

LIQUID TRADE WASTE

TS300



NARRANDERA SHIRE COUNCIL POLICY

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LIQUID TRADE WASTE POLICY



Policy No:	TS300
Policy Title:	Liquid Trade Waste Policy
Directorate Responsible:	Technical Services
Minute No:	14/358
MagiQ No:	8421
Next Review Date:	TBA

Objective

This policy sets out how council will regulate sewerage and trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Sewerage and Trade Waste (section 3.1 on page 19). The policy is concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system and the levying of commercial sewerage and liquid trade waste fees and charges. It has been developed to ensure the proper control of liquid trade waste and hence protection of public health, worker safety, the environment, and Council's sewerage system. The policy also promotes waste minimization, water conservation, water recycling and bio-solids reuse.

Policy Statement

This policy details the following criteria:

1. specifies the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to Council's sewerage system
2. specifies the criteria which Council will take into consideration in determining whether to give or refuse a liquid trade waste approval
3. specifies the framework for regulation of liquid trade waste, including the NSW Framework for Regulation of Sewerage and Trade Waste, alignment with the National Framework for Wastewater Source Management, 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.

Scope (who does the policy apply to?)

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.

Compliance with Policy

Compliance with this policy shall be met by complying with the attachment "Narrandera Shire Council Liquid Trade Waste Regulation Policy".

Roles and Responsibilities

Under clause 28 of the Local Government (General) 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 Trade and Investment, Regional Infrastructure and Services (DTIRIS) has concurred with the approval.

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

Related Legislation/Guidelines/Narrandera Policies and Associated Procedures

- Nil related policies of Council
- All related legislation is listed in the body of this policy.

Policy History

Endorsed by ELT	17 November 2014
Adopted by Council	10 December 2014



Signed: General Manager

Date: 12 December 2014

THIS DOCUMENT WAS SOURCED FROM THE NSW OFFICE OF WATER WHO REFER TO IT AS THE "MODEL LIQUID TRADE WASTE POLICY." COUNCIL HAS UTILISED THIS DOCUMENT AS THE PRIMARY DOCUMENT FORMING THIS POLICY AND AMENDED AS REQUIRED

**Narrandera Shire Council liquid trade waste regulation
Policy**

Purpose of this policy

This policy sets out how council will regulate sewerage and trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Sewerage and Trade Waste (section 3.1 on page 19). The policy is concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system and the levying of commercial sewerage and liquid trade waste fees and charges. It has been developed to ensure the proper control of liquid trade waste and hence protection of public health, worker safety, the environment, and Council's sewerage system. The policy also promotes waste minimisation, water conservation, water recycling and bio-solids reuse.

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 system 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 regulation include:

Grease, oil, solid material, if not removed on-site, can cause sewer chokes and blockages and the discharge of untreated sewage to the environment.

Strong waste may cause sewage odour problems and corrosion of sewer mains, pumping stations and sewage treatment works.

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* and is subject to the *Local Government (General) Regulation 2005*.

Under clause 28 of the *Local Government (General) 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 Trade and Investment, Regional Infrastructure and Services (DTIRIS) has concurred with the approval.

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

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Glossary

Assumed Concurrence: Council may apply to the Director General of the Department of Trade and Investment, Regional Infrastructure and Services (DTIRIS) for authorisation to assume concurrence for Classification B or Classification S activities. Requests for assumed concurrence need to be forwarded to the NSW Office of Water. If granted, Council will no longer need to forward such applications for concurrence.

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

Concurrence is required before a council may approve an application for the discharge of liquid trade waste (including 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 Trade and Investment, Regional Infrastructure and Services (DTIRIS) prior to approving such waste to be discharged to the council's sewerage system. The NSW Office of Water provides concurrence on behalf of the Director General, DTIRIS.

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: In this document Director General means the Director General of the Department of Trade and Investment, Regional Infrastructure and Services (DTIRIS).

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.

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 the discharger will meet the acceptance limits for the discharge of liquid trade waste to the sewerage system within the agreed 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 for each discharger. The NSW Office of Water provides concurrence on behalf of the Director General, DTIRIS.

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 for sink and floor waste, plaster arrestors and fixed or removable screens.

National Framework for Wastewater Source Management: refer to section 3.2

NSW Framework for Regulation of Sewerage and Trade Waste: refer to section 3.1

NSW Office of Water (NOW): In accordance with the Public Sector Employment and Management (Departments) Order 2011, from 4 April 2011 the NSW Office of Water is a separate office within the Department of Trade and Investment, Regional Infrastructure and Services (DTIRIS). The NSW Office of Water provides concurrence on behalf of the Director General, DTIRIS.

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)
- (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 Regulation Guidelines, 2009*).

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 a 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.

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 waste other than sewage of a domestic nature.

Liquid trade waste discharges to the sewerage system include liquid wastes 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 that are not associated with domestic households

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 from its source to the sewerage system. Accordingly, specific references to these wastes are provided in this policy where necessary.

Liquid trade waste excludes:

toilet, hand wash basin*, 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.

* Used for personal hygiene only

Objectives

The objectives¹ 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 service to the non-residential sector
- to encourage waste minimisation and cleaner production in the commercial and industrial sectors
- to promote water conservation, water recycling and biosolids reuse
- to ensure compliance of liquid trade waste dischargers with Council's 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
- to ensure commercial provision of services and full cost recovery through appropriate sewerage and liquid trade waste fees and charges.

Scope of this Policy

This policy comprises three parts:

- Part 1 specifies the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to Council's sewerage system
- Part 2 specifies the criteria which Council will take into consideration in determining whether to give or refuse a liquid trade waste approval
- Part 3 specifies the framework for regulation of liquid trade waste, including the NSW Framework for Regulation of Sewerage and Trade Waste, alignment with the *National Framework for Wastewater Source Management*, 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.

¹ The above objectives are consistent with the *National Framework for Sewage Quality Management* on page 17 of the *Australian Sewage Quality Management Guidelines, June 2012*, Water Services Association of Australia (WSAA).

1 Part 1 – Exemptions

Council

Exemptions*

For obtaining approval of liquid trade waste discharge

Table 1: Exemptions

<p>This table lists commercial business activities that the Director General, DTIRIS 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 applies to each such discharger.</p>	
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).
Day care centre (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4). Nappies are not to be flushed into the toilet.
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 and sink strainer required (see Note 3). Animal litter and any waste disposal products may not be discharged to sewer. No organophosphorus pesticides may be discharged to sewer.
Florist	Floor waste basket and sink strainer required. No herbicides/pesticides may be discharged to sewer.
Fruit and vegetable – retail	Floor waste basket and sink strainer required (see Note 3).
Hairdressing	Floor waste basket and sink strainer (where available).

Activity	Requirements
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 and 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 and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Nut shop	Floor waste basket and sink strainer required (see Note 3).
Optical service - retail	Solids settlement tank/pit required.
Pet shop – retail	Floor waste basket and sink strainer required (see Note 2).
Pizza reheating for home delivery	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 floor waste basket.
4. Food preparation activities need to comply with sound housekeeping practices including:
 - (a) Floor must be dry swept before washing.
 - (b) Pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up.
 - (c) Use of a food waste disposal unit is not permitted.

2 Part 2 – Criteria for approval to discharge liquid trade waste into council’s sewerage system

2.1 Factors for consideration

Council’s decision to accept liquid trade waste into its sewerage system is on the basis of a preventive risk management framework for managing risks to the sewerage system within an integrated water cycle management² context. It will be based on the discharge meeting Council’s requirements³. When determining an application to discharge liquid trade waste to 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 its Environment Protection Authority licence requirements
- Compliance of the proposed liquid trade waste discharge with guideline limits in this policy⁴
- 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

² *Integrated Water Cycle Management Guidelines for NSW Local Water Utilities, DWE, October 2004.*

³ In considering options for waste management to drive resource efficiency, the following order of preference set out on page 80 of the *Australian Sewage Quality Management Guidelines, June 2012*, WSAA will be adopted:

- Avoidance
- Minimisation
- Re-use
- Recovery of energy
- Treatment
- Disposal

⁴ 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 21 and Tables 7 to 9 of *Liquid Trade Waste Regulation Guidelines, 2009*). Similarly, septic and pan waste may exceed some guideline limits.

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.

2.2 Discharge quality

Council has guideline limits for the acceptance of discharges, as set out in Table 2 on pages 15 to 14. Council may vary the guideline limits for a particular sewerage 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 on page 18 sets out those substances which must not be discharged to the sewerage system. Council may not grant approval for the discharge of these substances to 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 the sewerage system at some liquid trade waste premises. The discharge of limited quantities of first flush stormwater 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

report on other stormwater management options considered and why they are not feasible.

Note: Trade waste charges for the acceptance of stormwater to the sewerage system are indicated in section 3.7.9 on page 35.

2.5 Food waste disposal units

The use of 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 3.7.6 on page 32).

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. 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 to 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.

Table 2: Guideline limits for acceptance of liquid trade wastes into sewerage system

Parameter*	Limits [#]	Analytical Method Reference [#]
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	Normally, approved up to 600 mg/L. 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.	5210B
Suspended solids	Concentrations up to 600mg/L may be acceptable.	2540D
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.	2510B
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%.	USEPA1664
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 <i>Radiation Control Act 1990</i> .	

cont ...

* See Glossary for explanation of terms

[#] Refer to *Australian Sewage Quality Management Guidelines, June 2012*

Table 2 (Cont.) – Guideline limits for acceptance of liquid trade wastes into sewerage system

Parameter	Maximum concentration (mg/L)	Analytical Method Reference
Acceptance guideline limits for inorganic compounds		
Ammonia (as N)	50	4500-NH3-B
Boron	5	3120B
Bromine	5	DPD-colorimetric test kit
Chlorine	10	DPD-colorimetric test kit
Cyanide	1	4500-CN-G and E
Fluoride	20	4500-F-C
Nitrogen (Total Kjeldahl)	100	4500-Norg B or C
Phosphorus (total)	20	4500P-I & 4500P-F
Sulphate (as SO ₄)	500	3120B
Sulphide (as S)	1	4500S2-C&D or E
Sulphite (as SO ₃)	15	4500BSO3B
Acceptance guideline limits for organic compounds		
Benzene	<0.001	6200
Toluene	0.5	6200
Ethylbenzene	1	6200
Xylene	1	6200
Formaldehyde	30	
Phenolic compounds (except pentachlorophenol)	5	6410B
Petroleum hydrocarbons (non-flammable)*	30	USEPA 8015B USEPA 8260B
Pesticides general (except organochlorine and organophosphorus)*	0.1	6410B
Polynuclear Aromatic Hydrocarbons (PAHs)	5	6410B & 6440

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)	Analytical Method Reference
Acceptance guideline limits for metals			
Aluminium	100	-	3120B
Arsenic	0.5	2	3114B
Cadmium	1	6	3120B
Chromium*	3	15	3120B
Cobalt	5	15	3120B
Copper	5	15	3120B
Iron	100	-	3120B
Lead	1	6	3120B
Manganese	10	30	3120B
Mercury	0.01	0.05	3112B
Molybdenum	5	30	3120B
Nickel	3	15	3120B
Selenium	1	15	3120B
Silver	2 [#]	6	3120B
Tin	5	15	3120B
Zinc	5	15	3120B
Total heavy metals excluding aluminium, iron and manganese	less than 30 mg/L and subject to total mass loading requirements		

* 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.

[#] 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

roof, rain, surface, seepage or ground water, unless specifically permitted (clause 137A of the *Local Government (General) Regulation 2005*)

solid matter

any substance assessed as not suitable to be discharged into the sewerage system

waste that contains pollutants at concentrations which inhibit the sewage treatment process – refer *Australian Sewage Quality Management Guidelines, June 2012, WSAA*

any other substances listed in a relevant regulation.

3 Part 3 – Framework for regulation of liquid trade waste

3.1 The NSW framework for regulation of sewerage and trade waste

Due to the *Tragedy of the Commons*⁵ in the use of common pool resources, sound regulation of sewerage and trade waste requires implementation of **all** the following integrated measures.

1. Preparation and implementation of a sound trade waste regulation policy, assessment of each trade waste application and determination of appropriate conditions of approval. The conditions must be consistent with the LWU's *Integrated Water Cycle Management Strategy* and demand management plan. In addition, execution of a liquid trade waste services agreement is required for large dischargers to assure compliance.
2. Preparation and implementation of a sound *Development Servicing Plan*⁶, with commercial sewerage developer charges to ensure new development pays a fair share of the cost of the required infrastructure.
3. Full cost recovery with appropriate sewer usage charges⁷ and trade waste fees and charges⁸ in order to provide the necessary pricing signals to dischargers. These charges must include non-compliance trade waste usage charges and non-compliance excess mass charges in order to provide the necessary incentives for dischargers to consistently comply with their conditions of approval.
4. Monitoring, mentoring and coaching of dischargers in order to achieve cleaner production and assist them to comply with their conditions of approval.
5. Enforcement, including appropriate use of penalty notices under section 222 of the *Protection of the Environment Operations Act 1997*. Orders may also be issued and penalties imposed for offences under sections 626, 627 and 628 of the *Local Government Act 1993*.
6. Disconnection of a trade waste service in the event of persistent failure to comply with the LWU's conditions of approval.

Together, the above six measures comprise the NSW framework for regulation of sewerage and trade waste. The framework involves a preventive risk management approach, which has been developed to address the use of common pool resources by providing economic incentives for dischargers to minimise their waste and to consistently comply with their conditions of approval.

3.2 Alignment with the national framework for wastewater source management

⁵ In the absence of appropriate controls and measures (such as conditions of approval, a sewer usage charge, a trade waste usage charge, a non-compliance trade waste usage charge, excess mass charges, non-compliance excess mass charges and penalty notices), it would be in the economic interest of each trade waste discharger to minimize their efforts and expenditure on control and pre-treatment of their trade waste before discharging it to the sewerage system. In the past, failure to implement these measures has caused multi-million dollar damage to sewerage networks, pumping stations and treatment works (refer to the examples shown on pages 30, 47 and 48 of the *Liquid Trade Waste Regulation Guidelines, 2009*).

⁶ In accordance with the *NSW Developer Charges Guidelines for Water Supply, Sewerage and Stormwater, 2002*.

⁷ In accordance with page 29 of the *NSW Water Supply, Sewerage and Trade Waste Pricing Guidelines, 2002*.

⁸ In accordance with Appendices D and I of the *Liquid Trade Waste Regulation Guidelines, 2009*.

The NSW framework for regulation of sewerage and trade waste is outlined in section 3.1. The NSW framework is driven by the NSW Government's *Best-Practice Management of Water Supply of Sewerage Guidelines, 2007* and is consistent with that in the *National Framework for Wastewater Source Management*.⁹

In particular, under the *Best-Practice Management Guidelines* each LWU is required to achieve the following outcomes:

Prepare and implement a 30-year Integrated Water Cycle Management Strategy, demand management plan, pay-for-use water supply pricing and community and customer involvement (Elements 1, 6, 8)

Annual performance monitoring, including an annual triple bottom line (TBL) Performance Report and Action Plan to identify and address any areas of under-performance (Elements 5, 6, 9, 10, 11, 12)

Achieve full cost recovery for water supply, sewerage and trade waste services and apply an appropriate non-residential sewer usage charge (Elements 3, 8)

Prepare and implement a sound trade waste regulation policy and issue an appropriate approval to each trade waste discharger, including waste minimisation and cleaner production (Elements 1, 2, 3, 4, 7, 8)

Appropriate trade waste fees and charges (including incentives to comply with LWU's approval conditions through non-compliance trade waste usage charges and non-compliance excess mass charges) (Elements 3, 8)

Trade waste services agreement for large dischargers to assure compliance (Elements 3, 8)

Appropriate training of LWU staff and monitoring, mentoring and coaching of trade waste dischargers (Elements 1, 4, 5, 7, 8)

Enforcement, including appropriate use of penalty notices or orders (Elements 3, 8)

Disconnection of a trade waste service in the event of persistent failure to comply with the LWU's conditions of approval (Element 8).

3.3 Application Procedures

⁹ The following 12 elements of the *National Framework for Sewage Quality Management* are set out on page 18 of the *Australian Sewage Quality Management Guidelines, June 2012, WSAA*:

COMMITMENT

1. Commitment to Wastewater Source Management

SYSTEM ANALYSIS and MANAGEMENT

2. Assessment of the Wastewater System
3. Preventive Measures for Wastewater Input Quality Management
4. Operational Procedures and Process Control
5. Verification of Wastewater Inputs Quality
6. Management of Incidents/Complaints and Emergencies

SUPPORTING REQUIREMENTS

7. Employee Awareness and Training
8. Customer and stakeholder involvement and awareness
9. System Validation and Research and Development
10. Documentation and Reporting

REVIEW

11. Evaluation and Audit
12. Review and Continual Improvement

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. 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.

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
 - 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
 - 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
- 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

any additional information as requested by Council.

The following information needs to be provided in regard to the discharge of septic tank and pan waste to the sewerage system:

identification of the pump out service provider

proposed method of discharge including plans and drawings if appropriate

details of any proposed facilities for a disposal point, location and site plan (if applicable). Details should include the proposed connection point to the sewerage system

security arrangements at the proposed disposal site (if applicable)

the provision of freshwater for hosing down where needed

bunding and measures to prevent the ingress of stormwater at the proposed dump point, if applicable

the use of odour inhibiting or other chemicals, if any, and their dosage rates

statement that septic effluent will not be mixed with septage or grease trap pump out, ie. dedicated tankers will be used for each type of waste

for boat/marina facility – the type and number of vessels either moored at the marina and/or would utilise the pump-out facility on a regular basis:

private

commercial.

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

3.4 Approval of applications

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 3.9 on page 37), 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.

3.5 Concurrence

If Council supports an application and has a notice stating that concurrence of the Director General, Department of Trade and Investment, Regional Infrastructure and Services (DTIRIS), can be assumed for the waste relevant to the application, Council will approve the application. Otherwise, Council will seek

concurrence in accordance with the requirements of section 90(1) of the Local Government Act. The NSW Office of Water provides concurrence on behalf of the Director General, DTIRIS.

Liquid trade waste discharges are divided into four (4) classifications for the purpose of the concurrence process:

Concurrence Classification A – liquid trade waste dischargers for which Council has been authorised to assume concurrence to the approval subject to certain requirements

Concurrence Classification B – liquid trade waste dischargers whereby Council may apply for authorisation to assume concurrence to the approval subject to certain requirements

Concurrence Classification S – the acceptance of septic tank, pan waste and ship-to-shore pump-out. Council may apply for authorisation to assume concurrence to the approval subject to certain conditions

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 forward the application for concurrence.

All councils have been authorised to assume concurrence for Concurrence Classification A liquid trade waste discharges. These are listed in Table 4 and Council will not need to seek concurrence for approval of trade waste applications for these activities.

Table 4: Liquid trade waste discharges with automatic 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)
Bed and Breakfast (<10 persons)	Beautician
Bistro	Boiler blowdown
Boarding house/hostel kitchen	Car detailing
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)	Doctor's surgery, medical centre - plaster casts (no X-rays)
Chicken/poultry shop (retail BBQ/charcoal chicken)	Florist
Club (kitchen wastes)	Funeral parlour, morgue
Commercial kitchen/caterer	Hairdressing (includes barbers)
Community hall/civic centre	Jewellery shop
Day care centre	Laboratory (pathology/analytical)
Delicatessen	Laundry or laundromat (coin operated)
Doughnut shop	Lawnmower repairs
Fast food outlet (McDonalds, KFC, Burger King, Pizza Hut, Red Rooster, etc.)	Mechanical repairs/workshop
Fish shop (retail – fresh and/or cooked)	Mobile cleaning units
Food caravan	Optical service
Fruit and vegetable shop (retail)	Pet shop (retail)
Function centre	Photographic tray work/manual development
Hotel	Plants retail (no nursery)
Ice cream parlour	School (Primary and Secondary)
Juice bar	Stone working
Mixed business	Swimming pool/spa/hydrotherapy

Motel	Vehicle washing (by hand/wand, automatic car wash, external truck wash or underbody/engine degrease only)
Nightclub	Venetian blind cleaning
Nursing home kitchen	Veterinary /animal kennels with X-ray
Nut shop	Waterless minilab
Patisserie	
Pie shop	
Pizza shop	
Restaurant	
Salad bar	
Sandwich shop	
School canteen	
Supermarket (with butcher/delicatessen/ seafood/or charcoal chickens)	
Take-away food outlet	

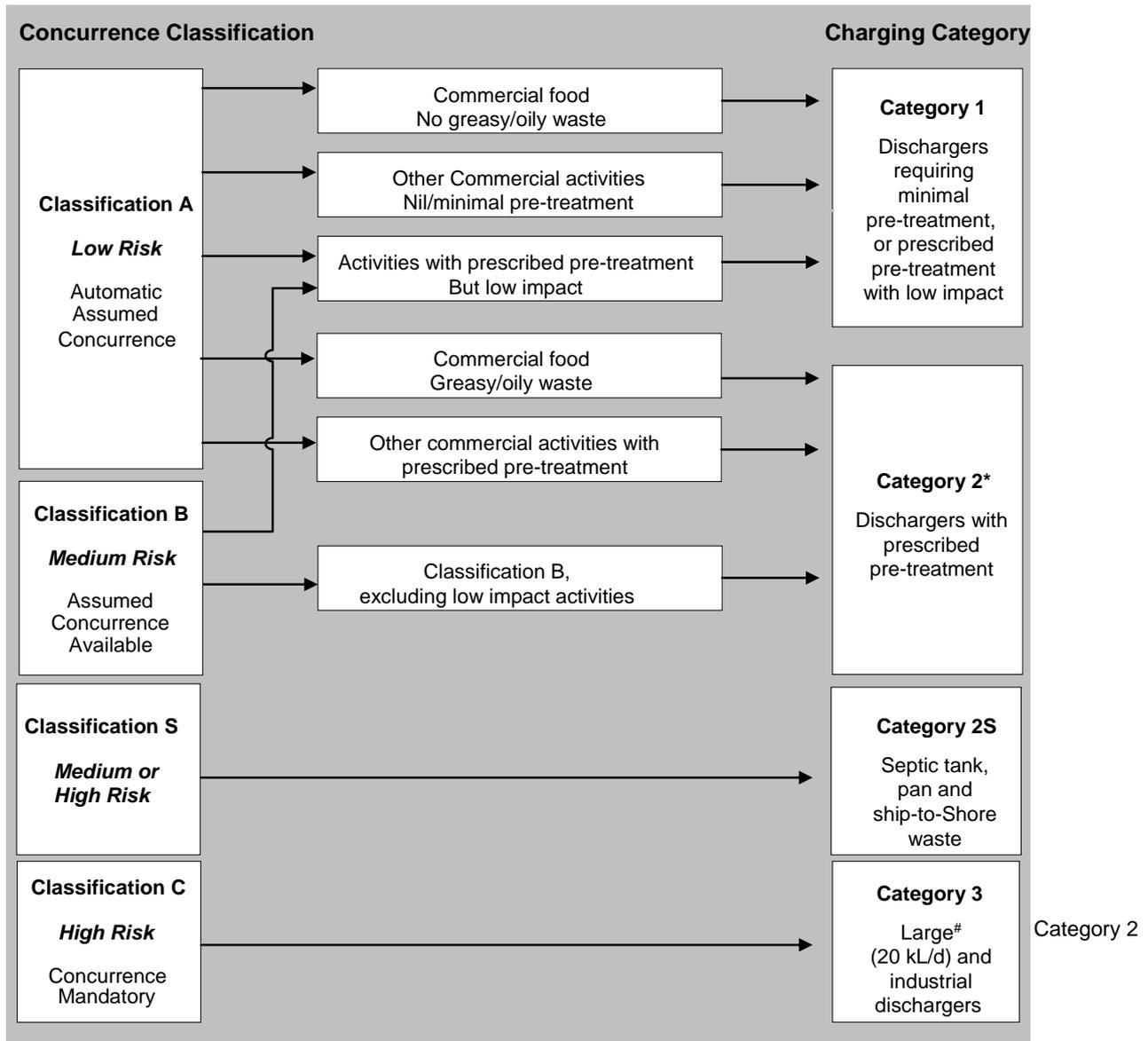
Notes:

The volume of liquid trade waste must not exceed 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 to the sewer exceeds these volumes, the application must be treated as Concurrence Classification B. Discharges over 20 kL/d must be treated as Classification C.

3.6 Liquid trade waste charging categories

Four (4) classifications of liquid trade waste have been established for concurrence purposes, Classification A, B, C and S (refer section 3.5 on page 22). For trade waste charging purposes there are also four (4) charging categories, Category 1, 2, 2S and 3 (pages 26 and 27).

Figure 1 below 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 1. Classification S dischargers fall into Charging Category 2S. Classification C dischargers fall into Charging Category 3.



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. In addition, Category 1 includes dischargers requiring prescribed pre-treatment but with low impact on the sewerage system.

Classification A activities – Commercial retail food preparation activities that do not 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 and 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 < 1000 L/d, dental surgery (plaster casts, no X-ray unless digital), doctor's surgery and medical centre (plaster casts, no X-ray), florist, funeral parlour, mobile cleaning units, morgue, jewellery shop, optical service (retail), pet shop, plants retail (no nursery), public swimming pool, photographic (tray work/manual development), venetian blind cleaning, veterinary (no X-ray).

Classification A or B activities – dischargers with prescribed pre-treatment with low impact on the sewerage system: boiler blowdown, cooling tower, industrial boilers, laboratory (analytical/pathology/tertiary institution), laundry, primary and secondary school¹⁰, vehicle washing.

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-treatment¹¹ 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 hall¹², 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 > 1000 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 and cleaning, equipment hire, maintenance and cleaning, glass cutting and grinding, graphic arts, hospital (with or without X-ray), medical centre (with X-ray), optical services (at medical or educational facilities, workshops), 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).

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 S 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).

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, except shopping complexes and institutions (eg. hospitals, educational facilities, correctional facilities, etc.)

¹⁰ If significant hot food preparation is carried out, Category 2 charges may be levied by Council.

¹¹ Excludes low impact activities, listed under Category 1.

¹² If the type and size of kitchen fixtures installed enable catering for large functions.

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 and 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 and veterinary drugs, anodising, bitumen and tar, bottle washing, cardboard and 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 and moulding (plastic/metal), feather washing, fellmonger, felt manufacture, fertilisers manufacture, fibreglass manufacture, filter cleaning, foundry, galvanising, glass manufacture, ink manufacture, laboratories (excluding those in Category 2), liquid wastewater treatment facility (grease trap receipt 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 and furniture/plywood/hardwood), textile manufacture (wool dyeing/ spinning/scouring), truck washing (internal), waxes and polishes.

Phasing-in of charges

As indicated on page 24 of the *Best-Practice Management of Water Supply and Sewerage Guidelines, 2007*, the non-residential sewerage bills for customers facing a large increase as a result of implementing best-practice pricing are to be phased in over a period of five (5) years. Large increases in trade waste fees and charges may be phased in over a period of up to three (3) years.

3.7 Liquid trade waste fees and charges

Council provides sewerage and liquid trade waste services on a commercial basis, with full 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 I of the *Liquid Trade Waste Regulation Guidelines, 2009*.

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 trade waste usage charge
- Non-compliance excess mass charge and pH charge
- Non-compliance penalty.

3.7.1 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.

3.7.2 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 (1) 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. Where the discharger is required to pay for monitoring this will be charged on the basis of full cost recovery[#].

3.7.3 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 of liquid trade waste discharges, the cost of which may be recovered from the discharger.

3.7.4 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.

Trade Waste Usage Charge (\$) = Q x \$1.54*/kL (2011/12\$)

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

3.7.5 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.

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.

$$\text{Liquid Trade Waste Excess Mass Charge (\$)} = \frac{(S - D) \times Q \times U}{1,000} \quad (1)$$

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 discharge of substance to the sewerage system.

Charging rates (U) used in equation (1) are as shown in Council's Annual Management Plan.

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 BOD₅ higher than 600mg/L, an exponential type equation will be used for calculation of the charging rate U_e (\$/kg) as shown in equation (2). Equation (2) provides a strong incentive for dischargers to reduce the strength of waste. In addition, equation (5) on page 31 will be used where the discharger has failed to meet their approved BOD limit on two (2) or more instances in a financial year.

U_e is the excess mass charging rate for BOD (\$/kg).

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

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

Actual BOD = the concentration of BOD₅ as measured in a sample

For example if C = \$0.623/kg, equation (2) would result in the following excess mass charging rates:

\$0.623/kg for BOD₅ 600mg/L

\$1.96/kg for BOD₅ 1200mg/L

\$5.05/kg for BOD₅ 2400mg/L

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

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

3.7.6 Food waste disposal charge¹³

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

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

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

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

Note: *The recommended annual charging rate is \$26/bed (2011/2012\$)*

¹³ For existing installations only. New installations are not permitted.

3.7.7 Non-compliance charges

Category 1 and 2 Dischargers

If the discharger has not installed or maintained appropriate pre-treatment equipment, the following trade waste usage charges will be applied for the relevant billing period:

Category 1 Discharger - \$1.54*/kL (2011/2012)

Category 2 Discharger - \$14.10*/kL (2011/2012\$)

Category 3 Discharger

Non-compliance pH charge

Equation (3) is used for 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. Council may require industrial and large dischargers 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.

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

$$K \times (\text{actual pH} - \text{approved pH})^{\#} \times 2^{(\text{actual pH} - \text{approved pH})^{\#}} \quad (3)$$

[#] absolute value to be used.

K = pH coefficient = 0.38 (2011/2012\$) and needs to be adjusted in accordance with changes in the CPI.

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

$$\text{Charging rate } (\$/\text{kL}) = 0.38 \times [7 - 8] \times 2^{[7 - 8]} = \$0.76/\text{kL}$$

Case 2: pH measured 11.0

$$\text{Charging rate } (\$/\text{kL}) = 0.38 \times [11 - 9] \times 2^{[11 - 9]} = \$3.04/\text{kL}$$

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

$$\text{Non-compliance Excess Mass Charges (\$)} = \frac{(S - A) \times Q \times 2U}{1,000} + \frac{(S - D) \times Q \times U}{1,000} \quad (4)$$

Where:

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

A = Approved 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 discharge of pollutant to sewerage system, as shown in Council's Annual Management Plan.

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

Non-compliance excess mass charges for BOD

If a discharger has failed to meet the approved maximum concentration of BOD on two or more instances in a financial year, the non-compliance excess mass charging rate for BOD U_n will be levied on the basis of equation (5):

U_n is the BOD non-compliance excess mass charging rate.

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

For example, if $C = \$0.623/\text{kg}$, BOD_5 actual (measured) level is 2400mg/L and the approved maximum concentration of BOD (A) is 1000mg/L , equation (5) would result in a non-compliance excess mass charging rate of $\$8.02/\text{kg}$.

Non-compliance Excess Mass Charge for BOD is calculated using equation (1):

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

The non-compliance excess mass charges shown above are in lieu of the excess mass charges in section 3.7.5.

NB. Council will continue applying the above 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' as indicated in the following section.

3.7.8 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. Refer also to section 3.10 on page 35.

3.7.9 Discharge of stormwater to the sewerage system

The discharge of roof, rain, surface, seepage or ground water to the sewerage system is prohibited under clause 137A of the *Local Government (General) Regulation 2005* and this policy. As indicated in section 2.4, the acceptance of first flush stormwater runoff may be permitted. A charge of \$14.10/kL (2011/2012\$) will be applied to Category 3 dischargers in accordance with the non-compliance trade waste usage charge, if approval is granted to accept the above waters. Excess mass charges will be also applied in accordance with section 3.7.5.

3.7.10 Septic and pan waste disposal charge

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

Septic tank and pan waste disposal charge (\$) = Q x S

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

S = Charging rate in \$/kL for septic tank effluent, septage or chemical toilet waste as indicated in Council's Annual Management Plan.*

3.7.11 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 charges¹⁴

CHARGING CATEGORY	APPLICATION FEE	ANNUAL NON-RESIDENTIAL SEWERAGE BILL WITH APPROPRIATE SEWER USAGE CHARGE/kL	ANNUAL TRADE WASTE FEE	RE-INSPECTION FEE (when required)	TRADE WASTE USAGE CHARGE/kL	SEPTIC WASTE DISPOSAL CHARGE	EXCESS MASS CHARGES/kg	NON-COMPLIANCE TRADE WASTE USAGE CHARGE/kL	NON-COMPLIANCE EXCESS MASS/kg and pH CHARGES/kL (if required)
1	Yes ¹⁵	Yes	Yes	Yes	No	No	No	Yes ¹⁶	No
2	Yes	Yes	Yes	Yes	Yes	No	No	Yes ¹⁶	No
2S	Yes	Yes ¹⁷	Yes	Yes ¹⁷	No	Yes	No	No	No
3	Yes	Yes	Yes	Yes	No	No	Yes	No	Yes

All dischargers of liquid trade waste to Council's sewerage system should be aware that they are subject to prosecution and imposition of fines under the *Local Government Act 1993* and the *Protection of the Environment (Operations) Act 1997* and Regulations. In addition to fines, Council may recover costs of damages and fines incurred by Council as a result of an illegal liquid trade waste discharge (refer to section 3.7.8 on page 32).

3.8 Monitoring

Council will carry out inspections of the premises of all liquid trade waste dischargers and their treatment facilities at least once per annum. Inspections of commercial premises preparing hot food may be carried out at least four (4) times per annum (refer to page 30 in section 3.7.2). Monitoring of the large and industrial dischargers is to be carried out as specified in the approval conditions.

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

¹⁴ 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 3.7.6 on page 29).

¹⁵ Not applicable for dischargers exempted in Table 1.

¹⁶ Non-compliance trade waste usage charge, if the discharger fails to install or properly maintain appropriate pre-treatment equipment:

Category 1 - \$1.54/kL (2011/2012\$)

Category 2 - \$14.10/kL (2011/2012\$)

¹⁷ Only applicable if the discharger has a dump point located at their premises which is connected to the sewerage system

measure the volume and flow rate using the permanently installed flow measurement system (such as a flow metering system)

install a flow measurement device on a temporary basis and obtain enough data to determine a basis for assessing the flow rate and volume

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 the NSW Office of Water (NOW) to ensure reliable and accurate results. Where the discharger is sampling the effluent, Council may randomly take duplicates to confirm the waste characteristics.

3.9 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 discharges) or Classification S into its sewerage system 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 3.4 on page 22). The conditions will be binding on the applicant and the Council. The agreement will be for a period of up to five (5) 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
- the amount of bond/security to be lodged with Council prior to discharging to the sewerage system.

3.10 Enforcement of approvals and agreements

(see the attached sample agreement at Attachment 1 on page 40)

Failure to obtain Council's approval to discharge liquid trade waste into the sewerage system, or failure to comply with the conditions of the approval is an offence under s. 626 and s. 627 of the *Local Government Act 1993*. In addition, these offences are prescribed as penalty notice offences under the Act and Council may issue a penalty notice (ie an on the spot fine) to such discharger.

Furthermore, sections 628 and 634 to 639 list other offences related to water, sewerage and stormwater drainage.

Also, 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 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 8 of the agreement. Suspensions may also apply and may include a notice to cease the discharge.

3.11 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

- for failure to comply with a condition of the approval.

3.12 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.

3.13 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.

3.14 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 (6) months and three (3) 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 (6) months and three (3) 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 may not be required. However, proof of accreditation must be provided to Council with the application. The EMP may not include all necessary provisions in regard to trade waste. In such cases Council may require that a suitable due diligence program and contingency plan be developed and submitted to Council.
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 to be submitted prior to commencing the discharge.

Attachment 1

Sample Liquid Trade Waste Services Agreement
between Narrandera Shire 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 Trade and Investment, Regional Infrastructure and Services 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

1. 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 1993*, 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. Term

5.1 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.

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

6. Powers of the Council

6.1 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.

6.2 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.

6.3 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.

7. Information supplied by the Applicant

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

7.2 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.

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

8. Indemnity

- 8.1 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
 - (b) a breach of this Agreement by the Applicant.
- 8.2 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.

9. 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.

10. Bond

- 10.1 The Applicant must pay to the Council a bond in the sum specified in the Annexure.
- 10.2 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.
- 10.3 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.
- 10.4 The Council must return the bond to the Applicant, less any amount deducted by the Council under this clause, upon termination of this Agreement.

11. No assignment

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

12. Notices

12.1 A notice under this Agreement must be:

- (a) in writing, directed to the representative of the other party as specified in the Annexure
- (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.

12.2 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.

12.3 Notwithstanding the preceding clause 12.2, 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.

13. Variation

13.1 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.

13.2 In addition to automatic variation under clause 13.1, 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.

14. 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.

15. Applicable law

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

15.2 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.

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

Executed by the Applicant (corporate entity):

.....
.....
[signature of witness]

)
)
The **COMMON SEAL** of.....)
.....PTY LIMITED)
was affixed thisday of)
.....20..... 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]

This.....day of.....20.....

in the presence of:

.....
[print name of witness]

.....
[signature of Applicant]
)
)
)
) [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 and 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 \$ _____

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Attachment 2

Provisions in the *Local Government (General) Regulation 2005* in regard to acceptance of liquid trade waste into the sewerage system

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 Trade and Investment, Regional Infrastructure and Services (or that Director-General's nominee) has concurred with the approval.

Note: [Section 90](#) (2) of [the Act](#) permits any person or authority whose concurrence is required before an approval may 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

- (1) 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.
- (2) 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:

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

137A Substances prohibited from being discharged into public sewers

- (1) For the purposes of [section 638](#) of [the Act](#) (Discharge of prohibited matter into sewer or drain), roof, rain, surface, seepage or ground water is prescribed as prohibited matter.
- (2) This clause does not apply in relation to:
 - (a) a discharge that is specifically approved under [section 68](#) of [the Act](#), or
 - (b) a discharge into a public drain or a gutter of a council, or
 - (c) a discharge in an area of operations within the meaning of the [Sydney Water Act 1994](#) or the [Hunter Water Act 1991](#).

143 Inspection of pipes and drains and measurement of water and sewage

- (1) The council may, at any reasonable time:
 - (a) inspect any service pipe connected to a water main, and
 - (b) inspect any drain connected to a sewer main, and
 - (c) install meters or other devices for measuring the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
 - (d) measure the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
 - (e) inspect any pre-treatment devices connected to the council's sewerage system.

- (2) The occupier of the relevant premises must provide to the council such information as it requires to enable it to estimate the quantity of water actually supplied to, or the quality and quantity of sewage actually discharged from, the premises.
- (3) In this clause,
"pre-treatment device" means any device used to reduce or eliminate contaminants in trade waste, or to alter the waste's nature, before it is discharged into a sewer.

SCHEDULE 12 – Penalty notice offences

Column 1	Column 2
Offence under Local Government Act 1993	Penalty
Section 626 (3)-carry out without prior approval of council an activity specified in item 4 of Part C (Management of waste) of the Table to section 68	\$330
Section 627 (3)-having obtained the council's approval to the carrying out of an activity specified in item 4 of Part C (Management of waste) of the Table to section 68 , carry out the activity otherwise than in accordance with the terms of that approval	\$330

"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. The 2005 Guidelines have now been superseded by *Liquid Trade Waste Regulation Guidelines, April 2009*.

Liquid trade waste application forms

Contents

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C2	Stand-alone commercial retail food preparation business application attachment sheet	66
C3	Mechanical repairs – application attachment sheet	68
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C5	Animal Wash – application attachment sheet	72
C6	Septic tank waste, pan waste, ship-to-shore pump-out waste application attachment sheet	73
	Site inspection form	75

Form C1 (Page 1) Liquid trade waste application form

_____ Council

This application form is for businesses that wish to discharge liquid trade waste to the sewerage system (Classification A, B, C or S). Please use pages 1 to 3 and sign page 10 for Concurrence Classification A. Use pages 1 to 3, 10 and Form C6 for applications in Concurrence Classification S. Complete all pages for Concurrence Classification B or C. Please include all details as requested. When completed, please lodge this form with the Council, along with attachments (as appropriate from Forms C2 to C6).

1. Business trading name: _____
2. Site address: No. _____ Street _____
Town/Suburb _____ Postcode _____
Property description: Lot _____ Section _____ DP _____
3. Property owner's name: _____ Telephone: BH _____
AH _____
4. Property owner's address: _____
5. Applicant's name: _____ Telephone: BH _____
(if different to the owner) AH _____
6. Applicant's address: _____
7. Occupier's name: _____ Telephone: BH _____
(if different to the owner) AH _____
8. Normal hours of business:
Monday to Friday: _____ to _____
Saturday: _____ to _____
Sunday: _____ to _____
9. Type of business:
Commercial retail food preparation activities – Please fill out and attach Form C2
Other commercial activities – Please fill out and attach as appropriate from Forms C3 to C5
10. Description of flow:
Maximum rate of discharge to sewer _____ kL/h or L/s
Maximum daily discharge to sewer _____ kL

Form C1 (Page 2)

11. Any water supply meter being installed? Yes / No

12. Existing/proposed equipment (grease arrestor, basket arrestor, cooling pit, etc.):

Type _____

Size/flow rate _____

13. Proposed cleaning schedule of pre-treatment equipment and names of contractors used:

14. Location of the sampling point: _____

15. Plans – application to be accompanied by two copies of plans showing:

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

stormwater drainage plan.

List of Contractors

Name	Licence No	Contact
<input type="checkbox"/>		

Form C1 (Page 3)

The following substances are prohibited from being discharged to 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 substances
- discharges from 'Bulk Fuel Depots'
- chromate from cooling towers
- natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions
- roof, rain, surface, seepage or ground water, unless specifically permitted (clause 137A of the *Local Government (General) Regulation 2005*)
- solid matter
- any substance assessed as not suitable to be discharged to the sewerage system
- waste liquids that contain pollutants at concentrations which inhibit the sewage treatment process – refer *Australian Sewage Quality Management Guidelines, June 2012, WSAA*
- any other substances listed in a relevant regulation.

Concurrence Classification B or C (Page 4)

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.

16. Type of business: _____

17. Name of processes generating liquid trade waste:

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____

18. Type and Quantity of raw materials processed

19. Description of Waste:

list of all expected pollutants including substances contained in wash down detergents, boiler and cooling water and other sources

expected maximum and 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 NSW Office of Water.

Acceptable means of sample analysis data collection:

- Sample analysis results from a similar existing process
- Collection of the proposed waste from a trial pre-treatment plant
- Stand alone pre-treatment - manufacturer's waste quality expectations
- 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".

(the local water utility may add to this list as required)

Parameter	Acceptance Guideline Limits ⁺	Average	Maximum
-----------	--	---------	---------

	mg/L	mg/L	mg/L
BOD ₅	Normally, approved up to 600 mg/L. 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.		
Suspended solids	Concentrations up to 600mg/L may be acceptable.		
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 <i>Radiation Control Act 1990</i> .		

+ 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	5		
Bromine	5		
Chlorine	10		
Cyanide	1		
Fluoride	20		
Nitrogen (Total Kjeldahl)	100		
Phosphorus	20		
Sulphate (as SO ₄)	500		
Sulphide (as S)	1		
Sulphite (as SO ₃)	15		

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

Acceptance guidelines for organic compounds⁺

Parameter	Acceptance Guideline Limits mg/L	Average mg/L	Maximum mg/L
Benzene	<0.001		
Toluene	0.5		
Ethyl benzene	1		
Xylene	1		
Formaldehyde	30*		
* Acceptance of chemical toilet waste which contains formaldehyde will be assessed on the available dilution in the sewerage system.			
Phenolic compounds (except pentachlorophenol)	5		
Petroleum hydrocarbons (non-flammable)	30		
Pesticides (general)	0.1		
Pesticides (organophosphates)	Nil		
Pesticides (organochlorines)	Nil		
Polynuclear Aromatic Hydrocarbons (PAH)	5		

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

Acceptance guideline 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	0.5	2		
Cadmium	1	6		
Chromium *	3	15		
* 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 .				
Cobalt	5	15		
Copper	5	15		
Iron	100	-		
Lead	1	6		
Manganese	10	30		
Mercury	0.01	0.05		
Molybdenum	5	30		
Nickel	3	15		
Selenium	1	15		
Silver	2 [#]	6		
Tin	5	15		
Zinc	5	15		

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

[#] 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.

20. Wastes not discharged to the sewerage system:

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

21. 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

22. 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 _____

23. 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 to the sewerage system.

The discharge of limited quantities of first flush water from sealed 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 bunded to exclude stormwater
- the dimensions and a plan of the area under consideration
- whether the open area is sealed
- 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
- report on other stormwater management options considered and why they are not feasible.

24. Water supply source:

- bore/groundwater/on-site dam/watercourse
- recycled/reuse water
- town water
- any water supply meter being installed.

Comments _____

25. Sampling point location _____

26. Flow measurement location and proposed flow measurement to sewer

Please attach details of flow measurement installed/proposed

27. 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 and 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 local water utility.

28. Proposed cleaning schedule of pre-treatment equipment and contractor

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

29. 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.

Form C1 (Page 10)

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.

31. Supporting documentation:

Please attach any relevant supporting documentation, eg.

1. Environmental Impact Statement
2. Consultant's report
3. Environment Protection Authority 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 approval _____

Approval No _____

Commencement of discharge _____ Officer in charge _____

STW Details

_____ Sewage Treatment Works

_____ Design Capacity (EP)

_____ Actual Capacity (EP)

Form C2 (Page 1)

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 C1).

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 and 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	
	Delicatessen – no meat cooked on site – no hot food prepared or served	
	Delicatessen – hot food prepared or served	
	Doughnut shop	

Form C2 (Page 2)

Tick	Name of process	No. of seats or beds
	Fish shop – fresh (retail) no cooking on site	NIL
	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 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, fish, BBQ chicken, delicatessen	NIL
	Take-away – fish and chips, BBQ chicken, hamburgers	
	Take-away – no hot food	

Form C3 (Page 1)

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 C1).

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

Vehicle washing

Other, please specify _____

Form C3 (Page 2)

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).

Form C4

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 C1).

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

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 _____

Form C5

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

Conference facility that serves hot food

Open areas (please indicate area size).

Details of disposal of animal droppings and/or litter

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

Form C6

Septic tank waste, pan waste, ship-to-shore pump-out waste application attachment sheet

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

A. Type of waste:

Septic tank waste

Septic tank effluent

Septage

Pan content waste

Caravan Park/Mobile homes

Portable Chemical toilet (building/event sites/bus/train)

Pump-out from boat/marinas

Liquid galley waste

Toilet waste

Dock cleaning waste

B. Hours of days during which discharge will normally take place

Monday – Friday: am _____ pm _____

Saturday/Sunday: am _____ pm _____

C. Odour inhibiting and other chemicals used (Material Safety Data Sheets must be provided)

Name of chemical added _____

Dosage rate _____

D. Proposed method of waste volume measurement

E. Proposed method of discharge including plans and drawings if appropriate

F. Information on a disposal point, site plan and drawings if applicable

G. 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 to the sewerage system.

Prevention of stormwater ingress at the proposed dump point

H. Odour control measures if applicable

I. Measures to prevent grease trap waste being mixed with septic tank waste.

Grease trap waste is not permitted to be discharged to the sewerage system.

Please attach a statement that septic tank effluent will not be mixed with grease trap pump-out waste.

J. Security arrangements at the proposed disposal point, if applicable

(What measures will be in place to prevent unauthorised discharge of waste to the sewerage system)

K. For boat/marina facility

Number of vessels that may utilise the pump-out facility

- Commercial Private

Bilge water is not permitted to be discharged to the sewerage system.

Site Inspection Form

(Prior to using this form, please refer to section 3.12 on page 45 of the *Liquid Trade Waste Regulation Guidelines*)

LWU: _____

Property/Rate No. _____

Meter Readings:

	Current	Previous	
Fresh Water			
LTW Discharge			
Discharge Factor			

Gauging includes Domestic:- Y/N

No. of employees: _____

LWU Office _____

Company _____

Address _____

Date: _____

Duration

Start: _____

Time: _____

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
- 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

Sample No.	Meter Readings
_____	Initial _____ kL
No. of bottles	Finish _____ kL
	Discharge Volume
	During Sampling
	_____ kL

Type of Sample:

Grab Sample

Profile sampling

Composite Manual Time

Composite Manual Flow

Composite Automatic Time Based

Composite Automatic Flow Proportional

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

Person/s in Attendance: _____
Position/s: _____
Location: _____
Date and Time: _____
Topic: _____

Due Diligence Considerations

Contingency Plan

Comments: _____

ACTIONS: _____

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 <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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 and containers not leaking or overflowing <input type="checkbox"/> Flow recirculating 	
Monitoring System <ul style="list-style-type: none"> <input type="checkbox"/> Alarms (visual and audible to alert staff within sight and hearing of appropriate operator and operational) <input type="checkbox"/> Equipment gauges (switch gear and control assembly) <input type="checkbox"/> High and 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 and pH readings <input type="checkbox"/> Audit chemical testing equipment for shelf-life validity (papers and 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 and 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 and audible to alert staff within sight and hearing of appropriate operator and operational) <input type="checkbox"/> Equipment gauges (switch gear and 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 and service areas) <input type="checkbox"/> First-Flush system operation and 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 <input type="checkbox"/> 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 and grease <input type="checkbox"/> Petroleum hydrocarbons <p>Canteen (re-heating, tea and 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 and Printing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inks and solvents <input type="checkbox"/> Silver bearing waste 	
<p>Vehicle and Equipment</p> <p>Washdown Area</p> <ul style="list-style-type: none"> <input type="checkbox"/> Roofed <input type="checkbox"/> Bunded <input type="checkbox"/> Oil arrestor <p>Mechanical Workshop</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 	

Approval/ TW Services Agreement <input type="checkbox"/> Check that additional conditions are in compliance	
Risk Management <input type="checkbox"/> Due diligence programme <input type="checkbox"/> Contingency plan	
Ponds <input type="checkbox"/> Anaerobic <input type="checkbox"/> Aerobic <input type="checkbox"/> Solids build-up <input type="checkbox"/> Outlet baffle <input type="checkbox"/> Odour	

Water meter and flow meter readings

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 _____)

