



Trade Waste Services Application Form

Instructions

Before filling out this application, please consider the benefits of cleaner production and waste minimisation.

- All applications need to fill out the customer information details in Part A and sign the declaration.
- If the application refers to a business activity specified in Section B1 and the maximum daily discharge is less than 1500 litres per day, please complete Part B of the form.
- All other business activities will need to complete Part C and attach other relevant information.

Part A: Customer Information Details and Declaration

A1. Details of property from which trade waste will be discharged

Street No.	Street	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Municipality		Melways Ref		
<input type="text"/>		<input type="text"/>		

A2. Details of Occupier

Full name of Company/Individual	<input type="text"/>
Trading Name (if applicable)	<input type="text"/>
Addresses of Registered Office	<input type="text"/>
	<input type="text"/>
Australian Business Number (ABN):	<input type="text"/>

If the occupier is a Partnership/Individual please provide full name(s) and private address(es) below. If there are more than three individuals please attach all additional details.

1. First Name(s)	Family Name			
<input type="text"/>	<input type="text"/>			
Address	Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2. First Name(s)	Family Name			
<input type="text"/>	<input type="text"/>			
Address	Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3. First Name(s)	Family Name			
<input type="text"/>	<input type="text"/>			
Address	Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

A3. Postal Address for trade waste correspondence

Street No.	Street	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A4. Who is the person responsible for day to day trade waste management at the site from which trade waste will be discharged?

This person should be the site contact for Yarra Valley Water's Trade Waste and Authorised Officers.

Name	Position
<input type="text"/>	<input type="text"/>
Telephone: Work	Telephone: Home
<input type="text"/>	<input type="text"/>
Fax	Email
<input type="text"/>	<input type="text"/>

A5. Whom should Yarra Valley Water contact in case of an emergency?

This should be a senior executive officer who can be contacted both in business hours and after hours for trade waste emergencies. If more than one person is applicable, please attach details of additional contacts.

Name	Position
<input type="text"/>	<input type="text"/>
Telephone: Work	Telephone: Home
<input type="text"/>	<input type="text"/>

A6. Is this a change of occupancy?

Yes No *If YES date of change over is* / /

A7. Is this application for a new trade waste discharge?

Yes No *If YES proposed date to commence discharge is* / /

If YES please provide a trade waste plan. Refer to page 10 for an example.

A8. Declaration

This application must be signed below by a person who has the authority to make both the statements set out above and give the following undertakings:

- a. I undertake to Yarra Valley Water that I have the authority to make the statements set out above and give the undertakings set out below on behalf of the Occupier.
- b. If Yarra Valley Water accepts the Occupier's offer contained in this application, the Occupier will:
 - i. Comply with all the requirements of any trade waste agreement or consent, and
 - ii. Ensure that all plumbing and drainage work on the site and all connected fittings and appliances comply with all the requirements of Australian Standards, the relevant plumbing codes and any trade waste requirements imposed by Yarra Valley Water.

Signed by or on behalf of the Occupier	Date
<input type="text"/>	<input type="text"/>
Name (printed)	Position
<input type="text"/>	<input type="text"/>

Please note:

Approval for a plumbing connection requires a separate application which can be made at one of Yarra Valley Water's EasyAccess stores. For store locations please visit www.yvw.com.au/yvw/ServicesAndProducts/PlumbingWorks/storeLocations.htm

In carrying out our statutory functions of planning for, providing, managing and operating sewerage systems, we may share information with our officers and contractors, with Melbourne Water, other bodies exercising powers under the Water Industry Act 1994, the Water Act 1989, the Environment Protection Act 1970, the Local Government Act 1989 and other government agencies. We will ask your permission before sharing information which may identify you or your business with any person other than those mentioned above.

Part B

If this application refers to a business activity specified in Section B1, please complete this part of the application. If this application refers to a business activity specified in Section B1 and the maximum daily discharge is greater than 1500 litres per day, please complete Part B and Part C. If this application refers to a business activity not specified in Section B1, please proceed to Part C.

B1. Please identify which of the following business activities are carried out on site (Please tick)

- Take Away Food Restaurant, Café Community Centre Hotel
 Motel Reception Centre Supermarket Other (similar to those listed)

Seating Capacity (if applicable)

If *other* please specify business activity

B2. Days and hours of the week when trade waste discharge may take place

Please tick the appropriate days of the week and fill in the hours of the day that your trade waste discharge will or may occur.

	Hours of operation	
<input type="checkbox"/> Monday to Friday	From <input type="text"/>	to <input type="text"/>
<input type="checkbox"/> Saturday	From <input type="text"/>	to <input type="text"/>
<input type="checkbox"/> Sunday	From <input type="text"/>	to <input type="text"/>

B3. Description of process(es) that will generate trade waste (tick all applicable)

- Kitchen Preparation Hotel Fish/Seafood Preparation Other Food Preparation
 Bin Washing Wet Floor Discharge

B4. Fixtures Installed at Premises (tick all applicable)

- Sink Dishwasher Trough Basin
 Wet Floor Area Boiler/Blowdown Swimming Pool/Backwash Insinkerator

Other (Please Specify)

Note: A fixture is the sources from which Trade Waste is generated (e.g. sink, trough, floor area, rinsing tank etc).

B5. Discharge Volumes (tick all applicable)

Maximum trade waste discharge for all fixtures (litres per hour) 0-500 litres 500-1000 litres 1000-1500 litres

Maximum daily trade waste discharge (litres per day) 0-500 litres 500-1000 litres 1000-1500 litres

Please note if the maximum daily discharge is greater than 1500 litres per day you will be required to complete Part C of this application form as we require additional information.

B6. Grease Interceptor

a. Do you have a grease interceptor (grease trap) on your premises?

- Yes No If YES size is litres

b. If you answered NO to the question above is a grease interceptor proposed?

- Yes No If YES size is litres

Note: The following commercial grease interceptor sizing criteria.

Seating capacity	Minimum Grease Interceptor Size
Take away shop	600 L
Up to 70 persons	1100 L
71 to 200 persons	2000 L
201 to 500 persons	3000 L
501 to 800 persons	4000 L
801 to 1000 persons	5000 L

Further information regarding grease interceptor requirements is available from Yarra Valley Water's website at www.yvw.com.au/yvw/YourBusiness/TradeWaste/

If you require any additional information to complete this application please contact:

Trade Waste Enquiries – 9872 1478

Or email: tradewaste@yvw.com.au

For language assistance call TIS 13 1450

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Để được giúp đỡ về mặt ngôn ngữ xin vui lòng gọi TIS qua số 13 1450

If your application is incomplete it will be returned to you for inclusion of additional information.

Please ensure you have attached any additional pages required

- Additional individual's information (A2.)

When you have filled out this form, please lodge:

By post Yarra Valley Water Ltd
Private Bag 1
Mitcham VIC 3132

By fax 9872 1264

By email tradewaste@yvw.com.au

Trade Waste Charges

Trade waste charges consist of:

- application fees for new trade waste customers (included on your first Yarra Valley Water trade waste invoice)
- annual contract fees
- discharge prices based on the strength and volume of trade waste being discharged.

Fees for discharge are based on actual discharge and not the figures declared on this form. Discharge fees will commence from the date of discharge.

More information regarding trade waste charges is available from Yarra Valley Water's website:

<http://www.yvw.com.au/yvw/YourBusiness/TradeWaste/Prices/fees.htm>

<http://www.yvw.com.au/yvw/ServicesAndProducts/PricingHandbook>

Important: It is against the law for you to discharge trade waste until you have a current trade waste agreement or consent.

If you do discharge without a current agreement or consent, you could be prosecuted and denied a trade waste agreement or consent.

General Enquiries

Website: www.yvw.com.au **Email:** enquiry@yvw.com.au

General Enquiries Telephone: 13 1721 **Emergencies and Faults:** 13 WATER (13 92837) **TIS:** 13 1450



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Yarra Valley Water Ltd, Lucknow Street, Mitcham Victoria 3132



Part C

If the application refers to any business activity not specified in Section B1 or the maximum daily discharge is greater than 1500 litres for any business activity, please complete this part of the application.

C1. Business Description

a. Describe the type of business carried out on the site

Please give a brief description of the type of industry/business carried out on site e.g. Car Manufacture, Textiles, Recreation.

b. Describe the type of processes on the site that generate trade waste

Please describe the types of processes and activities on site that generate trade waste that is to be discharged to sewer e.g. electroplating, boiler blowdown, floor washing, parts washing, laboratory, food preparation.

C2. Days and hours of the week when trade waste discharge may take place

Please tick the appropriate days of the week and fill in the hours of the day that your trade waste discharge will or may occur

		Hours of operation	
<input type="checkbox"/>	Monday to Friday	From <input type="text"/>	to <input type="text"/>
<input type="checkbox"/>	Saturday	From <input type="text"/>	to <input type="text"/>
<input type="checkbox"/>	Sunday	From <input type="text"/>	to <input type="text"/>

C3. Contaminants

a. Are any of the following contaminants present or likely to be present in your trade waste discharged to sewer? (Please tick all applicable)

<input type="checkbox"/> Food oils/fat/grease	<input type="checkbox"/> Paint	<input type="checkbox"/> Ammonia	<input type="checkbox"/> Acids/Alkalis
<input type="checkbox"/> Disinfectants	<input type="checkbox"/> Solvents	<input type="checkbox"/> Pesticides/Herbicides	<input type="checkbox"/> Sulphur containing compounds
<input type="checkbox"/> Petrochemicals	<input type="checkbox"/> Cyanide	<input type="checkbox"/> Dyes/Inks	<input type="checkbox"/> Chlorinated Hydrocarbons
<input type="checkbox"/> Photographic waste	<input type="checkbox"/> Heavy Metals	<input type="checkbox"/> Medical Waste	<input type="checkbox"/> Radioactive materials

b. Describe contaminants/substances which are not listed above that you think may be present in your trade waste

C4. In the table on the following page, describe the processes or activities on the site which will generate trade waste. Please include the volumes and attach Material Safety Data Sheets (MSDS) for proprietary products and chemical used on site if you cannot describe their chemical composition.

Please ensure that activities and processes listed in section C1 are covered here.

Please describe the characteristics and volume of each trade waste generating activity and process on site. The volumes must include washwaters contaminated with traces of chemicals used on site. If you don't know the chemical contaminants that are or could be present, or if you use proprietary products, you must attach relevant Material Safety Data Sheets for the chemicals used. The data sheets must describe the chemical composition of the material used.

Example:

<i>Fixture No. (To coincide with legend on Trade Waste Plan supplied in C1)</i>	<i>Activities or area producing trade waste</i>	<i>What is in the trade waste</i>	<i>Maximum volume in litres per hour</i>	<i>Maximum rate in litres per minute</i>	<i>Maximum discharge in kilolitres per day</i>
1 2	Building 1 Photography sinks Film Processor	Washwaters containing traces of spend photographic processing solution including ammonia, sulphite, silver, thiosulphite (MSDS attached)	100	2	0.2
3 4	Building 2 Laboratory Sinks Fume Cupboard	Washwaters containing traces of hydrochloric and sulphuric acids	480	8	1.4
5	Unroofed car wash area (20m ²)	Washwaters containing traces of detergent, oil and grease	800	25	3.2
		Estimated Maximum Totals	1380	35	4.8

For assistance in providing volumes the following information may be useful:

- 1,000 litres (L) = 1 kilolitre (kL)
- A fully open tap will supply approximately 0.3 litres per second, 18 litres per minute, and 1080 litres per hour.
- A standard 13mm garden hose will supply approximately 0.4 litres per second, 25 litres per minute, and 1500 litres per hour.

Please do not forget to include the volume totals at the bottom of the table. If you have average figures available then as a guide the maximum daily discharge is likely to be 20% more than the average. If you require more space to complete this question please photocopy page 7 or collect additional copies from Yarra Valley Water and attach to the back of the form.

C11. Trade Waste Plan

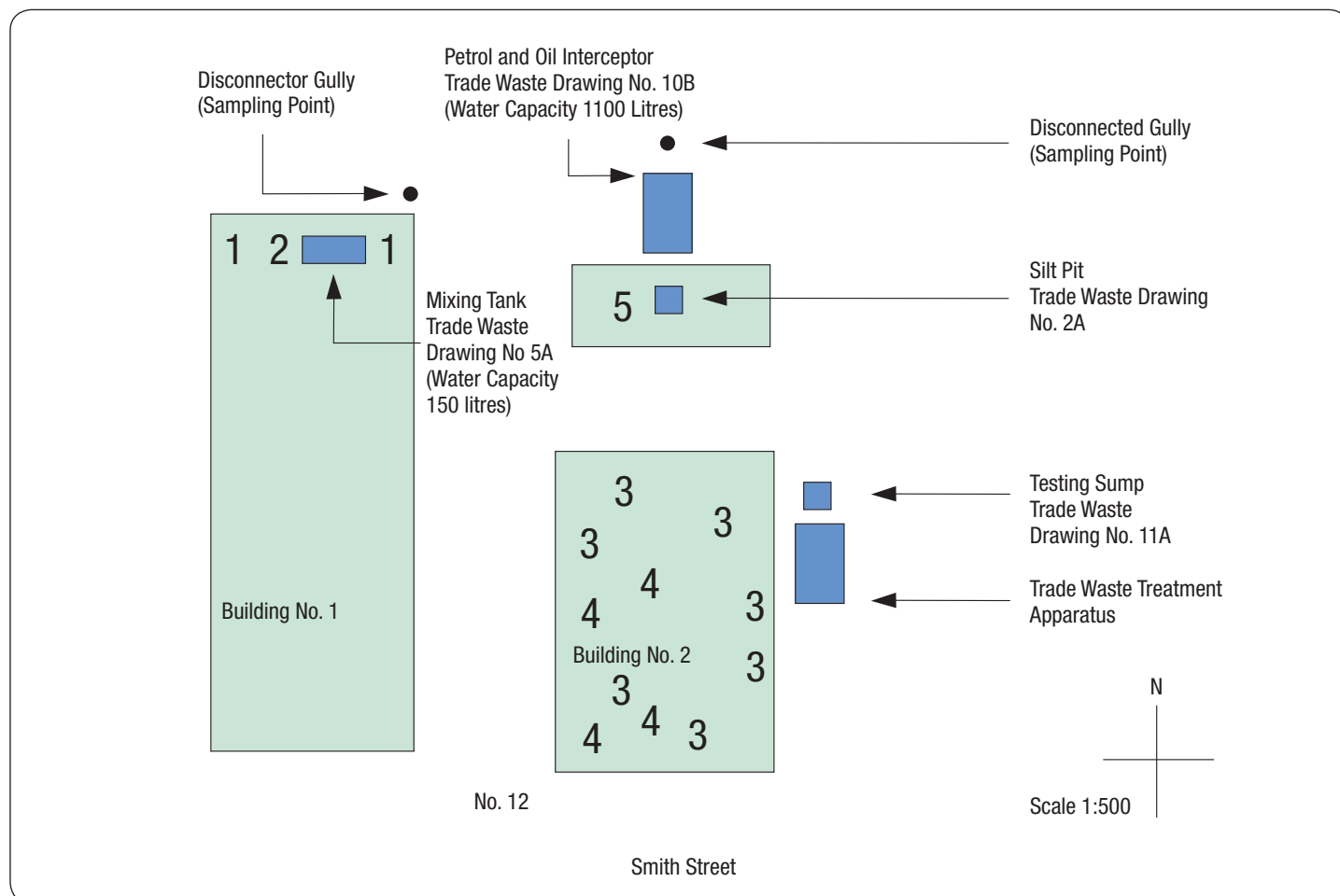
Attach one copy of a scaled plan of the site/building showing:

- Details and location of all fixtures, tanks, pit and apparatus which are associated with the generation and treatment of trade waste.
- Site boundaries, North point, Address
- A legend showing fixture numbers, description of fixtures and treatment apparatus

The plan is to show trade waste only. An electronic copy is the preferred method of submission.

Note: A fixture is a source from which Trade Waste is generated (e.g. sink, trough, floor area, rinsing tank etc).

Sample Trade Waste Plan



<i>Fixture No.</i>	<i>Description</i>	<i>Treatment Apparatus</i>
Building No.1 1	2 No. Photographic Sinks	Mixing Tank
2	1 No. Film Processor	Mixing Tank
Building No.2 3	7 No. Laboratory Sinks	Trade Waste Treatment Apparatus
4	4 No. Fume Cupboards	Trade Waste Treatment Apparatus
5	1 No. Unroofed Car Wash Area (20m ²)	Silt Pit, Petrol and Oil Interceptor

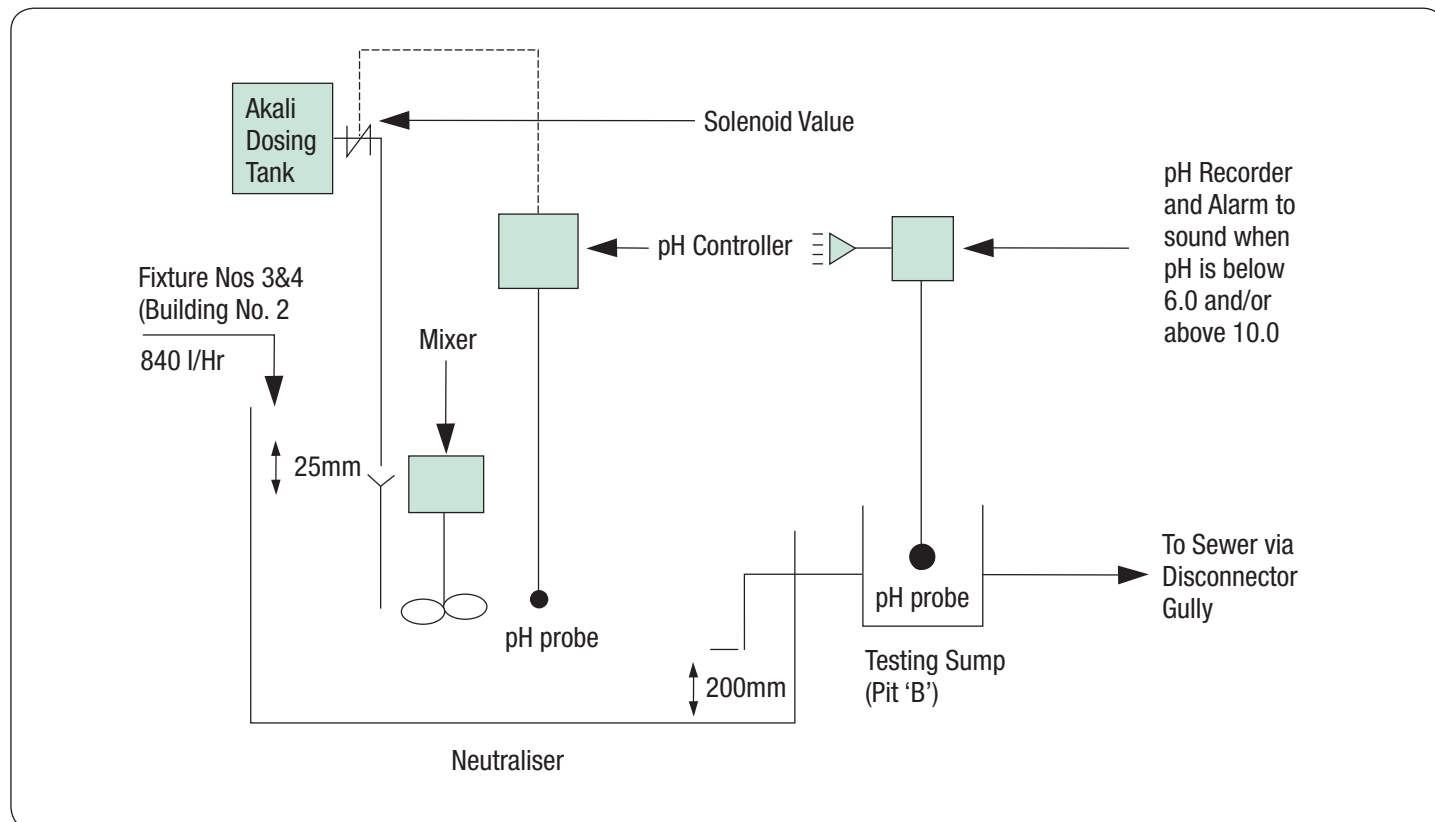
C12. Plan of Treatment Apparatus

Where the proposed treatment involves apparatus other than that described in the standard trade waste drawings, a flow diagram is required which includes:

- Capacity, dimensions and material of construction and lining of all pits and tanks
- Dosing equipment, pH control equipment, pumps and their respective rates and flow metering equipment
- Install, commission and decommission (if applicable) dates
- An operation and maintenance schedule

An electronic copy is the preferred method of submission.

Sample Treatment Apparatus Plan



	PIT 'A'	PIT 'B'
		TW dwg No.11A
Capacity	280L	-
Length	1m	-
Width	1m	-
Water Level	0.28m	-
Construction	Concrete	-
Lining	UPVC	-
Retention Time	20 minutes	-

Maintenance

1. Alkali Dosing Tank to be replenished daily
2. pH probes to be checked daily and calibrated monthly

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Please ensure you have attached the following information (if required):

- Additional individual's information (A2.)
- Material Safety Data Sheets (C4. and C7.)
- Waste Management plan (C8.)
- Resource Management plan (C8.)
- Spills and Firewater Plan (C9. b)
- Magnetic Flow Meter Calibration Certificate (C10. a)
- Treatment Apparatus Plan (C12.)
- Additional table (C4.)
- Waste Assessment (C8.)
- Water Management plan (C8.)
- Risk Profile (C9. a)
- Stormwater Management Plan (C9. c)
- Trade Waste Plan (C11.)

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