

APPLICATION FOR TRADE WASTE DISCHARGE

Pursuant to Bylaws from the following Councils:

*Hamilton City Council Trade Waste and Wastewater Bylaw 2016
(Amended 2023)*
South Waikato District Council Trade Waste Bylaw 2017
Waipā District Council Trade Waste Bylaw 2021

Matamata-Piako District Council Trade Waste Bylaw 2020
Rotorua Lakes Council Water Services and Trade Waste Bylaw 2017
Taupō District Council Trade Waste Bylaw 2016
Waitomo District Council Trade Waste Bylaw 2006 (Amended 2016)

Application Completed By: Owner / Consent Holder Agent/Consultant Other: _____

SECTION A: GENERAL INFORMATION

A1: WATERS AUTHORITY:

- | | |
|--|--|
| <input type="checkbox"/> IAWAI - Flowing Waters Limited (Hamilton City) | <input type="checkbox"/> Matamata-Piako District Council |
| <input type="checkbox"/> Waikato Waters Limited (South Waikato District) | <input type="checkbox"/> Rotorua Lakes Council |
| <input type="checkbox"/> Waikato Waters Limited (Waipā District) | <input type="checkbox"/> Taupō District Council |
| <input type="checkbox"/> Waikato Waters Limited (Waitomo District) | |

A2: COMPANY / PREMISE DETAILS

Trade Name: _____

Legal Name: _____
(e.g.: registered company, partnership, or individual)

NZBN Number: _____

Site Address: _____ Post Code: _____

*(Note: if your site or point of discharge is **NOT** connected to the wastewater network, a consent will not be required)*

Consent Holder's Name: _____

Phone/Mobile: _____

Email: _____

A3: ADDITIONAL CONTACT DETAILS *(if different to above)*

Contact Name: _____ Position: _____

Phone/Mobile: _____

Email: _____

Billing email: _____

Postal Address: _____ Post Code: _____

A4: THIS APPLICATION RELATES TO:

- Proposed New Discharge
- Renewal of a Consent
- Variation to Existing Consent
- Temporary Discharge
- Other: _____

A5: DESCRIPTION OF MAIN TRADE ACTIVITY:

(check all that apply)

- Food Premises
- Home-based
- Food Truck / Mobile Business
- (note: please identify where any liquid wastes will be disposed of)*
- Hair & Beauty Services
- Service Station / Car & Truck Wash / Mechanics
- Laundromat / Dry Cleaners
- Other: _____

Describe Process & Main Trade Activity: _____

SECTION B: HEALTH & SAFETY

- Is an induction required? Yes No
- Are there any PPE Requirements? Yes No
- Is there a hazard register? Yes No

Please list any additional requirements (e.g.: parking, site access requirements) staff need to know prior to accessing site:

SECTION C: OPERATION

C1: OPERATIONAL DAYS / DISCHARGE HOURS:

Days	Hours	Days	Hours
<input type="checkbox"/> Monday	_____	<input type="checkbox"/> Friday	_____
<input type="checkbox"/> Tuesday	_____	<input type="checkbox"/> Saturday	_____
<input type="checkbox"/> Wednesday	_____	<input type="checkbox"/> Sunday	_____
<input type="checkbox"/> Thursday	_____		

C2: TYPE OF DISCHARGE:

- Intermittent/Occasional
- Continuous Flow
- Batch
- Other: _____

SECTION D: PRE-TREATMENT

D1: PRE-TREATMENT DEVICE

- | | | |
|---|---|---|
| <input type="checkbox"/> Grease Trap | <input type="checkbox"/> Screens | <input type="checkbox"/> Balancing/Holding Tank |
| <input type="checkbox"/> Grease Converter | <input type="checkbox"/> Oil & Grit Interceptor | <input type="checkbox"/> pH Adjustment |
| <input type="checkbox"/> Big Dipper / Grease Boss | <input type="checkbox"/> Diversion System | <input type="checkbox"/> Other: _____ |

D2: SPECIFICATION OF PRE-TREATMENT

(if known)

Make/Model: _____

Size (litres): _____

D3: PRE-TREATMENT SERVICING

Contractor: _____

Contact Phone Number: _____

Frequency of Servicing: _____

SECTION E: LIQUID WASTES, CLEANING CHEMICALS, AND HAZARDOUS MATERIALS

E1: LIQUID WASTE

Is there liquid waste taken off site? Yes No

List all liquid waste(s) removed from site: _____

Contractor: _____

E2: CLEANING CHEMICALS & HAZARDOUS MATERIALS

List any substances which are stored, used, and/or generated on the premise (e.g.: cleaning chemicals, oils, solvents etc):

If you have additional substances, please attach an additional page to this application. Attach Material Safety Data Sheets (MSDS) if necessary.

Are the substances listed above banded and/or stored away from drains? Yes No

Is there a spill kit on site? Yes No

Do you have a spill procedure in place? Yes (please attach) No

SECTION F: GENERAL CHARACTERISTICS OF TRADE WASTE

F1: MEETING THE TRADE WASTE BYLAW

Does the discharge meet the Permitted Characteristics specified in the Bylaw? Yes No Unsure

If YES or UNSURE, check that you have all relevant attachments and skip ahead to SECTION G.

If NO, please refer to the Processing an Application section of the relevant Trade Waste Bylaw and proceed to F2.

(IF YOU HAVE TICKED YES OR UNSURE ABOVE, YOU DO NOT NEED TO FILL THE REST OF THIS PAGE IN.)

F2: TRADE WASTE DISCHARGE VOLUME

Method of flow measurement:

Council Water Supply Meter Internal Water Supply Meter Waste Flow Meter

Other: _____

Meter ID Number/s: _____

Estimated Discharge Volume (m³/day): _____

Batch Discharge Volume (m³): _____ Batches per day/week: _____

Is there a water loss factor? Yes No Specify Water Loss (%): _____

Provide calculation of water loss %: _____

F3: PROPOSED CHARACTERISTIC LIMITS

Characteristic	Limit	Characteristic	Limit

SECTION G: FURTHER INFORMATION TO ASSIST WITH YOUR TRADE WASTE APPLICATION

The following is optional but will help to assist us with assessing your application. We may also ask for this information as part of processing your application. Check all that apply.

G1: COUNCIL CONNECTIONS:

- Council Wastewater System
- Council Stormwater System
- Council Water Supply
- Other Source of Water:

G2: DRAINAGE PLAN SHOWING:

- Trade Waste & Domestic Drains
- Stormwater & Water Drains
- Process Areas
- Pre-Treatment Location
- Flow / Water Meter
- Sample Point

G3: ADDITIONAL ATTACHMENTS

- Trade Waste Management Plan
- Water Loss Calculation
- Pre-Treatment Specifications
- Material Safety Data Sheets
- Spill Response Plan

TRADE WASTE DECLARATION

PRIVACY

The information supplied in this application form will be held and used by Co-Lab Waters staff. The information will not be disclosed by Co-Lab Waters unless legally required under the Local Government Official Information and Meetings Act 1987 or for one of the purposes in connection with its collection. The information supplied will be used for: assessing and processing this application, for administration purposes and updating Co-Lab Waters records on behalf of each customer to ensure all records are accurate. You have the right to request access and correction of information collected.

SIGNATURE

1. I am duly authorised to make this application.
2. I believe that all the information contained in this application is true and correct.

Full name: _____

Position: _____

Signature: _____ Date: _____

Please return completed forms to tradewaste@colabsolutions.govt.nz.

If you have any queries regarding this application, please feel free to call us on 0800 357 358.

An invoice for the Trade Waste application Fee will be sent to you shortly. The Trade Waste application will not be processed without payment of fees.

Please note: The Council Trade Waste Bylaws and Local Government (Water Services) Act 2025 allow the following:

All Authorised Officers or Compliance Officers of the Water Authority, may enter any premise believed to be discharging trade waste at any time in order to determine any characteristics of any actual or potential discharge by:

- a) Taking readings or measurements
- b) Carrying out site inspection audits; and / or

Taking samples for testing, of any solids, liquid or gaseous material or any combination or mixture of such materials.

TRADE WASTE - FREQUENTLY ASKED QUESTIONS

1. What is trade waste?

Trade waste is a liquid waste from a trade industry, commercial, and non-commercial premises with cooking facilities ie: community facilities that discharges into the wastewater system as part of their processes or operation. This waste could be anything such as kitchen discharge, car wash, chemicals, laundry waste, cooling water or condensation waste. These carry the risk of harming the wastewater network and treatment process, causing fat blockages, sewer overflows and risking the health and safety of people and our lakes and rivers.

2. What does the trade waste team do?

The trade waste officers will work with you to ensure that your trade waste discharge is safe and meets the requirements under the Trade Waste Bylaw, by regularly meeting with you and providing information regarding trade waste.

3. What will be involved in the site visit?

The trade waste officers will assist you with any questions relating to your business, premises and discharge. They will check the conditions of your pre-treatment (for example grease trap, oil and grit interceptor), the storage of your chemicals (such as cleaning products, oil waste location), evidence of the pre-treatment clean out, and any further questions you may have.

4. How much will the fees be?

Trade Waste Bylaws are primarily focused on the protection of the sewer network and the prevention of network overflows. All charges are at cost recovery only.

The fees and charges cover the additional costs of managing and treating trade wastewater:

- management fees
- administration fees
- waste quantity and quality (concentration) charges

Please visit your Local Council or Water Entity website for a breakdown of fees and charges or a copy of the Trade Waste Bylaw.

5. How will you measure waste quantity and quality?

From the information provided on your application, we will determine if a consent is required, if so, the type of consent, and assign a risk classification, Low, Medium or High.

If your site discharges Trade Waste which exceeds bylaw limits (volume and/or characteristics), the site will be classified as a conditional medium or high risk. You will be required to complete regular sampling of the discharge, which must be analysed by an IANZ accredited laboratory. For trade waste to make an accurate assessment of your discharge, we suggest installing a flow meter on the wastewater line, or water supply meters in the relevant trade waste areas (e.g. kitchen, laundry, carwash) otherwise we may base this on the metered water supply going into the property.

If you would like further information, please contact us at tradewaste@colabsolutions.govt.nz or phone us on **0800 357 358**.