Please complete and sign this form. Attach any required additional information and lodge with Coliban Water.

# Details of property from which trade waste will be discharged

Street number: Click here to enter text. Street: Click here to enter text.

Suburb: Click here to enter text. State: VIC Postcode: Click here to enter text.

Municipality: Click here to enter text.

1. **Details of occupier**

Full name of company / individual: Click here to enter text.

Trading name (if applicable): Click here to enter text.

Addresses of registered offices: Click here to enter text.

Australian Company Number (ACN): Click here to enter text.

Australian Business Number (ABN): Click here to enter text.

If the occupier is a partnership / individual please provide full name(s) and private address(es) below. If there are more than three individuals please attach additional details.

First name: Click here to enter text. Surname: Click here to enter text.

Address: Click here to enter text.

Suburb: Click here to enter text. State: VIC Postcode: Click here to enter text.

First name: Click here to enter text. Surname: Click here to enter text.

Address: Click here to enter text.

Suburb: Click here to enter text. State: VIC Postcode: Click here to enter text.

First name: Click here to enter text. Surname: Click here to enter text.

Address: Click here to enter text.

Suburb: Click here to enter text. State: VIC Postcode: Click here to enter text.

1. **Postal address for trade waste correspondence**

Street number: Click here to enter text. Street: Click here to enter text.

Suburb: Click here to enter text. State: VIC Postcode: Click here to enter text.

1. **Who is the person responsible for day to day trade waste management at the site from which trade waste will be discharged?**

This person will be the site contact for Coliban Water’s Trade Waste and Authorised Officers.

Name: Click here to enter text. Position: Click here to enter text.

Work telephone: Click here to enter text. Mobile: Click here to enter text.

Email (trade waste contact person): Click here to enter text. Email (company, if available): Click here to enter text.

1. **Whom should we contact in case of an emergency?**

This should be a senior executive officer who can be contacted both in business hours and after hours for trade waste emergencies. If more than one person is applicable, please attach details of additional contacts.

Name: Click here to enter text. Position: Click here to enter text.

Work telephone: Click here to enter text. Mobile: Click here to enter text.

1. **Is this application for a new trade waste discharge?**

No  Yes

If yes proposed date to commence discharge is: Click here to enter a date.

If yes please address all matters outlined in this form.

1. **Is this application for a change to your existing trade waste discharge?**

No  Yes

If yes proposed date to change discharge is: Click here to enter a date.

If yes please address all matters outlined in this form.

1. **Is this application for a change of occupancy of a business?**

No  Yes

If yes date of changeover is: Click here to enter a date.

If yes please provide the name of the current occupier. Click here to enter text.

First name: Click here to enter text. Surname: Click here to enter text.

Address: Click here to enter text.

Suburb: Click here to enter text. State: Choose an item. Postcode: Click here to enter text.

**Declaration**

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

1. I undertake to Coliban Water that I have the authority to make the statements set out above and give the undertakings set out below on behalf of the occupier.
2. If Coliban Water accepts the occupier’s offer contained in this application, the occupier will:
   1. Comply with all the requirements of any trade waste agreement or consent, and
   2. Ensure that all plumbing and drainage work on the site and all connected fittings and appliances comply with all the requirements of Australian Standards, the relevant plumbing codes and any trade waste requirements imposed by Coliban Water.

Signed on behalf of the occupier:

Name: Click here to enter text.

Date: Click here to enter a date.

***Please note***

Approval for a plumbing connection requires a separate application which can be found on our website [www.coliban.com.au/propertyconnections](http://www.coliban.com.au/site/root/customer_services/building_renovating/propertyconnections.html)

In carrying out our statutory functions for planning for, providing, managing and operating sewerage systems, we may share information with our officers and contractors, other bodies exercising power under the *Water Act 1988*, the *Environment Protection Act 1970*, the *Local Government Act 1989* and other government agencies. We will ask your permission before sharing information which may identify you or your business with any person other than those mentioned above.

**Section A**

**Trade Waste information**

**How to complete this section**

* You may fill out sections A and B, attaching the requested information; and / or
* Prepare a report/s that specifically addresses all elements listed all this sections of this form.
* Change of discharge conditions requires tables in section B2 to be filled out with current information and again with predicted / proposed information.

Electronic reports / attachments are the preferred method of submission.

**General Trade Waste information**

**General guidance**

All wastes proposed to be discharged to sewer should be managed in accordance with the waste hierarchy outline in *Section 1 (i) of the* *Environment Protection Act 1970* “in accordance with the following order of preference:

1. Avoidance
2. Re-use
3. Re-cycling
4. Recovery of energy
5. Treatment
6. Containment
7. Disposal

**A1 Describe the type of business carried out on this site**

Please give a brief description of the type of industry / business carried out on site e.g. food processing, textiles, recreation.

Click here to enter text.

**A2 Describe the type of processes on the site that generate trade waste**

Please describe the types of processes and activities on site that generate trade waste that is to be discharged to sewer e.g. boiler blowdown, dyeing machine, floor washing, parts washing, laboratory, food preparation.

Click here to enter text.

**A3 Days and hours of the week when trade waste discharges may take place**

Please tick the appropriate days of the week and fill in the hours of the day that your trade waste discharge may occur.

Monday to Friday From: Click here to enter text. To: Click here to enter text.

Saturday From: Click here to enter text. To: Click here to enter text.

Sunday From: Click here to enter text. To: Click here to enter text.

Please describe any seasonal trends that may impact on the volumes and quality of trade waste discharged from the site (e.g. processing of seasonal food produce or production peaks/lows during holiday periods).

Click here to enter text.

**A4 Please identify contaminants present or likely to be present in your trade waste discharge to sewer**

Please tick all applicable (note - you will be asked for more specific information in section B2):

Food waste  Food oils / fat / grease  Hydrocarbons

Paint  Ammonia  Acids

Alkalis  Disinfectants  Solvents

Pesticides / herbicides  Sulphur containing compounds  Petrochemicals

Cyanide  Dyes / inks  Chlorinated hydrocarbons

Photographic waste  Heavy metals  Medical waste

Radioactive materials

Other (please specify): Click here to enter text.

**A5 Materials stored at this site that have the potential to enter the sewerage system**

Please provide a list of all materials stored or used at the site that have the potential to enter the sewerage system. These materials may be chemicals, raw materials, intermediates, products produced at the site and waste products. This should include materials that that are not normally present in trade waste but in the event of a spill, accident or fire may have the potential to discharge into the sewerage system, including fire suppression chemicals.

Where possible these materials should be described using proper chemical names. If you don’t know the chemical contaminants that are or could be present, of if you use proprietary products you must attach relevant Material Safety Data Sheets (MSDS) for the chemicals use. The data sheets must describe the chemical composition of the material used. Please indicate if an MSDS is attached.

Click here to enter text.

**A6 Number of employees**

Please provide the number of employees working at the site expressed as the number equivalent full time employees.

Number of employees (expressed as full time equivalents): Click here to enter text.

**Stormwater and groundwater**

**A7 Stormwater infiltration**

It is our policy that stormwater is only accepted for discharge to sewer under special circumstances. Please advise whether any stormwater is proposed to be discharged to sewer.

Stormwater discharge to sewer:  No  Yes

If yes please provide details including reason why approval is sought to discharge stormwater, collection area/s (m2), potential contaminants and volume/s in the space provided:

Click here to enter text.

**A8 Groundwater infiltration**

It is our policy that groundwater is only accepted for discharge to sewer under special circumstances. Please advise whether any groundwater is proposed to be discharged to sewer.

Groundwater discharge to sewer:  No  Yes

If yes please provide details including reason why approval is sought to discharge groundwater, collection point/s, potential contaminants and volume/s in the space provided:

Click here to enter text.

**Risk Management**

**A9 Risk management**

A trade waste risk assessment evaluates the risks associated with the generation, treatment, conveyance, storage, monitoring and discharge of trade waste on site and the actions undertaken or proposed to manage these risks. This should consider the risk to the sewer system and to sewerage treatment.

No  Yes

If yes in what year: Click here to enter a date.

If yes please attach a copy of the risk profile.

**A10 Has an action plan been prepared for this site to prevent and contain firewater?**

No  Yes

If yes in what year: Click here to enter a date.

If yes please attach a copy of the action plan.

Fire water is not normally discharged as trade waste. Fire water discharges are considered to be spills and should be prevented or contained so they do not enter the sewerage system.

**A11 Chemical stores**

It is our policy that all chemicals should be stored in accordance with EPA Victoria’s Bunding Guidelines. Chemicals are not normally discharged as trade waste. Chemical discharges are considered to be spills and should be prevented or contained so they do not enter the sewerage system.

Are there any chemical stores on site?

No  Yes

If yes please provide the following:

1. Attach a scaled plan of the entire premises including:

* Location of all chemical stores
* Location of main chemical handling areas (including tanker loading/unloading)
* Site boundaries, north point, address, legend.

1. For chemical stores and handling areas please attach the following:

* Details of bunding
* Details of proposed connection/s to trade waste (if any)
* Outline of controls to prevent discharges of chemicals to the sewerage system.

**Section B**

**Trade Waste Discharge Details**

**B1 Trade Waste plan**

Attach a scaled plan of the entire premises including:

* Details and location of all equipment (including fixtures, tanks, pits, apparatus and meters) which are associated with the generation, treatment, conveyance, storage, monitoring (flow and trade waste sampling) and discharge of trade waste.
* Site boundaries, north point, address, legend.

Note: A fixture is a source from which trade waste is generated e.g. sink, trough, floor area, rinsing tank etc.

**B2 In the following tables, describe the processes or activities on the site that will generate trade waste, estimate volumes and provide details of contaminants**

Please ensure that activities and processes listed earlier in the form are covered here.

Please describe the characteristics and volume of each trade waste generating activity and process on site.

When completing the table please consider parameters we charge for, acceptance criteria, any other contaminants identified in the application.

*Example:*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Activities or area producing trade waste*** | ***What is in the trade waste?*** | ***Maximum discharge rate in litres per minute*** | ***Maximum discharge rate in kilolitres per day*** |
| *Food processing area 1* | *Food waste*  *Acid/ Alkali*  *Salt* | *300* | *150* |
| *Wash down area* | *Food waste*  *Acid/ Alkali* | *100* | *30* |

**Trade Waste volume details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities or area producing trade waste** | **What is in the trade waste?** | **Maximum discharge rate in litres per minute** | **Maximum discharge rate in kilolitres per day** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

For assistance in providing volumes the following information may be useful:

* A fully open tap will supply approximately 18 litres per minute
* A standard 13mm garden hose will supply approximately 25 litres per minute

Please do not forget to include volume totals at the bottom of the table. If you have average figures available then as a guide the maximum daily discharge is likely to be 20% more than the average.

**Trade Waste contaminant details**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contaminant** | **Volume** | | | | **Concentration** | | **Load** | | | |
|  | **Average daily** | **Max daily** | **Average monthly** | **Max monthly** | **Average** | **Maximum** | **Average daily** | **Max daily** | **Average monthly** | **Max monthly** |
| COD |  |  |  |  |  |  |  |  |  |  |
| SS |  |  |  |  |  |  |  |  |  |  |
| N |  |  |  |  |  |  |  |  |  |  |
| P |  |  |  |  |  |  |  |  |  |  |
| EC |  |  |  |  |  |  |  |  |  |  |
| pH |  |  |  |  |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |  |  |  |  |
| 1(i.e. arsenic) |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |

Please provide post treatment concentrations – note that pre-treatment details are required in section B4.

**B3 Trade waste management**

For each activity or area producing trade waste identified in the previous section please advise:

1. Basis of estimate of waste concentration and volume
2. Proposed means of pre-treatment. Please advise the range of pre-treatment methods you have considered and why you have chosen your proposed method. Provide details of your chosen pre-treatment method in section B4.
3. How the waste can be minimised in accordance with the waste hierarchy
4. How you propose to monitor waste quality and flow rate. Provide details in section B5.

Click here to enter text.

**Pre-treatment, trade waste metering and sampling**

Installation of pre-treatment, trade waste metering and/or sampling equipment may be required at the discretion of us.

**B4 Pre-treatment details**

Please provide details of pre-treatment identified in section B3 including:

1. Piping and instrumentation diagram/s
2. Manufacturer information, specifications and model number
3. Capacity, dimensions and material of construction and lining of all pits and tanks
4. Dosing equipment, pH control equipment, pumps and their respective rates and flow metering equipment
5. Planned installation and commissioning dates
6. An operation and maintenance schedule.

Click here to enter text.

**B5 Trade waste metering and sampling details**

Do you plan to install a trade waste meter/s?

No  Yes

If yes then please advise the following:

* Manufacturer information, specifications and model number:

Click here to enter text.

* Meter type (please tick):  Check meter  Magnetic flow meter  Hours run meter

Do you plan to install a trade waste sampler?

No  Yes

If yes then advise the following:

1. Manufacturer information, specifications and model number

Click here to enter text.

1. Sampler type:

Click here to enter text.

1. Proposed means of operation (e.g. sampler timing and volumes):

Click here to enter text.

Please include location of meters and samplers in piping and instrumentation diagram/s referred to in section B4.

**Contact us**

If you require any additional information to complete this application please contact us on either:

Telephone: 1300 363 200

Email: [coliban@coliban.com.au](mailto:coliban@coliban.com.au)

More information regarding trade waste, your rights and our obligations is available from our website: [www.coliban.com.au/trade\_waste](http://www.coliban.com.au/site/root/operations/trade_waste.html)

**Lodging an application**

If your application is incomplete it will be returned to you for inclusion of additional information. Please ensure you have attached the following information (if required).

* Additional individual’s information
* Material safety data sheets (MSDS)
* Waste management plan
* Resource management plan
* Spills and firewater plan
* Magnetic flow meter calibration certificate
* Treatment apparatus plan
* Additional tables
* Waste assessment
* Water management plan
* Risk profile
* Groundwater management plan
* Trade waste plan

Please print and sign your completed form, attach any information and lodge with us either by:

Post: Fax: Email:

Coliban Water 03 5434 1341 [coliban@coliban.com.au](mailto:coliban@coliban.com.au)  
Attention:   
Trade Waste and Recycled Water Coordinator  
PO Box 2770  
Bendigo DC VIC 3554

**Important: It is against the law for you to discharge trade waste until you have a current Trade Waste Agreement or consent. If you do discharge without a current agreement or consent, you could be prosecuted and denied a Trade Waste Agreement of consent.**

Disclaimer: Information contained in this document was correct at the time of publication (November 2013).   
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