

### General Information for Applicants

Anyone discharging Liquid Trade Waste must apply for and be granted an Approval to Discharge from Icon Water. To do this, please complete our online application form in full and attach all required supporting information. This guide will provide you with information to assist you when filling out and submitting our application so that we get the information we need to perform an efficient assessment.

#### What is Liquid Trade Waste?

Any liquid waste discharged to sewer that is **not** classified as domestic sewage. Liquid Trade Waste is not produced in the course of daily residential living.

Some examples of activities generating liquid trade waste are:

- Industrial and manufacturing processes (e.g. cement, glass, paint, pharmaceuticals)
- Commercial businesses (e.g. beauticians, florists, hairdressers, hotels/motels, restaurants, breweries, butchers, service stations, supermarkets, dentists)
- Community services (e.g. hobby clubs, schools, universities, hospitals, nursing homes, fire stations)
- Trade services (e.g. mechanics, mobile carpet cleaners)
- Nightsoil (e.g. septic, chemical toilet waste, pan content from mobile homes/caravans, ship-to-shore pump outs)
- Saleyards, racecourses, stables, kennels, vet clinics

#### Why does Icon Water require approval to discharge Liquid Trade Waste?

All Liquid Trade Waste discharged to sewer requires approval from Icon Water; this enables us to understand the type of waste and manage our sewerage system. Some types of liquid trade waste are prohibited or require pre-treatment to ensure it does not pose a risk:

- To people working in or around our sewers
- Of causing a blockage or damaging our sewerage network
- To our sewage treatment plant
- To our ability to produce high quality recycled water and other recycled products or,
- To the river environment we discharge treated sewage to

Icon Water has a [Liquid Waste Acceptance Policy](#), published on our website which states how Icon Water manages acceptance of Liquid Trade Waste to meet these objectives.

Under Section 35 of the *Utilities (Technical Regulation) Act (2014)*, it is an offence to discharge into the water or sewerage network any substance that is likely to interfere with the network, or form compounds that would be likely to interfere, without Icon Water's authorisation.

#### How do I know if my waste is acceptable or what type of pre-treatment I need?

Applications for the discharge of liquid waste into the sewerage network will be reviewed against the Icon Water Liquid Waste Acceptance Guidelines, which are available on our website ([www.iconwater.com.au](http://www.iconwater.com.au)).

[Acceptance guideline 1: General acceptance criteria for liquid waste](#) outlines the general quality standard that discharges need to meet and any substances prohibited or excluded from discharge. Guidelines 2 to 18 are classified by business activity type and give guidance around Icon Water's requirements and any pretreatment you might need. For example a restaurant should use [Acceptance guideline 2: Retail food outlets with greasy oily wastes generated](#) to find out what pretreatment they need or other requirements.

Larger properties or business activities that do not have a specific guideline will be covered under *Guideline 19: Medium Risk* or *Guideline 20: High Risk*. Medium and High risk businesses will need to provide more information with their application. It is worth checking these guidelines to ensure that you are correctly classifying your business type.

## Applying for an Approval to Discharge

Our application requires that you submit technical information and drainage plans. It may be beneficial to engage a plumbing or hydraulic consultant to assist in obtaining this information and ensure that you submit a complete and correct application.

Submission of our online application form does not infer any approval or authorisation to discharge liquid trade waste to sewer, nor does it infer it will be granted. You will know your application has been approved when you are sent a document titled 'Approval to Discharge Liquid Trade Waste' which has been signed by a Trade Waste Officer. This document is important, it is a record that Icon Water has authorised your discharge and it lists the conditions of your approval. Approval conditions must be met for your authorisation to be valid, so it is important that you adhere to them.

### How do I submit an Application?

You are required to submit a completed Application with relevant supporting information to Icon Water. You need to:

- Identify your business activities and understand the **type** and **volume** of waste that drains to the sewerage network.
- Review the relevant [Icon Water Liquid Trade Waste Acceptance Guidelines](#) (available on our website) to understand the controls and pre-treatment required for your liquid trade waste.
- You will need to find all the information about your business to fill in the online application form. An example of the application form is available on our website: [LTW online form guide](#). Ensure that you have all the required information before starting to fill in the form.
- Obtain a drainage plan\* that clearly identifies all points that discharge to sewer and all locations and connections of any pre-treatment devices
- You may be required to submit/attach additional information. Please see the relevant Icon Water Acceptance Guidelines to understand the specific application requirements for your business type. There is also information in the 'Submission Requirements' section of this guide.
- Complete the online application form and attach the drainage plan and other relevant supporting information. The online application form is available at the Icon Water website, [www.iconwater.com.au/LiquidTradeWaste](http://www.iconwater.com.au/LiquidTradeWaste)
- If you are the building owner sign the online form. If you are not the building owner check the 'Email to owner' box in the application form and an email will be sent to the nominated email address. This will allow the form to be signed by the Property Owner (or their authorised representative).
- Submit the completed Application Form with relevant supporting information to Icon Water for assessment. You will receive an automated acknowledgement email with an application number which you should keep for your records.
- Receive approval from Icon Water **before** discharging to sewer and ensure all requirements and approval conditions continue to be met over time.

*\*You may be able to obtain a copy of your building drainage plan from Access Canberra (Mitchell Shopfront – 02 6207 1923). Otherwise, your plumber or hydraulic consultant may be able to assist.*

## Who is responsible for liquid trade waste pre-treatment systems on my property?

The following table provides a guide to the responsibilities for managing LTW pre-treatment systems.

<b>Responsibilities for Management of Liquid Trade Waste Pre-treatment (e.g. grease traps)</b>				
<b>Type of Property</b>		<b>Location of Pre-Treatment Device</b>	<b>Tenant / Lessee</b>	<b>Landlord / Lessor</b>
<b>1.</b>	Individual building on a single parcel of private land	On the private land (either inside or outside the building)	Contact Landlord / Lessor to discuss arrangements	Property owner is responsible for ensuring management of LTW pre-treatment is arranged and implemented.
<b>2.</b>	Multi-unit building with separate unit titles	Within the individual unit footprint	Contact Landlord / Lessor to discuss arrangements	Property owner is responsible for ensuring management of LTW pre-treatment is arranged and implemented.
		Within common property	Contact Landlord / Lessor to discuss arrangements	Property owner / Owners' Corporation to ensure management of LTW pre-treatment is arranged and implemented
<b>3.</b>	All of the above	Public land (e.g. in a public laneway or footpath)	Contact Landlord / Lessor to discuss arrangements	Property owner is responsible for ensuring management is arranged and implemented.  Note: Agreement for installation must also be given by the ACT Government before construction commences.

### **How do I know if my application is approved?**

Icon Water will send a notification with an Approval document signed by a Trade Waste Officer to the person/people nominated in the application. The Approval will contain the conditions under which the approval is valid.

After submitting your application you will receive an automated acknowledgement of your application, with an application number. The time to assess an application will vary depending on the complexity of the site or business. The standard turnaround time for a low or medium risk application is four weeks or 20 business days.

### **How do I contact the Icon Water Liquid Trade Waste team?**

- Email: [trade.waste@iconwater.com.au](mailto:trade.waste@iconwater.com.au)
- Phone: (02) 6248 3222

### **Types of Liquid Trade Waste Applications and When to Submit Them**

#### **Full LTW Application**

Customers are required to submit a fully completed LTW Application to Icon Water when;

- A new person or entity purchases and becomes the property (LAND) owner of a site where there is, or will be, LTW discharges to the Icon Water sewerage network.
- There is a change to the pre-treatment system from what was approved by Icon Water for discharge to the sewerage network, e.g. new\* / additional pre-treatment devices such as a grease trap has been installed.
- There is a major change in the business activity type of a tenancy that results in a change to the composition or volume of LTW discharges.
- No completed medium risk application covering all discharges from the premises has been approved (where required).

\*like for like replacement of previously approved doesn't trigger a new application

#### **Multi-tenancy LTW Application**

This application type is the same as a full LTW application for multi-tenancy sites or buildings with more than one business operating within it.

#### **LTW Variation Request**

Customers may submit a variation request to an existing and current LTW Approval when;

- There is a current ( $\leq 5$  years old) LTW Approval in place for the property;
- The property (LAND) owner has not changed from the existing LTW Approval;
- There is a new tenant/business leasing part of the property;
- There is no change to the pre-treatment system from what was approved by Icon Water for discharge to the sewerage network, e.g. no new / additional pre-treatment devices such as a grease trap has been installed.
- There is no major change in the business activity type of a tenancy that results in a change to the composition or volume of LTW discharges.

NOTE: For large multi-tenancy sites, or complex sites, please contact the Icon Water Trade Waste team to discuss how best to update current Approvals that may need variations.

## Submission Requirements for LTW Applications

The following is an overview of the application requirements. Please be familiar with any requirements particular to your business type, available on our website at [www.iconwater.com.au/LiquidTradeWaste](http://www.iconwater.com.au/LiquidTradeWaste)

### Full LTW Application - Minimum requirements

#### Application for a single, low risk business

This application type is for one, low risk business operating on a single block and section. For Medium and High risk application requirements see [Acceptance Guideline 19: Medium Risk](#) and [Acceptance Guideline 20: High Risk](#).

- **Completed Liquid Trade Waste Online Application Form** with all LTW discharges detailed, not just food related. (Note: All pre-treatment for each shop should be outlined).
- **Site Drainage Plan** showing the drainage from the entire site, how it is connected to pre-treatment devices and then onto the Icon Water sewer network. (Note: Final Work as Executed plans must be provided if the building is already constructed).
- **Pre-treatment Location Plan** showing all pre-treatment e.g. grease traps and other pits / pre-treatment equipment with size and identification number (e.g. GIT-1).
- **Unit Location Plan** with clearly displayed location of the business.
- **Safety Data Sheets** for all non-domestic chemicals stored in bulk and/or discharged to sewer.

#### For Multi-tenancy Applications. Minimum requirements (as relevant):

This application type is for multi-tenancy sites or buildings with more than one business operating within it.

- **Completed Multi-tenancy Liquid Trade Waste Online Application Form** with all LTW discharges detailed, not just food related. (Note: All pre-treatment for each shop should be outlined).
- **Grease Trap or Pretreatment Identification Form(s)** that are up to date and current for all grease traps. This form must be signed by the authorised signatory who manages the use and connection to the grease traps. (Note: This form does not replace providing detailed information on the Application Form, and must correspond with the information on the Application Form). The Grease Trap Identification Form is available on our website.
- **Unit/Shop Location Plan** with clearly displayed Unit / Shop numbers for all tenancies that have a trade waste discharge to sewer. Shop numbers must exactly match those on the Grease Trap Identification form.
- **Pre-treatment Location Plan** showing all grease traps and other pits / pre-treatment equipment with size and identification number (e.g. GIT-1). ID numbers must match the Grease Trap Identification form.
- **Site Drainage Plan** showing the drainage from each tenancy, how it is connected to pre-treatment devices and then onto the Icon Water sewer network. It should also show all provisional points. (Note: Final Work as Executed plans must be provided if the building is already constructed).
- **Individual Unit Drainage Plans** for any completed fit outs where the site drainage plan isn't able to show enough detail for the individual unit or the fit out has changed.
- **Safety Data Sheets** for all non-domestic chemicals stored in bulk and/or discharged to sewer.

For more complex sites, further details may be required. Please contact the Icon Water Trade Waste team to discuss requirements

## **LTW Approval Variation Request – Minimum documentation (as relevant)**

- **Completed LTW Approval Variation Request form** with all LTW discharges detailed, not just food related. The form must be signed by the property (LAND) owner or authorised delegate.
- **Grease Trap Identification** form for sites with shared pre-treatment systems. This form must be signed by the authorised signatory who manages the use and connection/disconnection to the grease traps.
- **Site/Individual Unit Drainage Plans** if plumbing work has been undertaken.

For more complex sites, further details may be required. Please contact the Icon Water Trade Waste team to discuss requirements.

NOTE: The applicant must obtain copies of the current LTW Approvals and Grease Trap Identification forms from the property owner or authorised delegate. Icon Water is not able to issue these documents to third parties.