



Guideline for the Policy for the Discharge of Liquid Trade Waste into Griffith City Council's Sewerage System

CONTENTS

Purpose of this Guideline	4
What is liquid trade waste?	5
Objectives	6
Scope of this Guideline	7
Part 1 - Exemptions	8
Part 2 - Criteria for Approval to Discharge Liquid Trade Waste into Council's Sewerage System	10
2.1 Factors for consideration.....	10
2.2 Discharge quality.....	11
2.3 Prohibited substances.....	11
2.4 Stormwater discharges from open areas	12
2.5 Devices that macerate or pulverise waste.....	12
2.6 Use of additives in pre-treatment systems	13
Part 3 - Framework for Regulation of Liquid Trade Waste.....	18
3.1 The NSW framework for regulation of sewerage and trade waste	18
3.2 Alignment with the national framework for wastewater source management	19
3.3 Application procedures.....	20
3.4 Approval of applications	22
3.5 Concurrence of the NSW Office of Water	23
3.6 Liquid trade waste charging categories	26
3.7 Monitoring	29
3.8 Liquid trade waste services agreement.....	30
3.9 Enforcement	30
3.10 Failure to obtain an approval.....	31
3.11 Failure to comply with an approval.....	31
3.12 Giving orders.....	31
3.13 Modifying or revoking an approval	32
3.14 Powers to disconnect a trade waste service	32
3.15 Prevention of waste and misuse of water.....	33
3.16 Effluent improvement plan	33

3.17 Due diligence program	34
3.18 Contingency plan	36

REFERENCES	38
-------------------------	----

TABLES

Table 1 Exemptions	8
Table 2 Guideline limits for acceptance of liquid trade wastes into Council's sewerage system.....	14
Table 3 Substances prohibited from being discharged in Council's sewerage system	17
Table 4 Liquid trade waste discharges with automatic assumed concurrence	24

FIGURE

Figure 1 Liquid trade waste concurrence classification and charging categories....	26
--	----

APPENDICES

A Liquid Trade Waste Services Agreement.....	39
B Liquid Trade Waste Fees and Charges.....	46
C Notification to Discharge	53
D Liquid Trade Waste Application Forms	55
E Non-Residential Inspection Report	78
F Glossary.....	79

Purpose of this Guideline

This policy sets out how Griffith City Council will regulate sewerage and trade waste dischargers to its sewerage system in accordance with the NSW Framework for Regulation of Sewerage and Trade Waste. This policy is concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system. 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. This policy also promotes waste minimization, water conservation water recycling and biosolids reuse.

Sewerage systems are generally designed to cater for waste from domestic sources that are essentially of a 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 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.

A person wishing to discharge liquid trade waste to the sewerage system must, under section 68 of the *Local Government Act 1993*, obtain the 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, Council may grant an approval under section 68 of the Act to discharge waste (whether treated or not) into a sewer of the Council unless the Director-General of the Department of Environment, Climate Change and Water (DECCW) has

- concurred with the approval; or
- given Council notice that concurrence may be assumed with such qualifications and conditions that may be specified in the notice.

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
- sale yards, 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 the guideline 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 management 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 discharge with the 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.

¹ The above objectives are consistent with the *National Framework for Wastewater Source Management* on page 22 of the *National Wastewater Management Guideline*, July 2008, Water Services Association of Australia (WSAA)

Scope of this guideline

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 approvals, 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, modification or revocation of approval, prevention of waste of water and contaminated stormwater discharges from open areas.

Part 1 Exemptions

Exemptions for obtaining approval of liquid trade waste discharge

Table 1: Exemptions

<p>This table lists commercial business activities that the Director-General of DECCW 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).
Community hall (Minimal hot food)	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 (see Note 3).
Funeral parlour	Floor waste basket required. Formaldehyde is not to be discharged to the sewer.

Guideline for the Policy for the Discharge of Liquid Trade Waste Into Griffith City Council's Sewerage System

Activity	Requirements
Jewellery shop <i>Miniplater</i> <i>Ultrasonic washing</i> <i>Precious stone cutting</i>	Miniplater vessel to contain no more than 1.5L of precious metal solution Nil If: < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required
Mechanical Workshop (no floor drains, toilet available)	Nil
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).
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).
Sandwich shop, salad bar, juice bar, coffee shop (no hot food prepared).	Floor waste basket and sink strainer required (see Note 3). 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 swept dry 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.

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 the Department of Environment, Climate Change and Water (DECCW) licence requirements

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 6 of the *National Wastewater Source Management Guidelines, July 2008*, WSAA will be adopted:

- avoidance
- minimisation
- re-use
- recovery of energy
- treatment
- disposal

- 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
- 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

The Council will consider each application individually and place guideline limits for the acceptance of discharges, as set out in Table 2. 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 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.

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. Similarly, septic and pan waste may exceed some guideline limits.

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.

2.5 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 (Refer *NSW Code of Practice: Plumbing and Drainage, 2006*). 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.

2.6 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 Council's sewerage system

Parameter*	Limits [#]
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 and Suspended solids	Normally, approved at 300 mg/L each. Concentration up to 600mg/L and 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.
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.
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> .

cont...

* See glossary for explanation of terms

[#] Refer to *National Wastewater Source Management Guidelines, July 2008*, WSAA for recommended analytical methods

Table 2 (Cont) Guideline limits for acceptance of liquid trade wastes into Council's sewerage system

Parameter	Maximum concentration (mg/L)
Acceptance guideline limits for inorganic compounds	
Ammonia (as N)	50
Boron	5
Bromine	5
Chlorine	10
Cyanide	1
Fluoride	20
Nitrogen (total Kjeldahl)	100
Phosphorus (total)	20
Sulphate (as SO ₄)	500
Sulphide (as S)	1
Sulphite (as SO ₃)	15
Acceptance guideline limits for organic compounds	
Benzene	0.04
Toluene	0.5
Ethylbenzene	1
Xylene	1
Formaldehyde	30
Phenolic compounds (except pentachlorophenol)	5
Petroleum hydrocarbons (non-flammable)	30
Pesticides general (except organochlorine and organophosphorus)	0.1
Polynuclear Aromatic Hydrocarbons (PAHs)	5

cont...

Table 2 (Cont) Guideline limits for acceptance of liquid trade wastes into Council's sewerage system

Parameter	Maximum Concentration (mg/L)	Allowed daily mass Limit (g/d)
Acceptance guideline limits for metals		
Aluminium	100	-
Arsenic	1	2
Cadmium	1	6
Chromium*	3	15
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
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, 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 5mg/L.

Table 3 Substances prohibited from being discharged into Council's 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
- Rain, surface, seepage or subsoil water, unless specifically permitted
- 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 *National Wastewater Source Management Guideline, July 2008, WSAA*
- Any other substances listed in a relevant regulation.

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 treatment charges⁷ and trade waste fees and charges⁸ in order to provide the necessary pricing signals to dischargers. These charges must include non-complying 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*.

⁵ Refer to page 3 of *National Wastewater Source Management Guideline, July 2008*, WSAA. Thus, in the absence of appropriate controls and measures (such as conditions of approval, a sewer treatment charge, a trade waste usage charge, a non-complying trade waste usage charge, 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 Griffith City Council's Revenue Policy.

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

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)

⁹ The following 12 elements of the *National Framework for Wastewater Source Management* are set out on page 22 of the *National Wastewater Source Management Guideline, July 2008, 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
 - 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 treatment 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-complying trade waste usage charges and 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

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

- 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

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, 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 of the NSW Office of Water

If Council supports an application and has a notice stating that concurrence of the Director-General, Department of Environment, Climate Change and Water (DECCW), can be assumed for the waste relevant to the application, Council will approve the application.

Otherwise, Council will seek concurrence from NSW Office of Water (NOW) in

Commercial retail food preparation activities	Other commercial activities
---	-----------------------------

accordance with the requirements of section 90(1) of the Local Government Act.

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 to Director-General, DECCW for authorisation to assume concurrence to the approval subject to requirements
- Concurrence Classification S – the acceptance of septic tank, pan waste and ship-to-shore pump-out. Council may apply to Director-General, DECCW for authorisation to assume concurrence to the approval subject to certain conditions
- Concurrence Classification C – all other liquid trade dischargers that do not fall within Concurrence Classification A, B or S, and therefore require Council to apply to NOW for concurrence.

Griffith City Council has been authorised to assume concurrence for Concurrence Classification A liquid trade waste discharges listed in Table 4 and will not need to seek NOW concurrence for approval of trade waste applications for these activities.

Table 4 Liquid trade waste discharges with automatic assumed concurrence

Guideline for the Policy for the Discharge of Liquid Trade Waste Into Griffith City Council's Sewerage System

Bakery (retail)	Animal wash (pound, stables, racecourse, kennels, mobile animal wash and veterinary with no X-ray)
Commercial retail food preparation activities	Other commercial activities
Bed and Breakfast (<10 persons)	Beautician
Nightclub	Venetian blind cleaning
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 businesses	Swimming pool/spa/hydrotherapy
Motel	Vehicle washing (by hand/wand, automatic car wash, external truck wash or underbody/engine degrease only)

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 5kL/d or 1000 kL/h 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 20kL/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. For trade waste charging purposes there are four (4) charging categories, Category 1, 2, S and 3.

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 S. Classification C dischargers fall into Charging Category 3.

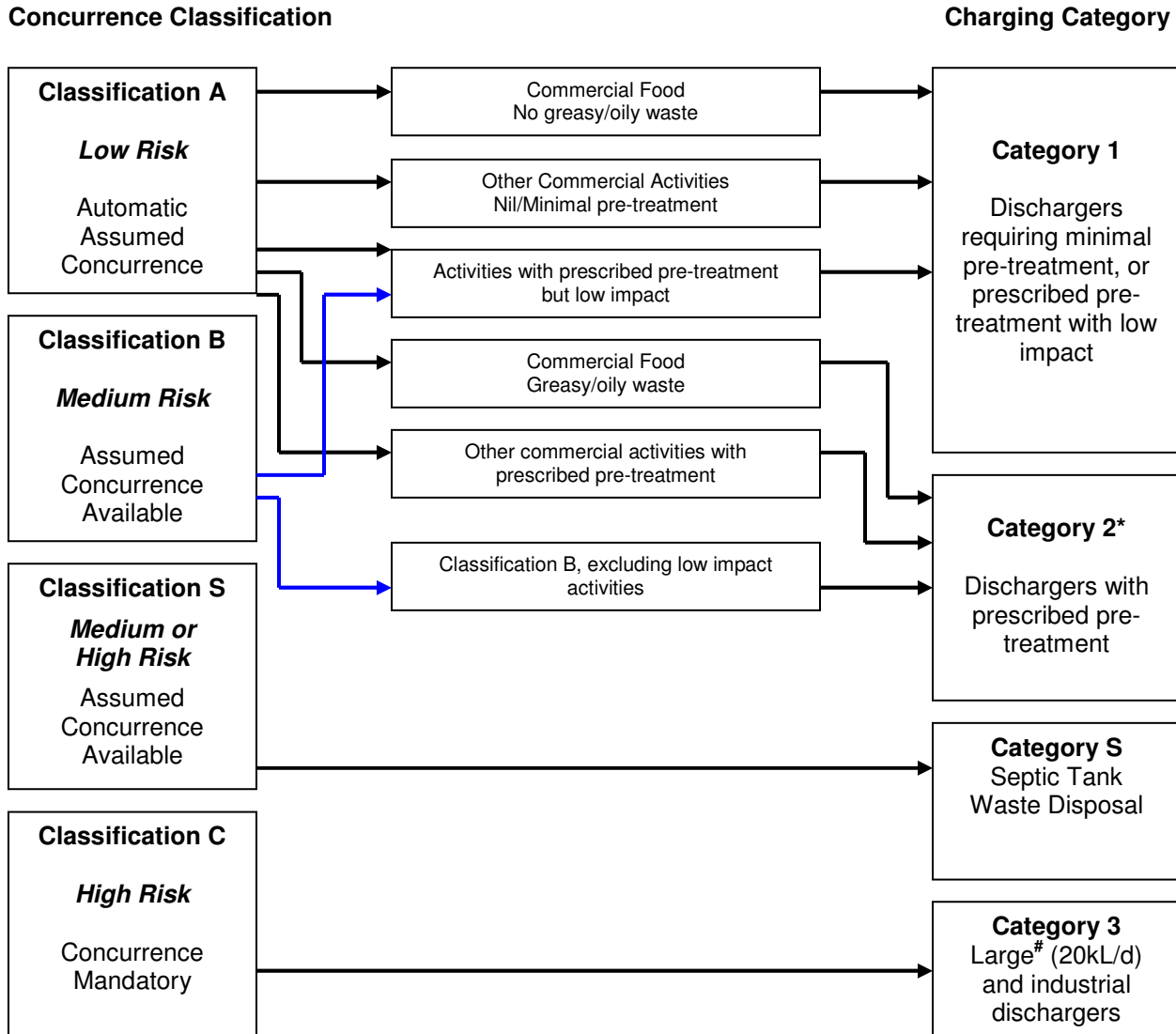


Figure 1 Liquid trade waste concurrence classifications and charging categories

* Also includes fish shop (fresh fish for retail)

Except shopping complexes and institutions (hospital, educational facilities, etc.). These will be charged as Category 2 in accordance with activities carried out on the premises.

Category 1 Discharger

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

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.

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 S Discharger

Category S dischargers are those conducting an activity of transporting and/or discharging septic tank into the Council's 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, pan waste, portable chemical toilet waste, septage, septic tank effluent.

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.)

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/small goods/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.

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

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 receival 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.

3.7 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 two times per annum. Monitoring of the large and industrial dischargers is to be carried out as specified in the approved 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, Appendix C: Laboratory testing fee.

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
- 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 NOW. Where the discharger is sampling the effluent, Council may randomly take duplicates to confirm the waste characteristics.

3.8 Liquid trade waste services agreement

A liquid trade waste services agreement is a document that clearly states the rights and obligations of both the Council and the applicant, and lists the conditions under which the Council will accept the discharge of liquid trade waste.

Liquid trade waste services agreement would be in addition to the Council's approval under the Local Government Act and is warranted for large dischargers (> 20kL/d), dischargers of industrial waste and where otherwise considered appropriate by the Council.

A liquid trade waste approval is set for a specified period of time. Generally, the agreement will continue until the approval is lapsed, revoked or the discharge is ceased in accordance with the approval, whichever is the earlier.

The Council and/or the applicant may initiate a renegotiation of an agreement. This should be undertaken only where there is sufficient cause to warrant such a variation.

For major liquid trade waste dischargers who could cause considerable damage to the Council's sewerage system or the environment if they failed to comply with their conditions of approval, NOW concurrence will be contingent on the Council:

- requiring execution of an appropriate trade waste services agreement by the discharger
- has in place best-practice sewerage and trade waste fees and charges, including non-compliance excess mass charges.

3.9 Enforcement

Councils have various powers under the Local Government Act regarding administration of approvals for liquid trade waste discharges to the sewerage system.

Councils may also invoke the provisions of the *Protection of the Environment Operations Act 1997* (POEO Act) where a discharger fails to obtain an approval to discharge from the Council or fails to comply with the conditions of approval.

Under section 120 (1) of the POEO Act, a person who pollutes any waters, including the Council's sewerage system, is guilty of an offence. Under Clause 55 of the *Protection of the Environment Operations (General) Regulations 1998*, this does not apply to pollutants discharged into the sewerage system where the discharger complies with the conditions of approval. However, a discharger who does not have the Council's approval to discharge or who fails to comply with the conditions of approval may be prosecuted under this section. In addition, under section 222 of the POEO Act, the Council may issue a penalty notice (i.e. an on-the-spot fine) to such a discharger. In addition, council may issue a clean-up notice, prevention notice and noise control notice under the POEO Act.

However, regulation of sewerage and liquid trade waste in accordance with the *NSW Framework* will minimise the need for the Council to apply regulatory sanctions.

3.10 Failure to obtain an approval

A person who discharges liquid trade waste to the sewerage system without obtaining Council approval as required under section 68 of the Act is guilty of an offence under the Local Government Act. Section 626 of the Act deals with penalties for failing to obtain an

approval. The Council may apply sections 120 (1) and 222 of the Protection of the Environment Operations Act.

3.11 Failure to comply with an approval

Failing to comply with an approval is an offence under the Local Government Act. Section 627 of the Act sets out the penalties for failing to comply with an approval. The council may apply sections 120 (1) and 222 of the Protection of the Environment Operations Act as noted in section 3.10 above.

3.12 Giving orders

Where a discharger fails to comply with a liquid trade waste approval, or the discharge or its associated activity has an adverse impact, and the discharger will not cooperate in remedying the situation, Council may issue an order requiring the discharger to comply with the conditions of approval. Failure to comply with an order is an offence under section 628 (3) of the Local Government Act.

Chapter 7, Part 2, Division 1 of the Local Government Act is concerned with the giving of orders. Procedures that must be followed when issuing the order are described in this Chapter. However, under section 129 (2) of the Local Government Act, Council does not have to follow notification procedures in regard to Orders 15, 22 or an order given in an emergency. Orders that may be relevant to the management of liquid trade waste discharged to the council's sewerage systems (section 124) include:

- requiring or prohibiting the doing of things to or on a premises (No. 11)
- requiring not to conduct or to cease conducting an activity, if such an activity constitutes a life threatening hazard or a threat to public health and safety (No. 15)
- requiring the preservation of healthy conditions (No. 21, 22 & 24)
- requiring the protection or repair of public places (No. 27)
- requiring compliance with an approval (No. 30).

Section 127 of the Act allows for prescribing circumstances that are to be included in or excluded from any of those specified in section 124. Matters necessary or convenient for the operation of the Act in relation to the giving of orders are also prescribed in the *Local Government (General) Regulation 2005*.

Section 678 of the Act contains provisions relating to the action Council can take if a discharger fails to comply with an order. Council can take action to give effect to the order. Failure to comply with an order may provide grounds for Council to enter premises and undertake the work specified in the order including disconnection of trade waste discharge from the sewerage system. Council may enforce a charge to recover costs against the person responsible or the owner of the land.

3.13 Modifying or revoking an approval

Under section 108 of the Local Government Act, Council may need to modify or revoke an approval. A council must have good grounds for doing so and must give notice (section 110). An approval can be modified or revoked in the circumstances set out in section 109, including:

- if the approval was obtained by fraud, misinterpretation 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
- failure to comply with a requirements made by or under the Act regarding a conditions of the approval
- failure to comply with a conditions of the approval.

If any liquid trade waste discharger consistently fails to comply with the conditions of approval, Council may revoke its approval and require the discharger to cease discharging liquid trade waste to the Council's sewerage system. If the discharger takes appropriate remedial measures and Council is satisfied with such measures, it should grant an approval to the discharger on condition that the discharger executes an appropriate trade waste services agreement. Such an agreement will provide the Council with better control of potentially non-compliant dischargers.

Council may also revoke an approval in other circumstances, which may give rise to an obligation to pay compensation to the affected person (section 179). Accordingly, each approval granted by the Council should be subject to careful assessment and include appropriate conditions.

3.14 Powers to disconnect a trade waste service

Council has various powers available for regulating the compliance of persons who either have an approval to discharge trade waste into the Council's sewer or who conduct the activity without approval.

Council may undertake a work specified in its order including disconnection of a trade waste service. In addition, Section 59A (2) of the Local Government Act enables Council to disconnect its works to ensure that that the Council's sewerage system is used appropriately. Section 191 (1) provides Council with the power to enter premises to disconnect a trade waste service at the point where the private sewer connects with a Council's main.

Council will give the owner or the occupier of the premises a written notice of its intention to enter the premises (section 193 (1)). However, in the case of an emergency or a risk or likelihood of a serious risk to health and safety, an authorised person may enter the premises without notice (section 193 (3) (b) and (c)). Section 195 of the Act requires that such a person must promptly advise Council and Council must give notice of entry to this person.

Council will only use the above powers where there is proper cause and sufficient evidence to identify the correct premises prior to taking action.

3.15 Prevention of waste and misuse of water

Water is a valuable resource. It must be used efficiently and must be recycled where practicable. It is an offence under section 637 of the Local Government Act and clauses 159 and 160 of the Regulation to waste or misuse water.

Accordingly, 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 strictly prohibited.

3.16 Effluent improvement plans

In instances where the liquid trade waste discharging from industrial premises to the sewerage system does not meet the Council's acceptance limits, improvements to the quality of liquid trade waste will be required. Applicants will need to submit a comprehensive Effluent Improvement Plan (EIP) setting out how the acceptance standards and/or other approval conditions will be met.

Industrial Effluent Improvement Plan must include the following:

- A series of steps, each no longer than three (3) months, which detail the methods, proposed to improve the quality/quantity of the liquid trade waste discharge
- Any incremental improvements expected in the quality/quantity of the liquid trade waste discharge
- The outcomes expected with respect to time frames and liquid trade waste quality/quantity
- Reporting milestones for each step in the Effluent Improvement Plan
- A Management Plan outlining the nature (solid or liquid, containing chemical, food or metal residues) and mass (tonnes per annum) of waste substances expected to be produced as a consequence of the Effluent Improvement Plan and the method/s proposed for the reuse, recycling, or disposal of these substances
- The EIP should not extend past a twelve (12)-month time frame, with the following as an example of major steps:
 - three (3) months dedicated to a study and investigation of options
 - three (3) months dedicated to obtaining approvals from the local water utility

- three (3) months for installation
- three (3) months dedicated to training of staff and commissioning.

Criteria for effluent improvement plan

The Effluent Improvement Plan must meet the following criteria:

- It must address the nature and the mass of waste substances that will be generated and the method/s proposed for reuse, recycling, or disposal of these substances
- It must be clear and concise
- Incremental steps within the Program should not exceed six (6) months in duration
- Any incremental improvements in the quality and/or quantity of the discharge to the sewerage system must be documented
- The guaranteed outcomes at the end of the program must be documented
- It should avoid using unspecific words such as 'may', 'expected' and 'should'
- The program needs to be definitive but not overly optimistic in terms of times or outcomes
- The program should not be limited to the proposed time frame and efforts should be made to complete the program ahead of schedule, if possible.

3.17 Due diligence program

Due diligence means that companies and/or individuals shall take all 'reasonable' precautions to prevent accidental and/or intentional discharges that are not authorised or may adversely impact on the sewerage system and/or the environment. To exercise due diligence, a discharger must implement a plan to identify possible potential hazards and carry out the appropriate corrective action to prevent accidents or discharges of unauthorised trade waste arising from these hazards. Due diligence is the level of judgement, care, prudence, determination, and activity that could be 'reasonably' expected under particular circumstances.

Concurrence Classification A discharger is not required to submit a due diligence program.

Concurrence Classification C discharger must provide a due diligence program whereas *Concurrence Classification B or S* may be required where it is considered that the discharge may pose a potential threat to the sewerage system. If required, a due diligence program must be submitted within the three (3) months of receiving a liquid trade waste approval.

In order to ensure reasonable care and due diligence it will at least be necessary to establish the following:

- supervision of the system at all appropriate levels
- periodic inspection of key parts of the system

- involvement by managers and other officers, including review of relevant reports
- instruction of relevant line management in the setting up of the system
- reporting to management of the operation and effectiveness of the system and demonstrated ability to react immediately if the system has failed
- reporting structure for issues of non-compliance, or any concerns raised by regulatory authorities
- training of officers in environmental compliance
- compliance with environmental laws.

A company's liquid trade waste due diligence program should incorporate but not be limited to the following:

- identifying potential or hazardous situations (asking 'What if this or that happens?', 'What action will be taken?' What, Where, How, When for all situations:- Predict, Prepare, and Practice)
- a staff training and awareness program
- environmental audit procedures
- ensuring that liquid trade waste discharged to the sewerage system complies with the conditions of approval
- ensuring there is no discharge of stormwater to the sewerage system
- a treatment plant maintenance schedule
- a flow meter totaliser capable of retaining its reading in the event of a power failure
- ensuring the pH correction system, if provided, cannot be tampered with
- plant operator training
- standby procedures, including relief plant operator training
- OH&S training
- accountability and final destination of any waste disposal program;
- effective solids and liquid waste disposal procedures
- a logbook (accessible to Council) detailing maintenance and cleaning operations noting date, time and person making entry.

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.

3.18 Contingency Plan

A contingency plan is 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 to the stormwater drainage system from liquid trade waste discharges, and leaks and spillages from stored products and chemicals.

Concurrence Classification A discharger is not required to submit a contingency plan.

Concurrence Classification C discharger must provide a contingency plan whereas *Concurrence Classification B or S* may be required where it is considered that the discharge may pose a potential threat to the sewerage system. If required, a contingency plan must be submitted within the six (6) months of receiving a liquid trade waste approval.

All dischargers should develop, maintain and update as necessary a contingency plan for responding to situations which may arise infrequently at their premises but will pose a threat to the environment or the sewerage system if allowed to occur without an adequately formulated response plan.

A company's contingency plan should incorporate but not be limited to the following:

- visual and audible alarms located in the area where it can be observed
- preventing overflows to the sewerage system in the event of an emergency
- a logbook (accessible to the Council) noting anything to do with incident, including date, time, remedial action, other relevant facts and person making entry
- emergency procedures for:
 - an accident (nominated control officer and procedure plans),
 - a spill (clean-up procedures),
- a breakdown (may be necessary to carry stand-by equipment and spare parts such as pumps if these items are vital for the continuous effective operation of the pre-treatment system),
- a power failure or disruption (if this occurs, it is unacceptable to discharge untreated liquid trade waste)
- overloading or underloading of wastewater treatment systems
- temporary unavailability of trained wastewater operators
- temporary loss of access to wastewater disposal areas
- storm, fire, floods

- alternative waste disposal procedures and/or an emergency storage if any of the above incidents occur.
- a list of emergency contacts in priority order including phone numbers in an accessible location (business hours and after hours):
 - internal contacts
 - external organisations contacts (DECCW, Council, fire brigade, etc).

Having a contingency plan in place, and following it when such an incident or situation arises, enables better responses to incidents which may cause or threaten to cause harm to the sewerage system, the environment and worker or public health and safety.

References

Griffith City Council's 2009/2010 Revenue Policy (2009) and Future Revenue Policies.
Griffith, New South Wales.

Liquid Trade Waste Regulation Guidelines (2009). NSW Office of Water. Sydney, New South Wales.

National Wastewater Source Management Guideline (2008). Water Services Association of Australia Ltd. New South Wales.

Appendix A

Liquid Trade Waste Services Agreement between Griffith City Council and [Applicant]

Liquid Trade Waste Services Agreement **Between**

1. Griffith City Council

and

2. The Applicant

Recitals

- A. The Council is the owner and operator of a sewerage system within the Griffith 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 Energy, Climate Change and Water 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.

Appendix B

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 any trade waste fees and charges.

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 treatment charge per 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
- Renewal or minor change to an approval fee
- Developer charges (*see Council's Developer Service Plan (DSP) for further information*)
- Annual trade waste administration charge
- Re-inspection charge
- Laboratory testing fee
- Trade waste usage charge
- Excess mass charges
- Non compliance charges
- Non-compliance penalty
- Septic tank and chemical toilet waste disposal charge.

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.

Renewal or minor change to an approval fee

The purpose of this fee is to recover the cost of administration and technical services provided by Council in processing renewal applications or minor change of an approval. The fee will be allocated on the basis of the category into which the discharger is classified and reflects the complexity of processing the application. Renewal or minor change to an approval fee will be set annually by Council.

Developer charges (*see Council's Developer Service Plan (DSP) for further information*)

Council will levy sewerage developer charges for new development and any increases in sewerage and trade waste volumes from existing dischargers in accordance with the Developer Charges Guidelines for Water Supply, Sewerage and Storm water. Department of Land and Water Conservation, 2002 and Council's Development Servicing Plans (DSP).

Annual trade waste administration charge

The purpose of this charge 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 charges 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 charges 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.

In view of the adverse impact wastes with a high concentration of oil and grease on Council's sewerage system, Council may carry out inspections of commercial premises preparing hot food several times per annum. The cost of these inspections is included in the annual trade waste charge for such premises.

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 charge for each re-inspection. The re-inspection charge 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. It also includes the collection of samples on existing dischargers who have inadequate pre-treatment equipment but may be able to meet the guideline acceptance limits or when dye tests are performed at the request of the discharger.

Laboratory testing fee

Existing dischargers who have inadequate pre-treatment equipment are required to improve their waste quality by upgrading their pre-treatment equipment units to the current approved technology. However, it is recognized that such pits have been installed on some existing premises and may be able to meet the guideline acceptance limits. At least three (3) sample analysis results (taken on three (3) different occasions while discharging) are taken to determine that the unit is within the specified guideline values. Testing of samples is to be taken by a NATA-registered or other laboratory recognized by GCC to ensure reliable and accurate results.

All laboratory fees for the parameters to be tested shall be charged to the discharger. The fee shall cover the total cost of the private analytical testing plus 20%. An inspection fee will also apply to recover the cost of administration and technical services provided.

The fees also apply to sampling frequency scheduled to determine that the discharge quality remains within the acceptance limits or as set by the conditions of approval.

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 and 3 dischargers.

Trade Waste Usage Charge (\$) = Q x C

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

C = Charging rate (\$/kL discharged)

Excess mass charges

Excess mass charges will apply for substances discharged in excess of the deemed concentrations in domestic sewage shown in Table C1 below or as set in the approved conditions. For excess mass charges calculation, equation (1) below will be applied.

Table B1: Deemed concentration of substances in domestic sewage

Substances	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 (as 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 or 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 to the sewerage system.

U = Excess mass charging rate (\$/kg) for discharge of substance to the sewerage system as specified in Council's Revenue Policy

Note:

While equation (1) is applicable for the calculation of excess mass charges for BOD up to 600mg/L, Council will use an exponential equation to calculate BOD charges for industrial dischargers who discharge high strength waste with BOD in excess of 600mg/L.

Excess mass charging for BOD₅

If BOD₅ is between 301-600mg/L equation (2) is used:

$$\text{BOD}_5 \text{ (301-600mg/L)} = \frac{(S - 300) \times Q \times U_{301 - 600\text{mg/L}}}{1,000} \quad (2)$$

If BOD₅ is between 601-1500mg/L equation (3) is used:

$$\text{BOD}_5 \text{ (601-1500mg/L)} = \frac{(S - 600) \times Q \times U_{601 - 1500 \text{ mg/L}}}{1,000} + \frac{300 \times Q \times U_{301 - 600\text{mg/L}}}{1,000} \quad (3)$$

If BOD₅ is greater than 1500mg/L equation (4) is used:

$$\text{BOD}_5 \text{ (>1500mg/L)} = \frac{(S - 1500) \times Q \times U_{> 1500 \text{ mg/L}}}{1,000} + \frac{900 \times Q \times U_{601 - 1500 \text{ mg/L}}}{1,000} + \frac{300 \times Q \times U_{301 - 600\text{mg/L}}}{1,000} \quad (4)$$

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

Q = Volume (kL) of liquid trade waste discharged to the sewerage system.

U_{301-600mg/L} = Charging rate (\$/kg) for BOD₅ (301-600mg/L)

U_{601-1500mg/L} = Charging rate (\$/kg) for BOD₅ (601-1500mg/L)

U_{>1500mg/L} = Charging rate (\$/kg) for BOD₅ (>1500mg/L)

Non-compliance charges

Category 2 Discharger

A non-compliance charge applies to Charging Category 2 dischargers that has not installed or maintained appropriate pre-treatment equipment.

Non-Complying Charge (\$) = Q x NC

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

NC = Non-Complying Charging rate (\$/kL discharged)

Effluent from some undersized grease arrestors could be improved by installing a filter unit inside the grease arrestor or by increasing pump out frequency. Such devices are deemed by Council to be appropriate pre-treatment devices (for that particular discharger only).

Category 3 Discharger

Non-compliance pH charge

For discharges of trade not complying with the approved conditions of approval or licence limits for pH, a non-compliance pH charge as specified in Council's Revenue Policy will apply for each occurrence. 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.

***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.*

Non-compliance excess mass charges

Where a Category 3 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 (1) shall apply for non-compliance excess mass charges, except for BOD₅ where equations (2), (3) and (4) shall apply.

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. Also included are fines under:

Protection of the Environment Operations Act 1997, section 120(1) (Pollution of any waters by a discharger who fails to comply with the conditions of approval for discharge of liquid trade waste to sewer)

Local Government Act, 1993, section 627 (Failure to comply with an approval), section 628 (Failure to comply with an order). Non-compliance penalties will be pursued by legal action.

Septic tank and chemical toilet waste disposal charge

Council will charge a septic tank and chemical toilet disposal charge for services it provides to transporters of septic tank and chemical toilet discharged to the sewerage system.

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

Septic tank and chemical toilet waste disposal charge (\$) = $Q \times S$

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

S = Charging rate in \$/kL for septic tank and chemical toilet effluent or septage as indicated in Council's Revenue Policy. An additional charge is imposed if discharge is outside designated hours.

Discharge of stormwater to the sewerage system

The discharge of stormwater, surface and subsoil waters to the sewerage system is prohibited under this policy. As indicated in section 2.4, the acceptance of first flush stormwater runoff may be permitted. Non-compliance trade waste usage charge and excess mass charges may apply.

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. 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.

Table B2. Summary of trade waste fees and charges

Charging Category	Application Fee	Renewal or Minor Change to an Approval Fee	Annual Trade Waste Administration Charge	Re-inspection Charge (When Required)	Laboratory Testing Fee	Trade Waste Usage Charge/	Excess Mass Charges	Non-Compliance Charges	Non-Compliance Penalty (if required)	Septic Tank Waste Disposal Charge
1	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	No
2	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No
3	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	No
S	Yes	Yes	No	No	Yes	No	No	No	Yes	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.

Appendix C

(WS-FO-311) Notification to Discharge

Guideline for the Policy for the Discharge of Liquid Trade Waste Into Griffith City Council's Sewerage System

***This notification form is for any non-residential property or commercial business that is currently or wishes to discharge Sewerage and/or Liquid Trade Waste into the GCC sewerage system.
Please include all details as requested and lodge this form, along with ALL required attachments with the Trade Waste Officer at Griffith City Council.***

Council's Trade Waste Officers can assist you with filling out the form below.

1. Applicants Details:

Applicants Name: _____
☐ Property Owner: ☐ Business Owner ☐ Other _____

2. Business Details:

Business Name: _____
Business ABN: _____
Unit/Shop No: _____ Building Name: _____
Street No: _____ Street: _____
Town: _____ State: _____ Post Code: _____
Property Lot No: _____ Section DP: _____
Water Meter Serial Number/s: _____
Are the premises connected to GCC sewerage system? YES / NO
(If YES → complete ALL sections and sign last page)
(If NO → complete section 1 - 3 and sign last page)

3. Property Owners Details:

Property Owners Name/s: _____
And/or Company/Investment Name: _____
Mailing Address:-
PO Box: _____ Building Name: _____
Street No: _____ Street: _____
Town: _____ State: _____ Post Code: _____

4. Contact Person Details:

(Either Property Owner or Person Nominated by Owner responsible for the administration of property)

Name: _____
Mailing Address:-
PO Box: _____ Street No: _____ Street: _____
Town: _____ State: _____ Post Code: _____
Phone(BH): _____ Phone(AH): _____
Mobile: _____ Fax: _____
Email: _____

Form C (Page 2)

Guideline for the Policy for the Discharge of Liquid Trade Waste Into Griffith City Council's Sewerage System

Business Trade Waste Details:

Business Type: _____		
Usual Hours Of Business:		
Mon – Fri. _____	Sat: _____	Sun: _____
Maximum Daily Discharge To Sewer: _____ kL / day		
Maximum Rate Of Discharge To Sewer: _____ kL / hour or kL/sec.		

Signature of Property Owner/s: _____ Date: _____
(Owner's authorisation to making the application is mandatory as per section 78, Local Government Act 1993)

Signature of Business Owner: _____ Date: _____

Please note that the owner of the property will be billed for the 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.

Notes:

- (i) Once the application has been lodged a site visit may be arranged to inspect any pre-treatment equipment.
- (ii) You will then be advised of your classification and any further details or of any pre-treatment equipment required.

Checklist:



Tick Box

Plans – details of pipes and floor drainage conveying effluent to the GCC sewerage system. ☐

All sections (1 – 4) filled in? ☐

All signatures filled in & dated ☐

OFFICE USE ONLY:		
Assessment No: _____		
Application Type Received: <u>NEW / RENEWAL</u>	Date: _____	Sign: _____
Follow Up Required <u>YES / NO</u>	Date Sent: _____	Sign: _____
Follow Up Details Required? _____		
Site Visit Required: <u>YES / NO</u>	Visit Date: _____	Sign: _____

Appendix D

Liquid trade waste application forms

Contents

- D1 (WS-FO-314) Application to Discharge Liquid Trade Waste (Cat. A)
- D2 (WS-FO-313) Application to Discharge Liquid Trade Waste (Cat. B or C)
- D3 Stand-Alone Commercial Food Preparation Business Application Attachment Sheet
- D4 Mechanical Repairs – Application Attachment Sheet
- D5 Laboratory – Application Attachment Sheet
- D6 Animal Wash – Application Attachment Sheet
- D7 Septic Tank Waste – Application Attachment Sheet

Form D1

(WS-FO-314) Application to Discharge Liquid Trade Waste (Cat. A)

***This form is to be used by businesses that wish to discharge Concurrence Classification A liquid trade waste into the GCC sewerage system.
Please include all details as requested (if insufficient space attach as clearly labelled appendices), and ensure you read Section 11 on substances that must not be discharged to the sewerage system.***

1. Applicants Details:

Applicants Name: _____
☐ Property Owner: ☐ Business Owner ☐ Other _____

2. Business Details:

Business Name: _____
Business ABN: _____
Unit/Shop No: _____ Building Name: _____
Street No: _____ Street: _____
Town: _____ State: _____ Post Code: _____
Property Lot No: _____ Section DP: _____

3. Property Owners Details:

Property Owners Name/s: _____
And/or Company/Investment Name: _____
Mailing Address:-
PO Box: _____ Building Name: _____
Street No: _____ Street: _____
Town: _____ State: _____ Post Code: _____

4. Liquid Trade Waste Contact Person Details:

(Either Property Owner or Person Nominated by Owner responsible for the administration of property)

Name: _____
Mailing Address:-
PO Box: _____ Street No: _____ Street: _____
Town: _____ State: _____ Post Code: _____
Phone(BH): _____ Phone(AH): _____
Mobile: _____ Fax: _____
Email: _____

Form D1 (Page 2)

5. Business Trade Waste Details:

Business Type: _____

(see Appendix K)

Usual Hours Of Business:

Mon – Fri. _____ Sat: _____ Sun: _____

Maximum Daily Discharge To Sewer: _____ kL / day

Maximum Rate Of Discharge To Sewer: _____ kL / hour or kL/sec.

6. Pre-Treatment Equipment Details And Cleaning Schedule:

Pre-Treatment Equipment Type	Size	How Many?	Cleaning Frequency (weeks)	Name of Waste Contractor (if applicable)

7. Existing/Proposed Waste Treatment And Equipment:

Please attach 2 copies of plans showing (unless previously submitted):

- Details and location of all processes, tanks, pits and apparatus associated with the generation of industrial waste.
- Details of pipes, floor drainage used to convey the effluent.
- Capacity/dimensions, material of construction and lining, operation and maintenance of all pits, tanks, dosing systems, pumps, etc.
- Any additional details as requested by the local water utility.

8. Discharge Sampling Point Location:

Details: _____

Form D1 (Page 3)

9. Water Supply Source:

☐ Bore/ground water/on-site dam/watercourse

- ☐ Recycled/reuse water
- ☐ Town water
- ☐ Any water supply meter installed or being installed?

Meter Number/s & Comments: _____

10. Future Expansion:

Any proposed plans for future expansion? **Yes / No** (Please circle)

If "YES" please attach any relevant supporting documentation!

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.

11. 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.
- Rain, surface, seepage or subsoil water, unless specifically permitted.
- Solid matter.
- Any substance assessed as not suitable to be discharged into the sewerage system.
- Waste liquids that contain pollutants at concentrations which inhibit the sewage treatment process – refer *National Wastewater Source Management Guideline, July 2008, WSAA*.
- Any other substances listed in a relevant regulation.

Form D1 (Page 4)

Checklist:



Check Before You Send!

Tick Box

Yes N/A

All sections (1 – 10) filled in? ☐

Section 7. Attachments Included? ☐ ☐

Section 10. Attachments Included? ☐ ☐

Read and Acknowledge Section 11? ☐

All signatures filled in & dated? ☐

An Application Fee Of \$ _____ Attached / Paid? ☐

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 Property Owner/s: _____

Date: ____/____/____

(Owner's authorisation to making the application is mandatory as per section 78, Local Government Act 1993)

Signature of Business Owner: _____

Date: ____/____/____

Further Information:

- (i) An Application Fee must accompany this application, failure to do so will result in a rejection of the application.
- (ii) This application will be assessed and you will be notified of approval or non-approval.

OFFICE USE ONLY:

PAYMENT DETAILS: Receipt Code **312** Fund: 131127.0521

Receipt Number: _____ Date: ____/____/____

LTW Agreement Details:

LTW Approval No: _____ Assessment No: _____

Application Type Received: ____ New / Renewal ____ Date: _____ Sign: _____

Form E2

(WS-FO-313) Application to Discharge Liquid Trade Waste (Cat. B or C)

This form is to be used by businesses that wish to discharge Concurrence Classification B or C liquid trade waste into the GCC sewerage system.

Please include all details as requested (if insufficient space attach as clearly labelled appendices), and make sure you read Section 18 on substances that must not be discharged to the sewerage system.

1. Applicants Details:

Applicants Name: _____

☐ Property Owner: ☐ Business Owner ☐ Other _____

2. Business Details:

Business Type: _____

Business Name: _____

Business ABN: _____

Unit/Shop No: _____ Building Name: _____

Street No: _____ Street: _____

Town: _____ State: _____ Post Code: _____

Property Lot No: _____ Section DP: _____

3. Property Owners Details:

Property Owners Name/s: _____

and/or Company/Investment Name: _____

Mailing Address:-

PO Box: _____ Building Name: _____

Street No: _____ Street: _____

Town: _____ State: _____ Post Code: _____

4. Name Of Processes Generating Liquid Trade Waste:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Form D2 (Page 2)

5. Type and Quantity Of Raw Materials Processed:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

6. Proposed Cleaning Schedule Of Pre-Treatment Equipment And Contractor:

Pre-treatment Equipment	Frequency (weeks)	Name of Contractor

7. Details Of The Chemicals To Be Used On Site:

Substance	Qty	Storage liquid/solid	Location	Bunding

NOTE:

Attach Material Safety Data Sheets (prepared to the Australian Standard) of chemicals to be used and are likely to be contained in the waste effluent!

Form D2 (Page 3)

8. Sampling Point Location:

Details: _____

9. Flow Measurement Of Liquid Trade Waste:

This is mandatory for Concurrence Category C Trade Waste Dischargers.

Is a Flow measurement device attached to the discharge outflow?

Yes / No (Please circle)

Please attach manufacturer's details of flow measurement device installed/proposed!

10. Existing/Proposed Waste Treatment And Equipment:

Please attach 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 & 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.

11. Description Non Sewerage System Discharges/Wastes:

Provide details of the disposal/management arrangement of waste streams/wastes that are not permitted or not intended to go to the sewerage system.

Form D2 (Page 4)

12. Water Supply Source:

- ☐ Bore/ground water/on-site dam/watercourse
- ☐ Recycled/reuse water
- ☐ Town water
- ☐ Any water supply meter being installed?

Comments: _____

13. 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.

i. 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? _____

ii. Type of discharge (tick box):-

- ☐ Batch flow
- ☐ Intermittent flow
- ☐ Continuous flow

iii. Special circumstances:

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: _____

Form D2 (Page 5)

14. Open Areas:

Please attach stormwater drainage plan for the site!

Does the proposed installation contain open areas that will drain into the GCC sewerage system?

Yes / No (Please circle)

If Yes, give details: _____

In accordance with clause 6 (d) of Local Government (Water Services) Regulation 1999, storm water is prohibited from being discharged into council's sewers. Therefore, council does not generally accept the discharge of stormwater into the sewerage system.

The discharge of limited quantities of first flush water from 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.
- 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.

Form D2 (Page 6)

15. Sample Analysis Results Of The Proposed Waste/ Sewerage Discharge:

Note:

The sample analysis tests shall be carried out by a NATA approved laboratory with accreditation for analysis of the nominated pollutants in this application, or a laboratory acceptable to NSW Office of Water.

Attach details and supporting documentation of data collection method!

Acceptable means of sample analysis data collection:

- i) Sample analysis results from a similar existing process.
- ii) Collection of the proposed waste from a trial pre-treatment plant.
- iii) Stand alone pre-treatment - manufacturer's waste quality expectations
- iv) Configured pre-treatment - consultant's calculations based on experience of a similar installation.

16. Description And Levels Of Sewerage System Discharges/Waste:

When detailing the nominated pollutants, if there is no possibility of discharge to the sewerage system because none of the substance is stored or used at the premises, then write "NIL" in the appropriate box.

Parameter	Acceptance Guideline Limits mg/L	Average mg/L	Maximum mg/L
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 sewerage treatment works.		
BOD ₅ and Suspended Solids	Normally, approved at 300 mg/L each. Concentration up to 600mg/L and 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.		
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 Radiation Control Act 1990.		

Form D2 (Page 7)

ACCEPTANCE GUIDELINES FOR ORGANIC COMPOUNDS

Parameter	Acceptance Guideline Limits mg/L	Average mg/L	Maximum mg/L
Benzene	0.04		
Toluene	0.5		
Ethylbenzene	1		
Xylene	1		
Formaldehyde * <i>Acceptance of chemical toilet waste which contains formaldehyde will be assessed on the available dilution in the sewerage system.</i>	30*		
Phenolic compounds (except pentachlorophenol)	5		
Petroleum hydrocarbons (non-flammable)	30		
Pesticides general (except organochlorine and organophosphorus)	0.1		
Polynuclear Aromatic Hydrocarbons (PAHs)	5		

Form D2 (Page 8)

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 (SO ₄)	500		
Sulphide (as S)	1		
Sulphite (as SO ₃)	15		

ACCEPTANCE GUIDELINES 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	1	2		
Cadmium	1	6		
Chromium *	3	15		
* Where hexavalent chromium (Cr^{6+}) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr^{3+}), prior to discharge into the sewer. Discharge of hexavalent chromium (Cr^{6+}) 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		
Total heavy metals excluding aluminium, iron and manganese	Less than 30mg/L and subject to total mass loading requirements			

NOTE:

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

Applicants Comments:

Form D2 (Page 9)

17. Future Expansion:

Any proposed plans for future expansion? **Yes / No** (Please circle)

If "YES" please attach any relevant supporting documentation!

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 LWU to the applicant's future plans and proposals may assist the LWU in planning future sewage management and/or infrastructure additions/modifications.

18. Supporting Documentation:

Please attach any relevant supporting documentation!

Do you have any supporting documentation? **Yes / No** (Please circle)

- I.Environmental Impact Statement.
- II.Consultant's report.
- III.DECCW considerations/restrictions.
- IV.Accredited environmental management system.

19. 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.**
- **Rain, surface, seepage or subsoil water, unless specifically permitted.**
- **Solid matter.**
- **Any substance assessed as not suitable to be discharged into the sewerage system.**
- **Waste liquids that contain pollutants at concentrations which inhibit the sewage treatment process – refer *National Wastewater Source Management Guideline, July 2008*, WSAA.**
- **Any other substances listed in a relevant regulation.**

Form D2 (Page 10)

Checklist:



Tick Box

	Yes	N/A
All sections (1 – 18) filled in?	<input type="checkbox"/>	<input type="checkbox"/>
Section 7. Attachments Included?	<input type="checkbox"/>	<input type="checkbox"/>
Section 9. Attachments Included?	<input type="checkbox"/>	<input type="checkbox"/>
Section 10. Attachments Included?	<input type="checkbox"/>	<input type="checkbox"/>
Section 14. Attachments Included?	<input type="checkbox"/>	<input type="checkbox"/>
Section 15. Attachments Included?	<input type="checkbox"/>	<input type="checkbox"/>
Section 17. Attachments Included?	<input type="checkbox"/>	<input type="checkbox"/>
Section 18. Attachments Included?	<input type="checkbox"/>	<input type="checkbox"/>
Read and Acknowledge Section 19?	<input type="checkbox"/>	<input type="checkbox"/>
All signatures completed & dated?	<input type="checkbox"/>	<input type="checkbox"/>
An Application Fee Of \$ _____ Attached / Paid?	<input type="checkbox"/>	<input type="checkbox"/>

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 Property Owner: _____ Date: _____
(Owner's authorisation to making the application is mandatory as per section 78, Local Government Act 1993)

Signature of Applicant: _____ Date: _____

Applicant Position in the Business: _____

Further Information:

- (v) An Application Fee must accompany this application, failure to do so will result in a rejection of the application.
- (vi) This application will be lodged with NOW, together with any attachments. You will be advised if you are required to submit a 'Due Diligence Program' and/or a 'Contingency Plan'

OFFICE USE ONLY:

PAYMENT DETAILS:

Receipt Code **312**

Fund: 131127.0521

Receipt Number: _____

Date: _____ / _____ / _____

LTW Agreement Details:

LTW Approval No: _____

Assessment No: _____

Application Type Received: _____ B / C _____

Date: _____

Sign: _____

Form D3

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 Notification to Discharge or Application to Discharge Liquid Trade Waste form.

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 cooked and served)	
	Boarding house / hostel kitchen	
	Butcher –retail	
	Café	Nil
	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	
	Day care centre	Nil
	Delicatessen – no meat cooked on site – no hot food prepared or served	
	Delicatessen – hot food prepared or served	
	Doughnut shop	

Form D3 (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 kitchen / restaurant	
	Nightclub	
	Nursing home kitchen	
	Patisserie – croissants and muffins	
	Pie shop (with or without pastry)	
	Pizza home delivery / take-away only	
	Pizza cooking / reheating (no preparation or washing up on site, pizza heated in retail container and sold for consumption off site)	Nil
	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	Nil
	Take-away – fish and chips, BBQ chicken, hamburgers	
	Take-away – no hot food	

Form D4

Mechanical Repairs – Application Attachment Sheet

Please fill out this attachment sheet if your business is involved in mechanical repair processes (and other services related to motorized equipment processes) that discharge liquid trade waste to the sewerage system. In the list 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 process', eg. take-away food at a service station.

When finished, attach this sheet to the Notification to Discharge or Application to Discharge Liquid Trade Waste form.

TICK	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
	Lawn mower repairer
	Motorbike mechanical repairer
	Motor boat mechanical repairer
	Motor wrecker
	Service station
	Stand-alone mechanical workshop
	Train washing facility
	Transport Depot
	Other, please specify

Form D4 (Page 2)

Mechanical Workshop

TICK	MECHANICAL PROCESS
	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
	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

TICK	MECHANICAL PROCESS
	Panel beating
	Wet rubbing
	Spray painting

Washing and detailing

TICK	MECHANICAL PROCESS
	Tuned 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 premise have any of the following processes?

TICK	ASSOCIATED ACTIVITY/BUSINESS
	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 D5

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, please attach this sheet to the application form.

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
- ☐ Hospital 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 D6

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 (<5000L grease arrestor)
- ☐ Conference facility that serves hot food (<5000L grease arrestor)
- ☐ 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 DWE for concurrence.

Form D6

Septic Tank 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 labeled 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 effluent

Septage

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 of disposal point, site plan and drawing 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: _____

Form D6 (Page 2)

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.

Form E

Non-Residential Inspection Report

Business Name _____ Date & Time _____
Address _____ Business Type _____
Assessment Number _____ Contact Person _____
Parcel Number _____ Phone/Mobile No. _____

REASON FOR INSPECTION						
	New Discharger		Re-Inspection (<i>Fee applies</i>)			
	Trade Waste Agreement		Water and Sewerage Account-Related Assessment			
	Renewal		Wastewater Sampling (<i>Fee applies</i>)			
	Routine Inspection		Pollution Inquiry Investigation			
	Non-Compliance		Meeting			
	Pre-Treatment Inspection					
GENERAL INFORMATION						
Full Time Equivalent _____			Air Conditioning System _____			
Trading Hours _____			Lawn/Garden Area _____			
Number of Seats/Beds _____			Other Details _____			
PRE-TREATMENT EQUIPMENT						
Pre-Treatment Unit/s		Size	No.	Com-pliant	Non-Compliant	Comments
	Grease arrestor					
	Dry basket arrestor with fixed screens					
	Sink screen/strainer					
	Mesh screen					

	Coalescing plate interseptor or separator				
	Vertical gravity plate separator				
	Hydroclone separation system				
	Cooling pit				
	Balancing, averaging, neutralising pit/tank				
	General purpose pit				
	Solids settlement pit/silt arrestor				
	Baffled settlement pit				
	Lint screen				
	Plaster arrestor				
	Others,				
METHODS OF CONTAINMENT					
Stormwater Contamination			Chemical/Oil Storage		
First Flush System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Roofing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Roofing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Bunding	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bunding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments		
WATER OR DISCHARGE METER/S DETAILS					
Meter Serial Number		Size	Backflow Device Serial Number		Comments
FOLLOW-UP REQUIREMENTS					
Requirement Description					Completion Date

General Comments _____

Relevant To Report Number/s _____

GCC's Next Visit _____

Trade Waste Officer's Signature _____

Auditee's Signature _____

Print Name _____

Print Name _____

Appendix F

Glossary

Assumed Concurrence: Council may apply to the NSW Office Water (NOW) for authorisation to assume concurrence for Classification B or Classification S activities. If granted, Council will no longer need to forward such applications to NOW for concurrence.

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

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.

Council: In this document a reference to the council means the elected body where consistent with the text may include staff members authorized to act on the Councils' behalf.

Director-General: Director-General means the Director-General of the Department of Environment, Climate Change and Water (DECCW).

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.

NOW 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 Environment, Climate Change and Water (DECCW) prior to approving such waste to be discharged to the council's sewerage system.

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 from NOW for each discharger.

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

National Association of Testing Authorities (NATA): accreditation authority that recognizes and promotes facilities competent in specific types of testing, measurement, inspection and calibration.

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

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 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.

Sludge: The solids which are removed from waste water by treatment.

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.