

# Application for Trade Waste Agreement Form



**The Water Act 1989 requires that all businesses that generate liquid trade waste as part of commercial or industrial business activities must have a Trade Waste Agreement to dispose of such waste to sewer. This Application for Trade Waste Agreement must be completed by the waste generator in order to obtain a Trade Waste Agreement.**

## Important Information

- For information and guidance in completing this Application form please refer to the "Trade Waste Application Guide" available from the South Gippsland Water.
- **All Applications must include the following:**
  - A fully completed Application for Trade Waste Agreement form;
  - A Site Plan;
  - Any MSDS (material safety data sheets) relevant to the application.
- Prior to the connection of any treatment apparatus to South Gippsland Water's (SGW) sewerage system, development approval may be required. Refer all applications for work to Trade Waste Department. All works are required to be carried out by a licensed Plumber.
- Any development charges must also be paid prior to connection.
- If you have any questions concerning the Trade Waste Application, please call the Trade Waste Officer at SGW on (03) 5682 0444, or facsimile (03) 5682 1199.

**Trade Waste Agreements are important for managing the risks associated with the acceptance to trade wastes into SGW's sewer assets and the potential for these risks to impact on the environment, the waterways and the health and safety of people. As such it is necessary for this Application to be fully completed and signed by the occupier of the property who is responsible for the management of trade waste discharges to the sewer.**

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## Applicants Details

- 1) Provide the following information about the site from which trade waste will be discharged:

Street No:	Street:
Town:	Post Code:

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

Business Trading Name:

Company Name **or** if not a Registered Company, the Business Owner (s) Full Name (s)

Company's Registered Address **or** Partners / Individuals Home Address (s)

Australian Company Number (ACN)

Australian Business Number (ABN)

Address for Trade Waste correspondence

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### 3) Who is the land owner of the site from which trade waste will be discharged. (If same as above write "As Above")

Company Name or if not a Registered Company, the Business Owner (s) Full Name (s)

Company's Registered Address or Partners / Individuals Home Address (s)

Australian Company Number (ACN)

Australian Business Number (ABN)

### 4) The reason for applying for a Trade waste Agreement

(Please tick appropriate box)

- New discharger (*please estimate commencement date*)`  Date:\_\_\_\_\_
- Change of occupier or site operator (please state the changeover date)  Date:\_\_\_\_\_
- Change to the nature or volume of the existing Trade Waste discharge
- Agreement update requested by SGW

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

Name: (Mr/Mrs/Miss/Ms):

Position:

#### Contact Details

Business Hours:

After Hrs:

Mobile:

Facsimile:

Email Address:

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## Description of Trade Waste and Flow

6) Describe the type of business carried out on site (e.g. Coin Laundrette, Restaurant)

7) Indicate the trading hours at the site

Circle the days of the week that your business operates.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
- 7 Days

Insert your normal operating hours below

AM / PM to AM / PM

8) Are any open areas which collect rain water connected to sewer?

Yes

NO

If yes, please specify and estimate size of the area(s), and describe how storm water will be managed.

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9) Is there any food preparation or meals served on site

Yes  (If yes, please go to question 10 to 12)

No  (If yes, please go to question 12)

10) If a food outlet with seating, what is the maximum seating capacity?

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## 11) List the number of kitchen fixtures at your business property that are connected to the sewer.

Fixtures in the food preparation / kitchen areas	Allowance per fixture	Number of fixtures
Single sink	150 litres	
Double sink	300 litres	
Hand basin (hands free only) kitchen only	50 litres	
Floor waste (food preparation area)	200 litres per floor waste	
Wok table (waterless) without continuous water flow	100 litres per burner	
Wok table with continuous water connection	200 litres per burner	
Garbage / bin wash (max. 20m <sup>2</sup> unroofed)	200 litres	
Domestic dishwasher	100 litres	
Commercial dishwasher	200 litres	
Tunnel dishwasher	1000 litres	
Steam 'Combi' oven	600 litres	
Cleaner's sink	50 litres	
Glass washers	100 litres	
Other:		

## 12) Are there other non-food related activities producing trade waste on site?

Yes  (If yes, please go to question 13)

No  (If no, please go to question 14)

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**13) Please insert the following information into the tables below.**

- List all activities that have the potential to generate trade waste on site.
- Details of all substances / chemicals that are used in the business and can enter the sewer, even in trace amounts where present in wash waters. Details should include 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.*

<b>13a. Are any of the following contaminants present in the trade waste to be discharged to sewer?</b>		
	<b>Yes</b>	<b>No</b>
Heavy Metals		
Acids/Alkalis		
Solvents		
Photographic Wastes		
Medical Wastes		
Paint		
Pesticides/Herbicides		
Radioactive Material		
Total Dissolved Solids (salts)		
Chlorinated Hydrocarbons		
Petrochemicals		
Dyes/Inks		
Oil/Fat Emulsions		
Sulphur-containing Compounds		
Ammonia		
Disinfectants		
Cyanide		
Other		
Other		
Other		



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## Site Plans and Diagrams

14) Please provide a Site Plan (preferably no larger than A3 size) which clearly shows the following:

- North Direction;
- The property number and street address;
- The location of fixtures (e.g. sinks) connected to the treatment apparatus;
- The location of the treatment apparatus (e.g. grease trap);
- Sampling points;
- The location of open areas connected to sewer;
- Pumps and flow rates.

15) Pre-treatment apparatus on the premises

- |                                                                 |                                        |                                           |                                          |
|-----------------------------------------------------------------|----------------------------------------|-------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Grease Interceptor Trap                | <input type="checkbox"/> Silt Pits     | <input type="checkbox"/> Neutralizer Tank | <input type="checkbox"/> Mixing Tank     |
| <input type="checkbox"/> Triple Interceptor Trap                | <input type="checkbox"/> Settling Pits | <input type="checkbox"/> Strainer Pit     | <input type="checkbox"/> Silver Recovery |
| <input type="checkbox"/> Plate Separator                        | <input type="checkbox"/> Cooling Pits  | <input type="checkbox"/> None             |                                          |
| <input type="checkbox"/> Other ( <i>please specify</i> ): ..... |                                        |                                           |                                          |

16) Existing Pre-treatment Apparatus details

Please specify the type and size of any existing pre-treatment apparatus on the premises ( i.e. 1,000 litre grease interceptor trap)

Size:

Type:

17) Copy of most recent pump out of pre-treatment apparatus on site

- Yes  (If yes, please attach copy of pump out receipt to application)
- No  (If no, please explain below when the next pump out will occur and when the pump out receipt will be received by SGW )



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## Signature:

\_\_\_\_\_

**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 the South Gippsland Water Corporation that I have the authority to make the statements set out above and give the undertakings set out below.
- If the South Gippsland Water Corporation accepts the Occupiers offer contained in this application, the Occupier will comply with all the requirements of any Trade Waste Agreement, including the payment of all fees and charges.

**Signature of the Occupier:**

**Date:**

**Position:**

**This form, together with the other documents detailed under “Important Information” on the front page, can either be mailed to the Trade Waste Department at South Gippsland Water, at PO Box 102, Foster VIC 3960 or delivered in person to 14 – 18 Pioneer Street, Foster.**

South Gippsland Water Corporation is collecting the information requested on this form for the purpose of providing goods and services to you and improving those goods and services. Without all or part of this information the goods and services may not be provided to you. This information will be handled in accordance with our legal obligations. You may request access to your personal information. The information may be disclosed to third parties in relation to the provision of goods and services, including SGW’s contractors assisting in the provision of these goods and services, the Minister or the Environment Protection Authority.