

### General Information for Applicants

Please complete the Application in full and attach all required supporting information. The assessment process may be delayed if insufficient information is supplied.

It may be beneficial to engage a plumbing consultant to assist in obtaining all information to complete this Application.

Submission of this Application does not infer any approval or authorisation to discharge liquid trade waste to sewer, nor does it infer it will be granted. 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.

### What is Liquid Trade Waste?

It is any liquid waste discharged to sewer that is not classified as domestic sewage (e.g. waste typically produced in the course of daily residential living).

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 require pre-treatment to ensure the sewage quality is acceptable. Continual management of liquid trade waste discharge(s) is required.

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)
- Saleyards, racecourses, stables, kennels, vet clinics
- Nightsoil (e.g. septic, chemical toilet waste, pan content from mobile homes/caravans, ship-to-shore pump outs)

### What information do I need to provide?

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 required for your liquid trade waste.
- Submit the completed Application Form with relevant supporting information to Icon Water for assessment.
- Receive approval from Icon Water **before** discharging to sewer and ensure all requirements continue to be met over time.

**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 submit an Application?**

- You will need to find all the information required 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.
- 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 [Liquid Trade Waste Acceptance Guidelines](#) (available on our website) to understand the specific application requirements for your business type
- The online application form is available online at the Icon Water website, [www.iconwater.com.au/LiquidTradeWaste](http://www.iconwater.com.au/LiquidTradeWaste)
- Complete the online application form and attach the drainage plan and relevant supporting information
- If you are the building owner sign the 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).

*\*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.*

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

Icon Water will send a notification with an Approval document to the person/people nominated in the Application. The Approval will contain the conditions under which the approval is valid.

The time to assess an application will vary depending on the complexity of the site or business. Icon Water will endeavour to contact the person nominated within 10 business days of receipt of the Application.

### **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**

### **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

### **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 utilising 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.

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## 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):**

Multi-tenancy sites are 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 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).
- **Unit/Shop Location Plan** with clearly displayed Unit / Shop numbers for all tenancies that have a trade waste discharge to sewer.
- **Pre-treatment Location Plan** showing all grease traps and other pits / pre-treatment equipment with size and identification number (e.g. GIT-1).
- **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 but the site drainage plan hasn't.
- **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.