

SHOALHAVEN CITY COUNCIL  
Shoalhaven Water Division

**APPLICATION FOR APPROVAL TO DISCHARGE TRADE WASTE TO COUNCIL SEWER**  
**(FORM A4 - MULTIPLE OCCUPANCY COMMERCIAL/INDUSTRIAL PREMISES)**  
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.

**NB.** The details requested on this page relate to the overall premises not the individual businesses contained therein. Details of individual businesses operating on the premises are to be listed on page 2 of this form.

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

D.P.  Section  Lot No.(s)

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Name of Premises (eg. Ogden Mall, Sky Industrial Centre)

Street No.  Street Name

Town or Locality  Post Code

**2. TYPE OF PREMISES** (eg. Shopping Centre, Industrial Estate, Shopping Mall, Block of Commercial Units)

**3. TOTAL NUMBER OF SHOPS/UNITS CONTAINED WITHIN THE PREMISES**

Include both the occupied and unoccupied shops/units.

(Number or 'N/A')

**4. OWNERSHIP OF SHOPS/UNITS CONTAINED IN THE PREMISES**

Which of the following describes the ownership/occupancy situation of the shops, units etc within the premises?

(a) All shops, units etc leased to tenants by overall premises owner. ('YES' or 'NO')

(b) All shops, units etc owned by strata title, with Body Corporate as administrator of overall premises. ('YES' or 'NO')

(c) Combination of lease and strata title (indicate status of each unit/shop) or other arrangement as described below.

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----- Shoalhaven Water Use Only -----

Receipt No.  Date Paid  /  /  Application processed by

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## 5. INDIVIDUAL OCCUPANT/TENANT DETAILS

Details of the individual businesses, organizations etc that in which liquid trade waste will be discharged to sewer.

**INSTRUCTIONS:**

- (a) Provide a plan showing the layout of shops/units within the overall premises (While it is preferable to use the internal drainage diagram of the overall premises for this purpose, a hand drawn plan with ruled lines is acceptable if the former or other official plan is not suitable).
- (b) Allocate each shop/unit etc within the overall premises a unique number (Use existing shop/unit etc numbers if available) and indicate the location of the shop/unit etc on the plan by use of this number.
- (c) Using the same identifying number as represents the respective shop/unit etc on the plan supply the information requested in the boxes provided below. NB. If there is insufficient space for all shops/units then photocopy this page while blank, complete details, sign, date, and attach to the application form.
- (d) If a shop/unit etc is not occupied print 'VACANT' in the box provided for the trading name.

[illegible]

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

Details of liquid trade waste pre-treatment equipment servicing the overall premises.

- INSTRUCTIONS:**
- (a) Should there not be enough space to list all the liquid trade waste pre-treatment equipment then photocopy this page while it is blank, complete requested details, sign, date and attach the additional page(s) to the application form.
  - (b) Assign each piece of liquid trade waste pre-treatment equipment serving the overall premises a unique identifying letter (A, B, C, etc).
  - (c) Identify each piece of liquid trade waste pre-treatment equipment on the internal drainage diagram for the overall premises by means of its assigned letter. **NB.** If the internal drainage diagram has **not** been used to show the location of the individual shops/offices within the overall premises, indicate to which piece of liquid trade waste pre-treatment equipment each shop/unit etc is connected, by drawing a schematic representation of the liquid trade waste pre-treatment equipment, and the drains conveying liquid trade waste, on the alternate plan provided for Section 5 of this application form. Again using its assigned letter, identify the pieces of liquid trade waste pre-treatment equipment on this plan.
  - (d) Using its assigned letter as a means of identification supply the details requested for each piece of liquid trade waste pre-treatment equipment in the boxes provided below.

<u>LETTER</u> <u>ID.</u>	<u>TYPE OF PRE-TREATMENT EQUIPMENT</u> (eg. Grease Arrestor, Cooling Pit)	<u>CAPACITY</u> (Size or rated throughput of equipment. <b>NB.</b> Include units of measurement eg. Litres, Litres per hour.)	<u>STATUS</u> (‘PROPOSED’ or ‘EXISTING’)	<u>MAXIMUM VOLUMETRIC DISCHARGE TO BE PUT THROUGH EQUIPMENT</u> (If not known print ‘UNKNOWN’) Per Day (Kilolitres/day)      Instantaneous (Litres/second)	
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**7. 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 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, WSA;A;
- any other substances listed in a relevant regulation.

**8. LIQUID TRADE WASTE DISCHARGE STATUS**

Is liquid trade waste currently discharged from the overall premises to sewer?

( 'YES' or 'NO' )

**9. LIST ALL CHEMICALS USED OR STORED ON PREMISES**

**NB.** This list should include only those chemicals used, stored or controlled by the owner (or owner's agent) of the overall premises, not those chemicals used, stored or under the control of a tenant or strata titled occupant of an individual shop/unit etc. Material Safety Data Sheets shall be provided for all chemicals listed apart from domestic detergents and cleaners. If space is insufficient, print 'SEE ATTACHED' and include, with this application, a separate initialled and dated sheet(s) listing the chemicals used or stored on the premises.

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**10. 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 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 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)

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**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.

**11. NAME AND CONTACT DETAILS FOR AGENT MANAGING THE PREMISES**

Applicable only if an agent manages the premises for the owner.

Name of Agent	<input type="text"/>		
Street Address	<input type="text"/>		
Postal Address	<input type="text"/>		
Is this postal address to be used for all correspondence about liquid trade waste matters? ('YES' or 'NO') <input type="text"/>			
Name of Contact	<input type="text"/>	Phone No.	<input type="text"/>
Position of Contact	<input type="text"/>	Fax No.	<input type="text"/>

**12. PREMISES OWNER'S (AS APPLICANT) DETAILS AND DECLARATION**

Must be completed by an authorised officer representing the owner (eg. Owner, Company Manager etc, but not consultant, contractor, agent etc acting on their behalf). If individual shops, units etc are owned under Strata Title the Body Corporate is to complete this section.

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.)		
	<input type="text"/>		
Postal Address	<input type="text"/>		
Is this postal address to be used for all correspondence about liquid trade waste matters? ('YES' or 'NO') <input type="text"/>			
Signatory's Name	<input type="text"/>	Phone No.	<input type="text"/>
Signatory's Position	<input type="text"/>	Fax No.	<input type="text"/>

I hereby 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. I acknowledge that fees and charges for trade waste discharges to the sewerage system will be billed to the property owner.

Signature	<input type="text"/>	Date	<input type="text"/>
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