



ICOSA WATER SERVICES LIMITED

Form G/02: Trade effluent discharge notice

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Application 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)

Application made to

(Insert Name of Wholesaler e.g. Icosa Water) _____

This form should be used where an application is made by the Retailer on behalf of its Non-Household Customer or by a Non-Household Customer directly in the case of:

- The Trade Effluent Consent application under Process G2 of the Operational Terms either for a new Trade Effluent Consent or for re-activation of a discontinued Trade Effluent Consent.
- The variation of a Trade Effluent Consent under Process G3 of the Operational Terms.
- The discontinuation of a Trade Effluent Consent under Process G5 of the Operational Terms. For these purposes a discontinuation of a Trade Effluent Consent means a temporary suspension of the consent (which may be for an unlimited period).
- The termination of a Trade Effluent Consent under Process G6 of the Operational Terms.

Note: This form should be completed by the owner or occupier of the premises to which the application relates. It should also be completed by the Retailer. The information provided will be reviewed by the Wholesaler, who will follow up accordingly should any material information be missing. The application will not be considered complete until the information requested is provided. Please note that completion of this application form does not constitute approval to discharge Trade Effluent.

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

Where this notice is used in relation to a proposed discharge, it is a notice applying for a Trade Effluent Consent under section 119 of the 1991 Act. By signing the form below, the Non-Household Customer has confirmed that it wishes to make the application. By submitting this form, the Retailer confirms that, subject to completion of the remaining steps of Process G2, G3 or G5, it accepts liability for the Wholesale Charges in respect of this application and any Trade Effluent Consent granted.

Following acceptance of the discharge notice, the Wholesaler may require further detailed information about the arrangements pertaining at the premises, in which case the Wholesaler may request that information from the Retailer, or the Non-Household Customer and/or by undertaking a site visit.

Number	Section
1.	Retailer details
2.	Type of application
3.	Details of applicant to which the application relates
4.	Trade effluent discharge description
5.	Trade effluent monitoring and location
6.	Water supply details
7.	Water consumption information
8.	Water loss
9.	Information relating to health and safety
10.	Discontinuation or termination of trade effluent consent
11.	Declaration by the authorised signatory
12.	Consent from the Retailer to contact the Non-Household Customer
13.	Declaration by the Retailer

The owner or occupier of the premises should complete sections 2 to 11 and Annex 1. The Retailer should complete sections 1, 12 and 13. The Retailer may assist the Non-Household Customer in completing the application, and may make technical enquiries of Wholesaler using Process G1.

1 Retailer details

Note: 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

Contact name

Contact number

Contact email

2 Type of application

Please indicate which of the following this application relates to by circling yes or no

- | | | |
|--|----------|--|
| a) Proposed discharge for which no consent exists | Yes / No | Please complete sections 3 to 9 |
| b) Variation to an existing consent | Yes / No | Please complete sections 3 to 9 |
| c) Renewal of existing consent after discontinuation | Yes / No | Please complete section 3.1 and note any other change, if any, to the discharge in the relevant sections |
| d) Change of occupier at the consented premises (including a change in legal identity of the occupier, i.e. a change in Companies House registration number) | Yes / No | Please complete sections 3 to 9; note that this will be an application for a new consent |
| e) Change of name of owner or occupier at the consented premises, where Companies House registration number does not change | Yes / No | Please complete section 3 |
| f) Discontinuation of Trade Effluent Services | Yes / No | Please complete section 10 |
| g) Termination of consent | | Please complete section 10 |

The Non-Household Customer must complete the declaration in section 11 and the Retailer must complete section 12 and the declaration in section 13.

Where there is an existing consent for the discharge, please provide the consent reference number

Trade Effluent Consent reference number

3 Details of applicant to which the application applies

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.

Please indicate the legal status of the company or organisation applies to you by circling the appropriate one

- A) Company or boy corporate
- B) Governmental organisation
- C) Sole Trader
- D) Partnership

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

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.....
.....

Trading name of the company or organisation if different

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3.2 Registered address and other details

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

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

Postcode

Is the organisation a registered company?

Please indicate by circling the appropriate answer

Yes / No

If yes, Companies House registration number

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

Name of principal contact

Job title of principal contact

Landline telephone number

Mobile number

Fax 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). Please provide any SPID given to the premises. Please note this reference will be quoted on the sewerage bill for the premises.

Please provide any SPID given to the premises. Please note this reference will be quoted on the sewerage bill for the premises.

.....

UPRN, (if not available please provide a reason)

.....

VOA BA Ref, (if not available please provide a reason)

.....

Address of premises

Secondary Addressable Object

Primary Addressable Object

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

PAF Address Key (if available)

Postcode

Customer Name

Customer Banner Name

Name of contact at the premises; this is the primary contact for trade effluent matters at the premises

Job title of contact at the premises

Landline telephone number

Mobile number

E-mail address

Contact name

Please indicate 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

Nature of business carried out at the premises: please provide a description of the type of business carried out at the premises

.....

.....

Please provide the Standard Industry Classification or SIC Code¹ where known

.....

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

3.4 Owner of premises

Is the company applying for the consent the owner of the premises?

Please indicate by circling the appropriate answer

Yes / No

If it is not the owner, please provide:

Name of owner of the premises

.....

Address

Postcode
Telephone number

4 Trade effluent discharge description	
4.1 All substances discharged should 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.	
Trade conducted at the premises

Describe in detail the process(es) from which the Trade Effluent arises	
.....	
.....	
.....	
4.2 Trade Effluent treatment to be given at site (e.g. oil separation, balancing, pH correction, chemical or biological treatment)	
.....	
.....	
4.3 Nature, composition and temperature of Trade Effluent draining to the Sewerage system	
.....	
.....	
Chemicals stored on site	
Please complete the attached schedule at Annex 1 to this notice. Please list any additional substances here (list on a separate sheet if necessary) and provide any relevant remarks	
.....	
.....	
.....	
.....	

Chemicals/substances to be discharged

Please complete the attached schedule at Annex 1 to this notice of substances likely to be present in the Trade Effluent and to be discharged from the site. Please list any additional substances here (list on a separate sheet if necessary) and provide any relevant remarks

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.....

Maximum volume to be discharged
(cubic meters per 24 hours)

Maximum rate of discharge (litres per second)

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

Method of measuring flow rate and volume
discharged (if there is a flow meter please provide
details in section 5)

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

4.4 Time Limited Consents

Proposed end date

Total volume to be discharged
(cubic meters per 24 hours)

5 Trade effluent monitoring and location

5.1 Is there a flow meter which directly measures the Trade Effluent discharged?

Please indicate by circling the appropriate answer

Yes / No

If yes, please advise the following information about each flow meter. If there is more than one flow meter, please use additional sheets.

Meter manufacturer and model

Serial number

Number of digits to provide reading to one cubic meter

Unit of measurement Metric m3 / Metric other

Please indicate which by circling the appropriate answer

Description

Current reading of the meter

Date of reading

Location of meter Inside building / Outside building

Please indicate which by circling the appropriate answer

Meter Location - description

Meter location - Grid Reference or

Easting – X & Northing - Y Co-ordinates

Please attach to this application a current calibration certificate (please note that calibration certificate is required to be provided annually)

Please indicate which by circling the appropriate answer

Yes / No

If no, please comment on reasons

.....
.....

5.2 Is there additional monitoring of the discharge, such as pH monitoring?

Please indicate which by circling the appropriate answer

Yes / No

If yes, please provide further details
.....
.....

Please provide a description of the location of the sample point: please note that the sample point must be such that will provide a sample of the Trade Effluent discharged to the sewer without contamination, and provide safe and reasonable access at all times

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

5.3 Please enclose a drainage drawing for the premises showing

- 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

5.4 Please provide the name of the street (or other identifying description) where the connection to the sewer is located
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5.5 Is this a proposed or an existing connection to the Sewerage network? Please indicate which by circling the appropriate answer.

Proposed / Existing

Into which Sewerage network is the discharge intended to be made? Please indicate by circling the appropriate answer.

- A) Foul Sewer
- B) Combined Sewer
- C) Surface water sewer
- D) Direct to wastewater treatment works

5.6 Is there any rainfall discharged through the Trade Effluent sample point?
Yes / No

5.7 Surface area drainage

Contaminated surface area draining through Trade Effluent sample point
.....m2

Non-contaminated surface area draining through Trade Effluent sample point
.....m2

6 Water supply details

6.1 How is water supplied to the premises

Please indicate by circling the appropriate answer.

- | | |
|--------------------------------|--------------------------------------|
| A) Mains supply or supplies | D) Other abstraction |
| B) Private third-party network | E) Other, e.g. rain water harvesting |
| C) Private borehole | |

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

.....

Is any private water supply metered?

Please indicate by circling the appropriate answer.

Yes / No

If yes, please provide the following meter details in relation to the private water supply. If there is more than one meter, please use additional sheets.

Meter manufacturer and model

Serial number

Number of digits to provide reading to one cubic meter

Unit of measurement Metric m3 / Metric other
Please indicate which by circling the appropriate answer

Description

Current reading of the meter

Date of reading

Location of meter Inside building / Outside building
Please indicate which by circling the appropriate answer

Meter Location - description

Meter location - Grid Reference or Easting – X & Northing - Y Co-ordinates

7 Water consumption information

Average water consumption
(cubic meters per day)

Average consumption from sources other than
public supply (e.g. borehole, river, sea etc.)
(cubic meters 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)

Number of Full Time Equivalent employees
working at the premises

Is there a staff canteen where full meals are
provided?

If Yes, how many full meals are provided each
day?

Number of shifts worked per day

Number of residential staff

8 Water loss

Calculated water used on site and not discharged to sewer – e.g., ice making, or water used in products
such as soft drinks (please attach details in support of your calculations)

(i) by evaporation(% of water in or m³ per day)

(ii) in product(% of water in or m³ per day)

(iii) other

Volume lost(% of water in or m³ per day)

And specify how lost

9 Information relating to health and safety	
9.1 Please indicate if there are any particular Health and Safety considerations or access requirements that need to be observed by visitors to the premises such as PPE	
9.2 Please indicate if the premises is subject to Control of Major Hazards (COMAH) regulations Yes / No	
9.3 Please indicate if the Environment Agency has issued an environmental permit in relation to the premises from which the Trade Effluent is to be discharged Yes / No Permit type Permit number..... Application in progress Yes	

10 Declaration	
Proposed date of commencement of discontinuation of the Trade Effluent Consent and expected duration of that Note that any subsequent application to reactivate the consent may be subject to conditions.	
Proposed date of termination of the Trade Effluent Consent	

11 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.

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

.....

12 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. Please indicate whether you wish to be present at the visit of the Wholesaler and if you are agreeable for the Wholesaler to contact the Non-Household Customer to arrange the visit and / or seek the follow up information; or if you wish to arrange the visit to the premises and provide the follow up information.

- A) Please circle if you wish to be present at the visit to the premises of the discharge
- B) Please circle if you wish the Wholesaler to contact the Non-Household Customer to arrange a visit
- C) Please circle if you will undertake to arrange the visit

Please circle if you consent to the Wholesaler contacting the Non-Household Customer directly in relation to detailed follow up questions

Yes / No

Where consent has been given, the person indicated above will be contacted unless otherwise specified here

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.....
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13 Declaration by the Retailer

I believe the information given above is true and accurate.

Signature

.....

Date (dd/mm/yyyy)

.....

Full name (in capitals)

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Role in the company or job title

.....