

# trade waste application guide



**GWMWater**

11 McLachlan Street  
(PO Box 481)  
Horsham Victoria 3402

**Tel:** 1300 659 961

**Fax:** 03 5381 9881

**Email:** [info@gwmwater.org.au](mailto:info@gwmwater.org.au)

**Website:** [www.gwmwater.org.au](http://www.gwmwater.org.au)

*Certified to best practice standards  
ISO 9001 / 14001 and AS/NZS 4801*

## What is Trade Waste?

Trade Waste is any liquid waste, other than domestic sewage, generated by industrial, commercial, retail food, trade or manufacturing processes, which is acceptable for discharge to sewer. The discharge is conditional on having a Trade Waste Agreement or Consent.

## Procedure for obtaining a Trade Waste Agreement or Consent

All Applications for Trade Waste Agreement or Consent and accompanying material and payments are to be lodged with GWMWater through the above contact details.

## Process

1. A Trade Waste Information Package together with application forms are available on our website [www.gwmwater.org.au](http://www.gwmwater.org.au); at our Corporate Office at 11 McLachlan Street, Horsham; or phone our Customer Contact Centre staff on 1300 659 961.
2. The completed Application for Trade Waste Agreement or Consent must be lodged with GWMWater and be accompanied by a site plan together with any relevant supporting documentation and the application fee.
3. All fees and charges applicable to this application must be paid when lodging the Trade Waste Application.
4. Prior to the connection of any treatment apparatus to GWMWater's sewerage system, an Application for Consent to Connect to Sewer must also be lodged. Works are to be carried out by a licensed plumber.
5. Applications will be assessed by GWMWater and if acceptable a Trade Waste Agreement or Consent will then be issued to the applicant.
6. When plumbing or drainage works are required, a plumbing and drainage inspection should be arranged with the Plumbing Industry Commission through your local plumber.
7. Once plumbing and drainage work is completed, contact GWMWater to perform a site inspection prior to discharge to the sewer.

## Customer Checklist

- |                                                      |                          |
|------------------------------------------------------|--------------------------|
| Information package received from GWMWater           | <input type="checkbox"/> |
| Application form and documents submitted to GWMWater | <input type="checkbox"/> |
| All fees paid                                        | <input type="checkbox"/> |
| Sewerage application submitted                       | <input type="checkbox"/> |
| Received consent from GWMWater                       | <input type="checkbox"/> |
| Plumbing and drainage inspection completed           | <input type="checkbox"/> |
| GWMWater inspected prior to discharging to sewer     | <input type="checkbox"/> |

## Trade Waste Charges

All trade waste fees and charges are reviewed annually. A copy of the applicable fees and charges can be obtained from our website or by phoning our Customer Contact Centre on 1300 659 961.

<b>Application Fee</b>	Application processing fee which varies in price based on discharge volumes.
<b>Establishment Fee</b>	May apply to account for the part of the existing sewerage system being utilised by the occupier. In respect of a new trade waste discharge or where an occupier with an existing discharge agreement, applies to increase the volume or rate of discharge, or changes the characteristics of a discharge.
<b>Augmentation Charges</b>	May apply, calculated on the cost of any works required to the sewerage system in order to facilitate the discharge of trade waste from the relevant premises.
<b>Periodic Charges</b>	May apply for trade waste discharged into GWMWater's sewers, based on the quality and quantity of waste discharged. These charges recover the cost of collecting, treating and disposing of the trade waste.
<b>Ancillary Charges</b>	May apply for monitoring and maintaining trade waste.

# trade waste application guidelines



**GWM**Water

**These notes are designed to help you complete the corresponding numbered questions on the Application for Trade Waste application form. If you require further information or assistance, please contact GWMWater on 1300 659 961.**

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1. Site address from which trade waste discharge occurs.
2. Provide details of company or individual/s requesting Trade Waste Agreement to discharge to sewer.
3. Please tick the appropriate box describing why you are making a trade waste application. If you are making the application due to taking over an existing business with a current Trade Waste Agreement, please state the date of the change of occupancy.
4. The name and contact details of the person responsible for management of trade waste matters on-site.
5. Provide a brief description of the type of industry or business that is carried out on the site e.g. car detailing, restaurant or metal finishing, etc.
6. Indicate with a tick the appropriate days of the week that the business is open, and fill in the corresponding business hours.
7. Storm water is only accepted for discharge to sewer under special circumstances. Where storm water discharge to sewer is proposed, details must be submitted describing the size of the open area receiving storm water, as well as a description of how the storm water will be managed and discharged to sewer e.g. storm water diversion systems. A Process and Instrumentation Diagram is required. See note 9.
- 8a. Provide details in column 3 of question 8b of all substances and or chemicals used on site that can enter the sewer as part of business activities. The detail should identify where the chemicals are used; which chemicals are discharged to sewer; their concentration and quantity; or whether only wash waters with traces of the chemical are discharged to sewer. If you use proprietary products you must attach relevant Material Safety Data Sheets (MSDS) for all those substances that are hazardous to the health of human beings; or are potentially hazardous to micro-organisms; or might adversely affect the environment.
- 8b. Please describe the type of activities generating trade waste on the site. In column 3 describe the characteristics of the waste, as detailed above in question 8a and the MSDS if applicable. In column 4, describe the type of treatment apparatus to be used. The volume of waste each activity generates on-site needs to be calculated and included in the table. For assistance in calculating the rate of discharge, a standard 123 mm garden hose will normally run at a rate of approximately 20 litres per minute (1000 litres = 1 kilolitre). An example is provided on page 2.
9. A copy of a Process and Instrument Diagram must be included when specialised trade waste pre-treatment equipment is proposed. The diagram should indicate the major equipment items and any proposed instrumentation to record the flow rate and characteristics (e.g. pH and temperature) of the final trade waste discharge to sewer. Where emergency spill containment systems are incorporated, they must also be described in a diagram. Example on page 3.
10. A site plan (no larger than A3 size, scale 1:500) must be included with your application. It needs to clearly identify the location of the trade waste fixtures on the site, with their number corresponding to the number in the table in question 8b and the legend on the plan. A fixture is any item that receives and disposes of water to the sewerage system. The legend must describe the fixture and the treatment apparatus receiving the discharge from the fixture. The location of treatment apparatus and the corresponding sample point must be identified, as well as any open areas mentioned in question 7 on the site plan. Please include the north direction symbol, the property number and street address. Refer to the example on page 3 of this guide.
11. If you manage a retail food outlet, preparing food for human consumption to be either consumed in your premises or to be taken away, you should complete questions 1 to 6 and 10 to 12. If applicable, please indicate your Council registered seating capacity in the space provided.  
All other applicants need to complete questions 1 to 10 and do not need to answer questions 11 and 12.
12. Write the number of kitchen/trade waste fixtures for each item in the table, and include any others that discharge trade waste to sewer.

## Signature

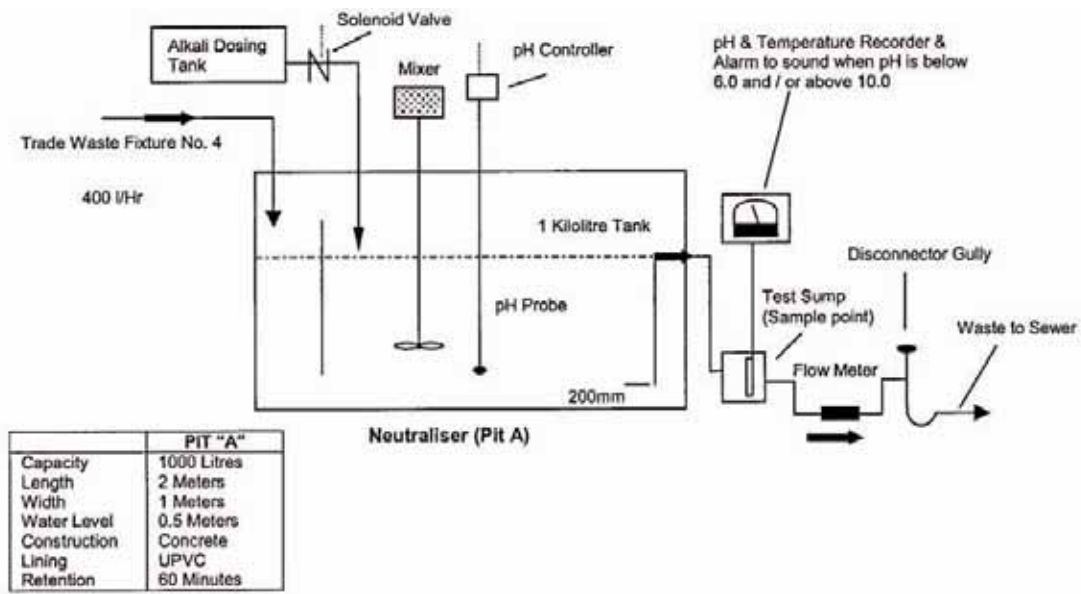
The occupier of the property must sign, date and advise of their position title within their business on the Application for Trade Waste Agreement or Consent form in the space provided after question 12.



### Question 9: Process and Instrument Diagram

The diagram should:

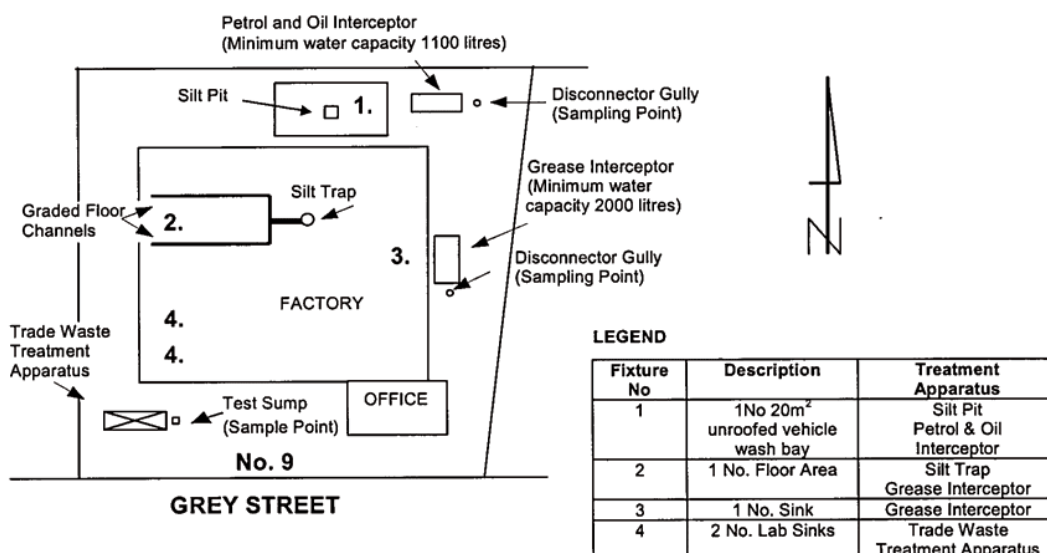
- > Include flow direction, capacity, dimensions and material of construction and lining of pits and tanks in contact with the trade waste;
- > Identify all dosing equipment, pH control equipment, pumps and their respective rates and flow metering equipment; and
- > Include an operation schedule (see below)



### Question 10: Site Plan (No larger than A3 size)

The Plan should identify:

- Site boundaries, north point and address
- Details and location of all fixtures, tanks, pits and apparatus that are associated with the generation and treatment of trade waste
- A legend showing fixture numbers, description of fixtures and treatment apparatus
- Trade waste specific items only (see below)



# trade waste grease trap size



**GWM**Water

Please refer to the tables below to check that your business complies with our grease trap size requirements.

If you have any further queries regarding trade waste, please refer to our website at [www.gwmwater.org.au/services/urban/trade\\_waste](http://www.gwmwater.org.au/services/urban/trade_waste) or contact us on 1300 659 961.

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<i>Restaurant</i>		
<i>Seating</i>	<i>Discharge rate (litres discharged per day)</i>	<i>Grease trap size required (litres)</i>
<b>1 to 15</b>	100	100
<b>16 to 38</b>	600	600
<b>39 to 69</b>	1100	1000
<b>70 to 199</b>	3200	1500
<b>200 to 399</b>	6400	2000
<b>400 to 599</b>	9600	3000
<b>600 to 799</b>	12800	4000
<b>800 to 1000</b>	16000	5000

<i>Accommodation</i>			
<i>Motel (number of rooms)</i>	<i>Hospital / Nursing Home (number of beds)</i>	<i>Discharge rate (litres discharged per day)</i>	<i>Grease trap size required (litres)</i>
<b>Upto 50</b>	1 to 69	1100	1000
<b>Upto 100</b>	70 to 199	3200	1500
<b>Upto 200</b>	200 to 399	6400	2000
<b>Upto 300</b>	400 to 599	9600	3000
<b>Upto 500</b>	600 to 799	12800	4000
	800 to 1000	16000	5000

# trade waste - pre-treatment



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Please refer to the table below to check that your business complies with our pre-treatment selections.

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<i>Pre-treatment Type</i>	<i>Description</i>
<i>Silt trap</i>	Small volumes of solids i.e. food processing
<i>Silt pit</i>	Large volumes of solids i.e. car wash, truck wash
<i>Straining trap</i>	Food processing
<i>Straining pit</i>	Dye house, laundry, laundrettes
<i>Mixing tank</i>	Photographic processing
<i>Acid neutralising tank</i>	Small laboratories, science sinks in schools, etc
<i>Settling tank</i>	Plaster sinks, soil lab sinks, optician sinks
<i>Solvent and oil interceptor</i>	Lab sinks, small degreasing troughs for parts washing, silk screen printing
<i>Grease trap below ground</i>	Commercial and industrial food preparation and cooking
<i>Grease trap above ground</i>	
<i>Petrol oil interceptor</i>	Service stations, engine washing, mechanical repairs
<i>Testing sump</i>	For major customers
<i>Cooling pit</i>	For high temperature discharges
<i>pH adjustment</i>	For pH adjustment
<i>Screens in sink</i>	Prevent solids entering sink, fish processing
<i>Silver recovery unit</i>	Photographic processing
<i>Bunding</i>	Exclusion of rainwater
<i>Stormwater exclusion</i>	Roof or first flush system
<i>No treatment</i>	Trade waste customer not requiring pre-treatment
<i>Advanced treatment</i>	Pre-treatment required but not mentioned above