

TRADE WASTE APPROVAL APPLICATION FORM

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| Privacy Statement | <p>Privacy Statement: Cassowary Coast Regional Council is collecting your personal information in accordance with the Information Privacy Act 2009 (Qld), and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's Privacy Policy on Council's website www.cassowarycoast.qld.gov.au</p> |
| Completing this application form Please use BLOCK LETTERS. | <p>Fill out this form electronically, then print and sign where required. Alternatively, print and complete the form using blue or black ballpoint pen in CAPITALS.</p> <p>Once signed, original documents to be posted to:</p> <p>Trade Waste Officer Cassowary Coast Regional Council PO Box 887 INNISFAIL QLD 4860</p> |
| Legislation | <p>Definition of Trade Waste and Legislation.</p> <p>Trade waste refers to liquid waste from any business, industry, trade or manufacturing process approved for sewer disposal other than domestic sewerage. These wastes are controlled by the Cassowary Coast Regional Council under the Water Supply (Safety and Reliability) Act 2008.</p> <p>It is an offence under the Water Supply (Safety and Reliability) Act 2008 to discharge trade waste to the sewer without a trade waste approval. Financial penalties may apply.</p> |
| You can use this form to: | <p>Update Owner and Generator detail in accordance with CCRC TWEMP</p> <p>Apply to discharge liquid trade waste to sewer.</p> <p>Apply for a change of ownership for this approval.</p> <p>Apply for a change of treatment process or device</p> <p>Apply for a change of premises for your business.</p> <p>Apply for a change of business/es generating trade waste trading name</p> |
| Information for applicant | <p>Council's Trade Waste Environmental Management Plan requires all Trade Waste Generators to complete the following trade waste approval application form before discharging trade waste to the sewer.</p> <p>Trade Waste Generators are responsible for ensuring that the trade waste discharged to sewer meets Council requirements.</p> <p>Property Owners are responsible for the payment of trade waste fees and charges. Any arrangement for passing on those fees and charges to a Trade Waste Generators (i.e. Tenant) will be the responsibility of the property owner.</p> <p>A Cassowary Coast Regional Council Trade Waste Approval to Discharge is required for a property owner to carry out any of the following activities:</p> <ul style="list-style-type: none"> Discharging any liquid waste into the Council's sewer system other than domestic waste. Washing up or cleaning any utensil or apparatus that is a component of the business and then discharging the waste into the Council's sewer system. Conducting a commercial/industrial process that produces a contaminated liquid waste. Having a pre-treatment device installed on the property that will be connected to the Council's sewer system. <p>If more than one trade waste producer operates from a single property, each trade waste producer must submit an application for a trade waste approval.</p> <p>For trade waste producing businesses that lease or rent premises, the consent of the property owner or their agent is required to generate trade waste on that premise. Property owners or their agent must sign the trade waste application form.</p> <p>Trade waste approvals are not transferable. When a trade waste business changes ownership, the existing approval is terminated and the new tenant/owner must apply for a new approval where required.</p> |

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| | If you have more than one grease arrestor, you must complete the sizing for grease arrestors chart for each grease arrestor. Please photocopy or print the required number of copies of the form. A plumbing and drainage clearance certificate is required before a trade waste approval will be issued. |
| Charging Criteria | Cassowary Coast Regional Council's trade waste charges are based on the volume of trade waste discharged into Cassowary Coast Regional Council's sewerage system, dollars and cents per kiloliters or part thereof. Unless separately metered, Cassowary Coast Regional Council will determine trade waste flow as a discharge factor of the water consumption, after making a deduction for water used for W.C.'s (Domestic consumption). |

Section 1 - Property Owner/Authorised agent to complete

MANDATORY – ALL APPLICATIONS MUST PROVIDE THE FOLLOWING INFORMATION

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| Information for property Owner | For trade waste producing businesses that lease or rent premises, the consent of the property owner or their agent is required to generate trade waste on that premise. Property owners or their agent must sign the trade waste application form. If the trade waste customer is also the property owner, please write 'As above' in the first name field and sign in the signature field (i.e. you will sign this form twice). | | |
| Tenancy? | Is the trade waste generating business located within a Multi-Tenancy Property, Body Corporate or a Community Title Scheme? If YES, a Council Officer will contact you to request further information prior to issuing the Trade Waste Permit: | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| | Property Owners Name: | Owners2 | |
| | Property Owners Service Address: | PropServ2 | |
| | State: | Postcode: | |
| | Phone Number: (H) | Mobile: | |
| | Fax number: | | |
| | Email: | | |
| | Signature: | <p><i>By signing the form, the Owner:</i> <i>consents to the Occupier of the premises carrying on the activity that's generates trade waste, and applying for the trade waste approval; and</i> <i>asks Council to provide the trade waste service to the premises, for the purpose of the levying, and the liability for payment, of the trade waste utility charges and other trade waste fees.</i></p> | |
| | | Date: | |

Section 2 – Applicant Details (Business, industry or manufacturing premises)

MANDATORY – ALL APPLICATIONS MUST PROVIDE THE FOLLOWING INFORMATION

| | | | | |
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| Business, industry or manufacturing premises | Trading Name: | | | |
| | Business Name on CCRC File: | TWBusName | | |
| | ACN/ABN: | | | |
| | Address (not a PO Box.): | | | |
| | State: | Postcode: | | |
| | Property Address: | PropAddrSL | | |
| | Property ID: | PropNo | Legal Description | LegalCDesc |
| Trade waste generator / | First name: | | Surname: | |
| | Postal | | | |

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|---|-------------------|--|-----------|--|
| Business Owner | Address: | | | |
| | State: | | Postcode: | |
| | Phone Number: (H) | | Mobile: | |
| | Fax number: | | | |
| | Email: | | | |
| | Signature: | | Date: | |
| Nominated on-site trade waste contact person | First Name: | | Surname: | |
| | Phone: | | Mobile: | |
| | Email: | | | |

Section 3 - About your Business

MANDATORY – ALL Applications MUST PROVIDE THE FOLLOWING INFORMATION

| | | | | |
|--|--|-------|--|--|
| What is the reason for making this application? | Updating Owner and Generator detail in accordance with TWEMP | | | <input type="checkbox"/> |
| | Starting a new trade waste producing business | Date: | | <input type="checkbox"/> |
| | Existing business that does not have a trade waste approval: | | | <input type="checkbox"/> |
| | Purchase of an existing trade waste producing business: | | | <input type="checkbox"/> |
| | Change of business type/ processes: | | | <input type="checkbox"/> |
| | Change of ownership of business premises: | | | <input type="checkbox"/> |
| | Other (please specify): | | | <input type="checkbox"/> |
| Previous trade waste approval | If purchasing a business with a trade waste approval, changing business type or ownership, or change in business processes, please provide the previous trade waste approval number (where known): | | | |
| Trade Waste Sub-meter or effluent meter | Does the business premise have an existing Trade Waste Sub-meter or effluent meter | | | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| | If yes, please provide (if known). | Qty: | | Meter serial numbers: |

Section 4 - Business in Multi-Tenancy Properties, Body Corporate or Community Title Schemes

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|------------------------------|--|-----|--|----------------------------------|------------------------------------|
| Tenancy arrangement? | Is the trade waste generating business located within a Body Corporate or a Community Title Scheme? If yes, please complete the details below: | | | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Toilet Facilities? | Number of Water Closets located on individual lot: | WC: | | Urinals: | |
| | Number of Water Closets located on common property: | WC: | | Urinals: | |
| Pre-treatment Device? | Is the pre-treatment device connected to a single trade waste generator or multiple trade waste generators? | | | Single: <input type="checkbox"/> | Multiple: <input type="checkbox"/> |
| | If multiple tenants, please provide: Your premise floor Area (square meters): | | | | |

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| Date received: | | Received by: | |
| Assessment Officer: | | Decision date: | |
| Approved by: | | Date: | |

Section 5 - About your Business

OPTIONAL – COUNCIL REQUESTS THAT THE FOLLOWING INFORMATION BE PROVIDED TO ASSIST IN DETERMINING THE CONDITIONS ASSOCIATED WITH THE ISSUE OF THE TRADE WASTE APPROVAL.

| | | | | |
|---|--|--|--|-------------------------------|
| Which industry group best represents your business activity?¹ (select one only) | Aged care/nursing home | <input type="checkbox"/> | Hotels | <input type="checkbox"/> |
| | Air-conditioning waste-condensates, Cooling tower wastes | <input type="checkbox"/> | Landfills (Leachate), solid waste transfer | <input type="checkbox"/> |
| | Animal care | <input type="checkbox"/> | Laundromats | <input type="checkbox"/> |
| | Backpacker accommodation | <input type="checkbox"/> | Light industry and manufacturing | <input type="checkbox"/> |
| | Bakeries retail and/or manufacturing | <input type="checkbox"/> | Marinas | <input type="checkbox"/> |
| | Breweries or winery | <input type="checkbox"/> | Mechanical workshops / automotive engineering / Panel Repair Workshops | <input type="checkbox"/> |
| | Butchers small retail | <input type="checkbox"/> | Medical centres/surgeries/dental (where have X-rays) | <input type="checkbox"/> |
| | Caravan Parks with onsite laundry facilities or camp kitchens | <input type="checkbox"/> | Metal/wood products manufacturing | <input type="checkbox"/> |
| | Childcare with food preparation ¹ | <input type="checkbox"/> | Motels | <input type="checkbox"/> |
| | Clubs (Registered/sporting) and Community Venues | <input type="checkbox"/> | Other (please specify): | <input type="checkbox"/> |
| | Commercial laundries and dry cleaning | <input type="checkbox"/> | Photographic/X-ray/Graphic arts/Mini labs | <input type="checkbox"/> |
| | Commercial swimming pools | <input type="checkbox"/> | Portable toilet waste/sanitation | <input type="checkbox"/> |
| | Delicatessens | <input type="checkbox"/> | Raw water treatment | <input type="checkbox"/> |
| | Equipment wash down, including drums and tanks | <input type="checkbox"/> | Restaurants, cafes, food outlets, coffee shop, | <input type="checkbox"/> |
| | Factories (wet process) | <input type="checkbox"/> | Schools and TAFE | <input type="checkbox"/> |
| | Fast food outlets/Take-a-ways | <input type="checkbox"/> | Seafood Shops (wholesale and retail) | <input type="checkbox"/> |
| | Food processor/manufacturing | <input type="checkbox"/> | Service stations/car wash | <input type="checkbox"/> |
| | Funeral homes and mortuaries | <input type="checkbox"/> | Shopping centres and Supermarkets | <input type="checkbox"/> |
| | Garbage collection areas in commercial buildings | <input type="checkbox"/> | Small engineering works | <input type="checkbox"/> |
| | Guest house/boarding house with communal food preparation facilities | <input type="checkbox"/> | Textiles | <input type="checkbox"/> |
| | Hairdressers ¹ | <input type="checkbox"/> | Veterinary (where have X-rays) | <input type="checkbox"/> |
| | Hospitals | <input type="checkbox"/> | Waste recovery (liquid waste disposal) recycling and treatment | <input type="checkbox"/> |
| | <i>Childcare centres not providing meals and hairdressers are a 'deemed to comply' business and do not require an approved pre-treatment device.</i> | | | |
| | Metals? | Will metals be present in your trade waste discharges? | | Yes: <input type="checkbox"/> |
| If yes, please list: | | | | |
| Chemicals? | Do you use any industrial strength chemicals? If yes, please list and attach any relevant MSDS to this application: | | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |

Section 6 - Pre-treatment

OPTIONAL – COUNCIL REQUESTS THAT THE FOLLOWING INFORMATION BE PROVIDED TO ASSIST IN DETERMINING THE CONDITIONS ASSOCIATED WITH THE ISSUE OF THE TRADE WASTE APPROVAL.

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| Pre-treatment Devices? | Do you have a pre-treatment device installed? | | | | | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| | If no, when will the pre-treatment device be installed: | | | Date: | | | |
| What pre-treatment device/s are installed? (Please indicate how many of each size)? | Grease Arrestor (grease trap) ² | | | | | Qty: | |
| | 1000 litre <input type="checkbox"/> | 2000 litre <input type="checkbox"/> | 3000 litre <input type="checkbox"/> | Other (please specify): | | | |
| | Neutralising Arrestor | | | | | Qty: | |
| | 1000 litre <input type="checkbox"/> | 2000 litre <input type="checkbox"/> | 3000 litre <input type="checkbox"/> | Other (please specify): | | | |
| | Silt Arrestor | | | | | Qty: | |
| | 1000 litre <input type="checkbox"/> | 2000 litre <input type="checkbox"/> | 3000 litre <input type="checkbox"/> | Other (please specify): | | | |
| | Oily water separator | | | | | Qty: | |
| | Make: | | Model: | | Pump capacity (litre/hour) | | |
| | Other (please specify): | | | | | | |
| | <i>For grease arrestors, you must complete the grease arrestor sizing chart included with this application form. If you have more than one grease arrestor, you must complete separate charts for each arrestor.</i> | | | | | | |
| How is your pre-treatment devices operated? | Do you use any additives in your pre-treatment processes, including quick/rapid break detergents/degreasers, or any chemicals or cleaning products? | | | | | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| | If yes, please list: | | | | | | |
| | Are there any food waste disposal units connected to sewer? | | | | | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| | If yes, please list: | Motor Watts: | | | | | |
| | Estimate flow discharged to sewer per day: | | | Litres: | | | |
| | Council authorised contractor who will service the pre-treatment device: | | | | | | |
| Authorised Contractor: | | | | | Phone: | | |

Section 7 – Sizing for grease arrestors¹ (grease traps)

OPTIONAL – COUNCIL REQUESTS THAT THE FOLLOWING INFORMATION BE PROVIDED TO ASSIST IN DETERMINING THE CONDITIONS ASSOCIATED WITH THE ISSUE OF THE TRADE WASTE APPROVAL.

| Effluent Generators? | Fixture/fitting | Capacity (litres) | Qty: | Total (litres) |
|----------------------|--|--|------|----------------|
| | Bain marie - water heated | Maximum capacity of the apparatus x 3 | | |
| | Bin Wash / Wet Garbage | In-floor self-closing dry bucket arrestor trap. Installation of a grease arrestor is not required. | | |
| | Floor waste/bucket trap/grated strip drain | 50 litres every 50 square metres of floor area or part thereof, plus the capacity of any connected equipment | | |
| | Sealed floor waste gully | 0 plus the capacity of any connected equipment | | |
| | Cleaners sink | 30 | | |
| | Dishwasher – tunnel feed | Manufacturer's peak flow rate per hour x 3 | | |
| | Dishwasher – large (>1 outlet) | Manufacturer's peak flow rate per hour x 3 | | |
| | Dishwasher – medium (upright) | 300 | | |
| | Dishwasher – small (under bench) | 150 | | |
| | Glass washer – tunnel feed | Manufacturer's peak flow rate per hour x 3 | | |
| | Glass washing machine | 150 | | |
| | Grease canopy (water cleaned) | 50 | | |
| | Hand basin | 30 | | |
| | Ice cream machine – soft serve | 60 | | |
| | Lab sink (commercial or research laboratory) | 50 | | |
| | Lab sink (educational facility) | 22 | | |
| | Noodle cooker | 100 | | |
| | Potato peeler – large commercial application | Manufacturer's peak flow rate per hour x 3 | | |
| | Potato peeler – small kitchen application (bench type) | 100 | | |
| | Rotisserie rack | 100 | | |
| | Steamer roast oven/combi oven ² | 1000 litres + an additional 40 litres per rack | | |
| | Electric or gas/steamer cooker/kettle | 200 | | |
| | Sink – per outlet connected separately to drain (depth greater than 300mm) | 300 | | |
| | Sink – single bowl (depth up to and including 300mm) | 150 | | |
| | Sink – double bowl (depth up to and including 300mm) | 300 | | |
| | Trough up to four taps | 40 | | |
| | Trough greater than four taps | 40 plus 10 litres per tap i.e. if there are 6 taps, it will be 40 + 10 + 10 = 60, 8 taps will be 80. | | |
| | Tundish condensate (refrigerator/freezer condensate) | 3 | | |
| | Tundish (except refrigerator/freezer condensate) | 10 plus any listed connected apparatus | | |
| | Wok burner – dry | 30 per water arm | | |

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| | Wok burner – wet | Manufacturer's peak flow rate per hour x 3 | | |
| | Total | | | |
| Notes: | <i>The minimum-sized grease arrestor required by Council is 1000 litres. If you have a steamer roast oven/combi oven, you must allow an additional 1000 litre spare capacity. These devices will usually require connection to a minimum 3000 litre grease arrestor.</i> | | | |

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