

Application for a consent to discharge: Guidance notes



Please read these guidance notes and the whole form carefully before you start to fill it in.

Why you need a consent to discharge

Under the Water Resources Act 1991 (as amended by the Environment Act 1995) you need permission from the Environment Agency if you want to discharge effluent to

- inland freshwaters
- coastal water or estuaries
- ground waters or land.

Applying for permission to discharge effluent

Anyone who wants to discharge sewage or trade effluent to land or water must get permission (a *consent*) from the Environment Agency.

To simplify the process of applying for a consent, we have produced an application pack and form *WQP1 Consent to discharge*. However, we prefer to discuss your plans with you before you start to fill in the form. If you have not already spoken to us, please get in touch on 08708 506 506.

Information we need to decide if we can issue a consent

The information we need must enable us to understand

- the type of effluent you plan to discharge
- the volume you plan to discharge
- the constituents of the effluent
- where it will be discharged and where the discharge points lead
- whether the effluent will be treated (and how)
- where the effluent can be sampled.

Guidance on making your application

The guidance notes on the following pages give you more details about what we need to know and how to set out the information in the right format on the application form.

The notes are divided up into sections which explain what you need to know about filling in the different parts of the form. They include a *glossary* to define some of the terms we use in the application pack.

Other documents you need

In the application pack, we have also sent you

- the parts of the application form you need (the form is in five parts A to E but most people only have to fill in two parts. Everyone must fill in *Part A*.)
- a copy of the leaflet *Charges: Discharges to controlled waters*
- a covering letter.

Please get in touch with us if you did not get any of these documents.

You can also find copies on our website:
www.environment-agency.gov.uk

If you need help and advice

Please contact us if you need any advice on how to give the information we need. If you send in a form with information missing or incomplete, we will not be able to process it.

You can get in touch with us on the number in the letter that came with the application pack (or call 08708 506 506).

About the application form

The form is designed to cover every type of application, from individual home owners to large water companies.

You should use it

- for a new application – when you need a consent to discharge effluent for the first time
- to apply for an extra discharge point (if you already hold a consent for the site)
- to change (vary) a consent you already hold – for example, if you want to discharge more effluent
- if you already have permission to discharge effluent at one site and need permission for another.

If you plan to discharge several types of effluent from a site, you should fill in a separate copy of the relevant part of the form for each type of effluent.

Variations to an existing consent

If you want to make any changes (variations) to a consent you already hold, you usually have to fill in an application form. For example, when you want to change

- the location of the discharge
- the type or amount of effluent you discharge
- any of the conditions on the consent.

Please contact us if you need advice about any changes you want to make to your existing consent. (You may be able to make some changes without a written application.)

You can get in touch with us on the number in the letter that came with the application pack (or call 08708 506 506).

Which parts of the form you need to fill in

The five parts of the application form are

Part A Applicant and site details

Part B Discharges of sewage effluent containing trade effluent (any volume) or sewage effluent only over 50 cubic metres per day (DWF)

Part C Discharges of sewage effluent only under 50 cubic metres per day (DWF)

Part D Intermittent or emergency sewage effluent discharge

Part E Trade effluent only

Everyone must fill in *Part A*. This asks for the information we need about you, and the site you plan to discharge effluent from.

You also need to fill in the other parts we have sent you.

The parts we sent are based on the information you gave us when you asked for an application form.

Getting started

- 1 Make sure you have spoken to us about your plans (or phone us on 08708 506 506).
- 2 Please read through the whole form and these notes before you start to fill in the application.
- 3 Answer the questions in *Part A* and then fill in the rest of the Parts we have sent you.
- 4 After you have filled in the other parts of the application form, you should sign and date *Part A*, sections *A6 Checklist*, *A7 Data protection notice* and *A8 Declaration*.

Fees and charges

When you send us your application, you have to pay us a ‘one-off’ fee for dealing with your application form and deciding if we can issue a consent. You may also have to pay annual charges for the effluent you discharge.

Both fees and charges vary according to

- the amounts
- the types

of effluent you discharge. For example, you will not have to pay an annual charge if you discharge 5 cubic metres of sewage effluent a day or less. But you will have to pay more if you discharge several types of effluent.

Details of charges are in the leaflet *Charges: Discharges to controlled waters*. We may have sent you a copy with this pack, or ask for a copy from your local Environment Agency office.

Fees

You have to pay us a ‘one-off’ fee for processing your application. Please make your cheque payable to ‘*Environment Agency*’.

Annual charges

You have to pay annual charges if you discharge more than 5 cubic metres of sewage effluent a day or any volume of trade effluent.

We will send you a bill every year, which you must pay on 1 April. The bill is based on charges for

- 1 the amount (volume) you discharge
- 2 the type of effluent (content) you discharge
- 3 where you discharge it (receiving waters).

If you want to check how we worked out your bill, please read the leaflet *Charges: Discharges to controlled waters*.

We may reduce your annual bill if you can arrange to monitor discharges from the site in a way which saves us time and money in the monitoring work we do.

Please discuss this with us.

Advertising costs

You may have to make your application public by publishing a notice in the press. This will incur a cost to you should we decide that advertising is necessary (see ‘Publicising your application’ on page 4).

When we get your application

When we get your application, we will

- check that you have sent us the correct fee
- acknowledge it and (if you request) send a receipt for the fee
- pass your application to one of our officers to consider.

If we need more information

We may ask for more information to help

- clarify your plans
- decide if your plans are acceptable.

If you do not provide the additional information we need, we may not be able to process your application.

How long does it take to get a consent?

We aim to process an application form within four months – provided that it includes all the information we need to decide if we can issue a consent.

If we cannot keep to this timescale, we will tell you why and ask you to give us more time. If you do not agree to give us more time, your application will be treated as refused. Then you can appeal to the Secretary of State (in England) or Welsh Ministers.

Issuing a consent

Once we have processed your application, we will decide if we can issue a consent document.

The consent will set out the conditions we expect you to keep to when you discharge effluent from the site.

If there are any changes to the information you gave on your application, you must let us know straight away.

You can phone us on the number in the letter that came with the application pack, or our general number 08708 506 506.

Appeals

If you want to appeal, please get in touch with us. If you are not happy after discussing things with us, you can appeal to the Secretary of State (in England) or Welsh Ministers.

You can appeal if

- you are not happy with the conditions we include on your consent
- we refuse your application
- we do not process your application on time and it is treated as refused.

Time limits for appeals

If you wish to appeal you must do so within three months of the date we issued or refused your consent.

Disclosing information you give us in this application

The Environment Agency has to make certain environmental information available to the public.

This includes details about consents we issue, and details of sampling and analysis from discharge sites. So we must place a copy of this application on the public register.

Part A Applicant and site details

A1 Authorised contact

- The 'authorised contact' is you or someone you nominate to speak to us if we need more information about the application.
- We will address all correspondence to your agent or 'authorised contact' including any invoice for advertising costs.
- We will send your annual bills to the 'consent holder'. If someone else is responsible for paying them, please give us their name and address in answer to question A2.7.

A2 The applicant

It is important to decide who should apply for permission to discharge effluent, because we will issue the consent in their name (they will be the 'consent holder').

If several people apply for the consent, we will issue the consent in all their names. They will be equally responsible for ensuring that

- the sewage or effluent treatment works is maintained
- the discharge complies with the conditions of the consent.

If you have someone acting for you (an authorised contact or agent), they can fill in the application form for you. But they will not be the 'applicant' or the 'consent holder'.

The applicants must sign Part A, section A8 to show their approval for an authorised contact to fill in the application form on their behalf.

Where there are several people applying for one consent, you may wish to consider seeking independent advice about forming a management company to deal with the discharge and liaise with the Agency.

Companies and other corporate bodies

If you are making an application for a company, you should give the name and job title of the person acting for the company (the company will be the *consent holder*).

This also applies to other corporate bodies.

We also need to see written proof of the company's registration.

We may accept official letterheads which show the company number.

Partnerships, clubs and charities

If you are applying for a partnership, club or charity the applicant(s) you name can be

- a single person or
- a group of people (for example, the trustees or partners).

We need to know their job or status within the organisation.

Telling us about changes to the applicants

You must tell us straight away if there are any changes to the information you give us about applicants.

For example, if they change their name or job title.

If one of the applicants leaves their job, we will need details of the person who is authorised to act as applicant instead.

A3 About the site

A3.1 and A3.2 Existing consents or Prohibition Notices for the site

- Existing consents may have been issued under previous or current legislation such as Rivers (Prevention of Pollution) Act (1951), Rivers (Prevention of Pollution) Act (1961), Water Resources Act (1963), Control of Pollution Act (1974), Water Act (1989), Water Resources Act (1991).
- Prohibition Notices or restrictions may have been issued under current or previous legislation such as Rivers (Prevention of Pollution) Act (1951), Rivers (Prevention of Pollution) Act (1961), Water Resources Act (1963), Control of Pollution Act (1974), Water Act (1989), Water Resources Act (1991).

A5 The type of effluent you plan to discharge

The questions in this section help you to identify the other parts of the form you need to make your application.

When you have completed sections A4 and A5, fill in the other parts of the form we sent you. You may need to fill in multiple copies of some parts of the form if you plan to discharge several types of effluent.

You should only fill in sections A6 to A8 **after** the other parts of the form are filled in.

A6 Checklist

If you cannot send all the items we need with your application form, please contact us on the number in the letter that came with the application pack, or on our general number 08708 506 506.

We cannot process an application form with information missing or incomplete.

Continuation sheets

If you have used continuation sheets for any of your answers, you should also tell us how many continuation sheets you are enclosing. Please make sure that you label each sheet clearly with

- the question number it applies to
- the number of the sheet (*for example 3 of 5*)
- application reference number (if you have one, it is on the top of the front page of each part of the form) *or* the name and address of the site.

Trade effluent consents (sewerage undertakers only)

Tell us about any trade effluent consents you have issued

- for effluent draining to this discharge point and
- which include limits for dangerous substances.

You can send us

- a copy of each consent you have issued within the catchment area, or
- a detailed summary of those consents.

Disclosure of information

Please tell us if you feel that any of the information you have given on the application form itself should not be made public (on the grounds of 'commercial confidentiality' or national security) before you send in your application.

You can phone us on the number in the letter that came with the application pack, or on our general number 08708 506 506.

When you send in the application form

- tick the relevant 'Disclosure of information' box in the Checklist
- write 'confidential' next to the information you think is confidential
- enclose a letter with the completed application form saying why the information is confidential
- we will decide if we agree the material is confidential.

If we decide that the information is not confidential we will let you know in writing.

You have a period of 21 days to appeal against our decision before we enter the information onto the public register.

If you are unhappy with our decision you can appeal to the Secretary of State (in England) or Welsh Ministers.

A8 Declaration

Who signs the application

The person who signs the declaration must be the person applying for the consent.

The person who signs the 'Declaration' on page 8 of Part A must be

- the person applying for the consent *or*
- someone authorised to sign the application on behalf of whoever is applying for the consent (this might be a director, the company secretary and so on).

Publicising your application

You may have to make your application public by publishing a notice in the press. We will decide if you have to advertise your application, and let you know in writing. We will base our decision on whether we think

- it is in the public interest
- the effluent you discharge may have an appreciable effect on the environment.

How and when to publicise the application

The notice or advertisement publicising your application must appear at least once in a local newspaper and in the London Gazette. There are legal requirements on

- the content of the notice
- the date it appears (this depends on when you make your application)
- which local papers can be used.

You can place the notice yourself, or we can do it for you.

If we do it for you, we will then invoice you for the cost of placing the notice and make a charge for administration.

Notes on questions which appear in **Parts B, C, D or E**

About your application

Changes to existing consents

Questions B1.3, C1.3, D1.4 and E1.3

It is important that you tell us exactly what you want to change. Please give as much information as possible.

Please get in touch with us if you need advice about any changes you want to make.

Address and location of site

Sections B2, C2, D2 and E2

We need to be able to locate the site easily, and to see how your plans will affect the surrounding areas.

It may be easier to explain complicated proposals by reference to maps and plans than in words. You can use maps or plans to help you explain the answer to any question, or clarify your proposal. You can send more than one map or plan at different scales if you think this is clearer.

The site location plan

You must send us a site location plan which

- is A4 or larger
- is at a scale of 1:10,000 (approximately 6 inches to 1 mile) or larger
- would enable a stranger to the area to find the site.

The plan should show

- the premises discharging effluent
- the site in relation to the local area
- any watercourses, wells, springs or boreholes on the site (or within 50 metres of it).

Please also mark the map to show the points where

- effluent is discharged into the controlled waters
- samples of effluent and influent can be taken automatically or manually (*if required*)
- flow or quantity will be measured (*if required*).

For rainfall-dependent discharges you should also highlight the catchment area (for example storm overflows, runoffs from paved areas). However, this does not apply if the application is from a sewerage undertaker.

How to mark your site and plans on the map

You can use colouring or hatching to highlight areas on the map, or use written labels.

Please make sure you cross-refer to these on the form.

For example, you need to show the location of the discharge to the receiving water, and the location of the effluent sampling point.

Ordnance Survey grid references

Questions B2.2, B2.3, B2.15 and B4.6

C2.2, C2.3 and C2.15

D2.2, D2.15– D2.17 and D2.19

E2.2, E2.3, E2.15 and E4.13.

Use Ordnance Survey maps to find the ordnance survey national grid references (OSNGR) for your site, and for each discharge point and sampling point.

OSNGRs usually consist of two grid letters and ten digits. The first five digits are Eastings and the second five are Northings.

How to calculate the volume of effluent you plan to discharge

Questions B1.4–B1.10, C1.4– C1.9, E1.4–E1.8

We need to know the dry weather flow (DWF) and maximum quantity of effluent you plan to discharge

- per day
- in cubic metres. *1 cubic metre is 1000 litres or 220 gallons.*

Please give us your working calculations on a separate sheet.

DWF only applies to discharges of sewage effluent which may contain rain water. For discharges of sewage effluent which exclude rain water, the maximum daily flow should be used instead of DWF.

See 'Glossary' on page 9 for a definition of DWF.

Please get in touch with us if you need help with making your calculation.

Residential properties

- Please calculate the volume using a norm of 180 litres of sewage per person per day.
- For the purpose of your discharge consent application a default volume for each household may be based on the following guidance:

(Population (P) – Number of inhabitants)

A minimum P equivalent to the number of bedrooms plus 0.5 per household e.g.:

- house with 3 bedrooms = minimum 3.5 P system
- house with 4 bedrooms = minimum 4.5 P system
- house with 6 bedrooms = minimum 6.5 P system

An application for a treatment system serving a group of houses shall add together the P values for each house calculated independently e.g.:

- for a group of three houses (3, 4 and 6 bedrooms) the system shall be designed for a minimum of 14.5 P (3.5 + 4.5 + 6.5);
- an estate of thirty 4-bedroomed houses will need a treatment system for a minimum 135 P (30 × 4.5);
- where there are larger groups of houses, the P should be estimated using both the expected total load and the flow, considering both peak and total flows.

- For package treatment plants the system should be designed to accommodate the highest peak flows and loads that the system might experience. This is to prevent the system failing at times of potential peak occupancy. For good practice in this regard see the British Water Code of Practice *Flows and Loads 2; Sizing Criteria, Treatment Capacity for Small Wastewater Treatment Systems (Package Plants)*. It is recognised that flows calculated using the figures in this publication will be higher than those calculated using the method set out above.

Non-residential properties

We consider the following figures to be reasonable use.

Property	Litres per person per day	Property	Litres per person per day
Industrial		Hotels, pubs and clubs (cont)	
Office/factory without canteen	50	Restaurants – full meals	30
Office/factory with canteen	100	– snacks/buffets	15
Open industrial site e.g. construction, quarry, without canteen	60	– fast food	12
Schools		Amenity sites	
Non-residential without canteen	50	Toilet blocks (per use)	10
Non-residential with canteen	90	Urinals (per use)	5
Residential	200	Shower (per use)	40
Hotels, pubs and clubs		Golf club	20
Prestige hotel	300	Local community sports club	40
3* or 4* hotel	250	Swimming (no associated sports centre)	10
Bedroom only	80	Health club/sports centre	50
Residential conference/training	350	Tent camp sites	75
Non-residential conference/training	60	Caravan sites: not serviced (touring & static)	100
Drinkers	12	static serviced	180
Holiday camp	227	Hospitals and residential care homes	
Resident staff	180	Residential old peoples/nursing home	350
		Small hospitals	350
		Large hospitals	450

Population equivalents

For

- small discharges of sewage effluent-only from residential properties give the number of people the plant will serve
- large discharges, or discharges containing trade effluent, assume that 60gBOD/day equates to one person. From the maximum average weekly load, expressed as g/d, divide by 60g/head/day to calculate population equivalent.

Water companies and sewerage undertakers

Please provide full details of flow calculations including dry weather flow (DWF), flow to full treatment (FFT), population equivalents, trade effluent flows, infiltration, overflow settings, storage requirements.

Discharges to coastal water and estuaries

We need to know

- the precise position of the outfall and
- how the effluent will be dispersed.

For example, if you are using diffusers we need to know the type, their position, and the volume they will handle.

The type of plant and processes you plan to use

Questions B3.1, C3.1, D3.3, D3.9, D3.16, E3.1

We need to know the type of plant or processes you plan to use. The most common types are listed below.

If you are using one of these, you can just write the number and name of the type from the list below in the answer space on the form.

- 1 grit removal
- 2 screening
- 3 grease traps
- 4 settlement
- 5 chemically assisted sedimentation
- 6 septic tank
- 7 soakaway
- 8 package sewage treatment plant
- 9 percolating filters
- 10 activated sludge
- 11 rotating biological contactor
- 12 oxidation ditch
- 13 biological aerated flooded filter (BAFF)
- 14 sand filters
- 15 reed beds (*we need to know their surface area*)
- 16 nitrification
- 17 nutrient removal (chemically assisted)
- 18 nutrient removal (biological)
- 19 ultra violet disinfection
- 20 microfiltration/membrane filtration
- 21 chemical disinfection (trial)
- 22 dissolved air flotation (DAF)
- 23 reverse osmosis
- 24 granular activated carbon (GAC)
- 25 chemical precipitation/neutralisation
- 26 anaerobic digestion/fermentation
- 27 sequencing batch reactor (SBR).

If you are using another type of plant, please give details in the answer space on the form.

We need this information to ensure the method of treatment is adequate.

Contents of the effluent

Questions B4.1–B4.4; E4.1–E4.4

Please tell us how you arrived at the details of contents.

If you measured the contents: we need to know how many samples and how much data you used.

If you estimated the contents: we need to know the method you used.

For larger discharges (>50 cubic metres/day) for example, say whether you based the figures on

- trade effluent consents for the site (sewage works only)
- the amount of dangerous substances you removed by treatment
- information supplied by the manufacturers of the treatment methods you are using
- historical data.

We may require copies of the data.

Monitoring the effluent

Sampling points

You must provide facilities to enable representative samples of the effluent (and sometimes the influent) to be taken. The effluent sampling point should be either

- at the discharge point
- at a point between the final treatment and the discharge point.

Self-monitoring

Under some circumstances we may require you to sample the effluent. We will discuss this with you.

Emergency/intermittent discharges

We do not normally expect you to install permanent monitoring of sites where effluent is only discharged occasionally.

But we might ask you to monitor the discharge points after the plant is installed so we can check that it works effectively.

We also need to know whether you are monitoring emergencies or overflow events from storm or emergency discharges and recording

- how often they occur
- how long they last.

Discharge to land

Discharges onto land

Any effluent discharged onto land must be spread over a sufficient area of land to allow it to soak away, with no possible route into a source of surface water.

Discharges into land

The rules about the design and construction of soakaway systems are set out in British Standard 6297:2007 Section 9.

Septic tanks/package treatment plants

If you want to install a septic tank or package treatment plant on the site, you can get advice on

- the size and type you need from building regulations see BS 6297:2007
- how to install it from a specialist environmental pollution consultant or manufacturer.

Hazardous substances and the Groundwater Regulations 2009

Discharges onto or into land, or into groundwaters, which contain hazardous substances or non-hazardous pollutants, will have to conform to the requirements of the Groundwater Regulations 2009. We will contact you to discuss this further once we have received your applications.

Hazardous substances and non-hazardous pollutants defined by the Groundwater Regulations 2009 are listed on page 10 of these notes.

Classification of effluents

The following list shows how we classify discharges from various types of premises.

Sewage

- Households and holiday homes
- Factories and offices without canteens
- Schools without kitchens
- Churches, monasteries and so on
- Water company run sewage treatment works
- Caravan parks and camp sites toilet and shower block.

Sewage and trade

- Public houses and restaurants
- Schools, factories or offices with canteen/kitchen
- Residential homes and retirement homes
- Health farms
- Hospitals.

Sewage and other matter

- Doctors' and dentist's surgeries.

Please contact us for more details of these categories if you are unsure about the nature of the effluent you plan to discharge.

Trade effluent

What 'trade effluent' is

Any effluent discharged from premises carrying on any trade or industry counts as trade effluent. This includes, for example,

- cooling water (direct or indirect)
- site drainage from a vehicle loading area or an area used for storing raw materials or products
- effluent from industrial activities
- effluent from trade premises
- pumping of minewater from a mine.

You must hold a consent to discharge if any water you discharge contains traces of effluent which we treat as trade effluent.

Please get in touch with us if you need advice on whether the effluent you discharge contains trade effluent.

Any other information

At the end of each part of the form, there is a section which asks you for **Any other information**. This gives you the opportunity to give us any information which

- is relevant to your application
- you have not given us (or been asked for) anywhere else on the form.

For example, is there any information about the site or type of effluent which might affect whether we can issue a consent?

Part D Intermittent or emergency sewage effluent discharges

Emergency discharges are only designed to operate under emergency conditions, for example an electrical or mechanical breakdown, where flooding of the site or installation would cause a hazard to the infrastructure or to people.

Reasonable measures to protect the installation from such emergency events should be taken, as well as measures to remedy the situation in the event of emergency breakdown.

The site plan

Questions D2.16–D2.19

As well as a site location plan, you must send us a map of the site which shows

- the storm or emergency discharge points
- overflow sampling and monitoring points
- sewer overflow structure and overflow discharge point
- any culverted surface watercourses.

Storm and emergency overflow storage capacity

Questions D3.5, D3.7, D3.13 and D3.19

We need details of your calculations for the volume of storage required at the intermittent or emergency discharge, or on the sewerage system. For example

- storage requirements
- pass forward flows
- predicted spills and volumes.

We also need to know

- how the calculations have been made
- whether any modelling was carried out.

Overflow settings

Questions D3.6 and D3.18

We need details of the method you used to calculate your answer.

Part E Trade effluent only

Discharges dependent on rainfall

Questions E4.7–E4.12

Discharges of clean, uncontaminated surface water do not normally require a consent. If it is possible to separate clean water from any source of contamination we would expect this work to be carried out before giving consent.

Oil or chemical storage

Question E4.11

Oil or chemical storage areas should be bunded to prevent the escape of leaks or spillages. Certain oil storage areas may have to comply with the Control of Pollution (Oil Storage) (England) Regulations 2001. Rain water that collects in bunds should not normally be discharged into the surface water drainage system. You can find further information in the Agency's Pollution Prevention Guideline *PPG02: Above Ground Oil Storage Tanks*. Please get in touch with us if you would like a copy or you can download it from our website: www.environment-agency.gov.uk and search for *Above Ground Oil Storage Tanks*.

Oil separators

Question E4.12

If discharges could be contaminated with oil, you may need to install an oil separator (sometimes called an interceptor). You can find further information in the Agency's Pollution Prevention Guideline *PPG03: The Use and Design of Oil Separators in Surface Water Drainage Systems*. Please get in touch with us if you would like a copy or you can download it from our website: www.environment-agency.gov.uk and search for *The Use and Design of Oil Separators*.

If you have installed an oil separator you need to tell us about it, including details of the type of separator, its capacity and what maintenance you carry out.

Emergency plans

Question E4.17

We need to know if the discharge may be affected by emergencies such as storms, floods or fires. Details may include things such as the provision of emergency storage, balancing of flows or diversion of effluent to foul sewer.

Please get in touch with us if you are unsure what provisions may be required.

Glossary

Some of the following definitions are derived from the Water Resources Act 1991. The Act contains the definitive text.

Applicant

The applicant is the person applying for permission to discharge effluent. They do not have to fill in the application form but they must sign it.

Coastal waters

Controlled waters which are seaward of the baselines for *estuarial waters* (see below); seaward of the high water mark (as defined in Ordnance Survey maps); waters of any enclosed dock which adjoins those coastal waters.

Consent

We use 'consent' to mean 'permission'. 'A consent' is the document from the Environment Agency giving conditions under which you can discharge effluent.

Consent holder

Any person who holds a discharge consent given or served by the Environment Agency.

Controlled waters

Any surface waters, including coastal waters out to 3 miles from the coast, surface and ground waters. This includes inland freshwaters, but not lakes and ponds with no outlets, unless designated by the Secretary of State or the National Assembly for Wales.

Discharge

We use discharge to mean the actual release of effluent (by whatever means) from a specified outlet to controlled waters.

Dry weather flow (DWF)

DWF only applies to discharges of sewage effluent which may contain rain water.

DWF is defined as:

Average daily flow to the treatment works

- during seven consecutive days without rain (excluding periods containing public holidays)
- following seven days during which the rainfall did not exceed 0.25 millimetres per day.

An estimate of DWF can be obtained using the following formula:

$$\text{DWF} = \text{PG} + \text{I} + \text{E}$$

Where:

P = Population served by the works

G = Domestic water consumption (typically 200 litres per head per day)

I = Infiltration of groundwater into the sewer (typically 50% of PG)

E = Trade effluent flows.

For discharges of sewage effluent which exclude rain water the maximum daily flow should be used instead of DWF.

Effluent

Any liquid which includes particles of matter and other substances in suspension in the liquid and is discharged onto or into land or water.

Estuarial waters

Waters within the area which extends landward upstream to the freshwater limit from the baselines defined in the Department of Environment/National Water Council Pollution Survey maps (or any other maps which we use for this purpose).

Estuary

A semi-enclosed coastal body of water which has free connection to the open sea, extending into the river as far as the limit of tidal influence, within which sea water is measurably diluted with fresh water derived from land drainage.

Ground waters

Any waters which are contained in underground strata.

Influent

Influent is any liquid which is received by a treatment works for treatment before discharge to the environment.

Inland freshwaters

Any natural or artificial river, stream or other watercourse; any natural or artificial lake or pond which connects to surface waters; any reservoir. This includes watercourses that may sometimes be dry.

Intermittent discharge

An effluent discharged at an irregular frequency (for example, as a result of storm run-off or emergency operating conditions).

Invert level

The lower inner surface of a pipe, drain or sewer.

Ordnance Survey national grid reference

The Ordnance Survey national grid reference (OSNGR) is used to mark sites on a map. The OSNGR is taken from Ordnance Survey maps, and consists of two grid letters and ten digits. The first five digits are Eastings and the second five are Northings.

For details of how to work out an OSNGR see an Ordnance Survey map.

Package treatment plants

These are commercially produced plants available from various suppliers.

Prohibition Notice

A ban on discharging effluent issued by the Environment Agency, under the Water Act 1989 or the Water Resources Act 1991.

Receiving waters

We use *receiving waters* to mean any water into which you discharge effluent. See *coastal waters*, *estuarial waters*, *ground waters* and *inland freshwaters*.

Sewage effluent

Any effluent from sewage disposal or sewerage systems – meaning human domestic waste products from collection, piping and treatment systems linked to domestic premises.

Site drainage

The rainfall-dependent discharge from any trade or commercial premises. It is sometimes known as 'runoff'.

Soakaway

A restricted and well-defined area of ground designed to allow liquid to drain into the surrounding soil. It typically includes a system of sub-surface perforated pipe.

Trade effluent

Any effluent which is discharged from premises used for carrying on any trade or industry (other than surface water and domestic sewage). The effluent from trade premises such as hotels, public houses and cafes will include elements of trade effluent and sewage effluent. You must hold a *consent to discharge* if any effluent you discharge includes any trade effluent.

Please contact us if you need more information about this.

Underground strata

Strata under the surface of any land. Water in 'underground strata' includes water contained in: a well, borehole, or works ancillary to these; any excavation into underground strata where the level of water depends on entry of water from those strata.

Summary of hazardous substances

Further information about these substances can be found in the Groundwater Regulations 2009 (available from www.hms.gov.uk)

Hazardous Substances

A hazardous substance is any substance or group of substances that are toxic, persistent and liable to bio-accumulate.

This includes in particular the following when they are toxic, persistent and liable to bio-accumulate:

- (a) organohalogen compounds and substances which may form such compounds in the aquatic environment;
- (b) organophosphorus compounds;
- (c) organotin compounds;
- (d) substances and preparations, or the breakdown products of such, which have been proved to possess carcinogenic or mutagenic properties or properties which may affect steroidogenic, thyroid, reproduction or other endocrine-related functions in or via the aquatic environment;
- (e) persistent hydrocarbons and persistent and bioaccumulable organic toxic substances;
- (f) cyanides;
- (g) metals (in particular cadmium and mercury) and their compounds;
- (h) arsenic and its compounds;
- (i) biocides and plant protection products.

Non-hazardous pollutants

A non-hazardous pollutant is any pollutant other than a hazardous substance.

Note: In accordance with the Groundwater Regulations 2009, the Agency publishes a list of those substances that it considers to be hazardous for the purposes of these regulations on its website (www.environment-agency.gov.uk) together with the criteria for determining toxicity, persistence and bioaccumulation. Alternatively you may also request this information by telephoning the National Customer Contact Centre enquiry line on 08708 506506.

Would you like to find out more about us, or about your environment?

**Then call us on
08708 506 506 (Mon–Fri 8–6)**

**email
enquiries@environment-agency.gov.uk**

**or visit our website
www.environment-agency.gov.uk**

**incident hotline 0800 80 70 60 (24hrs)
floodline 0845 988 1188**



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