



WEIPA TOWN AUTHORITY  
**Trade Waste Application**  
*"Trade Waste Management Guidelines"*

ABN 54 137 266 285  
**GST does not apply  
to these licences**

Please read the Trade Waste General Information (attached) before completing and submitting your application. Applications that are incomplete or submitted without relevant fees being paid will not be accepted.

OFFICE USE ONLY	TRADE WASTE LICENCE NO:	RECEIVED BY:	DATE RECEIVED:

**PROPERTY OWNER OR AUTHORISED AGENT FOR PROPERTY**

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Lot and Plan: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**TRADE WASTE GENERATOR (APPLICANT)**

Applicant Name (must be a legal entity): \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ ACN/ABN: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

The nature of the business conducted: \_\_\_\_\_

**CONTACT DETAILS OF PERSON RESPONSIBLE FOR TRADE WASTE MANAGEMENT ON SITE**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PROCESSES / ACTIVITIES FROM WHICH TRADE WASTE IS GENERATED (eg. cooking processes, mechanical repairs, wash down)**

**PRE TREATMENT FACILITIES** Note: Pre treatment systems should be serviced as required to ensure Sewer Admission Standards are met

Pre Treatment Infrastructure: \_\_\_\_\_ Trade Waste Category: \_\_\_\_\_

Name of Servicing Contractor: \_\_\_\_\_ Frequency of Servicing: \_\_\_\_\_

**NEW BUSINESSES / CHANGE OF OWNER APPLICATION FEE and ANNUAL PERMIT FEE APPLIES**

Application Fee: \_\_\_\_\_ Annual Permit Fee: \_\_\_\_\_

**PLAN REQUIREMENTS** Plans are required for any new premises where the activity has not been previously approved, where any significant Alterations are proposed or where structural alterations involving plumbing and / or trade waste infrastructure is proposed.

- Two clear, legible copies of all plans – maximum A3 in size. Drawn to scale with scale clearly marked (1:100 or 1:200 only).
- Site plan showing location of site in relationship to surrounding land uses
  - Floor plan showing all equipment, fittings and fixtures with details on materials to be used
  - Sectional elevations of all benches, equipment and fixtures
  - Mechanical exhaust ventilation plans
  - Technical reports and other information such as brochures or photos as necessary to accompany the plan

*I / We being the Owner or Authorised Agent of the above property, declare that I / we understand my / our responsibilities to discharge waste to Weipa Town Authority's sewerage system in accordance with Weipa Town Authority's Trade Waste Management Guidelines (available on the website).*

**Name of Generator**.....**Signature of Generator:** .....**Date**...../...../.....

**Name of Owner:** .....**Signature of Owner**.....**Date**...../...../.....

## TRADE WASTE GENERAL INFORMATION

### What is Trade Waste?

Trade waste is all liquid waste from any industry, business or manufacturing premises, other than domestic sewage, prohibited substances or storm water, from any fixture, which is discharged into Weipa Town Authority's sewer (see *Water Supply (Safety and Reliability) Act 2008*).

### The Trade Waste Approval

Trade waste may not be discharged into Weipa Town Authority's sewer unless the owner of the premises has been granted trade waste approval. The trade waste approval sets down the conditions by which Weipa Town Authority will allow the discharge of trade waste into its sewers. To obtain approval all generators must complete and submit, with supporting information, the application form.

### Renewal of a Trade Waste Approval

Trade waste approvals are not transferable in the event of either a change of ownership of a property, or lease of a shop, factory, etc., and the existing approval shall be subject to renewal in both cases. Furthermore, the amendment or alteration of any of the processes involved in the generation of trade waste (including methods of pre-treatment) shall be subject to approval by Weipa Town Authority.

### Trade Waste Charges

With a view to recovering the cost of conveyance, reception, treatment and disposal of industrial and commercial waste (which exceeds the volume and strength of domestic waste), charges shall be levied for the discharge of trade waste. These charges (Utility Charge) are based on quantity and should effluent exceed the sewer admission standards for 5 day Biochemical Oxygen Demand and Suspended Solids, then also quality. To assist in the recovery of costs for administration and the sampling and analysis of effluent, a minimum charge shall apply to all generators. Payment of these minimum charges shall be in advance of the year for which they are levied. Furthermore an annual charge is levied for the use of commercial garbage grinders and a separate form is to be submitted for this purpose. Note that Utility Charges shall not be charged to Trade Waste Generators until the 2018/2019 financial year.

### Sampling of Trade Waste

To ensure compliance with the Water Supply (Safety and Reliability) Act 2008 and Sewer Admission Standards, Weipa Town Authority may take from time to time samples of trade waste for analysis by a N.A.T.A. registered laboratory. A sampling point for each generator is to be provided by the owner of each property. Furthermore, should the trade waste exceed the admission standards for Biochemical Oxygen, Chemical Oxygen Demand and Suspended Solids, then the results of the testing will be used as a basis for charges.

### Determination of Quantity

The volume of trade waste discharged to the sewer is calculated from the total water consumption as read from the property water meter, less an allowance of 136 kL per annum for each WC pan, and less any water measured by the water meter that is not discharged into the sewer. Where it is not possible to determine the amount of effluent discharged into the sewer, a separate meter (sub meter) is to be installed and maintained by the property owner on the sewerage discharge line.

### Penalties

A person committing any breach of the Water Supply (Safety and Reliability) Act 2008 shall upon conviction be liable to a penalty not exceeding 1000 Penalty Units and to a daily penalty for each day on which such offence is continued after notice is given by Weipa Town Authority.

### IMPORTANT NOTES

1. The supply of incomplete information will result in delays in the processing of your application.
2. Trade waste charges: There is a charge for the discharge of trade waste to Weipa Town Authority's sewers based on the quantity and quality of the waste discharged. These charges are set by Weipa Town Authority and may be amended from time to time via WTA resolution.
3. Additional information is available from the Environmental & Health Officer (ph. 07 4030 9400).
4. A plumbing and drainage clearance certificate may be required to be issued before a trade waste approval is issued.
5. Should more than one trade waste generator exist on the property then a separate trade waste application is to be submitted for each generator.