



**Walgett Shire Council**

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**ACTIVITY APPLICATION ANNEXURE**

**2018 - 2019**

**C4 - ACTIVITY APPLICATION ANNEXURE**

FEE: \$525.00 per year

DISPOSE OF WASTE INTO A SEWER OF THE COUNCIL

1. An application for approval to discharge trade waste into the sewer under the control of the Council or which connects with such a sewer must be accompanied by the following:
  - (a) plans and specifications of the work to be done;
  - (b) plans and specifications of the apparatus to be used;
  - (c) details of the nature and quantity of the waste and the rates of discharge of the effluent;
  - (d) pre lodgement meeting required with Building Surveyor as additional forms may be required to be submitted in accordance with the Liquid Trade Waste Regulations Guidelines.
  
2. An application for approval to discharge plan contents or septic tank effluent from premises to a sewer under the control of the Council or which connects with such a sewer must be accompanied by details of the following matters:
  - (a) the nature of the waste proposed to be discharged;
  - (b) the quantity of waste proposed to be discharged;
  - (c) the proposed rate of discharge of waste;
  - (d) the proposed frequency of discharge of waste

NOTE: The above mentioned fee may be supplemented by a further annual charge depending on quantity and type of waste disposed.

# Liquid trade waste application forms

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# Form C1 (Page 1) Liquid trade waste application form

\_\_\_\_\_ Council

This application form is for businesses that wish to discharge liquid trade waste to the sewerage system (Classification A, B, C or S). Please use pages 1 to 3 and sign page 10 for Concurrence Classification A. Use pages 1 to 3, 10 and Form C6 for applications in Concurrence Classification S. Complete all pages for Concurrence Classification B or C. Please include all details as requested. When completed, please lodge this form with the Council, along with attachments (as appropriate from Forms C2 to C6).

1. Business trading name: \_\_\_\_\_

2. Site address: No. \_\_\_\_\_ Street \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Property description: Lot \_\_\_\_\_ Section \_\_\_\_\_ DP \_\_\_\_\_

3. Property owner's name: \_\_\_\_\_ Telephone: BH \_\_\_\_\_

AH \_\_\_\_\_

4. Property owner's address: \_\_\_\_\_

5. Applicant's name: \_\_\_\_\_ Telephone: BH \_\_\_\_\_

(if different to the owner) AH \_\_\_\_\_

6. Applicant's address: \_\_\_\_\_

7. Occupier's name: \_\_\_\_\_ Telephone: BH \_\_\_\_\_

(if different to the owner) AH \_\_\_\_\_

8. Normal hours of business:

Monday to Friday: \_\_\_\_\_ to \_\_\_\_\_

Saturday: \_\_\_\_\_ to \_\_\_\_\_

Sunday: \_\_\_\_\_ to \_\_\_\_\_

9. Type of business:

Commercial retail food preparation activities – Please fill out and attach Form C2

Other commercial activities – Please fill out and attach as appropriate from Forms C3 to C5

10. Description of flow:

Maximum rate of discharge to sewer \_\_\_\_\_ kL/h or L/s

Maximum daily discharge to sewer \_\_\_\_\_ kL

# Form C1 (Page 2)

11. Any water supply meter being installed? Yes / No

12. Existing/proposed equipment (grease arrestor, basket arrestor, cooling pit, etc.):

Type \_\_\_\_\_

Size/flow rate \_\_\_\_\_

13. Proposed cleaning schedule of pre-treatment equipment and names of contractors used:

\_\_\_\_\_

\_\_\_\_\_

14. Location of the sampling point: \_\_\_\_\_

15. Plans – application to be accompanied by two copies of plans showing:

- details and location of all processes, tanks, pits and apparatus associated with the generation of commercial waste
- details, location, capacity/dimensions, material of construction and lining of the proposed pre-treatment facilities
- details of pipes and floor drainage conveying the effluent
- stormwater drainage plan.

**List of Contractors**

Name	Licence No	Contact
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

## Form C1 (Page 3)

The following substances are prohibited from being discharged to the sewerage system:

- organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances
- organophosphorus pesticides and/or waste arising from the preparation of these substances
- any substances liable to produce noxious or poisonous vapours in the sewerage system
- organic solvents and mineral oil
- any flammable or explosive substances
- discharges from 'Bulk Fuel Depots'
- chromate from cooling towers
- natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions
- rain, surface, seepage or subsoil water, unless specifically permitted
- solid matter
- any substance assessed as not suitable to be discharged to the sewerage system
- waste liquids that contain pollutants at concentrations which inhibit the sewage treatment process – refer *National Wastewater Source Management Guideline, July 2008, WSAA*
- any other substances listed in a relevant regulation.

# Concurrence Classification B or C (Page 4)

The following pages are to be used by businesses that wish to discharge Concurrence Classification B or C liquid trade wastes to the sewerage system. Please include all details as requested (if insufficient space attach as clearly labelled appendices), and make sure you read the section on substances that must not be discharged to the sewerage system.

16. Type of business: \_\_\_\_\_

17. Name of processes generating liquid trade waste:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_
- (f) \_\_\_\_\_

18. Type and Quantity of raw materials processed

19. Description of Waste:

- list of all expected pollutants including substances contained in wash down detergents, boiler and cooling water and other sources
- expected maximum and average concentrations of pollutants
- sample analysis results of the proposed waste.

*Note:* The sample analysis tests shall be carried out by a NATA approved laboratory with accreditation for analysis of the nominated pollutants in the application or a laboratory acceptable to NSW Office of Water.

<p><b>Acceptable means of sample analysis data collection:</b></p> <ul style="list-style-type: none"><li>• Sample analysis results from a similar existing process</li><li>• Collection of the proposed waste from a trial pre-treatment plant</li><li>• Stand alone pre-treatment - manufacturer's waste quality expectations</li><li>• Configured pre-treatment - consultant's calculations based on experience of a similar installation.</li></ul>
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**Attach details and supporting documentation of data collection method.**

<p>When detailing the nominated pollutants where there is no possibility of discharge to the sewerage system because none of the substance is stored or used at the premises, write "NIL".</p>
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(the local water utility may add to this list as required)			
Parameter	Acceptance Guideline Limits <sup>+</sup> mg/L	Average mg/L	Maximum mg/L
BOD <sub>5</sub> and Suspended solids	Normally, approved at 300 mg/L each. Concentration up to 600mg/L and in some cases higher concentration for low mass loadings may be acceptable if the treatment works has sufficient capacity and odour will not be a problem.		
COD	Normally, not to exceed BOD <sub>5</sub> by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.		
Total dissolved solids	Up to 4000 mg/L may be accepted. The acceptance limit may vary depending on an effluent disposal option and is subject to a mass load limit.		
Temperature	Less than 38°C.		
pH	Within the range 7.0 to 9.0.		
Oil and grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works, and 50 mg/L if the volume is greater than 10%.		
Detergents	All industrial detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes.		
Colour	No visible colour when the waste is diluted to the equivalent dilution afforded by domestic sewage flow.		
Radioactive substances	The discharge must comply with the <i>Radiation Control Act 1990</i> .		

<sup>+</sup> Council may vary the acceptance limits having regard to the discharge characteristics and capacity of its sewerage system.

### Acceptance guidelines for inorganic compounds<sup>+</sup>

Parameter	Acceptance Guideline Limits mg/L	Average mg/L	Maximum mg/L
Ammonia (as N)	50		
Boron	5		
Bromine	5		
Chlorine	10		
Cyanide	1		
Fluoride	20		
Nitrogen (total Kjeldahl)	100		
Phosphorus	20		
Sulphate (SO <sub>4</sub> )	500		
Sulphide (as S)	1		
Sulphite (as SO <sub>3</sub> )	15		

<sup>+</sup> Council may vary the acceptance limits having regard to the discharge characteristics and capacity of its sewerage system.

### Acceptance guidelines for organic compounds<sup>+</sup>

Parameter	Acceptance Guideline Limits mg/L	Average mg/L	Maximum mg/L
Benzene	0.04		
Toluene	0.5		
Ethyl benzene	1		
Xylene	1		
Formaldehyde	30*		
* Acceptance of chemical toilet waste which contains formaldehyde will be assessed on the available dilution in the sewerage system.			
Phenolic compounds (except pentachlorophenol)	5		
Petroleum hydrocarbons (non-flammable)	30		
Pesticides (general)	0.1		
Pesticides (organophosphates)	Nil		
Pesticides (organochlorines)	Nil		
Polynuclear Aromatic Hydrocarbons (PAH)	5		

<sup>+</sup> Council may vary the acceptance limits having regard to the discharge characteristics and capacity of its sewerage system.



## Acceptance guideline for metals<sup>+</sup>

For small discharges, a daily mass load criteria may be used other than the concentration limit. An upper daily mass load can be applied to a large liquid trade waste discharge in addition to the concentration limit.

Parameter	Acceptance Guideline Limits mg/L	Allowed daily mass limit g/d	Average mg/L	Maximum mg/L
Aluminium	100	-		
Arsenic	1	2		
Cadmium	1	6		
Chromium *	3	15		
* Where hexavalent chromium (Cr6 <sup>+</sup> ) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr3 <sup>+</sup> ), prior to discharge into the sewer. Discharge of hexavalent chromium (Cr6 <sup>+</sup> ) from chromate compounds used as corrosion inhibitors in cooling towers is <b>not permitted</b> .				
Cobalt	5	15		
Copper	5	15		
Iron	100	-		
Lead	1	6		
Manganese	10	30		
Mercury	0.01	0.05		
Molybdenum	5	30		
Nickel	3	15		
Selenium	1	15		
Silver	2 <sup>#</sup>	6		
Tin	5	15		
Zinc	5	15		

<sup>+</sup> Council may vary the acceptance limits having regard to the discharge characteristics and capacity of its sewerage system.

<sup>#</sup> This limit is applicable for large dischargers. The concentration of silver in the photoprocessing waste where a balancing tank is provided is not to exceed 5 mg/L.

20. Non sewerage system discharges/wastes

Details of management arrangement of waste streams/wastes that are not permitted or not intended to be discharged to the sewerage system.

21. Description of flow:

**The maximum daily and instantaneous rate of discharge (kL/h or L/s) is set on the available capacity of the sewer. Large dischargers are required to provide a balancing tank to even out the load on the sewage treatment works.**

Hours of days during which discharge will normally take place \_\_\_\_\_

Monday – Friday:        am \_\_\_\_\_ pm \_\_\_\_\_

Saturday:                am \_\_\_\_\_ pm \_\_\_\_\_

Sunday:                  am \_\_\_\_\_ pm \_\_\_\_\_

When are the peak periods of discharge during the day \_\_\_\_\_

Type of discharge:

- Batch flow
- Intermittent flow
- Continuous flow

22. Where the applicant considers there are special circumstances applicable to their discharge, these circumstances should be identified, eg:

- seasonal discharges
- large differences between average and maximum daily loads
- variations to flow, which avoid peak domestic flows, etc.
- retention of discharges for extended periods.

Comments \_\_\_\_\_

23. Open Areas (Please attach stormwater drainage plan for the site):

Does the proposed installation contain open areas that will drain to the sewerage system? Yes / No

If Yes give details:

\_\_\_\_\_

\_\_\_\_\_

**Stormwater is prohibited from being discharged into the council's sewerage system. The capacity for such flows is not provided in the sewerage system. Therefore, council does not generally accept the discharge of stormwater to the sewerage system.**

The discharge of limited quantities of first flush water from sealed liquid trade waste generating areas will be considered where roofing cannot be provided because of safety or other important considerations.

Please provide the following information:

- reasons why the area cannot be fully or partially roofed and bunded to exclude stormwater
- the dimensions and a plan of the area under consideration
- whether the open area is sealed
- the estimated volume of the stormwater discharge
- information on rain gauging
- information on a first-flush system if proposed
- measures proposed for diverting stormwater away from the liquid trade waste generating area
- report on other stormwater management options considered and why they are not feasible.

24. Water supply source:

- bore/groundwater/on-site dam/watercourse
- recycled/reuse water
- town water
- any water supply meter being installed.

Comments \_\_\_\_\_

25. Sampling point location \_\_\_\_\_

26. Flow measurement location and proposed flow measurement to sewer

*Please attach details of flow measurement installed/proposed*

\_\_\_\_\_  
\_\_\_\_\_

27. Existing/proposed waste treatment and equipment:

Plans - application to be accompanied by 2 copies of plans showing:

- details and location of all processes, tanks, pits and apparatus associated with the generation of industrial waste
- details of the proposed liquid waste treatment processes
- details of pipes, floor drainage used to convey the effluent
- a full schematic layout of the proposed/existing waste pre-treatment facilities for liquid trade waste prior to discharge to the sewerage system
- flow diagram and hydraulic profile of proposed treatment apparatus

- capacity/dimensions, material of construction and lining, operation and maintenance of all pits, tanks, dosing systems, pumps, etc
- details of the integrity of the pH correction system (diversion system, recording, alarms – location, failsafe, tamperproof)
- Any additional details as requested by the local water utility.

28. Proposed cleaning schedule of pre-treatment equipment and contractor

Pre-treatment Equipment	Frequency (weeks)	Name of Contractor	Licence

29. Details of the chemicals to be used on site:

Substance	Qty	Storage liquid/solid	Location	Bunding

NOTE: Attach Material Safety Data Sheets prepared in accordance with the National Code of Practice [NOHSC: 2011] for chemicals to be used and are likely to be contained in the waste effluent

30. Any proposed plans for future expansion? Yes / No

If “Yes” give details on a separate attachment.

## Form C1 (Page 10)

The applicant should be aware that approval of this application does not constitute a guarantee of any future approval of a variation to the approval. This will be dependent on the available capacity of the sewerage system at that time and any future approval must not be assumed.

However, alerting the Council to the applicant's future plans and proposals may assist the Council in planning future sewage management and/or infrastructure additions/modifications.

### 31. Supporting documentation:

Please attach any relevant supporting documentation eg.

1. Environmental Impact Statement
2. Consultant's report
3. Office of Environment and Heritage considerations/restrictions.

Signature of owner/s \_\_\_\_\_ Date     /     /

(Owner's authorisation to making the application is mandatory as per section 78, of the *Local Government Act 1993*)

Please note that the owner of the property will be billed for water supply, sewerage and liquid trade waste services provided and it is the owner's responsibility to pay such fees and charges within the period specified. The owner may arrange to recover such fees and charges through the lease arrangement between the owner and the occupier.

Signature of occupier/applicant \_\_\_\_\_ Date     /     /

Position in Company \_\_\_\_\_

### Office Use Only

Application date received \_\_\_\_\_

Site visit conducted \_\_\_\_\_

Application \_\_\_\_\_ approved / refused

Issue of approval \_\_\_\_\_

Approval No \_\_\_\_\_

Commencement of discharge \_\_\_\_\_ Officer in charge \_\_\_\_\_

### STW Details

\_\_\_\_\_ Sewage Treatment Works

\_\_\_\_\_ Design Capacity (EP)

\_\_\_\_\_ Actual Capacity (EP)

## Form C2 (Page 1)

### Stand-alone commercial retail food preparation business application attachment sheet

Please fill out this attachment sheet if your business is involved in commercial food preparation activities that discharge liquid trade waste to the sewerage system. In the table below, tick the 'name of process' that best describes what your business does, and write the number of seats or beds your business has (if any). In addition, please indicate if your premises contains the following:

**potato peeling appliance/s** – number of appliances \_\_\_\_\_

**dishwasher/s** – number of appliances \_\_\_\_\_

**When finished, attach this sheet to the application form (Form C1).**

Tick	Name of process	No. of seats or beds
	Bakery (only bread baked on site)	NIL
	Bakery (pies, sausage rolls, quiches, cakes cooked on premises)	
	Bakery (imported pies and sausage rolls)	
	Bakery (with coffee shop – eat in)	
	Bistro (no hot food cooked – sandwiches (coffee) only)	
	Bistro (hot food cooked and served)	
	Boarding house/hostel kitchen	
	Butcher – retail	NIL
	Café	
	Cafeteria	
	Canteen	
	Caterer	
	Club	
	Coffee shop/sandwich shop – no hot food cooked or served	
	Coffee shop – hot food cooked or served	
	Commercial kitchen/caterer	
	Community hall kitchen – tea and coffee only	
	Community hall kitchen – hot food cooked and served	
	Chicken – BBQ/charcoal	
	Chicken – retail fresh outlet with cutting and preparation of meat	
	Day care centre	NIL
	Delicatessen – no meat cooked on site – no hot food prepared or served	
	Delicatessen – hot food prepared or served	
	Doughnut shop	

## Form C2 (Page 2)

Tick	Name of process	No. of seats or beds
	Fish shop – fresh (retail) no cooking on site	NIL
	Fish shop – cooking on site	
	Food caravan	NIL
	Fruit and vegetable market (retail)	NIL
	Function centre	
	Garbage bin cleaning – within commercial premises, ie. hotel/restaurant	NIL
	Hostel	
	Hotel bistro	
	Hotel restaurant	
	Hotel snack bar	
	Hot bread shop	
	Ice cream parlour	
	Ice cream parlour with hot food take-away	
	Juice bar	
	Loading dock – fruit and vegetable	NIL
	Mixed business (minimal hot food)	
	Motel kitchen/restaurant	
	Nightclub	
	Nursing home kitchen	
	Patisserie – croissants and muffins	
	Pie shop (with or without pastry)	
	Pizza home delivery/take-away only	NIL
	Pizza cooking/reheating (no preparation or washing up on site, pizza heated in retail container and sold for consumption off site).	
	Pizzeria	
	Pizza restaurant	
	Restaurant	
	Salad bar – no cooking	
	Salad bar – cooking	
	Sandwich bar/coffee lounge – no cooking	
	Sandwich bar/coffee lounge – cooking	
	Seafoods – no hot food cooking	
	Seafoods – hot food cooking	
	Supermarket – incorporating butcher	NIL
	Take-away – fish and chips, BBQ chicken, hamburgers	
	Take-away – no hot food	

# Form C3 (Page 1)

## Mechanical repairers application attachment sheet

Please fill out this attachment sheet if your business is involved in mechanical repair processes (and other services related to motorised equipment processes) that discharge liquid trade waste to the sewerage system. In the lists below, tick the 'business type' or 'processes' that best describe what your business does. Note that there is an additional list at the end for 'associated processes', eg. take-away food at a service station.

**When finished, attached this sheet to the application form (Form C1).**

### Business Type

- Airport terminal
- Bus/coach depot
- Car detailer
- Car/truck dealership service centre
- Car importation premises (de-waxing only)
- Construction equipment maintenance (ie. earthmoving equipment and/or cranes)
- Equipment hire premises
- Fleet vehicle operations
- Forklift maintenance
- Garbage truck washing
- Lawnmower repairer
- Motorbike mechanical repairer
- Motor boat mechanical repairer
- Motor wrecker
- Service station
- Stand-alone mechanical workshop
- Train washing facility
- Transport depot

Other, please specify \_\_\_\_\_



## Form C3 (Page 2)

### Mechanical workshop

- Parts washing with water
- Floor washing
- Draining and flushing of radiator coolant (not permitted for discharge)
- Parts washing with solvents (not permitted for discharge)
- Radiator repairs
- Automobile dismantling (ie. motor wrecker)
- Cleaning of engine blocks and engine heads in chemical baths
- Engine/gearbox reconditioner (sent off site)
- Engine/gearbox reconditioner (carried out on site).

### Repairing car bodies

- Panel beating
- Wet rubbing
- Spray painting.

### Washing and detailing

- Tunnel type (external body only)
- Wand type (external body only)
- Washing by hand (external body only)
- Degreasing of engine and washing
- Internal washing of meat vans or truck underbodies
- External truck washing
- Internal washing of tankers
- Forecourt washing (service station)
- Open area washing (considered only under special circumstances. Applicant must supply reasons why roofing is not possible, and must include the details of a first flush system).

### Associated Activities/Businesses

Some premises have associated processes generating liquid trade waste.

In addition to the above, does your premises have any of the following processes?

- Restaurant (number of seats)
- Take-away food bar (number of seats)
- Service station forecourt food caravan(s)
- Boiler blowdown (steam supply for internal washing of tankers)
- Chemical toilet disposal (for intercity coaches/buses)
- Other trade wastewater process (please specify).

# Form C4

## Laboratory application attachment sheet

Please fill out this attachment sheet if your business has a laboratory that discharges liquid trade waste to the sewerage system. In the list below, tick the 'business type' that best describes your business. When finished, attach this sheet to the application form (Form C1).

### Business Type

- Agricultural research centre laboratory
- Agricultural research (herbicides) laboratory
- Analytical laboratory
- Animal health (parasitology) laboratory
- Autopsy laboratory
- Chemical (pesticides) laboratory
- Clinical laboratory
- Dental laboratory
- Film (movies) laboratory
- Hospital laboratory
- Nuclear medicine laboratory
- Pathology laboratory
- Pharmaceutical laboratory
- Photographic laboratory
- Police crime scene unit laboratory
- Business that uses radioisotope
- School domestic (home) science laboratory
- School science laboratory
- Soil testing laboratory
- Tertiary institution laboratory (please specify)
- Veterinary research laboratory
- Workplace laboratory
- X-ray laboratory (radiology)
- Other, please specify \_\_\_\_\_

# Form C5

## Animal wash application attachment sheet

Please fill out this form if your business involves animal washing processes that discharge liquid trade waste to the sewerage system. In the list below, tick the 'business type' that best describes what your business does, and also tick any 'associated processes' that are relevant to your business.

### Business Type

- Mobile animal wash
- Dog pound
- Boarding kennels
- Stables
- Racecourse.

### Does your business include any of the following associated activities/business types?

- X-ray facilities
- Pathology laboratory
- Autopsies performed
- Animal health (parasitology) laboratory
- Veterinary research laboratory
- Restaurant (< 5000 L grease arrestor)
- Conference facility that serves hot food (< 5000 L grease arrestor)
- Open areas (please indicate area size).

### Details of disposal of animal droppings and/or litter

**NOTE:** Where full roofing is not provided the application must be referred to NOW for concurrence.

# Form C6

## Septic tank waste, pan waste, ship-to-shore pump-out waste application attachment sheet

This form is to be used by businesses that wish to discharge Concurrence Classification S liquid trade wastes to the sewerage system. Please include all details as requested (if insufficient space attach clearly labelled appendices), and make sure you read the section on substances that must not be discharged to the sewerage system.

### A. Type of waste:

- Septic tank waste
  - Septic tank effluent
  - Septage
- Pan content waste
  - Caravan Park/Mobile homes
  - Portable Chemical toilet (building/event sites/bus/train)
- Pump-out from boat/marinas
  - Liquid galley waste
  - Toilet waste
  - Dock cleaning waste

### B. Hours of days during which discharge will normally take place

Monday – Friday:      am \_\_\_\_\_ pm \_\_\_\_\_

Saturday/Sunday:      am \_\_\_\_\_ pm \_\_\_\_\_

### C. Odour inhibiting and other chemicals used (Material Safety Data Sheets must be provided)

Name of chemical added \_\_\_\_\_

Dosage rate \_\_\_\_\_

### D. Proposed method of waste volume measurement

\_\_\_\_\_

### E. Proposed method of discharge including plans and drawings if appropriate

\_\_\_\_\_

\_\_\_\_\_

### F. Information on a disposal point, site plan and drawings if applicable

\_\_\_\_\_

\_\_\_\_\_

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**G. Open Areas** (*Please attach stormwater drainage plan for the site*):

Does the proposed installation contain open areas that will drain to the sewerage system? Yes / No

If Yes give details: \_\_\_\_\_

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***Stormwater is prohibited from being discharged into the council's sewerage system. The capacity for such flows is not provided in the sewerage system. Therefore, council does not generally accept the discharge of stormwater to the sewerage system.***

Prevention of stormwater ingress at the proposed dump point

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**H. Odour control measures if applicable**

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**I. Measures to prevent grease trap waste being mixed with septic tank waste.**

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***Grease trap waste is not permitted to be discharged to the sewerage system.***

Please attach a statement that septic tank effluent will not be mixed with grease trap pump-out waste.

**J. Security arrangements at the proposed disposal point, if applicable**

*(What measures will be in place to prevent unauthorised discharge of waste to the sewerage system)*

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**K. For boat/marina facility**

Number of vessels that may utilise the pump-out facility

Commercial                       Private

***Bilge water is not permitted to be discharged to the sewerage system.***

# Site Inspection Form

(Prior to using this form, please refer to section 3.12 on page 45 of the *Liquid Trade Waste Regulation Guidelines*)

LWU: \_\_\_\_\_

Property/Rate No. \_\_\_\_\_

Meter Readings:

	Current	Previous	
Fresh Water			
LTW Discharge			
Discharge Factor			

Gauging includes Domestic:- Y/N

No. of employees: \_\_\_\_\_

LWU Office \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Process Involved: \_\_\_\_\_

Date: _____
Duration _____
Start: _____
Time: _____

## Reason

- Initial Inspection
- Preliminary Investigative Sampling (new discharger)
- Routine Inspection
- Non-Compliance
- Pre-treatment Inspection
- Discharger Notification (accident, spill, breakdown)
- Pollution Inquiry Investigation
- Response to Notification from Public
- Meeting

## Prior to Site Inspection

In order to conduct a valid site assessment in a conscientious and professional manner for liquid trade waste purposes some preliminary data collection is required prior to the site inspection:

- a copy of a schematic flow diagram that denotes sources and volumes of trade waste and arrangement for directional flow
- a copy of the relevant pages of the conditions of approval for discharge – for auditing purposes
- insert the last meter readings on this sheet (and field discharge observation sheet)
- insert date of last calibration of a discharge meter if applicable
- notes carry over issues from last meeting/inspection
- collect any educational material that maybe of use to the discharger and of mutual benefit in assisting outcomes
- results of the last auditing sample analysis (if available).

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Process: \_\_\_\_\_

Start Date        /        /	Start Time    am/pm
Finish Date      /        /	Finish Time   am/pm

**Sampling Details:**

- Audit Sampling
- Charging Purposes
- Follow-up Sample
- Investigation

Sample No.  _____	<b>Meter Readings</b> Initial _____ kL Finish _____ kL Discharge Volume During Sampling _____ kL
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**Type of Sample:**

- Grab Sample
- Profile sampling
- Composite Manual Time

Grabs per Bottle			
mls per Grab			
Interval between Grabs min./kL			

- Composite Manual Flow Proportional
- Composite Automatic Time Based
- Composite Automatic Flow Proportional

Sample Point \_\_\_\_\_

Time \_\_\_\_\_

Chemical Preservation \_\_\_\_\_

On-Site pH \_\_\_\_\_

On-Site Temperature \_\_\_\_\_

Observations: (Colour etc.) \_\_\_\_\_

**Pollutants:**

<input type="checkbox"/> BOD	<input type="checkbox"/> Metals Scan	<input type="checkbox"/> Total Suspended Solids
<input type="checkbox"/> COD	<input type="checkbox"/> Aluminium	<input type="checkbox"/> Total Dissolved Solids
<input type="checkbox"/> pH	<input type="checkbox"/> Arsenic	<input type="checkbox"/> Total Oil and Grease
<input type="checkbox"/> MBAS	<input type="checkbox"/> Cadmium	<input type="checkbox"/> Total Phosphorus
<input type="checkbox"/> Sulphates	<input type="checkbox"/> Chromium	<input type="checkbox"/> Ammonia as Nitrogen
<input type="checkbox"/> Sulphides	<input type="checkbox"/> Cobalt	<input type="checkbox"/> Total Kjeldahl Nitrogen
<input type="checkbox"/> Sulphite	<input type="checkbox"/> Copper	<input type="checkbox"/> Total Petroleum Hydrocarbons
<input type="checkbox"/> Chlorine	<input type="checkbox"/> Iron	<input type="checkbox"/> Polynuclear Aromatic Hydrocarbons
<input type="checkbox"/> Bromine	<input type="checkbox"/> Lead	<input type="checkbox"/> Chlorinated Phenolic Substances
<input type="checkbox"/> Boron	<input type="checkbox"/> Manganese	<input type="checkbox"/> Phenolic Substances
<input type="checkbox"/> Cyanide	<input type="checkbox"/> Mercury	<input type="checkbox"/> Formaldehyde
<input type="checkbox"/> Fluoride	<input type="checkbox"/> Molybdenum	<input type="checkbox"/> Organochlorine Pesticides
	<input type="checkbox"/> Nickel	<input type="checkbox"/> Organophosphorus Pesticides
	<input type="checkbox"/> Selenium	<input type="checkbox"/> Herbicides
	<input type="checkbox"/> Silver	<input type="checkbox"/> PCBs
	<input type="checkbox"/> Tin	
	<input type="checkbox"/> Zinc	

# Meeting/Discussion Notes

Person/s in Attendance: \_\_\_\_\_

Position/s: \_\_\_\_\_

Location: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Topic: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Due Diligence Considerations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Contingency Plan

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

## ACTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Pre-treatment inspection checklist

**Note:** The operation of some equipment cannot be checked adequately without effluent flow through the pre-treatment system. It is therefore important to first consider if the factory process is discharging waste to the pre-treatment system.

Inspection	Comments
<input type="checkbox"/> Water meter/s operational	
<b>Business</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Change of trading name</li> <li><input type="checkbox"/> Change of management</li> <li><input type="checkbox"/> Change of occupier</li> <li><input type="checkbox"/> Change of product line</li> <li><input type="checkbox"/> Change in production output</li> <li><input type="checkbox"/> Seasonal issues</li> </ul>	
<b>Operational Personnel</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Trained operator on-duty</li> <li><input type="checkbox"/> Sick/on leave</li> <li><input type="checkbox"/> Trained replacement operator</li> </ul>	
<input type="checkbox"/> <b>Logbooks</b> audited for scheduled maintenance, breakdowns, clean-outs etc.	
<b>Pre-Treatment On Bypass</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> To holding tank or other</li> <li><input type="checkbox"/> Untreated to sewerage system</li> </ul>	
<b>Equipment Pre-Treatment</b> Collection pits, vessels <ul style="list-style-type: none"> <li><input type="checkbox"/> Removable basket in place</li> <li><input type="checkbox"/> Fixed screen in place</li> <li><input type="checkbox"/> Baffles, weirs, covers in place</li> <li><input type="checkbox"/> Regular maintenance clean-out</li> <li><input type="checkbox"/> Tanks and containers not leaking or overflowing</li> <li><input type="checkbox"/> Flow recirculating</li> </ul>	
<b>Monitoring System</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Alarms (visual and audible to alert staff within sight and hearing of appropriate operator and operational)</li> <li><input type="checkbox"/> Equipment gauges (switch gear and control assembly)</li> <li><input type="checkbox"/> High and low level cut-in alarms for vessels</li> <li><input type="checkbox"/> Stand-by pumps operational</li> <li><input type="checkbox"/> Reagent tank levels</li> <li><input type="checkbox"/> Dosing equipment operational</li> <li><input type="checkbox"/> Specific components on bypass</li> <li><input type="checkbox"/> Bunding satisfactory</li> </ul>	

<p><b>pH Correction System</b></p> <ul style="list-style-type: none"> <li>• Manual Correction <ul style="list-style-type: none"> <li><input type="checkbox"/> Audit dosing procedure</li> <li><input type="checkbox"/> Audit logbook records for number of batches and pH readings</li> <li><input type="checkbox"/> Audit chemical testing equipment for shelf-life validity (papers and chemicals)</li> </ul> </li> <li>• Automatic Correction <ul style="list-style-type: none"> <li><input type="checkbox"/> Dosing chemical levels satisfactory</li> <li><input type="checkbox"/> Dosing operating satisfactorily</li> <li><input type="checkbox"/> pH adjustment meter operational and reading correctly (test)</li> <li><input type="checkbox"/> pH in range</li> <li><input type="checkbox"/> pH sensor probes operational</li> <li><input type="checkbox"/> Chart recorder operational</li> <li><input type="checkbox"/> Previous charts checked for compliance</li> <li><input type="checkbox"/> Diversion system checked – solenoid valve operational</li> <li><input type="checkbox"/> Final pH probe operational</li> <li><input type="checkbox"/> Regular maintenance of pH sensor probes (audit logbook)</li> </ul> </li> <li>• Monitoring system <ul style="list-style-type: none"> <li><input type="checkbox"/> Alarms (visual and audible to alert staff within sight and hearing of appropriate operator and operational)</li> <li><input type="checkbox"/> Equipment gauges (switch gear and control assembly)</li> </ul> </li> </ul>	
<p><b>Discharge Flowmeter</b></p> <ul style="list-style-type: none"> <li>• Flow sensor type: <ul style="list-style-type: none"> <li><input type="checkbox"/> Ultra-sonic</li> <li><input type="checkbox"/> Electro-magnetic</li> <li><input type="checkbox"/> Paddlewheel</li> <li><input type="checkbox"/> Doppler</li> </ul> </li> <li>• Flowmeter operation <ul style="list-style-type: none"> <li><input type="checkbox"/> Meter readout</li> <li><input type="checkbox"/> L/s readout</li> <li><input type="checkbox"/> Last Calibration Certificate Issued .....</li> <li><input type="checkbox"/> Annual Calibration Due.....</li> </ul> </li> </ul>	
<p><b>Open Areas</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Roofing</li> <li><input type="checkbox"/> Bunding</li> <li><input type="checkbox"/> Identification of additional stormwater ingress areas (loading docks and service areas)</li> <li><input type="checkbox"/> First-Flush system operation and maintenance satisfactory</li> </ul>	

<p><b>Hazardous Chemical Storage</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Stored in isolated area</li> <li><input type="checkbox"/> Roofed</li> <li><input type="checkbox"/> Bunded with impervious seal</li> </ul>	
<p><b>Cleaning Compounds</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bio-degradable</li> <li><input type="checkbox"/> 'Quick-Break' detergents</li> <li><input type="checkbox"/> Other – Material Safety Data Sheets required</li> </ul>	
<p><b>Cross Contamination</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Air breaks</li> <li><input type="checkbox"/> Hoses in tanks</li> <li><input type="checkbox"/> Cross connections</li> </ul>	
<p><b>Ancilliary Processes</b></p> <ul style="list-style-type: none"> <li>• Factory Process <ul style="list-style-type: none"> <li><input type="checkbox"/> Collection sump screens</li> <li><input type="checkbox"/> Dry sweep rather than hose</li> </ul> </li> <li>• Boilers <ul style="list-style-type: none"> <li><input type="checkbox"/> Temperature</li> <li><input type="checkbox"/> Chemicals</li> </ul> </li> <li>• Cooling Towers <ul style="list-style-type: none"> <li><input type="checkbox"/> Nil chromate products</li> <li><input type="checkbox"/> Chemicals</li> </ul> </li> <li>• Refrigeration <ul style="list-style-type: none"> <li><input type="checkbox"/> Nil chromate products</li> <li><input type="checkbox"/> Stormwater or Sewer?</li> </ul> </li> <li>• Condensate <ul style="list-style-type: none"> <li><input type="checkbox"/> Oil and grease</li> <li><input type="checkbox"/> Petroleum hydrocarbons</li> </ul> </li> <li>• Canteen (re-heating, tea and coffee only) <ul style="list-style-type: none"> <li><input type="checkbox"/> N/a</li> </ul> </li> <li>• Canteen (meal preparation) <ul style="list-style-type: none"> <li><input type="checkbox"/> Grease arrestor</li> </ul> </li> <li>• Laboratory (quality control, analytical) <ul style="list-style-type: none"> <li><input type="checkbox"/> Neutralising pit</li> </ul> </li> <li>• Laundry <ul style="list-style-type: none"> <li><input type="checkbox"/> Lint screens</li> <li><input type="checkbox"/> Temperature (cooling pit)</li> <li><input type="checkbox"/> pH</li> </ul> </li> </ul> <p><b>Package and Printing</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inks and solvents</li> <li><input type="checkbox"/> Silver bearing waste</li> </ul>	

<p><b>Vehicle and Equipment</b></p> <ul style="list-style-type: none"> <li>• Washdown Area <ul style="list-style-type: none"> <li><input type="checkbox"/> Roofed</li> <li><input type="checkbox"/> Bunded</li> <li><input type="checkbox"/> Oil arrestor</li> </ul> </li> <li>• Mechanical Workshop <ul style="list-style-type: none"> <li><input type="checkbox"/> Oil arrestor</li> </ul> </li> <li>• Refuelling Areas <ul style="list-style-type: none"> <li><input type="checkbox"/> Not permitted for discharge (except in the case of a covered forecourt area)</li> <li><input type="checkbox"/> Flammable liquids not permitted for discharge</li> </ul> </li> </ul>	
<p><b>Approval/ TW Services Agreement</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check that additional conditions are in compliance</li> </ul>	
<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Due diligence programme</li> <li><input type="checkbox"/> Contingency plan</li> </ul>	
<p><b>Ponds</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Anaerobic</li> <li><input type="checkbox"/> Aerobic</li> <li><input type="checkbox"/> Solids build-up</li> <li><input type="checkbox"/> Outlet baffle</li> <li><input type="checkbox"/> Odour</li> </ul>	

# Water meter and flow meter readings

Year Ending \_\_\_\_\_ December

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Property/Rate No.: \_\_\_\_\_

## Flow Sensor Type:

- Ultra-sonic
- Electro-magnetic
- Paddlewheel
- Doppler Type
- \_\_\_\_\_

Manufacturer: \_\_\_\_\_

## Flow Rate Indicator/Discharge Integrator

Type: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Chart Recorder – Type: \_\_\_\_\_

Instrumentation Installed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Last Calibration Certificate Issued: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Annual Calibration Due: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Authorised Calibration Agent: \_\_\_\_\_

Phone: \_\_\_\_\_

Fresh Water Meter/s: Location/s: \_\_\_\_\_

Fitted: \_\_\_\_\_

Size: \_\_\_\_\_

Discharge for Year: \_\_\_\_\_ kL (Average/day \_\_\_\_\_ )

## Water meter and flow meter readings sheet \*

		Discharge					Consumption				Gauging Includes Domestic:- Y/N No. Employees:-			
DATE	TIME	Integrator Reading	Discharge (kL)	L/s	Average kL/d	TW DF <sup>1</sup>	Water Meter	Total Water Consumption (kL)	Average kL/d	SDF <sup>2</sup>	DAYS <sup>3</sup>	Remarks and Initials	DF <sup>4</sup> Estimated	Meter <sup>5</sup> Reading Adjusted

\* Refer to Appendix G for further details

**Notes:**

<sup>1</sup> Trade waste discharge factor.

<sup>2</sup> Sewer discharge factor.

<sup>3</sup> Number of days between meter recording.

<sup>4</sup> Discharge factor estimated using 100L/d per person where employees shower daily eg. abattoir, food factory; otherwise use 50L/d per person.

<sup>5</sup> Meter reading adjusted on the basis of 4 above.

**Shaded area:** Calculations by LWU office.