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GUIDELINES TO FILLING IN APPLICATION FORM FOR EFFLUENT DISCHARGE LICENCE

Guidance Notes to applicants on completing the application form.

- A1. **Name of applicant:** - should be the name of the legal entity under which the license will be issued.
- A2. **Personal Identification Number** - to include PIN and I.D. (attach copy to each application). Firms to give number of Certificate of Registration and attach copy to each application.
- A3. **Address** – to include Postal and Physical address.
- A4. **Name of contact person:** Contact person should be someone legally authorised to speak on behalf of the company and a person who can access the company records at all times.
- A5. **Telephone No.** Include a landline and mobile for the contact person.
- A6 **Fax**
- A7 **e-mail, website**
- A8. **Previous Licence Number** – For new application give the Environmental Audit NEMA reference number. Include Environmental Impact Assessment (EIA) Licence No. where applicable. For renewal of licence, provide previous effluent discharge licence number.
- B1. **Location of discharging facility** – Include District / Location, L.R. number and Street No. where applicable. Provide a location plan and attach Survey of Kenya grid referenced A4 size site plan that shows the extent of the installation covered by this license application clearly defining the site boundaries. Indicate points of routine sampling, monitoring and discharge on the site plan. Also indicate the Water Service and Sanitation Board and/or Local Authority under which you are licensed with details of the license.
- B2. **Activity of discharging facility** (e.g. coffee factory, sewage plant, tea factory)
- B3. **Nature and composition of effluent** – Use fourth schedule in the regulations (attached Annex 1) as a guide. Nature and composition of effluent to be supported with a report from NEMA registered laboratories.
- B4. **Does the facility have effluent treatment plant** - Give details on the type of treatment plant and maximum flow received at the treatment plant.
- B7. **Source of processing water to the facility** - Whether borehole, municipal etc and the amount i.e. consumption per day M³/day.
- B8. **Does the facility have access to a Laboratory for monitoring the quality of discharged effluent?** - If yes, give details on what parameters are measured with regard to quality and quantity.
- B9. **Description of the activities of the facility** – All activities in the project to be listed. Give details of the process and type of raw materials used as well as source of energy; include also sub-tenant or non-process activities and their licensing status. Include any conformance to EMS.
- B10. **Points of discharge** – provide a site plan on A4 showing points of routine sampling, monitoring and inspection before discharge into the receiving environment. **Describe the receiving environment e.g. land, river, borehole,**

coastal, stream, lake, pond, canal etc. If already discharging in to the land attach percolation tests for soak area.

PART C: DECLARATION BY APPLICANT

- Declaration to be done by the applicant
- Indicate position if signing on behalf of the proponent
- Partnership – include names of partners and trading names
- Sole trader – indicate if self or signing on behalf
- Firm – indicate whether Limited company

OTHER INFORMATION

- Payment of the application fee to be made to:
NEMA Revenue Account
Kenya Commercial Bank, KICC Branch
Account Number: **233971386**
- Submit filled in application form in **triplicate** to the District Environment Office. Attach the bank depository slip to the application form.