

APPLICATION FOR CONSENT TO DISCHARGE TO THE SEWER

A **PERMITTED** TRADE WASTE REGISTRATION to discharge is for premises with discharges complying with schedule 1 of the Ashburton District Council Trade Waste Bylaw 2008 and having a discharge to the sewer of less than 1245 m³ per annum. To register your discharge please complete items 1-12 of this application form.

A **CONDITIONAL** TRADE WASTE CONSENT to discharge is for premises with a discharge greater than 1245 m³ per annum and/or characteristics of the waste stream in excess of schedule 1 of the Ashburton District Council Trade Waste Bylaw 2008. For consent to discharge please complete items 1-31 of this application form.

* These fields must be completed

1. * I/We _____
FULL LEGAL NAME OF COMPANY / PARTNERSHIP ETC./ NAMES OF APPLICANT/S

2. * TRADING AS _____
BEING THE OWNER /OCCUPIER(S) OF THE TRADE PREMISES LOCATED AT:

request consent from the Ashburton District Council to discharge trade waste to the Council's sewers in accordance with the terms of the Ashburton District Council Trade Waste Bylaw 2008.

3. Limited Company or Body Corporate Number (as applicable)

* 4. Postal Name and Address	5. Contact Details	* 6. Site Contact Details
Name	Name	Name
	Designation	Designation
	Phone	Phone
Address	Cell Phone	Cell Phone
	Fax	Fax
	Email	Email

7. This application relates to: (please mark the appropriate box or boxes)
 An existing discharge A proposed new discharge
 Proposed change of wastes discharged Proposed change in volume

8. Is Pre-treatment provided? Please identify type(s) _____
9. What is the frequency of maintenance? _____
10. Name of the Liquid Waste Contractor removing liquid waste trade waste from your site _____
11. The new discharge or change will commence from: (date) _____
12. Principal Business Activity _____

* SIGNATURE _____
If a person is signing for the applicant or signing as an authorised agent please ensure all contact details are provided
* DATE _____
 (Please tick the box if the signature is by an agent acting on behalf of Owner)

TRADE WASTE CONDITIONAL CONSENT

NOTE: Please complete questions 1 to 31 for all **CONDITIONAL TRADE WASTE DISCHARGES**

A separate **“PROCESS”** sheet is required for each individual process that discharges to the Council’s sewers from the premises identified. (A copy of the **“PROCESS”** sheet is attached to this application form)

13. **Number of “PROCESS” sheets attached:** _____

14. **Waste Track Customer Number?** (if applicable) _____

15. **Number of Staff working on site ?** _____

16. **Number of discharge days per annum ?** _____

17. **Total Volume of trade waste processes** (from **“PROCESS”** Sheets)

Total volume per annum:		m ³
Average daily:		m ³
Average 8 am to 4pm:		m ³
Average 4pm to 8am:		m ³
Maximum daily volume:		m ³
Maximum flow:		l/sec
Seasonal fluctuation:		
From (month) _____	To (month) _____	Max flow= _____ m ³ per _____
From (month) _____	To (month) _____	Max flow= _____ m ³ per _____

18. **Do you have Batch processes?** Yes No If **No** please go to question 19

Total Batch discharges:
(please use a separate process sheet for each type of batch)

Maximum Quantity: _____ m³

Maximum Frequency: (specify e.g. 2 per day, 3 per week) _____

Maximum Rate of discharge: _____ litres/s

19. **Do the wastes being discharged contain condensing water or storm water?** Yes No

20. **Do the drains on the premises exclude the possibility of condensing or storm water from becoming mixed with trade wastes?** Yes No
Please see Appendix D that identifies the special requirements in respect to storm water discharges

Is a mixture of domestic waste and trade waste discharged prior to any sampling point? Yes No

21. **Please indicate which of the following options is the proposed method for flow/volume measurement:**

(a) The permanent installation of suitable wastewater flow measuring equipment: _____

(b) Based on waste water usage as measured by water meter (water in) number of meters _____

(c) Other (specify) _____

22. **List and provide MSDS sheets for all substances which are stored, used, or generated on the premises as contained in Schedule 1 and 2 of the Bylaw plus any Dangerous Goods (As determined in the HSNO Act)**
Attach available information/ documents e.g. MSDS sheets for each substance chemical used in the process:

23. **Do you have appropriate mitigation measures to prevent spillages of substances from entering the public sewer or into the surface water system ?**
Attach available information/ documents e.g. Environmental Management Plan.

24. **Has an independent waste audit of the premises been carried out ?** Yes No
If **YES** state by whom and date of report _____

25. Identify steps that are being /will be taken to improve the trade process as part of a strategy of cleaner production
(Please attach any available information and documents)

Date of improvements:

Date of improvements:

Date of improvements:

26. Do the activities carried out on these premises require a MAF licence ?

Yes No

27. Identify all of water connections including fire service lines from the Council's water supply. Please supply the number of connections.

28. Are there water supplies other than council supplies (e.g. wells)?

Yes No

If Yes please provide the number of supplies, their location and use.

BACKFLOW PREVENTION

(See Appendix A of this form for information).

29. Are backflow prevention devices fitted at the point of the water supply to the site?

(Point of supply is at the boundary of property as close as practical to the water meter).

Identify the street and approximate location in metres from the left/right hand boundary

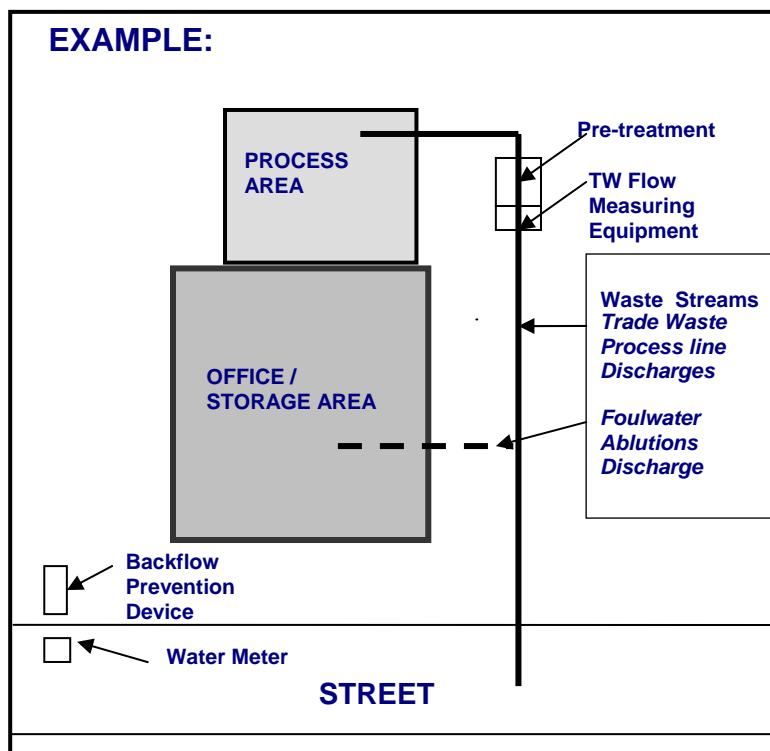
30. Are there any internal backflow prevention devices on water reticulation supplied to any trade waste process areas within the property ?

Identify the location of all Backflow prevention devices.

31. A Site plan / Sketch is to be provided detailing:

- (a) Street name and number
- (b) North point of site
- (c) Buildings and their use including processing areas
- (d) Location of any existing or proposed pre-treatment facilities with existing or proposed sampling point(s)
- (e) Location of flow recording equipment for trade waste discharge
- (f) Location of water meter(s), additional supplies (e.g. wells) and existing or proposed backflow prevention devices.

An example of a site plan:



APPENDICES

APPENDIX A: BACKFLOW PROTECTION

Backflow occurs when pressure drops or increases in a water supply system and allows water to flow backwards into the water supply. Installation of a backflow prevention device at the point of water supply to the property is critical in preventing contamination of the city's water supply. If any contamination of the water supply occur from activities within your site, your business will be required to limit the possibility of this occurring and will be liable for any cost incurred to remedy the contamination with in the city supply.

APPENDIX B: NATURE OF BUSINESS/INDUSTRY

Please ensure that the following information has been provided:

- Short description of processes
- Key raw materials used (attach Material Safety Data Sheets for chemicals and any dangerous substances)
- Processes using water
- Processes generating trade wastewater (provided on process sheets)
- Substances contained in Schedule 1 (sections 1-3) and 2 of the Ashburton District Council Trade Waste Bylaw 2008, which are stored, used or generated on the site and are also present in the trade wastewater discharge
- A list of hazardous substances held on site.
- A list of any safety equipment required for access to the site.

APPENDIX C: PRE-TREATMENT EQUIPMENT

Please provide all information on existing and/or proposed on-site pre-treatment facilities including a plan showing:

- Wastewater streams
- Any existing or proposed bunding required in processing areas
- Existing or proposed sampling point and flow recording for trade wastewater.
- A copy of a plumbing and floor drainage plan is required.

APPENDIX D: STORMWATER

It is the occupier's responsibility to ensure that the storm water system is protected at all times and only rainwater is discharged to the storm water system. Adequate bunding is required for all facilities to ensure that contaminated discharges do not enter the storm water system.

Contamination of storm water can incur enforcement proceedings from Environment Canterbury and the Ashburton District Council which will be directly attributed and levied to the generator of that contamination.

TRADE WASTE INFORMATION

WHAT IS TRADE WASTE?

Trade Waste means trade wastewater, and is any wastewater produced by a commercial or industrial activity. Trade waste directly discharged into the sewer without first having substances that could be detrimental to the sewer and to the Wastewater Treatment Plant. For example some substances can:

- Harm peoples' health and safety, and the environment
- Corrode or block sewer pipes
- Create odours
- Put extra demands on treatment at the wastewater treatment plant

LEGISLATION

Trade waste compliance is implemented by Ashburton District Council under Local Government Act 2004 through implementation of the Trade Waste Bylaw 2008. This Trade Waste Bylaw sets out strategies for controlling the amount and quality of trade waste discharged to the sewer.

All businesses and industries that produce trade waste and discharge to the sewer must apply to register their discharge or if the discharge is for premises with a discharge greater than 1245 m³ per annum and/or if the characteristics of the waste stream in excess of schedule 1 of the Trade Waste Bylaw 2008 are exceeded, a trade waste conditional consent must be applied for.

PERMITTED TRADE WASTE DISCHARGE

A permitted discharge of less than 1245m³ and complying with schedule 1 of the Ashburton District Council Trade Waste Bylaw 2008 is to be registered with Ashburton District Council Water and Waste unit on the Trade Waste consent application form (this form).

TRADE WASTE CONDITIONAL CONSENT APPLICATION

Conditional consent application forms are to be lodged with Ashburton District Council and be accompanied by a **Management Plan (MP)**. This **MP** document should provide details of site management and operational methods used to ensure that all trade waste is adequately treated and all facilities (traps, interceptors) are maintained, and how accidental spills are dealt with in a manner that prevents any harm to employees, the environment and infrastructure. A list of aspects to be covered by a **MP** can be obtained from the Water & Waste Unit.

Applications except registration applications also require information in Appendices A, B and C.

CHARGES

Trade waste charges reflect actual costs to the Ashburton District Council for the conveying and treating of trade wastes at the treatment plant and the administration of trade waste customers. The charges are based on:

1. Discharge Volume (in m³)
2. Suspended Solids
3. BOD5 (Biochemical Oxygen Demand)
4. Heavy Metals

Customers are required to minimise their discharge and therefore reduce charges by installing appropriate pre-treatment facilities and efficiently managing their operation.

For further information about trade waste consent requirements, trade waste charges and monitoring contact:

Council Office:

Postal Address:

Contacts:

ASHBURTON DISTRICT COUNCIL
5 Baring Square West
Ashburton

ASHBURTON DISTRICT COUNCIL
PO Box 94
Ashburton 7740

TELEPHONE (03) 307 7700
FACSIMILE (03) 308 1836
EMAIL info@ashburtondc.govt.nz

Important note: No plumbing or drainage works associated with the discharge of trade wastewater to the Ashburton District Council's is to be commenced without agreement of the Wastewater Services Team and the issue of a Building Consent. Use the consent form BAM 002 for general plumbing and drainage work. When a backflow prevention device is being applied for that does not require any drainage work, use form BAM 002-B, which is available at a reduced cost. These forms are available at www.ashburtondc.govt.nz/services/Forms.htm.

ASHBURTON DISTRICT COUNCIL TRADE WASTE PROCESS SHEET

PROCESS SHEET NO: ..1.. OF1.....

(Use a separate page for each process)

- (a) Please identify the process from which the discharge is generated. This could be an occupant other than the Applicant. (i.e. Identify process owner)

Business Legal name
Type of business:
Address:
.....

- (b) Process name and description:.....
.....

(Material Safety Data Sheets (MSDS) for the process are to be attached)

- (c) Type of liquid waste produced:

- (d) Number of discharge days per annum:

(e) Volume of trade wastes:

Average daily volume: m³
Average volume 8am to 4pm: m³
Average 4pm to 8am m³
Maximum daily volume: m³
Maximum flow: l/s

If batch discharges:

Maximum Quantity: m³ (per batch)
Maximum Frequency: (specify e.g. 2 per day, 3 per week)

(f) General characteristics of trade wastes:

Temperature (C):
BOD (g/m³):
Suspended solids (g/m³):
pH:
Oil and greases (g/m³):

- (g) The wastes are presently discharged with/without pre-treatment.

Pre-treatment - facility is:
How is this facility maintained in effective working order.....
.....
Frequency of cleaning:
Liquid waste contractor:

(Further details may be required depending on the type of discharge and the type of facility)

- (h) Is there a sampling point available for sampling the discharge from this process yes/no