

Application For Trade Waste Discharge

Pursuant to Bylaws from the following councils:

Matamata Piako District Council Trade Waste Bylaw
2020

Hamilton City Council Trade Waste and Wastewater
Bylaw 2016 (Amended 2023)

Rotorua Lakes Council Water Services and Trade
Waste Bylaw 2017

South Waikato District Council Trade Waste Bylaw
2017

Taupō District Council Trade Waste Bylaw 2016

Waipā District Council Trade Waste Bylaw 2021

Waitomo District Council Trade Waste Bylaw 2006
(Amended 2016)

Application Completed By: Consent Holder Consultant Other _____

SECTION A: GENERAL INFORMATION

A1: LOCATION AUTHORITY:

 **Hamilton City Council**
Te kaunihera o Kirikiriroa

 **ROTORUA LAKES COUNCIL**

 **Waitomo**
District Council

 **te kaunihera ā-rohe o matamata-piako**
district council

 **GREAT LAKE TAUPŌ**
Taupō District Council

 **Waipā**
DISTRICT COUNCIL

 **South Waikato**
District Council

A2: COMPANY / PREMISE DETAILS:

Consent Holders Name: _____

Trade Name: _____

Company Name: _____

NZBN:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Phone: _____ Mobile: _____

E-Mail: _____

Postal Address: _____ Post Code: _____

Physical Address: _____ Post Code: _____

A3: THIS APPLICATION RELATES TO:

- Temporary Discharge
- Proposed New Discharge
- Renewal of a Consent
- Variation to Existing Consent;

A4: COUNCIL CONNECTIONS:

Council Wastewater System Yes No
NOTE: If you answered NO to wastewater System, then you do not require a trade waste consent to discharge

Council Stormwater System Yes No

Council Water Supply Yes No

Other Source of Water Yes No

Council Meter ID: _____

A5: DESCRIPTION OF MAIN TRADE ACTIVITY:

- Food Premises
- Hair & Beauty Services
- Service Station / Car & Truck Wash / Mechanics
- Laundromat / Dry Cleaners
- Tanker
- Other; Specify _____

Describe Process & Main Trade Activity: _____

A6: DRAINAGE PLAN:

**Attach a copy of the drainage plan showing the following:*

- Trade Waste & Domestic Drains
- Stormwater & Water Drains
- Process Areas
- Pre-Treatment Location
- Flow / Water meter
- Sample Point

SECTION B: HEALTH AND SAFETY

Is an induction required? Yes No

Health and Safety requirements prior to entering site:

Visitor Requirements	Specify Detail
Induction Requirements:	
PPE Requirements:	
Additional Requirements For Council Staff Prior To Entering Site:	
Hazard Register:	
Other Requirements Not Listed Above:	

SECTION C: OPERATION**C1: OPERATIONAL DAYS / DISCHARGE HOURS:**

Days	Hours	Days	Hours
<input type="checkbox"/> Monday	_____	<input type="checkbox"/> Friday	_____
<input type="checkbox"/> Tuesday	_____	<input type="checkbox"/> Saturday	_____
<input type="checkbox"/> Wednesday	_____	<input type="checkbox"/> Sunday	_____
<input type="checkbox"/> Thursday	_____		

C2: TYPE OF DISCHARGE:

Intermittent Continuous Flow Batch Other _____

C3: PROCESSES & POLLUTANTS:

List any substances which are stored, used and/or generated on the premise (e.g. chemicals, oil, solvents, waste products, etc.) Attach Material Safety Data Sheets (MSDS) if necessary

Product Name	MSDS Sheet Issuing Date	Copy of MSDS Sheet attached to application
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No

****If you have additional substances, please attach an additional page listed in this format to this application****

Are the substances listed above banded, and stored away from drains? Yes No

Is there a spill kit on site? Yes No

Describe mitigation measures employed to prevent accidental spillages of these substances from entering the public sewer or stormwater systems. Attach additional information if necessary: _____

SECTION D: REDUCING LIQUID AND SOLID WASTE

Businesses are responsible for taking initiative in recycling, and contributing to reducing solids from ending in the wastewater system and landfills.

D1: SOLID WASTE

Does the site recycle: Yes No

If YES, list recycled products and processes to reduce waste entering the landfills: _____

D2: LIQUID WASTE

Is there liquid waste taken off site: Yes No

List all liquid waste(s) removed from site: _____

Contractor: _____

Contractor Phone Number: _____

Frequency of pick up: _____

SECTION E: PRE-TREATMENT

E1: PRE-TREATMENT DEVICE/S

- | | | |
|--|--|--|
| <input type="checkbox"/> Screens | <input type="checkbox"/> Chemical/Biological Treatment | <input type="checkbox"/> Complex Filtration System |
| <input type="checkbox"/> Grease Trap/Converter | <input type="checkbox"/> Oil & Grit Interceptor | <input type="checkbox"/> pH Adjustment |
| <input type="checkbox"/> Diversion System | <input type="checkbox"/> Balancing / Holding Tank | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Amalgam Separator | | _____ |

E2: SPECIFICATION OF PRE-TREATMENT

Attached specification of pre-treatment: Yes No

Type: _____

Make / Model: _____

Size (litres): _____

E3: PRE-TREATMENT SERVICING

Contractor: _____

Contact Phone Number: _____

Frequency of Servicing: _____

SECTION F: GENERAL CHARACTERISTICS OF TRADE WASTE

F1: MEETING THE TRADE WASTE BYLAW:

Does the discharge meet the Permitted Characteristics specified in the bylaw: Yes No

If YES, check that you have all relevant attachments, and go to TRADE WASTE DECLARATION

If NO, please refer to Processing an Application section of the relevant Trade Waste Bylaw and proceed to F2

(Note: If your site meets the Permitted Characteristics of the Bylaw, you do not need to fill this page in)

F2: TRADE WASTE DISCHARGE VOLUME:

Method of flow measurement:

Council Supply Internal Water Supply Waste Flow Meter Other: _____

Meter ID Number: _____

Estimated Discharge Volume (m³/day): _____

Batch Discharge (m³): _____

Number of batches per day / week: _____

Is there a water loss factor: Yes No Specify water loss (%): _____

NOTE: Provide calculation for water loss % in the box below:

F3: PROPOSED CHARACTERISTICS LIMIT

Characteristic	Limit	Characteristic	Limit

TRADE WASTE CHECK LIST

- | | |
|--|--|
| <input type="checkbox"/> Trade Waste Management Plan | <input type="checkbox"/> Pre-Treatment Specification |
| <input type="checkbox"/> Water Loss Calculation | <input type="checkbox"/> Material Safety Data Sheets |
| <input type="checkbox"/> Copy of Drainage Plan | <input type="checkbox"/> Spill Response |

TRADE WASTE DECLARATION

PRIVACY

The information supplied in this application form will be held and used by Shared Services staff on behalf of Hamilton City Council, Matamata-Piako District Council, Rotorua Lakes Council, South Waikato District Council, Taupō District Council, Waipā District Council or Waitomo District Council. The information will not be disclosed by Shared Services unless legally required under the Local Government Official Information and Meetings Act 1987 or for one of the purposes in connection with its collection. The information supplied will be used for: assessing and processing this application, for administration purposes and updated Shared Services' records on behalf of each council to ensure all records are accurate. You have the right to request access and correction of information collected.

SIGNATURE

1. I am duly authorised to make this application
2. I believe that all the information contained in this application is true and correct.

Full Name: _____

Position: _____

Signed: _____ Date: _____

Please return completed forms to your nearest council building, or email to tradewaste@colabsolutions.govt.nz

If you have any queries regarding this application, please feel free to call us on 0800 357 358.

An invoice for the Trade Waste Application Fee will be sent to you shortly. The Trade Waste application will not be processed without payment of fees.

Please Note: The Council Trade Waste Bylaws and Local Government Act 2002 allow the following:

All Authorised Officers or Authorised Agents of the Council, or any analysts, may enter any premise believed to be discharging trade waste at any time in order to determine any characteristics of any actual or potential discharge by:

- a) Taking readings or measurements
- b) Carrying out site inspection audits; and / or
- c) Taking samples for testing, of any solids, liquid or gaseous material or any combination or mixture of such materials.