



KYOGLÉ COUNCIL

LIQUID TRADE WASTE POLICY

**FOR LOCAL APPROVALS OF DISCHARGE OF LIQUID
TRADE WASTE TO COUNCILS SEWERAGE SYSTEMS**

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PURPOSE

This policy has been developed to provide process and procedures for the approval and management of liquid trade waste discharges to Councils sewerage systems. A person wishing to discharge liquid trade waste to the sewerage system must, under section 68 of the *Local Government Act 1993*, obtain prior approval from Council. Discharging liquid trade waste without an approval is an offence under section 626 of the *Act*.

The procedure for approval is governed by Chapter 7 of the *Local Government Act (Act)* and is subject to the *Local Government (General) Regulation 2005 (Regulation)*.

Under section 28 of the *Regulation*, a council must not grant an approval under section 68 of the *Act* to discharge trade waste (whether treated or not) into a sewer of the council unless the Director-General of the Department of Water and Energy (DWE) has concurred with the approval.

Under section 90 (2) of the *Act*, the Director-General, DWE, may give the council notice that the concurrence may be assumed (with such qualifications or conditions as are specified in the notice).

VALIDITY

This Policy obtains its validity from Council resolution number 171207/9.

OBJECTIVES

The objectives of this policy are:

- to protect public health;
- to protect the health and safety of Council employees;
- to protect the environment from the discharge of waste that may have a detrimental effect;
- to protect Council assets from damage;
- to assist Council to meet its statutory obligations;
- to provide an environmentally responsible liquid trade waste management service to the non-residential sector;
- to encourage waste minimisation and cleaner production in the commercial and industrial sectors;
- to promote water conservation;
- to ensure that reuse of the sewage treatment works effluent or biosolids is feasible;
- to ensure compliance of liquid trade waste discharge with the approved conditions;
- to provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of the sewerage system and the design of augmentations or new sewerage systems; and
- to ensure commercial provision of services and cost recovery through appropriate sewerage and liquid trade waste fees and charges.

SCOPE OF THIS POLICY

This policy covers all matters relating to the discharge of liquid trade waste into Councils sewerage systems. At time of publication Council operates three separate sewerage systems. These are;

1. The Kyogle Sewerage System
2. The Bonalbo Sewerage System
3. The Woodenbong Sewerage System

This policy is divided into three parts:

PART 1 – EXEMPTIONS

This section specifies the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to the sewerage system.

PART 2 – CRITERIA FOR APPROVAL TO DISCHARGE LIQUID TRADE WASTE INTO COUNCILS SEWERAGE SYSTEMS

This section specifies the criteria which Council will take into consideration in determining whether to give or refuse a liquid trade waste approval.

PART 3 – MATTERS RELATING TO LIQUID TRADE WASTE APPROVALS

This section specifies other matters relating to liquid trade waste approvals, including application procedures, liquid trade waste discharge categories, liquid trade waste services agreements, monitoring of liquid trade waste discharges, liquid trade waste fees and charges, modification or revocation of approvals, prevention of waste of water and contaminated stormwater discharges from open areas.

DISCUSSION

Sewerage systems are generally designed to cater for waste from domestic sources that are essentially of predictable strength and quality. Council **may** accept trade waste into its sewerage systems as a **service** to businesses and industry.

Liquid trade wastes may exert much greater demands on sewerage systems than domestic sewage and, if uncontrolled, can pose serious problems to public health, worker safety, Council's sewerage system and the environment.

Impacts of poor liquid trade waste management include:

- Grease, oil, solid material, if not removed on-site, can cause blockages in the sewerage system and result in overflows of untreated sewage to the environment.
- Strong waste may cause odour problems and corrosion of sewer mains, pumping stations and sewage treatment facilities.

This policy is concerned with the approval process for liquid trade wastes discharged into Council's sewerage systems and the levying of appropriate sewerage and liquid trade waste fees and charges. It has been developed to ensure the proper control of liquid trade waste discharged to the sewerage system and hence protection of public health, worker safety, the environment, and Council's sewerage systems. The policy also promotes waste minimisation and water conservation.

WHAT IS LIQUID TRADE WASTE?

Liquid trade waste is defined in the Local Government (General) Regulation 2005 as below:

“Liquid trade waste means all liquid trade waste other than sewage of a domestic nature.”

Liquid trade waste discharges to the sewerage system *include* liquid wastes discharged from:

- business/commercial premises (eg. beautician, florist, hairdresser, hotel, motel, restaurant, butcher, service station, supermarket, dentist);
- community/public premises (including craft club, school, college, university, hospital and nursing home);
- industrial premises;
- trade activities (eg. mobile carpet cleaner);
- any commercial activities carried out at a residential premises;
- saleyards, racecourses and from stables and kennels not associated with domestic households; and
- septic tank waste, chemical toilet waste, waste from marine pump-out facilities and established sites for the discharge of pan content from mobile homes/caravans to the sewerage system.

While septic tank, pan and ship-to-shore pump out waste are defined as trade waste, specific procedures need to be applied to their management as the waste is often transported or pump-out from its source. Accordingly, specific references to these wastes are provided in this policy where necessary.

Liquid trade waste excludes:

- toilet, hand wash basin (when used for personal hygiene only), shower and bath wastes derived from all the premises and activities mentioned above;
- wastewater from residential toilets, kitchens, bathrooms or laundries (ie. domestic sewage);
- common use (non-residential) kitchen and laundry facilities in a caravan park;
- residential swimming pool backwash.

GLOSSARY

Assumed Concurrence: Council may apply to the Department of Water and Energy, (DWE) for delegation to assume concurrence for Classification B or Classification S activities. If granted, Council will no longer need to forward such applications to DWE for concurrence.

Automatic Assumed Concurrence: Councils have been authorised to assume DWE concurrence for Classification A activities. Such applications may be approved by Council without forwarding the application to DWE for concurrence.

Bilge Water: minor amounts of water collecting in the bilge of a vessel from spray, rain, seepage, spillage and boat movements. Bilge water may be contaminated with oil, grease, petroleum products and saltwater.

Biochemical Oxygen Demand (BOD₅): The amount of oxygen utilised by micro-organisms in the process of decomposition of organic material in wastewater over a period of five days at 20°C. In practical terms, BOD is a measure of biodegradable organic content of the waste.

Biosolids: Primarily organic solid product produced by sewage processing. Until such solids are suitable for beneficial use, they are defined as wastewater solids or sewage sludge.

Bunding: Secondary containment provided for storage areas, particularly for materials with the propensity to cause environmental damage.

Chemical Oxygen Demand (COD): A measure of oxygen required to oxidise organic and inorganic matter in wastewater by a strong chemical oxidant. Wastewaters containing high levels of readily oxidised compounds have a high COD.

Chemical Toilet: Toilet in which wastes are deposited into a holding tank containing a deodorizing or other chemicals; wastes are stored and must be pumped out (and chemical recharged) periodically.

Commercial Kitchen/Caterer: For the purpose of these Guidelines, a commercial kitchen is a premises that is typically a stand-alone operation and prepares food for consumption off-site. These types of businesses typically cater to wedding functions, conferences, parties, etc. This definition would not apply to a food processing factory supplying pre-prepared meals to an airline company or similar.

Contingency Plan: A set of procedures for responding to an incident that will affect the quality of liquid trade waste discharged to the sewerage system. The plan also encompasses procedures to protect the environment from accidental and unauthorised discharges of liquid trade waste to the stormwater drainage system, and leaks and spillages from stored products and chemicals.

Director-General: Director-General means the Director-General, DWE.

Due Diligence Program: A plan that identifies potential health and safety, environmental or other hazards (eg. spills, accidents or leaks) and appropriate corrective actions aimed at minimising or preventing the hazards.

DWE Concurrence is required before a council may approve an application for the discharge of liquid trade waste or septic tank and pan waste to the sewerage system. It is a requirement under section 90(1) of the *Local Government Act* and clause 28 of the *Local Government (General) Regulation 2005* that council obtain the written concurrence of the Director-General of the Department of Water and Energy (DWE) prior to approving such waste to be discharged to the council's sewerage system.

Effluent: The liquid discharged following a wastewater treatment process.

Effluent Improvement Plan (EIP): The document required to be submitted by a discharger who is not meeting the acceptance limits for discharge waste quality set down in Council's approval conditions and/or liquid trade waste agreement. The document sets out how a discharger will meet the acceptance limits for the discharge of liquid trade waste to the sewerage system within a given timeframe.

Galley Waste: In this Policy, a liquid waste from a kitchen or a food preparation area of a vessel; solid wastes are excluded.

Heavy Metals: Metals of high atomic weight which in high concentrations can exert a toxic effect and may accumulate in the environment and the food chain. Examples include mercury, chromium, cadmium, arsenic, nickel, lead and zinc.

Housekeeping: is a general term, which covers all waste minimisation activities connected with the way in which operations within the premises are carried out.

Industrial Discharges: Industrial liquid trade waste is defined as liquid waste generated by industrial or manufacturing processes.

Local Government Regulation: *Local Government (General) Regulation 2005* under the *Local Government Act 1993*.

Liquid Trade Waste: Liquid trade waste means all liquid waste other than sewage of a domestic nature.

Mandatory Concurrence: For the liquid waste in Classification C, councils will need to obtain concurrence from DWE on each occasion.

Methylene Blue Active Substances (MBAS): These are anionic surfactants (see Surfactants definition) and are called MBAS as their presence and concentration is detected by measuring the colour change in a standard solution of methylene blue dye.

Minimal Pre-treatment: For the purpose of this Policy includes sink strainers, basket arrestors, plaster arrestors and fixed or removable screens.

Open Area: Any unroofed process, storage, washing or transport area potentially contaminated with rainwater and substances which may adversely affect the sewerage system or the environment.

Pan: For the purpose of this Policy "pan" means any moveable receptacle kept in a closet and used for the reception of human waste.

pH: A measure of acidity or alkalinity of an aqueous solution, expressed as the logarithm of the reciprocal of the hydrogen ion (H⁺) activity in moles per litre at a given temperature; pH 7 is neutral, below 7 is acidic and above 7 is alkaline.

Premises: Has the same meaning as defined in the *Local Government Act Dictionary* and includes any of the following:

- (a) a building of any description or any part of it and the appurtenances to it;
- (b) land, whether built on or not;
- (c) a shed or other structure;
- (d) a tent;
- (e) a swimming pool;
- (f) a ship or vessel of any description (including a houseboat); or
- (g) a van.

Prescribed Pre-treatment Equipment is defined as standard non-complex equipment used for pre-treatment of liquid trade waste, eg. a grease arrestor, an oil

arrestor/separator, solids arrestor, cooling pit (refer to Table 7 of *Liquid Trade Waste Management Guidelines*, 2005).

Primary Measurement Device: A device such as a gauging pit, weir tank or flume installed in the liquid trade waste discharge line suitable for installation of instrumentation for flow measurement. In cases of commercial flows this can mean a removable section of pipe (in the fresh water supply to the trade waste area) and the installation of a check meter.

Septage: Material pumped out from a septic tank during desludging; contains partly decomposed scum, sludge and liquid.

Septic Tank: Wastewater treatment device that provides a preliminary form of treatment for wastewater, comprising sedimentation of settleable solids, flotation of oils and fats, and anaerobic digestion of sludge.

Septic Tank Effluent: The liquid discharged from a septic tank after treatment.

Sewage Management Facility: A human waste storage facility or a waste treatment device intended to process sewage and includes a drain connected to such a facility or device.

Sewage of 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.

Sewerage System: The network of sewage collection, transportation, treatment and by-products (effluent and biosolids) management facilities.

Ship-to-Shore Pump-out: Liquid waste from a vessel that may be considered for disposal to the sewerage system. This includes on-board toilet wastes, galley wastes and dry dock cleaning waste from maintenance activities.

Sullage: Domestic wastewater excluding toilet waste.

Surfactants: The key active ingredient of detergents, soaps, emulsifiers, wetting agents and penetrants. Anionic surfactants react with a chemical called methylene blue to form a blue-chloroform-soluble complex; the intensity of colour is proportional to concentration.

Suspended Solids (SS): The insoluble solid matter suspended in wastewater that can be separated by laboratory filtration and is retained on a filter. Previously also referred to as non-filtrable residue (NFR).

Total Dissolved Solids (TDS): The total amount of dissolved material in the water.

Waste Minimisation: Procedures and processes implemented by industry and business to modify, change, alter or substitute work practices and products that will result in a reduction in the volume and/or strength of waste discharged to sewer.

1 PART 1 – EXEMPTIONS

1.1 Exemptions from Obtaining Approval of Liquid Trade Waste Discharge

This table lists commercial business activities that the Director-General, DWE has consented to an exemption from the requirement to apply for approval for liquid trade waste discharge to the sewerage system. Each such business must meet the standard requirements specified below. An annual trade waste fee still applies to each such discharger.

TABLE 1 – Exemptions where Approval for Discharge is not Required

Activity	Requirements
Beautician	Nil.
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Community hall (minimal hot food)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Day care centre (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Delicatessen – no hot food prepared	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Dental technician (no X-ray)	Plaster arrestor required.
Doctor's surgery (plaster casts, no X-ray)	Plaster arrestor required.
Dog/cat groomer/salon	Floor waste basket & sink strainer required (see Note 3). No organophosphorus pesticides may be discharged to sewer.
Florist	Floor waste basket & sink strainer required. No herbicides/pesticides may be discharged to sewer.
Fruit and vegetable – retail	Floor waste basket & sink strainer required (see Note 3).
Hairdresser	Floor waste basket & sink strainer (where available).
Jewellery shop <i>miniplate</i> <i>ultrasonic washing</i> <i>precious stone cutting</i>	Miniplate vessel to contain no more than 1.5 L of precious metal solution Nil If : < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required
Mixed business (minimal hot food)	Floor waste basket & sink strainer required (see Note 3). Housekeeping practices (see Note 4).

Activity	Requirements
Mobile cleaning units; carpet cleaning garbage bin washing	20 micron filtration system fitted to a mobile unit. Floor waste basket required. Discharge is via grease arrestor (if available).
Motel (no hot food prepared and no laundry facility)	Floor waste basket & sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Nutshop	Floor waste basket & sink strainer required (see Note 3).
Optical service - retail	Solids settlement tank/pit required.
Petshop – retail	Floor waste basket & sink strainer required (see Note 2).
Pizza reheating for home delivery	Housekeeping practices (see Note 4).
Sandwich shop, salad bar, coffee shop (no hot food prepared)	Floor waste basket & sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Venetian blind cleaning	Nil (see Note 2).

Notes:

1. Where “required” is used it means as required by Council.
2. If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
3. All drainage from floors in food preparation areas is required to pass through a basket arrestor.
4. Food preparation activities need to comply with sound housekeeping practices including:
 - Floor must be dry swept before washing.
 - Pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up.
 - Use of a food waste disposal unit is not permitted.

2 PART 2 – CRITERIA FOR APPROVAL TO DISCHARGE LIQUID TRADE WASTE INTO COUNCILS SEWERAGE SYSTEMS

2.1 Factors for Consideration

Council's decision to accept liquid trade waste into the sewerage system will be based on the discharge meeting Council's requirements. When determining an application to discharge liquid trade waste into the sewerage system, Council will consider the following factors:

- The potential for the liquid trade waste discharge to impact on public health.
- The possible impacts the discharge may pose to the environment (land, water, air, noise, or nuisance factors).
- The potential impacts of the discharge on the health and safety of the Council's employees.
- The possible impact of the discharge on Council's sewerage infrastructure or sewage treatment process.
- The capability of the sewerage system (both transportation and treatment components) to accept the quality and quantity of the proposed liquid trade waste discharge.
- The impact the liquid trade waste will have on the ability of the sewerage scheme to meet Department of Environment and Climate Change (DECC) licence requirements.
- Compliance of the proposed liquid trade waste discharge with guideline limits in this policy .
- The potential impacts of the discharge on the quality of, and management practices for, effluent and biosolids produced from the sewage treatment process.
- The adequacy of the pre-treatment process(es) to treat the liquid trade waste to a level acceptable for discharge to the sewerage system, including proposed safeguards if the pre-treatment system fails.
- Whether appropriate safeguards are proposed to avoid the discharge of other, non-approved wastes to the sewerage system.
- The adequacy of any chemical storage and handling facilities, and the proposed safeguards for preventing the discharge of chemicals to the sewerage system.
- Whether prohibited substances are proposed to be discharged.
- The potential for stormwater entering the sewerage system and adequacy of proposed stormwater controls.
- Waste minimisation and water conservation programs.
- The adequacy of the proposed due diligence program and contingency plan, where required.

Note: The quality of trade waste from some low risk commercial activities in Classification A will exceed guideline limits in Council's trade waste policy. As a higher level of pre-treatment is not cost-effective, such waste is acceptable if the discharger installs and properly operates and maintains the required pre-treatment equipment (refer to Table 4 on page 202 and Tables 7 to 9 of *Liquid Trade Waste Management Guidelines*, 2005). Similarly, septic and pan waste may exceed some guideline limits.

2.2 Discharge Quality

Council has guideline limits for the acceptance of discharges, as set out in **Table 2**. Council may vary the guideline limits for a particular sewage treatment works. Where the guideline limits cannot be met, applicants are required to provide justification for exceeding the limits. Based on the type and the proposed contaminant levels, Council may refuse the

application, or may approve it subject to an effluent improvement program, or other conditions being implemented.

2.3 Prohibited Substances

Some substances are not suitable for discharge to the sewerage system. **Table 3** sets out those substances which must not be discharged to the sewerage system. Council may not grant approval for the discharge of these substances into the sewerage system unless it is specifically approved under section 68 of the *Local Government Act*.

2.4 Stormwater Discharges from Open Areas

Stormwater is a prohibited discharge under this policy. The ingress of stormwater into the sewerage system can cause operational problems to the system and result in sewer overflows, as the sewerage system does not have the capacity for such flows. Therefore, Council does not generally accept the discharge of stormwater to the sewerage system.

However, it is recognised that it may not always be possible or practical to prevent all stormwater entering into the sewerage system at some liquid trade waste premises. The discharge of limited quantities of first flush water from sealed areas will be considered where roofing cannot be provided because of safety or other important considerations. The discharge from unsealed areas is not permitted.

Before the stormwater will be considered for discharge to the sewerage system, the applicant must provide the following information:

- reasons why the area cannot be fully or partially roofed and bunded to exclude stormwater;
- the dimensions and a plan of the open area under consideration;
- whether the open area is sealed;
- the estimated volume of the stormwater discharge;
- information on rain gauging;
- where a first-flush system is proposed, details on how the stormwater will be diverted to the drainage system after the first flush is accepted (the first- flush to be limited to first 10 mm of storm run-off);
- measures proposed for diverting stormwater away from the liquid trade waste generating area; and
- report on other stormwater management options considered and why they are not feasible.

2.5 Food Waste Disposal Units

Installation of new food waste disposal units (also known as in-sinkerators, in-sink food waste disposers, or garbage grinders) is not permitted. Existing installations in hospitals and nursing homes may be permitted, provided that wastewater is discharged through an adequately sized grease arrestor. For existing premises, a food waste disposal charge will be levied based on the number of beds in the hospital or nursing home (**refer to section 3.5.6**).

If the hospital or nursing home kitchen is refurbished, the food waste disposal unit must be removed.

2.6 Devices that Macerate or Pulverise Waste

Macerators and any other similar devices that are used for pulverising of solid waste are not authorised to connect to Council's sewerage system (Refer NSW Code of Practice: Plumbing and Drainage, 2006). Solid waste includes, but is not limited to, sanitary napkin, placenta, surgical waste, disposable nappy, mache bedpan and urine containers.

Therefore Council will not accept any discharges from such devices into its sewerage system.

2.7 Use of Additives in Pre-treatment Systems

Council does not allow solvents, enzymes, bioadditives, and odour control agents to be used in pre-treatment systems (except neutralising chemicals designated for the pre-treatment) except by specific written application and subsequent approval.

2.8 Septage and Septic Tank Effluent

Septage and septic tank effluent will be accepted only at the purpose built facility at the Kyogle Sewage Treatment Works (STW). Disposal will be by authorised tanker operators only. Existing household septic effluent pump out systems discharging to Councils sewerage systems are to be phased out over the next few years, and no more systems of this type are allowed to be connected to Councils sewerage systems. In addition to this no on site sewerage management systems are to be installed within the areas serviced by Councils sewerage systems.

2.9 Pan Waste and Dump Points

Dump points for the disposal of pan waste can be installed on private premises in any of Councils sewerage systems, subject to approval and DWE concurrence. Volume limits, flow metering requirements and record keeping practices will be established for each site on a case by case basis.

Table 2– Guideline Limits for Acceptance of Liquid Trade Wastes into Sewerage Systems

Parameter	Limits
GENERAL ACCEPTANCE GUIDELINE LIMITS	
Flow Rate	The maximum daily and instantaneous rate of discharge (kL/h or L/s) is set on the available capacity of the sewer. Large dischargers are required to provide a balancing tank to even out the load on the sewage treatment works.
BOD ₅ and Suspended Solids	Normally, approved at 300 mg/L each. Concentration up to 600mg/L and in some cases higher concentration for low mass loadings may be acceptable if the treatment works has sufficient capacity and odour will not be a problem.
COD	Normally, not to exceed BOD ₅ by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.
Total Dissolved Solids	Up to 4000 mg/L may be accepted. However, the acceptance limit may be reduced depending on available effluent disposal options and will be subject to a mass load limit.
Temperature	Less than 38°C.
pH	Within the range 7.0 to 9.0.
Oil and Grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works, and 50 mg/L if the volume is greater than 10%.
Detergents	All industrial detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes.
Colour	No visible colour when the waste is diluted to the equivalent dilution afforded by domestic sewage flow.
Radioactive Substances	The discharge must comply with the Radiation Control Act 1990.

cont ...

Table 2 (Cont.) – Guideline Limits for Acceptance of Liquid Trade Wastes into Sewerage System

Parameter	Maximum concentration (mg/L)
ACCEPTANCE GUIDELINE LIMITS FOR INORGANIC COMPOUNDS	
Ammonia (as N)	50
Boron	25
Bromine	5
Chlorine	10
Cyanide	5
Fluoride	20
Nitrogen (total Kjeldahl)	100
Phosphorus (total)	20
Sulphate (as SO ₄)	100
Sulphide (as S)	1
Sulphite (as SO ₃)	15
ACCEPTANCE GUIDELINE LIMITS FOR ORGANIC COMPOUNDS	
Benzene	0.1
Benzene, Toluene, Ethyl benzene, Xylene (BTEX)	1
Formaldehyde	50
Phenolic compounds (except pentachlorophenol)	10
Petroleum hydrocarbons (non-flammable)*	30
Pesticides general (except organochlorine and organophosphorus)*	0.1
Polynuclear Aromatic Hydrocarbons (PAHs)	5

cont ...

* Refer to Table 3

Table 2 (Cont.) – Guideline Limits for Acceptance of Liquid Trade Wastes into Sewerage System

Parameter	Maximum concentration (mg/L)	Allowed daily mass limit (g/d)
ACCEPTANCE GUIDELINE LIMITS FOR METALS		
Aluminium	100	-
Arsenic	1	2
Cadmium	2	6
Chromium*	5	15
Cobalt	5	15
Copper	5	15
Iron	100	-
Lead	2	6
Manganese	10	30
Mercury	0.02	0.05
Molybdenum	10	30
Nickel	5	15
Selenium	5	15
Silver [#]	2	6
Tin	5	15
Zinc	5	15
Total metals excluding aluminium, iron, manganese and molybdenum	less than 30 mg/L and subject to total mass loading requirements	

* Where hexavalent chromium (Cr^{6+}) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr^{3+}), prior to discharge into the sewer. Discharge of hexavalent chromium (Cr^{6+}) from chromate compounds used as corrosion inhibitors in cooling towers is not permitted.

This limit is applicable to large dischargers. The concentration of silver in photoprocessing waste where a balancing tank is provided is not to exceed 5 mg/L.

Table 3 – Substances Prohibited From Being Discharged Into The Sewerage System

- ⊘ organochlorine weedicides, fungicides, pesticides, herbicides and substances of a 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 substances liable to produce noxious or poisonous vapours in the sewerage system;
- ⊘ organic solvents and mineral oil;
- ⊘ any flammable or explosive substance;
- ⊘ discharges from 'Bulk Fuel Depots';
- ⊘ chromate from cooling towers;
- ⊘ natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions;
- ⊘ rain, surface, seepage or subsoil water, unless specifically permitted;
- ⊘ solid matter;
- ⊘ any substance assessed as not suitable to be discharged into the sewerage system;
- ⊘ waste liquids that contain pollutants at concentrations which inhibit the sewage treatment process – refer *Guidelines for Sewerage Systems: Acceptance of Trade Waste (Industrial Waste)* (ARMCANZ/ANZECC, 1994); and
- ⊘ any other substances listed in a relevant regulation.

3 PART 3 – MATTERS RELATING TO LIQUID TRADE WASTE APPROVALS

3.1 Application Procedures

To obtain Council's approval to discharge liquid trade waste to Council's sewerage system, a discharger must lodge an application in writing. Application forms are available from Council (**Attachment 5**). If a person wishes to discharge liquid trade waste to the sewerage system but is not the owner of the premises, the person must obtain the owner's consent to the application.

3.1.1 Information Required for Liquid Trade Waste Application

The applicant must provide the following information:

- site owner's full name, address, contact telephone number;
- address of the business/industry where discharge to the sewerage system will occur;
- name of contact person for the premises and telephone contact for the business/industry;
- type of process/activity generating the liquid trade waste;
- normal hours of business operation;
- rate of discharge, including
 - the average per day, maximum per day and per hour, and
 - hours of the day during which discharge will take place;
 - characteristics of wastes, including
 - nature of source, and
 - expected maximum and average concentrations of pollutants;

(Where sampling and testing are required to establish the quality of the liquid trade waste, the testing should be carried out in accordance with the procedures set out in the *Standard Methods for the Examination of Water and Wastewater* published by the American Public Health Association, American Water Works Association and Water Pollution Control Federation.)

- chemicals to be used – supply Material Safety Data Sheets;
- details of any proposed pre-treatment facilities, location and site plan.

Details should include:

- pre-treatment process details,
- internal wastewater drainage,
- pump size,
- rising main size, length and profile
- system operational characteristics,
- operational procedures,
- provisions for sampling and flow measurement, where required; and
- proposed connection point to the sewerage system;

- flow diagram and hydraulic profile of proposed liquid trade waste pre-treatment facilities;
- maintenance schedule for pre-treatment equipment, including contractor's details;
- stormwater drainage plan;
- measures for prevention of stormwater ingress into the sewerage system;
- manifest showing the location, nature and chemical composition of all substances stored/used on site;
- justification for disposing of the waste into the sewerage system over other possible options (if any);
- methods of disposal for other wastes that are not discharged to the sewerage system;
- any relevant environmental impact assessments; and
- any additional information as requested by Council.

3.1.2 Additional Information for Pan Waste Dump Points

The following additional information needs to be provided in regard to the discharge of pan waste to the sewerage system from a privately operated facility or dump point:

- proposed method of discharge including plans and drawings;
- proposed method of metering flows discharged to sewer;
- details of any proposed facilities for a disposal point, location and site plan. Details should include the proposed connection point to the sewerage system;
- security arrangements at the proposed disposal site;
- the provision of freshwater for hosing down and appropriate methods of avoiding contamination of the water supply;
- bunding and measures to prevent the ingress of stormwater at the proposed dump point;
- the use of odour inhibiting or other chemicals, if any, and their dosage rates, and
- emergency and overflow contingency plans.

3.2 Approval of Applications

Council may, under section 86 of the *Local Government Act*, request an applicant to provide more information to enable it to determine the application.

Where an application is approved, Council will notify the applicant as soon as practical of the approval and any conditions of the approval. The duration of the approval will be as stated in the approval. In cases where Council requires a discharger to enter into a liquid trade waste services agreement (**refer to section 3.7**), Council will issue a deferred commencement approval under section 95 of the *Local Government Act* requesting the discharger to do so within the time specified in Council's letter. In such cases, the approval will not be operative until the agreement has been executed by the discharger.

An applicant may make a minor amendment or withdraw an application before it is approved by Council. An applicant may also apply to Council to renew or extend an approval, in accordance with section 107 of the *Local Government Act*.

If an application is refused, Council will notify the applicant of the grounds for refusal.

An approval to discharge liquid trade waste to Council's sewer is not transferable. A new application must be lodged and a new approval obtained if there is a change of the approval holder or the activity. Council must be notified of change of ownership and/or occupier in all cases, whether a new approval is required or not, to allow updating of records.

3.3 Concurrence of the Department of Water and Energy

If Council supports an application and has a notice stating that concurrence of the Director-General, Department of Water and Energy (DWE), can be assumed for the waste relevant to the application, Council will approve the application. Otherwise, Council will seek concurrence from DWE in accordance with the requirements of section 90(1) of the *Local Government Act*.

Liquid trade waste discharges are divided into four classifications for the purpose of the concurrence process.

- **Concurrence Classification A** – liquid trade waste dischargers for which Council may automatically assume concurrence to the approval subject to certain requirements.
- **Concurrence Classification B** – liquid trade waste dischargers whereby Council may apply to the Director-General, DWE for assumed concurrence to the approval subject to certain requirements; and
- **Concurrence Classification C** – all other liquid trade waste dischargers that do not fall within Concurrence Classification A, B or S, and therefore require Council to apply to DWE for concurrence.
- **Concurrence Classification S** – the acceptance of septic tank, pan waste and ship-to-shore pump-out. Council may apply to the Director-General, DWE for assured concurrence to the approval subject to certain conditions.

3.3.1 Assumed Concurrences

Kyogle Council has already been given notice of assumed concurrence for Concurrence **Classification A** liquid trade waste discharges. This concurrence and the schedule of the activities which are covered by this concurrence are shown in **Attachment 3**. Council is not required to seek DWE concurrence for approval of trade waste applications for these activities.

Kyogle Council is also seeking assumed concurrence for **Classification B** and **Classification S** discharges but at the time of adoption these concurrences have not been granted. This policy forms part of the information required to seek and obtain these concurrences. This section of the document is to be amended post consideration of Councils application for assumed concurrence for **Classification B** and **Classification S** discharges.

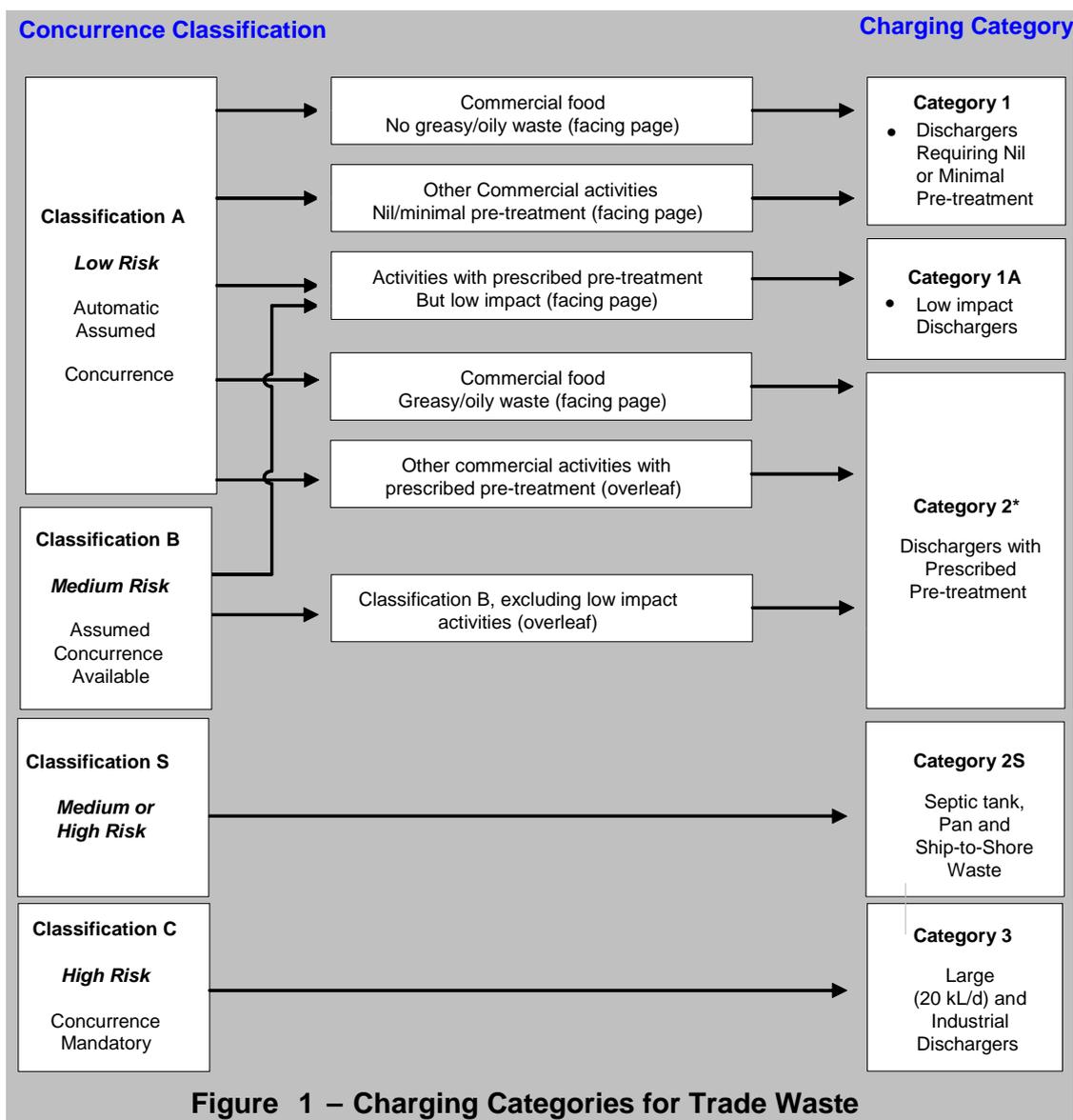
3.4 Liquid Trade Waste Charging Categories

Four classifications of liquid trade waste have been established for concurrence purposes, Classification A, B, C and S (**refer section 3.3**). For trade waste charging purposes liquid trade waste dischargers are divided into three main charging categories;

- Category 1 and 1(A)
- Category 2, and 2(S)
- Category 3

These categories, and their relationship with the concurrence classifications are shown in **Figure 1**. This figure shows that Classification A dischargers fall into Charging Category 1 or Category 2. Classification B dischargers fall into Charging Category 2, except for a few dischargers with low impact on the sewerage system which fall into Category 1A. Classification S dischargers fall into Charging Category 2S. Classification C dischargers fall into Charging Category 3.

Figure 1 – Charging categories for Trade Waste



*Also includes fish shop (fresh fish for retail)

3.4.1 CATEGORY 1 DISCHARGER

Category 1 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring nil or only minimal pre-treatment equipment and whose effluent is well defined and of a relatively low risk to the sewerage system.

Trade waste dischargers requiring nil or minimal pre-treatment include:

Classification A activities – Retail food outlets with no hot food prepared and/or foods that generate an oily/greasy waste: bakery (only bread baked on-site), bistro (sandwiches, coffee only), café/coffee shop/coffee lounge, canteen, community hall (minimal food), day care centre, delicatessen, fruit & vegetable shop, hotel, ice cream parlour (take away only), juice bar, mixed business, motel, nightclub, nut shop, pizza cooking/reheating (no preparation or washing up on-site, pizza heated and sold for consumption off-site), potato peeling (small operation), sandwich shop/salad bar, take away food outlet.

Classification A activities – Other commercial activities: animal wash, beautician/hairdressing, crafts < 200 L/d, dental surgery (plaster casts, no X-ray unless digital), doctor's surgery (plaster casts, no X-ray), florist, funeral parlour, mobile cleaning units, morgue, jewellery shop, optical service (retail), pet shop, public swimming pool, tray work/ manual development, venetian blind cleaning, veterinary (no X-ray).

3.4.2 CATEGORY 1A DISCHARGER

Category 1A liquid trade waste dischargers are those conducting an activity deemed by Council as requiring prescribed pre-treatment but having low impact on the sewerage system as their effluent is usually of low strength. If Council's inspection reveals that the pre-treatment equipment for such a discharger had not been properly maintained, a trade waste usage charge in accordance with Council's Management Plan may be applied for the relevant billing period. This charge will also apply for any such dischargers who have not installed appropriate pre-treatment equipment.

Trade waste dischargers with prescribed pre-treatment but low impact on the sewerage system include:

Classification A or B activities: boiler blowdown, cooling tower, educational facilities (primary and secondary school, tertiary institution laboratory), industrial boilers, jewellery (stone cutting), laboratory, laundry, medical centre (no X-ray), mobile garbage bin washing, optical services, plants retail, vehicle washing.

3.4.3 CATEGORY 2 DISCHARGER

Category 2 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring a prescribed type of liquid trade waste pre-treatment equipment and whose effluent is well characterised.

Trade Waste dischargers with prescribed pre-treatment¹ include:

Classification A activities: Premises that prepare and/or serve hot food or foods that generate an oily/greasy waste: bakery (pies, sausage rolls, quiches, cakes, pastries with creams or custards), bistro, boarding house/hostel kitchen, butcher, café/coffee shop/coffee lounge, cafeteria, canteen, fast food outlet, chicken/poultry shop, club, community hall², commercial kitchen/caterer, nursing home, patisserie, supermarket, doughnut shop, fish shop (cooking on-site), function centre, hotel, ice cream parlour, motel, nightclub, pizza cooking, restaurant, sandwich shop/salad bar, take away food outlet.

Other commercial Classification A activities: car detailing, craft activities > 200 L/d, dental surgery with X-ray, lawnmower repairs, mechanical workshop, stone working, veterinary (with X-ray), waterless mini-lab.

Classification B activities: auto dismantler, bus/coach depot, construction equipment maintenance & cleaning, equipment hire, maintenance & cleaning, glass cutting & grinding, graphic arts, hospital (with or without X-ray), medical centre (with X-ray), optical services (at medical or educational facilities, workshops),

¹ Excludes low impact activities, listed under Category 1A.

² If the type and size of kitchen fixtures installed enable catering for large functions.

oyster processing – shucking, panel beating, photographic lab, radiator repairer, screen printing, service station forecourt, shopping complex, water wash mini-lab, X-ray radiologist.

Other Classification A activities: fish shop (fresh fish for retail).

3.4.4 CATEGORY 2S DISCHARGER

Category 2S dischargers are those conducting an activity of transporting and/or discharging septic tank or pan content waste into the sewerage system.

Trade waste dischargers include the following Classification 2S activities:

Classification S activities: bus/rail coaches/caravan/motor home/caravan park waste dump points, mooring/marina dump points, pan waste, portable chemical toilet waste, septage, septic tank effluent, ship-to-shore pump-outs (galley waste and toilet waste).

3.4.5 CATEGORY 3 DISCHARGER (large or industrial waste dischargers)

Category 3 liquid trade waste dischargers are those conducting an activity which is of an industrial nature and/or which results in the discharge of large volumes (over 20 kL/d) of liquid trade waste to the sewerage system. Any Category 1 or 2 discharger whose volume exceeds 20 kL/d becomes a Category 3 discharger.

Large trade waste dischargers and other Classification C activities include:

abattoir, bakery (wholesale), brewery, cooling towers, cosmetics/perfumes manufacture, dairy processing (milk/cheese/yoghurt/ice cream etc.), food processing (cereals/cannery/condiments/ confectionary/edible oils/fats/essence/ flavours/fish/fruit juice/gelatine/honey/meat/pickles/ smallgoods/tea & coffee/vinegar/yeast manufacture etc.), fruit and vegetable processing, flour milling, glue manufacturer, egg processing, pet food processing, plants nursery (open areas), potato processing, poultry processing, saleyards, seafood processing, soft drink/cordial manufacture, starch manufacture, sugar refinery, tanker washing, tip leachate, transport depot/ terminal, water treatment backwash, wholesale meat processing, winery, wine/spirit bottling.

Dischargers of industrial waste include the following Classification C activities:

acid pickling, adhesive/latex manufacture, agricultural & veterinary drugs, anodising, bitumen & tar, bottle washing, cardboard & carton manufacture, carpet manufacture, caustic degreasing, chemicals manufacture and repackaging, contaminated site treatment, cyanide hardening, detergent/soaps manufacture, drum washing, electroplating, engine gearbox reconditioning, extrusion & moulding (plastic/metal), feather washing, fellmonger, felt manufacture, fertilisers manufacture, fibreglass manufacture, filter cleaning, foundry, galvanising, glass manufacture, ink manufacture, laboratories, liquid wastewater treatment facility (grease trap receival depot and other pump-out waste depot), metal finishing, metal processing (refining/rumbling/ non-cyanide heat treatment/phosphating/ photo engraving/printed circuit etching/sheet metal fabrication etc.), mirrors manufacture, oil recycling (petrochemical) and refinery, paint stripping, paint manufacture, paper manufacture, pharmaceuticals manufacture, plaster manufacture, powder coating, printing (newspaper, lithographic), sandblasting, slipway, tannery, timber processing (joinery & furniture/plywood/hardwood), textile manufacture (wool dyeing/ spinning/scouring), waxes & polishes.

3.4.6 Phasing-In Of Charges

As indicated on page 18 of the *Guidelines for Best Practice Management Water Supply and Sewerage, May 2004*, the non-residential sewerage bills for customers facing an increase as a result of implementing best-practice pricing have been phased in by Council since 2004/2005.

It is also intended to phase in increases in trade waste usage charges for those **without** prescribed pre-treatment over the next three years as a minimum. Council will be proactive in inspecting premises and identifying the required pre-treatment at each site prior to enforcing the increasing usage charges. In order to encourage those who do not have appropriate pre-treatment in place to install the required pre-treatment system, the usage charges for these users will be increased to around \$11/kL (2002/03\$).

3.5 Liquid Trade Waste Fees and Charges

Council provides sewerage and liquid trade waste services on a commercial basis, with cost recovery through sewerage and liquid trade waste fees and charges. Council's proposed fees and charges are advertised annually for public comment in its draft Management Plan. In addition to the trade waste fees and charges described below, Council may elect to include any trade waste charges shown in Appendix E of *Water Supply, Sewerage and Trade Waste Pricing Guidelines*, Department of Land & Water Conservation, 2002.

Liquid trade waste discharged to the sewerage system from industrial, commercial or other non-residential customers can impose significant costs on sewage transport and treatment facilities. To recover these costs and to ensure removal of existing significant cross-subsidies from residential customers, in addition to a two-part tariff with an appropriate sewer usage charge/kL for non-residential sewerage, appropriate fees and charges are levied for liquid trade waste.

Council's liquid trade waste fees and charges may include:

- Application fee
- Annual trade waste fee
- Re-inspection fee
- Trade waste usage charge
- Septic tank and pan waste disposal charge
- Excess mass charges
- Food waste disposal charge
- Non-compliance excess mass charge
- Non-compliance penalty

3.5.1 Application Fee

The application fee recovers the cost of administration and technical services provided by Council in processing applications for approval to discharge liquid trade waste to the sewerage system. The application fee will be allocated on the basis of the category into which the discharger is classified and reflects the complexity of processing the application. Application fees will be set annually by Council.

Application fees will be charged for:

- New developments

Application fees will not be charged for:

- Renewal of an existing liquid trade waste approval, or
- Change of ownership if no changes are required to the conditions of existing approval
- Initial liquid trade waste application for premises existing at time of adoption of this policy

3.5.2 Annual Trade Waste Fee

The purpose of this fee is to recover the cost incurred by Council for administration and the scheduled inspections each year to ensure a liquid trade waste discharger's ongoing compliance with the conditions of their approval.

As part of an inspection, Council or its agents may undertake monitoring of the liquid trade waste discharges from premises or business. Such monitoring may include but is not limited to, flow measurement and the sampling of the liquid trade waste. **Where more than one instance** of such monitoring is undertaken by Council, or its agents, in a financial year, the cost involved may be recovered from the discharger.

Annual liquid trade waste fees are determined on the basis of the category of the discharger and are proportionate to the complexity of their inspection and administration requirements. Annual trade waste fees will be set by Council's Management Plan. Where the discharger is required to pay for monitoring this will be charged on the basis of full cost recovery.

In view of the adverse impact of wastes with a high concentration of oil and grease on Council's sewage transportation system, Council will carry out random inspections of commercial premises preparing hot food at least annually, and require the discharger to provide to Council service reports (at intervals nominated within the *'Approval to Discharge Liquid Trade Waste'*) to demonstrate that pre-treatment equipment has been appropriately serviced.

3.5.3 Re-inspection Fee

Where non-compliance with the conditions of an approval has been detected and the discharger is required to address these issues, Council will undertake re-inspections to confirm that remedial action has been satisfactorily implemented. Council will impose a fee for each re-inspection. The re-inspection fee will be set annually by Council on the basis of full cost recovery. A re-inspection may include the monitoring and/or testing of liquid trade waste discharges, the cost of which may be recovered from the discharger.

3.5.4 Trade Waste Usage Charge

The trade waste usage charge is imposed to recover the additional cost of transporting and treating liquid trade waste from Category 2 dischargers. As indicated on page 30 of the *Water Supply, Sewerage and Trade Waste Pricing Guidelines*, existing Category 2 dischargers who have **not** installed and maintained *appropriate*¹ pre-treatment facilities will be required to pay a steadily increasing trade waste usage charge set annually by Council (*see phasing in comments*).

The charging formulae and rates for 2007/2008 are shown in **ATTACHMENT 4**.

3.5.5 Excess Mass Charges

Excess mass charges will apply for substances discharged in excess of the deemed concentrations in domestic sewage shown in Table 5 below. For excess mass charge calculation, equation (1) below will be applied.

¹ Effluent from some undersized grease arrestors could be improved by increasing the pump out frequency, improving housekeeping practices and/or installing another suitable devices. Such devices and/or measures are deemed by Council to be appropriate pre-treatment (for that particular discharger only).

Table 5 – Deemed Concentration of Substances in Domestic Sewage

SUBSTANCE	CONCENTRATION (mg/L)
Biochemical Oxygen Demand (BOD ₅)	300
Suspended Solids	300
Total Oil and Grease	50
Ammonia (as Nitrogen)	35
Total Kjeldahl Nitrogen	50
Total Phosphorus	10
Total Dissolved Solids	1000
Sulphate (SO ₄)	50 [#]

[#] The concentration in the potable water supply to be used if it is higher than 50mg/L.

NB. Substances not listed above are deemed not to be present in domestic sewage.

Equation (1)

Liquid Trade Waste Excess Mass Charge (\$) =

$$\frac{(S - D) \times Q \times U}{1,000} \quad (1)$$

Where:

S = Concentration (mg/L) of substance in sample.

D = Concentration (mg/L) of substance deemed to be present in domestic sewage.

Q = Volume (kL) of liquid trade waste discharged to the sewerage system.

U = Charging rate (\$/kg) for disposal of substance to the sewerage system.

Charging rates (U) used in Equation (1) are as shown in Council’s Annual Management Plan (**see ATTACHMENT 4 for 2007/2008 charges**)

With regard to BOD, Equation (1) applies for BOD₅ up to 600 mg/L.

Excess Mass Charges For BOD Exceeding 600mg/L

If Council approves the acceptance limits for BOD higher than 600mg/L, an exponential type equation will be used for calculation of a charging rate (\$/kg) as shown in equation (2) below. Equation (2) provides a strong incentive for dischargers to reduce the strength of waste. In addition, Equation (5) will be used where the discharger has failed to meet their approved BOD limit on 2 or more instances in a financial year.

Equation (2)

Excess mass charging rate for BOD (\$/kg) =

$$2C \times \frac{(\text{Actual BOD} - 300\text{mg/L})}{600\text{mg/L}} \times 1.05^{\frac{(\text{Actual BOD} - 600\text{mg/L})}{(600\text{mg/L})}} \quad (2)$$

Where C = the charging rate (\$/kg) for BOD₅ 600mg/L.

Example: For example if C = \$0.54/kg, Equation (2) would result in the following excess mass charging rates:

For BOD₅ 600mg/L charging rate of \$0.54/kg

BOD₅ 1200mg/L charging rate of \$1.70/kg

BOD₅ 2400mg/L charging rate of \$4.38/kg

The excess mass charge for BOD is calculated by using Equation (1):

$$\text{Excess Mass Charge for BOD (\$)} = \frac{(S - D) \times Q \times U}{1,000}$$

Where U is the excess mass charging rate calculated by using Equation (2).

In the case of pH

Equation (3) is used for the waste with pH being outside the approved range. This equation provides an incentive for dischargers to apply appropriate pH correction so their waste remains within the approved pH limits. Where a large discharger fails to meet their pH limits on 2 or more occasions in a financial year, Council will require the discharger to install and permanently maintain a pH chart recorder or data logger as control of pH is critical to minimising odour and corrosion problems in the sewerage system.

Equation (3)

Charging rate for pH where it is outside the approved range for the discharger =

$$K \times (\text{actual pH} - \text{approved pH})^* \times 2^{(\text{actual pH} - \text{approved pH})^*}$$

* absolute value to be used.

K = pH coefficient = 0.3

Example: Council has approved the pH range 8.0 to 9.0 for a large discharger generating high strength trade waste in order to prevent corrosion and odour problems in the sewerage system.

Case 1: pH measured 7.0

Charging rate (\$/kL) = $0.3 \times [7 - 8] \times 2^{[7 - 8]}$ = \$0.6/kL

Case 2: pH measured 11.0

Charging rate (\$/kL) = $0.3 \times [11 - 9] \times 2^{[11 - 9]}$ = \$2.4/kL

3.5.6 Food Waste Disposal Charge

Where Council has approved installation of a food waste disposal unit for a hospital, nursing home or other eligible facility, the following additional food waste disposal charge will be payable annually. Note that this applies to existing installations only and no new installations will be permitted.

$$\text{Food Waste Disposal Charge (\$)} = B \times U_F$$

Where; B = Number of beds in hospital or nursing home.

U_F = Annual charging rate (\$/bed) for a food waste disposal unit at a hospital or nursing home.

3.5.7 Non-compliance Excess Mass Charges

Where a discharge quality fails to comply with the approved concentration limits of substances specified in Council's approval conditions (or the acceptance criterion listed in Council's trade waste policy), Council incurs additional costs in accepting and treating that waste. Council may also face problems with the effluent and biosolids management. In these circumstances Council will apply non-compliance excess mass charges in lieu of the complying excess mass charges shown in section 3.5.5.

Note: Council will continue applying the non-compliance excess mass charge until the quality of discharge complies with Council's approved quality (or the trade waste policy) limits, within the time frame determined by Council for remedying the problem. If the discharger fails to rectify the problem within this time frame, the discharger may be required to cease discharging liquid trade waste into Council's sewerage system and may also be required to pay a 'non-compliance penalty'.

In order to recover Council's costs, Equation (4) shall apply for non-compliant excess mass charges, except for BOD where Equation (5) shall apply.

Equation (4)

Non-compliance Excess Mass Charges (\$) =

$$\frac{(S - A) \times Q \times 2U}{1,000} + \frac{(S - D) \times Q \times U}{1,000} \quad (4)$$

Where:

S = Concentration (mg/L) of substance in sample.

A = Maximum concentration (mg/L) of pollutant as specified in Council's approval (or liquid trade waste policy).

Q = Volume (kL) of liquid trade waste discharged for the period of non-compliance.

U = Excess mass charging rate (\$/kg) for disposal of pollutant to sewerage system,

D = Concentration (mg/L) of substance deemed to be present in domestic sewage.

3.5.7.1 Non-Compliance Excess Mass Charges For BOD

Non-compliance excess mass charging rate for BOD will be calculated by using equation (5) below:

Equation (5)

BOD non-compliance excess mass charging rate =

$$2C \times \frac{(A - 300 \text{ mg / L})}{600 \text{ mg / L}} \times 1.05 + 4C \times \frac{(A - 600 \text{ mg / L})}{600 \text{ mg / L}} + 4C \times \frac{(\text{Actual BOD} - A)}{600 \text{ mg / L}} \times 1.05 \quad (5)$$

Example: For example, if C = \$0.54/kg, BOD₅ measured level is 2400mg/L and the acceptance limit in Council's approval is 600mg/L, equation (5) would result in a non-compliance excess mass charging rate of \$8.04/kg.

Non-compliance Excess Mass Charge for BOD is then calculated by using Equation (1):

$$\text{Non-compliance Excess Mass Charge (\$)} = \frac{(S - D) \times Q \times U}{1,000}$$

Where U is the non-compliance excess mass charging rate calculated by using Equation (5).

3.5.8 Non-compliance Penalty

The non-compliance penalty covers instances where Council may seek compensation for its costs relating to legal action, damage to infrastructure, incurred fines and other matters resulting from illegal, prohibited or unapproved liquid trade waste discharged to the sewerage system. Also included are fines under:

- Protection of the Environment Operations Act 1997, section 120(1) (Pollution of any waters by a discharger who fails to comply with the conditions of approval for discharge of liquid trade waste to sewer);
- *Local Government Act, 1993*, section 627 (Failure to comply with an approval), section 628 (Failure to comply with an order). Non-compliance penalties will be pursued by legal action.

3.5.9 Responsibility for Payment of Fees and Charges

Property (land) owners are responsible for the payment of fees and charges for water supply, sewerage and liquid trade services provided by Council. This includes property owners of marina, caravan park, etc., if a dump point located at their premises is connected to the sewerage system. Where another party (lessee) leases premises any reimbursement of the lessor (property owner) for such fees and charges is a matter for the lessor and the lessee.

Council will charge a septic tank and pan waste disposal charge for services it provides to transporters of septic tank and pan waste tankered and discharged to the sewerage system.

Table 6 - Summary of Trade waste Fees and Charges¹

CHARGING CATEGORY	APPLICATION FEE NEW DEVELOPMENTS ONLY	ANNUAL NON-RESIDENTIAL SEWERAGE Bill WITH APPROPRIATE SEWER USAGE	ANNUAL TRADE WASTE FEE	RE-INSPECTION FEE (when required)	TRADE WASTE USAGE CHARGE/kL	SEPTIC WASTE DISPOSAL CHARGE	EXCESS MASS CHARGES/kg	NON-COMPLIANCE EXCESS MASS CHARGES (if required)	NON-COMPLIANCE PENALTY (if required)
1	Yes ²	Yes	Yes	Yes	No	No	No	No	Yes
1A	Yes	Yes	Yes	Yes	No ³	No	No	No	Yes
2	Yes	Yes	Yes	Yes	Yes ³	No	No	No	Yes
2S	Yes	Yes ⁴	Yes ⁴	Yes ⁴	No	Yes	No	No	Yes
3	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes

¹ In addition, a Food Waste Disposal Charge will apply where Council has approved the use of an existing food waste disposal unit for a hospital, nursing home or other eligible facility (refer to section 3.5.6).

² not applicable for dischargers exempted in Table 1.

³ a trade waste usage charge will be applied for Category 1A dischargers and a non-compliant trade waste usage charge of \$11 to Category 2 dischargers who have not installed or properly maintained appropriate pre-treatment equipment.

⁴ only applicable if the discharger has a dump point located at their premises which is connected to the sewerage systems.

3.6 Monitoring

Council or its agents may undertake monitoring of the liquid trade waste discharges from premises or business. Such monitoring may include but is not limited to, flow measurement and the sampling of the liquid trade waste.

The Applicant may be required to monitor the liquid trade waste discharge as a condition of an approval or agreement. They may also be required to pay for any sampling and testing of liquid trade waste undertaken by Council.

For this purpose, an inspection/sampling point, where the waste can be inspected and sampled, will be specified in the approval and/or agreement. This point will normally be located after the pre-treatment facility. The discharger may need to install a suitable method of flow measurement.

Council may require the discharger to:

- install a permanent primary measurement device;
- measure the volume and flow rate using the permanently installed flow measurement system (such as a flow metering system); or
- install a flow measurement device on a temporary basis and obtain enough data to determine a basis for assessing the flow rate and volume; and
- provide a system which allows obtaining a flow weighted composite sample.

Testing of samples is to be undertaken by a NATA-registered or other laboratory recognised by DWE to ensure reliable and accurate results. Where the discharger is sampling the effluent, Council may randomly take duplicates to confirm the waste characteristics.

3.7 Liquid Trade Waste Services Agreement

In addition to its approval under the *Local Government Act*, Council may require certain dischargers, including;

- those who wish to discharge liquid trade waste in large volumes (discharge >20 kL/d) or
- industrial waste (Concurrence Classification C type discharges) or
- Classification S

to execute a liquid trade waste services agreement (**refer to ATTACHMENT 1**). The agreement will set out the conditions associated with the discharge and execution of the agreement will be a condition of the approval issued by Council (**refer to section 3.2**). The conditions will be binding on the applicant and the Council. The agreement will be for a period of up to five years. No discharge is to be made to Council's sewerage system until an agreement or an interim agreement has been executed. Provision can be made in the agreement for (in addition to Council's approval conditions):

- additional conditions for discharge of liquid trade waste;
- cancellation of the agreement and/or order to cease the discharge if the discharger is found to be in breach of the agreement or the liquid trade waste approval or, in the opinion of Council, the waste is adversely affecting the sewerage system or the environment;

- entry by Council officers to inspect the liquid trade waste collection, treatment, monitoring and disposal systems;
- the applicant to notify Council in advance of any changes that may affect the quality and quantity of the liquid trade waste; and
- the amount of bond/security to be lodged with Council prior to discharging to the sewerage system.

3.8 Enforcement of Approvals and Agreements

Any person who fails to obtain Council's approval to discharge liquid trade waste into the sewerage system, or fails to comply with the conditions of the approval, may be liable to a penalty as provided under the *Local Government Act* (sections 626 to 628 and 634 to 639).

Polluting of any waters by a discharger of liquid trade waste who does not have a Council approval or who fails to comply with the conditions of the approval is an offence under section 120 (1) of the *Protection of the Environment Operations Act 1997*. In addition, under section 222 of this Act, Council may issue a penalty notice (ie. an on-the-spot fine) to such a discharger.

Any person who fails to comply with the terms or conditions of a liquid trade waste services agreement (ie. there is a breach of the agreement) will be required to indemnify the Council against any resulting claims, losses or expenses in accordance with section 9 of the agreement. Suspensions may also apply and may include a notice to cease the discharge.

3.9 Modification and Revocation of Approvals

Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the sewerage system in any of the following circumstances:

- if the approval was obtained by fraud, misrepresentation or concealment of facts;
- for any cause arising after the granting of the approval which, had it arisen before the approval was granted, would have caused the council not to have granted the approval;
- for failure to comply with a requirement made by or under the *Local Government Act 1993* relating to a condition of the approval; or
- for failure to comply with a condition of the approval.

3.10 Prevention of Waste of Water

Water must be used efficiently and must be recycled where practicable. It is an offence under section 637 of the *Local Government Act 1993* and its Regulation (refer to Attachment 2) to waste or misuse water.

Dilution of trade waste with water from any non-process source including Council's water supply, bore water, groundwater and/or stormwater as a means of reducing pollutant concentration is therefore strictly prohibited.

3.11 Effluent Improvement Plans

Where the existing liquid trade waste discharged does not meet Council's requirements, the applicant may be required to submit an 'effluent improvement plan' setting out how

Council's requirements will be met. The proposed plan must detail the methods/actions proposed to achieve the discharge limits and a timetable for implementation of the proposed actions. Such actions may include more intensive monitoring, improvements to work practices and/or pre-treatment facilities to improve the effluent quality and reliability.

3.12 Due Diligence Programs and Contingency Plans

For *Concurrence Classification A*, a discharger is not required to submit either a due diligence program or a contingency plan.

A discharger may be required to submit a due diligence program and a contingency plan for *Concurrence Classification B* or *Classification S* where it is considered that the discharge may pose a potential threat to the sewerage system. If required a due diligence program and contingency plan must be submitted to Council within six months and three months respectively of receiving a liquid trade waste approval.

For *Concurrence Classification C*, a discharger may need to provide a due diligence program and contingency plan to Council within six months and three months respectively of receiving a liquid trade waste approval.

It should be noted that:

1. If the discharger has an accredited environmental management system in place, a due diligence program and contingency plan will not be required. However, proof of accreditation must be provided to Council with the application.
2. Where Council considers there is potential risk to the sewerage system from a discharge, it may request a due diligence program and contingency plan be submitted prior to commencing the discharge.

3.13 Management of Records of Trade Waste Approvals and Pre-treatment Systems

Council will maintain a register of all trade waste dischargers, approvals to discharge, and the nature and operational requirements of any pre-treatment devices installed within the Kyogle Local Government Area.

The register of the classification of activities being undertaken on premises within the sewered areas will be maintained in Councils ***Fujitsu Water Billing System*** where all charges are also calculated before being levied against quarterly rates assessment notices. The ***Fujitsu Licensing System*** is to be used as the register for all liquid trade waste discharges approved by Council. Both these systems are linked to the ***Fujitsu Property and Rates Systems*** and will make information readily available to staff and officers of relevant government agencies. The link to the property system will ensure that Liquid Trade Waste approvals can be referenced in official certificates issued under section 149 and 603 of the Local Government Act 1993.

Councils electronic record management system and corporate ***Record Management Plan*** are already well established and will be utilised for tracking and storage of records relating to trade waste approvals. This system will be backed up by an easily referenced hard copy filing system based on property addresses to store information such as;

- sanitary drainage diagrams (also scanned and linked to Councils GIS system)
- water connection records
- trade waste inspections
- pre-treatment systems installation and servicing records.

ATTACHMENT 1 - LIQUID TRADE WASTE SERVICES AGREEMENT TEMPLATE



LIQUID TRADE WASTE SERVICES AGREEMENT

BETWEEN

KYOGLÉ COUNCIL

AND

[APPLICANT]

LIQUID TRADE WASTE SERVICES AGREEMENT

BETWEEN

1. The Council

AND

2. The Applicant

RECITALS

- A. The Council is the owner and operator of a sewerage system within the _____ area.
- B. The Applicant has made application to the Council to discharge liquid trade waste from the Premises into the Council's sewerage system.
- C. The application has been approved by the Council on certain conditions ("the Approval"), including the condition that the Council and the Applicant enter into this Agreement.
- D. The Director-General of the Department of Water and Energy has concurred in the Approval in accordance with clause 28 of the *Local Government (General) Regulation 2005*.
- E. The Approval does not operate until this Agreement has been executed by both parties.
- F. The parties enter this Agreement in consideration of the mutual promises contained herein.

OPERATIVE PART

Definitions and Interpretation

1.1 In this Agreement, unless the context otherwise requires:

"Act" means the Local Government Act 1993 (NSW).

"Annexure" means the annexure to this Agreement.

"Annual Management Plan" means the annual management plan of the Council, as adopted by the Council from time to time.

"Applicant" means the entity named as such in the Annexure.

"Approval" means the approval described in Recital C.

"Council" means the council named as such in the Annexure.

“Liquid Trade Waste Services” mean the making available by the Council of its sewerage system for connection to the Premises, for the purpose of discharge by the Applicant of its liquid trade waste.

“Premises” means the premises described in the Annexure.

1.2 Unless the context otherwise requires:

- (a) A reference to this Agreement is a reference to this Agreement, including the Annexure, as amended from time to time in accordance with its terms.
- (b) A reference to the discharge of liquid trade waste means the discharge of liquid trade waste by the Applicant from the Premises to the Council’s sewerage system.
- (c) A reference to any legislation is a reference to such legislation as amended from time to time.
- (d) Where the Applicant is comprised of more than one person, each obligation of the Applicant will bind those persons jointly and severally and will be enforceable against them jointly and severally.

2. Liquid Trade Waste Services

The Council will provide the Liquid Trade Waste Services to the Applicant on the terms of this Agreement.

3. Additional Conditions for discharge of liquid trade waste

- 3.1 The Applicant may discharge liquid trade waste to the Council’s sewerage system in accordance with the Approval and subject to this Agreement.
- 3.2 The Applicant must comply with all applicable Acts, regulations, by laws, proclamations and orders and with any lawful direction or order given by or for the Council or any other competent authority.
- 3.3 The Applicant must not discharge liquid trade waste contrary to this Agreement or the Approval or in any manner which may have an adverse effect on any person or property (including the sewerage system and the ecological system in the waters, land or area receiving sewage treatment works effluent or biosolids), or which may cause the Council to be in breach of any applicable Act, regulation, by law, proclamation or order or of any lawful direction given by or for any competent authority.
- 3.4 The Applicant must at its own cost monitor its discharges in accordance with the requirements set out in the Approval and must maintain records of such monitoring for inspection by the Council for such period as may be specified in the Approval.
- 3.5 The Council will carry out routine sampling and testing of the waste stream.
- 3.6 Where any flow-metering device is installed, the Applicant must at its own cost cause the device to be calibrated at least annually by a person or company approved by the Council. The Applicant must obtain a calibration certificate and provide a copy of the certificate to the Council within one month of receiving it.
- 3.7 If the Applicant is required to cease discharging liquid trade waste for any period, then the Applicant must cease discharging such waste for the period specified.

- 3.8 Where the Applicant ceases to discharge waste in the circumstances prescribed in clause 3.7, the Council may, at its discretion, elect to refund part of the annual trade waste fee on a pro rata basis, calculated according to the period of suspension.
- 3.9 If this Agreement is terminated, the Applicant must immediately cease to discharge liquid trade waste.

4. Fees and Charges

- 4.1 In accordance with the section 560 of the Local Government Act, Council will levy all water supply, sewerage and liquid trade waste fees and charges on the owner of the property.
- 4.2 In consideration of provision of the Liquid Trade Waste Services, the fees and charges as specified in the Council's Annual Management Plan and notified by Council to the owner and the Applicant must be paid to the Council, including fees for sampling and testing by Council in accordance with the Approval.
- 4.3 Fees and charges payable will include both non-residential sewerage charges and liquid trade waste fees and charges.
- 4.4 All monies payable to the Council must be paid within the time specified in the notice of charge.

5. GST

- 5.1 To the extent that a party to this Agreement ("GST Supplier") is or becomes liable to pay GST in connection with any Supply made under this Agreement and the amount of any such GST is not included in the amount payable under this Agreement:
- (a) the GST Supplier may add to the price of the Supply an amount equal to the GST payable on the Supply ("GST Amount").
 - (b) the other party will pay the GST Supplier the price for the Supply in accordance with this Agreement plus the GST Amount.
- 5.2 If, for any reason, the GST Supplier's GST liability in respect of a particular Supply is different from the amount of GST paid by the other party:
- (a) the GST Supplier must immediately repay to the other party the amount of any excess paid by the other party above the GST Supplier's GST liability; or
 - (b) the other party must pay the deficiency in the amount previously paid by the other party to the GST Supplier for that Supply, as appropriate
- 5.3 The Applicant warrants that it is registered for GST purposes as at the date of this Agreement and will continue to be so for the term of this Agreement.

6. Term

- 6.1 This Agreement will commence from the date it is signed on behalf of the Council, and will continue until the Applicant's Approval is revoked or the Applicant permanently ceases to discharge liquid trade waste pursuant to the Approval, whichever is the earlier. Upon such revocation or permanent cessation of the approved activity this Agreement shall automatically terminate by operation of this clause.

6.2 Termination of this Agreement is without prejudice to any accrued rights or obligations of either Party.

7. Powers of the Council

7.1 The Council may enter the Premises at a reasonable hour in the daytime or at any hour during which business is in progress or is usually carried on at the Premises for the purpose of conducting any inspection, examination, testing, monitoring or sampling to determine whether the Applicant is complying with the conditions of this Agreement.

7.2 The Applicant acknowledges that the Council has statutory powers available to it under the Local Government Act 1993 and other Acts to issue orders and directions to the Applicant in relation to the discharge of liquid trade waste. The Applicant undertakes to comply with each such order or direction that may be notified by the Council to the Applicant within the time specified for compliance in that order or direction.

7.3 The Applicant releases the Council from any liability to the Applicant for any loss or damage due to the disruption of the Applicant's business arising out of the exercise of Council's rights pursuant to this clause.

8. Information supplied by the Applicant

8.1 The Applicant warrants that all information in its application for approval is true, complete and accurate to the best of its knowledge.

8.2 The Applicant must immediately notify the Council in writing of any error or omission in that information or any change to the information of which the Applicant becomes aware.

8.3 The Applicant must not provide any false or misleading information to the Council.

9. Indemnity

9.1 The Applicant indemnifies the Council from and against any claims, losses or expense (including legal costs on a solicitor and client basis) which the Council pays, suffers, incurs or is liable for as a result of:

(a) any unlawful, negligent, reckless or deliberately wrongful act or omission of the Applicant or its personnel or agents in connection with the discharge of liquid trade waste, including (without limitation) such acts or omissions which cause damage to property, personal injury or death; and

(b) a breach of this Agreement by the Applicant.

9.2 The Applicant's liability to indemnify the Council shall be reduced proportionally to the extent that any unlawful, negligent, reckless or deliberately wrongful act or omission of the Council caused or contributed to the liability or loss.

10. Insurance

The Applicant must effect and maintain for the term of this Agreement a public risk policy of insurance in the minimum of the sum specified in the Annexure and must, upon request by the Council, produce evidence of such insurance to the Council.

11. Bond

- 11.1 The Applicant must pay to the Council a bond in the sum specified in the Annexure.
- 11.2 The Council may at any time and without prior notice to the Applicant have recourse to the bond for the recovery of any sum due and owing by the Applicant to the Council.
- 11.3 Where the applicant fails to cease discharging trade waste as prescribed in clause 3.7, the Council may require the applicant to forfeit 50% of the bond.
- 11.4 The Council must return the bond to the Applicant, less any amount deducted by the Council under this clause, upon termination of this Agreement.

12. No Assignment

The Applicant may not assign or otherwise transfer its rights and/or obligations under this Agreement.

13. Notices

- 13.1 A notice under this Agreement must be:
 - (a) in writing, directed to the representative of the other party as specified in the Annexure; and
 - (b) forwarded to the address, facsimile number or the email address of that representative as specified in the Annexure or the address last notified by the intended recipient to the sender.
- 13.2 A notice under this Agreement will be deemed to be served:
 - (a) in the case of delivery in person - when delivered to the recipient's address for service and a signature received as evidence of delivery.
 - (b) in the case of delivery by post - within three business days of posting.
 - (c) in the case of delivery by facsimile – at the time of dispatch if the sender receives a transmission report which confirms that the facsimile was sent in its entirety to the facsimile number of the recipient.
 - (d) in the case of delivery by email, on receipt of confirmation by the recipient that the recipient has received the email.
- 13.3 Notwithstanding the preceding clause 13.2, if delivery or receipt of a communication is on a day which is not a business day in the place to which the communication is sent or is later than 5 pm (local time in that place) it will be deemed to have been duly given or made at 9 am (local time at that place) on the next business day in that place.

14. Variation

- 14.1 If the Applicant's Approval to discharge liquid trade waste from the Premises is varied, this Agreement shall be deemed to be varied in accordance with the variation made to that approval or to the fees, by operation of this clause
- 14.2 In addition to automatic variation under clause 14.1, this Agreement may be varied by written agreement of the parties, provided that a variation to this Agreement that is inconsistent with:
 - (a) the Approval, including rights granted under, and conditions attached to, the Approval;
 - (b) any applicable legislation; or

- (c) Council's Annual Management Plan in respect of applicable fees and charges, shall have no force or effect.

15. Severability

If any part of this Agreement is prohibited, void, voidable, illegal or unenforceable, then that part is severed from this Agreement but without affecting the continued operation, so far as possible, of the remainder of this Agreement.

16. Applicable Law

16.1 This Agreement is governed by, and must be construed in accordance with, the laws in force in the State of New South Wales.

16.2 Each party submits to the exclusive jurisdiction of the courts exercising jurisdiction in the State of New South Wales and the courts of appeal there from.

17. Rights Cumulative

The rights and remedies provided under this Agreement are in addition to, and not exclusive of, any other rights or remedies provided by law.

Executed as an agreement

**Execution by the Council:
THE COMMON SEAL OF**

KYOGLE COUNCIL was affixed this) (Corporate Seal)
)
day of 20.....)
)
 in the presence of:)
)
)
 General Manager) [signature of General Manager]
)
 and)
)
 [print name of witness]) [signature of witness]
)

Executed by the Applicant (corporate entity):

The **COMMON SEAL** of.....)
)
PTY LIMITED)
)
 was affixed thisday of)
)
200... in the)
 presence of:)
)
)
 [name of Director]) [signature of Director]
)
)
 [name of Director/Secretary]) [signature of Director/Secretary]

Executed by the Applicant (individual):

Signed by:)
 [name of Applicant]) [signature of Applicant]
 This.....day of.....200....)
)
 in the presence of:)
)
)
 [print name of witness]) [signature of witness]
)
)

ANNEXURE

A. THE COUNCIL

1. FULL NAME OF COUNCIL
2. ABN:
3. ADDRESS
4. TELEPHONE
5. EMERGENCY CONTACT TELEPHONE

B. THE APPLICANT

1. FULL NAME OF APPLICANT
2. ABN:
3. BUSINESS OR TRADING NAME
4. ADDRESS
5. TELEPHONE
6. EMERGENCY CONTACT TELEPHONE

C. THE PREMISES

1. LOT & DP NUMBER: Lot(s) _____ DP
2. LOCATION
3. DESCRIPTION
4. NATURE OF BUSINESS

D. NOTICES

Applicant's Representative:

Postal address:

Facsimile:

Email:

Council's Representative:

Postal address:

Facsimile:

Email address:

E. PUBLIC LIABILITY INSURANCE

Minimum cover: \$

F. BOND

\$

ATTACHMENT 2 – APPLICABLE LEGISLATION

Provisions in the Local Government (General) Regulation 2005 in regard to Acceptance of Liquid Trade Waste into the Sewerage System

Local Government (General) Regulation 2005

Clause 25 Matters to accompany applications relating to discharge into sewers

An application for approval to discharge trade waste into a sewer under the control of a Council or that connects with such a sewer must be accompanied by the information required by Table 1 to the Liquid Trade Waste Management Guidelines[#].

Clause 28 Approval to discharge waste into sewers: concurrence required

A council must not grant an approval under section 68 of the Act to discharge trade waste (whether treated or not) into a sewer of the council unless the Director-General of the Department of Energy, Utilities and Sustainability* has concurred with the approval.

Note: Section 90 (2) of the Act permits any person or authority whose concurrence is required before an approval can be granted to give the council notice that the concurrence may be assumed (with such qualifications or conditions as are specified in the notice).

Clause 32 Disposal of trade waste

An approval to dispose of trade waste into a sewer of the council is subject to such conditions (if any) as the council specifies in the approval.

In imposing any such conditions, the council is to have regard to the matter set out in table 5 to the Liquid Trade Waste Management Guidelines[#].

Clause 159 Prevention of waste and misuse of water

The owner, occupier or manager of premises to which water is supplied by the council must:

- prevent waste of water by taking prompt action to repair leaking taps, pipes or fittings located on the premises, and
- take any other action that is reasonable to prevent waste and misuse of water.

[#] *“Liquid Trade Waste Management Guidelines” means the Guidelines of that name produced by the Department of Energy, Utilities and Sustainability in March 2005, as in force from time to time.*

^{*} *From 23 April 2007 a reference to the Department of Energy, Utilities and Sustainability is to be construed as a reference to the Department of Water and Energy.*

ATTACHMENT 3 – ASSUMED CONCURRENCES



LAND & WATER
CONSERVATION

NOTICE OF CONCURRENCE ISSUED
PURSUANT TO SECTION 90 OF THE LOCAL GOVERNMENT ACT 1993
TO: KYOGLE COUNCIL

In accordance with section 90(2) of the Local Government Act 1993 the Council may assume that my concurrence has been given in respect of a liquid trade waste approval granted by the Council, pursuant to section 90(1), for the liquid trade waste discharges listed in the attached schedule. Concurrence is conditional on Council:

1. Issuing the approval in accordance with the provisions set out in the document *Concurrence Guideline for Liquid Trade Waste Discharges to the Sewerage System (2002)* ('*Concurrence Guideline*') or its amendments from time to time;
2. Forwarding to the Department of Land and Water Conservation a list of liquid trade waste discharges approved by the Council under assumed concurrence. A proforma is attached for your use;
3. Signing and returning the attached Reply Notice to the Department by 1 July 2002
4. The date of implementation of the assumed concurrence under this notice is 1 July 2002.

In the event that Council does not comply with these conditions, concurrence is revoked.

A handwritten signature in black ink that reads 'Bob Smith'.

Bob Smith
Director-General
Department of Land and Water Conservation

Dated: 17 May 2002

Schedule of Minor Liquid Trade Waste Discharges with Assumed Concurrence

Commercial retail food preparation activities	Other commercial activities
Bakery (retail)	Animal wash (pound, stables, racecourse, kennels, mobile animal wash and veterinary with no x-ray)
Bistro	Boiler blowdown
Boarding house/hostel kitchen	Car detailing (excluding automatic drive-through and self-serve washes)
Butcher shop (retail)	Cooling tower
Café/coffee shop/coffee lounge	Craft activities (making of clay pottery, ceramics, cutting and polishing of gemstones or making of jewellery at clubs, cottage industries)
Canteen	Dental surgery/dental specialist
Cafeteria	Dental technician
Chicken/poultry shop (only fresh chickens/game sold)	Funeral parlour, morgue
Chicken/poultry shop (retail BBQ/charcoal chicken)	Laboratory (pathology/analytical)
Clubs (kitchen wastes)	Laundry or laundromat (coin operated)
Commercial kitchen/caterer	Lawnmower repairs
Community halls/civic centre	Mechanical repairs/workshop
Day care centre	Optical services
Delicatessen	School (Primary & Secondary)
Doughnut shop	Service station workshop
Fast food outlet (McDonalds, KFC , Burger King, Pizza Hut, Red Rooster, etc)	Stone working
Fish shop (retail – fresh and/or cooked)	Swimming pool/spa/hydrotherapy
Food caravan	Vehicle (car) washing (by hand/wand or underbody/engine degrease only)
Function centre	Veterinary /animal kennels with X-ray
Hotel	Waterless minilab
Ice cream parlour	
Juice bar	
Mixed business	
Motels	
Nightclub	
Nursing home kitchen	
Patisserie (croissants and muffins)	
Pie shop	
Pizza shop	
Restaurant	
Salad bar	
Sandwich shop	
Schools (Primary & Secondary)	
Snack bar	
Supermarket (with butcher/delicatessen/seafood/or charcoal chickens)	
Take-away food shop	

Notes:

1. Assumed Concurrence was accepted by Council under Resolution Number – 190802-012-10(A).
2. The volume of liquid trade waste must be less than 5 kL/d or 1000 kL/a except in the case of commercial retail food preparation activities, where up to 16 kL/d is included in this category. If the waste discharged into the sewer exceeds these volumes, the application must be treated as Concurrence Classification B (Chapter 5 of Liquid Trade Waste Management Guidelines). Discharges over 20 kL/d must be treated as Classification C.

ATTACHMENT 4 – FEES AND CHARGES (SAMPLE ONLY BASED ON 2007/2008)

Sewer Charges

Sewer charges are divided into two main categories, residential and non-residential.

Residential Sewerage Charges

Residential Sewerage charges incorporate a uniform charge for each property. The charge is imposed on each dwelling and/or unit within the premises. This applies whether multiple units are serviced by individual water meters or a common water meter.

The Sewerage Charges for 2007/2008 are shown in the table below;

CHARGE	NUMBER OF CHARGES	ANNUAL CHARGE	ANTICIPATED YIELD
Residential Sewerage Annual Charge per dwelling and/or individual unit	1522	526	800,572

Non Residential Sewerage Charges

Non Residential sewerage charges are to be charged as per the formula:

$$(AC + C \times UC) \times SDF$$

where:

AC = An annual availability/access charge (\$).

C = Customer's annual water consumption (kL)

UC = Sewerage Usage Charge (\$/kL)

SDF = Sewerage Discharge Factor (i.e. the ratio of a customer's estimated volume discharged in the sewerage system to the customer's total water consumption). Refer Appendix A.

CHARGE	NUMBER OF CONNECTIONS	RATE PER UNIT OR ANNUAL CHARGE	ANTICIPATED YIELD (\$)
<u>Availability/Access Charges (AC)</u>			
20 mm connection	200	192	38,400
25 mm connection	16	302	4,827
32 mm connection	11	494	5,430
40mm connection	11	768	8,448
50mm connection	10	1,207	12,068
80mm connection	0	3,072	0
100mm connection	0	4,800	0
Total	248		69,175
<u>Sewer Usage Charge</u>	(UC)	\$0.88 per kL	

Note: Non-Residential Sewerage Charges are subject to a Minimum charge equivalent to the residential sewerage charge (\$526).

Trade Waste Charges:

Council has introduced cost-reflective trade waste fees and charges in order to comply with DUES Pricing Guidelines.

These fees and charges apply to ALL liquid trade waste dischargers and are determined with reference to the levels of pre-treatment (e.g. appropriately sized and maintained grease traps) and excess mass charges for wastes exceeding normal acceptance limits.

Category 1 Discharger

Liquid trade waste charges for 2007/2008 for dischargers requiring nil or minimal pre-treatment are to be charged as per the formula:

$A + I$

where:

A = Annual trade waste fee (\$)

I = Re-inspection fee (\$) (where required)

Annual Trade Waste Fee (A)	\$72.00
Re-inspection fee (I)	\$68.00

Category 2 Discharger

Liquid trade waste charges for 2007/2008 for dischargers requiring prescribed pre-treatment are to be charged as per the formula:

$A + I + (C \times UC \times TWDF)$

where:

A = Annual trade waste fee (\$)

I = Re-inspection fee (\$) (where required)

C = Customer's annual water consumption (kL)

UC = Trade Waste Usage Charge (\$/kL)

TWDF = Trade Waste Discharge Factor (i.e. the ratio of a customer's estimated volume discharged in the sewerage system to the customer's total water consumption). Refer Appendix A.

Annual Trade Waste Fee (A)	\$72.00
Re-inspection fee (I)	\$68.00
Trade waste usage charge for trade waste dischargers with appropriate prescribed pre-treatment (UC)	\$1.00/kL
Trade waste usage charge for trade waste dischargers without appropriate prescribed pre-treatment (UC)	*\$1.00/kL

** This charge is to gradually increase to around \$11/kL. It has been set at the same rate as dischargers with appropriate prescribed pre-treatment for 2007/2008 in order to give those customers who are required to have pre-treatment a period of grace to get appropriate pre-treatment devices installed, before they are charged heavily for not having pre-treatment.*

Category 3 Discharger

Liquid trade waste charges for 2007/2008 for large dischargers (over about 20kL/d) and industrial waste are to be charged as per the formula:

$$A + I + EMC$$

where:

A = Annual trade waste fee (\$)

I = Re-inspection fee (\$) (where required)

EMC = Total Excess Mass Charges (\$)

Annual Trade Waste Fee	\$477.00
Re-inspection fee	\$68.00
Excess mass charges	Calculated as per Part 3 of Councils Liquid Trade Waste Policy [#]

[#] Subject to adoption by Council, and Department of Water and Energy (DWE) Concurrence

Septage and Septic Tank and Pan Waste Charges^{##}

This charge is imposed to recover the cost of accepting and treating septage, septic tank and pan waste.

Septic tank and pan waste disposal is charged as per the formula

$$(A + I) + (Q \times S)$$

where:

A = Annual trade waste fee (\$)

I = Re-inspection fee (\$) (where required)

Q = Volume (kL) of waste discharged to sewer.

S = Charging rate in \$/kL for septic tank effluent, septage or pan waste

Annual Trade Waste Fee	\$477.00
Re-inspection fee	\$68.00
Charging rate in \$/kL for septic tank effluent, septage or pan waste	\$27

^{##} Subject to Department of Water and Energy (DWE) Concurrence, and completion of construction of septage and septic tank effluent disposal station at the Kyogle STW

Food Waste Disposal Charge

Where Council has approved installation of a food waste disposal unit for a hospital, nursing home or other eligible facility, the following additional food waste disposal charge will be payable annually.

$$\text{Food Waste Disposal Charge (\$)} = B \times U_F$$

Where:

B = Number of beds in hospital or nursing home.

U_F = Annual charging rate (\$/bed) for a food waste disposal unit

Annual charging rate (\$/bed) for a food waste disposal unit	\$20.00
--	---------

Appendix A - Discharge Factors

Discharger	Discharge Factors	
	Sewer (SDF)	Trade Waste (TWDF)
Bakery	0.95	0.25
With a residence attached ¹	0.70	0.18
Bed and Breakfast/Guesthouse (max 10 persons)	0.75	N/A ²
Boarding House	0.90	0.30
Butcher	0.95	0.90
-with a residence attached ¹	0.70	0.65
Cakes/Hot Breads	0.95	0.50
Car/Truck Detailing/Washing	0.95	0.90 ⁵
Caravan Park (with commercial kitchen)	0.75	0.30
Caravan Park (no commercial kitchen)	0.75	N/A
Chicken/Poultry shop (fresh, no cooking)	0.95	0.90
Chicken Cooking	0.95	0.80
Club House and Kitchen	0.95	0.3
Cold Store	0.07	N/A ²
Community Hall (minimal food only)	0.95	N/A ²
Concrete Batching plant (without separate meters)	0.02	0.01
Correctional Centre (with Laundry)	0.90	0.15
Craft/Stonemason	0.95	0.80
Day Care Centre	0.95	N/A ²
Delicatessen, mixed business (no hot food)	0.95	N/A ²
-with a residence attached ¹	0.70	N/A ²
Dental or Doctors Surgery with X-ray	0.95	0.80
-with a residence attached ¹	0.70	0.60
Fresh Fish Outlet	0.95	0.90
Hairdresser	0.95	N/A ²
High School	0.95	0.25 ⁵
Hospital	0.95	0.60
Hostel	0.90	0.20
Hot Take Away Food	0.95	0.50
Hotel	0.95	0.30
Joinery	0.95	0.10
Laundromat	0.95	0.90 ⁵
Light manufacturing	0.95	0.70
Manufacturing	0.95	0.80
McDonalds/Burger King/Pizza Hut	0.95	0.62
Mechanical Workshop ³	0.95	0.70
Mechanical Workshop with Car Yard	0.85	0.70
Medical Centre	0.95	0.25 ⁵
Motels small (breakfast only, no hot food)	0.90	N/A ²
Motel (other than breakfast only, no hot food)	0.90	0.30
Nursing home	0.90	0.50
Office Building/Retail Premises/Government Facility	0.95	N/A ²
Optometrist	0.95	N/A ²
Panel Beating/Spray Painting	0.95	0.70
Parks, Gardens and Open Spaces Sporting Facilities (with sewer connection)	0.3	N/A
Primary School	0.95	0.10 ⁵
Printer	0.95	0.85

	Discharge Factors	
Public Toilets	0.95	N/A
Religious Facility	0.95	N/A
Restaurant ⁴	0.95	0.30
Self Storage	0.90	N/A
Service Station	0.95	0.70
Service Facility (SES, NSW Fire, Police, Ambulance etc)	0.95	N/A
Shopping Centre	0.95	0.50
Supermarket (no cooked chicken)	0.95	0.70
Supermarket (cooked chicken)	0.95	0.80
Swimming pool (public and commercial)	0.85	N/A ²
Technical College or University	0.95	0.25 ⁵
Transport Depot	0.95	0.70
Undertaker and Funeral Director	0.95	0.30
-with residence attached ¹	0.70	0.20
Veterinary (no X-ray), Kennels, Animal Wash	0.80	N/A ²
Veterinary (with X-ray), Kennels, Animal Wash	0.80	0.80
Water Treatment plant (backwash to sewer)	0.99	0.9
Water Treatment plant (backwash not to sewer)	0.95	N/A ²
Works Depot	0.95	0.70

NOTES:

1. *If a residence is attached, that has garden watering, the residential SDF should be applied*
2. *A Trade Waste usage charge is not applicable to this Category 1 activity*
3. *Includes lawn mower repairer, and equipment hire*
4. *Includes café, canteen, bistro etc*
5. *A trade waste usage charge applies if appropriate pre-treatment equipment has not been installed or has not been properly operated or maintained*
6. *Any activity identified as Category 2 above will become a Category 3 discharger when daily volumes exceed 20kL/day.*

Appendix B - Excess Mass Charges

Substance	Price (\$/kg)
Aluminium	0.54
Ammonia	1.60
Arsenic	54.00
Barium	27.00
BOD	0.54
Boron	0.54
Bromine	10.80
Cadmium	250.00
Chloride	Nil
Chlorinated hydrocarbons	27.00
Chlorinated phenolics	1080.00
Chlorine	1.10
Chromium	18.00
Cobalt	11.00
Copper	11.00
Cyanide	54.00
Flouride	2.70
Formaldehyde	1.10
Oil & Grease	0.97
Herbicides/defoliants	540.00
Iron	1.10
Lead	27.00
Lithium	5.40
Manganese	5.40
Mercaptans	54.00
Mercury	1800.00
MBAS	0.54
Molybdenum	0.54
Nickel	18.00
Nitrogen	0.14
Organoarsenic compounds	540.00
Pesticides General	540.00
Petroleum hydrocarbons	1.80
Phenolic compounds	5.40
Phosphorous	1.10
PAH	11.00
Selenium	38.00
Silver	1.00
Sulphate	0.11
Sulphide	1.10
Sulphite	1.20
Suspended Solids	0.69
Thiosulphate	0.19
Tin	5.40
Total dissolved solids	0.04
Uranium	5.40
Zinc	11.00

**Kyogle Council
Liquid Trade Waste Forms**



Liquid Trade Waste Application Form 1 - Application to Discharge Liquid Trade Waste to Sewer

This application form is for businesses that wish to discharge liquid trade waste to Councils sewerage system. Please include all details as requested, and ensure you read the section on substances that **must not be discharged** to the sewerage system. When completed, please lodge this form with the Council, along with attachments and additional information as required on Forms 2 to 5 (where applicable). Please read through the list below first. If the activity you wish to undertake is listed, you are not required to make application to Council for the discharge of liquid trade waste, provided the listed requirements for that activity are complied with.

Exemptions where Approval for Discharge is not Required;

Activity	Requirements
Beautician	Nil.
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Community hall (minimal hot food)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Day care centre (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Delicatessen – no hot food prepared	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Dental technician (no X-ray)	Plaster arrestor required.
Doctor's surgery (plaster casts, no X-ray)	Plaster arrestor required.
Dog/cat groomer/salon	Floor waste basket & sink strainer required (see Note 3). No organophosphorus pesticides may be discharged to sewer.
Florist	Floor waste basket & sink strainer required. No herbicides/pesticides may be discharged to sewer.
Fruit and vegetable – retail	Floor waste basket & sink strainer required (see Note 3).
Hairdresser	Floor waste basket & sink strainer (where available).
Jewellery shop <i>miniplater</i> <i>ultrasonic washing</i> <i>precious stone cutting</i>	Miniplater vessel to contain no more than 1.5 L of precious metal solution Nil If : < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required
Mixed business (minimal hot food)	Floor waste basket & sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Mobile cleaning units; carpet cleaning garbage bin washing	20 micron filtration system fitted to a mobile unit. Floor waste basket required. Discharge is via grease arrestor (if available).
Motel (no hot food prepared and no laundry facility)	Floor waste basket & sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Nutshop	Floor waste basket & sink strainer required (see Note 3).
Optical service - retail	Solids settlement tank/pit required.
Petshop – retail	Floor waste basket & sink strainer required (see Note 2).
Pizza reheating for home delivery	Housekeeping practices (see Note 4).
Sandwich shop, salad bar, coffee shop (no hot food prepared)	Floor waste basket & sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Venetian blind cleaning	Nil (see Note 2).

Notes:

1. Where "required" is used it means as required by Council.
2. If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
3. All drainage from floors in food preparation areas is required to pass through a basket arrestor.
4. Food preparation activities need to comply with sound housekeeping practices including:
 - Floor must be dry swept before washing.
 - Pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up.
 - Use of a food waste disposal unit is not permitted.

If your business activity is not listed above, you must complete this application form.

Property Details:

Site address: No. _____ Street _____ Town/Suburb _____
Property description: Lot _____ Section _____ DP _____

Owners Details:

Name: _____ Telephone: BH () _____ AH () _____
Property owner's postal address: _____

Applicants Details: *(if different to the owner)*

Name: _____ Telephone: BH () _____ AH () _____
Applicants postal address: _____

Business details: *(undertaking activity requiring discharge of trade waste to sewer)*

Business trading name: _____
Brief Description of Business: _____
Operators Name: _____ Telephone: BH () _____ AH () _____
Operators postal address: _____

Normal hours of business:

Monday to Friday: to
Saturday: to
Sunday: to

Classification of business:

Refer to Councils Liquid Trade Waste Policy for classification of your business into one of the following;

Classification A – Activities listed in the Schedule shown in **ATTACHMENT 3**

- Classification A activities complete this form only

Classification B and C – Activities not listed in the exemptions table (**Table 1**), and not in the Schedule shown in **ATTACHMENT 3**

- Complete form 2
- Commercial retail food preparation activities – also complete **Form 2**
- Other commercial activities – Please fill out and attach as appropriate from **Forms C3 to C5**

Nature of liquid Trade Waste proposed to be Discharged:

Description of flow:

Maximum rate of discharge to sewer _____ kL/h or L/s
Maximum daily discharge to sewer _____ kL/day
Average Annual discharge to sewer _____ kL/year

Water supply meter number: _____ Size: _____

Existing/proposed pre-treatment equipment: (grease arrestor, basket arrestor, cooling pit, etc.):

Type _____

Size/flow rate _____

Proposed cleaning schedule of pre-treatment equipment and names of contractors used (if any):

Location of a suitable water quality sampling point: _____

Plans and Drawings: *(application to be accompanied by 2 copies of plans showing details listed)*

- details and location of all processes, tanks, pits and apparatus associated with the generation of commercial waste;
- details, location, capacity/dimensions, material of construction and lining of the proposed pre-treatment facilities;
- details of pipes and floor drainage conveying the effluent; and
- stormwater drainage plan.

NOTE: *The following substances are prohibited from being discharged into the sewerage system:*

- ⊗ *organochlorine weedicides, fungicides, pesticides, herbicides and substances of a 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 substances liable to produce noxious or poisonous vapours in the sewerage system;*
- ⊗ *organic solvents and mineral oil;*
- ⊗ *any flammable or explosive substance;*
- ⊗ *discharges from 'Bulk Fuel Depots';*
- ⊗ *chromate from cooling towers;*
- ⊗ *natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions;*
- ⊗ *rain, surface, seepage or subsoil water, unless specifically permitted;*
- ⊗ *solid matter;*
- ⊗ *any substance assessed as not suitable to be discharged into the sewerage system;*
- ⊗ *waste liquids that contain pollutants at concentrations which inhibit the sewage treatment process – refer Guidelines for Sewerage Systems: Acceptance of Trade Waste (Industrial Waste) (ARMCANZ/ANZECC, 1994); and*
- ⊗ *any other substances listed in a relevant regulation.*



Liquid Trade Waste Application Form 2 - Concurrence Classification B or C

The following pages are to be used by businesses that wish to discharge Concurrence Classification B or C liquid trade wastes to the sewerage system. Please include all details as requested (if insufficient space attach as clearly labelled appendices), and make sure you read the section on substances that must not be discharged to the sewerage system.

Type of business: _____

Name of processes generating liquid trade waste:

- i) _____
- ii) _____
- iii) _____
- iv) _____
- v) _____
- vi) _____

Type and Quantity of raw materials processed

Description of Waste:

- list of all expected pollutants including substances contained in wash down detergents, boiler & cooling water & other sources,
- expected maximum & average concentrations of pollutants,
- sample analysis results of the proposed waste.

Note: The sample analysis tests shall be carried out by a NATA approved laboratory with accreditation for analysis of the nominated pollutants in the application or a laboratory acceptable to DEUS.

Acceptable means of sample analysis data collection:

- i) *Sample analysis results from a similar existing process.*
- ii) *Collection of the proposed waste from a trial pre-treatment plant.*
- iii) *Stand alone pre-treatment - manufacturer's waste quality expectations*
- iv) *Configured pre-treatment - consultant's calculations based on experience of a similar installation.*

Attach details and supporting documentation of data collection method.

When detailing the nominated pollutants where there is no possibility of discharge to the sewerage system because none of the substance is stored or used at the premises, write "NIL".

Parameter	Acceptance Guideline Limits ⁺ mg/L	Average mg/L	Maximum mg/L
BOD ₅ and Suspended solids	Normally, approved at 300 mg/L each. Concentration up to 600mg/L and in some cases higher concentration for low mass loadings may be acceptable if the treatment works has sufficient		

	capacity and odour will not be a problem.		
COD	Normally, not to exceed BOD ₅ by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.		
Total dissolved solids	Up to 4000 mg/L may be accepted. The acceptance limit may vary depending on an effluent disposal option and is subject to a mass load limit.		
Temperature	Less than 38°C.		
pH	Within the range 7.0 to 9.0.		
Oil and grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works, and 50 mg/L if the volume is greater than 10%.		
Detergents	All industrial detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes.		
Colour	No visible colour when the waste is diluted to the equivalent dilution afforded by domestic sewage flow.		
Radioactive substances	The discharge must comply with the Radiation Control Act 1990.		

⁺ Council may vary the acceptance limits having regard to the discharge characteristics and capacity of its sewerage system.

ACCEPTANCE GUIDELINES FOR INORGANIC COMPOUNDS⁺

Parameter	Acceptance Guideline Limits mg/L	Average mg/L	Maximum mg/L
Ammonia (as N)	50		
Boron	25		
Bromine	5		
Chlorine	10		
Cyanide	5		
Fluoride	20		
Nitrogen (total Kjeldahl)	100		
Phosphorus	20		
Sulphate (SO ₄)	100		
Sulphide (as S)	1		
Sulphite (as SO ₃)	15		

ACCEPTANCE GUIDELINES FOR ORGANIC COMPOUNDS⁺

Parameter	Acceptance Guideline Limits mg/L	Average mg/L	Maximum mg/L
Formaldehyde <i>* Acceptance of chemical toilet waste which contains formaldehyde will be assessed on the available dilution in the sewerage system.</i>	50*		
Phenolic compounds (except pentachlorophenol)	10		
Petroleum hydrocarbons (non-flammable)	30		
Pesticides (general)	0.1		
Pesticides (organophosphates)	Nil		
Pesticides (organochlorines)	Nil		

ACCEPTANCE GUIDELINES FOR METALS⁺

For small discharges, a daily mass load criteria may be used other than the concentration limit. An upper daily mass load can be applied to a large liquid trade waste discharge in addition to the concentration limit.

Parameter	Acceptance Guideline Limits mg/L	Allowed daily mass limit g/d	Average mg/L	Maximum mg/L
Aluminium	100	-		
Arsenic	1	2		
Cadmium	2	6		
Chromium *	5	15		
<i>* Where hexavalent chromium (Cr⁶⁺) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr³⁺), prior to discharge into the sewer. Discharge of hexavalent chromium (Cr⁶⁺) from chromate compounds used as corrosion inhibitors in cooling towers is not permitted.</i>				
Cobalt	5	15		
Copper	5	15		
Iron	100	-		
Lead	2	6		
Manganese	10	30		
Mercury	0.02	0.05		
Molybdenum	10	30		
Nickel	5	15		
Selenium	5	15		
Silver *	2	6		
Tin	5	15		
Zinc	5	15		

**This limit is applicable for large dischargers. The concentration of silver in the photoprocessing waste where a balancing tank is provided is not to exceed 5 mg/L.*

Non sewerage system discharges/wastes

Details of management arrangement of waste streams/wastes that are not permitted or not intended to be discharged to the sewerage system.

Description of flow:

The maximum daily and instantaneous rate of discharge (kL/h or L/s) is set on the available capacity of the sewer. Large dischargers are required to provide a balancing tank to even out the load on the sewage treatment works.

Hours of days during which discharge will normally take place _____

Monday – Friday: _____am _____pm

Saturday: _____am _____pm

Sunday: _____am _____pm

When are the peak periods of discharge during the day _____

Type of discharge:

- Batch flow
- Intermittent flow
- Continuous flow

Where the applicant considers there are special circumstances applicable to their discharge, these circumstances should be identified, eg:

- seasonal discharges
- large differences between average and maximum daily loads
- variations to flow, which avoid peak domestic flows, etc.
- retention of discharges for extended periods.

Comments _____

Open Areas (*Please attach stormwater drainage plan for the site*):

Does the proposed installation contain open areas that will drain to the sewerage system?.....Yes/No

If Yes give details:

Stormwater is prohibited from being discharged into the council’s sewerage system. The capacity for such flows is not provided in the sewerage system. Therefore, council does not generally accept the discharge of stormwater into the sewerage system.

The discharge of limited quantities of first flush water from liquid trade waste generating areas will be considered where roofing cannot be provided because of safety or other important considerations.

Please provide the following information:

- reasons why the area cannot be fully or partially roofed and banded to exclude stormwater;

- the dimensions and a plan of the area under consideration;
- the estimated volume of the stormwater discharge;
- information on rain gauging;
- information on a first-flush system if proposed;
- measures proposed for diverting stormwater away from the liquid trade waste generating area; and
- report on other stormwater management options considered and why they are not feasible.

Water supply source:

- Bore/ground water/on-site dam/watercourse
- Recycled/reuse water
- Town water
- Any water supply meter being installed

Comments _____

Sampling point location _____

Flow measurement location and proposed flow measurement to sewer

Please attach details of flow measurement installed/proposed

Existing/proposed waste treatment and equipment:

Plans - application to be accompanied by 2 copies of plans showing:

- details and location of all processes, tanks, pits and apparatus associated with the generation of industrial waste
- details of the proposed liquid waste treatment processes
- details of pipes, floor drainage used to convey the effluent
- a full schematic layout of the proposed/existing waste pre-treatment facilities for liquid trade waste prior to discharge to the sewerage system
- flow diagram & hydraulic profile of proposed treatment apparatus
- capacity/dimensions, material of construction and lining, operation and maintenance of all pits, tanks, dosing systems, pumps, etc.
- details of the integrity of the pH correction system (diversion system, recording, alarms –location, failsafe, tamperproof).
- Any additional details as requested by the the local water utility.

Proposed cleaning schedule of pre-treatment equipment and contractor

Pre-treatment Equipment	Frequency (weeks)	Name of Contractor	Licence

Details of the chemicals to be used on site:

Substance	Qty	Storage liquid/solid	Location	Bunding

NOTE: Attach Material Safety Data Sheets prepared in accordance with the National Code of Practice [NOHSC : 2011] for chemicals to be used and are likely to be contained in the waste effluent

(30) Any proposed plans for future expansion?..... Yes/No

If “Yes” give details on a separate attachment.

The applicant should be aware that approval of this application does not constitute a guarantee of any future approval of a variation to the approval. This will be dependent on the available capacity of the sewerage system at that time and any future approval must not be assumed.

However, alerting the Council to the applicant’s future plans and proposals may assist the Council in planning future sewage management and/or infrastructure additions/modifications.

Supporting documentation:

Please attach any relevant supporting documentation eg.

- i) Environmental Impact Statement.
- ii) Consultant’s report.
- ii) DEC considerations/restrictions.

Signature of owner/s _____ Date / ____ / ____

(Owner’s authorisation to making the application is mandatory as per section 78, of the Local Government Act 1993)

Please note that the owner of the property will be billed for water supply, sewerage and liquid trade waste services provided and it is the owner’s responsibility to pay such fees and charges within the period specified. The owner may arrange to recover such fees and charges through the lease arrangement between the owner and the occupier.

Signature of occupier/applicant _____ Date / ____ / ____

Position in Company _____

OFFICE USE ONLY

Application date received _____

Site visit conducted _____

Application _____ approved / refused

Issue of permit/licence _____

Permit/licence No _____

Commencement of discharge _____ Officer in charge _____

STW Details

.....**Sewage Treatment Works**

.....**Design Capacity (EP)**

.....**Actual Capacity (EP)**



Liquid Trade Waste Application Form 3 - Stand Alone Commercial Retail Food preparation Business Application Attachment Sheet

Please fill out this attachment sheet if your business is involved in commercial food preparation activities that discharge liquid trade waste to the sewerage system. In the table below, tick the 'name of process' that best describes what your business does, and write the number of seats or beds your business has (if any). In addition, please indicate if your premises contains the following:

potato peeling appliance/s – number of appliances _____

dishwasher/s – number of appliances _____

When finished, attach this sheet to the application form (Form 1).

Tick	Name of process	No. of seats or beds
	Bakery (only bread baked on site)	NIL
	Bakery (pies, sausage rolls, quiches, cakes cooked on premises)	
	Bakery (imported pies & sausage rolls)	
	Bakery (with coffee shop – eat in)	
	Bistro (no hot food cooked – sandwiches (coffee) only)	
	Bistro (hot food cooked and served)	
	Boarding house/hostel kitchen	
	Butcher – retail	NIL
	Café	
	Cafeteria	
	Canteen	
	Caterer	
	Club	
	Coffee shop/sandwich shop – no hot food cooked or served	
	Coffee shop – hot food cooked or served	
	Commercial kitchen/caterer	
	Community hall kitchen – tea and coffee only	
	Community hall kitchen – hot food cooked and served	
	Chicken – BBQ/charcoal	
	Chicken – retail fresh outlet with cutting and preparation of meat	
	Day care centre	NIL
	Delicatessen – no meat cooked on site – no hot food prepared or served	
	Delicatessen – hot food prepared or served	
	Doughnut shop	
	Fish shop – fresh (retail) no cooking on site	NIL

Tick	Name of process	No. of seats or beds
	Fish shop – cooking on site	
	Food caravan	NIL
	Fruit and vegetable market (retail)	NIL
	Function centre	
	Garbage bin cleaning – within commercial premises, ie. hotel/restaurant	NIL
	Hostel	
	Hotel bistro	
	Hotel restaurant	
	Hotel snack bar	
	Hot bread shop	
	Ice cream parlour	
	Ice cream parlour with hot food take-away	
	Juice bar	
	Loading dock – fruit and vegetable	NIL
	Mixed business (minimal hot food)	
	Motel kitchen/restaurant	
	Nightclub	
	Nursing home kitchen	
	Patisserie – croissants and muffins	
	Pie shop (with or without pastry)	
	Pizza home delivery/take-away only	NIL
	Pizza cooking/reheating (no preparation or washing up on site, pizza heated in retail container and sold for consumption off site).	
	Pizzeria	
	Pizza restaurant	
	Restaurant	
	Salad bar – no cooking	
	Salad bar – cooking	
	Sandwich bar/coffee lounge – no cooking	
	Sandwich bar/coffee lounge – cooking	
	Seafoods – no hot food cooking	
	Seafoods – hot food cooking	
	Supermarket – incorporating butcher	NIL
	Take-away – fish & chips, BBQ chicken, hamburgers	
	Take-away – no hot food	

Liquid Trade Waste Application Form 4 - Mechanical Repairers Application Attachment Sheet



Please fill out this attachment sheet if your business is involved in mechanical repair processes (and other services related to motorised equipment processes) that discharge liquid trade waste to the sewerage system. In the lists below, tick the 'business type' or 'processes' that best describe what your business does. Note that there is an additional list at the end for 'associated processes', eg. take-away food at a service station.

When finished, attached this sheet to the application form (Form 1).

BUSINESS TYPE

- Airport terminal
- Bus/coach depot
- Car detailer
- Car/truck dealership service centre
- Car importation premises (de-waxing only)
- Construction equipment maintenance (ie. earthmoving equipment and/or cranes)
- Equipment hire premises
- Fleet vehicle operations
- Forklift maintenance
- Garbage truck washing
- Lawnmower repairer
- Motorbike mechanical repairer
- Motor boat mechanical repairer
- Motor wrecker
- Service station
- Stand-alone mechanical workshop
- Train washing facility
- Transport depot
- Other, please specify _____

Mechanical workshop

- Parts washing with water.
- Floor washing.
- Draining and flushing of radiator coolant (**not permitted for discharge**).
- Parts washing with solvents (**not permitted for discharge**).
- Radiator repairs
- Automobile dismantling (ie. motor wrecker)
- Cleaning of engine blocks and engine heads in chemical baths

- Engine/gearbox reconditioner (sent off site)
- Engine/gearbox reconditioner (carried out on site)

Repairing car bodies

- Panel beating
- Wet rubbing
- Spray painting

Washing and detailing

- Tunnel type (external body only)
- Wand type (external body only)
- Washing by hand (external body only)
- Degreasing of engine and washing
- Internal washing of meat vans or truck underbodies
- External truck washing
- Internal washing of tankers
- Forecourt washing (service station)
- Open area washing (considered only under special circumstances. Applicant must supply reasons why roofing is not possible, and must include the details of a first flush system).

Associated Activities/Businesses

Some premises have associated processes generating liquid trade waste.

In addition to the above, does your premises have any of the following processes?

- Restaurant (number of seats?) _____
- Take-away food bar (number of seats?) _____
- Service station forecourt food caravan(s)
- Boiler blowdown (steam supply for internal washing of tankers)
- Chemical toilet disposal (for intercity coaches/buses)
- Other trade wastewater process (please specify) _____



Liquid Trade Waste Application Form 5 - Laboratory Application Attachment Sheet

Please fill out this attachment sheet if your business has a laboratory that discharges liquid trade waste to the sewerage system. In the list below, tick the 'business type' that best describes your business. When finished, attach this sheet to the application form (Form 1).

Business Type

- Agricultural research centre laboratory
- Agricultural research (herbicides) laboratory
- Analytical laboratory
- Animal health (parasitology) laboratory
- Autopsy laboratory
- Chemical (pesticides) laboratory
- Clinical laboratory
- Dental laboratory
- Film (movies) laboratory
- Hospital laboratory
- Nuclear medicine laboratory
- Pathology laboratory
- Pharmaceutical laboratory
- Photographic laboratory
- Police crime scene unit laboratory
- Business that uses radioisotope
- School domestic (home) science laboratory
- School science laboratory
- Soil testing laboratory
- Tertiary institution laboratory (please specify) _____
- Veterinary research laboratory
- Workplace laboratory
- X-ray laboratory (radiology)
- Other, please specify _____



Liquid Trade Waste Application Form 6 - Animal Wash Application Attachment Sheet

Please fill out this form if your business involves animal washing processes that discharge liquid trade waste to the sewerage system. In the list below, tick the 'business type' that best describes what your business does, and also tick any 'associated processes' that are relevant to your business.

Business Type

- Mobile animal wash
- Dog pound
- Boarding kennels
- Stables
- Racecourse

Does your business include any of the following associated activities/business types?

- X-ray facilities
- Pathology laboratory
- Autopsies performed
- Animal health (parasitology) laboratory
- Veterinary research laboratory
- Restaurant (< 5000 L grease arrestor)
- Conference facility that serves hot food (< 5000 L grease arrestor).
- Open areas (please indicate area size) _____

NOTE: Where full roofing is not provided the application must be referred to DEUS for concurrence.



Trade Waste Internal Form 1 – Site Inspection

(Prior to using this form, please refer to section 3.12 on page 48 of the *Liquid Trade Waste Guidelines*)

Premises Address: _____

Property/Ass No. _____

Meter Readings:

	<i>CURRENT</i>	<i>PREVIOUS</i>	
Fresh Water			
LTW Discharge			
Discharge Factor			

Gauging includes Domestic:- Y/N
No. of employees

LWU Officer: _____

Company: _____

Address: _____

Process Involved: _____

Reason:

- Initial Inspection
- Preliminary Investigative Sampling (new discharger)
- Routine Inspection
- Non-Compliance
- Pre-treatment Inspection
- Discharger Notification (accident, spill, breakdown)
- Pollution Inquiry Investigation
- Response to Notification from Public
- Meeting

PRIOR TO SITE INSPECTION

In order to conduct a valid site assessment in a conscientious and professional manner for liquid trade waste purposes some preliminary data collection is required prior to the site inspection:

- a copy of a schematic flow diagram that denotes sources and volumes of trade waste and arrangement for directional flow;
- a copy of the relevant pages of the conditions of approval for discharge – for auditing purposes;
- insert the last meter readings on this sheet (and field discharge observation sheet);
- insert date of last calibration of a discharge meter if applicable;
- notes carry over issues from last meeting/inspection;
- collect any educational material that maybe of use to the discharger and of mutual benefit in assisting outcomes; and
- results of the last auditing sample analysis (if available).

Name of Company: _____
 Address: _____
 Process: _____

Start Date / /	Start Time am/pm
Finish Date / /	Finish Time am/pm

Sampling Details:

- Audit Sampling
- Charging Purposes
- Follow-up Sample
- Investigation

Type of Sample:

- Grab Sample
- Profile sampling
- Composite Manual Time Based
- Composite Manual Flow Proportional
- Composite Automatic Time Based
- Composite Automatic Flow Proportional

Sample No. -----	Meter Readings Initial.....kL
No. of Bottles	Finish.....kL Discharge Volume During Sampling

Grabs per Bottle			
mls per Grab			
Interval Between Grabs min./kL			

Sample Point _____

Time: _____

Chemical Preservation: _____

On-Site pH: _____

On-Site Temperature: _____

Observations: (Colour etc.): _____

Pollutants:

<input type="checkbox"/> BOD	<input type="checkbox"/> Metals Scan	<input type="checkbox"/> Total Suspended Solids
<input type="checkbox"/> COD	<input type="checkbox"/> Aluminium	<input type="checkbox"/> Total Dissolved Solids
<input type="checkbox"/> pH	<input type="checkbox"/> Arsenic	<input type="checkbox"/> Total Oil & Grease
<input type="checkbox"/> MBAS	<input type="checkbox"/> Cadmium	<input type="checkbox"/> Total Phosphorus
<input type="checkbox"/> Sulphates	<input type="checkbox"/> Chromium	<input type="checkbox"/> Ammonia as Nitrogen
<input type="checkbox"/> Sulphides	<input type="checkbox"/> Cobalt	<input type="checkbox"/> Total Kjeldahl Nitrogen
<input type="checkbox"/> Sulphite	<input type="checkbox"/> Copper	<input type="checkbox"/> Total Petroleum Hydrocarbons
<input type="checkbox"/> Chlorine	<input type="checkbox"/> Iron	<input type="checkbox"/> Polynuclear Aromatic Hydrocarbons
<input type="checkbox"/> Bromine	<input type="checkbox"/> Lead	<input type="checkbox"/> Chlorinated Phenolic Substances
<input type="checkbox"/> Boron	<input type="checkbox"/> Manganese	<input type="checkbox"/> Phenolic Substances
<input type="checkbox"/> Cyanide	<input type="checkbox"/> Mercury	<input type="checkbox"/> Formaldehyde
<input type="checkbox"/> Fluoride	<input type="checkbox"/> Molybdenum	<input type="checkbox"/> Organochlorine Pesticides
	<input type="checkbox"/> Nickel	<input type="checkbox"/> Organophosphorus Pesticides
	<input type="checkbox"/> Selenium	<input type="checkbox"/> Herbicides
	<input type="checkbox"/> Silver	<input type="checkbox"/> PCBs
	<input type="checkbox"/> Tin	
	<input type="checkbox"/> Zinc	

Meeting/Discussion Notes

Person/s in Attendance: _____

Position/s: _____

Location: _____

Date & Time: _____

Topic: _____

Due Diligence Considerations:

Contingency Plan:

Comments:

Actions:



Trade Waste Internal Form 2 - Pre-treatment Inspection Checklist

Note: The operation of some equipment cannot be checked adequately without effluent flow through the pre-treatment system. It is therefore important to first consider if the factory process is discharging waste to the pre-treatment system.

INSPECTION	COMMENTS
<input type="checkbox"/> Water meter/s operational	
BUSINESS <input type="checkbox"/> Change of Trading name <input type="checkbox"/> Change of Management <input type="checkbox"/> Change of Occupier <input type="checkbox"/> Change of product line <input type="checkbox"/> Change in production output <input type="checkbox"/> Seasonal issues	
OPERATIONAL PERSONNEL <input type="checkbox"/> Trained operator on-duty <input type="checkbox"/> Sick/on leave <input type="checkbox"/> Trained replacement operator	
<input type="checkbox"/> LOGBOOKS audited for scheduled, maintenance, breakdowns, clean-outs etc.	
PRE-TREATMENT ON BYPASS <input type="checkbox"/> To holding tank or other <input type="checkbox"/> Untreated to sewerage system	
EQUIPMENT PRE-TREATMENT Collection pits, vessels <ul style="list-style-type: none"> <input type="checkbox"/> Removable Basket in place <input type="checkbox"/> Fixed screen in place <input type="checkbox"/> Baffles, weirs, covers in place <input type="checkbox"/> Regular maintenance clean-out <input type="checkbox"/> Tanks & containers not leaking or overflowing <input type="checkbox"/> Flow recirculating	
Monitoring system <ul style="list-style-type: none"> <input type="checkbox"/> Alarms (visual & audible to alert staff within sight & hearing of appropriate operator & operational) <input type="checkbox"/> Equipment gauges (switch gear & control assembly) <input type="checkbox"/> High & low level cut-in alarms for vessels <input type="checkbox"/> Stand-by pumps operational <input type="checkbox"/> Reagent tank levels <input type="checkbox"/> Dosing equipment operational <input type="checkbox"/> Specific components on bypass <input type="checkbox"/> Bunding satisfactory	

<p>pH CORRECTION SYSTEM</p> <p>Manual Correction</p> <ul style="list-style-type: none"> <input type="checkbox"/> Audit dosing procedure <input type="checkbox"/> Audit logbook records for number of batches & pH readings <input type="checkbox"/> Audit chemical testing equipment for shelf-life validity (papers & chemicals) <p>Automatic Correction</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dosing chemical levels satisfactory <input type="checkbox"/> Dosing operating satisfactorily <input type="checkbox"/> pH adjustment meter operational & reading correctly (test) <input type="checkbox"/> pH in range <input type="checkbox"/> pH sensor probes operational <input type="checkbox"/> Chart recorder operational <input type="checkbox"/> Previous Charts checked for compliance <input type="checkbox"/> Diversion system checked – solenoid valve operational <input type="checkbox"/> Final pH probe operational <input type="checkbox"/> Regular maintenance of pH sensor probes (audit logbook) <p>Monitoring system</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alarms (visual & audible to alert staff within sight & hearing of appropriate operator & operational) <input type="checkbox"/> Equipment gauges (switch gear & control assembly) 	
<p>DISCHARGE FLOWMETER</p> <p>Flow sensor type:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ultra-sonic <input type="checkbox"/> Electro-magnetic <input type="checkbox"/> Paddlewheel <input type="checkbox"/> Doppler <p>Flowmeter operation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meter readout <input type="checkbox"/> L/s readout <input type="checkbox"/> Last Calibration Certificate Issued <input type="checkbox"/> Annual Calibration Due..... 	
<p>OPEN AREAS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Roofing <input type="checkbox"/> Bunding <input type="checkbox"/> Identification of additional stormwater ingress areas (loading docks & service areas) <input type="checkbox"/> First-Flush system operation & maintenance satisfactory 	

<p>HAZARDOUS CHEMICAL STORAGE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stored in isolated area <input type="checkbox"/> Roofed <input type="checkbox"/> Bunded with impervious seal 	
<p>CLEANING COMPOUNDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bio-degradable <input type="checkbox"/> 'Quick-Break' detergents <input type="checkbox"/> Other – Material Safety Data Sheets required 	
<p>CROSS CONTAMINATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> air breaks <input type="checkbox"/> hoses in tanks cross connections 	
<p>ANCILLIARY PROCESSES</p> <p>Factory Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> collection sump screens <input type="checkbox"/> dry sweep rather than hose <p>Boilers</p> <ul style="list-style-type: none"> <input type="checkbox"/> temperature <input type="checkbox"/> chemicals <p>Cooling Towers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nil chromate products <input type="checkbox"/> chemicals <p>Refrigeration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nil chromate products <input type="checkbox"/> Stormwater or Sewer? <p>Condensate</p> <ul style="list-style-type: none"> <input type="checkbox"/> oil & grease <input type="checkbox"/> petroleum hydrocarbons <p>Canteen (re-heating, tea & coffee only)</p> <ul style="list-style-type: none"> <input type="checkbox"/> n/a <p>Canteen (meal preparation)</p> <ul style="list-style-type: none"> <input type="checkbox"/> grease arrestor <p>Laboratory (quality control, analytical)</p> <ul style="list-style-type: none"> <input type="checkbox"/> neutralising pit <p>Laundry</p> <ul style="list-style-type: none"> <input type="checkbox"/> lint screens <input type="checkbox"/> temperature (cooling pit) <input type="checkbox"/> pH <p>Package & Printing</p> <ul style="list-style-type: none"> <input type="checkbox"/> inks & solvents <input type="checkbox"/> silver bearing waste 	

<p>Vehicle & Equipment</p> <p><i>Washdown Area</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> roofed <input type="checkbox"/> bunded <input type="checkbox"/> oil arrestor <p><i>Mechanical Workshop</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> oil arrestor <p>Refuelling Areas</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not permitted for discharge (except in the case of a covered forecourt area) <input type="checkbox"/> flammable liquids not permitted for discharge 	
<p>APPROVAL/ TW SERVICES AGREEMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check that additional conditions are in compliance 	
<p>RISK MANAGEMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Due Diligence Programme <input type="checkbox"/> Contingency Plan 	
<p>PONDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> anaerobic <input type="checkbox"/> aerobic <input type="checkbox"/> solids build-up <input type="checkbox"/> outlet baffle <input type="checkbox"/> odour 	



Trade Waste Internal Form 3 - LWU Field Discharge Observations

Year Ending.....December

Company:

Address:

Property/Rate No.:

Flow Sensor Type:

- Ultra-sonic
- Electro-magnetic
- Paddlewheel
- Doppler Type
-

Manufacturer:.....

Flow Rate Indicator / Discharge Integrator

Type:

Manufacturer:

Chart Recorder – Type:

Instrumentation Installed:/...../.....

Last Calibration Certificate Issued:/...../.....

Annual Calibration Due:/...../.....

Authorised Calibration Agent:

Phone:

Fresh Water Meter/s: **Location/s:**.....

.....
.....

Fitted:.....

Size:

Discharge for Year:..... kL (Average/day.....)

