

Application for 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 an annual discharge greater than 1,245m³ and/or characteristics of the waste stream in excess of schedule 1A of the Trade Waste Bylaw 2015.

*I

*Trading as

*Being the owner/occupier(s) of the trade premises located at:

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

*Limited company or body corporate number (as applicable):

***Business Contact Details:**

Name:

Position:

Phone:

Cell phone:

Email:

***Billing Postal Details:**

Business name:

Address:

Suburb:

City:

Postcode:

*The new discharge or change in discharge will start: / /20 (date - can be approximate)

*Principal business activity:

*Is pre-treatment provided? Yes No If yes, please identify types:

What is the frequency of maintenance?

Name of the liquid waste contractor removing trade waste from your site:

*Signature:

*Date: / /20

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.

Office use only:

SAP business partner # Customer # Site #

Date received / /20 Entered / /20 TRIM #

Trade waste conditional consent

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

1. Number of 'process' sheets attached:

2. Number of staff working on site:

3. Number of discharge days a year:

4. **Total volume of trade waste processes (from 'process' sheets)**

a. Total annual volume:

b. Average total daily volume:

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

d. Average volume (4pm to 8am):

e. Maximum daily volume:

f. Maximum flow:

g. Seasonal fluctuation:

From: <input type="text"/>	To: <input type="text"/>	Max flow equals <input type="text"/>	mp ³ per <input type="text"/>
From: <input type="text"/>	To: <input type="text"/>	Max flow equals <input type="text"/>	mp ³ per <input type="text"/>

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:

b. Maximum frequency (e.g. 2 a day, 3 a week, etc):

c. Maximum rate of 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? Yes No

10. Please indicate which of the following methods will be used 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):

11. List and provide material safety data sheets (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 measures to prevent spillages of substances from entering the 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 license? Yes No

15. Identify all water connections, including fire service lines, from the 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:

Backflow prevention

See Appendix A for further information.

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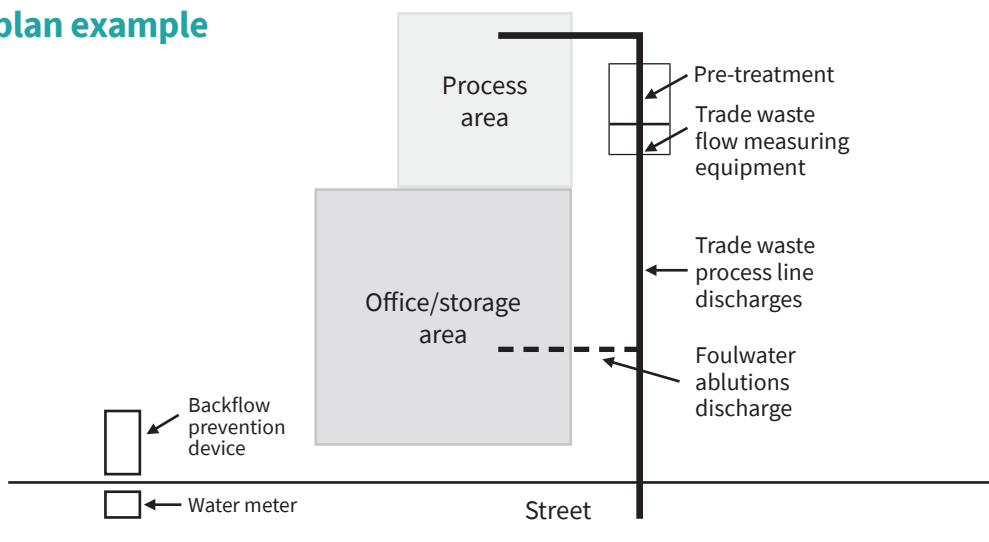
17. Are backflow prevention devices fitted at the point of the water supply to the site? Yes No

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 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.

Site plan example



Trade waste process sheet

See Appendix B and Appendix C for more information.

PLEASE PRINT CLEARLY - All fields are compulsory

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

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:

b. Type of business:

c. Address:

2. Process name:

3. Description of process:

4. Material safety data sheets (MSDS) for the process attached: Yes No

5. Type of liquid waste produced:

6. Annual number of discharge days:

7. Volume of trade wastes:

a. Average daily volume (m³):

b. Average volume 8am to 4pm (m³):

c. Average volume 4pm to 8am (m³):

d. Maximum daily volume (m³):

e. Maximum flow (litres/second):

If batch discharges

f. Maximum quantity (m³ per batch):

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

8. General characteristics of trade wastes:

a. Temperature range (°C):

b. BOD range (g/m³):

c. Suspended solids range (g/m³):

d. pH range:

e. Oil and greases range (g/m³):

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

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

More 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

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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 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 council's 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 times and that 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 information

What is trade waste?

Trade waste is any wastewater produced by a commercial or industrial activity that is discharged into the city's wastewater network. Trade waste must be pre-treated prior to entering the system to prevent any substances having a detrimental effect on the 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

We carry out trade waste compliance under the Local Government Act 2004 and the our Trade Waste Bylaw 2015. This 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. 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 bylaw are exceeded, a trade waste conditional consent must be applied for.

Trade waste conditional consent application

Conditional consent application forms lodged with us must 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, Band C.

Charges

Trade waste charges reflect actual costs to the 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
- BODS (biochemical oxygen demand)
- Heavy Metals

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

Other information

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

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

Email: tradewaste@ccc.govt.nz

Phone: (03) 941 8999

Important Note: No plumbing or drainage work associated with the discharge of trade wastewater to the sewers is to be started 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 our website: ccc.govt.nz/consents-and-licences/building-consents/building-consent-forms-and-guides/