



APPLICATION FOR TRADE WASTE CONSENT: FOOD PREPARATION FACILITIES

Application to discharge trade waste to the public wastewater system under the Dunedin City Council Trade Waste Bylaw 2020

All premises that discharge trade waste into the Dunedin City Council's wastewater system, as described in the Dunedin City Council Trade Waste Bylaw 2020, must apply for a trade waste consent. Use this form if you are a food preparation facility, installing a grease removal system or if your company is changing ownership. All fields must be completed. PLEASE PRINT CLEARLY.

1. Company details (The discharger)

Registered company name:

Business name. This name will appear on the trade waste consent.

Trading as:

Postal address (for all correspondence):

Postcode:

Full business street address (if different to above):

Postcode:

2. Applicant details

Full name of applicant:

This person will be responsible for ensuring compliance with this consent and receive all correspondence.

Position:

Phone (landline):

Phone (cellphone):

Email:

Email is our preferred method of correspondence, unless advised otherwise. All correspondence will be sent to this address. It is important that you inform us of any changes to this email address. See note 4 on last page.

Site contact person (if different to above):

Position (owner, manager, head chef etc.):

Phone (landline):

Phone (cellphone):

Email:

3. Trade waste application details

This is an application for:

A new discharge

Renewal of an existing trade waste consent. Existing consent number:

Variation of an existing trade waste consent. Existing consent number:

Transfer of existing trade waste consent (including change of business name). Existing consent number:

Describe your business (e.g. café, fish and chip shop, bakery, restaurant):

Do you cook, bake or deep-fry? Yes No

Is your business changing the way it operates

e.g. change of menu, adding more tables to café, installing deep fryer or building expansion? Yes No

4. Related consent(s)

Installation of a grease removal system must be in accordance with the Building Act 2004 (refer notes section below)

Have you applied for a building consent?

Yes. Building consent number:

No

5. Pre-treatment

The DCC may, as a condition of a trade waste consent, require you to provide an appropriate pre-treatment system to reduce or vary any characteristic of any trade waste before discharge to the wastewater system. Any business that prepares food (such as cooking, baking or deep frying) will need to have a grease removal system to pre-treat trade waste before discharging to the wastewater system.

Proposed type of grease removal system (*please attach plans or photographs of the grease removal system*)

Grease trap (in ground/passive type) Make and model:

Grease converter (enzyme type) Make and model:

Note: You need to add enzymes to a grease converter for it to operate effectively.

Mechanical grease removal Make and model:

6. Grease removal system maintenance

The frequency of cleaning of the grease removal system depends on the size and type of your grease removal system, what is being cooked or baked, kitchen practices and the installation of sink strainers.

Your maintenance/cleaning frequency will be determined by the Education and Compliance Officer and set in your trade waste consent.

The Education and Compliance Officer will determine the frequency of cleaning.

Frequency of cleaning can be amended following inspection or non-compliance, which may differ to what is on your trade waste consent.

Company that will undertake cleaning of the grease removal system and dispose of the grease as tankered waste:

7. Health and safety and security

Please list any hazards that DCC staff may come across when inspecting your premises.

8. Additional information

Please provide any additional information or comments

9. Authorisation

I am duly authorised to make this application and confirm, to the best of my knowledge, all the information in this application is true and correct.

I am an agent acting on behalf of the owner or operator of this business.

Note: If you are signing on behalf of the applicant or signing as an authorised agent, please ensure the site contact details are provided above.

Name:

Signature:

Date:

Please return the completed form to tradewaste@dcc.govt.nz or post to PO Box 5045, Dunedin 9054. Attention: Education and Compliance Officer, 3 Waters. For any queries regarding the application, please contact the Senior Education and Compliance Officer, 3 Waters, on 03 477 4000.

Notes

1. A copy of the Dunedin City Council Trade Waste Bylaw is available at www.dunedin.govt.nz/services/wastewater/tradewaste. Failure to comply with the Trade Waste Bylaw may result in enforcement action e.g. increased sampling and compliance costs, disconnection, restriction of trade waste to the sewer or prosecution.
2. A consent application fee is payable, in accordance with the Council's Annual Plan, once your application is processed. Consent application fees can be found at <http://www.dunedin.govt.nz/services/wastewater/tradewaste> or you can contact the Dunedin City Council on 03 477 4000.
3. The Building Act 2004 requires a grease removal system to be installed for any activity where grease or oils are likely to be generated. Trade waste consents generally allow between 200 and 500 g/m³ grease after pre-treatment, depending on the source of origin. An appropriate and well-maintained grease removal system should ensure trade waste meets this limit. When selecting a grease removal system, you are strongly advised to consider whether the system is the correct size and design to treat the anticipated flows and accessibility of the system for inspection and maintenance purposes.
4. It is important that you contact us immediately if your business changes, the person named on this consent is no longer the holder of this consent or your email or physical business address changes. The discharger, as named on this consent, is liable for any trade waste charges until the period of notice (10 working days) is completed or the discharge ceases.

Privacy statement

Any personal information collected from you will only be used for the purpose for which it was collected pursuant to the Privacy Act 2020.

We collect your personal information to enable us to perform our functions under the Dunedin City Council Trade Waste Bylaw 2020, including making contact with you about a trade waste discharge, a trade waste consent, and/or trade waste charges.

We will only use and share personal information where necessary to carry out the functions for which we collected it, or if required by law.

The Council's Privacy Policy may be found via the following link www.dunedin.govt.nz/about-this-site/privacy-policy

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, please contact us at privacy@dcc.govt.nz, or 03 477 4000, or 50 The Octagon, PO Box 5045, Dunedin 9054, New Zealand.