

TRADE WASTE BYLAW 2015

APPLICATION FOR CONDITIONAL CONSENT TO DISCHARGE
TRADE WASTE TO THE SEWER

Technical Services, Christchurch City Council

PLEASE PRINT CLEARLY - Fields with * are compulsory

A **CONDITIONAL** TRADE WASTE CONSENT to discharge is for premises with a discharge **greater than** 1,245m³ per annum and/or characteristics of the waste stream in excess of Schedule 1A of the Christchurch City Council Trade Waste Bylaw 2015. *All pages of the application need to be completed if applying for a Conditional Trade Waste Consent.*

* I Full Legal Name of Company/Partnership/Names of Applicants

* Trading as Business Name/Trading Name

* Being the Owner/Occupier(s) of the Trade Premises located at:

Street Number Street Address Suburb

Request consent from the Christchurch City Council to discharge trade waste to the Council's sewers in accordance with the terms of the Christchurch City Council Trade Waste Bylaw 2015.

* Limited Company or Body Corporate Number (as applicable): Limited Company or Body Corporate Number

***Business Contact Details:**

Name:

Designation: Job Title/Position

Phone: ()

Cell Phone: ()

Email: Email Address

***Billing Postal Details:**

Business Name:

Address: PO Box/Street Address

Suburb: Suburb

City: City

Postcode: Postcode

*The new discharge or change in discharge will commence from: dd mm yyyy (date can be approximate)

*Principal Business Activity: Principal Business Activity

*Is pre-treatment provided? ☐ Yes ☐ No *refer to the Trade Waste Index for more information*

If yes, please identify types: Type(s) of pre-treatment

What is the frequency of maintenance? Frequency of maintenance

Name of the Liquid Waste Contractor removing liquid waste trade waste from your site:

Name of Liquid Waste Contractor

*Signature: Signature

*Date: dd / mm / yyyy

NOTE: If a person is signing for the applicant or signing as an authorised agent, please ensure all contact details are provided.

* ☐ Please tick if application is signed by an agent acting on behalf of the applicant.

Return completed form to TradeWaste@ccc.govt.nz or Technical Services, PO Box 73014, CHRISTCHURCH 8154

Office Use Only

SAP Business Partner # Customer # Site #

Date Received dd / mm / yy Date Entered dd / mm / yy TRIM #

TRADE WASTE CONDITIONAL CONSENT

PLEASE PRINT CLEARLY - All fields are compulsory

NOTE: A separate 'PROCESS' sheet is required for each individual process that discharges into the Council's sewers from the premises identified. A copy is included in this application form.

1.	Number of 'PROCESS' sheets attached:	Number of process sheets			
2.	Number of staff working on site:	Number of staff			
3.	Number of discharge days per annum:	Number of discharge days per annum			
4.	Total volume of trade waste processes (from 'PROCESS' sheets)				
a.	Total volume per annum:	Total volume per annum			
b.	Average daily total volume:	Daily total average volume			
c.	Average volume (8am to 4pm):	8am to 4pm average volume			
d.	Average volume (4pm to 8am):	4pm to 8am average volume			
e.	Maximum daily volume:	Maximum daily volume			
f.	Maximum flow:	Maximum flow			
g.	Seasonal fluctuation:				
	From: Month	To: Month	Max flow equals	Month	m ³ per Month
	From: Month	To: Month	Max flow equals	Month	m ³ per Month

5. Do you have Batch processes? ☐ Yes ☐ No (If no, please proceed to 7)

6. **Total Batch Discharges (please use a separate process sheet for each type of batch):**

a.	Maximum Quantity:	Maximum quantity of batch discharges
b.	Maximum Frequency (e.g. 2 per day, 3 per week, etc):	Maximum frequency of batch discharges
c.	Maximum Rate of Discharge:	Maximum rate of batch discharge

7. Do the wastes being discharged contain condensing water or storm water? ☐ Yes ☐ No

8. Do the drains on the premises exclude the possibility of condensing water or storm water from becoming mixed with trade wastes? (See Appendix D which identifies the special requirements in respect to storm water discharges)

☐ Yes ☐ No

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

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

a.	The permanent installation of suitable wastewater flow measuring equipment:	
b.	Based on wastewater usage as measured by water meter (water in) number of metres:	
c.	Other (please specify):	Proposed method for flow/volume measurement if not listed above

11. List and provide MSDS sheets for all substances which are stored, used, or generated on the premises as contained in Schedule 1A and 1B 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.

12. Do you have appropriate mitigation measure to prevent spillages of substances from entering the public sewer or into the surface water system? Attach available information/documents (e.g. Environmental Management Plans).

13. Identify steps that are being/will be taken to improve the trade process as part of a strategy of cleaner production. *Please attached any available information/documents and note the date the improvements are being/will be implemented.*

14. Do the activities carried out on these premises require a MAF licence? ☐ Yes ☐ No

15. Identify all water connections, including Fire Service lines, from the Christchurch City Council's water supply. Please also provide the number of connections.

16. Are there water supplies other than Council water supplies (e.g. Wells)? ☐ Yes ☐ No

If yes, please provide number of supplies, their location/s and use: Number of supplies, location and use

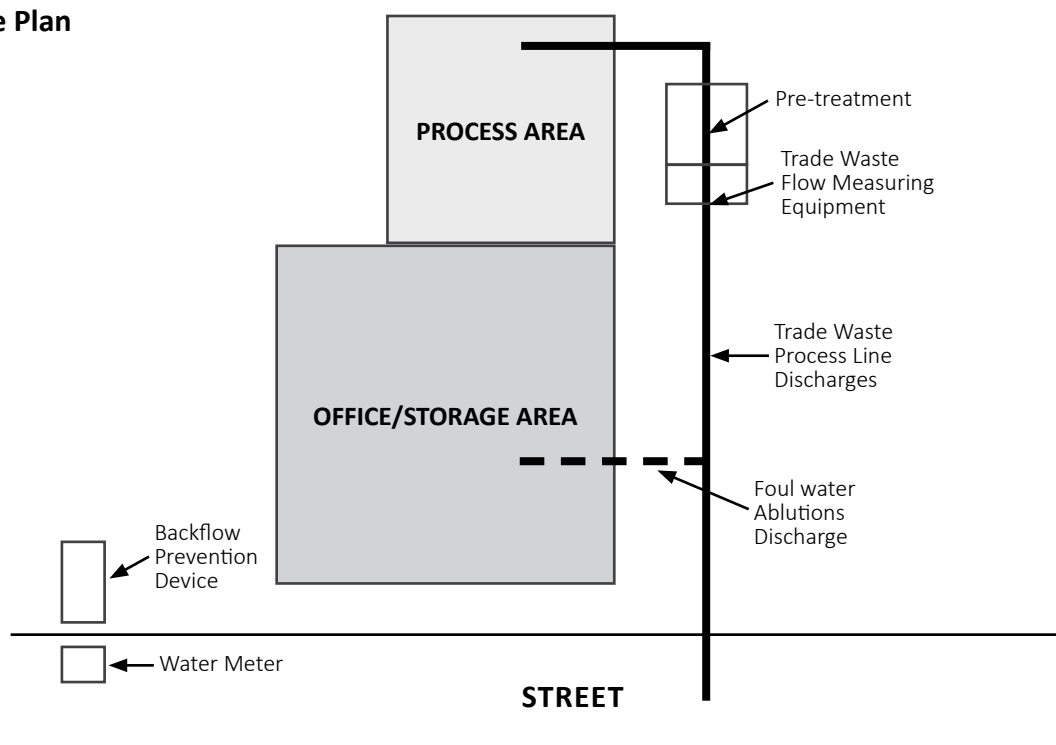
BACKFLOW PREVENTION

See Appendix A for further information.

PLEASE PRINT CLEARLY - All fields are compulsory

17. Are backflow prevention devices fitted at the point of the water supply to the site? ☐ Yes ☐ No
18. Are there any internal backflow prevention devices on water reticulation supplied to any trade waste process areas within the property?
☐ Yes ☐ No
19. A Site Plan / Sketch is to be provided detailing:
- Street Name and Number.
 - North point of site.
 - Buildings and their use including processing areas.
 - Location of any existing or proposed pre-treatment facilities with existing or proposed sampling point(s).
 - Location of flow recording equipment for trade waste discharge.
 - Location of water meter(s), additional supplies (e.g. wells) and existing or proposed backflow prevention devices.

Example Site Plan



TRADE WASTE PROCESS SHEET

See Appendix B and Appendix C for further information.

PLEASE PRINT CLEARLY - All fields are compulsory

NOTE: A separate 'PROCESS' sheet is required for each individual process that discharges into the Council's sewers from the premises identified.

PROCESS SHEET NUMBER:

Process Sheet Number

1. Please identify the process from which the discharge is generated. This could be an occupant other than the applicant (i.e. identify the process owner).

a. Business Legal Name: Business Legal Name

b. Type of Business: Type of Business

c. Address: Address

2. Process Name: Name of process

3. Description of Process: Process description

4. **Material Safety Data Sheets (MSDS) for the process attached:** ☐ Yes ☐ No

5. Type of Liquid Waste produced: Type of Liquid Waste

6. Number of discharge days per annum: Number of discharge days per annum

7. Volume of Trade Wastes:

a. Average daily volume (m³): Daily total average volume (m³)

b. Average volume 8am to 4pm (m³): 8am to 4pm average volume (m³)

c. Average volume 4pm to 8am (m³): 4pm to 8am average volume (m³)

d. Maximum daily volume (m³): Maximum daily volume (m³)

e. Maximum flow (litres/second): Maximum flow (l/s)

If batch discharges

f. Maximum quantity (m³ per batch): Maximum quantity per batch

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

8. General Characteristics of Trade Wastes:

a. Temperature range (°C): Temperature range

b. BOD range (g/m³): BOD range

c. Suspended Solids range (g/m³): Suspended Solids range

d. pH range: pH range

e. Oil and greases range (g/m³): Oil and greases range

9. The wastes are presently discharged with pre-treatment: ☐ Yes (complete below) ☐ No (proceed to 10)

a. How is this facility maintained in effective working order:

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

10. Is there a sampling point available for sampling the discharge from this process: ☐ Yes ☐ No

APPENDICES

APPENDIX A: BACKFLOW PREVENTION

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 occurs 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 within 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 (MSDS) for chemicals and any dangerous substances).
- Processes using water.
- Processes generating trade waste water (provided on process sheets).
- Substances contained in Schedule 1A (Sections 1-3) and 1B of the Christchurch City Council Trade Waste Bylaw 2015, which are stored, used, or generated on the site and are also present in the trade waste water 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 waste water.
- A copy of a plumbing and floor drainage plan is required.

APPENDIX D: STORMWATER

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

Contamination of stormwater can incur enforcement proceedings from Environment Canterbury and the Christchurch City Council which will be directly attributed and levied to the generator of that contamination.

TRADE WASTE INDEX

CONSENT DEFINITION

CONDITIONAL CONSENT - A conditional trade waste consent is for larger commercial or industrial businesses (such as abattoirs, dairy processing plants, food manufacturers, wool scourers, etc.) with discharges to the sewer of **greater than** 1,245m³ per annum and/or that do not comply with Schedule 1A of the Christchurch City Council Trade Waste Bylaw 2015.

PERMITTED CONSENT - A permitted trade waste consent is for smaller businesses (such as cafés, restaurants, mechanics and hairdressers, etc.) with discharges to the sewer of **less than** 1,245m³ per annum that comply with Schedule 1A of the Christchurch City Council Trade Waste Bylaw 2015.

PRE-TREATMENT TYPES

Grease Trap - Found in restaurants, cafes, hotels, motels, hospitals and potentially larger industry. These separate the fat, oil and grease from the water and contain it in the interceptor.

Petrol/Oil Interceptor - Found in the outlet of mechanics parts wash, car washes, truck washes and wash pads. These separate the oil and grit, the oil floats to the top and the grit sinks to the bottom so the water can flow between.

Amalgam Separator - Found in dental practices. It separates the amalgam (alloy of mercury with another metal) from the water so it can be disposed of appropriately.

Plaster Trap - Found in dental practices.

Lint Interceptor - Found in laundromats, hospitals, hotels, motels and nursing homes. Is used to separate the lint, string, buttons, etc. from the water.

Starch Trap - Found in bakeries or vegetable washing premises. Is used to separate the starch and heavier solids from the water (similar to a grease trap).

Hair Trap - Found in hairdressers. These are installed underneath the sinks to capture hair prior to it entering the sewer network.

Dry Basket Arrestor - Found in most food outlets. Is basically a sieve on the sinkhole to capture solids prior to entering the sewer network.

Settling/Sedimentation Tanks - Found in a variety of industries. Used to settle solids out of solution.

pH Neutralisation - Found in industries that have either high or low pH. Is utilised to bring the pH back to neutral to protect the sewer network.

Belt/Filter Press - Found in larger industries where a high quantity of solids are present in the wastewater stream. The belt press mulches the solids and presses them to remove excess water. The mulch can then be disposed to solid waste or used as a fertiliser (depending on the nature of the waste).

UV Treatment - Found in larger industries. Is used to inactivate micro-organisms to prevent the spread of potentially harmful pathogens.

Ion Exchange - Found in industries where there are undesirable ionic contaminants that need to be removed from the wastewater. It is efficient in removing toxic metals.

Dissolved Air Flotation (DAF) - Found in larger industries. It clarifies wastewater by the removal of suspended matter via tiny bubbles that adhere to the suspended matter, and float it to the top of the water surface to be removed by a skimming device.

Lamella Clarifier - Found in industries that need to separate sedimentable solids from liquids. As the carrying liquid goes up the inclined plates, the solids settle downward and slide down the plate to a collection hopper.

Centrifuge - Found in large/speciality industries. Used to separate a mixture of two substances with different densities by using centrifugal force. The component with the higher density would fall to the bottom of the mixture, while the less dense component would be suspended above it.

Flocculation/Clarification - Found in larger industries. Works by adding a chemical coagulant to destabilise colloidal and finely divided materials and cause them to aggregate. Water is quickly mixed so the chemicals are evenly distributed, then mixed slower so that the fine particles produced during coagulation come in contact with each other and form large clumps, which then settle out.

TRADE WASTE INFORMATION

WHAT IS TRADE WASTE?

Trade Waste is any wastewater produced by a commercial or industrial activity that is discharged into the Council's waste water network. Trade Waste must be pre-treated prior to entering the system to prevent any substances having a detrimental effect on the Council's infrastructure. For example, some substances can:

- Harm people's 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 the Christchurch City Council under the Local Government Act 2002 through the implementation of the Christchurch City Council Trade Waste Bylaw 2015. This Trade Waste Bylaw sets out rules 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. If the discharge is for a premises with a discharge greater than 1,245m³ per annum and/or if the characteristics of the waste stream in excess of Schedule 1A of the Christchurch City Council Trade Waste Bylaw 2015 are exceeded, a trade waste conditional consent must be applied for.

TRADE WASTE CONDITIONAL CONSENT APPLICATION

Conditional consent application forms are to be lodged with the Christchurch City Council and be accompanied by a Management Plan. This Management Plan document should provide details of site management and operations methods used to ensure that all trade waste is adequately treated and all facilities (traps, interceptors, etc) 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 Management Plan can be obtained by contacting the Council.

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

CHARGES

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

- Discharge volume (in m³)
- Suspended Solids
- BOD5 (Biochemical Oxygen Demand)
- Heavy Metals

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

OTHER INFORMATION

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

Website: www.ccc.govt.nz/services/wastewater/trade-waste/

Post: Technical Services
Christchurch City Council
PO Box 73014
CHRISTCHURCH 8154

Email: TradeWaste@ccc.govt.nz

Phone: (03) 941 8999

Important Note: No plumbing or drainage works associated with the discharge of trade wastewater to the Council's system is to be commenced without agreement from the Technical Services Team, Three Waters and Waste Unit and the issue of a Building Consent. Use consent form B-002 for general plumbing and drainage work. When a backflow prevention device is being applied for that does not require any drainage work, please use consent form B-052. Building consent forms can be found on the Council's website: www.ccc.govt.nz/consents-and-licences/building-consents/building-consent-forms-and-guides/