

**Form G/02:**

**Trade effluent discharge application**

## Change History

Version Number	Date of Issue	Reason for Change	Change Control Reference	Sections Affected
V2.0	30 <sup>th</sup> March 2018	GDPR and Data Protection Provisions Updates	CPW029	Introduction
V3.0	28 September 2018	G/02 and G/03 Trade Effluent Form amendments and creation	CPW036	All sections

## Form G/02: Trade Effluent discharge application

**Notice for a Trade Effluent discharge into the Wholesaler's Sewerage system or for a modification to an existing Consent to Discharge into a Wholesaler's Sewerage system**

**(in accordance with Water Industry Act 1991, Section 119)**

**This form can be used for a Trade Effluent discharge greater than 6 months**

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This form should be used by the Retailer on behalf of its Non-Household Customer or by a Non-Household Customer for:

- A new Trade Effluent Consent
- The variation of a Trade Effluent Consent
- The discontinuation /re-activation of a Trade Effluent Consent
- The termination of a Trade Effluent Consent.

This form must be completed and signed by the owner or occupier (or an authorised signatory) of the premises to which the application relates. It must also be completed and signed by the Retailer.

Following acceptance of the application, the Wholesaler may require further detailed information in order to assess the discharge and complete the application, in which case the Wholesaler may request that information from the Retailer, or the Non-Household Customer and/or by undertaking a site visit.

A separate application should be made for each Trade Effluent discharge made to public sewer from the premises.

**Note that completion of this application form does not constitute approval to discharge Trade Effluent.**

The form is divided into sections as follows

Number	Section
1.	Retailer details
2.	Type of application
3.	Details of applicant to which the application relates
4.	Variation Information
5.	Trade Effluent discharge description
6.	Trade Effluent monitoring and location
7.	Volume Assessment
8.	Allowances
9.	Information relating to health and safety
10.	Termination of Trade Effluent consent
11.	Discontinuation of Trade Effluent consent
12.	Declaration by the authorised signatory

13.	Consent from the Retailer to contact the Non-Household Customer
14.	Declaration by the Retailer

**The Retailer must complete sections 1, 13 and 14. The Retailer may assist the Non-Household Customer in completing the application, and may make technical enquiries of Wholesaler using Process G1.**

Please note that sections 1, 3, 6, 7, 12 and 14 of this form may contain or lead to the identification of personal data.

<b>1. Retailer details</b>	
The Retailer will be the company that is the retail provider for Sewerage Services to the premises and bills for those services.	
Retailer name	.....
Retailer ID	.....
Retailer's own reference	.....

<b>2. Type of application</b>	
<b>2.1 Indicate which of the following this application relates to (tick only one)</b>	
a) Discharge for which no consent exists	<input type="checkbox"/> Please complete sections 2, 3, 5 to 9
b) Variation to an existing consent	<input type="checkbox"/> Complete sections 2 to 9; note this may result in a new consent and termination of the existing consent
c) Change of occupier at the consented premises (this includes any change in legal identity of the company)	<input type="checkbox"/> Complete sections 2 to 9; note this will result in a new consent and termination of the existing consent
d) Change of legal company name at the consented premises, where Companies House registration number remains the same	<input type="checkbox"/> Complete section 2 and 3; note a certificate of incorporation will be required.
e) Discontinuation of Trade Effluent Services	<input type="checkbox"/> Complete section 2 and 11
f) Renewal of existing consent after discontinuation	<input type="checkbox"/> Complete section 2 and 11 and note any other change, if any, to the discharge in the relevant sections
g) Termination of consent (i.e. discharge has permanently ceased or occupier has moved off the premises)	<input type="checkbox"/> Complete section 2 and 10
The Non-Household Customer must complete the declaration in section 12 and the Retailer must complete section 13 and the declaration in section 14.	

**2.2 Consent/DPID/SPID Information**

This information may be quoted on the sewerage bill for the premises or your Retailer can supply it.

Provide the Trade Effluent Consent reference number or Discharge Point ID (where there is an existing consent for the discharge)

.....

Provide any Supply Point ID(s) given to the premises.

.....

**3. Details of applicant to which the application relates**

**3.1 Information about the organisation applying for the consent to discharge**

This is the legal body responsible for the discharge and the premises from which the discharge will be made. All legal documentation and notices relating to the Trade Effluent discharge will be sent to this address and copied to the Retailer.

Indicate the legal status of the company or organisation (tick only one)

- Company or body corporate
- Governmental organisation
- Sole trader
- Partnership

Provide the full legal name of the company. In the case of a sole trader, provide the name of the individual. In the case of a partnership, provide the names of all the partners

.....  
.....  
.....  
.....

Trading name of the company or organisation if different

.....

**3.2 Registered address and other details**

This may be a private address in the case of a sole trader or partnership

.....  
.....  
.....  
.....

Postcode .....

Is the organisation a registered company? (tick as appropriate)

Yes

No

If yes, Companies House registration number .....

If this number changes a new application for consent to discharge must be made.

Name of principal contact at the registered address .....

Job title of principal contact .....

Landline telephone number .....

Mobile number .....

Email address .....

### 3.3 Trade premises details to which application for consent applies

This is the premises from which the Trade Effluent is to be discharged or is discharged (as applicable).

Customer Name .....

Address of premises:

Premises Name 1 .....

Premises Name 2 .....

Address Line 1 .....

Address Line 2 .....

Address Line 3 .....

Address Line 4 .....

Address Line 5 .....

Postcode .....

Primary Trade Effluent Contact at the premises

.....

Job title of contact at the premises .....

Landline telephone number .....

Mobile number .....

E-mail address .....

### 3.4 Operational Information

Provide the operational hours for the premises

.....

Out of hours contact:

Name of contact .....

Job title of contact .....

Landline phone number .....

Mobile number .....

Email contact details .....

Provide the Standard Industry Classification or SIC Code where known  
 .....

SIC Code Type (year of SIC list being referenced) circle one only 1980 / 1992 / 2003 / 2007

**3.5 Owner of premises**

This information is required in order for contact to be made to the landlord of a site.

Is the company applying for the consent the owner of the premises? (tick as appropriate)

Yes

No

If it is not the owner, provide:

Name of owner of the premises .....

Address .....

.....

.....

Postcode .....

Telephone number .....

**4. Variation Information**

Reason for Variation

.....

.....

Details of Variation (e.g. change in consent parameters such as volume or determinand limits)

.....

.....

.....

**5. Trade Effluent discharge description**

**5.1 Production of Trade Effluent**

Trade conducted at the premises .....

.....  
 Describe in detail the process(es) from which the Trade Effluent arises  
 .....  
 .....  
 .....

**5.2 Trade Effluent treatment**

Trade Effluent treatment to be given at site (e.g. oil separation, balancing, pH correction, chemical or biological treatment)  
 .....  
 .....  
 .....

**5.3 Nature and composition of Trade Effluent discharging to the public sewer**

The following can not be discharged:

- Wastewater greater than 43 degrees centigrade.
- Trade Effluent that gives off an inflammable vapour at less than 23 degrees centigrade.

Indicate if any of the below are relevant to the discharge.

Composition	Does discharge include? (tick all that apply)	Further information
High or Low pH		
Solids		
Organic Content		
Detergents		
Ammonia		
Phosphorus		
Chloride		
Metals or Cyanide		
Fat, Oils or Grease		
Sulphate or sulphide		



**5.4 Chemicals/substances to be discharged or stored on site (with the potential to be discharged into the public sewer)**

All substances discharged must be declared in this application, and any omission to declare substances discharged or to be discharged will constitute an offence by virtue of Section 118(5) of the Water Industry Act 1991.

You must declare any of the substances listed on the [Environment Agency List of Priority or Hazardous Substances](#) published by the Market Operator. Provide the following information: Use additional sheets if more space is required.

Substance	Discharged	Stored (tick)	Maximum concentration to be discharged (mg/l or ug/l)	Volume stored on site (litres)

**5.5 Volume of Trade Effluent**

Maximum volume to be discharged (m<sup>3</sup> per 24 hours) .....

Maximum rate of discharge (litres per second) .....

Period(s) of discharge (normal working hours during day) .....

Proposed starting date for discharge (or approximate starting date for an existing discharge) .....

Is this a continuous or batch discharge? (tick as appropriate)

- Continuous                       Batch

**6. Trade Effluent sampling and monitoring**

**6.1 Sample Point Location**

The sample point must be such that it will provide a sample of the Trade Effluent discharged to the public sewer without domestic sewage contamination, and provide safe and reasonable access at all times

Provide a description of the location of the sample point (and X-Y coordinates if known):

Location .....  
.....  
.....

**6.2 Drainage Plan**

Failure to supply a suitable draining plan will result in a rejection of your application.

Enclose a drainage drawing for the premises with the following marked on the plan:

- **The location of the sample point**
- **Point of entry into the Sewerage system**, appropriately coloured as follows

Red – Sewer network

Blue – On-site surface water

Green – Trade Effluent

Brown – Domestic Waste

**6.3 Connection to sewer location**

Provide the name of the street (or other identifying description) where the connection to the sewer is located

.....

**6.4 Is this a proposed or an existing connection to the Sewerage network?** (tick as appropriate)

Proposed

Existing

Into which Sewerage network is the discharge intended to be made? (tick as appropriate)

Foul sewer

Surface water sewer

Combined sewer

Direct to waste water treatment works

**6.5 Is there any rainfall discharged through the Trade Effluent sample point?** (tick as appropriate)

Yes

No

**6.6 Surface area drainage**

Contaminated surface area draining through Trade Effluent sample point

..... m<sup>2</sup>

Non-contaminated surface area draining through Trade Effluent sample point

..... m<sup>2</sup>

**6.7 Is there monitoring of the discharge, such as pH monitoring?** (tick as appropriate)

Yes

No

If yes, provide further details

.....

.....

## 7. Volume Assessment

### 7.1 How is water supplied to the premises? (tick all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Mains supply or supplies    | <input type="checkbox"/> Private borehole                |
| <input type="checkbox"/> Private third party network | <input type="checkbox"/> Other, eg rain water harvesting |
| <input type="checkbox"/> Other abstraction           |  |

If you receive water from a private network, indicate the name of the supplier

.....

Provide all the Supply Meter Serial numbers associated with the discharge (if applicable).

.....  
.....  
.....  
.....

### 7.2 Provide details of any meters associated with the discharge

These are your own meters and not wholesaler meters.

Any additional meter information should be provided on additional sheets.

What does the meter record? (tick as appropriate)

- |  |   |
|--|---|
| <input type="checkbox"/> Trade Effluent  | <input type="checkbox"/> Private Water Supply |
| <input type="checkbox"/> Water Sub-meter |   |

Meter manufacturer and model .....

Serial number .....

Number of digits to provide reading to 1m<sup>3</sup> .....

Unit of measurement: (tick as appropriate)

- |  |   |
|--|---|
| <input type="checkbox"/> Metric m <sup>3</sup> | <input type="checkbox"/> Metric other, Units: ..... |
|--|---|

Current reading of the meter .....

Date of reading .....

Location of meter: (tick as appropriate)

- |  |   |
|--|---|
| <input type="checkbox"/> Inside building | <input type="checkbox"/> Outside building |
|--|---|

Location description .....

.....

Attach to this application a current calibration certificate.

Is a current calibration certificate attached ? (tick as appropriate)

Yes

No

If no, what is the reason and last date of calibration?

.....

What is the frequency of calibration advised in the meter manufacturer specification?

.....

What is the date of the next calibration?

.....

### 7.3 Site consumption information

Average water consumption (m<sup>3</sup> per day) .....

Average consumption from sources other than mains supply (e.g. borehole, river, sea etc.)(m<sup>3</sup> per day) .....

Average number of days worked per week .....

Average number of weeks worked per year .....

Any regular or seasonal closure (if Yes state approximate dates and total days per year)

.....

## 8. Allowances

Calculated water used on site and not discharged to sewer – e.g. water used in products

Details must be provided in support of any declared allowances.

(i) by evaporation % volume of water in .....  
or m<sup>3</sup> per day .....

(ii) in product % volume of water in .....  
or m<sup>3</sup> per day .....  
.....(% of water in or m<sup>3</sup> per day)

(iii) other % volume of water in .....  
or m<sup>3</sup> per day .....

If other, specify how lost .....

## 9. Information relating to health and safety

9.1 Provide details of any particular Health and Safety considerations or access requirements that need to be observed by visitors to the premises such as PPE

.....

.....

9.2 Indicate if the premises is subject to Control of Major Hazards (COMAH) regulations (tick as appropriate)

Yes  No

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9.3 Indicate if the Environment Agency (EA) has issued an environmental permit in relation to the premises from which the Trade Effluent is to be discharged (tick as appropriate)

Yes  No

EA Permit type ..... EA Permit number .....

Is application in progress? (tick as appropriate)

Yes  No

**10. Termination of Trade Effluent consent**

This is for a permanent termination where no further Trade Effluent discharge will take place. Reason for request for termination:

.....

Date of termination of the Trade Effluent Consent .....

**11. Discontinuation of Trade Effluent consent**

This is for a temporary cessation of Trade Effluent discharge.

Any subsequent application to reactivate the consent may be subject to conditions.

Reason for request for discontinuation:

.....

Proposed start date of discontinuation of the Trade Effluent Consent: .....

Expected discharge renewal date: .....

**12. Declaration by the authorised signatory**

This application form must be signed by an authorised signatory of the company responsible for the Trade Effluent discharge as set out in section 3 above. Section 118 of the 1991 Act makes it an offence to discharge Trade Effluent without a Trade Effluent Consent. Section 204 of the 1991 Act requires that information regarding the discharge of Trade Effluent must be given and failure to give such information is an offence.

I declare that the information given in the application form and any accompanying information is correct to the best of my knowledge and belief and is sufficient to specify all matters (pursuant to S119(2) of the 1991 Act).

I acknowledge that there may be a requirement to provide and maintain suitable inspection chambers/effluent treatment/monitoring equipment and for reporting information on the composition and volume of Trade Effluent discharged to sewer.

I confirm that I accept liability for the Retail Charges in respect of this application and any Trade Effluent Consent granted.

I acknowledge that any consent issued will be subject to public disclosure.

Signature .....

Date (dd/mm/yyyy) .....

Full name (in capitals) .....

Role in the company or job title .....

For and on behalf of (company name) .....

Telephone number .....

Email address .....

### 13. Consent from the Retailer to contact the Non-Household Customer

The Wholesaler may wish to contact the Non-Household Customer to arrange a visit to the premises or to ask detailed follow up questions of clarification in relation to the discharge.

The default position is that the Wholesaler will contact the Customer directly with regards to this application, whilst keeping the Retailer informed. Indicate below if Retailer wishes to arrange or be present at any site visits, or be the primary contact for this application: (tick as appropriate)

- Retailer wishes to be present at the visit to the premises of the discharge
- Retailer will undertake to arrange the visit
- Retailer would like to be the primary contact in relation to detailed follow up questions for this application

### 14. Declaration by the Retailer

If a Supply Point ID is not provided for this premise in Section 2.2, is the creation of a new SPID required? (tick as appropriate)

- Yes  No

I believe the information given above is true and accurate.

I confirm that, subject to completion of the remaining steps of Process G2, G3 or G5, I accept liability for the Wholesale Charges in respect of this application and any Trade Effluent Consent granted.

Signature .....

Date (dd/mm/yyyy) .....

Full name (in capitals) .....

Role in the company or job title .....

Telephone number .....

Email address .....