

APPLICATION FOR APPROVAL TO DISCHARGE LIQUID TRADE WASTE TO SEWER
(FORM A1 - FOOD PREPARATION AND/OR SERVING FACILITY)
Local Government (General) Regulation 2005, Part 2

INSTRUCTIONS:

- (a) Print in block letters using a black or blue ink pen.
- (b) Should the information requested not be relevant to your circumstances print 'N/A' for Not Applicable.
- (c) If the space allocated for any response is insufficient print in that space 'SEE ATTACHMENT OF ? PAGE(S)' replacing '?' by the number of pages attached. Each page of attachments should be initialled and dated by the applicant's signatory and titled with the name of the section about which it provides information (eg. 10. DISPOSAL OF OTHER LIQUID WASTES).

**IMPORTANT
READ THESE
INSTRUCTIONS
BEFORE
COMPLETING
THIS FORM**

1. PREMISES IDENTIFICATION AND CONTACT DETAILS Complete for the premises from which liquid trade waste will be discharged to sewer.

D.P. Section Lot No.(s)

Street No. Street Name

Town or Locality Post Code

Postal Address of Premises

Print 'AS ABOVE' if postal address is the same as street address.

Is this postal address to be used for correspondence about liquid trade waste matters? ('YES' or 'NO')
(The alternative is to use the applicant's postal address to be given in Section 14. of this form)

Name of Contact at Premises Phone No.

Position of Contact Email

2. TRADING NAME Under what name will the business, or other entity, located at the premises identified in Section 1. of this form operate? The trading name may, or may not be, the same as the applicant's name.

3. TYPE OF FOOD PREPARATION OR SERVING FACILITY (eg. Restaurant, Take-Away Food Shop, Bakery, Butcher Shop, McDonalds Restaurant, Community Hall Kitchen, Factory Canteen, Supermarket Delicatessen)

4. PRIMARY BUSINESS ACTIVITY If food preparation and/or serving is **not** the main business activity conducted on the premises what is the main business activity (eg. Hospital, Nursing Home, Retail Store, Chemical Manufacturer)?

IMPORTANT - Read the following information before proceeding with this application.

The Local Government (General) Regulation, 2005 defines "**trade waste**" as all liquid waste other than sewage of a domestic nature.

Section 3 of the Local Government (General) Regulation, 2005 contains the following definition:

"**sewage of a domestic nature** includes human faecal matter and urine and waste water associated with ordinary kitchen, laundry and ablution activities of a household, but does not include waste in or from a sewage management facility."

To explicitly differentiate trade waste as defined above from the other wastes also generated by industry and commerce the term liquid trade waste is now generally used by regulatory authorities. For the purposes of this application the term "liquid trade waste" is considered to have the same definition as "trade waste"

NB. While stormwater and unpolluted water are **not** considered as liquid trade waste they are still **not** allowed to be discharged to Council sewer without approval.

SHOALHAVEN CITY COUNCIL
Shoalhaven Water Group

5. LIQUID TRADE WASTE DISCHARGE TIMES

When will liquid trade waste from food preparation or serving activities (eg. washing up water) normally be discharged to the sewerage system (e.g. 9.00 am to 6.00 pm Monday to Friday, 10.00 am to 8.30 pm Saturday and Sunday)?

6. FOOD PREPARATION AND/OR SERVING ACTIVITIES

that will be conducted on the premises.

(a) Describe the nature of all food preparation and/or serving activities.

Please include, but not necessarily limit your response to, the following points.

- What type of food is prepared on-site and what preparation operations are involved (eg. Cooking hot meals)?
- What type of food is prepared elsewhere and imported to the premises (eg. Pies, cakes, pastries)?
- What further on-site preparation does food imported to the premises undergo (eg. Reheating of pies)?
- Where is food consumed (eg. on site and/or take-away)?
- How is food served (eg. on crockery and/or on disposable plates or containers etc)?

- | | | |
|---|-------------------|---|
| (b) Maximum number of meals as described in (a) prepared each day? | (Number or 'N/A') | <input style="width: 80px; height: 25px;" type="text"/> |
| (c) Where sit down meals are provided (Café, Cafeteria, Restaurant etc), what is the maximum seating capacity of the facility? | (Number or 'N/A') | <input style="width: 80px; height: 25px;" type="text"/> |
| (d) For Hotels or Motels etc with room service, how many rooms are there? | (Number or 'N/A') | <input style="width: 80px; height: 25px;" type="text"/> |
| (e) For Hospitals, Nursing Homes, Hostels etc, how many beds are there? | (Number or 'N/A') | <input style="width: 80px; height: 25px;" type="text"/> |
| (f) Will an oily or greasy waste residue be generated on the premises from any of the activities listed below? | | <input style="width: 80px; height: 25px;" type="text"/> |
| <ul style="list-style-type: none"> • The process of cooking food on-site. • Food preparation other than cooking (eg. Making custards, creams etc for filling cakes, pies and pastries). • Serving of cooked food for consumption on-site, regardless of whether or not such food is prepared on-site. | | ('YES' or 'NO') |

(NB. In answering question (f) the heating of pies, sausage rolls, pizzas or other pastry products imported pre-prepared to the site **for take-away consumption only**, the baking of bread, the preparation and/or serving of tea, coffee, toast and fresh or toasted sandwiches are **not** considered to generate a greasy or oily waste residue and a response of 'NO' should be given if these are the only food preparation or serving activities to be conducted on the premises).

(g) Where a response of 'NO' has been given to question (f) the following declaration must be read, signed and dated by the authorised officer of the applicant completing this form, otherwise leave blank.

DECLARATION – that there will be **no** oily/greasy waste residue

I (Print name of signatory) declare that, for the premises referred to in this application, there will be no on-site cooking, preparation or serving of food that generates an oily/greasy waste residue. I also declare that prior written notification will be sent to Council's Trade Waste Officer if this situation is to change or if the business is to be sold or placed under new management.

Signature Date / /

SHOALHAVEN CITY COUNCIL
Shoalhaven Water Group

7. KITCHEN APPLIANCES Are any of the following types of appliances to be used by the business?

Dishwashing Machine	(‘NO’ or number of machines)	<input style="width: 100px; height: 25px;" type="text"/>
Potato Peeling Machine	(‘NO’ or number of machines)	<input style="width: 100px; height: 25px;" type="text"/>
Food Waste Disposal Units (garbage grinders)	(‘NO’ or number of units)	<input style="width: 100px; height: 25px;" type="text"/>
Water Cooled Wok Stove	(‘NO’ or number of stoves)	<input style="width: 100px; height: 25px;" type="text"/>

8. LIQUID TRADE WASTE DISCHARGE VOLUMES Estimated **maximum** volumetric discharge to sewer from activities associated with food preparation and/or serving?
(If unable to provide estimates print ‘UNKNOWN’ in boxes)

<input type="text"/>	Kilolitres/day
<input type="text"/>	Litres/second

9. LIQUID TRADE WASTE PRE-TREATMENT EQUIPMENT Respond for the business making this application.

(a) Is the business situated within a Shopping Centre, or other such premises containing multiple shops or units?
(Answer to be ‘YES’ even if these shops or units are currently vacant)

(‘YES’ or ‘NO’)

(b) Provide the following details for the liquid trade waste pre-treatment equipment that will be used by the business.

<u>TYPE OF EQUIPMENT</u> (Eg. Grease Arrestor, Vertical Gravity Separator)	<u>CAPACITY</u> (Volume or rated throughput of the equipment NB. Include the units by which the capacity is measurement Eg. litres, litres/hour, litres/day)	<u>STATUS</u> (‘PROPOSED’ or ‘EXISTING’)
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<u>CLEANING FREQUENCY</u> (Eg. 13 Weekly)	
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	

(c) Are waste arrestors, with fixed screens, fitted to all floor waste drains in food handling areas? (**NB.** If there are no floor waste drains in the food handling areas ‘N/A’ is the appropriate response).

(‘YES’, ‘NO’ or ‘N/A’)

10. DISPOSAL OF OTHER LIQUID WASTES Will any liquid waste (eg. used cooking oil) be generated that will **not** be discharged to sewer? (**NB.** Discrete oil is **not** to be discharged to sewer, whether or not this is done via the pre-treatment equipment).

(‘YES’ or ‘NO’)

If ‘YES’ provide details of the type of liquid waste and the method of its disposal.
(Include approximate volumes, frequency of disposal, name and contact details of any contractor used).

.....

.....

SHOALHAVEN CITY COUNCIL
Shoalhaven Water Group

11. SUBSTANCES PROHIBITED FROM BEING DISCHARGED TO THE SEWERAGE SYSTEM

It is **important** that you read and understand this section as discharging prohibited substances to the sewerage system, other than in accordance with a liquid trade waste approval is an offence.

The following substances **shall not** be included in the liquid trade waste:

- (a) Organochlorine weedicides, fungicides, pesticides, herbicides and substances of similar nature and/or wastes arising from the preparation of these substances;
- (b) Organophosphorus pesticides and/or waste arising from the preparation of these substances;
- (c) any substance liable to produce noxious or poisonous vapours in the sewerage system;
- (d) organic solvents or mineral oils;
- (e) any flammable or explosive substances;
- (f) discharges from 'Bulk Fuel Depots';
- (g) chromate from cooling towers;
- (h) natural or synthetic resins, plastic monomers, synthetic adhesives and rubber or plastic emulsions;
- (i) roof, rain, surface, seepage or ground water unless specifically permitted (clause 137A of the Local Government (General) Regulation 2005);
- (j) solid matter;
- (k) any substance assessed as not suitable to be discharged to the sewerage system;
- (l) waste liquids that contain pollutants at concentrations which inhibit the sewerage treatment process - refer Australian Sewage Quality Management Guidelines, June 2012, WSAA;
- (m) any other substances listed in a relevant regulation.

12. LIST OF ALL CHEMICAL SUBSTANCES USED OR STORED ON PREMISES

This should include but not be limited to detergents and other cleaning chemicals. **NB.** Material Safety Data Sheets to be provided for all chemical substances apart from domestic detergents and cleaners.

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

13. ATTACHMENTS CHECKLIST

The following supporting documentation is required to be submitted with this application.

- Internal drainage diagram(s) showing stormwater drainage, the location of all pipes and/or floor drains conveying liquid wastes and liquid trade waste pre-treatment equipment.
- Technical specifications of existing or proposed liquid trade waste pre-treatment equipment. (Include any operating or maintenance manuals and diagrams of pre-treatment equipment)
- Material Safety Data Sheets for chemical substances used or stored on premises.

Please indicate the total number of pages of attachments included with this application.
(**NB.** Apart from Material Safety Data Sheets and equipment manuals, sign and date each page of attachments)

SHOALHAVEN CITY COUNCIL
Shoalhaven Water Group

Privacy Notification

The information requested on this form is being collected by Shoalhaven City Council for Council and Department of Primary Industries, Water (DPI Water) for purposes associated with the discharge of Liquid Trade Waste. This information is required under the NSW Government's Liquid Trade Waste Management Guidelines for the administration of the Local Government Act, 1993. The information will be used by Council or DPI Water officials for the purpose mentioned or a directly related purpose. The information may be forwarded to current or new, owners or applicants. You may apply to Council for access or amendment of the information at any time.

14. APPLICANT'S DETAILS AND DECLARATION

Must be completed by an authorised officer representing the applicant (Eg. Owner, manager etc, but **not** consultant, contractor, agent etc acting on their behalf)

Applicant's Name (The name of the Company, Organization, Individual(s) etc legally registered as owning the business for which this application for approval to discharge liquid trade waste to sewer is lodged.)

Postal Address

Is this postal address to be used for all correspondence about liquid trade waste matters? ('YES' or 'NO')

Signatory's Name

Phone No.

Signatory's Position

Email

I wish to apply for approval to discharge liquid trade waste to Council's sewerage system. I declare that the information supplied on this application form and any included attachments, is to the best of my knowledge accurate, relevant and complete.

Signature

Date

15. PREMISES OWNER'S DETAILS AND DECLARATION

Complete this section even if premises owner and applicant are the same entity. Signatory must be the premises owner or authorised officer of the owner of the premises from which liquid trade waste will be discharged to the sewerage system

Premises Owner (The name of the Company, Organization, Individual(s) etc legally registered as owning the premises from which liquid trade waste will be discharged to sewer.)

Postal Address

Signatory's Name

Phone No.

Signatory's Position

Email

I hereby give my consent to this application for approval to discharge liquid trade waste to Council's sewerage system and acknowledge that fees and charges for trade waste discharges to the sewerage system will be billed to the property owner.

Signature

Date