

**« Water Pollution Control Ordinance »  
(Chapter 358)**

presented by Ir Laurence LAU

Environmental Protection Department



# Discharges Subject to Control

- All kinds of wastewater, whether discharged into communal sewers, storm drains, river courses or water bodies, are subject to control except:
  - discharges of domestic sewage into sewers
  - discharges of unpolluted water into storm drains / water bodies

# Recreational Club Wastewater Discharge

## Main Types of Discharges :

- From Fitness Centre –  
**bathing waters**
- From Restaurants –  
**utensils washing & food preparation**
- From Swimming Pools –  
**backwash of filters, annual cleaning**

# Control Mechanism – Discharge Licence

## Who can be the Applicant :

- The person who makes or authorizes the discharge
- The owner or occupier of the premises



水污染管制條例指南

A Guide to the Water Pollution  
Control Ordinance

# Application for Discharge Licence

## Checklist :

- A duly completed application form (Form A)
- Copy of Business Registration Certificate or Certificate of Incorporation
- Water bills or estimated water consumption
- Drainage Layout Plan

FORM A

For Official Use  
Code No.  
WCCO

GOVERNMENT OF HONG KONG  
WATER POLLUTION CONTROL ORDINANCE  
(Chapter 358)

Application for a licence  
Application for installation of a licence  
Water Control Zone

**SECTION A - The Applicant.**

A1. All applicants must complete this section.

Your name in English: \_\_\_\_\_  
Your name in Chinese: \_\_\_\_\_

Your identity card number, V/E, if the applicant is a firm: \_\_\_\_\_  
Your business registration number: \_\_\_\_\_  
Your correspondence address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Your telephone number: \_\_\_\_\_  
(If what exactly are you making the application?  
(For example, "concrete", "sewerage", "drainage", "fisheries", "quarry")

A2. Complete this section if the application is for commercial, industrial or institutional premises (including premises occupied by more than two households) and whether covered as holiday accommodation or otherwise, or a domestic sewage treatment plant.

Name of the premises: \_\_\_\_\_  
Registered address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Name of the manager: \_\_\_\_\_  
Manager's identity card number: \_\_\_\_\_  
Manager's business telephone number: \_\_\_\_\_

**SECTION B - The Effluent.**

B1. All applicants must complete this section.

Give the name and full address of the premises from which the discharge or deposit is made: \_\_\_\_\_  
\_\_\_\_\_  
On what date, day and time will the discharge or deposit begin? \_\_\_\_\_

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Form A (EPD 117)

# Licence Application Procedures

## Procedures :

1. Applicant to submit application
2. EPD to assess application & determine flow rate and discharge determinants
3. EPD to request for outstanding information as necessary
4. EPD to make pre-licensing visit, if necessary
5. Applicant to make a public notification if the discharge is made into the waters of Hong Kong
6. Applicant to settle Demand Note issued
7. EPD to issue licence after payment has been made

# Time for Issuing WPCO licence

- **95% within 14 days upon payment**
- **For application requiring public notification, not earlier than 40 days after the public notification has been made, subject to no objection received .**

# Licence Application - Licence Processing Fee

**The fees for licence application are as follows:**

Type of Discharge	New	Renew
1. A discharge form industrial, institutional or commercial premises:-		
(i) where the flow rate does not exceed 10 cubic metres per day	\$1,290	\$650
(ii) where the flow rate exceed 10 cubic metres per day but does not exceed 30 cubic metres per day	\$1,300	\$650
(iii) where the flow rate exceed 30 cubic metres per day	\$1,300	\$650
2. A discharge from a domestic sewage treatment plant:-	\$2,650	\$1,150
3. A discharge from industrial, institution or commercial premises of domestic sewage only, in unsewered ares	\$125	
4. Effluent from domestic premises in unsewered areas	\$125	



# Determination of Discharge Standards

## Technical Memorandum:

- **The Technical Memorandum (TM) – Standards for Effluents Discharged into Drainage and Sewerage Systems, Inland and Coastal Waters**

## Prohibited Substances :

- **Some substances are prohibited to be discharged into sewers and waters of Hong Kong e.g. petroleum oil or tar, flammable and toxic solvents etc.**

## Radioactive Substances :

- **Not to be discharged into any water bodies or drain**

# Licence Conditions


- **Discharge / Sampling point**
- **Discharge standards**
- **Self monitoring requirement, as required**

# Standards for Effluent Discharge (Example)

Discharge point :	<u>Public Sewer</u>	<u>Storm Drain*</u>
Flow rate (m <sup>3</sup> /day) :	>100&≤200	>1000&≤1500
Suspended solids(mg/L) :	900	30
BOD(mg/L) :	900	20
COD(mg/L) :	2200	80
O&G(mg/L) :	50	20
Surfactants(total)(mg/L) :	50	10
Total Residual Chlorine(mg/L) :	---	1

\* The standards for effluent vary with the rate of effluent flow and water quality objectives of receiving water bodies

# Sample of Licence (1)



License No. [REDACTED] 牌照編號： [REDACTED]
This Licence is Valid to: 30 September 2018 本牌照有效期至：二零一八年九月三十日：


**ENVIRONMENTAL PROTECTION DEPARTMENT**  
**環境保護署**

**WATER POLLUTION CONTROL ORDINANCE (CAP. 358)**  
**水污染管制條例(第358章)**

**LICENCE PURSUANT TO SECTION 15/20/23A\***  
**按第15 / 20/ 23A\*條簽發的牌照**

The Director of Environmental Protection ("the Authority") grants this licence under the Water Pollution Control Ordinance ("the Ordinance") on the terms and conditions stated below.

環境保護署長(「監督」)按下列的條款及條件，根據水污染管制條例(「本條例」)批給此牌照。

12/2/2014  
Date  
日期
(   
( LEE Wai-tak, Anthony )  
For the Authority  
監督( 李偉德 代行)

**PART A 甲部： GENERAL TERMS 一般條款**

Name of Licensee ("the Licensee") 持牌人名稱(「持牌人」)	[REDACTED]
Discharge Premises ("the premises") 排放處所(「處所」)	[REDACTED]
Water Control Zone 水質管制區	Western Buffer Water Control Zone 西區緩衝區水質管制區
Discharge Category 排放種類	Discharge of commercial trade effluent 商業污水排放
Nature of Discharge and Wastewater Treatment Facilities 排放性質及廢水處理設施	(1) Effluent arising from food preparation, cooking and utensils washing 源自食品製作、烹調及清洗器皿過程中產生的污水 (2) Effluent arising from back-wash of swimming pool at G/F 由一樓之泳池反沖洗所產生的污水 (3) Effluent arising from back-wash of swimming pool at 3/F 由三樓之泳池反沖洗所產生的污水 (4) Effluent arising from annual cleaning of swimming pool at G/F 由每年清洗一樓之泳池所產生的污水 (5) Effluent arising from annual cleaning of swimming pool at 3/F 由每年清洗三樓之泳池所產生的污水 (1) Grease trap 隔渣池 (2) & (3) Filter 隔濾 (4) & (5) Residual chlorine removal 去氯餘氯
Discharge Point(s) 排放點	(1) - (3) Discharge into communal foul sewer 排入公用污水渠 (4) Discharge into inshore water 排入沿岸水域 (5) Discharge into communal storm water drain 排入公用雨水渠
Sampling Point(s) 取樣點	Sampling point(s) at discharging outlet(s) of the premises 取樣點位於上述的出水口

\*Delete as appropriate  
將不適用者刪除

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Reference No. [REDACTED]
EPD/IS6

# Sample of Licence (2)

## PART B 乙部 : SPECIFIC CONDITIONS 特別條件

### B1. Limitations on Discharge 排放限制

The quantity and composition of any discharge from the premises shall not exceed the limits stated in the table below<sup>(Note 4)</sup>. All figures are upper limits unless otherwise indicated. All units are expressed as concentration in milligramme per litre unless otherwise stated.

任何源自處所之排放的量和成份不得超過下表所列的限度<sup>(註4)</sup>。除另予表明外，所有數字均為上限。除另予說明外，所有單位均以毫克/升的濃度表示。

Determinand 測量物	Limit 限度				
	Stream 1	Stream 2	Stream 3	Stream 4	Stream 5
Flow Rate (m <sup>3</sup> / day) 流量(立方米/日)	147	1	3	1,141	470
Suspended Solids 懸浮固體	900	1,200	1,200	30	30
Biochemical Oxygen Demand (5 days, 20 °C) 生化需氧量 (5天, 20°C)	900	1,200	1,200	20	20
Chemical Oxygen Demand 化學需氧量	2,200	3,000	3,000	80	80
Oil & Grease 油脂	50	-	-	-	-
Surfactants (total) 表面活性劑 (總量)	50	-	-	-	-
Total Residual Chlorine 總殘餘氯	-	-	-	1	1

### B2. Self-monitoring and Reporting 自行監測及報告

The Licensee shall perform self-monitoring as and when required by the Authority.

持牌人須在監督要求時進行自行監測。

The Licensee shall sample the discharge at the Sampling Point(s) and, at his own expense carry out analyses in accordance with the sample type and measurement frequency specified for each determinand named below:-

持牌人須在取樣點為排放抽取樣本，並依照下列指定的測量物、取樣形式及頻率，自資予以分析。

Determinand 測量物	Unit 單位	Sample Type 取樣形式	Frequency 頻率
For Streams (1) - (3) Biochemical Oxygen Demand (5 days, 20 °C) 生化需氧量 (5天, 20°C)	mg/L 毫克/升	Grab 隨意收集	Bi-monthly 每二個月一次
Oil & Grease 油脂	mg/L 毫克/升	Grab 隨意收集	Bi-monthly 每二個月一次
For Streams (4) & (5) Total Residual Chlorine 總殘餘氯	mg/L 毫克/升	Grab 隨意收集	Each discharge 每次排放時

Results of these monitoring shall be summarized in a report on a Monthly/Bi-monthly/Quarterly\* basis and shall be submitted to the Authority.

所有監測結果須以摘要形式，每一個月/兩個月/三個月\*作出報告，並須呈交監督審閱。

<sup>(4)</sup> Delete as appropriate  
刪去適用者

# Sample of Licence (3)

內部： STANDARD CONDITIONS 標準條件

**C1. The Discharge 排放**

C1.1 The discharge shall not contain polychlorinated biphenyls (PCB), polyaromatic hydrocarbon (PAH), fumigant, pesticide or toxicant, chlorinated hydrocarbons, flammable or toxic solvents, calcium carbide; any substance likely to damage the sewer or to interfere with any of the treatment processes, or to be harmful to the health and safety of any personnel engaged in the operation or maintenance of a sewerage system; waste liable to form scum or deposits in any part of the drainage or sewerage system, or the waters of Hong Kong; waste liable to form discoloration in any parts of the waters of Hong Kong; sludge, floatable substances or solids larger than 10 mm; and sludge or solid refuse of any kind.  
排放不得含有多氯聯苯、聚芳烴、氯基劑、殺蟲劑或毒劑、氯化氫、可燃的或有毒的溶劑、碳化鈣、會阻塞污水渠結構或干擾任何處理程序的物質，或有損操作及維修排水系統人員健康及安全的任何物質；足以在排水或排水系統，或香港水域任何範圍內形成浮渣或沉積物的廢物；足以在香港水域任何範圍內形成變色的廢物；污泥、漂浮物質或體積超過 10 毫米的固體；及任何種類的污泥或固體垃圾。

C1.2 No discharge shall bypass the wastewater treatment facilities, the Sampling Point(s) or the Discharge Point(s) unless it is unavoidable to prevent loss of life, personal injury or severe property damage or no feasible alternative exists.  
除非避免人命傷亡或嚴重財物損失或無其他可行代替辦法，排放不得繞流不經其廢水處理設施、取樣點或排放點。

C1.3 Dilution of the discharge to achieve compliance with the limits contained in this licence is prohibited.  
不得將排放稀釋，以求達到本牌照內所訂的限度。

**C2. Flow Measurement 量度流量**

The Licensee shall determine the flow rate of the discharge by installing, operating and maintaining a continuous flow measuring device with an accuracy certified by its manufacturer to be within plus or minus 3 percent of the actual flow, and calibrating the flow measuring device regularly according to manufacturer's recommendations. If no such device is installed, the Licensee shall determine the flow rate through using calculation methods agreed by the Authority, by making reference to the amount of water used in the premises being served by mains supply and other sources, less process consumption and any other losses.  
持牌人必須裝置、操作及保養一個連續性流量計作為測定排放的流量率之方法，其準確程度須經製造商證實為不超過或低於真正流量率的 3%，並應根據製造商建議的方法，定期校準流量計。如沒有設置該設備，持牌人須依照監督同意的計算方法，根據處所由自來水及其他水源供應的總用水量減去工作耗水量及其他耗水量來測定流量率。

**C3. Treatment 處理**

C3.1 The Licensee shall provide necessary wastewater treatment facilities, and shall engage personnel with adequate qualification and experience to properly operate and maintain all wastewater treatment facilities at all times. Standby equipment shall be provided to guard against failure of major treatment equipment.  
持牌人須提供必要的廢水處理設施，並須僱用有足夠資格及經驗的人士，時常妥善操作及保養所有廢水處理設施。主要處理設施須配有後備裝置，以應付故障發生。

C3.2 In the event of loss of efficiency of operation, or failure of all or part of the wastewater treatment facility, the Licensee shall take all reasonable steps to the extent necessary to maintain compliance with this licence. Such steps shall remain until operation of the wastewater treatment facility is restored or an alternative method of treatment is provided.  
倘若部份或整個廢水處理設施操作失靈或發生故障，持牌人須採取所有必要的合理措施，以求達到符合本牌照的規定。此等措施須維持至廢水處理設施恢復如常操作或有其他代替的處理方法可供採用為止。

C3.3 If the wastewater treatment facilities are not properly operated and maintained to the satisfaction of the Authority, the Licensee shall take immediate and effective remedial actions as required by the Authority.  
倘若廢水處理設施的操作及保養未能令監督滿意，持牌人須按監督之規定，採取即時及有效的補救行動。

**C4. Disposal 棄置**

Sludges, screenings, solids, oil and grease, filter backwash, or other pollutants removed in the course of treatment shall be disposed of in a proper manner.<sup>(Note 5 & 6)</sup>  
處理過程中所產生的污泥、隔渣物、固體、油類、過濾器回流或其他污染物，必須妥善地棄置。<sup>(附註 5 及 6)</sup>

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# Sample of Licence (4)

## C5. Monitoring 監測

- C5.1 The Licensee shall provide and maintain suitable facility such as an inspection chamber, manhole or sampling valve at each Sampling Point to enable duly authorized officer(s) of the Authority to take samples of the discharge at any time from the premises.  
持牌人須在每一個取樣點提供及保養適當的設施，例如檢查槽、沙井或取樣閥，以讓獲授權監督的人員隨時可在處所內抽取排放樣本。
- C5.2 For self-monitoring, "grab samples" shall be taken during the period when the determinant to be analyzed for is likely to be present in its maximum concentration. "Composite samples" shall include samples taken over daily duration of the discharge.  
在自行監測中，「隨意取樣本」須在測量物的濃度很可能是最高的那段時間內抽取。「綜合樣本」須包含在每日排放期間不同時候所抽取的樣本。
- C5.3 For self-monitoring, all samples shall be analyzed in accordance with the most updated analytical methods used by the Government Chemist.  
在自行監測中，所有樣本均須按照政府化驗師所採用的最新分析方法予以分析。

## C6. Records and Reporting 紀錄及報告

- C6.1 The Licensee shall keep the following records in the premises for inspection by duly authorized officer(s) of the Authority:  
持牌人須在處所內保存下列紀錄，以備獲授權監督的人員隨時查閱：
- (i) records of flow rate, nature and composition of the discharge;  
排放流量率、性質及成份的紀錄；
  - (ii) updated records of all monitoring information, including all laboratory analytical results relating to samples taken, all original chart recordings for continuous flow and pH monitoring; and  
所有最新監測資料的紀錄，包括所有關於已取樣本的檢驗分析結果、所有連續性流量及酸鹼值監測紀錄圖表的正本；及
  - (iii) records of all desludging and degreasing operation, and records of corresponding disposal operation.  
所有清除污泥和清理隔油池廢物工作的紀錄，及其棄置工序的紀錄。
- Copies of all such records shall be submitted to the Authority upon request.  
在監督要求時，須向監督呈交所有該等紀錄的副本。
- C6.2 The Licensee shall notify and explain to the Authority within 24 hours upon the occurrence of an accidental discharge or any emergency bypass or an overflow of untreated effluent or an operation upset which places the discharge in a temporary state of non-compliance with this licence. The Licensee shall within 7 days following the incident, submit to the Authority a detailed report in writing on the cause and duration of the non-compliance and steps taken or to be taken to reduce, eliminate, or prevent recurrence of such non-compliance. Reporting in accordance with this Condition does not relieve the Licensee of any obligations imposed by this licence.  
倘若未經處理的污水意外排放、緊急繞流或溢滿的事件或操作失靈，引至排放出現短暫不符合牌照規定的情況，持牌人須在事發後 24 小時內立即知會監督並予以解釋。持牌人須在事故發生後 7 天內，以書面報告，詳述事件的起因、違反牌照條件的時間及為減少、消除或防止類似事件再次發生所採取或將會採取的措施，提交監督審閱。然而，按照本條件的規定提交報告並不表示持牌人可獲免於承擔本牌照內所載的任何責任。

## C7. Operation Manual 操作手冊

The Licensee shall prepare an operation manual which shall include, as a minimum, operating procedures, inspection programme and repair and maintenance programme for the wastewater treatment facilities. The operation manual shall be kept at the aforesaid wastewater treatment facilities and a copy of the manual shall be submitted to the Authority upon request.

持牌人須擬備廢水處理設施的操作手冊。手冊內容須最低限度包括操作程序、檢查、維修及保養工作計劃表。該手冊須保存在上述廢水處理設施內。持牌人須在監督要求時，呈交手冊副本之份。

## C8. Notification of Change 更改通知

The Licensee shall notify the Authority in writing within 14 days of any changes or proposed changes in the processes of manufacture or the nature of the raw materials used or of any other circumstances which may alter the nature and composition of the discharge or may result in the permanent cessation of the discharge.  
倘若持牌人更改或擬更改其生產程序，或所用原料的性質，或有其他足以改變其排放的性質及成份或可導致永久性終止排放的事情，必須在 14 日內以書面通知監督。

# Sample of Licence (5)

附註

(a) For the purposes of determining compliance with the limits stated in Specific Condition B1, samples shall be taken by the duly authorized officer(s) of the Authority at the Sampling Point(s) or any other points from which the samples so taken are regarded by the Authority as being representative of the quality of the discharge. When any single sample analyzed for a determinand is proved not complying with corresponding limit set out in the table, the discharge is deemed to have failed to comply with Specific Condition B1.  
為確定排放物是否符合特別條件第 B1 項內所列的限度，獲授權執業的人員須在取樣點或在監督認為可以抽取到具代表性的樣本的任何其他位置抽取樣本。只要在任何一个經分析的樣本中，證實任何一個重質物不符合表中所列的相應限度時，排放物被視為不符合特別條件第 B1 項。

(b) An example of proper disposal method for sludge is sending dewatered sludge to landfill for disposal.  
妥善棄置污泥方法中的一个例子是將脫水後的污泥運往堆填區棄置。

(c) Proper disposal of grease trap waste includes but is not limited to employing any reputable firm or collector who will use the right equipment and dispose of the collected grease trap waste at West Kowloon Transfer Station. The updated list of grease trap waste collectors who are using the disposal service at West Kowloon Transfer Station is maintained in the EPD website and Green Restaurant website.  
妥善的深油池廢物棄置方法包括但不限於聘用任何信譽良好的公司/收集商使用適當的設備在灣九龍灣物轉運站棄置所收集的深油池廢物。環保署網站及環保食肆網均載有目前使用灣九龍灣物轉運站廢物深油池廢物的收集商最新名單。

(d) The Licensee may make reference to Annex 1 of the <Technical Memorandum on Effluent Standards> for analytical methods used by the Government Chemist.  
持牌人可參閱「流出物標準技術備忘錄」附件 1 有關政府化驗所採用的分析方法。

(e) The Licensee shall keep this licence in the premises and make it available at all times for inspection by duly authorized officer(s) of the Authority.  
持牌人須在處所內保存此牌照，以便獲授權執業的人員隨時查閱。

(f) (i) The Licensee shall allow duly authorized officer(s) of the Authority to enter the premises for the purposes of inspection, sampling, records examination or any other duties authorized by Section 37 and Section 38 of the Ordinance.  
持牌人須允許獲授權執業的人員進入處所內進行檢查、抽取樣本、審查記錄或執行其他根據本條例第 37 及第 38 條所授權的職務。  
(ii) Where the premises has security measures in force which would require proper identification and clearance before entry, the Licensee shall make necessary arrangements such that upon presentation of evidence of identity and of authorization, duly authorized officer(s) will be permitted to enter, without delay, for the purposes of performing duties.  
倘若由於處所的保安理由會首先行鑑定來人的身份，持牌人必須作出必要的安排，以便獲授權人員在出示身份證明及授權文件後，即可內進執行其職務而不致延誤。

(g) (i) For a licence granted under Section 15 of the Ordinance, the Licensee may, not less than 2 months before expiry of the licence, apply under Section 19 of the Ordinance for a new licence. The Authority may grant the licence or otherwise.  
持有根據本條例第 15 條所發給牌照的人士，可於牌照屆滿前的不少於 2 個月內，根據本條例第 19 條的規定，申請一頁新牌照。監督可發給或拒絕發給牌照。  
(ii) For a licence granted under Section 20 or 23A of the Ordinance, the Licensee may, not more than 4 months and not less than 2 months before expiry of the licence, apply under Section 23 or 23A respectively of the Ordinance for renewal of licence. The Authority may renew the licence or otherwise.  
持有根據本條例第 20 條或第 23 A 條所發給牌照的人士，可於牌照屆滿前不多於 4 個月及不少於 2 個月內，根據本條例的第 23 或 23 A 條的規定，申請牌照續期。監督可牌照續期或拒絕牌照續期。

(h) Under Section 24 of the Ordinance, the Authority may by notice in writing, impose new or amended terms and conditions on this licence or cancel this licence. Under Section 25, 26 and 27 of the Ordinance, a Licensee whose licence has been so varied or cancelled may be entitled to compensation.  
根據本條例第 24 條的規定，監督可以書面通知，向本牌照的訂立訂或修訂的條款及條件，或取消本牌照。根據本條例第 25、26 及 27 條的規定，被更改或取消牌照的持牌人可能會獲得補償。

(i) Under Section 28 of the Ordinance, the Licensee may apply to the Authority for a variation of this licence.  
根據本條例第 28 條的規定，持牌人可向監督申請更改本牌照。

(j) Under Section 49 of the Ordinance, this licence shall not be construed as a dispensation from the requirements of any other Ordinance except where that other Ordinance so provides.  
根據本條例第 49 條的規定，本牌照並不再解釋為豁免符合任何其他條例的規定，除非該其他條例如此訂定。

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# Examples of Wastewater Treatment for Recreational Club



# Role of EPD

- Licence processing
- Proactive compliance check
- Complaint investigation
- Enforcement action:
  - inspections and initiate legal actions
- Education / Communication
  - meetings, workshops, and seminars

# Role of Recreational Club Management

- ✓ Understand the wastewater characteristics
- ✓ Apply discharge licence before making discharges
- ✓ Comply with the licence terms and conditions
- ✓ Minimise wastewater flows and loads
- ✓ Design and construct proper treatment facilities
- ✓ Operate the facilities by trained and experienced personnel
- ✓ Conduct regular repair and maintenance



**Thank You**

**Q & A**

# **Licence Application – Public Notification (1)**

## **Purpose :**

- **To inform the public of the discharge**
- **Any person may object to the granting of the approval on the ground that the discharge would tend to inhibit the attainment or maintenance of the relevant water quality objectives**

## **Who is required to give notification? :**

- **For any application making a discharge into the waters of Hong Kong (other than discharge into communal sewer and drains)**

# Licence Application – Public Notification (2)

## Exceptions for Public Notification:

- To discharge domestic sewage from a separate household
- For the renewal application, consumes 10 cubic metres or less of water a day and the rate of flow of the discharge is not greater than that.

# Frequently Asked Questions

**1) Can the licence be transferred ?**

- **In general, the new owner or operator should apply for a new licence. EPD may consider any request for licence transfer on a case by case basis.**

**2) Under what circumstance should applicants apply for variation of licence ?**

- **When there are changes that may affect the licence conditions like the location of discharge points or sampling point, flow rate or treatment.**



# Frequently Asked Questions

**3) What is the best timing to make a renewal application ?**

- **2 to 4 months before the expiry date.**

Note

- s.8(2) of WPC(General) Regulation states that “Every application for renewal of a licence shall be made not earlier than 4 months and not later than 2 months before the date of expiry of the licence.”
- A licence which is the subject of an application for renewal made in accordance with Regulation 8 shall continue in force until the Authority either grants or refuses the application (s.9 of WPC(General) Regulation refers)

**4) What is the time require to process the **renewal** application with public notification made?**

- **Not earlier than 30 days after the public notification has been made, subject to no objection received .**