



APPLICATION TO REVIEW THE SEWER AND/OR LIQUID TRADE WASTE DISCHARGE FACTOR

1. Applicant Details

Name: Position:

Telephone: BH..... AH..... Mobile:

Please tick: **Property Owner** **Business Owner** **Authorised Agent**

2. Property Details

Property No (From your Water Bill).....

Property Owner

Town/Suburb: Postcode:

Telephone Contact: BH..... AH..... Mobile.....

3. Business Details: Contact:

Business Activity: LTW Approval Number

Trading Address: Unit:No: Street: Town:

Postcode: Telephone: BH..... AH..... Mobile.....

Do other businesses operate from the same property? Yes No Use same water meter? Yes No

Other business name

Please note: The current Sewer Discharge Factor (SDF) and Liquid Trade Waste Discharge Factor TWDF applied to your property are nominated from the **NSW Office of Water (NOW) Liquid Trade Waste Regulation Guidelines** April 2009 and are determined based on the stated business activity.

- Nominated NOW Sewer Discharge Factor (SDF) is: representing the percentage of water supply discharged to the sewerage system as wastewater from the property.
- Nominated NOW Liquid Trade Waste Discharge Factor (TWDF) is: (where applicable) representing the percentage of water supply discharged to the sewerage system as liquid trade waste from the property.

Please leave blank if not applicable:

- Is a residence is attached to the property? Yes No If Yes please indicate the number of occupants:

Normal hours of trading			Average
Monday:		to	No: of Staff:
Tuesday:		to	No: of Staff:
Wednesday:		to	No: of Staff:
Thursday:		to	No: of Staff:
Friday:		to	No: of Staff:
Saturday:		to	No: of Staff:
Sunday:		to	No: of Staff:

No. of Rooms:	
No. of Beds:	
No. Dining Seats:	
No. Meals per day:	
No. Dental Chairs:	
No. of Buses:	
No. of Students:	
No. of Children:	

No: of dish washers:		No: of loads per day:		Litres per load:	
No: of clothes washers:		No: of loads per day:		Litres per load:	
No: of hand basins:		No: of uses per day:		Litres per use:	
No: of showers:		No: of uses per day:		Litres per use:	
No: of toilets:		No: of uses per day:		Litres per flush:	

Grease arrestor make		Size: KL	No. of pump outs per year:	
Pump out contractor			Contractor licence No:	
Oil separator make		Size: KL	No. of clean outs per year:	
Pump out contractor			Contractor licence No:	

B: Total amount of water used but not discharged to sewer: _____ **Total B Usage:** _____ **KL**

6. Is the property sewer discharge flow metered? Yes No **If yes please attach details.**

Metered discharge to sewer: Meter Type:

Please attach details of the approved sewerage flow metering including location.

To calculate your total sewer discharge subtract water used for irrigation and other uses not discharged to sewer (Total B) from all incoming water (Total A) this = Total (C) All water discharge to Sewer.

C: Total amount of wastewater discharged to sewer (A-B): _____ **Total C Discharge:** _____ **KL**

SDF = All water discharge to Sewer (Total C) Divided by water supplied to the property (Total A)

(Total A) minus (Total B) = (Total C) Then $\frac{\text{Total C}}{\text{Total A}} = \text{SDF} \times 100/1 = \%$ Example $\frac{25\text{kl} - 5\text{kl}}{25\text{kl}} = \frac{20\text{kl}}{25\text{kl}} = 0.8 \text{ SDF}$ or 80%
 $\frac{A - B}{A} = \frac{C}{A} = \text{SDF} \times 100/1 = \%$

- Your determined Sewer Discharge Factor (SDF) is: proven by approved flow metering.

7. Liquid Trade Waste Discharge to Sewer: *If Applicable? Not all business activities generate liquid trade waste.*

Metered Trade Waste Discharged to sewer:	Meter Type:		
Meter 1 number:	Location:		
Date start:	Reading:	Meter size:	
Date finish:	Reading:	Usage:	KL
Tamperproof seal type:	Seal condition:		

D: Total amount of Liquid waste discharged to sewer: _____ **Total usage:** _____ **KL**

To calculate your total liquid trade waste discharges subtract the total amount of water supplied to all non commercial activities (Total D) from (Total C). Totals must be proven by approved tamper proof flow metering.

TWDF = liquid trade waste discharge to Sewer (Total D) Divided by water supplied to the property (Total A).

- Your determined Trade Waste Discharge Factor (TWDF) is: (Where applicable) proven by approved flow metering.

NOTE: if approved metering is not installed the NSW Office of Water guideline 2009 factor will be used.

8. Procedure

In order to support your application, you are required to provide detailed information and you must demonstrate that the allocated Discharge Factors are not representative of your property's actual sewage and liquid trade waste discharge volume. To support your application it may be necessary to install some additional zone water metering or effluent flow metering on your property. Please discuss this with the Liquid Trade Waste Officer before proceeding.

Supporting documentation required. Please tick if supplied.

- Building plans including updates.
- Sewer and drainage plans if not included on building plans.
- Information and data on any systems that consume water not delivered to the sewer.
- Irrigation system plans and details of components, Irrigated areas, precipitation rates, and hours irrigated.
- Details of commercial activity and the pre-treatment equipment used including specifications.
- Wastewater metering equipment details with locations and meter tamper proofing. If installed.
- Trade waste collectors (grease arrestor cleaning) details and licence numbers.
- Chemical material safety data sheets (MSDS) for all chemicals used and storage.

NOTE: All information for this application is collected to process your application. The information you provide will be kept by Council and will be disposed of in accordance with the Local Government Disposal Authority. Under Privacy & Personal Information Protection Act (PPIPA) 1998, you are entitled to review your personal information at any time by contacting this Council and request any amendment to it.

As property owner/ business owner of:
I declare that all of the information supplied in this application is true and represents typical water use at my property/business.

Signed: Date: