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**Bowen**  
67 Herbert Street  
PO Box 306  
BOWEN QLD 4805

## Application for Trade Waste Approval - Important Information

The Water Supply (Safety & Reliability) Act 2008 requires that all businesses that have a liquid trade waste generated as part of the commercial and/or industrial business activities must have a trade waste approval to dispose of such waste to sewer.

**The application for Trade Waste Approval must be completed by the property owner or authorized agent in order to obtain a Trade Waste Permit.**

- Property owner or authorized agent will need to complete **PART A**
- Property owner or tenant of a Services, Food, Retailing, and Hospitality type businesses will need to complete **PART B**.
- Property owner or tenants of a Mechanical workshop or motor trade business will need to complete **PART C**.
- Property owner or tenants of a Processing/manufacturing type business will need to complete **PART D**.
- Property owner or authorized agent will need to complete **PART E**.
- All **New Applications** must include the following:
  - ▶ Trade Waste Application Form fully completed
  - ▶ Site/Drainage Plan and other relevant information (see Appendix 1 of this form for details)
  - ▶ Trade waste application fee - \$122.00
- All **Business 'One off' application** must include the following:
  - ▶ Trade Waste Application Form fully completed
  - ▶ Site/Drainage Plan and other relevant information (see Appendix 1 of this form for details)
  - ▶ Trade Waste Application Fee - \$122.00 (2017/18 See Schedule of Fees & Charges)

Prior to the connection of any treatment apparatus to Whitsunday Regional Council's (Council) sewerage system, a development or works approval may be required. Refer all applications for work to Environment & Compliance Services. All works are required to be carried out by a licensed Plumber to current AS3500 standards.

- Any development charges must also be paid prior to connection.
- If you have any questions concerning the Trade Waste Application, please call the Whitsunday Regional Council Customer Service line on 07 4761 3600 or 4945 0200

**Trade Waste Approvals are important for managing the risks associated with the acceptance of trade wastes into Council's sewer assets and the potential for these risks to impact on the environment, the waterways and the health and safety of people.**

**As such it is necessary for this application to be fully completed and signed by the property owner or authorized agent being responsible for the management of trade waste discharges to the sewer.**

# Trade Waste Business Permit Application Form

Part A is to be completed by the **property owner** or **authorized agent**. Property relates to the land from which trade waste is discharged into Whitsunday Regional Council sewerage system.

- New Application** (Please estimate commencement date)    \_\_\_\_/\_\_\_\_/\_\_\_\_
- Renewal**
- Amendment** (Change to the nature or volume of the existing Trade Waste discharge)
- Business 'One Off' application** (e.g. Commercial/institutional/municipal swimming pool dump to sewer)

## PART A

### SECTION 1 – PROPERTY OWNERS DETAILS

Full Name:

Company Name (if applicable)

Telephone:

Mobile:

Email:

Property owners postal address:

City:

State:

Post Code:

### SECTION 2 – OWNERS REPRESENTATIVE DETAILS

Full Name:

Telephone:

Mobile:

Email:

Owners Representative postal address:

City:

State:

Post Code:

### SECTION 3 - TRADE WASTE PREMISES ADDRESS

Name of shopping center (if applicable):

Property Address:

Post Code:

Real Property description:

### SECTION 4 – DESCRIPTION OF PREMISES

- Standalone building
- Part of a shopping center or strip shop
- A commercial office
- Zoned for industry
- Part of a community title
- Other

### SECTION 5 – TYPE OF BUSINESS OCCUPYING THE PREMISES

- Services/food retailing/hospitality
- Mechanical workshop, motor trades
- Processing or manufacturing

Number of toilets on the property

## PART B

### SECTION 1 – DESCRIPTION OF TRADE WASTE AND FLOW

Services, Food, Retail, Hospitality etc.

If more than one business on property, please complete a Part for each

#### 1. Type of business:

#### 2. Business trading name:

#### 3. Business Postal address:

Post Code

#### 4. Contact person name:

#### 5. Contact person's details:

Phone

Email

#### 6. Pre-treatment system(s):

1		4	
2		5	
3		6	

#### 7. List number of Existing fixtures and appliances within premises

Pot sink:		Single bowl sink:		Double bowl sink:		Cleaners sink		Hand Basin	
Dishwasher (large)		Dishwasher (medium)		Dishwasher (small)		Combi oven:		Tundish	
Baine Marie:		Wok Burner (Dry):		Wok Burner (Wet):		Bar Sink:		Glasswash	

Other:

#### 8. List number of Proposed fixtures and appliances within premises

Pot sink:		Single bowl sink:		Double bowl sink:		Cleaners sink		Hand Basin	
Dishwasher (large)		Dishwasher (medium)		Dishwasher (small)		Combi oven:		Tundish	
Baine Marie:		Wok Burner (Dry):		Wok Burner (Wet):		Bar Sink:		Glasswash	

Other:

#### 9. Capacity or rating of proposed or existing pre-treatment device

Proposed:		Existing:	
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#### 10. Liquid Waste Removal Contractor

JJ Richards

Cleanaway

Other

**11. Indicate Trading Hours at site**

**Days of the week:**

- Monday to Friday
- Saturday
- Sunday

**Hours of the day:**

- Between  and
- Between  and
- Between  and

**12. Trade Waste Effluent Flow Details**

- Total discharge in litres
- Average discharge rate in litres/second
- Peak flow rate in litres/second
- Duration of peak flow in minutes
- Periods of day for the proposed discharge

**13. Trade Waste Flow Details**

- Estimated daily town main water consumption for the property in litres
- Estimated daily quantity of town main water not discharging to sewer in litres  
*e.g. landscape irrigation.*

## PART C

### SECTION 1 – DESCRIPTION OF TRADE WASTE AND FLOW

Motor Trade Businesses etc

If more than one business on property, please complete a Part for each

#### 1. Type of business:

#### 2. Business trading name:

#### 3. Business Postal address:

Post Code

#### 4. Contact person name:

#### 5. Contact person's details:

Phone

Email

#### 6. Pre-treatment system(s):

1		4	
2		5	
3		6	

#### 7. List number of Existing fixtures within workshop area

Sinks:  Basins:  Troughs:  Grated floor pits  Trench grate channel

Other:

#### 8. List number of Proposed fixtures within workshop area

Sinks:  Basins:  Troughs:  Grated floor pits  Trench grate channel

Other:

#### 9. Capacity or rating of proposed or existing pre-treatment device

Proposed:  Existing:

#### 10. Capacity of proposed or existing holding tank

Proposed:  Existing:

#### 11. Liquid Waste removal contractor

JJ Richards

Cleanaway

Other

#### 12. Indicate Trading Hours at site

##### Days of the week:

Monday to Friday

Saturday

Sunday

##### Hours of the day:

Between  and

Between  and

Between  and

**13. Trade Waste Effluent Flow Details**

Total discharge in litres

Average discharge rate in litres/second

Peak flow rate in litres/second

Duration of peak flow in minutes

Periods of day for the proposed discharge

**14. Trade Waste Flow Details**

Estimated daily town main water consumption for the property in litres

Estimated daily quantity of town main water not discharging to sewer in litres  
*e.g. landscape irrigation.*

## PART D

### SECTION 1 – DESCRIPTION OF TRADE WASTE AND FLOW

*Premises occupied by Processing/Manufacturing business, Laundry, metal finishing, swimming pool backwash, food/beverage manufacturing etc.*

**NOTE: The design of the pre-treatment systems for these type of industries typically shall be undertaken by a suitably qualified person e.g. hydraulic engineer**

1. Type of business:

2. Business trading name:

3. Business postal address:

Post Code

4. Contact person name:

5. Contact person details:

Phone

email

6. Substances/Chemicals used in business

Provide details and strength of all substances/chemicals used in the business that can enter the sewerage system, even in trace amounts where present in wash waters

Physical & chemical properties		Indicative concentration	
1	Chemical Oxygen Demand		mg/L
2	Total Kjeldahl Nitrogen		mg/L
3	Total Phosphorus		mg/L
4	Ammonia		mg/L
5	Suspended Solids		mg/L
6	Total Dissolved Salts		mg/L
7	Total Petroleum Hydrocarbon		mg/L
8	Total Oil & Grease		mg/L
9	Temperature Range		°C
10	pH range		
Metal properties	Units	Metal properties	Units
Aluminium	mg/L	Arsenic	mg/L
Cadmium	mg/L	Chromium	mg/L
Iron	mg/L	Lead	mg/L
Molybdenium	mg/L	Nickel	mg/L
Other			

**Other Compounds** (tick where applicable)

- Radioactive substances
- Toluene
- Benzene
- Xylene
- Ethylbenzene
- Methyl ethyl ketone
- Flammable substances
- Pesticides/herbicides
- Chloroform
- Petroleum Hydrocarbon

**7. Trade Waste Effluent Flow Details**

Total discharge in litres

Average discharge rate in litres/second

Peak flow rate in litres/second

Duration of peak flow in minutes

Periods of day for the proposed discharge

**8. Trade Waste Flow Details**

Estimated daily town main water consumption for the property in litres

Estimated daily quantity of town main water not discharging to sewer in litres   
*e.g. landscape irrigation.*

**9. Liquid waste contractor**

- JJ Richards
- Transpacific Cleanaway
- Other

**10. Indicate Trading Hours at site**

**Days of the week:**

- Monday to Friday
- Saturday
- Sunday

**Hours of the day:**

Between  and

Between  and

Between  and



## PART E

### APPLICANT DECLARATION

This application must be signed below by the property owner or the property owner's authorized agent

- I (the property owner/property owners authorized agent) declare that all the information provided on this application is true and correct.
- If the Whitsunday Regional Council accepts the offer contained in this application, the property owner/authorized agent will comply with all the requirements of any Trade Waste Approval, including the payment of all fees and charges

Name of property owner or property owner's authorized agent

Signature of property owner or property owner's authorized agent

Date

**This form, together with the other relevant documents, can either be emailed to [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au), mailed to:**

**Attn: Trade Waste Department  
Whitsunday Regional Council  
PO Box 104, Proserpine QLD 4800**

**or delivered in person to a Whitsunday Regional Council Customer Service Centre.**

The Whitsunday Regional Council is collecting the information requested on this form for the purpose of providing goods and services to you and improving those goods and services. Without all or part of this information the goods and services may not be provided to you. This information will be handled in accordance with our legal obligations. You may request access to your personal information. The information may be disclosed to third parties in relation to the provision of goods and services, including Council's contractors assisting in the provision of these goods and services, the Minister or the Environment Protection Authority.

## APPENDIX 1

### 1. Information to be provided with the application

- Designers name, contact details and licence details
- Site/locality and tenancy plan
- Existing services relevant for connection of new works
- North point
- Sanitary drain house connection point and levels in AHD or suitable assumed levels
- Proposed and existing pipe and surface levels in AHD or suitable assumed levels
- Floor plan to a 1:100 scale
- Legends, abbreviations, symbols and pipe & fitting material

### 2. Details of each trade waste generating area, including:

- a description of trade waste generating activities linked to each trade waste generating area
- the designed peak trade waste flow rate (litres per hour)

### 3. Roofing and sheeting details for external trade waste generating areas, including:

- a diagram of the roof and overhang of external trade waste generating areas showing the minimum length of overhang on open walls to be at least 25 per cent of the height of the roof from the finished ground level
- details of diversion valves or first flush systems if roofing is not feasible

### 4. Details of all pre-treatment systems, including

- the manufacturer's name
- the pre-treatment system type and model number
- the pre-treatment system capacity specified by the manufacturer and the expected hydraulic load on the pre-treatment system
- the type and rating of the pump which must be matched to the manufacturer's specifications for the pre-treatment system, if the wastewater is to be pumped
- a hose tap, with a testable RPZ device located within five metres of each pre-treatment device
- pre-treatment system is accessible for maintenance (for guidance, it is recommended that the hardstand area be no further than 15 metres from the pre-treatment device) Where this condition cannot be achieved due to site constraints an approved 80mm pump suction line shall be installed. Index length of suction line shall be <30m with a maximum of 4m lift
- Trade waste flows are measured, either by approved water meters or magflow meter

### 5. Details of hydraulic load allocated to pre-treatment equipment, including:

- an information schedule of the form as shown in the *Trade Waste Application Guide* for transparency on how trade waste hydraulic loads have been allocated to pre-treatment devices
- details of the arrestor that will service each tenancy if there is more than one tenancy on the premises,
- details of the total peak hourly flow directed to each arrestor
- updated details of new hydraulic loadings where a connection, disconnection or change to connection affects an existing trade waste installation
- details of estimated peak trade waste flow for all shops connected to the shared arrestor where a new shop fit-out is to be installed at a premises resulting in multiple tenancies connected to a shared arrestor.