

Trade Waste Discharge Permit Application/Renewal Form

Privacy Notice: Council is collecting the personal information you supply on this form for the purpose of processing your application for a trade waste permit. Council is authorised to do this under the Trade Waste Environmental Management Plan, *Water Supply (Safety & Reliability) Act 2008* and *Plumbing and Drainage Act 2002*. Your personal information is handled in accordance with law including the *Information Privacy Act 2009*.



This form is to be completed when applying for a permit to discharge trade waste to Council's sewerage system. All trade waste discharged to sewer must be compliant with Council's Trade Waste Environmental Plan. Refer to the Trade Waste Application Guide Fact Sheet for further information.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.frw.com.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Site Details *(where trade waste is discharged)*

Street address:

Street number and name

City

State

Postcode

Postal address:

Occupier Details *(name of business that generates the trade waste)*

Trading name:

ABN:

Full name of company:

Individual name:

Contact Details *(person responsible for day to day trade waste management and in case of emergency at the site)*

Contact name:

Position:

Preferred contact number *(business hours)*:

Mobile number:

Email:

Emergency contact details *(if different to above)*:

Declaration

I undertake to Fitzroy River Water that I have the authority to make the statements included in this form.

If Fitzroy River Water accepts the Generator's application to discharge trade waste to a Council sewer, the Generator will comply with all the requirements of any Trade Waste Agreement or Permit as set out in accordance with Council's [Trade Waste Environmental Management Plan](#).

Name:

Signature:

Position:

Date:

Business Type and Trade Waste Activity

Describe the type of business activities carried out on the site:

OFFICE USE ONLY

Date:

Receipt number:

CSO:

What part of the business activities generates trade waste?

Is your trade waste currently being discharged into the sewerage system? Yes No

Trade Waste Occurrence *(when trade waste discharge will or may take place)*

| | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Monday | Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm | Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm |
| <input type="checkbox"/> Tuesday | Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm | Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm |
| <input type="checkbox"/> Wednesday | Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm | Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm |
| <input type="checkbox"/> Thursday | Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm | Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm |
| <input type="checkbox"/> Friday | Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm | Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm |
| <input type="checkbox"/> Saturday | Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm | Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm |
| <input type="checkbox"/> Sunday | Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm | Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm |

Stormwater Discharge

Is stormwater discharged to the sewerage system at the site recorded on this application? Yes No

Contaminant Details *(please tick if any of the following contaminants are present in your trade waste and will be discharged into the sewer)*

| Chemical/Product | Present | Chemical/Product | Present |
|--|--------------------------|---|--------------------------|
| Acids/alkalis | <input type="checkbox"/> | Grease/lubricants | <input type="checkbox"/> |
| Solvents | <input type="checkbox"/> | Typical Biochemical Oxygen Demand (BOD ₅) | <input type="checkbox"/> |
| Medical or biological waste | <input type="checkbox"/> | Typical total suspended solids | <input type="checkbox"/> |
| Paint | <input type="checkbox"/> | High temperature | <input type="checkbox"/> |
| Pesticides/herbicides | <input type="checkbox"/> | Typical pH | <input type="checkbox"/> |
| Heavy metals <i>(list appropriate metals in 'Other')</i> | <input type="checkbox"/> | Other: | |
| Industrial chemicals | <input type="checkbox"/> | | |
| Petroleum products | <input type="checkbox"/> | | |
| Dyes/ink | <input type="checkbox"/> | | |
| Cooking oil/fat emulsions | <input type="checkbox"/> | | |
| Sulphur <i>(containing compounds)</i> | <input type="checkbox"/> | | |
| Ammonia | <input type="checkbox"/> | | |
| Disinfectants/detergents | <input type="checkbox"/> | | |

Trade waste discharge volume: < 690 litres per day > 690 litres per day Unknown

Current/Proposed Method of Treatment *(the trade waste plan of treatment device must be lodged with this application form – the plan must show the location of the treatment device)*

Treatment device: *(eg grease/oil arrestor, oil sediment pit)*

Volume or flow capacity: *(litres)*

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

Trade waste plan of treatment device

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#) or contact Council on 4932 9000.

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

Council Use Only

Approving officer name:

Signature:

Date:

Category: One Two Three

Decision statement:

Trade Waste Application Guide

Applying for a Trade Waste Approval

Any person wishing to discharge trade waste to the sewerage system must make written application for an approval to discharge using the Trade Waste Discharge Permit Application/Renewal Form.

Examples of appropriate times for lodging applications may include:

- During the building application process for new premises or extensions intended for industrial and/or commercial usage;
- Change in tenancy or ownership of such premises;
- Shop fit-outs of such premises;
- During the processing of an application to strata title such premises;
- Existing premises where trade waste is generated and no trade waste approval has been issued; or
- Where a change in process technology occurs.

Filling in the Application Form

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| Site details: | <ul style="list-style-type: none">▪ Include the site address from which discharge of trade waste occurs. |
| Occupier: | <ul style="list-style-type: none">▪ Provide details of the company (or individual) requesting trade waste approval to discharge to the sewer. |
| Contact details: | <ul style="list-style-type: none">▪ Include the name and contact details for the person who will be responsible for day to day management of Trade Waste matters at the site, and the person who will be contactable in case of an emergency. This person will be the site contact for FRW. |
| Declaration: | <ul style="list-style-type: none">▪ The person signing this form must have the authority to make the statements included in the form. By signing the form, the generator is agreeing to comply with the requirements of the Trade Waste Agreement. |
| Business type and trade waste activities: | <ul style="list-style-type: none">▪ Provide a brief description of the type of industry/business carried out on the site eg restaurant, mechanical workshop.▪ Describe the type of processes that will generate trade waste to be discharged to the sewer eg floor washing, food preparation.▪ Confirm if your business is currently discharging to the sewerage. |
| Trade waste occurrence: | <ul style="list-style-type: none">▪ Tick the appropriate days of the week and fill in the hours of the day that your trade waste will or may occur. |
| Stormwater discharge: | <ul style="list-style-type: none">▪ Confirm if stormwater is discharged to the sewerage system on site. |
| Contaminants: | <ul style="list-style-type: none">▪ Indicate the general types of contaminant likely to be present in the trade waste to be discharged to the sewer.▪ Also indicate the volume of trade waste discharge in litres per day by selecting the appropriate box. |
| Trade waste plan of treatment device: | <ul style="list-style-type: none">▪ A Trade Waste Plan of treatment device must be lodged with the application form. A plan is required showing details and location of all fixtures, tanks, puts and apparatus which are associated with the generation and treatment of trade waste, site boundaries, north point and address. |

Trade Waste Application Guide

Lodging the Application Form and Paying the Application Fee

An application fee is payable when submitting the Trade Waste Discharge Permit Application/Renewal Form. You can submit your application and pay the application fee at any Rockhampton Regional Council Customer Service Centre.

Assessing your Application

Once Fitzroy River Water (FRW) receives your application and application fee payment, assessment of your application commences. During the assessment of your application, an officer will carry out a site visit to your premises. Applications are processed within approximately 30 days of request.

To determine the type of approval (permit or agreement) required, trade waste intended to be discharged to the sewerage system is classified into three categories. Discharge classified Category One and Two requires a permit and discharge classified as Category Three requires an agreement.

Refer to the Trade Waste Environmental Management Plan for more information on determining classifications.

If there are any issues with your application is not approved you will be contacted by phone.

| | |
|------------------------------------|---|
| Category One (permit): | <ul style="list-style-type: none">▪ Low strength, low volume discharges▪ BOD5 and total suspended solids < 300mg/L▪ And/or COD < 600mg/L▪ Volume < 250kl/annum |
| Category Two (permit): | <ul style="list-style-type: none">▪ Low strength, high volume discharges▪ BOD5 and total suspended solids < 300mg/L▪ And/or COD < 600mg/L▪ Volume < 250kl/annum |
| Category Three (agreement): | <ul style="list-style-type: none">▪ High strength discharges, any volume▪ BOD5 and total suspended solids > 300mg/L▪ And/or COD > 600mg/L▪ Any volume |

Issuing your Trade Waste Approval (Permit or Agreement)

Trade Waste Approval documents (permit or agreement) will be sent via mail to your nominated postal address. Once the Trade Waste Approval has been issued, you are legally entitled to discharge trade waste into the sewerage system, subject to the conditions contained in your permit or agreement.

Paying Trade Waste Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#) or contact Council on 4932 9000.

Refer to the Trade Waste Environmental Management Plan for more information on trade waste charges and fee calculations.

Account payment methods will be detailed on account.

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| Category One (permit): | An annual account will be forwarded to cover the cost of administration, compliance inspections and overhead costs associated with trade waste control. |
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Trade Waste Application Guide

Paying Trade Waste Fees and Charges Continued

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| Category Two (permit): | A quarterly account will be forwarded based on a quantity (volume) charge on the total volume of trade waste discharged to the sewer for the period. |
| Category Three (agreement): | A quarterly account will be forwarded based on a quantity (volume) and quality (strength) charge on the total discharge of trade waste to the sewer for the period. |

Monitoring and Inspections

For the purpose of monitoring and auditing the conditions of discharge, Council may routinely and randomly inspect all premises occupied by the holder of a Trade Waste Approval.

Inspections may include, but are not limited to, the following:

- Inspection of maintenance records;
- Inspection of sampling and discharge data records (if relevant);
- Check of all chemical storage areas to ensure that they are appropriately bunded and connected to sewer;
- Check to ensure that there are no illegal trade waste connections to stormwater or sewer and there is no potential for trade waste discharge to overflow improperly to sewer, stormwater or waterways;
- Check to ensure that pre-treatment facilities are regularly and properly serviced and standby equipment is available where necessary; and
- Assessment of work practices to ensure that they do not result in a breach of the Trade Waste Approval.

Non-compliance can lead to suspension or cancellation, and results in additional charges. For more information refer to the Trade Waste Environmental Plan.

Suspension of Cancellation of Approvals

Grounds and procedures for suspensions or cancellation of a Trade Waste Approval are defined in the *Water Supply (Safety and Reliability) Act 2008*.

Terms and conditions of a Trade Waste Approval in respect of any matter occurring before the suspension or cancellation, including the payment of charges owing, will continue to have force and effect after suspension or cancellation of the Trade Waste Approval.

Renewals

Council will issue a renewal notice four weeks prior to the expiry of a Trade Waste Approval.

A review of trade waste discharge will be undertaken during the renewal.

Where details have changed and/or discharge quantities have changed to the point of category, the renewal will be treated as a new application and new application fees will apply.

Trade Waste Treatment Device Installation

Treatment Device Installation Process

- Installation of a trade waste treatment device is regulated work in accordance with the *Plumbing and Drainage Act 2002* and therefore requires an approval from Council prior to installation.
- An application for a Plumbing/Drainage approval (Form 1) is to be submitted to Council and must be accompanied by four copies of hydraulic plans of the proposed work and the required fee (for a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#) or contact Council on 4932 9000).
- The application will need to identify who the responsible person will be for the work (ie licensed plumber/drainer). There are numerous licensed plumbers/drainers working within this region. Names and contact details are available in the yellow pages and other local advertising media.
- The plans will need to show the type and size of the trade waste treatment device which will need to be in accordance with the criteria shown in FRW's Trade Waste Environmental Management Plan (TWEMP) under Appendix 3. A copy of the TWEMP is available on www.frw.com.au.
- Where the TWEMP does not specify a type and/or minimum size trade waste device for a particular trade waste then this will need to be determined by an appropriately qualified person (eg Hydraulic Engineer or the like).
- Once the Permit for Work is issued by Council (generally within ten business days if all the required information is provided) the responsible person can carry out the installation which will be inspected by Council.
- When the work has been satisfactorily completed a Compliance Certificate will be issued to the applicant, with a copy to the owner.