

# Application for a Trade Waste Agreement

## (Pursuant to the Auckland Trade Waste Bylaw 2013)

Any person or organisation that wishes to discharge trade waste to the Watercare wastewater network must comply with the Auckland Trade Waste Bylaw 2013. Your trade waste classification will determine whether you need a trade waste agreement. To determine whether you need an agreement, visit [www.watercare.co.nz](http://www.watercare.co.nz) > business tab > trade waste > new trade waste agreements. To apply for a trade waste agreement, please complete all sections in this form, attach the required documentation and return it via email or post using the adjacent contact details.

**Post:** Watercare, Private Bag 94010,  
Auckland, 2241

**Email:** [tradewasteinfo@water.co.nz](mailto:tradewasteinfo@water.co.nz)

**Phone:** (09) 539 7655

**Website:** [www.watercare.co.nz](http://www.watercare.co.nz)

### Section 1: Application details

Full legal name (as registered with the New Zealand Companies office)

'Trading as' name (if any)

NZ company registration number  Watercare meter number(s)

Street address of trade premises

#### Contact for trade waste enquiries

First name  Last name

Position

Postal address

Email  So that we can get back to you quickly, email is the best and most efficient method for correspondence.

Phone ( )  Mobile ( )  Fax ( )

Please keep us updated about any changes to these contact details.

### Section 2: Type of application

This application is related to: please tick one of the boxes

Variation to an existing agreement Agreement number:

Renewal of an existing agreement Agreement number:

New agreement

Temporary agreement Start date:  /  /  End date:  /  /

These dates will determine the term of the temporary agreement

### Section 3: Site and process information

Description of activity  
(e.g. stockyard, food  
production, chemical  
packaging)

  
  

Please describe the location of each trade waste discharge point

1:

2:

3:

4:

Please attach site plans, which clearly show the location of all:

- process areas (as listed in Section 4)
- trade waste drains
- domestic drains
- main trade waste pre-treatment systems (pH control, flow control, grease traps, screens, etc.)
- flow measuring and sampling point(s), including metering point
- open areas draining to trade waste drains
- stormwater drains
- water meter and wastewater meter locations.

Please provide outline drawings and details which clearly indicate the design/installation/specifications of:

- pre-treatment systems
- wastewater flow measuring devices
- emergency spill containment areas
- sampling points.

Is domestic wastewater (from toilets, kitchens, showers etc.) combined with any trade waste prior to the suitable sampling and measuring points?

 Yes  No

Are any open areas, which may collect rainwater/stormwater, connected to the Watercare wastewater network?

 Yes  No

If yes,

Name of area

Area (square metres)

  
  
  
  
  
  
  
  
  
  

Is a stormwater diversion system installed? (Please ✓ in one of the boxes)

 Yes  No

If yes, please attach details about the stormwater diversion type and maintenance frequency.

## Section 4: Pre-treatment systems installed or proposed

In the table below please describe specific processes that generate trade waste and name any control equipment installed and it's maintenance frequency. Please ensure that you specify which discharge point (as you listed in Section 3) is used for each process. If you have more than three processes, please copy this page and attach it with your application.

	Process				
	Control equipment type	Volume	Flow rate	Discharge point used	Maintenance frequency
Flow control					
pH control					
Grease, oil or solvent separation					
Screening					
Sedimentation					
Temperature control					
Chemical treatment					
Other:					

	Process				
	Control equipment type	Volume	Flow rate	Discharge point used	Maintenance frequency
Flow control					
pH control					
Grease, oil or solvent separation					
Screening					
Sedimentation					
Temperature control					
Chemical treatment					
Other:					

	Process				
	Control equipment type	Volume	Flow rate	Discharge point used	Maintenance frequency
Flow control					
pH control					
Grease, oil or solvent separation					
Screening					
Sedimentation					
Temperature control					
Chemical treatment					
Other:					



## Section 5: Risk management

### 5.1 Preparation of a trade waste management plan.

You must prepare, to our reasonable satisfaction, a trade waste management plan. The plan must set out how you will manage trade waste at the site location to ensure that the requirements of the Auckland Trade Waste Bylaw 2013 (or any equivalent bylaw which succeeds it) are met. The plan must also set out how you will respond to any breaches of the discharge limits, and how you will avoid, remedy or mitigate the adverse effects of any such breaches.

Note: If any of the below items are covered in other company documentation (e.g. environmental or management plans or operational procedures manuals), copies of the relevant sections of those manuals will be accepted providing they adequately cover trade waste discharges.

The trade waste management plan must address the following matters:

- a. What pre-treatment systems are used and how these systems will be checked and serviced to maintain effective operation and to ensure ongoing compliance with this agreement.
- b. What monitoring and logging systems are used and how these systems will be checked, serviced and calibrated to maintain effective operation.
- c. Identification of potential risks that could lead to the discharge of non-complying wastewater or waste into our network (e.g. failure of a bulk storage chemical tank).
- d. The measures being taken to eliminate, isolate or minimise the risk (e.g. bunding of bulk chemical storage areas and isolation from the network).
- e. A requirement that appropriately qualified staff attend to any incident as soon as possible, but in all cases within 60 minutes of becoming aware of the incident.
- f. Methods to avoid, remedy or mitigate the adverse effects of limit breaches, including but not limited to response procedures, response kits, on-call rosters, contact details and emergency power supplies.
- g. Procedures for notifying us of potential or actual breaches of the discharge limits.

### 5.2 Please submit the trade waste management plan with this application.

## Section 6: Notes

### Controlled substances standards

All trade waste discharges must comply with Watercare's controlled substance standards unless specified differently in a transitional consent or trade waste agreement.

### Monitoring

A self monitoring requirement may be a condition of the agreement. The frequency and extent of this testing (and reporting) will depend on a risk assessment which will consider matters such as the volume of the discharge, controlled substances discharged, pre-treatment systems in place, the trade waste management plan, and your past history of compliance.

### Laboratories

Controlled substances may be stored and used in on-site laboratories in relatively small quantities. These substances do not need to be detailed. It is sufficient to note the location of any laboratories on your site.

### Variations to discharges

If you wish to vary the quantity or quality of any waste you discharge or the manner in which you discharge, beyond the limits of your agreement, you must apply for a variation. In this case, please complete sections 1, 2 and 5 of this form, as well as all other detail that has changed since your original application and the trade waste management plan if it has been modified. The form must be signed and dated.

### Fees

For information about fees, visit [www.watercare.co.nz](http://www.watercare.co.nz) > business tab > trade waste > trade waste charges.

## Section 7: Signature

I, the undersigned, hereby declare that the information given on this application is true and correct.

Name

Signature

Date

 

## Privacy

The information supplied in this application form will be held and used by Watercare Services Limited staff. The information will not be disclosed by Watercare Services Limited unless legally required under the Local Government Official Information and Meetings Act 1987 or for one of the purposes in connection with its collection. The information supplied will be used for: assessing and processing this application and for administration purposes, updating Watercare Services Limited's records to ensure all records are accurate, providing Watercare Services Limited with statistical information to assist policy development. You have the right to request access to and correction of information collected.

For office use only

Application number

Lodgement date