

Application for Consent (including renewal) to Discharge Trade Waste

Selwyn District Council [Trade Waste Bylaw](#) (reviewed and amended 2021)

1. APPLICANT DETAILS

Full Name: _____
Mobile Number: _____ Landline Number: _____
Email Address: _____
(These contact details will be used for all correspondence during the application process)

2. DESCRIPTION OF PREMISES

Address: _____
Postal Address: _____

Owner / Occupier	
Name	
Designation	
Mobile Number	
Landline Number	
Email Address	
Address	

Contact Details for Premises Queries	
Name	
Designation	
Mobile Number	
Landline Number	
Email Address	
Address	

Attach your site plans of the premises, please clearly show the location of the following, as appropriate (tick boxes):

Process Areas ☐ Flow Measuring Devices ☐ Trade Waste Drains ☐
Open areas draining to trade waste drains ☐ Stormwater Drains ☐
Domestic Wastewater Drains ☐ Emergency Spill Devices ☐

Other (Specify): _____

Detailed drawings and descriptions for the following are attached, as appropriate (tick boxes):

Pre-treatment Systems ☐ Flow Measuring Devices ☐ Sampling Points ☐
Emergency Spill Containment ☐ Method of Flow Meter Calibration ☐

An independent waste audit of the premises has been carried out: Yes ☐ No ☐

Audit Completed By: _____ (company name)

Please specify the type of business onsite: _____

3. FLOW MEASUREMENT

The proposed method for flow measurement is:

- ☐ A permanent installation of suitable flow measuring equipment.
☐ Based on water usage as measured by meter.

Other (specify): _____

4. DESCRIPTION OF WASTE(S)

Volumes	
Average daily volume (m ³)	
Maximum volume in any 8-hour period (m ³)	
Maximum daily volume (m ³)	
Maximum flow (l/s)	

Other Characteristics	
Temperature (°C)	
BOD5 (mg/l)	
COD (mg/l)	
Suspended solids (mg/l)	
Inert suspended solids (mg/l)	
Volatile suspended solids (mg/l)	
Total nitrogen (mg/l)	
Total phosphorus (mg/l)	
PH	
Fats, oil, and greases (mg/l)	
Total solids (mg/l)	

5. SOURCE OF WATER

The source of water used on the premises is:

(A) From _____ Council _____ m³/Working Day.

(B) From other sources (state source) _____ m³/Working Day.

The waste(s) contain condensing water or stormwater: Yes ☐ No ☐

The layout of drains on the premises is such as to reasonably exclude the possibility of becoming mixed with trade waste: Yes ☐ No ☐

It is proposed that domestic wastewater and trade waste should be discharged at the same point of discharge: Yes ☐ No ☐

6. RISK MANAGEMENT

List any substances contained in schedule 1A, or 1B of the Bylaw which are stored, used, or generated on the premises:

Describe mitigation measures employed to prevent accidental spillages of these substances from entering the public sewer or stormwater systems:

A discharge management plan is attached: Yes ☐ No ☐

The Health and Safety requirements and security arrangements for Selwyn District Council staff entering the premises area are as follows (specify):

7. PROCESS MANAGEMENT

I have documented each process (using the Annexe 1 template, page 4) and attached copies of typical analyses for wastewater from each separate process:

Yes ☐ No ☐

8. APPLICANT'S DECLARATION

I am duly authorised to make this application, and I believe that all of the information contained in this application is true and correct:

Signature: _____

Date: _____

Annexe 1: Process Management Description Template

Process Name: _____

Process Description: _____

Type of product processed: _____

Volume of Wastewater	
Average daily volume (m ³)	
Maximum volume in any 8-hour period (m ³)	
Maximum daily volume (m ³)	
Maximum flow (l/s)	
If Batch Discharges	
Quantity (m ³)	
Frequency (m ³)	
Rate of Discharge (m ³)	

The wastewater contains the following characteristics which, when mixed with other wastewaters, and discharged from the premises, are near or in excess of the limits stipulated in schedule 1B of the Bylaw. (Characteristics in Tables 1A, 1, 2, and 3).

Wastewater characteristics near or in excess of the limits *	Value or Concentration			
	From Process		At Point of Discharge	
Characteristics	Typical	Max.	Typical	Max.

* Refer to limits stipulated in schedule 1B of the Bylaw and characteristics in tables 1A, 1, 2 and 3.

The following steps have been / will be taken to improve the trade waste process as part of the strategy to or for cleaner production:

Date of Improvements: _____