



# Trade Waste Application FORM

|                 |                     |       |      |
|-----------------|---------------------|-------|------|
| OFFICE USE ONLY | Trade Waste Number: | Date: | Fee: |
|-----------------|---------------------|-------|------|

## Important Information

A **PERMITTED** Trade Waste registration is for premises with discharges complying with the first schedule (Allowable Discharge Characteristics) of Timaru District Council By-Law and having a discharge to the sewer of less than 1245m<sup>3</sup> per annum. **Complete questions 1-10.**

A **CONDITIONAL** Trade Waste Consent is for premises having a discharge greater than 1245m<sup>3</sup> per annum and/or characteristics in excess of the first schedule of Timaru District Council By-Law. **Complete questions 1-25.**

- **All** applicants must include the following:
  1. A completed *Trade Waste Application Form*;
  2. A Site Plan , where applicable;
  3. Process and Instrumentation Diagrams, where applicable;
  4. Material Safety Data Sheets, where applicable;
  5. Service Contracts for on-site treatment apparatus, where applicable.
- If stormwater from your activity does not comply with the rules of the Transitional Regional Plan (TRP) or Natural Resources Regional Plan (NRRP), including Schedule WQL3 of Chapter 4: Water Quality, you must provide a copy of the Resource Consent from Environment Canterbury relating to stormwater discharges from the site along with this application. If the activity on the site does not requires a Resource Consent for the stormwater discharge, a written declaration to Council of this is required.
- Prior to any discharge being made from any commercial/industrial premise to Timaru District Council's sewerage system, a Trade Waste Application Form must be lodged and written consent received from the Timaru District Council.
- Incomplete applications will not be processed.
- Any Trade Waste Application Fees must be paid at the time of application.

If you still have any questions concerning the application, please contact the Timaru District Council on: (03) 687-7200.

## Official Information

*Your information will be held and administered by Timaru District Council in accordance with the Local Official Information and Meetings Act 1987 and the Privacy Act 1993. Your information may have to be disclosed in accordance with the terms of these Acts. It is therefore important you advise the Council if your application includes trade secrets and/or commercially sensitive material in order that this information is not disclosed.*

### 1. Provide the following information about the site from which the trade waste will be discharged.

|            |             |
|------------|-------------|
| Street No. | Street Name |
|            |             |
| Suburb     | Town        |
|            |             |

### 2. Who is the occupier or operator of the site from which trade waste will be discharged?

|   |     |
|---|-----|
| Business Trading Name                                     |     |
|   |     |
| Company Name or Registered Business Owner(s) Full Name(s) |     |
|   |     |
| Company's Registered Address                              |     |
|   |     |
| Address for Trade Waste Correspondence                    |     |
|   |     |
| Phone   | Fax |
|   |     |
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### 3. Who is the owner of the site from which trade waste will be discharged?

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| Business Trading Name                                  |
| Company Name or Registered Business Owner(s) Full Name |
| Company's Registered Address                           |
| Address for Service                                    |

### 4. The reason for making this Application for Trade Waste Consent: *(Tick Appropriate)*

|                          |  |                      |                      |
|--------------------------|--|----------------------|----------------------|
| <input type="checkbox"/> | New discharger (please estimate commencement date)                     | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | Change of occupier or site operator (please state the changeover date) | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | Change to the nature or volume of the existing Trade Waste discharge   |                      |                      |
| <input type="checkbox"/> | Consent update requested by Timaru District Council                    |                      |                      |
| <input type="checkbox"/> | Renewal of a Consent   |                      |                      |

### 5. Who is the person responsible for trade waste management at this site?

|                             |              |
|-----------------------------|--------------|
| Name (Mr / Mrs / Miss / Ms) | Position     |
| Phone                       | A/H Phone    |
| Facsimile                   | Mobile Phone |
| E-mail Address              |              |

### 6. Describe the type of business carried out on site

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### 7. Indicate the maximum weekly operating hours at the site, and any seasonal variations.

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### 8. Do you hold any service contracts for existing on-site treatment apparatus? Service contracts are mandatory for grease traps and oil interceptors. *If Yes, please attach. Minimum service is 3 monthly for a standard 20-40hr per week operation. Retail food outlets to complete sheet C.*

Yes       No

*Please show location of pre treatment device on site plan.  
(N.B. Enzyme grease convertors must be fitted with an auto enzyme dispenser.)*

### 9. For on-site treatment apparatus for which no service contracts are held, please indicate who will be cleaning and/or maintaining the device, and what the maintenance and cleaning schedule will be e.g. for dry basket arrestors. Where there is no pre-treatment device describe the measures used to minimise contaminants entering the sewer network *(use additional sheets as necessary)*.

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10. This application must be signed below by a person who has the authority both to make the statements set out above and to give the following undertaking.

- I undertake to Timaru District Council that I have the authority to make the statements set out above and give the undertakings set out below.
- All information within this application is true and correct
- If Timaru District Council approves the Trade Waste Application, in writing, the Occupier will comply with all the requirements of any Trade Waste Consent, including the payment of all fees and charges.

|                                  |                 |                                   |
|----------------------------------|-----------------|-----------------------------------|
| <b>Signature of the Occupier</b> | <b>Position</b> | <b>Date (dd/mm/yy)</b><br><br>/ / |
| <b>Print Name</b>                |                 |                                   |

This form, together with the other documents detailed under "Important Information" on the front page, can be either mailed to:

**Trade Waste Officer  
Timaru District Council  
P.O. Box 522  
Timaru**

Or delivered in person to:  
**Timaru District Council, King George Place, Timaru**

11. Are any open/unroofed areas, which collect rainwater, connected to sewer?

- Yes       No

If Yes, please specify the size of the area(s), the layout of drains, and describe how the stormwater will be managed.

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12. Is it proposed that domestic wastewater and trade waste should be discharged at the same point?

- Yes       No

13. Please indicate the proposed method of flow measurement

- A permanent installation of suitable flow measuring equipment  
 Other (specify) \_\_\_\_\_

14. Please provide details of the source of water used on the premises.

Council supplied \_\_\_\_\_ m<sup>3</sup>/working day

Other sources \_\_\_\_\_ m<sup>3</sup>/working day

Source \_\_\_\_\_

15. Is this application for mass limits, or concentration limits?

- Mass Limits  
 Concentration Limits

16. Please provide details of the total volumes of trade waste expected to be discharged from the site.

|                                   |                      | Seasonal Fluctuation<br>(Range) |
|-----------------------------------|----------------------|---------------------------------|
| Average daily volume              | _____ m <sup>3</sup> | _____ m <sup>3</sup>            |
| Maximum daily volume              | _____ m <sup>3</sup> | _____ m <sup>3</sup>            |
| Maximum volume in any 8 hr period | _____ m <sup>3</sup> | _____ m <sup>3</sup>            |
| Maximum flow rate                 | _____ L/sec          | _____ L/sec                     |

17. Please use SHEET A to provide details of the characteristics noted in Schedule One and Schedule Two of the Water Services Bylaw for your sites trade waste discharges (use additional sheets as necessary).

18. Please use SHEET B to list all substances/chemicals that are stored, used or generated on the premises (use additional sheets as necessary).

Details should include the chemical name or product name and their concentration or dilution.

Include Material Safety Data Sheets (MSDS) for all proprietary substances that are hazardous to the health of human beings, or are potentially hazardous to micro-organisms, or might adversely affect the environment.

19. Please describe mitigation measures employed to prevent accidental spillages of these substances from entering the public sewer or stormwater system (use additional sheets as necessary).

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20. Please use SHEET C to list all fixtures and on-site treatment apparatus

21. Please include site plans of the premises, clearly showing the location of the following as appropriate:

|                          |  |                          |                              |
|--------------------------|--|--------------------------|------------------------------|
| <input type="checkbox"/> | Process areas, including fixture (i.e. sink, dishwasher) locations | <input type="checkbox"/> | Stormwater drains            |
| <input type="checkbox"/> | On-site treatment apparatus (i.e. grease trap)                     | <input type="checkbox"/> | Domestic wastewater drains   |
| <input type="checkbox"/> | Trade waste sampling/monitoring locations                          | <input type="checkbox"/> | Open areas draining to sewer |
| <input type="checkbox"/> | Flow measuring devices   | <input type="checkbox"/> | Emergency spill kits/devices |
| <input type="checkbox"/> | Trade waste drains   | <input type="checkbox"/> | Emergency spill containment  |
| <input type="checkbox"/> | Other  |                          |                              |

22. Please attach detailed process and instrumentation drawings and descriptions of the following:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | On-site treatment apparatus for discharges to sewer      |
| <input type="checkbox"/> | On-site treatment apparatus for discharges to stormwater |
| <input type="checkbox"/> | Trade waste sampling/monitoring locations                |
| <input type="checkbox"/> | Emergency spill containment/kits/devices                 |
| <input type="checkbox"/> | Flow measuring devices and their calibration methods     |
| <input type="checkbox"/> | Other  |

23. Has an independent water use and waste reduction audit of the premises been conducted? *If Yes, please attach.*

Yes       No

24. Does a discharge management plan for the site exist? *If Yes please attach.*

Yes       No

25. Has a Resource Consent relating to stormwater discharges from the site been obtained from Environment Canterbury, if applicable? *If Yes, please attach.*

Yes       No

26. Please detail the health and safety requirements and security arrangements for Council staff entering the premise.

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# Trade Waste Application FORM - SHEET A

|                          | Average Concentration | Maximum Instantaneous Concentration | Weekly Variation | Seasonal Variation | Mass Loading |
|--------------------------|-----------------------|-------------------------------------|------------------|--------------------|--------------|
| pH                       |                       |                                     |                  |                    |              |
| Temperature              | °C                    | °C                                  | °C               | °C                 |              |
| Fats, Oils, Greases      | g/m <sup>3</sup>      | g/m <sup>3</sup>                    | g/m <sup>3</sup> | g/m <sup>3</sup>   | kg/day       |
| Total Suspended Solids   | g/m <sup>3</sup>      | g/m <sup>3</sup>                    | g/m <sup>3</sup> | g/m <sup>3</sup>   | kg/day       |
| Biological Oxygen Demand | g/m <sup>3</sup>      | g/m <sup>3</sup>                    | g/m <sup>3</sup> | g/m <sup>3</sup>   | kg/day       |
| Other (Specify)          | Average Concentration | Maximum Instantaneous Concentration | Weekly Variation | Seasonal Variation | Mass Loading |
|                          | g/m <sup>3</sup>      | g/m <sup>3</sup>                    | g/m <sup>3</sup> | g/m <sup>3</sup>   | kg/day       |
|                          | g/m <sup>3</sup>      | g/m <sup>3</sup>                    | g/m <sup>3</sup> | g/m <sup>3</sup>   | kg/day       |
|                          | g/m <sup>3</sup>      | g/m <sup>3</sup>                    | g/m <sup>3</sup> | g/m <sup>3</sup>   | kg/day       |
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|                          | g/m <sup>3</sup>      | g/m <sup>3</sup>                    | g/m <sup>3</sup> | g/m <sup>3</sup>   | kg/day       |

## Trade Waste Application FORM - SHEET B

| Site Plan No. | What type of activities generate Trade Wastes (if applicable) | What is the chemical/substance stored/used/produced/generated (include MSDS where applicable) | Maximum amount stored on site (litres) | For chemicals/substances discharged as Trade Wastes  |                                      |   | Method of Trade Waste Treatment (if applicable) |
|---------------|---|---|--|--|--------------------------------------|---|---|
|               |   |   |  | Maximum instantaneous discharge rate (litres/second) | Average discharge rate (litres/hour) | Maximum daily discharge (m <sup>3</sup> ) |   |
|               |   |   |  |  |                                      |   |   |
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# Trade Waste Application FORM – SHEET C

**Indicate the number of full-time equivalent (FTE) employees (1 FTE = 40 hours/week)**

**If you operate a retail food outlet, please indicate your seating capacity**

**Indicate the average number of hours your business operates in a 7 day period.**

**Please indicate all of the fixtures located at your site. A fixture is any item connected to the sewer system (i.e. toilet, shower, dishwasher, waste disposal unit, bain marie, etc.)**

| Fixture     | Quantity | Fixture         | Quantity |
|-------------|----------|-----------------|----------|
| i.e. Toilet | 4        | i.e. Bain Marie | 2        |
|             |          |                 |          |
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