

## Trade waste Application

All applications must include the following:

- + Fully completed trade waste application form
- + Site plan
- + Process and instrumentation diagram (Industrial customers only)

### 1 Address (of the site from which trade waste will be discharged)

|                             |  |
|-----------------------------|--|
| Shop/factory/street number: | Street name:                             |
| Suburb:                     | Postcode:                                |
| Water meter number:         | Backflow device model and serial number: |

### 2 Occupier/operator details (of the site from which trade waste will be discharged)

☐ Occupier\* ☐ Owner

Company or registered business name:

Australian Business Number (ABN):

Company contact name:

Position: Phone number:

Postal address (for trade waste correspondence):

Postcode:

Email:

\* Occupier in relation to any premises includes a person who is in occupation or control of the premises, whether or not that person is the owner of the premises and in relation to premises different parts of which are occupied by different persons mean the respective person in occupation or control of each part.

### 3 Property owner(s) full name(s) (if different from occupier or operator)

Name:

Phone number:

Email:

### 4 Describe the type of business carried out on site

(e.g. coin laundrette, restaurant/cafe, take-away)

## 5 Reason for making this application (Please select the relevant box)

☐ New discharger. Estimated start date: \_\_\_\_\_

☐ Change of occupier. Changeover date: \_\_\_\_\_

☐ Change to the nature or volume of the existing trade waste discharge \_\_\_\_\_

☐ Agreement update requested by Greater Western Water (GWW) \_\_\_\_\_

☐ Temporary discharge dates. Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_

## 6 What are the trading days and hours?

(during which trade waste will be discharged)

|   |  |
|---|--|
| <input type="checkbox"/> 7 days, 24 hours a day             | <input type="checkbox"/> Thursday, between _____ and _____ |
| <input type="checkbox"/> Monday, between _____ and _____    | <input type="checkbox"/> Friday, between _____ and _____   |
| <input type="checkbox"/> Tuesday, between _____ and _____   | <input type="checkbox"/> Saturday, between _____ and _____ |
| <input type="checkbox"/> Wednesday, between _____ and _____ | <input type="checkbox"/> Sunday, between _____ and _____   |

## 7 If your business is a food establishment does the following apply?

☐ Onsite cooking ☐ Onsite dining, number of seats: \_\_\_\_\_

☐ Not a food premises (go to question 9) \_\_\_\_\_

## 8 Please indicate the kitchen fixtures at your site

| Fixtures in the food preparation/kitchen area        | Number of fixtures | Fixtures in the food preparation/kitchen area | Number of fixtures |
|--|--------------------|---|--------------------|
| Single sink bowl                                     |                    | Commercial dishwasher                         |                    |
| Double sink  |                    | Tunnel dishwasher                             |                    |
| Pot sink (deep bowl sink)                            |                    | Steam 'combi' oven                            |                    |
| Hand basin (hands free only) kitchen only            |                    | Cleaner's sink                                |                    |
| Floor waste (food preparation area)                  |                    | Glass washers                                 |                    |
| Wok table (waterless) without continuous water flow  |                    | Pasta cooker                                  |                    |
| Wok table with continuous water flow                 |                    | Gas vat barbeque for duck and pork            |                    |
| Garbage/bin wash (maximum 20m <sup>2</sup> unroofed) |                    | Hotplate for charcoal barbeque                |                    |
| Domestic dishwasher                                  |                    | Other   |                    |

## If your site has a grease trap

What is the capacity (litres)? \_\_\_\_\_

(Food establishments - please proceed to Q.16)

## 9 Provide details of all substances/chemicals

That are used in the business and which can enter the sewer.

Note: Even 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 fourth column of question 9(b). Include Material Safety Data Sheets (MSDS) for all proprietary substances that are hazardous to the health of humans or are potentially hazardous to microorganisms or might adversely affect the environment.

**9a Are any of the following contaminants present in the trade waste which can enter the sewer?**

|   |   |                                    |   |
|---|---|------------------------------------|---|
| <input type="checkbox"/> Heavy metals         | <input type="checkbox"/> Acids/alkali     | <input type="checkbox"/> Solvents  | <input type="checkbox"/> Medical wastes/pharmaceuticals |
| <input type="checkbox"/> Photographic waste   | <input type="checkbox"/> Biological waste | <input type="checkbox"/> Paint     | <input type="checkbox"/> Pesticides/herbicides          |
| <input type="checkbox"/> Radioactive material | <input type="checkbox"/> Petrochemical    | <input type="checkbox"/> Dyes/inks | <input type="checkbox"/> Detergents/surfactants         |
| <input type="checkbox"/> Oil/fat emulsions    | <input type="checkbox"/> Ammonia          | <input type="checkbox"/> Cyanide   | <input type="checkbox"/> Chlorinated hydrocarbons       |
| <input type="checkbox"/> Salt loading         | <input type="checkbox"/> Disinfectants    | <input type="checkbox"/> Plaster   | <input type="checkbox"/> Sulphur containing compounds   |
| <input type="checkbox"/> Other:               |   |                                    |   |

**9b Describe the fixtures/activities on the site that will generate trade waste.**

Indicate the proposed method of treatment and volumes.

If more space is required please photocopy table.

[illegible]

**10 List size and type of any pre-treatment devices on your premises**

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**11 Attach a list of Material Safety Data Sheets**

For all chemicals stored on the site that have the potential to enter the sewerage system.

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**12 Has a Waste Assessment been carried out for this site?**

☐ Yes ☐ No If yes, in what year?

**13 Has a Waste Assessment Plan been prepared for this site?**

☐ Yes ☐ No If yes, please attach a copy of the Waste Assessment Plan

**14 Describe how storm water from this site is managed and discharged**

Include the nature and size of any unroofed areas with potential for contaminated run-off?

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**15 Waste Management**

All applicants are expected to provide a trade waste management plan prior to the discharge of trade waste into GWWr's sewer. Applicants proposing to discharge up to 1000 kilolitres per year may choose to complete the waste management plan below.

Applicants proposing to discharge more than 1000 kilolitres per year must provide a detailed waste management plan with their application and must include the following:

- \* A detailed description of the trade waste stream(s) from production to point of discharge.
- \* An investigation into waste disposal alternatives including the reasons for disposal to sewer.
- \* A planned waste minimisation program, which must include time lines.
- \* A detailed description of the arrangements for maintaining and servicing the pre-treatment equipment including cleaning intervals and contract details for the EPA licensed agent appointed to carry out maintenance and cleaning.
- \* An outline of alternative arrangement for waste disposal in the event of an emergency or the Authority's sewer becoming unavailable.

## 16 Trade Waste Management Plan

(for use with trade waste discharge up to 1000 kilolitres per year)

**16a In the event of an emergency for the Authority's sewer becoming unavailable, what alternate methods are available for disposal of your trade waste?**

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**16b What plans do you have for minimising the volume of trade waste that you generate?**

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**16c Please provide a procedure for maintaining your pre-treatment equipment, include cleaning intervals?** (Provide an attachment if insufficient space)

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## 17 Plans (Please provide the following plans)

### 1. Site Layout Plan, depicting

- + Details and location of all fixtures, tanks, pits and apparatus which are associated with the generation of and treatment of trade waste, site boundaries, north point and address.
- + A legend showing fixture numbers, description of fixtures and treatment apparatus.

### 2. Trade Waste Treatment Plant, if applicable (food establishments are not required to complete)

A flow diagram including:

- + capacity, dimensions and material of construction and lining of all pits and tanks
- + dosing equipment, pH control equipment, pumps and their respective rates and flow metering equipment
- + operation and maintenance schedule attached to the plan.

### 3. Storm water drainage and sewer plan (food establishments are not required to complete)

Where the discharger considers there are special circumstances applicable to the discharge, these circumstances should be identified, e.g.

- + Major hazard facility (as defined by the Victorian Workcover Authority)
- + Large differences between average and maximum daily loads
- + Large variations in flow
- + Water re-use potential on the site
- + Seasonal discharge

Special circumstances are to be listed:

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## 18 Terms and conditions

By accepting the following terms and conditions you are confirming that you are a representative (company secretary, director or business owner) authorised to both make the statements set out in the form and to give the following undertakings set out below to GWW on behalf of the occupier.

If GWW accepts the application, the occupier shall:

- \* comply with all the requirements of any trade waste agreement or consent as issued by GWW and any notice provided by GWW
- \* ensure that all plumbing or drainage work on the site and all connected fittings or appliances comply with all requirements of Australian Standards, the relevant plumbing codes and any trade waste requirements imposed by GWW. All plumbing works must be carried out by a licensed plumber
- \* provide GWW with maintenance receipts associated with any trade waste treatment apparatus on site
- \* pay trade waste application and agreement fees from the start of the consent as billed by GWW.

Prior to connection of a wastewater treatment apparatus to a GWW sewer, Commercial/Industrial/Multi unit/Dual occupancy application must be lodged and the appropriate fee paid.

It is against the law for you to discharge trade waste until you have an executed Trade Waste Agreement or Consent.

For information about trade waste services and the respective rights and responsibilities of GWW and its trade waste customers, please refer to our Trade Waste Customer Service Charter available at [gww.com.au](http://gww.com.au).

This application must be signed below by a representative (company secretary, director or business owner) authorised to both make the statements set out above and to give the following undertakings.

Signed by or on behalf of the occupier:

Name:

Position:

Signature:

Date:

## Send completed form to:

- \* [trade.waste@gww.com.au](mailto:trade.waste@gww.com.au)
- \* Greater Western Water, Locked Bag 350, Sunshine Vic 3020

## Have you included the following with your application?

- ☐ Site layout plan
- ☐ Trade waste treatment plan, if applicable (food establishments are not required to provide)
- ☐ Storm water drainage and sewer plan (food establishments are not required to provide)
- ☐ Waste assessment plan, if applicable
- ☐ Process and instrumentation diagram (Industrial customers only)