

## Liquid trade waste application form

This application form is for businesses that wish to discharge liquid trade waste to the sewerage system (Classification A, B, C or S). Please include all details as requested. When completed, please lodge this form with Council, along with attachments (as appropriate from Forms C2 to C6).

Complete and sign the first section of this form (below) for Concurrence Classification A. Complete the section below and include Form C6 for Concurrence Classification S. Complete all pages for Concurrence Classification B or C.

Application fees are detailed in Council's current Fees and Charges document - refer to our website.

### Concurrence Classification A

Business trading name: \_\_\_\_\_

Site address: No. \_\_\_\_\_ Street \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Property detail: Lot \_\_\_\_\_ Section \_\_\_\_\_ DP \_\_\_\_\_

Property owner's name: \_\_\_\_\_ Telephone: BH \_\_\_\_\_

AH \_\_\_\_\_

Property owner's address: \_\_\_\_\_

Applicant's name: \_\_\_\_\_ Telephone: BH \_\_\_\_\_

(if different to the owner)

AH \_\_\_\_\_

Applicant's address: \_\_\_\_\_

Occupier's name: \_\_\_\_\_ Telephone: BH \_\_\_\_\_

(if different to the owner)

AH \_\_\_\_\_

Normal hours of business: Monday to Friday: \_\_\_\_\_ to \_\_\_\_\_

Saturday: \_\_\_\_\_ to \_\_\_\_\_

Sunday: \_\_\_\_\_ to \_\_\_\_\_

Type of business:

Commercial retail food preparation activities – Please fill out and attach Form C2 (page 11)

Other commercial activities – Please fill out and attach as appropriate from Forms C3 (page 12) to C5 (page 16)

Description of flow:

Maximum rate of discharge to sewer \_\_\_\_\_ kL/h or L/s

Maximum daily discharge to sewer \_\_\_\_\_ kL

Any water supply meter being installed? Yes / No

Existing/proposed equipment (grease arrestor, basket arrestor, cooling pit, etc.):

Type \_\_\_\_\_

Size/flow rate \_\_\_\_\_

Proposed cleaning schedule of pre-treatment equipment and names of contractors used:

\_\_\_\_\_  
\_\_\_\_\_

Location of the sampling point: \_\_\_\_\_

Plans – your application is to be accompanied by two copies of plans showing:

- details and location of all processes, tanks, pits and apparatus associated with the generation of commercial waste
- details, location, capacity/dimensions, material of construction and lining of the proposed pre-treatment facilities
- details of pipes and floor drainage conveying the effluent
- stormwater drainage plan.

**List of Contractors**

Name	Licence No	Contact
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

The following substances are prohibited from being discharged to the sewerage system:

- organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances
- organophosphorus pesticides and/or waste arising from the preparation of these substances
- any substances liable to produce noxious or poisonous vapours in the sewerage system
- organic solvents and mineral oil
- any flammable or explosive substances
- discharges from 'Bulk Fuel Depots'
- chromate from cooling towers
- natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions
- rain, surface, seepage or subsoil water, unless specifically permitted
- solid matter
- any substance assessed as not suitable to be discharged to the sewerage system
- waste liquids that contain pollutants at concentrations which inhibit the sewage treatment process – refer *National Wastewater Source Management Guideline, July 2008, WSAA*
- any other substances listed in a relevant regulation.

# Concurrence Classification B or C

The following pages are to be used by businesses that wish to discharge Concurrence Classification B or C liquid trade wastes to the sewerage system. Please include all details as requested (if insufficient space attach as clearly labelled appendices), and make sure you read the section on substances that must not be discharged to the sewerage system.

Type of business: \_\_\_\_\_

Name of processes generating liquid trade waste:

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

(d) \_\_\_\_\_

(e) \_\_\_\_\_

(f) \_\_\_\_\_

Type and Quantity of raw materials processed

Description of Waste:

- list of all expected pollutants including substances contained in wash down detergents, boiler and cooling water and other sources
- expected maximum and average concentrations of pollutants
- sample analysis results of the proposed waste.

*Note:* The sample analysis tests shall be carried out by a NATA approved laboratory with accreditation for analysis of the nominated pollutants in the application or a laboratory acceptable to DWE.

### Acceptable means of sample analysis data collection:

- Sample analysis results from a similar existing process
- Collection of the proposed waste from a trial pre-treatment plant
- Stand alone pre-treatment - manufacturer's waste quality expectations
- Configured pre-treatment - consultant's calculations based on experience of a similar installation.

## Attach details and supporting documentation of data collection method.

When detailing the nominated pollutants where there is no possibility of discharge to the sewerage system because none of the substance is stored or used at the premises, write "NIL".

(the local water utility may add to this list as required)

Parameter	Acceptance Guideline Limits <sup>+</sup> mg/L	Average mg/L	Maximum mg/L
BOD <sub>5</sub> and Suspended solids	Normally, approved at 300 mg/L each. Concentration up to 600mg/L and in some cases higher concentration for low mass loadings may be acceptable if the treatment works has sufficient capacity and odour will not be a problem.		
COD	Normally, not to exceed BOD <sub>5</sub> by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.		
Total dissolved solids	Up to 4000 mg/L may be accepted. The acceptance limit may vary depending on an effluent disposal option and is subject to a mass load limit.		
Temperature	Less than 38°C.		
pH	Within the range 7.0 to 9.0.		
Oil and grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works, and 50 mg/L if the volume is greater than 10%.		
Detergents	All industrial detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes.		
Colour	No visible colour when the waste is diluted to the equivalent dilution afforded by domestic sewage flow.		
Radioactive substances	The discharge must comply with the <i>Radiation Control Act 1990</i> .		

<sup>+</sup> Council may vary the acceptance limits having regard to the discharge characteristics and capacity of its sewerage system.

### Acceptance guidelines for inorganic compounds<sup>+</sup>

Parameter	Acceptance Guideline Limits mg/L	Average mg/L	Maximum mg/L
Ammonia (as N)	50		
Boron	5		
Bromine	5		
Chlorine	10		
Cyanide	1		
Fluoride	20		
Nitrogen (total Kjeldahl)	100		
Phosphorus	20		
Sulphate (SO <sub>4</sub> )	500		
Sulphide (as S)	1		
Sulphite (as SO <sub>3</sub> )	15		

<sup>+</sup> Council may vary the acceptance limits having regard to the discharge characteristics and capacity of its sewerage system.

### Acceptance guidelines for organic compounds<sup>+</sup>

Parameter	Acceptance Guideline Limits mg/L	Average mg/L	Maximum mg/L
Benzene	0.04		
Toluene	0.5		
Ethyl benzene	1		
Xylene	1		
Formaldehyde	30*		
* Acceptance of chemical toilet waste which contains formaldehyde will be assessed on the available dilution in the sewerage system.			
Phenolic compounds (except pentachlorophenol)	5		
Petroleum hydrocarbons (non-flammable)	30		
Pesticides (general)	0.1		
Pesticides (organophosphates)	Nil		
Pesticides (organochlorines)	Nil		
Polynuclear Aromatic Hydrocarbons (PAH)	5		

<sup>+</sup> Council may vary the acceptance limits having regard to the discharge characteristics and capacity of its sewerage system.

## Acceptance guidelines for metals<sup>+</sup>

For small discharges, a daily mass load criteria may be used other than the concentration limit. An upper daily mass load can be applied to a large liquid trade waste discharge in addition to the concentration limit.

Parameter	Acceptance Guideline Limits mg/L	Allowed daily mass limit g/d	Average mg/L	Maximum mg/L
Aluminium	100	-		
Arsenic	1	2		
Cadmium	1	6		
Chromium *	3	15		
* Where hexavalent chromium (Cr6 <sup>+</sup> ) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr3 <sup>+</sup> ), prior to discharge into the sewer. Discharge of hexavalent chromium (Cr6 <sup>+</sup> ) from chromate compounds used as corrosion inhibitors in cooling towers is <b>not permitted</b> .				
Cobalt	5	15		
Copper	5	15		
Iron	100	-		
Lead	1	6		
Manganese	10	30		
Mercury	1	0.05		
Molybdenum	5	30		
Nickel	3	15		
Selenium	1	15		
Silver	2 <sup>#</sup>	6		
Tin	5	15		
Zinc	5	15		

<sup>+</sup> Council may vary the acceptance limits having regard to the discharge characteristics and capacity of its sewerage system.

<sup>#</sup> This limit is applicable for large dischargers. The concentration of silver in the photoprocessing waste where a balancing tank is provided is not to exceed 5 mg/L.

Non sewerage system discharges/wastes:

Details of management arrangement of waste streams/wastes that are not permitted or not intended to be discharged to the sewerage system.

Description of flow:

The maximum daily and instantaneous rate of discharge (kL/h or L/s) is set on the available capacity of the sewer. Large dischargers are required to provide a balancing tank to even out the load on the sewage treatment works.

Hours of days during which discharge will normally take place \_\_\_\_\_

Monday – Friday: am \_\_\_\_\_ pm \_\_\_\_\_

Saturday: am \_\_\_\_\_ pm \_\_\_\_\_

Sunday: am \_\_\_\_\_ pm \_\_\_\_\_

When are the peak periods of discharge during the day \_\_\_\_\_

Type of discharge:

- Batch flow
- Intermittent flow
- Continuous flow

Where the applicant considers there are special circumstances applicable to their discharge, these circumstances should be identified, eg:

- seasonal discharges
- large differences between average and maximum daily loads
- variations to flow, which avoid peak domestic flows, etc.
- retention of discharges for extended periods.

Comments \_\_\_\_\_

Open Areas (Please attach stormwater drainage plan for the site):

Does the proposed installation contain open areas that will drain to the sewerage system? Yes / No

If Yes, give details: \_\_\_\_\_

\_\_\_\_\_

**Stormwater is prohibited from being discharged into the council's sewerage system. The capacity for such flows is not provided in the sewerage system. Therefore, council does not generally accept the discharge of stormwater to the sewerage system.**

The discharge of limited quantities of first flush water from sealed liquid trade waste generating areas will be considered where roofing cannot be provided because of safety or other important considerations.

Please provide the following information:

- reasons why the area cannot be fully or partially roofed and bunded to exclude stormwater
- the dimensions and a plan of the area under consideration
- whether the open area is sealed
- the estimated volume of the stormwater discharge
- information on rain gauging
- information on a first-flush system if proposed
- measures proposed for diverting stormwater away from the liquid trade waste generating area
- report on other stormwater management options considered and why they are not feasible.

Water supply source:

- bore/groundwater/on-site dam/watercourse
- recycled/reuse water
- town water
- any water supply meter being installed.

Comments \_\_\_\_\_

Sampling point location \_\_\_\_\_

Flow measurement location and proposed flow measurement to sewer *Please attach details of flow measurement installed/proposed*

\_\_\_\_\_  
\_\_\_\_\_

Existing/proposed waste treatment and equipment:

Plans - application to be accompanied by 2 copies of plans showing:

- details and location of all processes, tanks, pits and apparatus associated with the generation of industrial waste
- details of the proposed liquid waste treatment processes
- details of pipes, floor drainage used to convey the effluent
- a full schematic layout of the proposed/existing waste pre-treatment facilities for liquid trade waste prior to discharge to the sewerage system
- flow diagram and hydraulic profile of proposed treatment apparatus
- capacity/dimensions, material of construction and lining, operation and maintenance of all pits, tanks, dosing systems, pumps, etc
- details of the integrity of the pH correction system (diversion system, recording, alarms –location, failsafe, tamperproof)
- Any additional details as requested by the local water utility.



Proposed cleaning schedule of pre-treatment equipment and contractor

Pre-treatment Equipment	Frequency (weeks)	Name of Contractor	Licence

Details of the chemicals to be used on site:

Substance	Qty	Storage liquid/solid	Location	Bunding

**NOTE:** Attach Material Safety Data Sheets prepared in accordance with the National Code of Practice [NOHSC: 2011] for chemicals to be used and are likely to be contained in the waste effluent

Any proposed plans for future expansion? Yes / No - If "Yes" give details on a separate attachment.

Supporting documentation:

Please attach any relevant supporting documentation eg.

- Environmental Impact Statement
- Consultant's report
- DECC considerations/restrictions.

The applicant should be aware that approval of this application does not constitute a guarantee of any future approval of a variation to the approval. This will be dependent on the available capacity of the sewerage system at that time and any future approval must not be assumed.

However, alerting the Council to the applicant's future plans and proposals may assist Council in planning future sewage management and/or infrastructure additions/modifications.

Signature of owner/s \_\_\_\_\_ Date / /

\_\_\_\_\_  
(Owner's authorisation to making the application is mandatory as per section 78, of the *Local Government Act 1993*)

Please note that the owner of the property will be billed for water supply, sewerage and liquid trade waste services provided and it is the owner's responsibility to pay such fees and charges within the period specified.

The owner may arrange to recover such fees and charges through the lease arrangement between the owner and the occupier.

Signature of occupier/applicant \_\_\_\_\_ Date / /

Position in Company: \_\_\_\_\_

**Office Use Only**

Application date received \_\_\_\_\_

Site visit conducted \_\_\_\_\_

Application \_\_\_\_\_ approved / refused

Issue of approval \_\_\_\_\_

Approval No \_\_\_\_\_

Commencement of discharge \_\_\_\_\_ Officer in charge \_\_\_\_\_

**STW Details**

\_\_\_\_\_ Sewage Treatment Works

\_\_\_\_\_ Design Capacity (EP)

\_\_\_\_\_ Actual Capacity (EP)

## Form C2

### Stand-alone commercial retail food preparation business application attachment sheet

Please fill out this attachment sheet if your business is involved in commercial food preparation activities that discharge liquid trade waste to the sewerage system. In the table below, tick the 'name of process' that best describes what your business does, and write the number of seats or beds your business has (if any).

In addition, please indicate if your premises contains the following:

**potato peeling appliance/s** – number of appliances \_\_\_\_\_

**dishwasher/s** – number of appliances \_\_\_\_\_

**When finished, attach this sheet to the application form (Form C1).**

Tick	Name of process	No. of seats or beds
	Bakery (only bread baked on site)	NIL
	Bakery (pies, sausage rolls, quiches, cakes cooked on premises)	
	Bakery (imported pies and sausage rolls)	
	Bakery (with coffee shop – eat in)	
	Bistro (no hot food cooked – sandwiches (coffee) only)	
	Bistro (hot food cooked and served)	
	Boarding house/hostel kitchen	
	Butcher – retail	NIL
	Café	
	Cafeteria	
	Canteen	
	Caterer	
	Club	
	Coffee shop/sandwich shop – no hot food cooked or served	
	Coffee shop – hot food cooked or served	
	Commercial kitchen/caterer	
	Community hall kitchen – tea and coffee only	
	Community hall kitchen – hot food cooked and served	
	Chicken – BBQ/charcoal	
	Chicken – retail fresh outlet with cutting and preparation of meat	
	Day care centre	NIL
	Delicatessen – no meat cooked on site – no hot food prepared or served	
	Delicatessen – hot food prepared or served	
	Doughnut shop	
	Fish shop – fresh (retail) no cooking on site	NIL
	Fish shop – cooking on site	
	Food caravan	NIL
	Fruit and vegetable market (retail)	NIL

Tick	Name of process	No. of seats or beds
	Function centre	
	Garbage bin cleaning – within commercial premises, ie. hotel/restaurant	NIL
	Hostel	
	Hotel bistro	
	Hotel restaurant	
	Hotel snack bar	
	Hot bread shop	
	Ice cream parlour	
	Ice cream parlour with hot food take-away	
	Juice bar	
	Loading dock – fruit and vegetable	NIL
	Mixed business (minimal hot food)	
	Motel kitchen/restaurant	
	Nightclub	
	Nursing home kitchen	
	Patisserie – croissants and muffins	
	Pie shop (with or without pastry)	
	Pizza home delivery/take-away only	NIL
	Pizza cooking/reheating (no preparation or washing up on site, pizza heated in retail container and sold for consumption off site).	
	Pizzeria	
	Pizza restaurant	
	Restaurant	
	Salad bar – no cooking	
	Salad bar – cooking	
	Sandwich bar/coffee lounge – no cooking	
	Sandwich bar/coffee lounge – cooking	
	Seafoods – no hot food cooking	
	Seafoods – hot food cooking	
	Supermarket – incorporating butcher	NIL
	Take-away – fish and chips, BBQ chicken, hamburgers	
	Take-away – no hot food	

# Form C3

## Mechanical repairers application attachment sheet

Please fill out this attachment sheet if your business is involved in mechanical repair processes (and other services related to motorised equipment processes) that discharge liquid trade waste to the sewerage system. In the lists below, tick the 'business type' or 'processes' that best describe what your business does. Note that there is an additional list at the end for 'associated processes', eg. take-away food at a service station.

When finished, attached this sheet to the application form.

### Business Type

- Airport terminal
- Bus/coach depot
- Car detailer
- Car/truck dealership service centre
- Car importation premises (de-waxing only)
- Construction equipment maintenance (ie. earthmoving equipment and/or cranes)
- Equipment hire premises
- Fleet vehicle operations
- Forklift maintenance
- Garbage truck washing
- Lawnmower repairer
- Motorbike mechanical repairer
- Motor boat mechanical repairer
- Motor wrecker
- Service station
- Stand-alone mechanical workshop
- Train washing facility
- Transport depot

Other, please specify \_\_\_\_\_

### Mechanical workshop

- Parts washing with water
- Floor washing
- Draining and flushing of radiator coolant (not permitted for discharge)
- Parts washing with solvents (not permitted for discharge)
- Radiator repairs
- Automobile dismantling (ie. motor wrecker)
- Cleaning of engine blocks and engine heads in chemical baths
- Engine/gearbox reconditioner (sent off site)
- Engine/gearbox reconditioner (carried out on site).

### **Repairing car bodies**

- Panel beating
- Wet rubbing
- Spray painting.

### **Washing and detailing**

- Tunnel type (external body only)
- Wand type (external body only)
- Washing by hand (external body only)
- Degreasing of engine and washing
- Internal washing of meat vans or truck underbodies
- External truck washing
- Internal washing of tankers
- Forecourt washing (service station)
- Open area washing (considered only under special circumstances. Applicant must supply reasons why roofing is not possible, and must include the details of a first flush system).

### **Associated Activities/Businesses**

Some premises have associated processes generating liquid trade waste.

In addition to the above, does your premises have any of the following processes?

- Restaurant (number of seats?)
- Take-away food bar (number of seats?)
- Service station forecourt food caravan(s)
- Boiler blowdown (steam supply for internal washing of tankers)
- Chemical toilet disposal (for intercity coaches/buses)
- Other trade wastewater process (please specify).

# Form C4

## Laboratory application attachment sheet

Please fill out this attachment sheet if your business has a laboratory that discharges liquid trade waste to the sewerage system. In the list below, tick the 'business type' that best describes your business. When finished, attach this sheet to the application form (Form C1).

### Business Type

- Agricultural research centre laboratory
- Agricultural research (herbicides) laboratory
- Analytical laboratory
- Animal health (parasitology) laboratory
- Autopsy laboratory
- Chemical (pesticides) laboratory
- Clinical laboratory
- Dental laboratory
- Film (movies) laboratory
- Hospital laboratory
- Nuclear medicine laboratory
- Pathology laboratory
- Pharmaceutical laboratory
- Photographic laboratory
- Police crime scene unit laboratory
- Business that uses radioisotope
- School domestic (home) science laboratory
- School science laboratory
- Soil testing laboratory
- Tertiary institution laboratory (please specify)
- Veterinary research laboratory
- Workplace laboratory
- X-ray laboratory (radiology)
- Other, please specify \_\_\_\_\_

# Form C5

## Animal wash application attachment sheet

Please fill out this form if your business involves animal washing processes that discharge liquid trade waste to the sewerage system. In the list below, tick the 'business type' that best describes what your business does, and also tick any 'associated processes' that are relevant to your business.

### Business Type

- Mobile animal wash
- Dog pound
- Boarding kennels
- Stables
- Racecourse.

Does your business include any of the following associated activities/business types?

- X-ray facilities
- Pathology laboratory
- Autopsies performed
- Animal health (parasitology) laboratory
- Veterinary research laboratory
- Restaurant (< 5000 L grease arrestor)
- Conference facility that serves hot food (< 5000 L grease arrestor)
- Open areas (please indicate area size).

Details of disposal of animal droppings and/or litter: \_\_\_\_\_

\_\_\_\_\_

**NOTE:** Where full roofing is not provided the application must be referred to DWE for concurrence.



# Form C6

## Septic tank waste, pan waste, ship-to-shore pump-out waste application attachment sheet

This form is to be used by businesses that wish to discharge Concurrence Classification S liquid trade wastes to the sewerage system. Please include all details as requested (if insufficient space attach clearly labelled appendices), and make sure you read the section on substances that must not be discharged to the sewerage system.

### Type of waste:

- Septic tank waste       Septic tank effluent       Septage
- Pan content waste       Caravan Park/Mobile homes       Portable Chemical toilet  
(building/event sites/bus/train)
- Pump-out from boat/marinas  
 Liquid galley waste       Toilet waste       Dock cleaning waste

### Hours of days during which discharge will normally take place

Monday – Friday: am \_\_\_\_\_ pm \_\_\_\_\_

Saturday/Sunday: am \_\_\_\_\_ pm \_\_\_\_\_

### Odour inhibiting and other chemicals used (Material Safety Data Sheets must be provided)

Name of chemical added \_\_\_\_\_

Dosage rate \_\_\_\_\_

### Proposed method of waste volume measurement

\_\_\_\_\_

### Proposed method of discharge (including plans and drawings where appropriate)

\_\_\_\_\_

\_\_\_\_\_

### Information on a disposal point (include site plan and drawings where appropriate)

\_\_\_\_\_

\_\_\_\_\_

### Open Areas (Please attach stormwater drainage plan for the site):

Does the proposed installation contain open areas that will drain to the sewerage system? Yes / No

If Yes give details: \_\_\_\_\_

**Stormwater is prohibited from being discharged into the council's sewerage system. The capacity for such flows is not provided in the sewerage system. Therefore, council does not generally accept the discharge of stormwater to the sewerage system.**

Method/s of prevention of stormwater ingress at the proposed dump point:

\_\_\_\_\_

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**Odour control measures (if applicable)**

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**Measures to prevent grease trap waste being mixed with septic tank waste.**

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***Grease trap waste is not permitted to be discharged to the sewerage system.***

Please attach a statement that septic tank effluent will not be mixed with grease trap pump-out waste.

**Security arrangements at the proposed disposal point, if applicable**

*(What measures will be in place to prevent unauthorised discharge of waste to the sewerage system)*

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**For boat/marina facility**

Number of vessels that may utilise the pump-out facility       Commercial       Private

*Bilge water is not permitted to be discharged to the sewerage system.*