



## **Trade Waste Application GUIDE**

Trade Waste is any liquid waste, other than domestic sewage, generated by industrial, commercial, retail food, trade, or manufacturing processes, which is acceptable for discharge to sewer. All trade waste discharges require Council's approval.

### **Procedure for obtaining a *Trade Waste Conditional/Controlled Approval***

1. Contact the Hurunui District Council for a *Trade Waste Application FORM*.  
The form and further information are also available at [www.hurunui.govt.nz](http://www.hurunui.govt.nz).
2. The completed *Trade Waste Application FORM* should be lodged with the Hurunui District Council along with the appropriate fee, and be accompanied by a Site Plan and, if appropriate Material Safety Data Sheets (MSDS), Process and Instrumentation Diagrams, and Service Contracts for on-site treatment apparatus.
3. Prior to any discharges being made from the premises to the sewerage system, a *Trade Waste Application FORM* must be lodged and a *Trade Waste APPROVAL* be received from the Hurunui District Council.
4. The *Trade Waste Application FORM* will be processed by the Trade Waste Team. A processing fee is payable at the time of application.
5. Incomplete application forms and application forms not accompanied by the appropriate fee will not be processed.

**All applications for a *Trade Waste APPROVAL* can be completed via the Hurunui District Council website.**

For further information please phone 03 314 8816

Or alternatively Email to: [tradewaste@hurunui.govt.nz](mailto:tradewaste@hurunui.govt.nz)

### **Trade Waste Charges**

- A trade waste application fee based upon the discharge classification is payable.
- Charges and/or cost recovery may apply for discharges to the Hurunui District Council sewer network, depending on waste characteristics

These notes below are designed to help you complete the corresponding numbered questions on the *Trade Waste Application FORM*.

- 1** Include the site address from which the discharges occur. The valuation number, lot number and DP number may be found on your Council rates invoice.
- 2** Provide the details of the company or individual(s) who are requesting a *Trade Waste APPROVAL* to discharge to sewer, along with the applicants address for service. Full names are required.
- 3** If the applicant is renting or leasing the premises from which the discharges will occur, please provide the full details of the premise's owner or agent.
- 4** Tick the appropriate box describing why you are making a trade waste application. If you are making an application because you are starting a new business (a new discharger), please provide the expected start date. If you are taking over an existing business with a current trade waste consent, please provide the date of the change of occupancy.
- 5** Provide the name and contact details of the person responsible for management of trade waste matters on site. The person should be available both during business hours and after hours, for trade waste emergencies.
- 6** Provide a brief description of the type of industry conducted at your site *e.g. pizza takeaways, metal polisher, abattoir, etc.*
- 7** Provide details of the number of hours of operation, and any seasonal variations.
- 8** If any service contracts for existing on-site treatment apparatus are held, please include them with the application
- 9** For any on-site treatment apparatus without service contracts, please provide a reason why no service contract is held and indicate who will be cleaning and maintaining the device, and what the maintenance and cleaning schedule will be.
- 10** The applicant or their authorized agent must sign and date the form and indicate their position.
- 11** It is Hurunui District Council's policy that stormwater will only be accepted for disposal to the sewer in special circumstances. Where stormwater discharge to sewer occurs, details must be submitted describing the size of the open area receiving stormwater, as well as a description of how the stormwater is managed and discharged to sewer *e.g. stormwater diversion systems*. (a Process and Instrumentation Diagram is required).
- 12** Indicate whether the domestic wastewater (*i.e. Toilets, showers, etc*) are to be disposed of through the same drain system as your trade wastes (*i.e. Commercial kitchen wastes, process wastes, etc*).
- 13** Indicate how the trade waste flow volume will be measured, if applicable.
- 14** If your business is likely to use more than 5m<sup>3</sup> of water per day, please indicate the volumes and sources.
- 15** Indicate whether this application is for mass limits or concentration limits. A mass limit is the total mass of any compound that may be discharged over a specified period of time to a maximum concentration (*i.e. 2kg sulphate per 24 hours, with a maximum concentration of 1000g/m<sup>3</sup>*). A concentration limit is a set mass per volume that may be discharged continuously (*i.e. 500g/m<sup>3</sup> sulphate*). Mass limits will only be considered for sites which have extremely good process control and excellent knowledge of process inputs and outputs.
- 16** Indicate the likely trade waste discharge volumes from the site, along with the maximum flow rate and any seasonal fluctuations, if known.
- 17** For applicants of premises other than food premises, provide detail in SHEET A of all the substances and/or chemicals as listed in Schedule One and Schedule Two of the Three Waters Services Bylaw that are discharged as trade waste from the premises. The bylaw is available on the Council's trade waste webpage.
- 18** All applicants provide detail in SHEET B of all the substances stored, generated or used on-site that

may enter the sewer or stormwater system as part of business operations. The detail should include the process/activity that uses, stores, produces, or generates the substance, volumes of any substances stored on-site, and discharge rates and volumes for any substances discharged as trade wastes. Please include Material safety Data Sheets (MSDS) for all those substances that are hazardous to the health of human beings, or are potentially hazardous to micro-organisms, or might adversely affect the environment. These MSDS must include the chemical composition of the substance used. Please ensure the activities, processes, and storage areas detailed in SHEET B are labelled on the site plan to correspond with SHEET B.

- 19** Provide details of how the substances listed in SHEET B will be managed to prevent any spillage, and how any spillages will be managed and prevented from entering the public sewer or stormwater system.
- 20** Provide detail in SHEET C of all the fixtures (i.e. sinks, dishwashers, showers, etc) and on-site treatment apparatus (i.e. greasetrap, contra-shear, etc) including their quantity and capacity.
- 21** A site plan (no larger than A3 size) must be included with the application. It must clearly identify the location of the trade waste fixture on the site along with any associated on-site treatment apparatus, with their numbers matching the legend. The legend needs to describe the fixture and the treatment apparatus receiving the discharge from the fixture. The location of any materials used, stored, produced, or generated as listed in SHEET B must be clearly labelled to correspond with SHEET B. Indicate the location of all trade waste sampling locations, flow measuring devices, drains, and open areas draining to sewer, locations for emergency spill kits/devices, and any emergency spill containment systems. Please remember to include the north direction and street address on the site plan.
- 22** Process and Instrumentation Diagrams must be included when specialized pre-treatment equipment is proposed (sewer and stormwater). The diagram should indicate the major equipment items and any proposed instrumentation to record flow rates and characteristics (e.g. pH, Temperature, etc) of the final trade waste discharge to sewer. Where emergency spill containment systems are incorporated, they must also be described in a diagram.

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- 23** If any water use and waste reduction audits have been conducted on site, please include them with the application.
- 24** If any discharge management plans for the premises have been produced, please include them with the application.
- 25** All applicants are required to ensure they are compliant with regional plans and rules regarding stormwater discharges at all times. Please check with Environment Canterbury to determine whether your site requires resource consent for its stormwater discharges. If resource consent is required, please obtain this and include it with the application. If no resource consent is required, please include a signed declaration to indicate this with the application.
- 26** Provide details of any health and safety and security requirements for Council staff entering the premises.



### Sample Site Plan (No larger than A3)

The site plan should identify:

- Site boundaries, north direction and street address.
- Details and locations of all fixtures, tanks, pits, apparatus that are associated with the generation, treatment and disposal of trade wastes.
- A legend showing fixture numbers, descriptions of fixtures and treatment apparatus.
- Trade waste specific items only (see below).

### LEGEND

Fixture No	Description	Treatment/ Apparatus
1	20m <sup>2</sup> unroofed vehicle wash bay	Silt pit petrol & oil interceptor
2	Floor area	Silt trap grease interceptor
3	Sink	Grease interceptor
4	Lab sinks	Trade Waste treatment apparatus

Diagram Source: South East Water Ltd.

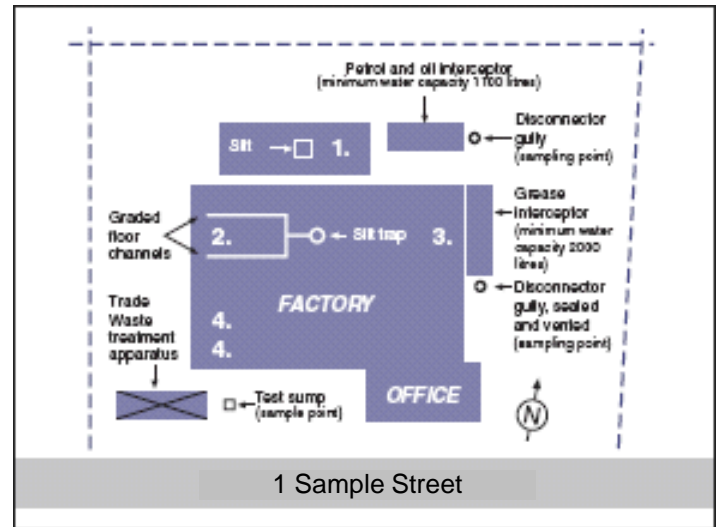


Diagram Source: South East Water Ltd.

### Sample Process and Instrumentation Diagram

The diagram should identify:

- Include flow direction, capacity, dimensions and material of construction and lining of pits and tanks in contact with trade wastes;
- Identify all dosing equipment, pH control equipment, pumps and their respective rates and flow metering equipment; and
- Include an operation schedule (see below).

### Neutraliser Pit "A"

Capacity	1000 Litres
Length	2 Meters
Width	1 Meters
Water Level	0.5 Meters
Construction	Concrete
Lining	UPVC
Retention	60 Minutes

Diagram Source: South East Water Ltd.

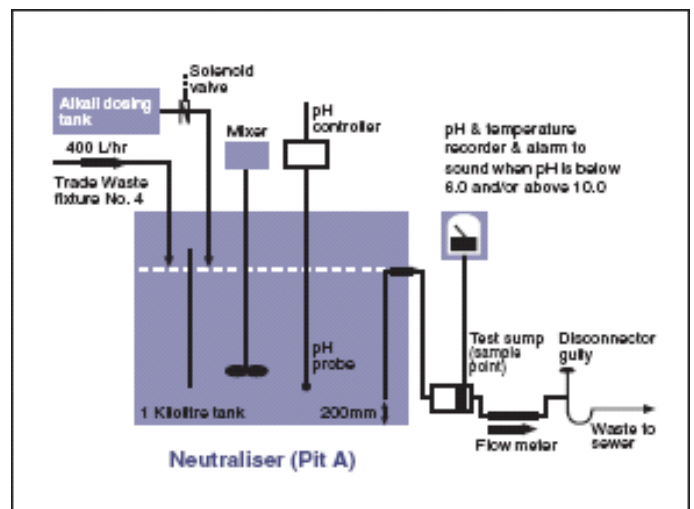


Diagram Source: South East Water Ltd.