

APPLICATION FOR TRADE WASTE AGREEMENT OR CONSENT

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

Unit No		Street No.		Street	
Suburb					Postcode
Melway Ref			Municipality		

2 Who is the Occupier of the site from which trade waste will be discharged?

Full Name of Company or Individual Business Owners Names (If not a company)

Trading Name (if applicable)

Address of Registered Office or Individuals Home Address (If not a company)

	Australian Business Number (ABN):	
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Is this change of occupancy/name? Y/N If yes, date of change / /

3 To what address should we send all trade waste correspondence including accounts?

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

Name		Email	
Position		Facsimile	
Phone (BH)		Mobile	
Phone (AH)			

5 Which senior executive should City West Water Ltd contact in case of emergency?

Name		Email	
Position		Facsimile	
Phone (BH)		Mobile	
Phone (AH)			

6	(a) Describe the type of business carried out on the site.
	(b) What type of processes on the site generate trade waste?

7	Indicate the days and hours during which the discharge will or may take place.		
	Days of the Week:	Hours of the day:	
	Monday to Friday	<input type="checkbox"/> between <input style="width: 100px;" type="text"/>	and <input style="width: 100px;" type="text"/>
	Saturday	<input type="checkbox"/> between <input style="width: 100px;" type="text"/>	and <input style="width: 100px;" type="text"/>
	Sunday	<input type="checkbox"/> between <input style="width: 100px;" type="text"/>	and <input style="width: 100px;" type="text"/>

8	(a) Are any of the following contaminants present in the trade waste to be discharged to sewer?			
	(please tick)		<small>D₄</small>	<small>D₄</small>
	Heavy Metals	<input type="checkbox"/>	Chlorinated Hydrocarbons	<input type="checkbox"/>
	Acids / Alkalis	<input type="checkbox"/>	Petrochemicals	<input type="checkbox"/>
	Solvents	<input type="checkbox"/>	Dyes / Inks	<input type="checkbox"/>
	Photographic Wastes	<input type="checkbox"/>	Oil / Fat Emulsions	<input type="checkbox"/>
	Medical Wastes	<input type="checkbox"/>	Sulphur-containing Compounds	<input type="checkbox"/>
	Paint	<input type="checkbox"/>	Ammonia	<input type="checkbox"/>
	Pesticides / Herbicides	<input type="checkbox"/>	Disinfectants	<input type="checkbox"/>
	Radioactive Material	<input type="checkbox"/>	Cyanide	<input type="checkbox"/>
	Total Dissolved Solids	<input type="checkbox"/>	Other (Specify below)	<input type="checkbox"/>

(b) Describe contaminant/substances which are not listed above that you think may be present in the trade waste. Please attach Material Safety Data Sheets (MSDS) for proprietary products and chemicals used on site if you cannot describe their chemical composition.	

9	Please attach a list of all chemicals stored on the site that have the potential to enter the sewerage system. Please attach Material Safety Data Sheets (MSDS) for proprietary products and chemicals used on site if you cannot describe their chemical composition.
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10	Please include a layout plan (A3 preferred size) with the following requirements.
	(a) Details and location of all fixtures, tanks, pits and apparatus that is associated with the generation and treatment of trade waste, site boundaries, north point and address.
	(b) A legend showing all fixture numbers, description of processes and treatment apparatus.

11	Please include a flow diagram of the proposed treatment apparatus as follows.
	(a) Capacity, dimensions and material of construction and lining of all pits and tanks.
	(b) Dosing equipment, pH control equipment, pumps and their respective rates, flow measuring equipment and an operation and maintenance schedule.

12	Please describe how stormwater run-off from this site is managed and discharged. (Attach separate sheet if necessary)

14 Has a Water and Trade Waste Resource Plan or equivalent that sets targets on potable water and trade waste reduction been carried out for this site?
 Yes / No (Please circle) In what year?

If yes, please attach a copy of this plan or equivalent if not previously submitted.

15 Has a Risk Assessment Plan been carried out for this site?
 Yes / No (Please circle)
 If yes, please attach a copy of this plan if not previously submitted.

16 Has an action plan been prepared for this site to prevent and contain spills and firewater?
 Yes / No (Please circle)
 If yes, please attach a copy of this plan if not previously submitted.

17 In certain circumstances, such as when your trade waste discharge is non-complying with the terms and conditions of your trade waste agreement, or when our sewerage system requires emergency maintenance, City West Water may require the discharge of trade waste to cease temporarily. Has a contingency plan for alternative means of disposal or emergency storage of trade waste generated on the site been prepared? If so, please attach.

18 Does your site fall into a category of operations, which must notify the Victorian Workcover Authority under the Occupational Health and Safety (Major Hazard Facilities) Regulations 1999?
 Yes No
 If yes, have you a risk assessment or prepared a Safety Case? Yes No

19 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 undertakings. I undertake to City West Water Ltd that I have the authority to make the statements set out above and give the undertakings set out below on behalf of the Occupier.
 (a) If City West Water Ltd 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 or drainage work on the site and all connected fittings or appliances comply with all requirements of Australian Standards, the relevant Plumbing Codes and any Trade Waste Requirements imposed by City West Water Ltd.
 (iii) pay trade waste application, agreement fees and charges for the quality and quantity of trade waste discharged from the commencement of the agreement or consent and billed by City West Water.

SIGNED by or on behalf of the Occupier by

	Name (printed):	
Date / /	Position:	

IMPORTANT: IT IS AGAINST THE LAW FOR YOU TO DISCHARGE TRADE WASTE UNTIL YOU HAVE AN EXECUTED TRADE WASTE AGREEMENT OR CONSENT.

RETURN ALL CORRESPONDENCE: Locked Bag 350, Sunshine 3020 or Fax: 9313 8663 or email enquiries@citywestwater.com.au or in person to 247-251 St Albans Road, Sunshine. Any enquiries to 131 691.

Important Privacy Notice

City West Water Limited ABN 70 066 902 467 ("CWW") is a State Owned Company which provides retail water, sewerage and trade waste services to Melbourne's central business district, inner and western suburbs.
 By completing this form you are providing personal information to CWW for the primary purpose of CWW providing you with a trade waste agreement or consent which you are required by law to allow you to discharge trade waste to CWW's sewerage system.
 The personal information contained in this form may be shared between, and used by CWW and its contracted service providers for the above primary purposes, and purposes related to providing and marketing CWW's water supply, sewerage and trade waste services.
 Additionally, CWW may share your personal information with service providers and other external organisations in limited circumstances, such as to:

- government or regulatory authorities;
- mail houses and other companies for the purposes of distributing statements of account and handling mail; and
- information technology companies for the purposes of maintaining information technology and security systems.

If you do not provide the information requested by this form, then we may not be able to issue you with a trade waste agreement or consent.
 You may request access to your personal information which CWW holds about you. You can make such a request by writing to the Privacy Officer at Locked Bag 350, Sunshine, 3020. Please note we may charge you the reasonable cost of providing you with access to your personal information.
 You may make a request not to receive information about CWW products and services by contacting us on 13 1691.