

**Water Environment (Controlled Activities)**

**(Scotland) Regulations 2011**

**LICENCE APPLICANT GUIDANCE**

**FORM B2 –** **POINT SOURCE DISCHARGES**

**(EXCLUDING FOUL ONLY SEWAGE AND FISH FARMS)**

# FORM B2 POINT SOURCE DISCHARGES - GENERAL

## INTRODUCTION

This guidance relates to point source discharges excluding foul only sewage and fish farms. For **foul only sewage**, please complete Form B1 - Foul only sewage discharges. For **fish farms** please complete Form C. You can include details of the engineering of new outfalls within the form, and do not have to complete Form E - Engineering.

## SINGLE ACTIVITIES

If you are in doubt about which forms or sections to complete, then remember that each effluent treatment unit is considered to be **one** activity (even if separate units all discharge to the same outlet). For example, if you have a site that has a treated trade discharge and a surface water discharge and also a sewage discharge that has its own treatment unit, then these are separate activities and must be detailed in the form separately. However, if these effluents are treated by one single treatment unit, then this is considered to be a single activity.

# SECTION 1: GENERAL DISCHARGE INFORMATION

## 1.2 Existing or New Discharges

Most applications will be for new discharges; however your discharge may already exist but not yet be licensed by SEPA. Please tick “existing” in the box if this is the case. Alternatively, your discharge may be being altered (e.g. content, scale or location) and you should therefore tick the “alteration to existing” box if this is the case.

## 1.3 About the Outlets

You may be making a new discharge from an existing outlet, or a new outlet. It is important, therefore, to clarify if the outlet is new, existing or being altered. Again, we also need an accurate National Grid Reference for EACH outlet discharging effluent from your site (minimum 10 characters, e.g. XY 1234 5678).

SEPA (and you) must be able to obtain a representative sample of the effluent to aid assessment of compliance with any licence conditions.

Your treatment facility or outlet should be equipped with a suitably designed sampling chamber or some means of safely obtaining a representative sample of the effluent prior to its discharge to the water environment. Please describe these facilities. They should be identified on your plans.

If the outlet is new, or existing and being modified, you must submit the outlet design to SEPA to allow us to assess the engineering implications. **You do not have to complete form E (engineering) simply for a new/altered outfall** unless SEPA believes the planned work will have a significant effect on the receiving water.

## 1.4 Environmental Service

Please identify if any of the discharges qualify as “Environmental Service”. If you are undertaking a controlled activity purely for “environmental service” e.g. by enhancing or restoring ecological integrity without obligation or legal requirement on your part, you may apply for your licence at a reduced fee. You should have discussed this issue with your local SEPA office for more detailed advice, prior to making an application.

Set out your claim on a separate sheet detailing why you consider an Environmental Service claim is appropriate and which activities are involved.

## 1.5 Table Discharge Activity Summary

You may be applying for several similar discharges, or several types of discharge from one site. Remember if several effluents are treated by a single treatment plant, then please identify the main purpose of that treatment unit e.g. sewage treatment etc. Each main type of discharge is categorised here, please choose the type(s) applicable to your site.

This will allow SEPA to know at an early stage if we have received all appropriate parts of the form from you.

## Note on calculating population equivalent (p.e.)

***Domestic sewage effluent****: Full details on calculating population equivalent for domestic dwellings can be found in Section 5 of the latest Flows and Loads document - Sizing Criteria, Treatment Capacity for Small Wastewater Treatment Systems (package plants) [available on British Water website*

[*(www.britishwater.co.uk/)*](http://www.britishwater.co.uk/)*].*

***Non-domestic sewage effluent****: Multiply the number of people using the system by the BOD load (g/day) and divide by 60 (60g is the average BOD load for one person in one day). Information on BOD loading is contained in the Code of Practice.*

***For larger developments****: (normally Scottish Water) An appropriate census figure for occupancy can be used. This should be discussed with your local SEPA office beforehand.*

## Receiving Environment

Please tell us the destination of the discharge within the water environment. This could be to a surface water body such as a river or loch, or to the coast or “transitional waters” (transitional waters are inland tidal waters such as an estuary). Or you may have a discharge to a constructed soakaway or direct to land or groundwater. If the discharge is to a soakaway, please tick the box provided (even it is only a partial soakaway – there is a further question about this later). If the discharge is into or onto land without a soakaway, please tick “land”. If a direct discharge to groundwater i.e. without soakaway, then please tick groundwater.

You may know the name of the receiving water. If not and the water is a tributary of a named river you could state “tributary of *named river*”. Your local SEPA office may be able to give you more advice on this. Otherwise, if you are unsure you may leave this box empty.

## POINT SOURCE – SPECIFIC DISCHARGES

The following sections are split according to types of discharge:

* **Section 2** - Sewage Effluent (Sewage Treatment Works, Combined Sewer Overflows etc)
* **Section 3** - Other Effluents (e.g. trade and industrial effluents)
* **Section 4** - Surface Water Discharges (including those from Sustainable Urban Drainage Systems (SUDS))

Discharges to soakaway refer to **Hydrogeological Guidance to Apply for a Licence to Discharge Effluent to a Soakaway**

# SECTION 2: SEWAGE EFFLUENTS

**For foul only sewage, complete Form B1 - Foul only sewage discharges.**

Please detail the population equivalent served by your sewage treatment facilities. Giving the total population equivalent (p.e.) of all effluent received at the works.

For sewage or organic discharges “p.e.” stands for population equivalent and is the term used to express the Biochemical Oxygen Demand (BOD) load of waste water. To work out the p.e multiply the daily flow of the discharge (m3/d) by the average BOD (mg/l) and divide by 60. (There is 60g BOD in the average load from one person per day). Further guidance on p.e and BOD loadings for particular discharge types can be found on the British Water website ([www.britishwater.co.uk/)](http://www.britishwater.co.uk/).

**Justification for not connecting effluent to any existing mains network must be provided if your premises are within a sewered area.**

## 2.1 Sewage Flows

We require several types of anticipated sewage flow to be provided. For example, the flow of **domestic sewage** and the flow of anticipated **trade effluent** going to the treatment unit should each be detailed (in m3/day). Additionally the expected infiltration of water into the sewerage system should be given.

Please detail the current and design dry weather flow.

Please state the mean daily flow of final effluent from the sewage treatment works to the water environment. This is an average flow measured on a daily basis in m3/d. Additionally, you should tell us the maximum flow rate (litres per second) that can be received at the works and undergo FULL treatment prior to discharge to the water environment.

## 2.2 Sewage Treatment Works

The level and type of sewage treatment given should be detailed here e.g. settlement, activated sludge etc. Where applicable please categorise treatment into primary, secondary and tertiary treatment. Additional documents or diagrams can be appended to help explain your treatment system, but must be clearly referenced (e.g. with the question number from the form).

It is important that mechanical failure is guarded against and that systems are in place to warn of such failures. There should be maintenance arrangements to ensure that the sewage treatment system is in good working order and is maintained in accordance with the manufacturers’ or designers recommendations, or in any case recognised best practice.

## 2.3 Combined Sewer Overflows (CSOs)

No further guidance is presented here – applications should follow previous formats agreed with Scottish Water by completion of the detailed table in the form.

## 2.4 Storm Tanks

Please justify the size of the storm tank provided and explain how tank contents will be returned to treatment once the high flow has abated i.e. explain how the storm tank capacity and function has been designed for the purpose of preventing polluting releases to the water environment during high flows.

## 2.5 Emergency Overflows (EOs)

**The need for an EO must be fully justified to SEPA, due to the potential environmental harm from such flows.** There is a presumption against use of EOs except in exceptional circumstances, and adequate storage in the system may be able to counter the need for an EO. You are advised to contact SEPA to discuss this issue prior to submission of your application.

# SECTION 3: OTHER EFFLUENTS (E.G. TRADE, COMMERCIAL AND INDUSTRIAL)

Every commercial or industrial effluent will be different, and this guide cannot detail all types.

**3.1** Please provide a description of your effluent to aid our understanding of it. Each effluent discharging from individual treatment units should be described.

**3.2** The **composition** of your effluent must be detailed. The tables within the form will allow you to list the key pollutants within both the treated and untreated effluent i.e. the maximum and mean concentrations of pollutants within the treated “final” effluent, including any listed substances. For discharges to groundwater please detail the maximum, minimum and mean annual concentration of pollutants in the effluent. Please give concentrations in units of mg/l or ug/l where appropriate.

**3.3** If you store chemical and liquid wastes on site this must be properly contained to prevent polluting releases to the water environment. Please detail how these chemicals are stored and what containment measures are in place to prevent accidental releases.

**3.4** Treatment: Each effluent treatment unit must be described. If applicable, treatment descriptions can be split into primary, secondary and tertiary levels of treatment. If your effluent has a significant Biochemical Oxygen Demand (BOD) i.e. it is an “organic” discharge, then please state the BOD level (mg/l) contained within it and the relevant **population equivalent**.

**3.5** Please tell us the maximum and mean daily volumes discharged i.e. in a 24 hour period how much

**& 3.6** effluent will enter the water environment. Use the units “cubic metres per day (m3/d). Also detail the maximum flow rate i.e. how many litres of effluent are discharged every second (l/s).

**3.7** The temperature of your effluent may be very different from the ambient temperature of the receiving environment (because the effluent from your process is heated or cooled in some way). If this is the case please give the mean temperature expected and the range i.e. highest and lowest temperature expected.

**3.8** Indicate how failures in the treatment system including pumps will be detected – telemetry and/or visible/audible alarms

**3.9** You must consider how you will ensure the maintenance and good working order of your process and effluent treatment system. You may receive conditions in your licence which specify the maintenance arrangements to be complied with. Please give the details here of any maintenance and process management techniques to be employed (you can refer to extra sheets or available site procedures if necessary).

**3.10** Sewage effluent may be contained within your discharge (e.g. non-residential domestic sewage from staff lavatories, showers and canteen areas). Please detail the number of people served by any on-site sewerage system, or the population equivalent.

**3.11** If the effluent treatment unit(s) at your site receive surface water (i.e. rain water) from impermeable hard standing areas such as yards, roof space, car parks, site roads etc, please tell us the area (m2) involved.

**3.12** If your premises has material storage areas or has other maintenance or operational areas, and areas with regular vehicle movements that do **not** drain to your effluent treatment plant, then this surface water may be at risk of being contaminated. Please tell us how surface water **not** entering the effluent treatment system is handled prior to discharge to the environment. A separate discharge of surface water from your site may also require licensing, unless it is covered by a GBR (see “CAR Practical Guide” within this document). The next section of the form contains the questions relevant to this.

# SECTION 4: SURFACE WATER DISCHARGES INCLUDING SUDS

**4.1** The treatment train refers to the series of techniques employed to change the flow and characteristics of a surface water discharge. As a general principle it is better to deal with runoff locally (i.e. in the first stages of a ‘management train’ close to the source of runoff) returning water to the natural drainage system as close to source as possible. More on SUDS at [www.ciria.org.uk](http://www.ciria.org.uk/)

Maintenance agreements: many SUDs systems require regular maintenance to ensure that they perform effectively. Please detail any such arrangements.