



Whitsunday Regional Council

83-85 Main Street, Proserpine
PO Box 104,
Proserpine QLD 4800

T: 07 4945 0682 F: 07 4945 0222
Website
www.whitsundayrc.qld.gov.au

OFFICE USE ONLY

Trade Waste Ref: _____

Date _____

Fee _____

Application for Trade Waste Approval

The Water Supply (Safety & Reliability) Act 2008 requires that all businesses that have a liquid trade waste generated as part of commercial or industrial business activities must have a trade waste approval to dispose of such waste to sewer. This Application for Trade Waste Approval must be completed by the waste generator in order to obtain a Trade Waste Approval.

Important Information

- Owners of retail / commercial food businesses please answer questions 1 – 10 and 11 – 14 only. All other applicants please answer questions 1 – 10 only.
- All Applications must include the following:
 1. A fully completed Application for Trade Waste Approval form
 2. A Site Plan
 3. A Process and Instrumentation Diagram if appropriate; and
 4. A Trade Waste Application Fee - \$90.00 (2009/2010 Schedule of Fees & Charges)
- Prior to the connection of any treatment apparatus to Whitsunday Regional Council's (Council) sewerage system, a development or works approval may be required. Refer all applications for work to Environment & Compliance Services. All works are required to be carried out by a licensed Plumber.
- Any development charges must also be paid prior to connection.
- If you have any questions concerning the Trade Waste Application, please call the Environment & Compliance Area at Council on (07) 4945 0682, or facsimile (07) 4945 0222.

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

Applicants Details

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

Street No.	<input type="text"/>	Shop / Factory No.	<input type="text"/>
Street Name	<input type="text"/>		
City / Town	<input type="text"/>	Post Code	<input type="text"/>

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

Business Trading Name	<input type="text"/>
Company Name or if not a Registered Company, the Business Owner (s) Full Name (s)	<input type="text"/>
Company's Registered Address or Partners / Individuals Home Address(es)	<input type="text"/>
Australian Company Number (ACN)	<input type="text"/>
Australian Business Number (ABN)	<input type="text"/>
Address for Trade Waste correspondence	<input type="text"/>
	Post Code

3. The reason for making this Application for Trade Waste Approval

	Tick Appropriate
New discharger <i>(please estimate commencement date)</i>	<input type="checkbox"/> <input type="text"/> / <input type="text"/> / <input type="text"/>
Change of occupier or site operator <i>(please state the changeover date)</i>	<input type="checkbox"/> <input type="text"/> / <input type="text"/> / <input type="text"/>
Change to the nature or volume of the existing Trade Waste discharge Agreement update requested by Council	<input type="checkbox"/>

4. Who is the person responsible for trade waste management at the site?

Name (Mr/Mrs/Miss/Ms)	<input type="text"/>	Position	<input type="text"/>
Phone	<input type="text"/>	A/H Phone	<input type="text"/>
Facsimile	<input type="text"/>	Mobile Phone	<input type="text"/>
e-mail Address	<input type="text"/>		

Description of Trade Waste and Flow

5. Describe the type of business carried out on site eg Coin Laundrette, Restaurant.

<input type="text"/>

6 Indicate the trading hours at the site.

Days of the week:	✓		Hours of the day:		
Monday to Friday	<input type="checkbox"/>	Between	<input type="text"/>	And	<input type="text"/>
Saturday	<input type="checkbox"/>	Between	<input type="text"/>	And	<input type="text"/>
Sunday	<input type="checkbox"/>	Between	<input type="text"/>	And	<input type="text"/>

**7 Are any open areas which collect rain water connected to sewer?
If yes, please specify and estimate size of the area(s), and describe how stormwater will be managed.**

- 8a. Please provide details of all substances / chemicals that are used in the business and can enter the sewer, even in trace amounts where present in wash waters. Details should include chemical name or product name and their concentration or dilution. Refer to the substance / chemicals in use in the third column of question 8b. Include Material Safety Data Sheets (MSDS) for all proprietary substances that are hazardous to the health of human beings, or are potentially hazardous to micro-organisms, or might adversely affect the environment.**
- 8b. Describe the process or activities on the site that will generate trade waste in the table below. Please indicate the proposed method of treatment and volumes.**

Activities generating trade waste	What is in the trade waste? (MSDS)	Trade Waste treatment apparatus	Max. Volume Litres / Hour	Max. Rate Litres / Minute	Max. Daily discharge Kilolitres
<i>E.G. Food Preparation</i>	<i>Grease &</i>	<i>Grease Trap</i>	<i>200 L</i>	<i>30 L</i>	<i>4 kL</i>
<i>& utensil washing</i>	<i>Oil, detergent</i>	<i>2000 Litres</i>			

Site Plans and Diagrams

9 Please provide Process and Instrumentation Diagram which clearly shows the following:

- The pieces of equipment in the treatment apparatus.
- The key characteristics of the pieces of equipment which ensure that they function as intended (eg. Volumes, materials of construction...)
- The instrumentation used to control the process and, in particular, any instrumentation used to record the characteristics of the final trade waste discharge to sewer.

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

- North Direction
- The property number and street address.
- The location of fixtures (eg. Sinks) connected to the treatment apparatus
- The location of the treatment apparatus (eg. Grease Trap)
- Sampling points
- The location of open areas connected to sewer
- Pumps and flow rates

Food Businesses Only Questions 11 to 14

11 If a food outlet with seating, what is the maximum seating capacity

12 Please list the kitchen fixtures at your business property that are connected to sewer.

<i>E.G. 2 X Pot Sink, 3 X Floor Waste, 1 X Basin, 1 X Bin Wash Area</i>

13 Please indicate the maximum number of meals prepared in 24 hours.

14. Detail the Food Disposal units on the premises

Motor Size

Number

Signatures

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

- I undertake to the Whitsunday Regional Council that I have the authority to make the statements set out above and give the undertakings set out below.
- If the Whitsunday Regional Council accepts the Occupiers offer contained in this application, the Occupier will comply with all the requirements of any Trade Waste Approval, including the payment of all fees and charges.

Signature of the Occupier

Date

Position

This form, together with the other documents detailed under “Important Information” on the front page, can either be mailed to the Environment & Compliance Section Whitsunday Regional Council, at PO Box 104, Proserpine QLD 4800 or delivered in person to 83-85 Main Street, Proserpine.

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