



Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794

Phone: 02 6340 2040  
Fax: 02 6340 2011  
council@cowra.nsw.gov.au  
www.cowracouncil.com.au

## Discharge of Liquid Trade Waste Approval Process

To the Manager/Business Owner

Please find attached application forms for the discharge of Liquid Trade Waste to Council's Sewerage System.

Liquid Trade Waste is liquid waste produced by a business, commercial or industrial activity. It excludes domestic waste from a hand wash basin, shower, bath or toilet.

It is a legal requirement for any business that discharges liquid trade waste to the sewer to have an approval to do so. Even if your business already has some form of pre-treatment device (e.g. grease arrestor or oil separator), it does not mean an approval has been issued.

Council is in the process of inviting all businesses to lodge an application for approval. Please fill in the attached forms as best as possible and submit them to Council.

There is a fee involved with this application, currently \$107.00 for new applications, \$53.00 for renewal applications. **(As per Revenue Policy 2024/2025)**

If you need any help to fill in the form or if you have any questions, please call Council's Infrastructure & Operations Department on (02) 6340 2070.

### Forms attached

- 1. Application for Discharge of Liquid Trade Waste Approval**  
Part C, Section 68 of Local Government Act 1993
- 2. Application for Discharge of Liquid Trade Waste Approval – Form A**

**Please fill out and return both these forms**



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## Application for Discharge of Liquid Trade Waste Approval

### Part C, Section 68 of Local Government Act 1993

The information you provide is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your application may be unable to be processed. Please make sure you read the section on substances that must not be discharged to the sewerage system.

#### 1. Applicant Details

Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>		Other:	
Name			
Postal Address			
Telephone	Fax	Mobile	Email
Applicant(s) signature			

#### 2. Premises Details

Business Trading Name		
Street/Rural Address No	Street/Road Name	Suburb or Town
Lot No	Section No	DP No

#### 3. Type of business

Classification A <input type="checkbox"/> complete form A	Classification B <input type="checkbox"/> complete form BC
Classification C <input type="checkbox"/> complete form BC	Classification S <input type="checkbox"/> complete form S

#### 4. Owner of Property

Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>		Other:	
Name			
Postal Address			
Telephone	Fax	Mobile	Email
As owner of the above land, I/we consent to the making of this application and to the entry onto such land by authorised officers of Council for the purpose of determining this application, and any associated inspections. I also understand that as the owner, I may be required to enter into an agreement with Council for the purpose of regulating the proposed trade waste discharge.			
Owner(s) signature			

**5. Licensed Plumbers Details (if applicable)**

Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>		Other:	
Name			
Licence Number		Expiry Date	
Telephone	Fax	Mobile	Email
Licensee signature			

**Lodgement Requirements:**

1. Council will assess the application in accordance with the requirements of Section 68 of the Local Government Act 1993.
2. Council may within twenty-one (21) days of receipt of the application request an applicant to provide it with more information that is reasonably necessary to enable the proper determination of the application in accordance with Section 86 of the Local Government Act 1993.
3. The application must be accompanied by the appropriate fee paid in accordance with Section 80 of the Local Government Act 1993 and Council’s Management Plan.
4. Council will acknowledge receipt of valid applications in accordance with Section 84 of the Local Government Act 1993.
5. Unclear or illegible applications will be rejected in accordance with Section 85 of the Local Government Act 1993.

**6. Prohibited substances**

The following substances are prohibited from being discharged into the sewerage system. If there is any doubt, please contact Council.

<ul style="list-style-type: none"> <li>• organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances;</li> </ul>
<ul style="list-style-type: none"> <li>• organophosphorus pesticides and/or waste arising from the preparation of these substances</li> </ul>
<ul style="list-style-type: none"> <li>• any substances liable to produce noxious or poisonous vapours in the sewerage system</li> </ul>
<ul style="list-style-type: none"> <li>• organic solvents and mineral oil</li> </ul>
<ul style="list-style-type: none"> <li>• any flammable or explosive substance</li> </ul>
<ul style="list-style-type: none"> <li>• discharges from ‘Bulk Fuel Depots’</li> </ul>
<ul style="list-style-type: none"> <li>• chromate from cooling towers</li> </ul>
<ul style="list-style-type: none"> <li>• natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions</li> </ul>
<ul style="list-style-type: none"> <li>• rain, surface, seepage or subsoil water, unless specifically permitted</li> </ul>
<ul style="list-style-type: none"> <li>• solid matter</li> </ul>
<ul style="list-style-type: none"> <li>• any substance assessed as not suitable to be discharged into the sewerage system</li> </ul>
<ul style="list-style-type: none"> <li>• waste liquids that contain pollutants at concentrations which inhibit the sewage treatment process – refer <i>Guidelines for Sewerage Systems: Acceptance of Trade Waste (Industrial Waste) (ARMCANZ/ANZECC, 1994)</i></li> </ul>
<ul style="list-style-type: none"> <li>• any other substances listed in a relevant regulation</li> </ul>

**Office Use Only**

Application No:	Register:
Information complete:            Y        N	Fee:
Receipt:	Date:

Site inspection conducted:	Y	N	Date:	
Approval granted:	Y	N	Date:	Approval No.:
Details entered in database:	Y	N	Date:	
Applicant notified:	Y	N	Date:	

## Application for Discharge of Liquid Trade Waste Approval – Form A

This application form is for businesses that intend to discharge certain low risk ('Concurrence Classification A') liquid trade wastes to the sewerage system. Please include all details as requested. When finished, return this form to Council, including attachments.

### 7. Business activity

Please indicate the nature of your business. Please refer to the accompanying list 'Liquid Trade Waste – business activity classifications. Include more than one activity if appropriate.

#	Activity	No. of seats/beds (if applicable)

### 8. Fixtures/Appliances in the kitchen (Hot Food Venues)

Fixture/appliance	Number	Manufacturers Flow rate L/h or Capacity
Bain Marie		Capacity of the apparatus
Bratt pan		
Cleaners sink		N/A
Combi-oven/barbeque		
Commercial dishwasher (door or hood)		
Commercial dishwasher (conveyor)		
Floor waste outlets		N/A
Glass washer (if connected to a grease arrestor)		
Hand basin		N/A
Hot plate/charcoal barbeque		
Pasta cooker		N/A
Potato peeler (if connected to a grease arrestor)		
Pot sink		N/A
Sink – single		N/A

Sink – double		N/A
Steam cooker		N/A
Wok – traditional wok		N/A
Wok – waterless wok		N/A
Under bench dishwasher		
Other fixtures that generate liquid trade waste <i>Please specify and include the expected hourly flow rate</i>		

## 9. Normal hours of business

Day	Start	Finish
Monday to Friday		
Saturday		
Sunday		

## 10. Description of flow

Maximum rate of discharge to sewer	kL/h or L/s
Maximum daily discharge to sewer	kL

## Water supply meter

Is the supply of water to this business metered? Yes  No

If yes, what is the meter number? \_\_\_\_\_

## 11. Existing/proposed pre-treatment equipment

Type	Tick	Size	Flow rate
1. Grease arrestor			
2. Dry basket arrestor with fixed screens			
3. Sink screen/strainer			
4. Fixed or removable mesh screen			
5. Coalescing plate interceptor or separator			
6. Vertical gravity separator			
7. Hydrocyclone separation system			
8. Cooling pit			
9. Balancing, averaging, neutralising pit/tank			
10. General purpose pit			
11. Solids settlement pit / silt arrestor			
12. Baffled settlement pit			
13. Lint screen			
14. Plaster arrestor			

**12. Proposed cleaning schedule (if applicable)**

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**13. Names of cleaning contractors (if applicable)**

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**14. Location of sampling point (if applicable, provide a site plan)**

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**Office Use Only**

Application No:	Information complete:	Y	N
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