

SHOALHAVEN CITY COUNCIL
Shoalhaven Water Group

**APPLICATION TO DISCHARGE LIQUID TRADE WASTE TO COUNCIL SEWERAGE SYSTEM
(FORM A14 – Accommodation Providers)**

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.

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 A

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

1. TRADING NAME Under what name will the business operate? The trading name may, or may not be, the same as the applicant's name.

2. TYPE OF ACCOMODATION Indicate the type of accommodation for which this application to discharge liquid trade waste to the sewerage system is lodged (e.g. Motel, B & B, Guesthouse).

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

Street No.	<input type="text"/>	Street Name	<input type="text"/>
Town or Locality	<input type="text"/>	Post Code	<input type="text"/>

4. CONTACT AT PREMISES Person at above premises to be contacted in regard to liquid trade waste matters?

Name of Contact	<input type="text"/>	Position	<input type="text"/>
Phone No. (Business Hours)	<input type="text"/>	Phone No. (After Hours)	<input type="text"/>
Fax No.	<input type="text"/>	Mobile Phone No.	<input type="text"/>

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

Application Fee Paid	\$ <input type="text"/>	Receipt No.	<input type="text"/>	Date Paid	<input type="text"/>	Application No.	<input type="text"/>
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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.

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.

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

A	FOOD PREPARATION AND OR SERVING ACTIVITIES 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. In room or dining area)?
- How is food served (eg. Crockery and/or disposable plates or containers)?
- Is room service provided (which meals/what times)?

Number of rooms

Number of seats for Café/Restaurant area

Maximum number of cooked meals prepared per day.

Will an oily or greasy waste residue be generated on the premises from any of the activities listed below?
(‘YES’ or ‘NO’)

- 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.

(NB. 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).

If ‘NO’ then 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 / /

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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)

Estimated Volume of Liquid Trade Waste Discharge from kitchen(s)

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				
Sink 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.

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B	LAUNDRY ACTIVITIES Tick or 'N/A'	
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Are laundry activities carried out off site by contractor? (Yes/No) If Yes, go to next section

Total number of washing machines on premises?

Types, numbers, water consumption and usage of washing machines on premises? **NB.** As an alternative, or in addition to completing this section, a hydraulic engineer's report showing the calculation of liquid waste volume to be discharged from laundry operations to sewer may be included.

<u>MAKE AND MODEL OF WASHING MACHINE</u>	<u>WATER CONSUMPTION PER MACHINE WASH (Litres)</u>	<u>MAXIMUM WASHES PER DAY</u>	<u>NUMBER OF MACHINES</u>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 80%; height: 30px;" type="text"/>	<input style="width: 80%; height: 30px;" type="text"/>	<input style="width: 80%; height: 30px;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 80%; height: 30px;" type="text"/>	<input style="width: 80%; height: 30px;" type="text"/>	<input style="width: 80%; height: 30px;" type="text"/>
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<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 80%; height: 30px;" type="text"/>	<input style="width: 80%; height: 30px;" type="text"/>	<input style="width: 80%; height: 30px;" type="text"/>

NB. Copies of technical and operating manuals should be supplied for each model and capacity of washing machine.

Estimated Volume of Liquid Trade Waste Discharge from Laundry activities

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

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

Details of Liquid Trade Waste Pre-Treatment Equipment

Type	No. of units	Capacity (Litres) or dimensions (mm)	STATUS ('Existing ' or 'Proposed')
Cooling Pit			
Lint Arrestor			
Internal Washing Machine Lint Screens			
Waste water pH control system			
Other (please specify)			

NB. Design volume calculations are to be supplied where cooling pit exists or is proposed. Plans and specifications of any existing or proposed pH control system are also to be supplied.

C	OTHER ASSOCIATED LIQUID TRADE WASTE OPERATIONS
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Do the premises for which this application to discharge liquid trade waste to sewer is lodged contain any of the following:

Swimming pool?	('YES' or 'NO')	<input style="width: 100%; height: 20px;" type="text"/>
• If yes, what is the quantity of backwash to sewer?	(In litres)	<input style="width: 100%; height: 20px;" type="text"/>
• What is the backwash frequency? (eg 2/week, 1/day)		<input style="width: 100%; height: 20px;" type="text" value=" /"/>
Boiler blowdown directed to sewer?	('YES' or 'NO')	<input style="width: 100%; height: 20px;" type="text"/>
• If yes, is there a cooling pit installed for the boiler blowdown water?	('YES' or 'NO')	<input style="width: 100%; height: 20px;" type="text"/>
• If yes, what is capacity of the cooling pit?	(In litres)	<input style="width: 100%; height: 20px;" type="text"/>
• Does the discharge rate exceed 500L per hour?	('YES' or 'NO')	<input style="width: 100%; height: 20px;" type="text"/>
Cooling tower / Industrial air conditioning?	('YES' or 'NO')	<input style="width: 100%; height: 20px;" type="text"/>
• If yes, how many cooling towers?		<input style="width: 100%; height: 20px;" type="text"/>
• Does the discharge rate exceed 500L per hour?	('YES' or 'NO')	<input style="width: 100%; height: 20px;" type="text"/>
Other liquid trade wastes (eg Beautician, Hairdresser, Florist)	('YES' or 'NO')	<input style="width: 100%; height: 20px;" type="text"/>

Details: _____

6. DISPOSAL OF LIQUID WASTES OTHER THAN TO THE SEWERAGE SYSTEM 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).

(Enter 'YES' or 'NO')

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

7. 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.

What chemicals, if any, are used in boilers or cooling towers? _____

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8. 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 and any other relevant equipment. (Include any operating or maintenance manuals and diagrams)
- (c) Material Safety Data Sheets for all significant chemicals used or stored on the premises. (ie high toxicity, flammable, or high volume (>5 L) with low toxicity)
- (d) Other attachments. (eg design calculations requested in other sections of this form)
- 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)

9. 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

10. 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