Trade Waste Application FORM

Important Information

A PERMITTED Trade Waste registration is for premises with discharges complying with the first schedule (Allowable Discharge Characteristics) of Timaru District Council By-Law and having a discharge to the sewer of less than 1245m³ per annum. Complete questions 1-10.

A CONDITIONAL Trade Waste Consent is for premises having a discharge greater than 1245m³ per annum and/or characteristics in excess of the first schedule of Timaru District Council By-Law. Complete questions 1-25.

- All applicants must include the following:
  1. A completed Trade Waste Application Form;
  2. A Site Plan, where applicable;
  3. Process and Instrumentation Diagrams, where applicable;
  4. Material Safety Data Sheets, where applicable;
  5. Service Contracts for on-site treatment apparatus, where applicable.

- If stormwater from your activity does not comply with the rules of the Transitional Regional Plan (TRP) or Natural Resources Regional Plan (NRRP), including Schedule WQL3 of Chapter 4: Water Quality, you must provide a copy of the Resource Consent from Environment Canterbury relating to stormwater discharges from the site along with this application. If the activity on the site does not require a Resource Consent for the stormwater discharge, a written declaration to Council of this is required.

- Prior to any discharge being made from any commercial/industrial premise to Timaru District Council’s sewerage system, a Trade Waste Application Form must be lodged and written consent received from the Timaru District Council.

- Incomplete applications will not be processed.

- Any Trade Waste Application Fees must be paid at the time of application.

If you still have any questions concerning the application, please contact the Timaru District Council on: (03) 687-7200.

Official Information

Your information will be held and administered by Timaru District Council in accordance with the Local Official Information and Meetings Act 1987 and the Privacy Act 1993. Your information may have to be disclosed in accordance with the terms of these Acts. It is therefore important you advise the Council if your application includes trade secrets and/or commercially sensitive material in order that this information is not disclosed.

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

   Street No. Street Name

   Suburb Town

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

   Business Trading Name

   Company Name or Registered Business Owner(s) Full Name(s)

   Company’s Registered Address

   Address for Trade Waste Correspondence

   Phone Fax
Trade Waste Application FORM

3. Who is the owner of the site from which trade waste will be discharged?

Business Trading Name

Company Name or Registered Business Owner(s) Full Name

Company’s Registered Address

Address for Service

4. The reason for making this Application for Trade Waste Consent: (Tick Appropriate)

☐ New discharger (please estimate commencement date) ___/___/____

☐ Change of occupier or site operator (please state the changeover date) ___/___/____

☐ Change to the nature or volume of the existing Trade Waste discharge

☐ Consent update requested by Timaru District Council

☐ Renewal of a Consent

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

Name (Mr / Mrs / Miss / Ms) ____________________________ Position ____________________________

Phone ____________________________ A/H Phone ____________________________

Facsimile ____________________________ Mobile Phone ____________________________

E-mail Address ____________________________

6. Describe the type of business carried out on site

____________________________________________________________________________________

____________________________________________________________________________________

7. Indicate the maximum weekly operating hours at the site, and any seasonal variations.

____________________________________________________________________________________

____________________________________________________________________________________

8. Do you hold any service contracts for existing on-site treatment apparatus? Service contracts are mandatory for grease traps and oil interceptors. If Yes, please attach. Minimum service is 3 monthly for a standard 20-40hr per week operation. Retail food outlets to complete sheet C.

☐ Yes ☐ No

Please show location of pre treatment device on site plan. (N.B. Enzyme grease convertors must be fitted with an auto enzyme dispenser.)

9. For on-site treatment apparatus for which no service contracts are held, please indicate who will be cleaning and/or maintaining the device, and what the maintenance and cleaning schedule will be e.g. for dry basket arrestors. Where there is no pre-treatment device describe the measures used to minimise contaminants entering the sewer network (use additional sheets as necessary).

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Trade Waste Application FORM

10. 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 Timaru District Council that I have the authority to make the statements set out above and give the undertakings set out below.
   • All information within this application is true and correct
   • If Timaru District Council approves the Trade Waste Application, in writing, the Occupier will comply with all the requirements of any Trade Waste Consent, including the payment of all fees and charges.

<table>
<thead>
<tr>
<th>Signature of the Occupier</th>
<th>Position</th>
<th>Date (dd/mm/yy)</th>
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Print Name

This form, together with the other documents detailed under “Important Information” on the front page, can be either mailed to:

Trade Waste Officer
Timaru District Council
P.O. Box 522
Timaru

Or delivered in person to:
Timaru District Council, King George Place, Timaru

11. Are any open/unroofed areas, which collect rainwater, connected to sewer?
   ☐ Yes  ☐ No

   If Yes, please specify the size of the area(s), the layout of drains, and describe how the stormwater will be managed.

12. Is it proposed that domestic wastewater and trade waste should be discharged at the same point?
   ☐ Yes  ☐ No

13. Please indicate the proposed method of flow measurement
   ☐ A permanent installation of suitable flow measuring equipment
      ☐ Other (specify)

14. Please provide details of the source of water used on the premises.

   Council supplied: ___________ m³/working day
   Other sources: ___________ m³/working day

   Source: ________________________________

15. Is this application for mass limits, or concentration limits?
   ☐ Mass Limits  ☐ Concentration Limits

16. Please provide details of the total volumes of trade waste expected to be discharged from the site.

   Average daily volume: ___________ m³
   Maximum daily volume: ___________ m³
   Maximum volume in any 8 hr period: ___________ m³
   Maximum flow rate: ___________ L/sec

   Seasonal Fluctuation (Range)
   ___________ m³
   ___________ m³
   ___________ m³
   ___________ L/sec
   ___________ L/sec
17. Please use SHEET A to provide details of the characteristics noted in Schedule One and Schedule Two of the Water Services Bylaw for your sites trade waste discharges (use additional sheets as necessary).

18. Please use SHEET B to list all substances/chemicals that are stored, used or generated on the premises (use additional sheets as necessary).
   Details should include the chemical name or product name and their concentration or dilution.
   Include Material Safety Data Sheets (MSDS) for all proprietary substances that are hazardous to the health of human beings, or are potentially hazardous to micro-organisms, or might adversely affect the environment.

19. Please describe mitigation measures employed to prevent accidental spillages of these substances from entering the public sewer or stormwater system (use additional sheets as necessary).

20. Please use SHEET C to list all fixtures and on-site treatment apparatus

21. Please include site plans of the premises, clearly showing the location of the following as appropriate:
   - Process areas, including fixture (i.e. sink, dishwasher) locations
   - Stormwater drains
   - On-site treatment apparatus (i.e. grease trap)
   - Domestic wastewater drains
   - Trade waste sampling/monitoring locations
   - Open areas draining to sewer
   - Flow measuring devices
   - Emergency spill kits/devices
   - Trade waste drains
   - Emergency spill containment
   - Other

22. Please attach detailed process and instrumentation drawings and descriptions of the following:
   - On-site treatment apparatus for discharges to sewer
   - On-site treatment apparatus for discharges to stormwater
   - Trade waste sampling/monitoring locations
   - Emergency spill containment/kits/devices
   - Flow measuring devices and their calibration methods
   - Other

23. Has an independent water use and waste reduction audit of the premises been conducted? If Yes, please attach.
   Yes  No

24. Does a discharge management plan for the site exist? If Yes please attach.
   Yes  No

25. Has a Resource Consent relating to stormwater discharges from the site been obtained from Environment Canterbury, if applicable? If Yes, please attach.
   Yes  No

26. Please detail the health and safety requirements and security arrangements for Council staff entering the premise.

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## Trade Waste Application FORM - SHEET A

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<th>Average Concentration</th>
<th>Maximum Instantaneous Concentration</th>
<th>Weekly Variation</th>
<th>Seasonal Variation</th>
<th>Mass Loading</th>
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<td><strong>pH</strong></td>
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<td>Total Suspended Solids</td>
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<td>Biological Oxygen Demand</td>
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<th>Other (Specify)</th>
<th>Average Concentration</th>
<th>Maximum Instantaneous Concentration</th>
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<th>Site Plan No.</th>
<th>What type of activities generate Trade Wastes (if applicable)</th>
<th>What is the chemical/substance stored/used/produced/generated (include MSDS where applicable)</th>
<th>Maximum amount stored on site (litres)</th>
<th>For chemicals/substances discharged as Trade Wastes</th>
<th>Maximum instantaneous discharge rate (litres/second)</th>
<th>Average discharge rate (litres/hour)</th>
<th>Maximum daily discharge (m³)</th>
<th>Method of Trade Waste Treatment (if applicable)</th>
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Trade Waste Application FORM – SHEET C

Indicate the number of full-time equivalent (FTE) employees (1 FTE = 40 hours/week)

If you operate a retail food outlet, please indicate your seating capacity

Indicate the average number of hours your business operates in a 7 day period.

Please indicate all of the fixtures located at your site. A fixture is any item connected to the sewer system (i.e. toilet, shower, dishwasher, waste disposal unit, bain marie, etc.)

<table>
<thead>
<tr>
<th>Fixture</th>
<th>Quantity</th>
<th>Fixture</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>i.e. Toilet</td>
<td>4</td>
<td>i.e. Bain Marie</td>
<td>2</td>
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