

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.

Responsibilities for Management of Liquid Trade Waste Pre-treatment (e.g. grease traps)				
Type of Property		Location of Pre-Treatment Device	Tenant / Lessee	Landlord / Lessor
1.	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.
2.	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
3.	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?

- Complete the Application form ensuring that all sections are answered and the form is signed by the Property Owner (or their authorised representative).
- Copies of the Application form are available online, from the Icon Water website, www.iconwater.com.au/LiquidTradeWaste or from the Icon Water Office at 12 Hoskins Street, Mitchell.
- Obtain a drainage plan* that clearly identifies all points that discharge to sewer and all locations and connections of any pre-treatment devices.
- Submit the completed Application form, with relevant supporting information, to Icon Water using one of the following methods:
 - By email to: trade.waste@iconwater.com.au
 - In person to: Liquid Trade Waste Team, 12 Hoskins Street, Mitchell
 - In the post to: Liquid Trade Waste Team, GPO Box 366, Canberra, 2601.

**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 will I know if my Application is approved?

Icon Water will endeavour to contact the person nominated in the Application 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
- Phone: (02) 6248 3222

SECTION 1							
DETAILS OF PROPERTY AND LAND OWNER							
Building Name:							
Suburb:		Section:		Block:		Unit/Shop Number:	
Street Address:						Postcode:	
Icon Water - Water & Sewerage Account Number:							
Full Name(s) of Land Owner(s):							
Land Owner(s) Business or Trading Name:					ABN/ACN:		
Land Owner Postal Address:							
Land Owner Phone Number:		Land Owner Email Address:					
Authorised Delegate to act on behalf of Land Owner	Name:			Phone:			
	Position Title:			Email:			

SECTION 2							
DETAILS OF PROPERTY OCCUPIER AND BUSINESS							
Trading Name:					ABN/ACN:		
Name of Contact Person:					Position Title:		
Phone Number:			Email Address:				
Business Activities:	Food Retail – Cooking <input type="checkbox"/>	Food Retail – No Cooking <input type="checkbox"/>	Bakery <input type="checkbox"/>		Butcher <input type="checkbox"/>	Laundry <input type="checkbox"/>	
	Garage/ Mechanic <input type="checkbox"/>	Retail Fuel <input type="checkbox"/>	Car Wash <input type="checkbox"/>		Swimming Pool <input type="checkbox"/>	Photographic/ X-ray <input type="checkbox"/>	
	Office with Cooling Tower <input type="checkbox"/>	Beauty/ Hairdresser <input type="checkbox"/>	Medical/ Dentist <input type="checkbox"/>		Laboratory/ Pathology <input type="checkbox"/>	Pumped Waste <input type="checkbox"/>	
	Other:						
Number of seats for food business:				Number of rooms for motel/hotel/hostel/boarding:			

SECTION 2 (continued)							
Business Operating Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
From							
To							
List Any Seasonal Variations to the above operating times:					Expected Commencement Date of Business Operation:		

List fixtures draining to sewer (e.g. pot sink, dishwasher, wok burners, floor drains, silt traps, cooling tower maintenance drains, vehicle wash bays drains etc.)			
Fixture Type	Total number	Fixture Type	Total number
Describe the activities that produce the liquid trade waste through the above listed fixtures (e.g. wash up of dishes/utensils/cutlery, floor washing, bin washing, cooking, general maintenance etc.). <i>*for cooling towers please include total capacity and maximum bleed rates.</i>			
Is the total liquid trade waste discharge greater than 5000 L / day (or industrial in nature)? If yes, complete the following questions. If no, please move to Section 3.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Daily Discharge Volume (Kilolitres/day):		Maximum / Peak Flow Rate (L/s):	

SECTION 3					
DETAILS OF RELEVANT LIQUID TRADE WASTE PRE-TREATMENT					
Details of Pre-Treatment Systems	Existing / Proposed	Type / Model	Size / Capacity	Location	Quantity
Sink Screens		N/A	N/A		
Bucket Traps		N/A	N/A		
Silt Traps		N/A	N/A		
Grease Traps					
VGS / Coalescing Plate Separator					
Cooling Pit / Tank					
Balancing Pit / Tank					
pH Correction					
Amalgam Separator					
Silver Recovery Unit					
Plaster Trap					
Pump Well					
Other					
Are any devices shared with other tenancies or installed in common property?				Yes	No
If yes, please attach the following supporting documentation				Documents Attached	
Icon Water Grease Trap Identification Form				<input type="checkbox"/>	
Unit/Shop Location Plan				<input type="checkbox"/>	
Building Drainage Plan				<input type="checkbox"/>	
Individual Unit Drainage Plans (where Application covers multiple units)				<input type="checkbox"/>	
Site Drainage Plans					
For all Applications, please attach the current sewerage drainage plans for the premises that include the following detail at a minimum;					
<ul style="list-style-type: none"> All sewerage drainage, including identification of specific liquid trade waste drainage Waste fixtures that drain to sewer Liquid trade waste pre-treatment devices 					
Site drainage plan(s) attached				<input type="checkbox"/>	

SECTION 3 (continued)		
Proposed maintenance & cleaning schedule of relevant pre-treatment systems		
Pre-treatment system	Proposed Maintenance Activity	Frequency
Sink Screens		
Bucket Traps		
Silt Traps		
Grease Traps		
VGS / Coalescing Plate Separator		
Cooling Pit / Tank		
Balancing Pit / Tank		
pH Correction		
Amalgam Separator		
Silver Recovery Unit		
Plaster Trap		
Pump Well		
Other		

Privacy Policy

Icon Water requires certain personal information, including information about tenants operating at or occupying your premises, in order to assess and process your application and manage the discharge of liquid trade waste as a licensed utility service provider. Icon Water uses personal information provided on this Application to manage the provision of utility services in accordance with applicable law. This may include contacting tenants operating at your premises as reasonably necessary for the management of liquid trade waste. Any personal information provided on this “Application for Discharge of Liquid Trade Waste to Sewer” will be handled in accordance with Icon Water’s Privacy Policy available at iconwater.com.au/privacy

SECTION 4**DECLARATION**

I/we, acknowledge and agree that:

I/we have the consent of any relevant individual(s) to provide any personal information in relation to them as part of this application and have provided them with information on how to access Icon Water's Privacy Policy, available at [Privacy Policy](#).

1. All information provided on this application is, to the best of my knowledge, after having made due inquiries, complete and accurate.
2. I/we must notify Icon Water in writing within 30 days if any information provided in this application changes, becomes incorrect, inaccurate or incomplete.
3. I/we must ensure that any business or tenant operating at our premises will:
 - a. install, maintain and operate any equipment at our premises in accordance with applicable laws and standards, including applicable plumbing codes and Icon Water's Service and Installation Rules;
 - b. install, maintain and operate any pre-treatment facilities and/or equipment in accordance with Icon Water's Approval and Guidelines;
 - c. not discharge liquid trade waste to the sewer from the property other than in accordance with Icon Water's Liquid Trade Waste Acceptance Guidelines, applicable utility and environmental laws and any Approval issued by Icon Water. Penalties may apply for any non-compliant discharge of liquid trade waste; and
 - d. permit Icon Water employees, contractors and agents access to the property on reasonable notice by Icon Water for the purpose of inspecting equipment and facilities used to treat and discharge liquid trade waste and take samples of waste discharged to our network. You may ask the attending Icon Water employee, contractor or agent for photographic identification. Our personnel will observe all reasonable and lawful safety rules applicable to the property.
4. I am/we are responsible for all costs and charges incurred in making this application and compliance with applicable laws, standards, guidelines and codes and any Approval issued by Icon Water, including but not limited to, the installation, maintenance and operation of any pre-treatment systems and associated equipment at the property.
5. I/we have full legal authority to submit this application and duly execute this contract (agreement) for and on behalf of the owner of the property that is the subject of this application.

Signature of Property owner	
Print Full Name of Signatory above	
Title or Position of Signatory above	
Date	

CHECKLIST

Application form completed in full and attached	<input type="checkbox"/>
Drainage plans of building attached (refer section 3)	<input type="checkbox"/>
All other supporting documentation attached (refer section 3)	<input type="checkbox"/>
Declaration signed by Property owner / Authorised delegate (refer section 4)	<input type="checkbox"/>

NOTIFICATION AND ISSUE OF APPROVAL

Please nominate one method for issue of Approval (issued to Owner and Occupier)

- Email _____ or
- Mail _____ or
- Pick up at Icon Water, 12 Hoskins Street Mitchell. ACT

Please note: no additional copies of the Approval will be issued.

Office Use Only:			
Date Received by LTW:			
Approval Issued:		Date Issued:	
Application Declined:		Date Declined:	
Reason Application Declined:			