

FACT SHEET

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

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.

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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.

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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Paying Trade Waste Fees and Charges Continued

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.