



Trade Waste Discharge Application Form

Please note: an application fee is payable prior to your application being processed

Application Details	
Full name (as registered with the New Zealand Companies Office):	
'Trading as' name (if applicable):	
New Zealand Company Registration Number:	
Street address of trade premises:	
Street Number:	Street Name:
Suburb:	Postcode:
Postal address (required for billing purposes):	
Street Number:	Street name or PO Box:
Suburb:	Postcode:
Person in company responsible for Trade Waste Discharge:	
First Name:	Last Name:
Position in company:	
Email:	
Phone: ()	Mobile:
<i>Please contact us if these contact details change.</i>	
Contact details if the above person is not contactable:	
First Name:	Last Name:
Position in company:	
Email:	
Phone: ()	Mobile:
Principle Business Activity:	
What are you applying to do?	
<input type="checkbox"/> New Application	<input type="checkbox"/> Renew Consent
<input type="checkbox"/> Vary Existing Consent	<input type="checkbox"/> Holding tank discharge
<input type="checkbox"/> Temporary Agreement: From	To
<input type="checkbox"/> Tankered waste	
Site and Process Details:	
<input type="checkbox"/> New wastewater connection	<input type="checkbox"/> Existing wastewater connection
The new discharge or change in discharge will commence from: (Date)	
*Signature:	*Date:
NOTE: If a person is signing on behalf of the applicant or an authorised agent, please ensure all contact details are provided.	
* <input type="checkbox"/> Please tick if application is signed by agent acting on behalf of the applicant.	

About your Trade Waste

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).

Business legal name:

Type of business:

Process name:

Description of process:

Discharge location to sewer:

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

Type of liquid waste produced:

Annual number of discharge days:

Volume of trade wates:

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):

Discharge timing (please tick one): Continuous Intermittent

If batch discharges:

f) Maximum quantity (m³ per batch):

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

General characteristics of trade wastes: (Please include sample data with your application)

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):

f) Total phosphorus (g/m³):

g) Soluble phosphorus (g/m³):

h) Total nitrogen (g/m³):

i) Total Kjeldahl nitrogen (g/m³):

j) Ammoniacal nitrogen (g/m³):

Do you store, use or generate any substances which may not meet the requirements of Schedule A? Yes No

If yes, please describe:

Do you store, use or generate any substances with characteristics included in Schedule B? Yes No

If yes, please describe:

Please describe your company's process or products (e.g. food production, electroplating, chemical manufacture etc):

Please describe the individual processes which generate trade waste:

List all hazardous substances stored or handled on site and provide material safety data sheets with this application:

List the substances in your trade waste discharge:

Please give the company's operating days and hours:

Do you have daily/weekly/seasonal differences with your discharge (flow or characteristics)? Yes No

Please describe:

List the company's peak discharge periods (hours/months):

List the regular/annual shutdown periods (hours/months):

Is domestic wastewater (toilets, showers etc) combined with any trade waste prior to the sample point? Yes No

Is there an onsite cafeteria that produces food? Yes No

Are there any open areas which may collect rainwater/stormwater that discharge to our wastewater network? (such as bunded tanks, open excavation areas, etc.) Yes No

If yes, please describe the areas and give their size in square meters

Is a stormwater diversion system installed? Yes No

If yes, please provide details of the system type and maintenance plans

Are other sources of water used and discharged during production? (such as bores, rainwater tanks, etc.) Yes No

If yes, please provide details of the water source and the volume discharges over 24 hours

Do you have any pre-treatment devices? Yes No

If yes, please describe (type and capacity)

What maintenance is undertaken on them, and how often?

Is an approved backflow prevention device installed on your site? Yes No

If yes, please give details of type, location, date of annual Building Warrant of Fitness (WOF)

Are there any specific Health and Safety requirements and security arrangements that Council staff entering the premises need to be aware of?

Will you be undertaking your own monitoring (self-monitoring)? Yes No

Risk Management

The following are required with your application – please tick to confirm you have included them:

Management Plan

Sample data

Site plans or drawings showing:

- the origin and route of trade waste generated on the site
- chemical storage and use areas
- domestic sewage drains
- water meter locations
- Main tradewaste pre-treatment systems (pH control, flow balance, grease traps, screens, etc)
- Flow measuring and sampling point(s), including metering point for charging purposes
- Open areas draining to tradewaste drains.

Stormwater Drainage Protection Plan

Material safety data sheets for chemicals stored or used on site