

SHOALHAVEN CITY COUNCIL  
Shoalhaven Water Group

**APPLICATION TO DISCHARGE LIQUID TRADE WASTE TO COUNCIL SEWERAGE SYSTEM  
(FORM A9 – VEHICLE, MACHINERY OR WORKSHOP RELATED ACTIVITIES)**

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. IDENTITY OF PREMISES OCCUPIER/OPERATOR** Provide the following details for the occupier/operator who will conduct the operation(s)/activities described in Section 4, Part A of this application.

Trading Name

Registered Company,  
other Organisation or  
Individual(s) Name(s)

ACN:

ABN:

**2. LOCATION OF PREMISES** What is the address of the premises where the operation(s)/activities described in Section 4, Part A of this application will be conducted and from which liquid trade waste will be discharged to Council's sewerage system?

Shop/Unit No.

Premises Name  
(eg. Stockland Nowra)

Street No.

Street Name

Town or Locality

Post Code

**3. 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)

Email

Mobile Phone  
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.*

**4. DESCRIPTION OF OPERATIONS**

Indicate, by ticking the adjacent box or boxes, which of the following general type(s) of operation(s) will be conducted on the premises at the address given in Section 2, Part A. of this application and which will generate the liquid trade waste to be discharged to Council’s sewerage system from this premises.  
**NB.** More than one box may be ticked to fully describe the operations undertaken, other boxes may be left blank.

<i>AIRPORT OPERATIONS / MAINTENANCE</i>	<input type="checkbox"/>
<i>BUS / COACH DEPOT</i>	<input type="checkbox"/>
<i>CAR DETAILING</i>	<input type="checkbox"/>
<i>ENGINE/GEARBOX RECONDITIONING</i>	<input type="checkbox"/>
<i>HIRE EQUIPMENT (eg Kennards, Meghaven)</i>	<input type="checkbox"/>
<i>LAWN MOWER SERVICING / REPAIRS (Includes ride-on mowers, brushcutters etc)</i>	<input type="checkbox"/>
<i>MARINE ENGINE SERVICING / REPAIRS (Outboard /inboard motors)</i>	<input type="checkbox"/>
<i>MOTOR WRECKER / PARTS RECYCLING</i>	<input type="checkbox"/>
<i>RADIATOR REPAIRS / MAINTENANCE</i>	<input type="checkbox"/>
<i>SERVICE STATION COVERED FORECOURT WASHING / SPILL COLLECTION</i>	<input type="checkbox"/>
<b>NB.</b> Only wastewater from a covered forecourt area which has been roofed and bunded (or otherwise protected)	
<i>SMASH REPAIRS (Panel beating, spray painting)</i>	<input type="checkbox"/>
<i>TRAIN SERVICING / MAINTENANCE / WASHING</i>	<input type="checkbox"/>
<i>WASHING OF VEHICLES / MACHINERY / EQUIPMENT</i>	<input type="checkbox"/>
<i>WORKSHOP ASSOCIATED WITH INDUSTRIAL ENTERPRISE</i>	<input type="checkbox"/>
<i>VEHICLE SERVICING / REPAIRS / MAINTENANCE (eg. Engines, transmission, brakes, electrical)</i>	<input type="checkbox"/>

*OTHER TYPE OF OPERATION (Please specify)*

**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.

**4. DESCRIPTION OF OPERATIONS**

(Continued from page 2.)

Indicate in the space below further details on **each** of the types of operation(s) listed on page 2. by describing **all** activities resulting in liquid trade waste discharges to Council's sewerage system (eg. Washing of workshop floors, parts degreasing / washing). If the space provided is insufficient please attach additional pages.

In the case of vehicle / machinery / equipment washing indicate:

Items that will be washed (eg. Cars, trucks, hire equipment, earth moving equipment, tractors, tankers, food vans, garbage trucks)

Areas / parts of vehicles / equipment / machinery to be washed (eg. External body, underbody, engine blocks, internal surfaces / compartments of tanks, food vans, garbage trucks)

Method by which washing will be conducted (eg. Hand held hose, hand held high pressure spray wand, drive through tunnel facility)

In the case of vehicle servicing / repairs / maintenance indicate:

Type of vehicle to be serviced, repaired, maintained (eg. Car, truck, tractor, forklift, bus, earthmoving equipment, crane)

Vehicle component to be serviced, repaired, maintained (eg. Engine, transmission, brakes, electrical)

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Number of additional attached pages describing liquid trade waste generating activities conducted on the site?  
( Enter 'NIL' or number of pages as appropriate)

**5. LIQUID TRADE WASTE PRE-TREATMENT EQUIPMENT**

*a. Collection, holding or other pits*

<b>PURPOSE</b>	
<b>CAPACITY</b>	
<b>CLEANING FREQUENCY</b>	
<b>OTHER DETAILS</b>	

*b. Oil/Water Separation System*

Provide the following information for the oil/water separation system that will treat the liquid trade waste, generated by the activity/activities described in Section 4, Part A of this application, and which is subsequently discharged to Council’s sewerage system from the premises indicated in Section 2, Part A of this application.

**TYPE OF OIL / WATER SEPARATOR**

(Eg. Coalescing Plate Separator, Vertical Gravity Separator, Hydrocyclone Separation System Triple interceptor, general purpose or other type of pit)

<p>.....</p>
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NB. Triple interceptor, general purpose or other types of pits are generally not suitable as oil / water separation systems and should be replaced with upgraded pre-treatment equipment acceptable to Council. However where there is an existing triple interceptor, general purpose or other type of pit which is currently utilised as an oil / water separation system, the discharger may make application for an exception in order to continue using this pre-treatment equipment.

If an application for an exception, as described above, is to be lodged print ‘YES’ in adjacent box and proceed directly to Section 6, otherwise leave the box blank and continue filling out this section.

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Where the existing or proposed oil / water separation system will utilise a coalescing plate separator, vertical gravity separator or hydrocyclone separation system, provide the following information about this equipment.

Enter ‘EXISTING’ or ‘PROPOSED’ in the adjacent box to indicate status of the pre-treatment equipment described below.

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MANUFACTURER AND MODEL OF OIL / WATER SEPARATOR

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MAXIMUM CAPACITY OF OIL / WATER SEPARATOR

Litres per Hour	
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MANUFACTURER AND MODEL OF OIL / WATER SEPARATOR PUMP

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TYPE OF OIL / WATER SEPARATOR PUMP (Eg. Air driven diaphragm)

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MAXIMUM CAPACITY OF OIL / WATER SEPARATOR PUMP

Litres per Hour	
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The following information is required for the coalescing plate separator, vertical gravity separator or hydrocyclone separation system;

- Copies of relevant technical specifications, operation and maintenance manuals, or in the absence of this documentation, a statement from the manufacturer / supplier confirming the model / capacity and maintenance / cleaning requirements of the installed equipment.
- For all new installations and where Council deems it necessary for existing facilities the applicant is to obtain from the equipment supplier / manufacturer a written statement (including supporting calculations and the assumptions on which these calculations are based) to the effect that the oil / water separation system is adequately sized for the operations outlined in this application.

**6. WASH AREA DETAILS** A plan(s), drawing(s), sketch(es) is to be provided showing the following details / information for all areas where washing activities are to be undertaken. All plans, drawings to be initialled and dated by the applicant.

- Roofing, bunding and other measures (eg. Drains, floor gradients) taken to exclude rainwater from the washdown area and Council’s sewerage system.
- Location of collection wells, pump pits, sedimentation pits and their dimensions and / or volumetric capacities.
- Location of the oil / water separator and its bunding and roofing provisions.
- Position of sampling point for treated liquid trade waste discharged from the oil / water separator to the sewerage system.
- Drains connecting the various parts of the washdown area, oil / water separation system and point of discharge to the sewerage system.

**7. REASON FOR APPLICATION** Indicate by ticking the appropriate box or combination of boxes the reason(s) for lodging this application.

First occupation of premises or a change of use at an already occupied premises.

Development Application, Subdivision or Strata Plan File number related to above (Indicate whether DA, SF or SP)?

Existing trade waste discharger not possessing a current approval.

Renewal of an existing approval (No changes required to current approval

Change of applicant and / or premises owner for an existing approval.

Variation to current approval conditions (eg. volume / quality of liquid trade waste).

**8. LIQUID TRADE WASTE DISCHARGE VOLUME** Estimate the **maximum** daily volume of liquid trade waste discharged to the sewerage system. If possible provide details below or attach a sheet outlining how this figure was determined.

(If unable to provide estimates print ‘UNKNOWN’ in box)

Kilolitres/day

**9. TRADING HOURS / DISCHARGE TIMES** What are the normal trading hours for the operation and the times between which liquid trade waste will be discharged to the sewerage system? (eg. 9.00 am to 5.00 pm, Mondays to Fridays, 10.00 am to 1.30pm Saturdays)

Trading hours:.....

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Liquid trade waste discharge times (If as per trading hours print ‘ AS ABOVE’ in space below):

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**10. DISPOSAL OF LIQUID WASTES OTHER THAN TO THE SEWERAGE SYSTEM**

Will any liquid wastes be disposed of by means other than discharge to the sewerage system (eg. Radiator coolant, engine oil, solvents)?

( Enter 'YES' or 'NO' )

If 'YES' provide details describing the nature of each liquid waste, the means of its disposal, approximate volumes, frequency of disposal and the name and contact details of any company / person(s) collecting the liquid waste(s).

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**11. OPEN AREA DISCHARGE TO THE SEWERAGE SYSTEM**

Are there any areas (eg. unroofed or roofed but not bunded or otherwise unprotected) which could collect rainwater and subsequently discharge it to Council's sewerage system?

(Enter 'YES' or 'NO')

If 'YES' then a separate application must be submitted to Council for approval to discharge limited quantities of first flush water to the sewerage system. It is the discharger's responsibility to initiate this application process.

**12. SUBSTANCES PROHIBITED FROM BEING DISCHARGED TO THE SEWERAGE SYSTEM**

It is **important** that this section be read and understand 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:

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

**13. ADDITIONAL INFORMATION REQUIRED**

The following information is to be supplied as attachments to this application.

- A list of all substances / chemicals and quantities thereof used or stored on the premises. (Applicant to initial and date each page)
- Material Safety Data Sheets (MSDS) conforming to the requirements of the Australian Standards for each of the substances / chemicals used or stored on the premises.
- Two (2) copies of site plan and internal drainage diagram showing sewer and stormwater drains (Applicant to initial and date each page).

Number of pages of attachments relating to above requirements

**14. APPLICANT'S DETAILS AND DECLARATION**

If more than two (2) applicants photocopy this page while blank, complete and attach to application.

Indicate by ticking the adjacent box the status of applicant(s) seeking approval to discharge liquid trade waste to Council's sewerage system.

Land owner and occupier/operator of the premises for the purpose of conducting the nominated activity.

Land owner leasing premises to occupier/operator who will conduct the nominated activity.

Occupier/operator leasing premises for the purpose of conducting the nominated activity.

Registered company name or if not a registered company the name of the other organization or individual(s) making this application for approval to discharge liquid trade waste to Council's sewerage system.

Applicant 1.

Applicant 2.

ACN:

ABN:

Company's registered address or if not a registered company, the address of other organisation or home address(es) of individual applicants.

Applicant 1.   
.....  
Post Code

Applicant 2.   
.....  
Post Code

Address for correspondence concerning liquid trade waste.   
.....  
Post Code

I hereby apply for approval to discharge liquid trade waste to Council's sewerage system and undertake to Council that:

- I have the authority to make the statements set out in this application and give the undertakings set out below
- The information supplied on this application form and any included attachments, is to the best of my knowledge accurate, relevant and complete.
- The applicant will comply with all the requirements of an approval to discharge liquid trade waste to the sewerage system and if required a liquid trade waste agreement.

Name (Print)

Phone No.

Position

Email

Signature

Date  /  /

**NB.** Signatory to be an authorised officer representing the applicant(s) (eg. Owner, director, manager but **not** a consultant, contractor or agent acting on their behalf.)

**PART B**

(To be completed by the owner(s) of the premises at the address given in Section 2. Part A of this application form, being that premises from which the discharge of liquid trade waste to Council's sewerage system will occur.)

**1. PROPERTY DESCRIPTION** Provide the property description details for the premises at the address given in Section 2. Part A of this application form, being that premises from which the discharge of liquid trade waste to Council's sewerage system will occur.)

D.P. , S.P. or S.F. Number (Indicate whether D.P., S.P. or S.F.)	Section Number (If applicable)	Lot Number(s)

**2. RATES ASSESSMENT No.** Assessment No. from most recent rates notice.

**3. PREMISES OWNER'S DETAILS AND DECLARATION** **NB.** Signatory to be an authorised officer representing the premises owner(s) (eg. Owner, director, manager but **not** a consultant, contractor or agent acting on their behalf.)

Enter the registered company name or, if not a registered company, the name of other organization or individual(s) owning the premises identified in Section 2. Part A and Section 1. Part B of this application form, being that premises from which the discharge of liquid trade waste to Council's sewerage system will occur.

ACN:  ABN:

Enter the above company's registered address, or if not a company, the address of other organisation or home address of individual premises owners. If insufficient space for multiple addresses attach a separate sheet with this information.

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.....Post Code.....

I hereby give consent to this application for approval to discharge liquid trade waste to Council's sewerage system and undertake to Council that :

- I have the authority to give such consent on behalf of the premises owner(s).
- I have read the completed Part A of this application.
- I am aware the premises owner shall be billed for liquid trade waste fees and charges.  
**NB.** Any re-imbusement of the premises owner (lessor) for liquid trade waste fees and charges by the occupier (lessee) is a matter for the lessor and lessee.

Name (Print)	<input style="width: 150px; height: 20px;" type="text"/>	Phone No.	<input style="width: 150px; height: 20px;" type="text"/>
Position	<input style="width: 150px; height: 20px;" type="text"/>	Email	<input style="width: 150px; height: 20px;" type="text"/>
Signature	<input style="width: 150px; height: 40px;" type="text"/>	Date	<input style="width: 150px; height: 20px;" type="text"/> / /