

**APPLICATION TO DISCHARGE LIQUID TRADE WASTE TO COUNCIL SEWERAGE SYSTEM
(FORM A7 – EDUCATIONAL FACILITY)**

Local Government (General) Regulation 2005, Part 2

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

- (a) Use a **black or blue ink pen** and except for signatures **print** responses in **block letters**.
- (b) Unless otherwise indicated a response **must** be entered in each space provided. 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 attach additional page(s) with this information. Each page of such attachments should be titled with the number and name of the section about which it provides information (eg. 4. DESCRIPTION OF OPERATIONS) and signed and dated by the applicant.
- (d) **NB.** It is the applicant's responsibility to obtain the premises owner's written consent (i.e. completion of Part B of this form) for this application.

PART A

(To be completed by the applicant seeking approval to discharge liquid trade waste to Council's sewerage system).

1. NAME OF EDUCATIONAL INSTITUTION By what name is the educational institution making this application formally known?

2. TYPE OF EDUCATIONAL INSTITUTION Indicate the type of educational institution for which this application to discharge liquid trade waste to the sewerage system is lodged (e.g. Pre-School, Primary School, Secondary School, TAFE College, University). **NB.** Where more than one type is present on the one premises, such as in the case of combined primary and secondary schools, please show all types.

Tick appropriate box below to indicate the sector operating educational institution.

Government

Private

3. LOCATION OF PREMISES What is the address of the premises where the educational institution operates and from which liquid trade waste will be discharged to Council's sewerage system?

Street No.

Street Name

Town or Locality

Post Code

4. CONTACT AT PREMISES

Person at above premises to be contacted in regard to liquid trade waste matters?

Name of Contact

Position

Phone No.
(Business Hours)

Phone No.
(After Hours)

Fax No.

Mobile Phone
No.

----- Council Use Only -----

Application
Fee Paid

Receipt
No.

Date
Paid

Application
No.

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.

Part B

5 Liquid Trade Waste Discharge Status

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

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

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

- Organochlorine weedicides, fungicides, pesticides, herbicides and substances of 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 substance liable to produce noxious or poisonous vapours in the sewerage system;
- organic solvents or mineral oils;
- any flammable or explosive substances;
- discharges from 'Bulk Fuel Depots';
- chromate from cooling towers;
- natural or synthetic resins, plastic monomers, synthetic adhesives and rubber or plastic emulsions;
- roof, rain, surface, seepage or ground water unless specifically permitted (clause 137A of the Local Government (General) Regulation 2005);
- 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 sewerage treatment process - refer Australian Sewage Quality Management Guidelines, June 2012, WSAA;
- any other substances listed in a relevant regulation.

Trade waste is defined in Section 3 of the Local Government (General) Regulation 2005 as "all liquid waste other than sewage of a domestic nature." Sewage of a domestic nature is as stated in the Local Government (General) Regulation "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 sewerage management facility."

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

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Tick the appropriate box to indicate which of the following facilities are present or activities are conducted at the premises the address given in Section 2, Part A of this application and provide the requested details pertaining to these facilities / activities.

A	CRAFT ACTIVITIES (Ceramics, pottery, jewellery, gem stones, screen printing, painting etc)	Tick	
	or 'N/A'		

If box ticked please provide the following information.

Describe nature of all craft activities undertaken on the premises.

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Maximum volume to be discharged from above activities? (tick box)

- Less than 200 Litres per day
- 200 Litres per day up to and including 1,000 litres per day
- Over 1,000 litres per day and up to and including 5,000 litres per day
- Over 5,000 litres per day

Maximum instantaneous rate of discharge for above? Litres per second
(If not known print 'UNKNOWN')

Details of Liquid Trade Waste Pre-treatment Equipment

Type	No. of units	Capacity (Litres)	STATUS ('Existing ' or 'Proposed')
Plaster Arrestor			
General Purpose Pit			
Other (please specify)			

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B	PHOTOGRAPHY (Digital photography excluded) Tick or 'N/A'	
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Circle to indicate type of film processed?

Black and White Yes No

Colour Yes No

All liquid photographic development wastes to be collected and removed from premises by DEC approved contractor.

Name and contact number of DEC Approved contractor collecting Waste

Details of Liquid Trade Waste Pre-treatment Equipment

Type	No. of units	Capacity (Litres)	STATUS (‘Existing ‘ or ‘Proposed’)
General Purpose Pit			
Silver Recovery Unit			
Other (please specify)			

C	SCIENCE LABORATORY Tick or 'N/A'	
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Circle type/s of laboratory present

CHEMISTRY

PHYSICS

BIOLOGY

Other

Pre-Treatment Equipment (where required)

Type	No. of units	Capacity (Litres)	STATUS (‘Existing ‘ or ‘Proposed’)
General Purpose Pit			
Other (please specify)			

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D	SWIMMING POOL Tick or 'N/A'	
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Volume: _____

Usage (please circle): Low Moderate High

Disinfecting agent: _____

Liquid Trade Waste Pre-Treatment Equipment

Type	No. of Units	Capacity (Litres)	STATUS ('Existing ' or 'Proposed')	Cleaning Frequency
Holding Tank				
Other (Please specify)				

E	METALWORK/ WOODWORK Tick or 'N/A'	
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Estimated Volume of Liquid Trade Waste Discharge from Above activity

Kilolitres per day (please provide estimates or print 'unknown')

Litres per second (please provide estimates or print 'unknown')

Liquid Trade Waste Pre-Treatment Equipment

Type (Please specify)	No. of Units	Capacity (Litres)	STATUS ('Existing ' or 'Proposed')	Cleaning Frequency

F	COOLING TOWERS (Tick or 'N/A')	
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Number of Cooling Towers on premises

Will the combined discharge rate from all cooling towers exceed 500 L/H?

Will chemicals be used in cooling towers?

(If 'YES' list below and provide Material Safety Data Sheets)

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G	HOME OR DOMESTIC SCIENCE CLASSROOM KITCHEN (cooked meals prepared) Tick or N/A	
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Maximum number of cooked meals prepared per day.

Are any of the following installed?

- Dishwashers
('NO' or Number of Dishwashers)
- Food Waste Disposal Units (garbage grinders)
('NO' or Number of Food Waste Disposal Units)
- Potato peeling machines
('NO' or Number of Potato Peeling Machines)
- Wash up sinks
('NO' or Number of Wash up sinks)

Estimated Volume of Liquid Trade Waste Discharge from home or domestic Science teaching

Kilolitres per day

Litres per second

Liquid Trade Waste Pre-Treatment Equipment

Type	No. of Units	Capacity (Litres)	STATUS ('Existing ' or 'Proposed')	Cleaning Frequency
Grease Arrestor				
Dry Basket Arrestor				
In-Sink Dry Basket Arrestor/ Strainer				
Other (please specify)				

NB. Dry Basket Arrestors with a fixed bottom screen are required to all floor wastes in food preparation or handling areas.

H	CAFETERIA / CANTEEN KITCHEN (Tick or 'N/A')	
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Describe the nature of all food preparation and/ or serving activities.

Please include, but not limit your response to, the following:

- 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 onto the premises undergo (eg. Reheating of pies)?
- Where is food consumed (eg. On-site and/ or takeaway)?
- How is food served (eg. Crockery and/or disposable plates or containers)?

Maximum number of cooked meals prepared per day.

Are any of the following installed?

- Dishwashers
('NO' or Number of Dishwashers)
- Food Waste Disposal Units (garbage grinders)
('NO' or Number of Food Waste Disposal Units)
- Potato peeling machines
('NO' or Number of Potato Peeling Machines)
- Wash up sinks
('NO' or Number of Wash up sinks)

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Estimated Volume of Liquid Trade Waste Discharge from Cafeteria/ Canteen Kitchen
Estimated maximum volumetric discharge to sewer from activities associated with food preparation and/or serving

Kilolitres per day (please provide estimates or print 'unknown')

Litres per second (please provide estimates or print 'unknown')

Liquid Trade Waste Pre-Treatment Equipment

Type	No. of Units	Capacity (Litres)	STATUS ('Existing ' or 'Proposed')	Cleaning Frequency
Grease Arrestor				
Dry Basket Arrestor				
In-Sink Dry Basket Arrestor/ Strainer				
Other (please specify)				

I	OTHER TYPE OF OPERATION (Please specify)	
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Please describe the operation below:

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Estimated Volume of Liquid Trade Waste Discharge from Above activity

Kilolitres per day (please provide estimates or print 'unknown')

Litres per second (please provide estimates or print 'unknown')

Liquid Trade Waste Pre-Treatment Equipment

Type (Please specify)	No. of Units	Capacity (Litres)	STATUS ('Existing ' or 'Proposed')	Cleaning Frequency

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6. ATTACHMENTS CHECKLIST Print 'NO' or insert the number pages included, in the appropriate box to indicate what additional information has been supplied with this application.

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

7. 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

Fax No.

I wish to apply for approval to discharge liquid trade waste to Council's sewer. 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

8. 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 sewer.

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

Fax No.

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