

Application - Minor Trade Waste Agreement (Pre-Treatment Required)

Under the *Water Act 1989*, you must not discharge trade waste into the sewerage system unless you have entered into a Wannon Water Trade Waste Agreement which authorises the discharge.

If approved, the details set out in the following documents will form your Trade Waste Agreement with Wannon Water:

- » This application (including alterations inserted by Wannon Water) and
- » An *Approval to Discharge Trade Waste* letter that will be forwarded to you.

Therefore, the information you provide in this application must be accurate.

Please contact Wannon Water's Trade Waste Officer and/or your plumber if you require assistance in completing this application. A Trade Waste Application fee applies which will be invoiced with the approval letter.

Application details:			
1	Premises from which discharge of trade waste is proposed		
	Street address		
	Town/locality		Postcode
2	Owner of premises		
	Name		Phone
	Business/trading name		
	Postal address		
	Town/locality		Postcode
	ABN		
3	Occupier of premises		
	Is the occupier of the premises the same as the owner?		
	Yes		
	No. Please complete details of occupier below		
	Name		Phone
	Business/trading name		
Town/locality		Postcode	
ABN			

4	Person responsible for trade waste management at the premises		
	Name		Position
	Phone		Mobile
	E-mail		

5	Reason for this application		
	New discharge (please estimate commencement date)		
	Change in owner/occupier of premises (state changeover date)		
	New agreement due to change in trade waste being discharged		

6	Tick the boxes that best describe the business carried out at the premises		
	Food outlet (Please specify type (eg fish and chip shop, butcher, bakery))		
	Café/restaurant	Number of seats	
		Estimated number of meals per week	
	Hotel/motel	Number of rooms/ units	
		Is there an attached dining room/ restaurant?	
		If yes, number of seats	
		If yes, estimate number of meals per week	
	Fuel/service station		
	Mechanical workshop		
	Car/truck wash or washdown bay		
	Laundry/dry cleaners		
	Tannery		
	Hospital/surgery		
	Club with hot food preparation		
	Vet clinic/animal shelter		
Reception centre			
Nursing home			



	<p>Other (Please specify type e.g. electroplaters, school, laboratory, recycling centre, saleyards, retirement village, truck depot)</p>
	<p>State on-site trade waste function(s)</p> <p>Hot food cooking/preparation Fish or meat processing Mechanical repairs or detailing Automated car wash Surgery Commercial laundry Other</p> <p>(Please specify type e.g. hide processor, abattoir, rendering plant, washdown bay, dentist, mortuary)</p>

7	Please list the fixtures on the premises that are (or will be) connected to the sewer and the number of each type	
	Fixture connected to sewer	Number of fixtures
	Single bowl sink (standard bowl)	
	Double bowl sink (standard bowl)	
	Pot sink (deep bowl)	
	Rooms with floor wastes	
	Bain marie	
	Garbage/bin wash area	
	Cleaner's sink	
	Dishwasher – domestic/commercial/tunnel	
	Other (eg. insinkerator, wok cooking table)	

8	<p>For existing current use premises, is there existing pre-treatment equipment installed and operating at the premises?</p> <p>If yes, Please specify type of device and capacity (e.g. grease trap, settling tank, 600 litres)</p> <p><i>Note: This information may be available from your maintenance contractor</i></p>	
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9	If you intend to install pre-treatment equipment (for new or change in use of a premises) please specify		
	The type of equipment and its capacity		
	Name and contact number of plumber who will install the equipment	Name	
		Phone	
<p><i>Note: If you are unsure whether you have to install pre-treatment equipment, please contact Wannon Water or a EPA accredited contractor.</i></p> <p><i>New sewerage connections and internal sewerage alterations can only be undertaken after your plumber has submitted a sewer connection application to Wannon Water and the application has been approved by Wannon Water. The appropriate connection application and supporting information (including plans) must be supplied. Application fees and Victorian Building Authority fees apply.</i></p>			

10	Standard and volume of trade waste					
	Please provide details of all substances/chemicals that are used in the business and can enter the sewerage system, even in trace amounts. Details should include chemical name or product name and their concentration or dilution. Include Material Safety Data Sheets (MSDS) for all proprietary substances that are hazardous to the health of humans or are potentially hazardous to microorganisms, or might adversely affect the environment.					
	Process generating trade waste	Fixture via which trade waste enters sewer	Contents of trade waste including all chemicals/ cleaning agents	Nominated pre-treatment equipment	Size of pre-treatment equipment	Estimated maximum daily discharge in litres
	<i>e.g. Dishwashing</i>	<i>Commercial dishwasher</i>	<i>Dishwashing liquid, fats, oils</i>	<i>Grease interceptor</i>	<i>1000 litres</i>	<i>180 litres</i>
TOTAL						



11	Please nominate the EPA accredited contractor who will carry out the scheduled maintenance of the proposed or existing pre-treatment equipment:		
	Name		Phone
	Business/trading name		
	ABN		
12	Your proposed frequency of pre-treatment equipment maintenance		
	times per annum		
	<p><i>Note: Minimum maintenance for grease traps is four times per annum and annually for oil separators and settling pits.</i></p> <p><i>The frequency of scheduled maintenance of pre-treatment equipment will be specified by Wannon Water if this application is approved, and may vary from that proposed. The frequency of scheduled maintenance may be extended after 12 months of discharge provided the occupier requests a new maintenance schedule and the request is supported by a report from the relevant maintenance contractor. The frequency of scheduled maintenance may also be required to be increased if it is determined that the pre-treatment is being overloaded between scheduled maintenance.</i></p>		



Occupier acknowledgement/agreement

1. I am the occupier or the authorised representative of the occupier.
2. To the best of the occupier’s knowledge, the information provided in this application is accurate in all respects including, but not limited to, the description of the standard and volume of trade waste proposed to be discharged from the premises.
3. I understand that, if approved by Wannon Water, this application, together with the Approval to Discharge Trade Waste issued by Wannon Water, will form the Occupier’s Trade Waste Agreement with Wannon Water.
4. I acknowledge the information provided in this application (as amended by Wannon Water), including the description of the standard and volume of trade waste proposed to be discharged, will be terms of any Trade Waste Agreement with Wannon Water and any change or inaccuracy in that information may give rise to a breach of any such agreement and/or the **Water Act** 1989 by the occupier.
5. If this application is approved by Wannon Water, in discharging any trade waste from the premises, the occupier agrees to comply with the terms and conditions of any Trade Waste Agreement, including:
 - 5.1. the standard and volume of trade waste described in that agreement;
 - 5.2. the terms and conditions contained in the Agreement to Discharge Trade Waste issued by Wannon Water;
 - 5.3. the payment of all fees and charges;
 - 5.4. ensuring all plumbing or drainage work on the premises and all connected fittings or appliances comply with all requirements of Australian Standards, relevant plumbing codes and any requirements imposed by Wannon Water;
 - 5.5. maintaining pre-treatment equipment at the frequency specified by Wannon Water in the Agreement to Discharge Trade Waste;
 - 5.6. the Trade Waste Management Policy; and
 - 5.7. the **Water Act** 1989.
6. I understand that if the occupier is not also the owner of the premises and this application is approved by Wannon Water, accounts for any fees and charges shall in the first instance be sent to the owner for payment unless the owner and the occupier have completed a Non-Residential Tenant Form (which is available from Wannon Water), in which case accounts will be sent to the occupier.

Signed by or on behalf of the occupier:			
Signature		Signature	
Print name		Print name	
Position		Position	
Date		Date	



Owner acknowledgement/agreement

1. I am the owner of the premises or the authorised representative of the owner.
2. The owner consents to the occupier making this application.
3. I understand that, if approved by Wannon Water, the details specified in this application (as amended by Wannon Water) together with the Approval to Discharge Trade Waste issued by Wannon Water, will form the occupier’s Trade Waste Agreement with Wannon Water.
4. If this application is approved by Wannon Water, the owner:
 - 4.1 agrees to pay any fees and charges levied by Wannon Water pursuant to the occupier’s Trade Waste Agreement which are not paid by the occupier; and
 - 4.2 acknowledges that any such unpaid fees and charges may be treated by Wannon Water as a charge on the land incorporating the premises.
5. The owner understands that if this application is approved by Wannon Water, accounts for any fees and charges levied by Wannon Water pursuant to the occupier’s Trade Waste Agreement shall in the first instance be sent to the owner for payment unless the owner and occupier have completed a Non-Residential Tenant Form (which is available from Wannon Water), in which case accounts will be sent to the occupier.
6. If this application is approved by Wannon Water, the owner consents to Wannon Water entering the premises for the purposes of auditing the occupier’s Trade Waste Agreement obligations.

Signed by or on behalf of the owner:			
Signature		Signature	
Print name		Print name	
Position		Position	
Date		Date	

Maintenance contractor acknowledgement/agreement

1. The occupier has engaged our business to maintain the pre-treatment equipment referred to in this application.
2. The cleaning frequency recommended by our business is stated below.
3. Our business agrees to undertake scheduled maintenance of the pre-treatment equipment at the frequency specified in any Approval to Discharge Trade Waste issued by Wannon Water. Our business will maintain service records and will forward maintenance notification advice to Wannon Water within five (5) days of such maintenance.
4. Our business will inform Wannon Water of any change in the maintenance schedule specified in any Approval to Discharge Trade Waste. Our business will advise of any pre-treatment equipment that requires repairs, is overloaded, under performing or of any problems that arise.

Contractor to complete:			
Business being serviced			
Clean-out frequency	times per annum		
Pre-treatment equipment		Capacity	
Business/trading name of contractor			
Signed by or on behalf of the contractor	Signature		
	Print name		
	Date		

Wannon Water is bound by the *Privacy and Data Protection Act 2014 (Vic)* and will treat any personal information provided to it in accordance with this legislation and Wannon Water's Privacy Policy.

Office use only	
Ref No	
Aquarate Property No	
Approval issued:	
Approval conditions	
Discharge factor	
Individual meter (where applicable)	
Pre-treatment equipment	
Cleaning frequency	
Capacity	
Notes	