

Liquid Trade Waste Forms

- TW1 Liquid trade waste application form

Sub forms:

- TW2 Stand-alone commercial retail food preparation business
- TW3 Mechanical repairer
- TW4 Laboratory
- TW5 Animal wash
- TW6 Tankered human waste, pan waste, ship-to-shore pump-out waste, and dump point

TW1 Liquid trade waste application form

Council to advise applicant which pages are to be filled:

For discharges in Classification A or S:

- pages 1 to 3, sign page 12 and attach relevant subforms TW2 - TW6

For discharges in Classification B or C:

- all pages

1. Business Trading Name	<input type="text"/>		
2. Site Address	<input type="text"/>		
Property Description	Lot	<input type="text"/>	Section <input type="text"/> DP <input type="text"/>
3. Applicant's Name	<input type="text"/>		
	<input type="checkbox"/> Property Owner <input type="checkbox"/> Occupier		
Telephone Number	<input type="text"/>		
Mailing address	<input type="text"/>		
Email address	<input type="text"/>		
4. Owner's or Occupier's name (if different to applicant)	<input type="text"/>		
	<input type="checkbox"/> Property Owner <input type="checkbox"/> Occupier		
Telephone Number	<input type="text"/>		
Mailing address	<input type="text"/>		
Email address	<input type="text"/>		
5. Normal hours of business			
Monday to Friday	<input type="text"/>	to	<input type="text"/>
Saturday	<input type="text"/>	to	<input type="text"/>
Sunday	<input type="text"/>	to	<input type="text"/>
6. Type of business:	<input type="text"/>		

Commercial retail food preparation activities - please fill out and attach subform TW2.

Other commercial activities - please fill out and attach as appropriate subforms TW3 to TW5.

**Form TW1 (continued)****7. Description of flow:**

Maximum rate of discharge to sewer

kL/h or L/s

Maximum daily discharge to sewer

kL

(Note: if unknown attach one year of water bills.)

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

Type

Capacity/flow rate

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

Type of equipment and/or waste	Frequency of cleaning	Contractor Name and license No.	Contractor contact No.	Disposal facility and contact No. (if applicable)

10. Location of the sampling point**11. Plans - application to be accompanied by plan/s showing:**

- details of activities and pre-treatment equipment, including capacities and location associated with the generation of liquid waste
- details, location, capacity/dimensions, proposed pre-treatment facilities
- drainage diagram, where available
- proposed connection point to the sewerage system
- location of a sampling point
- stormwater drainage plan.



Form TW1 (continued)

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
- Per- and poly-fluoroalkyl substances (PFAS)
- any substances liable to produce noxious or poisonous vapours in the sewerage system
- organic solvents and mineral oil¹
- any flammable or explosive substances¹
- discharges from 'bulk fuel depots'
- discharges from chemicals and/oil storage areas
- natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions
- roof, rain, surface, seepage or ground water, unless specifically permitted (clause 137A of the Local Government (General) Regulation 2021)
- solid matter¹
- disposable products including wet wipes, cleaning wipes, colostomy bags, cat litter and other products marketed as flushable
- 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 *Australian Sewage Quality Management Guidelines June 2012, WSAA*
- any other substances listed in relevant regulation.

Please initial to indicate you have read the above

¹ In excess of the approved limit



Form TW1 (continued for Category B or C businesses only)

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.

12. Name of processes generating liquid trade waste:

a)
b)
c)
d)
e)
f)

13. Type and quantity of raw materials processed:

a)
b)
c)
d)
e)
f)



Form TW1 (continued)

14. Description of liquid waste proposed to be discharged:

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

Note: The sample analysis tests must be carried out by a NATA approved laboratory with accreditation for analysis of the nominated pollutants in the application or a laboratory acceptable to council and the Department of Planning, Industry and Environment.

Acceptable means of sample analysis data collection:

- sample analysis results from a similar existing process
- samples collected from a trial pre-treatment plant
- equipment manufacturer's or consultant's advice on expected quality.

Attach details and supporting documentation of data collection method.

Question 14 continues over the page.



Form TW1 (continued)

Note: When detailing the nominated pollutants in the following tables 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'.

Table TW1. 1 General acceptance limits

Parameter	Acceptance limits (mg/L)	Average (mg/L)	Maximum (mg/L)
BOD ₅	250 mg/L Concentrations up to 600 mg/L may be accepted subject to a mass load limit.		
Suspended solids	200 mg/L Concentrations up to 600 mg/L may be accepted subject to a mass load limit.		
COD	Normally, not to exceed BOD ₅ 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 550mg/L may be accepted.		
Temperature	Less than 38 °C.		
pH	Within the range 7.0 to 9.0.		
Oil and grease	50 mg/L		
Detergents	All detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes discharges.		
Colour	Colour must be biodegradable. No visible colour when diluted to the equivalent dilution afforded by domestic sewage flow. Specific limits may be imposed on industrial discharges where colour has a potential to interfere with sewage treatment processes and the effluent management.		
Radioactive substances	If expected to be present (e.g. Iodine 131 from ablation), acceptance requirements will be set on a case-by-case assessment.		

Table TW1. 2 Acceptance limits for inorganic compounds

Parameter	Acceptance limits (mg/L)	Average (mg/L)	Maximum (mg/L)
Ammonia (as N)	32		
Boron	5		
Bromine	5		
Chlorine	10		
Cyanide	1		
Fluoride	20		
Nitrogen (Total Kjeldahl)	40		
Phosphorus (total)	10		
Sulphate (as SO ₄)	100		
Sulphide (as S)	1		



Form TW1 (continued)

Table TW1. 3 Acceptance limits for organic compounds

Parameter	Acceptance limits (mg/L)	Average (mg/L)	Maximum (mg/L)
Benzene	0.04		
Toluene	0.5		
Ethyl benzene	1		
Xylene	1		
Formaldehyde	30*		
Phenolic compounds non-halogenated	1		
Total recoverable hydrocarbons C ₆ -C ₉ (flammable) Total	5 30		
Pesticides (general)	0.1		
Pesticides (organophosphates)	Nil		
Pesticides (organochlorines)	Nil		
PFAS	Nil		
Polynuclear Aromatic Hydrocarbons (PAH)	5		

* Acceptance of chemical toilet waste which contains formaldehyde will be assessed on the available dilution in the sewerage system.



Form TW1 (continued)

Table TW1. 4 Acceptance limits for metals

Parameter	Acceptance limits (mg/L)	Allowed daily mass limit (g/d)	Average (mg/L)	Maximum (mg/L)
Aluminium	50	40		
Arsenic	1	0.8		
Cadmium	1	0.8		
Chromium*	3	2.4		
Cobalt	5	4		
Copper	5	4		
Iron	50	40		
Lead	1	0.8		
Manganese	10	8		
Mercury	0.02	0.016		
Molybdenum	5	4		
Nickel	3	2.4		
Selenium	1	0.8		
Silver	2	1.6		
Tin	5	4		
Zinc	5	4		
Total heavy metals excluding aluminium, iron and manganese	Less than 30 mg/L and subject to total mass loading requirements			

* Where hexavalent chromium (Cr6+) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr3+), prior to discharge into the sewer. Discharge of hexavalent chromium (Cr6+) from chromate compounds used as corrosion inhibitors in cooling towers is not permitted.

Note: Limits for substances not listed in the above tables will be determined on a case-by-case basis. If a substance is expected to be present in wastewater but not listed in the above tables, please list the substance and expected maximum concentration in wastewater.



Form TW1 (continued)

15. Liquid wastes not discharged to the sewerage system including waste from maintenance of pre-treatment equipment.

Table TW1. 5 Details of management arrangement for all waste streams/wastes that are not permitted

Type of liquid waste and/or process generating the above waste	Quantity	Storage method and location	Disposal arrangement including frequency*	Liquid waste transporter name, licence and contact No. (if applicable)	Name and contact No. of the waste disposal facility (if applicable)

* Provide a copy of agreement between the proponent and each transport contractor, and a copy of the agreement between each transport contractor and the waste receival facility

16. Description of flow:

Note: The maximum daily and instantaneous rate of discharge (kL/h or L/s) will be 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 to 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

17. Where the applicant considers there are special circumstances applicable to their discharge, these circumstances should be identified, for example:

- 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



Form TW1 (continued)

18. Open areas (please attach stormwater drainage plan for the site):

Does the proposed installation contain open areas that will drain to the sewerage system?

- ☐ No
☐ Yes

If 'Yes', give details

Stormwater is prohibited from being discharged into 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 stormwater from sealed 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 roofed (fully or partially) 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.

19. Water supply source:

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

Comments

20. Waste flow measurement location and type of flowmeter (Attach details of flow measurement installed/proposed).

If separate waste meters (or check meters) are installed to activity areas, please list them with the location.



Form TW1 (continued)

21. Existing/proposed waste treatment and equipment:

Plans - application to be accompanied by 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 council.

22. Details of the chemicals to be used on-site:

Table TW1.7 Details of the chemicals to be used on-site

Substance	Quantity	Storage liquid/solid	Location	Bunding

Note: Attach Safety Data Sheets prepared in accordance with the state and national requirements for chemicals to be used and likely to be contained in the waste effluent.
Refer to Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals, Safe Work Australia 2018

23. Any proposed plans for future expansion?

- ☐ Yes
☐ No

If 'Yes', give details on a separate attachment.

Note: 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 council to the applicant's future plans and proposals may assist council in planning future sewage management and/or infrastructure additions/modifications.

24. Supporting documentation:

Please attach any relevant supporting documentation, such as:

- environmental impact statement
- consultant's report
- Environment Protection Authority considerations/restrictions.



Form TW1 (continued)

All Applicants to Sign.

Signatures of owner/s Date

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

Note: The owner of the property will be billed for 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	<input type="text"/>	
Site visit conducted	<input type="text"/>	
Application	<input type="text"/>	approved/refused
Issue of	<input type="text"/>	
Approval No	<input type="text"/>	
Commencement of discharge	<input type="text"/>	Officer in charge <input type="text"/>

Sewage treatment works details

Sewage treatment works
Design capacity (EP)
Actual Capacity (EP)

PJ (account number) 000-075-000-1775 Cashier Code TradeWasteDischg



TW2 Stand-alone commercial retail food preparation business application attachment sheet

Fill out this form 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 type of business and write the number of seats or beds (if any). In Table TW2.2 provide the manufacturer's peak flow rate where available.

Table TW2. 1 Business information

Tick	Type of business	No. of seats/beds (if applicable)
	Bakery (only bread baked on-site)	
	Bakery (food cooked on premises) or with coffee shop	
	Bistro/coffee shop/sandwich shop (no hot food cooked or served)	
	Bistro/café/coffee shop/restaurant (hot food cooked and served)*#	
	Boarding house/hostel kitchen	
	Butcher	
	Cafeteria/canteen (no hot food prepared)	
	Club*#	
	Commercial kitchen/caterer*#	
	Community hall kitchen/function centre—minimal hot food cooked	
	Community hall kitchen/function centre—hot food cooked and served	
	Chicken/poultry shop—barbeque/charcoal/steam oven	
	Chicken—retail fresh outlet, no meals prepared	
	Day care centre/school canteen (minimal hot food)	
	Day care centre—hot food prepared	
	Delicatessen—no hot food prepared or served	
	Delicatessen—hot food prepared or served*	
	Fast food outlet	
	Fish shop—fresh (retail) no cooking on-site*	
	Fish shop—cooking on-site*	
	Fruit and vegetable shop (retail)*/loading dock	
	Garbage bin cleaning—within commercial premises, i.e. Hotel/restaurant	
	Hotel/motel with minimal or no hot food prepared and served*#	
	Hotel/motel with hot food*#	
	Ice cream parlour	
	Ice cream parlour with hot food	
	Juice bar/nut shop	
	Mobile food van	
	Mixed business (minimal or no hot food prepared)	
	Night club*#	
	Nursing home kitchen*	
	Pizzeria	
	Takeaway only	
	Pizza reheating (no preparation and limited washing up on-site)	
	School canteen/home science—hot food cooking	
	Supermarket*—incorporating butcher, fish, barbeque chicken, delicatessen, bakery	
	Takeaway—no hot food	
	Takeaway—hot food cooked and served	

Some of the above premises (highlighted with * in Table TW2.1) may have associated processes generating liquid trade waste. Please indicate if your premises have any of the following processes:



* Solid food waste disposal unit (food waste composter/digester etc)

☐ Yes

☐ No

Microbrewery, micro distillery, confectionery/chocolate making, condiments making or other 'boutique/artisan food type' industry

☐ Yes

☐ No

If 'yes', please specify the type of business and fill this application form for Concurrence Classification B (pages 4-11)

Table TW2. 2 Information about fixtures/appliances installed in the kitchen

Fixture/appliance	Number	Manufacturer Flow rate L/h (if available) or capacity
Bain marie		
Bratt pan		
Cleaners sink		N/A
Combi-oven/barbeque		
Commercial dishwasher (door or hood)		
Commercial dishwasher (conveyor)		
Floor waste outlets		N/A
Glass washer (if connected to a grease arrestor)		
Hand basin		N/A
Hot plate/charcoal barbeque		
Pasta cooker		N/A
Potato peeler (if connected to a grease arrestor)		
Pot sink		N/A
Sink - single		N/A
Sink - double		N/A
Steam cooker		N/A
Wok - traditional wok		N/A
Wok - waterless wok		N/A
Under bench dishwasher		
Other fixtures that generate liquid trade waste <i>Please specify and include the expected hourly flow rate</i>		

When finished, attach these sheets to the application form (Form TW1).



TW3 Mechanical repairer application attachment sheet

Please fill out this attachment sheet if your business is involved in mechanical repair processes (and other services related to automotive/engineering 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', such as takeaway food at a service station.

When finished, attached this sheet to the application form (Form TW1).

Business type

Please describe activities carried out on the premises, for example mechanical repairs, car detailer, construction equipment repair/maintenance, bus/coach/transport depot, etc.

- ☐ service station forecourt (existing connection)
- ☐ garbage truck washing
- ☐ vehicle washing (external)
- ☐ internal washing (external)
- ☐ internal washing of vans/tankers
identify type of goods transported by the above
- ☐ non commercial vehicle washing
- ☐ open area associated with the above washing (applicant must provide reasons why roofing is not possible, and must include the details of a first flush system)
- ☐ other, please specify

Mechanical workshop

- ☐ vehicle repairs
- ☐ automobile dismantling (i.e. motor-wrecker)
- ☐ engine/gearbox reconditioning
- ☐ panel beating
- ☐ radiator repairs
- ☐ Other, please specify

Associated activities/businesses

- ☐ café/restaurant
- ☐ takeaway food bar
- ☐ service station forecourt food caravan(s)
- ☐ boiler blowdown (steam supply for internal washing of tankers)
- ☐ portable toilet disposal (for intercity coaches/buses)
- ☐ animal washing
- ☐ other liquid trade waste generating process, please specify



TW4 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 TW1)

Business type:

- ☐ Agricultural research including herbicides/pesticides-laboratory
- ☐ Analytical laboratory
- ☐ Animal health laboratory
- ☐ Pathology laboratory
- ☐ School science laboratory
- ☐ Tertiary institution laboratory (please specify)

- ☐ Workplace laboratory (please specify)

- ☐ Other (please specify)



TW5 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 type

- ☐ mobile animal wash
- ☐ dog/animal pound
- ☐ boarding kennels
- ☐ stables
- ☐ racecourse
- ☐ veterinary surgery
- ☐ pet shop
- ☐ other (please specify)

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

- ☐ Autopsies performed
- ☐ Animal health laboratory
- ☐ Café/restaurant/takeaway
- ☐ Open areas (please indicate area size)

Please specify:

- ☐ details of disposal arrangement of animal droppings and/or litter

- ☐ details of disposal arrangement of diseased animals

Please indicate if your premises have or planning to have any of the following fixtures/processes:

Animal waste disposal unit:

- ☐ Yes
- ☐ No

Alkaline hydrolysis process:

- ☐ Yes
- ☐ No

Note: Where full roofing is not provided, the application must be referred to the Department of Planning, Industry and Environment for concurrence.

When finished, attach this sheet to the application form (Form TW1).

TW6 Tankered human waste, pan waste, ship to shore pump out waste, and dump point 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.

1. Type of Waste

Septic Tank Waste

☐ Septic tank effluent

☐ Septage

Ablution block water

☐ Blackwater

☐ Greywater

Pan content waste

☐ Caravan park/mobile homes

☐ Portable/chemical toilet (building/event sites/bus/train)

☐ Night soil

☐ Pit toilets in remote area

☐ Composting toilet waste (**not permitted**)

Pump-out from boat/marinas

☐ Liquid galley waste

☐ Toilet waste

☐ Dock cleaning waste

☐ Floating restaurants - list the seating capacity

☐ Other type of human waste - please list

2. Hours of days during which discharge will normally take place

Monday to Friday am

pm

Saturday/Sunday am

pm

3. Odour control measures if applicable

4. Odour inhibiting and other chemicals used (Safety Data Sheets must be provided)

Name of chemical added

Dosage rate

5. Proposed method of waste volume measurement

6. Proposed method of discharge including plans and drawings if appropriate

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



8. 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 council's sewerage system.

Prevention of stormwater ingress at the proposed dump point

9. Measures to prevent grease trap waste and /or any other liquid waste being mixed with septic tank waste (or other human waste).

Grease trap waste and any other unauthorised waste are not permitted to be discharged to the sewerage system

Please attach a statement that septic tank waste and/or other human waste will not be mixed with grease trap pump out waste and/or any other unauthorised waste.

10. List all other liquid waste collected by your business including disposal arrangement (list EPA Licence number where applicable)

11. 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).

12. For boat/marina facility

Is kitchen waste from floating restaurants discharged to your facility?

☐ Yes

☐ No

If 'Yes', do floating restaurants have on board arrangements to pre-treat galley waste?

If 'No', what measures are taken to minimise the effect of greasy/oily waste on the pump-out facility and/or sewerage system?

Please specify:

Number of vessels that may utilise the pump out facility

☐ Commercial

☐ Private

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

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.