



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

CONDITIONAL CATEGORY CONSENT

Application Process

PRACTICE NOTE TW06

This Practice Note is part of a series of notes developed to assist with the use and implementation of the Central Hawke's Bay District Council's Trade Waste Bylaw 2021.

When is a trade waste consent application required?

All premises intending to discharge or discharging wastewater of a non-domestic nature to the wastewater system, must apply for permission to discharge trade waste.

How do I apply for a conditional trade waste consent?

Premises discharging trade waste which fits in the conditional category should use the Conditional application form, also found on Council's website in the trade waste section.

Accompanying the application should also be the following:

- Management Plan
- Stormwater Drainage Protection Plan
- Sample data

The application fee must be paid before the application can be accepted.

What is a Management Plan?

The Management Plan helps Council understand your discharges and the risks associated with them. It also demonstrates how you manage and control your trade waste discharge.

The Management Plan is required by Council to understand the premises activities, key contacts, site layout, any wastewater pre-treatment/treatment in use/intended to be used, risks on the site, and information such as contingency plans in case of incidents.

A template is provided on Council's website in the trade waste section to help you develop your Management Plan. If you have a plan already developed which covers the Council's requirements in the Management Plan, you can provide that to us.

Cleaner Production techniques should be considered in your activity, and covered in your Management Plan. Cleaner Production is the implementation of effective operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes. This is required to minimise and manage trade waste by

- Using energy and resources efficiently, avoiding or reducing the amount of wastes produced
- Producing environmentally sound products and services
- Achieving less waste, fewer costs and higher profits.

What is a Stormwater Drainage Protection Plan?

In order to protect the environment in case of an incident or problem on your site, you need to have a contingency plan to prevent any discharges or chemicals getting into the stormwater system.

Guidance is provided on Council's website in the trade waste section to help you develop your Stormwater Drainage Protection Plan. If you have a plan already in place, please provide that to us.

What is Sample Data?

This is data that Council can use to confirm which category your trade waste fits in, and also to enable Council to set your Consent Conditions, Council requires sufficient sample data to understand the nature of your discharge. If you are not currently producing any trade waste, data typical of your activities may be used until such time that you are producing trade waste which can be analysed.

Ideally sample data typical of the discharge, and worst-case discharge sample data should be provided, or an indication of what the characteristics could be in each case.

The following sample data is required in the application form:

Table 2 - Sample data required at time of application

- Total suspended solids
- Volatile suspended solids
- Settleable solids
- Biochemical oxygen demand
- Total nitrogen
- Total phosphorus
- Dissolved reactive phosphorus
- pH
- Temperature

The following should be provided if your discharge is likely to contain them in quantities greater than those shown in Schedule A:

Table 3 - Sample data that may be requested at time of application

- Total oil and grease
- Petroleum hydrocarbons
- Total kjeldahl nitrogen
- Ammonia
- Sulphide
- Heavy metal suite (boron, copper, zinc, mercury, cadmium, lead, nickel, chromium (III))

Council may request further sample data in order to better understand your trade waste discharge and set parameter limits in your consent.



What happens if the trade waste is categorised as prohibited?

Premises which are likely to discharge trade waste which exceed the characteristics in Schedule A, and meet the conditions/characteristics in Schedule B, should contact Council. Contact details can be found in the trade waste section in Council's website to initiate discussions with the Trade Waste Officer. Treatment to enable the trade waste to meet the conditional category requirements may be possible, or the wastewater may have to be tankered to a facility that can accept the waste.



What happens once I have lodged an application with Council?

Once your application is received by Council, along with the application fee, Council will confirm (in writing) they have all the information they require, and how long it will take to process your application if longer than 15 working days. If Council does not have sufficient information to proceed with your application, they will let you know what further information is required, and when it is required by in order to progress your application.

For conditional discharges, Council will contact you to discuss your application further, particularly with respect to proposed consent conditions and monitoring requirements.



What happens if my application is declined?

Council will discuss your application with you prior to making any decision. In order for Council to accept your discharge and issue a consent to discharge, you may be required to install additional treatment to address characteristics which are not acceptable, or the wastewater system does not have the capacity to receive.

If you cannot meet Council's requirements in order for it to accept your trade waste, your application will be declined, and the reasoning will be provided to you.

Should you require a review of the decision if you are not satisfied, you can contact the Chief Executive of Council no later than 20 working days after the decision notification, requesting them to review the decision. The decision of the Chief Executive shall be final.

What happens if you change your activity?

If your activity changes at any time, you intend to cease discharging trade waste, or your business moves, please notify Council. This helps Council understand what is discharging where in the wastewater system, and how it may affect Council's operation. Council also need to know about ownership changes.

You will be liable for all charges until Council acknowledges the ceasing of your discharge.



My consent is about to expire, what should I do?

Council will be in contact with you prior to your consent expiring. You will be required to re-apply for a consent to discharge trade waste into the Council wastewater system.

Relevant information

- What is Trade Waste
- Trade Waste Categorisation
- Pre Treatment
- Trade Waste Fees and Charges
- Trade Waste Offences and Enforcement