

TRADE WASTE APPLICATION OR CHANGE OF APPROVAL DETAILS

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TRADE WASTE APPLICATION INFORMATION

THIS INFORMATION IS DESIGNED TO ASSIST YOU WITH THE PREPARATION OF THE REQUIRED DOCUMENTATION FOR A TRADE WASTE APPLICATION SO IT CAN BE ASSESSED BY ISAAC REGIONAL COUNCIL IN A TIMELY MANNER.

APPLICATION CHECKLIST

Trade Waste Application	<input type="checkbox"/>
Details of pre-treatment Device/s	<input type="checkbox"/>
Plan Showing Location of pre-treatment Device/s	<input type="checkbox"/>
Payment Fees A full schedule of Councils fees and charges are available on our website www.isaac.qld.gov.au . We are happy to assist you by confirming fees required for your application.	<input type="checkbox"/>

ADDITIONAL REQUIREMENTS (WHERE APPLICABLE)

	YES	NO
Have you sought Town Planning advice on the proposed use of this premises?	<input type="checkbox"/>	<input type="checkbox"/>
If you are making alterations to existing Plumbing and/or Drainage on site, have you obtained your Plumbing Compliance Certificate and/or permit? (Please Provide)	<input type="checkbox"/>	<input type="checkbox"/>
If you are making alterations/additions to the existing building/tenancy, have you obtained your Building Final Form 21 or Certificate of Classification and/or Decision Notice? (Please Provide)	<input type="checkbox"/>	<input type="checkbox"/>
If you are a food/beverage producer, have you applied for a food Business Licence?	<input type="checkbox"/>	<input type="checkbox"/>

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TRADE WASTE APPLICATION INFORMATION

WHAT IS TRADE WASTE?

Trade waste is any water-borne waste from business, trade or manufacturing premises. This does not include waste that is a prohibited substance, human waste or stormwater, under the Water Supply (Safety and Reliability) Act 2008.

Liquid wastes are produced by a range of industrial, commercial and domestic activities. The Environmental Protection Act 1994 prohibits the pollution of the environment through the discharge of these wastes.

WHAT IS A TRADE WASTE APPROVAL?

A trade waste approval is approval from Isaac Regional Council to discharge trade waste into Councils Sewer System. Trade waste must not be discharged into Council's sewer unless the premises has been granted a Trade Waste Approval.

Approvals are accompanied by conditions that are mandatory. These include minimum requirements for pre-treatment infrastructure, limitations relating to contaminants and sewer acceptance criteria of waste water, service schedules for pre-treatment infrastructure and compliance with periodic audits carried out by Council officers.

Approvals are categorised depending on risk and impact to infrastructure, the category will determine the application and discharge fee amounts respectively.

RENEWAL OF TRADE WASTE APPROVAL

Trade Waste Approvals are valid for a specified time period, not to exceed 5 years; as per Council's Trade Waste Policy and Trade Waste Environmental Management Procedure (TWEMP); subject to payment of the annual discharge fee.

Fees are set annually in the Isaac Regional Council Fees and Charges.

ALREADY HAVE AN APPROVAL, BUT SOMETHING HAS CHANGED?

The approval holder must lodge a Change of Approval Details Form if discharge varies from that of the approval for example: changes in the waste generator (lessee) of a premises, after shop fit-outs and refurbishments that require Plumbing approval, or where a change in process occurs that materially affects the trade waste volume or quality.

Changes to existing contact details must be provided to Isaac Regional Council in writing.

AUDITS AND INSPECTIONS BY COUNCIL OFFICERS

Council Trade Waste officers will carry out a routine pre-approval inspection of the premises before issuing an approval. Approval holders are subject to routine periodic audits. Inspections are carried out to ensure; that pre-treatment devices are regularly and properly serviced, that all storage areas are properly isolated and are not improperly connected to sewer, there are no unauthorised trade waste connections to sewer, there are no illegal, improper or non-compliant connections to stormwater, sewer, water etc and that work practices do not result in a breach of the trade waste approval or legislation.

WHERE CAN I FIND COUNCILS TRADE WASTE POLICY AND THE TWEMP?

Copies of these documents are available on Council's website www.isaac.qld.gov.au or contact the Community Education & Compliance department on 1300 ISAACS (1300 472 227) for assistance.

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DEFINITIONS

SITE ADDRESS	Property from which trade waste will be discharged.
WASTE GENERATOR	Name of Business or person requesting trade waste approval to discharge to the sewer.
APPROVAL HOLDER	Name of business or person to hold the Trade Waste Approval. Taking responsibility for approval, ensure compliance with Councils Trade Waste Policy and TWEMP, see “What is a Trade Waste Approval?” for more. Responsible for payment of application and annual discharge fee accounts.
PROPERTY OWNER	Owner of the physical property or premises.
BUSINESS TYPE AND TRADE WASTE PROCESS	<ul style="list-style-type: none">• Provide a brief description of the type of industry/business carried out on the site eg restaurant, mechanical workshop.• Describe the type of processes that will generate trade waste to be discharged to the sewer eg floor washing, food preparation.• Confirm if your business is currently discharging to the sewerage.
STORM WATER DISCHARGE	Confirm if stormwater is discharged to the sewerage system on site.
PRETREATMENT DEVICE	A device/s used to treat liquid trade waste by reducing substance strength prior to discharge to council sewerage infrastructure (eg sink basket traps, grease arrestor, oil separator, silt trap, amalgam separator etc).
AUTHORISED AGENT	Authorised agent shall mean a person or firm appointed by the approval holder to act on their behalf, only in matters of trade waste. Notification of such appointment must be lodged in writing with Council.

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APPLICATION INFORMATION

Isaac Regional Council processes trade waste applications for discharge of trade waste to its sewerage infrastructure.

Please note applications missing essential information will trigger a request for information, which will cause delays in the assessment process.

TYPE OF APPLICATION

NEW APPLICATION	Complete All Sections.
VARIATION TO EXISTING APPROVAL	Mandatory Part A & D, including any further relevant sections.

PART A – BUSINESS AND SITE DETAILS

SECTION 1 – SITE DETAILS

STREET ADDRESS	
LOT & PLOT NUMBER	
ARE THERE MULTIPLE TENANCIES AT THIS ADDRESS?	<input type="checkbox"/> Yes; Shop/Tenancy Number: <input type="checkbox"/> No If Yes, please provide a site map and indicate the shop/tenancy number.

SECTION 2 – WASTE GENERATOR DETAILS

BUSINESS NAME	
TRADING NAME	
ABN & ACN	
POSTAL ADDRESS	POST CODE
EMAIL	PHONE
BUSINESS CONTACT PERSON / REPRESENTATIVE: (Provide the following details for the site contact for Council Site Inspections and Audits)	
NAME	POSITION
EMAIL	PHONE
SIGNATURE OF BUSINESS CONTACT / REPRESENTATIVE	

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SECTION 3 – APPROVAL HOLDER DETAILS

BUSINESS NAME			
TRADING NAME			
ABN & ACN			
CONTACT PERSON			
PHONE		MOBILE	
POSTAL ADDRESS		POST CODE	
EMAIL ADDRESS			

SECTION 4 – PROPERTY OWNER DETAILS

NAME			
PHONE		MOBILE	
POSTAL ADDRESS		POST CODE	
EMAIL ADDRESS			

PART B – TRADE WASTE DISCHARGE PARTICULARS

SECTION 5 – START DATE

ANTICIPATED DATE DISCHARGE WILL COMMENCE	
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SECTION 6 – BUSINESS TYPE AND TRADE WASTE PROCESS

DESCRIBE THE TYPE OF BUSINESS CARRIED OUT (eg Food Service, Mechanical, Medical, School, etc)

WHAT TYPE/S OF PROCESS ON THE SITE GENERATES TRADE WASTE?

(eg Food Prep, Parts Washing, Wash Pad, etc)

IS YOUR TRADE WASTE CURRENTLY BEING DISCHARGED INTO THE SEWERAGE SYSTEM?

Yes No

ESTIMATE YOUR DAILY AMOUNT OF TRADE WASTE DISCHARGE VOLUME IN LITRES?

<100 litres/day 100-500 litres/day >500 litres/day

SECTION 7 – TIMES OF EXPECTED USAGE

INDICATE YOUR ANTICIPATED TIMES OF DISCHARGE

DAYS	HOURS
<input type="checkbox"/> MONDAY TO FRIDAY	Between _____ And _____
<input type="checkbox"/> SATURDAY	Between _____ And _____
<input type="checkbox"/> SUNDAY	Between _____ And _____
<input type="checkbox"/> CONTINUOUSLY	

SECTION 8 – TRADE WASTE CONTAMINANTS

Are any of the following contaminants present in your Trade Waste? Please tick each box accordingly.

CHEMICAL OR PRODUCT	LOW	MED	HIGH	N/A	CHEMICAL OR PRODUCT	LOW	MED	HIGH	N/A
TEMPERATURE RANGE (OC)	Please Specify:				PETROCHEMICALS				
PH RANGE	Please Specify:				RADIOACTIVE MATERIALS				
DISINFECTANTS					CHLORINATED HYDROCARBONS				
OILS / FAT EMULSIONS					SULPHUR CONTAINING COMPOUNDS				
DYES / INK					AMMONIA				

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ACIDS / ALKALIS					CYANIDE				
SOLVENTS					AVERAGE TOTAL SUSPENDED SOLIDS (MG/L)				
PHOTGRAPHIC WASTE					PEAK TOTAL SUSPENDED SOLIDS (MG/L)				
MEDICAL WASTE					AVERAGE PRODUCTION BIOCHEMICAL OXYGEN DEMAND (BOD5)				
PAINT					PEAK PRODUCTION BIOCHEMICAL OXYGEN DEMAND (BOD7)				
PESTICIDES / HERBICIDES					AVERAGE TOTAL OIL AND GREASE				
HEAVY METALS (PLEASE LIST)									
IF THERE ARE ANY OTHER CHEMICALS PRESENT (NOT LISTED ABOVE) PLEASE SPECIFY									

PART C – MANAGEMENT METHODS

SECTION 9 – STORMWATER

IS THE STORMWATER RUN-OFF FROM THIS SITE BEING DISCHARGED TO THE SEWERAGE SYSTEM?	
<input type="checkbox"/> YES Stormwater is discharged to the sewerage system at this site.	<input type="checkbox"/> NO Stormwater is not discharged to the sewerage system at this site.

SECTION 10 – BACKFLOW PREVENTION

DOES THIS PREMISES HAVE BACKFLOW PREVENTION DEVICES INSTALLED?	
<input type="checkbox"/> YES Backflow prevention devices are fitted to this site.	<input type="checkbox"/> NO There are no backflow prevention devices at this site.

SECTION 11 – TREATMENT OF TRADE WASTE

WHAT IS THE PRESENT / PROPOSED METHOD OF TREATMENT OF TRADE WASTE? Eg Grease Arrestor, Basket Traps, Oil Separator, Etc.		
TREATMENT DEVICE/S		
LOCATION		CAPACITY IN LITRES

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TREATMENT DEVICE/S			
LOCATION		CAPACITY IN LITRES	
TREATMENT DEVICES			
LOCATION		CAPACITY IN LITRES	

PART D – DECLARATION & FEES

SECTION 12 – NOMINATION OF AUTHORISED AGENT (IF APPLICABLE)

NAME			
POSITION			
POSTAL ADDRESS			
		POST CODE	
PHONE		MOBILE	
EMAIL			
AGENT SIGNATURE			

SECTION 13 – DECLARATION

By signing this declaration, I/we agree:

- that if Council accepts this application, as the approval holder, I am responsible for the trade waste being discharged from this property and maintenance of trade waste infrastructure;
- that if Council accepts this application, to adhere to all the requirements of the Trade Waste Approval, and Council's Trade Waste Policy and Trade Waste Environmental Management Procedure (TWEMP);
- to advise Council of any changes to the processes, discharge or general details relating to the trade waste approval, as they arise;
- that the statements made in this application are complete and correct;

I/We understand that:

- Council will conduct Trade Waste Audit inspections, in accordance with Council's TWEMP;
- I/We are required to provide proof of servicing of pre-treatment infrastructure, such as grease arrestors, in accordance with Council's TWEMP;
- Giving false or misleading information is a serious offence

If nominating an Authorised Agent:

By signing this declaration, I/we authorise the abovementioned agent to act on my/our behalf in all matters relating to Trade Waste, including but not limited to:

- Receipt of correspondence
- Act on behalf the approval holder relating to compliance matters

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This authorisation is valid until further notice.

PRINT NAME			
SIGNATURE		DATE	

SECTION 14 – PAYMENT OF FEES

A full schedule of Council's Fees and Charges are available on our website at www.isaac.qld.gov.au. We are happy to assist you by confirming fees required on your application, please phone Council's Building Services department on 1300 ISAACS (472 227).

Payment Options

In Person at your nearest Isaac Regional Council office, Monday to Friday 8:30am to 5:00pm.

Or via Credit Card below

Please Tick here if you wish an Isaac Regional Council Officer to call you to process your Credit Card instead of completing the below.

TYPE	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa Card
CARD HOLDER NAME		
CARD NUMBER		
EXPIRY DATE		CCV
TOTAL AMOUNT \$AUD	\$	

Once completed please send form and any attachment to:
records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
or deliver in person to your local Isaac Regional Council office.

FURTHER ASSISTANCE

Should you require further assistance, please do not hesitate to contact Council's Building Services department on 1300 ISAACS (1300 472 227).

DEPARTMENT USE ONLY

Form Complete: Payment Made: Amount \$ Receipt No:
Accounts Debtor ID:
Site Visit Conducted: Name: Date:
Conditions to Impose:
Issue Approval: Yes No Not Required

PROCESSED BY	Signature	DATE
	Print Name	