

Trade Waste Application



Trade Waste Approval Application - Commercial

This application form should be used by the property owner (or authorised signatory) for:

- A new Commercial Trade Waste Approval
- Variation to a Trade Waste Approval
- Cancellation of a Trade Waste Approval

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

Following acceptance of the application, Council may require further information to assess the discharge, in which case Council's officers may request that information from the applicant and/or arrange a site visit.

A separate application is required for each property from which Trade Waste is discharged to sewer.

Completing this Form

Write in BLOCK letters and mark boxes using a tick.

Attach any relevant additional or supporting information.

Privacy Notice

Council collects the information you supply on this form for the purpose of processing your application for a trade waste approval. Council is authorised to do this under the *Water Supply (Safety & Reliability) Act 2008* and *Plumbing and Drainage Act 2002*. Your personal information is handled in accordance with law, including the *Information Privacy Act 2009*.

Note: Completion of this application form does not constitute approval to discharge Trade Waste.

Section 1 – Type of Application

1.1	Indicate which of the following this application relates to (tick only one)	
	(a) New Trade Waste Approval for Commercial activity (refer Schedule 1 for list of commercial activities)	<input type="checkbox"/> Please complete (blue) sections 1, 2, 5 and 6
	(b) Change of Property Ownership	<input type="checkbox"/> Complete sections 1, 2 and 6 Note: this will result in a new trade waste approval and cancellation of the existing approval
	(c) Variation to Trade Waste Approval	<input type="checkbox"/> Complete sections 1, 2, 3 and 6.
	(d) Voluntary Cancellation of Trade Waste Approval	<input type="checkbox"/> Complete sections 1, 2, 4 and 6.
The Applicant (or the Applicant's Authorised Signatory) must complete the declaration in section 6.		

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Section 2 – Applicant Details

2.1	Name of Property Owner:	John Smith		
	Business Address of Property Owner:	1 Gold St		
	Street or PO Box:			
	City/Town:	Gympie	State:	QLD
	Postcode:	4570		
	ABN or ACN (if applicable)	123 456 789		
	Email:	John@Gympie	Telephone:	1234 567 890
	Is the property owner the occupier of the property?		Yes	No
2.2	Trading Name of Business at the Property (if different to above): Big Johns Takeaway			
	Property Street Address:			
	Street:	As Above		
	City/Town:	State:	Postcode:	
2.3	Authorised Signatory of Property Owner:			
	Name:	Title:		
	Address:			
	City/Town:	State:	Postcode:	
	Email:	Telephone:		
2.4	Designated Site Contact:			
	Name:	John Smith	Title: Manager	
	Email:	John@gympie	Telephone: 1234 567 890	

Section 3 – Variation Information

3.1	Please describe the reason for the variation:	
3.2	Describe the required variation (e.g. change in approval parameters such as volume or parameter limits):	

Section 4 – Voluntary Cancellation

4.1	Please describe the reason for cancellation:	
4.2	Requested date for cancellation of Trade Waste Approval:	

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Section 5 – Commercial Trade Waste Activities

5.1	Complete the following table to describe the Business Type and the Trade Waste Activities at the property. Where possible, use the descriptor of Trade Waste Activity provided in Schedule 1 of this form.						
	Business Type	Trade Waste Activity	Existing Pretreatment and Size				
	Takeaway	Food service	10001 Grease arrestor				
			1, 3				
	Attach list if required e.g. Hospital		Provide size/volume of known e.g. 1, 2, 3 (use codes below)				
	1 Passive grease arrestor 2 Basket arrestor in floor waste 3 Screens or sink strainers 4 Oil water separator	5 Cooling pit or heat exchanger 6 Balancing, dilution pit/tank 7 General purpose pit 8 Solids settlement pit	9 Lint screen 10 Plaster arrestor 11 Active grease arrestor 12 Amalgam trap				
	Where more than four trade waste streams drain to pretreatment or sewer (e.g. showground or shopping centre) please provide a list and occupancy plan describing each trade waste generating occupancy unit, identification of the pretreatment device it drains to, and the capacity or volume of the pretreatment device (if known). Where devices are shared, include both occupancy units that drain to the device.						
5.2	Indicate the normal operating hours (e.g. 0700-1700)						
	M 0700-1700	T 0700-1700	W 0700-1700	Th 0700-1700	F 0700-1200	Sa 0700-1200	Su Closed

Council's Trade Waste Management Plan (TWMP) describes the Prescribed Pretreatment required for most commercial Trade Waste activities. If your business type is not mentioned in the TWMP, contact GRC Trade Waste for information on minimum pre-treatment requirements. The TWMP can be viewed at: www.gympie.qld.gov.au/

Section 6 – Authorisation

Authorised Signatory Statement

I undertake to Council that I have the authority to make the statements set out in this application and to give the undertakings below:

If Council accepts this application to discharge Trade Waste to Council's sewerage system, the Property Owner and Occupier of the Property will comply with all requirements of the relevant Trade Waste Approval and Council's Trade Waste Management Plan, including the payment of all fees and charges.

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

Signature	John Smith
Date	1/1/2026
Full Name (in capitals)	John Smith
Role or Title	Owner / Manager
For and on behalf of (co. name)	

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Checklist - Please ensure that your application includes:

1. All relevant sections completed.
2. Authorised representative's signature in Section 6.
3. The following supporting information:

Submit to Council using your preferred delivery and payment option (see notes below)

Lodgement

This form and any supporting information can be lodged via:

Email to trade.waste@gympie.qld.gov.au

OR

Delivered by post to Gympie Regional Council at the address shown below

OR

Lodged in person at the Customer Service Points shown below.

Payment Options

An application fee applies in accordance with Council's current fees and charges.

Payment can be made by BPAY, online, by phone (BPOINT) or in person.

In person payments can be made at one of our Customer Service Points from 8.30am and 4.30pm, Mon - Fri.
Town Hall - 2 Caledonian Hill, Gympie
Kilkivan Office - 26 Bligh Street, Kilkivan
Channon Street – 29 Channon Street

OR

Return your application form with your cheque or money order addressed to:

Gympie Regional Council
PO Box 155
Gympie QLD 4570

Process of Approval

Council will review and assess the information provided. Where the proposed installation and discharge meets the requirements of Council (per its Trade Waste Management Plan), a Trade Waste Approval will be granted, extended or amended (as the case may be). Approvals will be sent by email.

Should the assessment show a failure to meet requirements, amendments to the proposed system will be necessary prior to Trade Waste Approval. It is an offence under the *Water Supply (Safety and Reliability) Act 2008* to discharge Trade Waste without approval.

For More Information

Visit Council's website at www.gympie.qld.gov.au or contact us on 1300 307 800.

Version 1.0

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Revised 17/09/2025

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SCHEDULE 1 – COMMERCIAL TRADE WASTE ACTIVITIES

The following business types are “Commercial Trade Waste Activities” provided the Trade Waste discharge is within these limits:

Daily discharge volume: <5000 L/d
Daily BOD mass load: <5 kg/d

Animal care (pounds, boarding kennels, cattery)

Automotive workshop (detailing, garage, panel beater, radiator shop, wrecker)

Bakery

Butcher

Care facilities where meals served

Crafts – painting, ceramic, pottery, jewellery, gemstones etc.

Dental surgery or specialist with plaster casting or amalgam use or removal

Dry cleaning

Florist

Food service business (café, canteen, fast food, hotel, restaurant, takeaway)

Funeral parlour, Morgue, Autopsy room

Hairdressing, beauticians and tanning booths

Jeweller with stone cutting

Hospital

Laboratory

Laundry or laundromat (not industrial)

Mechanical workshop - not industrial (includes parts washing, panel work, fitting, turning, repairs, maintenance)

Medical centre with plaster casting or laboratory

Mobile cleaning units (bins, floors, furniture, curtains etc)

Nursing homes

Optical service and glass cutting

Pet shop

Photographic (non-digital)

Plant nursery – wholesale or retail

School, college, TAFE, tertiary institution

Service station

Shopping centre

Stone working

Swimming pool, spa, hydrotherapy (commercial or public)

Vehicle wash (car wash, truck wash etc)

Veterinary Practice

Other commercial (non-manufacturing/non-industrial business activity)

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