

APPLICATION FOR TRADE WASTE DISCHARGE



TW No. _____

PART A – Application and Site Details

APPLICANT: (i.e. legal entity/company or individual who will be discharging wastewater)

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TRADING NAME:

.....

STREET ADDRESS OF TRADE PREMISES:

.....

.....

DESCRIPTION OF MAIN TRADE ACTIVITY:

.....

.....

Contact person:

.....

E-mail:

.....

Facsimile:

.....

A/H Contact person:

.....

A/H Contact number:

.....

POSTAL ADDRESS FOR SERVICE AND FURTHER ENQUIRIES:

Name:

.....

Address:

.....

.....

OWNER OF PROPERTY (if different from above)

Name:

.....

Address:

.....

.....

THIS APPLICATION RELATES TO:

Proposed new discharge

Existing discharge for which no consent exists

Renewal

Variation to an existing consent

Nature of variation: (Provide full details on separate page).

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VALUATION NUMBER:

.....

LEGAL DESCRIPTION (Lot and DP numbers):

.....

ARE THE PREMISES ALREADY CONNECTED TO PUBLIC SEWER?

Yes No

Location

.....

SIGNATURE BLOCK

Full Name:

.....

Position

.....

(I am duly authorised to make this application)

.....

Signature:

.....

Date:

.....

CHECK THAT YOU HAVE INCLUDED:

Site plan of the premises showing details – all applications

Completed B & C for each process area (if applicable)

A draft discharge management plan (if applicable)

Detailed drawings of wastewater pre-treatment systems (not required for minor food retail)

Application fee deposit (\$240, GST incl.)

FOR OFFICE USE ONLY

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Invoice No:

.....

Receipt No:

.....

Date:

.....

FEES AND CHARGES

An application fee deposit of \$240 (GST incl.) applies to all applications. The final fee is at cost, per application. If you have questions regarding the fees and charges, please email water@codc.govt.nz

Minor Food Retail Premises Only - (Parts B & C not required)

Type of Business: (Please tick as applicable)	<input type="checkbox"/>	Small supermarket (Limited food preparation for sale).
	<input type="checkbox"/>	(Limited or no cooking on site)
	<input type="checkbox"/>	Takeaway food (may include limited on-site dining)
	<input type="checkbox"/>	Retail Bakery
	<input type="checkbox"/>	Café, café/bar, restaurant, hostel, hotel
	<input type="checkbox"/>	Other (Please specify).....

Water Supply:	<input type="checkbox"/>	From Council Main.	Is the supply metered?	Yes/No
	<input type="checkbox"/>	From other source: Name source.....		

Trade Waste Volumes: Maximum daily volume m ³ /day	<input type="text"/>	Average daily volume m ³ /day	<input type="text"/>
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Which of the following services do you provide? (Please tick all that are applicable)	Breakfast	<input type="checkbox"/>
	Lunch	<input type="checkbox"/>
	Dinner	<input type="checkbox"/>
	Morning/Afternoon Teas	<input type="checkbox"/>

Hours of Business:	Daily:	Hours	No of days/week
Seasonal Variations:			

Grease Trap or Pre-Treatment Details:- Does all wastewater from the food preparation and storage areas pass through pre-treatments?			
Type of grease trap	<input type="checkbox"/>	In ground	Litres
	<input type="checkbox"/>	Other type	Litres
Make and Model No			
Provide the following information about your pre-treatment:			
How often do you have the grease trap cleaned?	<input type="text"/>	Months	
For grease converters: What dosing agent is used?			
Provide evidence of continued liaison with unit supplier			

PART B – Description of Trade Waste and Premises

NB: COUNCIL'S TRADE WASTE ADVISOR CAN ASSIST YOU IN COMPLETING PARTS B AND C
 IF MORE THAN ONE PROCESS OCCURS ON THE SITE COMPLETE PARTS B AND C (if relevant) FOR EACH PROCESS AREA

TRADE NAME
ADDRESS
.....

PROCESS AND PRE-TREATMENT INFORMATION	
1.1 Total volume of wastes:	
Average daily volume	m ³
Maximum volume in 8 hour period	m ³
Maximum daily volume	m ³
Maximum flow	l/sec
Seasonal fluctuation (range)	

1.2 General characteristics of wastes:		
	TYPICAL	RANGE
Temperature (°C)		
BOD (g/m ³)		
COD (g/m ³)		
Suspended solids (g/m ³)		
pH		
Oil and greases		

1.3 The source of water used on the premises is:	
(a) From Council main	m ³ /working day
(b) From other sources	m ³ /working day
Source:	

1.4 The proposed method for flow measurement is:	
<input type="checkbox"/> A permanent installation of suitable flow	
<input type="checkbox"/> Measuring equipment	
<input type="checkbox"/> Based on waste usage as measured by meter	
<input type="checkbox"/> Other (specify)	

1.5 Describe mitigation measures employed to prevent accidental spillages of prohibited substances from entering the public sewer or storm water system (if applicable)
.....
.....

1.6 Attach site plans of the premises which clearly show the location of the following as appropriate:	
<input type="checkbox"/> Process area	<input type="checkbox"/> Flow measuring devices
<input type="checkbox"/> Trade waste drains	<input type="checkbox"/> Emergency spill devices
<input type="checkbox"/> Domestic wastewater drains	<input type="checkbox"/> Open areas draining to trade waste drains
<input type="checkbox"/> Storm water drains	<input type="checkbox"/> Emergency spill containment
Other (specify)	
Main trade waste pre-treatment systems	
<input type="checkbox"/> screens	<input type="checkbox"/> pH control
<input type="checkbox"/> flow balance	<input type="checkbox"/> grease traps
<input type="checkbox"/> chemical treatment	<input type="checkbox"/> biological treatment

1.7 Detailed drawings and descriptions for the following are attached as appropriate
<input type="checkbox"/> Pre-treatment systems
<input type="checkbox"/> Flow measuring devices
<input type="checkbox"/> Emergency spill containment
<input type="checkbox"/> Sampling points
<input type="checkbox"/> Method of flow meter calibration

1.8 An independent waste audit of the premises has/has not been carried out by:
.....
.....

1.9 A Discharge Management Plan is/is not attached.
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1.10 The Health and Safety Requirements and security arrangements for Wastewater Authority staff entering the premises are as follow (specify):
.....
.....

PART C – Process and Waste Water Details

Use a separate page for each process (if required) and attach copies of typical analyses for wastewater from each separate process. Use Part C for manufacturing processes.

2.1 Process name and description :

.....

.....

.....

2.3 Volume of wastewater:

Average daily volume: m³
(6 mth ave.)

Maximum daily volume: m³

Maximum flow: l/sec

2.2 Type of product processed:

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.....

.....

2.4 If batch discharges:

Quantity: m³

Frequency: m³

Rate of discharge: l/sec

2.5 The wastewater contains the following characteristics which, when mixed with other wastewaters and discharged from the premises, are near or in excess of the limits stipulated in Schedule 1B of the Bylaw.

(NOTE – The characteristics in Schedule 1A.3.3.3 Heavy metals and 1A.3.3.4 Organic compounds have a limit of zero unless approval for that particular characteristic is applied for.)

CHARACTERISTIC (PHYSICAL OR CHEMICAL)	VALUE OR CONCENTRATION (g/m ³)			
	From Process		At point of discharge	
	Typical	Max	Typical	Max
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.....				
.....				
.....				
.....				
.....				
.....				

2.6 The following steps have been / will be taken to improve the trade process as part of a strategy of cleaner production:

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Date of improvements: