or to surface water require a full discharge licence.

**Checklist**

I confirm that I have enclosed:

	Please tick
Five copies of the application form, fully completed & €100 Application Fee	<input type="checkbox"/>
Five copies of relevant drawings showing site location and wastewater treatment infrastructure	<input type="checkbox"/>
Five copies of the 'SPR' risk assessment, including site suitability assessment in accordance with EPA COP	<input type="checkbox"/>
Five copies of the assessment of potential ecological impacts	<input type="checkbox"/>
Is the applicant's signature on the first page of the application form?	<input type="checkbox"/>

**B.1.1 Declaration**

I hereby make application under Section 4 of the Local Government (Water Pollution) Acts 1977 to 2007, and Regulation 7 of the European Communities Environmental Objectives (Groundwater) Regulations, to discharge sewage effluent in accordance with the plans and particulars attached.

**Signed :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (in block capitals)** \_\_\_\_\_

**Position in Company** \_\_\_\_\_



## SECTION 1: APPLICANT DETAILS

### B.1.2. Full name of applicant(s):

Applicant(s) must be a legal entity (individual, sole trader, partnership or body corporate). In the case of joint applicants, identify the principal applicant.

<b>Name(s):</b>	
<b>Name(s):</b>	
<b>Principal Applicant:</b>	

### B.1.3. Full address of applicant(s):

The address of the principal place of business, or in the case of a body corporate the registered or principal office, of the applicant(s) and, where applicable, the telephone number, telefax number and e-mail address of the applicant(s).

<b>Address:</b>	
<b>Tel:</b>	
<b>Fax:</b>	
<b>e-mail:</b>	
<b>Contact Name:</b>	

If different, address to which correspondence relating to the application should be sent:

<b>Name</b>	
<b>Address</b>	
<b>Tel:</b>	
<b>Fax:</b>	
<b>e-mail:</b>	

### B.1.4. The location or postal address of the premises to which the licence application relates and if different, from which the effluent or other matter is to be discharged:

	<b>Premises</b>	<b>Discharge Location</b>
<b>Address:</b>		
<b>National Grid Reference for discharge (10 digit 5E,5N)</b>		



**B.1.5. Is the applicant a body corporate?**

Yes

No

If yes please give the company number and supply a copy of the appropriate certificate issued by the Companies Registration Office and give the specified Company Registration or Trade Name if trading under a name. Note. Companies registered in other EU states who have an operation in Ireland must be registered in Ireland under the S.I. No. 395/1993: European Communities (Branch Disclosures) Regulations, 1993.

<b>Company Number:</b>	
<b>Document(s) Reference:</b>	

**B.1.6. All trade name(s) used or proposed to be used by the applicant(s):**

\*Note: any trade names must be registered with the Revenue Commissioners. A copy of a certificate of registration of a business name must be submitted with this application.

<b>Trade Name:</b>	
<b>Trade Name:</b>	

**B.1.7. Is the applicant(s) a partnership?**

Yes

No

If the applicant is a partnership, give the names and addresses of all partners.

<b>Name:</b>	
<b>Address:</b>	
<b>Name:</b>	
<b>Address:</b>	



## SECTION 2    DETAILS OF WASTEWATER TREATMENT & DISCHARGE

### B.2.1    Particulars of wastewater treatment system:

No of Pitches:	Static:								
	Touring:								
	Tent sites:								
Estimated total daily volume of wastewater	$m^3/day$								
How was this flow estimated?									
Is there a private well serving the site?									
Type of wastewater treatment provided:									
Details of wastewater disposal (i.e. percolation area, polishing filter, area etc.)									
Has site suitability been assessed in accordance with the EPA COP? (If yes, include report).									
<b>Location of Points of Discharge (percolation area):</b> All discharge locations to be indicated clearly on a drawing.	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Emission Point Ref. No</th> <th style="padding: 5px;">Location</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </table>			Emission Point Ref. No	Location				
Emission Point Ref. No	Location								
If plant/septic tank is to be maintained by a third party, provide details:	Operator's Name: Operator's Address:								
Is a copy of Maintenance Contract supplied?	Yes	<input type="checkbox"/>	No						
Date contract signed		Duration of contract							
Frequency of desludging									
Sludge carrier name									
Waste Disposal Permit Number									
<b>A Tier 1 'Source-Pathway-Receptor' (SPR) based risk assessment by a competent professional must be submitted with all applications.</b> <b>This risk assessment should have regard to Appendix 1 and the Authorization of Discharges to Groundwater. EPA, 2011 Available to download at <a href="http://www.epa.ie">www.epa.ie</a></b>									



**B.2.2 Particulars of surface water disposal arrangements from the premises:**  
 (all discharge points shall be indicated on the accompanying drawings)

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**B.2.3 Details of Receiving Waters:**

The receiving water is located within/adjacent to the boundary of, or is designated as: (Tick as appropriate)			
An SAC	<input type="checkbox"/>	SAC Code:	
An SPA	<input type="checkbox"/>	SPA Code:	
An NHA	<input type="checkbox"/>	NHA Code:	
Bathing waters	<input type="checkbox"/>		
Freshwater Pearl mussel waters	<input type="checkbox"/>		
Drinking water for Abstraction	<input type="checkbox"/>		
Sensitive waters under UWWD	<input type="checkbox"/>		
Shellfish waters	<input type="checkbox"/>		
None of the above	<input type="checkbox"/>		
If Yes to any of the above, please contact the Licensing Department of Cork County Council as a Statement for Appropriate Assessment may be required. Please refer to guidance notes. A register of designated protected waters can be viewed at <a href="http://www.swrbd.ie">www.swrbd.ie</a> .			





### B.2.4 Characteristics of emission

1 table per emission point, please use additional pages as required.

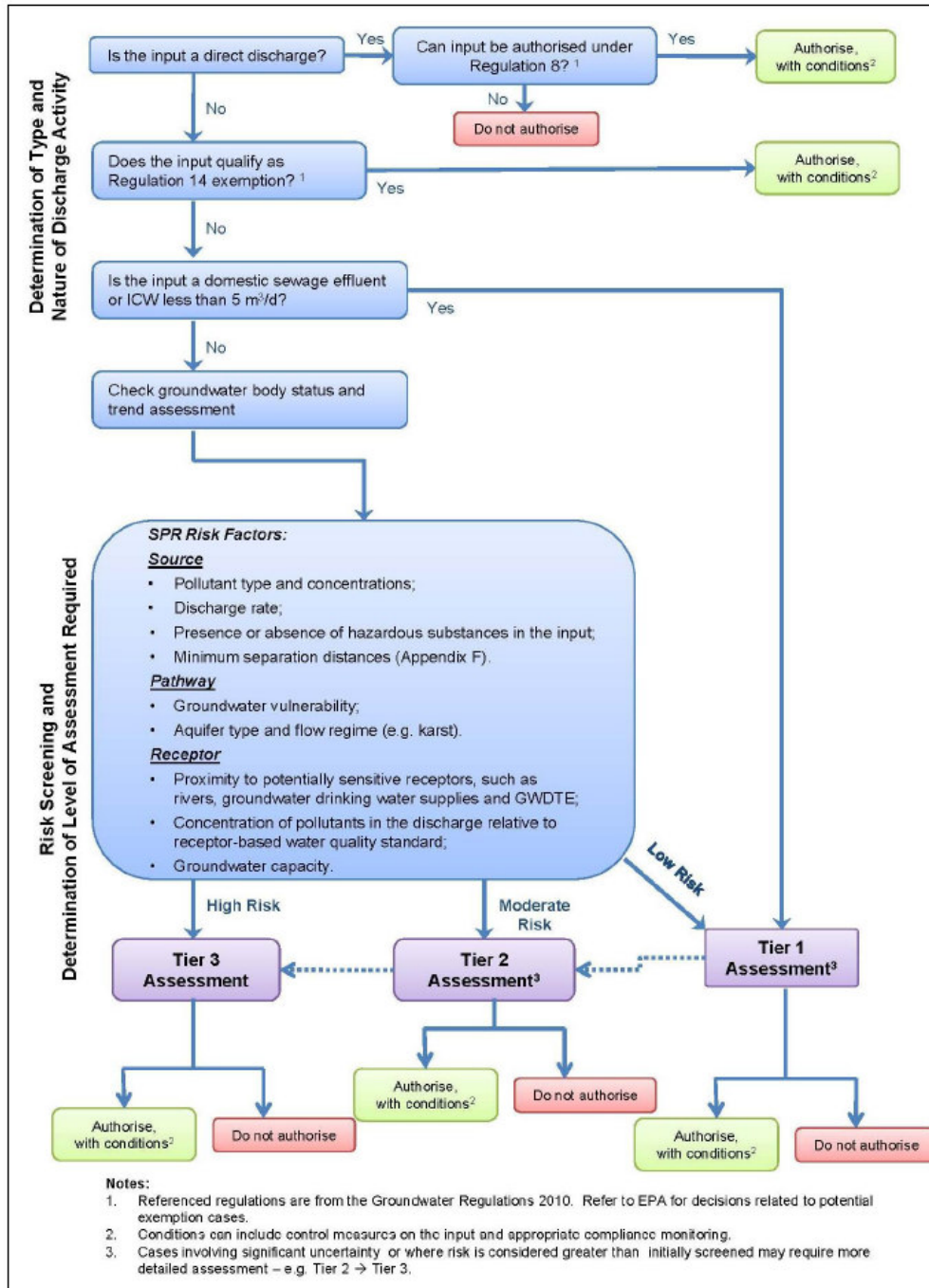
Estimates as per EPA manual 'Wastewater Treatment Systems for Small Communities, Business, Leisure Centres and Hotels. EPA, 1999 are acceptable.

<b>Emission Point Reference No.</b> _____							
	<b>Prior to pre-treatment</b>			<b>As Discharged</b>			
<b>Parameter</b>	Max. Hourly average	Max. Daily average	Kg/Day	Max. Hourly average	Max. daily average	Kg/day	% Removal
BOD <sub>(5)</sub> (mg/l)							
Suspended Solids (mg/l)							
Total Phosphorous (as P) (mg/l)							
Total Nitrogen (as N) (mg/l)							

<b>Emission Point Reference No.</b> _____							
	<b>Prior to pre-treatment</b>			<b>As Discharged</b>			
<b>Parameter</b>	Max. Hourly average	Max. Daily average	Kg/Day	Max. Hourly average	Max. daily average	Kg/day	% Removal
BOD <sub>(5)</sub> (mg/l)							
Suspended Solids (mg/l)							
Total Phosphorous (as P) (mg/l)							
Total Nitrogen (as N) (mg/l)							



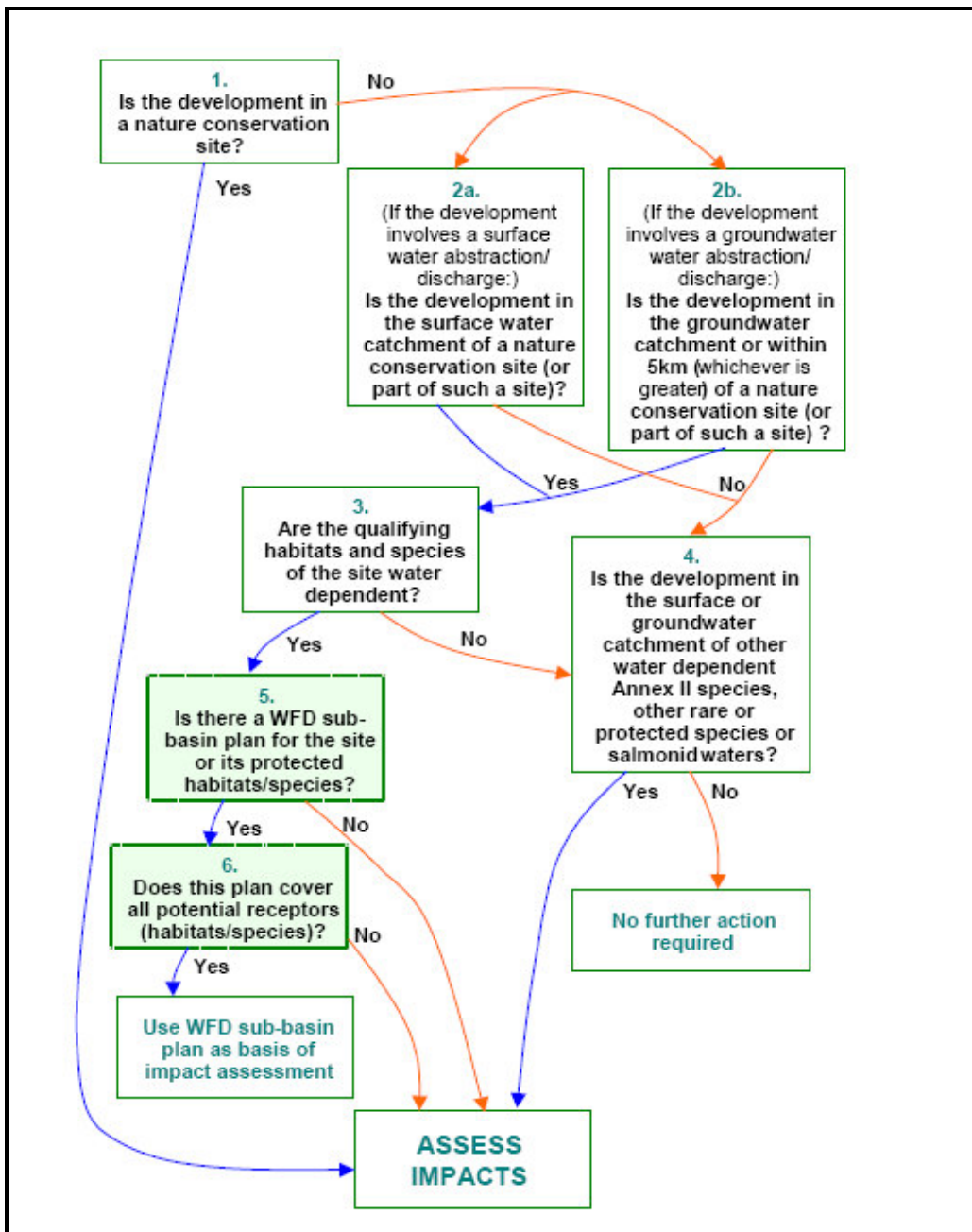
## Appendix 1 Risk Assessment Flowchart



This SPR risk assessment derives from *Guidance on the Authorization of Discharges to Groundwater*. EPA, 2011 and can be downloaded from [www.epa.ie](http://www.epa.ie)



Appendix 2A –Ecological Assessment Flow Chart



**Appendix 2B –Document conclusion:**

<b>What sites must be screened for Appropriate assessment?</b> <b>If the answer is 'yes' to any of the following, the project must be <u>screened</u> for its impacts:</b>	<b>Yes/No</b>
1. Is the site in or on the boundary of a nature conservation site NHA/SAC/SPA?	
2. Will nationally protected species be directly impacted? Wildlife Acts (1976 and 2000), Flora Protection order (S.I. 94 of 1999)?	
3. Is the site a in the surface water catchment, or immediately downstream, of a nature conservation site with water dependant qualifying habitats/ species?	
4. Is the site in the ground water catchment or within 5 km of a nature conservation site with water-dependant qualifying habitats/species?	
5. Is the site in the surface water or groundwater catchment of salmonid waters?	
6. Is the treatment plant in an active or former floodplain or flood zone of a river, lake, etc?	
7. Is the site 3km of a marine nature conservation site?	
8. Will the site in combination with other projects (existing and proposed) or changes to such projects affect the hydrology or water levels of sites of nature conservation interest or the habitats of protected species?	

