



Trade Waste Application FORM

OFFICE USE ONLY

Trade Waste Number:

Date:

Fee:

Important Information

- If you manage a **retail food outlet**, please answer questions 1 to 6 and 10 to 12 only.
All other applicants should answer questions 1 to 10 only.
- All applications must include the following:
 - A fully completed *Trade Waste Application Form*;
 - A Site Plan; and
 - A Process and Instrumentation Diagram, if appropriate.
- Prior to the connection of any treatment apparatus to South East Water Limited's sewerage system, an Industrial/Commercial Development Application (FAXAPLAN) must be lodged and written consent received from our Property Development Branch. Development applications can be lodged via South East Water's FAXAPLAN service on: (03) 9552 3308.
Note: All works are required to be carried out by a licensed plumber.
- Any development charges must be paid prior to connection. A Trade Waste Application Fee (as set out in the Trade Waste Charges brochure) will be invoiced to you separately.

Further information about completing this application is available from the *Trade Waste Application Guide*. If you still have any questions concerning the application, please contact South East Water's Trade Waste Branch on: (03) 9552 3662, or by facsimile on: (03) 9552 3673.

1. Provide the following information about the site from which trade waste will be discharged.

Shop / Factory No.

Street No.

Street Name

Suburb

Post Code:

Council

Melway Ref:

2. Who is the occupier or operator of the site from which trade waste will be discharged.

Business Trading Name:

Company Name or Registered Business Owner(s) Full Name(s):

Company's Registered Address or Partners / Individuals Home Address(es):

Australian Company Number (ACN):

Australian Business Number (ABN):

Address for Trade Waste correspondence:

Post Code:

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3. The reason for making this Application for Trade Waste Agreement or Consent: (Tick Appropriate)

<input type="checkbox"/>	New discharger (please estimate commencement date)	<input type="text" value="/"/> / <input type="text" value="/"/>
<input type="checkbox"/>	Change of occupier or site operator (please state the changeover date)	<input type="text" value="/"/> / <input type="text" value="/"/>
<input type="checkbox"/>	Change to the nature or volume of the existing Trade Waste discharge	
<input type="checkbox"/>	Agreement update requested by South East Water	

4. Who is the person responsible for trade waste management at the site?

Name (Mr/Mrs/Miss/Ms)	Position
<input type="text"/>	<input type="text"/>
Phone	A/H Phone
<input type="text"/>	<input type="text"/>
Facsimile	Mobile Phone
<input type="text"/>	<input type="text"/>
E-mail Address	
<input type="text"/>	

5. Describe the type of business carried out on site eg. coin laundrette.

6. Indicate the trading hours at the site.

Days of the week:	<i>Tick</i>	Hours of the day:
Monday to Friday	<input type="checkbox"/>	Between <input type="text"/> and <input type="text"/>
Saturday	<input type="checkbox"/>	Between <input type="text"/> and <input type="text"/>
Sunday	<input type="checkbox"/>	Between <input type="text"/> and <input type="text"/>

7. Are any open/unroofed areas, which collect rain water, connected to sewer?

If Yes, please specify the size of the area(s), and describe how stormwater will be managed.

8 a. Please provide details of all substances/chemicals that are used in the business and which can enter the sewer, even in trace amounts where present in wash waters.

Details should include chemical name or product name and their concentration or dilution.

Refer to the substance/chemicals in use in the third column of question 8b.

Include Material Safety Data Sheets (MSDS) for all proprietary substances that are hazardous to the health of human beings, or are potentially hazardous to microorganisms, or might adversely affect the environment.

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9. Please provide a Process and Instrumentation Diagram which clearly shows the following:

- The major items of equipment in the treatment apparatus.
- The key characteristics of the major items of equipment which ensure that they function as intended (eg. Volumes, materials of construction...)
- The instrumentation used to control the process and, in particular, any instrumentation used to record the characteristics of the final trade waste discharge to sewer.

10. Please provide a Site Plan (preferably no larger than A3) size which clearly shows the following:

- North Direction
- The property number and street address.
- The location of fixtures (eg. Sinks) connected to the treatment apparatus
- The location of the treatment apparatus (eg. Grease Trap)
- Sampling points
- The location of open areas connected to sewer
- Pumps and flow rates

Questions 11 and 12, retail food outlets only

11. If a food outlet with seating, what is the maximum seating capacity approved by council?

12. Please list the kitchen fixtures at your business property that are connected to sewer.

Kitchen Fixtures	No. of Fixtures	Kitchen Fixtures	No. of Fixtures
Single Bowl Sink (standard bowl)		Single Pot Sink (deep bowl)	
Double Bowl Sink (standard bowls)		Double Pot Sink (deep bowls)	
Floor Wastes (food preparation area)		Dishwasher	
Wok Table - number of burners		Steam 'Combi' Oven	
Cleaners Sink		Garbage/Bin Wash Area (Max. 20m ² /unroofed)	
Hand Free Basins (Kitchen only)		Other	

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

- I undertake to South East Water that I have the authority to make the statements set out above and give the undertakings set out below.
- If South East Water accepts the Occupiers offer contained in this application, the Occupier will comply with all the requirements of any Trade Waste Agreement or Consent, including the payment of all fees and charges.

Signature of the Occupier	Position	Date / /
Print Name		

This form, together with the other documents detailed under "Important Information" on the front page, can either be mailed to:

**Trade Waste Branch
South East Water
Locked Bag 1
Heatherton VIC 3202**

or delivered in person to:

20 Corporate Drive, Heatherton.



South East Water is collecting the information requested on this form for the purpose of providing goods and services to you and improving those goods and services. Without all or part of this information the goods and services may not be provided to you. This information will be handled in accordance with our legal obligations. You may request access to your personal information. The information may be disclosed to third parties in relation to the provision of goods and services, including South East Water's contractors assisting in the provision of these goods and services, Melbourne Water, the Minister or the Environment Protection Authority. For a copy of South East Water's privacy statement which describes in more detail how personal information may be used by it, or details on how to access your personal information, see the web site at www.southeastwater.com.au or contact 131 694.