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Updated: July 2023 Our Ref: 23088/2007

LIQUID TRADE WASTE SERVICE CONTRACT APPLICATION FORM

APPLICATION FEES GST exempt

CATEGORY	GST Exempt	JOB NO	
Cat. 1 (Low Risk)	\$ 156.00	31000.0105.0111	<input type="checkbox"/>
Cat. 2 (Medium Risk)	\$ 207.00	31000.0105.0111	<input type="checkbox"/>
Cat. 3 (High Risk)	\$ 156.00	31000.0105.0111	<input type="checkbox"/>
Cat. 4 (Septic Tank Effluent Disposal)	\$ 156.00	31000.0105.0111	<input type="checkbox"/>
Cat. 4 (Caravan Dump Effluent Disposal)	\$ 156.00	31000.0105.0111	<input type="checkbox"/>
Inspection Fee/Re-Inspection Fee	\$ 156.00	31000.0105.0066	<input type="checkbox"/>

PRIOR to submitting this application please contact Council's Manager Water and Sewerage on 6568 0234 who will confirm what application fee is applicable.

This application form is for all businesses and industries that intend to discharge liquid trade wastes to the Nambucca Valley Council's sewerage system. This also includes wastes discharge to Council's treatment plants, which are transported via other means than Council's sewer ie. tanker.

The application form is broken up into sections and additional attachment sheets which may or may not be required to be filled out by you.

Sections A and C are for all applicants and Section B is additional information required from applicants other than 'Concurrence Classification A' discharges (*see Nambucca Valley Council's Policy for the Discharge of Liquid Trade Waste into Council's Sewerage System' for Concurrence Classifications*).

Additionally, there are separate attachment sheets for business that are involved with Commercial/Retail Food Preparation; Mechanical Repairs; Laboratories or Animal Wash facilities. You will be required to fill out the attachment sheet for the relevant business type (*these can be obtained from Nambucca Valley Council*).

FINALLY when submitting this application form please include all details where applicable and make sure you read Section C on substances prohibited from being discharged to the sewerage system before signing this application form.

OFFICE USE ONLY

Date received _____

File No. _____

Authority 93/

Fee Paid \$ _____

Receipt No _____

SECTION A (to be completed by all applicants)

Section A is information required from all applicants for the processing of a Liquid Trade Waste Service Contract.

(1) Business trading name: _____

(2) Australian Business Number (ABN): _____

(3) Are you renewing/altering an existing Liquid Trade Waste Service Contract? YES / NO.

If No – go to question number 4 (below).

If Yes

• What is your Liquid Trade Waste Service Contract number? _____

• What date does your Liquid Trade Waste Service Contract expire? _____

Continue below answering any question/s which are relevant to the renewal or alterations of this Liquid Trade Waste Service.

(4) Site address: No. _____ Street _____

Town/Suburb _____ Postcode _____

(5) Property description: Lot _____ Section _____ DP _____

(6) Property owner's name: _____ Telephone: BH _____

AH _____

(7) Property owner's address: _____

(8) Applicant's name: _____ Telephone: BH _____

(if different to the owner)

AH _____

(9) Applicant's address: _____

(10) Occupier's name: _____ Telephone: BH _____

(if different to the owner)

AH _____

(11) Type of business: _____

(12) Is your business involved with Commercial/Retail Food Preparation Yes No

If 'Yes' fill out and attach Commercial/Retail Food Preparation Attachment Sheet (TW NSC Form A2).

(13) Is your business involved with Mechanical Repairs Yes No

If 'Yes' fill out and attach Mechanical Repairers Attachment Sheet (TW NSC Form A3).

(14) Is your business involved with Laboratory facilities Yes No

If 'Yes' fill out and attach Laboratory Attachment Sheet (TW NSC Form A4).

(15) Is your business involved with Animal Wash facilities Yes No

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If 'Yes' fill out and attach Animal Wash Attachment Sheet (*TWNSC Form A5*).

(16) Is your business involved in transporting of Liquid Wastes via tanker Yes / No

If 'Yes' fill out and attach Tanking of Liquid Wastes Attachment Sheet (*TWNSC Form A6*).

(17) Description of flow:

- Maximum rate of discharge to sewer: _____ kL/hr or L/sec
- Maximum daily discharge to sewer: _____ kL
- Average rate of discharge to sewer: _____ kL/hr or L/sec
- Discharge hours during day. Between ____ (am/pm) and ____ (am/pm)

(18) Any water supply meter being installed? Yes No

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

- Type _____
- Size/flow rate _____

(20) Proposed regular cleaning schedule of pre-treatment equipment and names of contractors used: (i.e. Contracted monthly cleaning on the 14th day of each month by contractor X. etc.)

(21) Location of the sampling point: _____

(22) Plans – application to be accompanied by 2 copies of plans showing:

- details and location of all processes, tanks, pits and apparatus associated with the generation of commercial waste;
- details, location, capacity/dimensions, material of construction and lining of the proposed pre-treatment facilities;
- details of pipes and floor drainage conveying the effluent; and
- stormwater drainage plan.

(23) Are you seeking Concurrence Classification B or Concurrence Classification C? Yes No

If 'Yes' fill out Section B on page 4.

If 'No' go to Section C on page 6.

(27) Give all details of the proposed pre-treatment facilities, location and site plan. Details to include:

- Pre-treatment process details;
- internal wastewater drainage;
- pump/s size/s, with any standby units;
- location of monitoring point;
- procedure for recording of data, alarms and any failsafe systems;
- operational characteristics;
- operational procedures and
- proposed connection point to the sewerage system

(28) Give justification for disposing of the waste into the sewerage system over other possible options (if any)

(29) Methods of disposal for other waste that are not to be discharged to the sewerage system

(30) Any plans for future expansion, stages etc. _____

(31) Include a copy of company's emergency procedures including:

- accident or incident reporting and procedure;
- clean up procedure;
- any alternative disposal options

(32) Further Plans (to that of Question 22) – application to be accompanied by 2 copies of plans showing:

- details of the proposed waste treatment processes including a flow diagram;
- further details of proposed pre-treatment facilities including dosing systems, pH correction facility, pumps etc., and
- details of flow measuring devices installed or proposed, including location.

(33) Attach any relevant Environmental Impact Assessments/Statements or other report/s:

(34) A Public risk policy of insurance for the duration of Liquid Trade Waste Service Contract will need to be obtained. The amount will be determined by council and evidence of the policy will be required prior to signing of the Liquid Trade Waste Service Contract.

Additional details may need to be furnished to the Council prior to any Liquid Trade Waste Service Contract being issued. It is in the best interest of the applicant to provide as much detail as possible about the proposed Liquid Trade Waste Service so that a full assessment can be carried out.

SECTION C (to be completed by all applicants)

Substances prohibited from being discharged to the sewerage system

Pursuant to clause 6 of the Local Government (Water Services) Regulation 1999 the following substances are prohibited from being discharged into sewers or drains:

- (a) *Animal matter (including carcasses but not including human waste), wool, hair, grease, dust, ashes, cinders, soil, rubbish, filth, oil, salt, mud, sand, gravel, garbage, offal, vegetable or fruit parings, rags, house refuse, steam or solid matter;*
- (b) *Any flammable or explosive substance;*
- (c) *Waste liquid that contains a percentage of any substance, or waste liquid that is of a temperature, specified by the council as being:*
 - (i) *likely to endanger public health, public safety or public amenity or the environment, or*
 - (ii) *damaging to, or liable to form compounds that may damage, the council's sewerage system or treatment works, or*
 - (iii) *likely to injure employees engaged in the operation or maintenance of the council's sewerage system or treatment works or the health of those employees;*
- (d) *Except in the case of a public drain or a council gutter – roof, rain, surface, flood, seepage or subsoil water.*

In addition to those mentioned in clause 6 of the Local Government (Water Services) Regulation 1999, the following substances are not permitted to be discharged into the sewerage system:

- *solid matter of any kind;*
- *organochlorine weedicides, fungicides, pesticides, herbicides and substances of similar nature and/ or wastes arising from the preparation of these substances;*
- *any substances liable to produce noxious or poisonous vapours in the sewerage system;*
- *discharges from bulk fuel depots;*
- *organic solvents and mineral oils;*
- *natural or synthetic resins, plastic monomers, synthetic adhesives and rubber plastic emulsions;*
- *chromate from cooling towers;*
- *waste liquids that contain pollutants at concentrations which inhibit the sewage treatment processes – Guidelines for Sewerage Systems: Acceptance of Trade Waste (Industrial Waste) (ARMCANZ/ANZECC, 1994); and,*
- *any substance assessed as unsuitable for discharge into the sewerage system.*

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

Signature of occupier / applicant: _____ Date: ____/____/____

NAMBUCCA VALLEY COUNCIL

COMMERCIAL / RETAIL FOOD PREPARATION BUSINESS ATTACHMENT SHEET - LIQUID TRADE WASTE SERVICE CONTRACT

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 _____

Tick	Name of process	No. of seats Or beds
	Bakery (only hot bread cooked on site)	
	Bakery (pies, quiches, cakes etc. cooked on site)	
	Bakery (imported pies & sausage rolls)	
	Bakery (with coffee shop – eat in)	
	Bistro (no hot food cooked – sandwiches (coffee only))	
	Bistro (hot food cooked and served)	
	Boarding house/hostel kitchen	
	Butcher – retail	NIL
	Café	
	Cafeteria	
	Canteen	
	Caterer	NIL
	Club	
	Coffee shop/sandwich shop – no hot food cooked or served	
	Coffee shop – hot food cooked or served	
	Commercial kitchen/caterer	
	Community hall kitchen – tea and coffee only	
	Community hall kitchen – hot food cooked and served	
	Chicken – BBQ/charcoal	
	Chicken – retail fresh outlet with cutting and preparation of meat	NIL
	Day care centre	
	Delicatessen – no meat cooked on site – no hot food prepared or served	NIL
	Delicatessen – hot food prepared or served	
	Doughnut shop	
	Fish / Seafood shop – fresh (retail) no cooking on site	NIL
	Fish / Seafood shop – hot food cooking on site	
	Food caravan	NIL
	Fruit and vegetable market (retail)	NIL

Tick	Name of process	No. of seats Or beds
	Function centre	
	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	NIL
	Pizza cooking/reheating (no preparation or washing up on site, pizza heated in retail container and sold for consumption off site).	
	Pizzeria	
	Pizza restaurant	
	Restaurant	
	Salad bar – no cooking	
	Salad bar – cooking	
	Sandwich bar/coffee lounge – no cooking	
	Sandwich bar/coffee lounge – cooking	
	Supermarket – incorporating butcher	NIL
	Take-away – fish & chips, BBQ chicken, hamburgers	
	Take-away – no hot food	

When finished, attach this sheet to the Liquid Trade Waste Service Contract application form.

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MECHANICAL REPAIRERS ATTACHMENT SHEET - LIQUID TRADE WASTE SERVICE CONTRACT

Please fill out this attachment sheet if your business is involved in mechanical repair processes (and other services related to motorised equipment processes) that discharge liquid trade waste to the sewerage system. In the lists below, tick the 'business type' or 'processes' that best describe what your business does. Note that there is an additional list at the end for 'associated processes', e.g. take-away food at a service stations:

BUSINESS TYPE

- Airport terminal
- Bus / coach depot
- Car detailer
- Car / Truck dealership service centre
- Construction equipment maintenance (i.e. earthmoving equipment and/or cranes)
- Equipment hire premises (Coates, Kennards, etc.)
- Factory premises
- Fleet vehicle operations
- Forklift maintenance
- Garbage Truck Washing
- Lawnmower repairer
- Motorbike mechanical repairer
- Motor boat mechanical repairer
- Motor wrecker
- Service station
- Specialist services
- Stand-alone mechanical workshop
- Train washing facility
- Transport depot
- Other, please specify: _____

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MECHANICAL REPAIRERS ATTACHMENT SHEET - LIQUID TRADE WASTE SERVICE CONTRACT

PROCESSES

*Note: processes in italics and marked with an asterisk * have automatic assumed Concurrence Classification A.*

Mechanical workshop

- * *Parts washing with water.*
- * *Floor washing.*
- Draining and flushing of radiator coolant (**not permitted for discharge**).
- Parts washing with solvents (**not permitted for discharge**).
- Radiator repairs
- Automobile dismantling (i.e. motor wrecker)
- Cleaning of engine blocks and engine heads in chemical baths
- Engine/gearbox reconditioner (sent off site)
- Engine/gearbox reconditioner (carried out on site)

Repairing car bodies

- Panel beating
- Wet rubbing
- Spray painting

Washing and detailing

- Tunnel type (external body only)
- Wand type (external body only)
- Washing by hand (external body only)
- Degreasing of engine and washing
- Internal washing of meat vans or truck underbodies
- External truck washing
- Internal washing of tankers
- Forecourt washing (service station)
- Open area washing (considered only under special circumstances. Applicant must supply reasons why roofing is not possible, and must include the details of first flush system).

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MECHANICAL REPAIRERS ATTACHMENT SHEET - LIQUID TRADE WASTE SERVICE CONTRACT

ASSOCIATED ACTIVITIES/BUSINESSES

Some premises have associated processes generating liquid trade waste. In addition to the above, does your premises have any of the following processes?

- Restaurant (number of seats?) _____
- Take-away food bar (number of seats?) _____
- Service station forecourt food caravan(s)
- Boiler blowdown (steam supply for internal washing of tankers)
- Chemical toilet disposal (for intercity coaches/buses)
- Other trade wastewater process (please specify) _____

When finished, attach this sheet to the Liquid Trade Waste Service Contract application form.

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LABORATORY ATTACHMENT SHEET - LIQUID TRADE WASTE SERVICE CONTRACT

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 describe your business. Note that there is an additional list at the end for 'associated processes', e.g. take-away food at a service stations:

BUSINESS TYPE

*Note: processes in italics and marked with an asterisk * have automatic assumed Concurrence Classification A.*

- Agricultural research centre laboratory
- Agricultural research (herbicides) laboratory
- * *Analytical laboratory (<2 kL)*
- Analytical laboratory (>2 kL)
- 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: _____

When finished, attach this sheet to the Liquid Trade Waste Service Contract application form.

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ANIMAL WASH ATTACHMENT SHEET - LIQUID TRADE WASTE SERVICE CONTRACT

Please fill out this attachment sheet 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 describe what your business does and also tick any 'associated processes' that are relevant to your business.

BUSINESS TYPE

*Note: processes in italics and marked with an asterisk * have automatic assumed Concurrence Classification A.*

- * *Mobile animal wash*
- * *Dog pound*
- * *Boarding kennels*
- * *Stables*
- * *Racecourse*

Does your business include any of the following associated processes?

- X-ray facilities
- * *Pathology laboratory (< 5 kL/day)*
- * *Autopsies performed*
- Animal health (parasitology) laboratory
- Veterinary research laboratory
- * *Restaurant (< 5000 L grease arrestor)*
- * *Conference facility that serves hot food (< 5000 L grease arrestor).*
- Open areas (please indicate area size) _____

NOTE: Where full roofing is not provided the application must be referred to Ministry of Energy and Utilities for concurrence.

When finished, attach this sheet to the Liquid Trade Waste Service Contract application form.

NAMBUCCA VALLEY COUNCIL

TANKING OF LIQUID WASTES ATTACHMENT SHEET - LIQUID TRADE WASTE SERVICE CONTRACT

Please fill out this attachment sheet if your business is involved in the transportation of liquid wastes via a tanker to be discharged into council's treatment plant/s. In the list below, tick the 'processes' that best describe what your business does.

PROCESSES

*Note: processes in italics and marked with an asterisk * have automatic assumed Concurrence Classification A.*

- * Domestic septic pump out.
- Industrial / Commercial septic pump out.
- Grease trap or other pre-treatment pump out
- One-off tanker discharge
- Other, please specify: _____

PLEASE GIVE DETAILS OF YOUR BUSINESS

- 1 Tanker Registration Number? _____ Expiry Date: _____
- 2 Does your business hold Public Liability insurance? Yes No Amount: _____
- 3 Volume of waste for acceptance into the sewerage system _____ litres per load
- 4 Frequency of discharge
- 5 Proposed rate of discharge

When finished, attach this sheet to the Liquid Trade Waste Service Contract application form.