

Guidance Note

Form G/02: Trade Effluent discharge notice

These notes are to assist you in completing your application form 'G/02 Trade Effluent Discharge Notice' correctly and are in addition to any instructions contained in the form.

If you have any further questions you should contact your Retailer.

The owner or occupier of the premises should complete sections 2 to 11 and Annex 1. The Retailer should complete sections 12 and 13, Section 1 may be completed by either. The Retailer may assist the Non-Household Customer in completing the application. Whilst the Retailer submits the form to the Wholesaler on behalf of the Customer, it remains the Customer's responsibility to ensure the details are accurate.

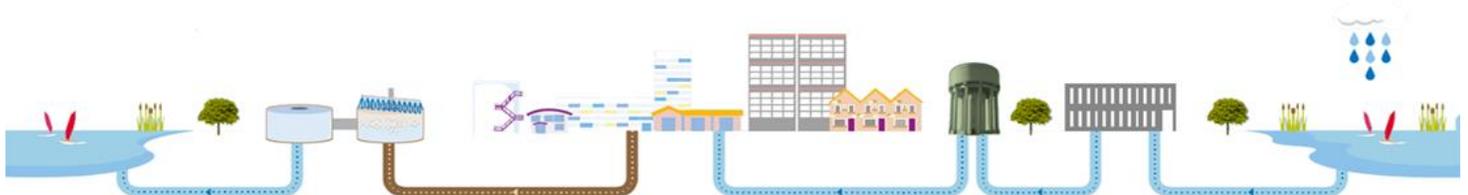
If this application is being completed and signed by a Consultant (on behalf of a Customer), a letter must be provided confirming they have authorisation to act on behalf of the Customer before we can proceed with the application.

Application made to Wholesaler

Anglian Water Services (Anglian Water) are the Wholesaler for Trade Effluent discharges to sewer in the Anglian Water region.

1. Retailer Details

Anglian Water cannot process the application without this information. This section can be completed by the customer or the Retailer.



2. Type of Application

This section is to determine what the application is for, be careful to tick the correct box for the type of application you are requesting

All of the relevant questions for the application type are indicated in this section.

a) **Proposed Discharge for which no consent exists**

This is for a new application where no consent currently exists even if a discharge is being made.

b) **Variation to an existing Consent**

This is where a consent already exists but there is a change required to the existing conditions. (This is known as a direction/variation to the current consent).

c) **Renewal of an existing consent after a Discontinuation**

This is not a service Anglian Water provide as we do not suspend a consent during a discontinuation. See also discontinuation below.

d) **Change of Occupier at the consented premises**

This applies where the site has a new occupier, as a consent is not transferable.

e) **Change of name/occupier where Companies House registration number remains the same.**

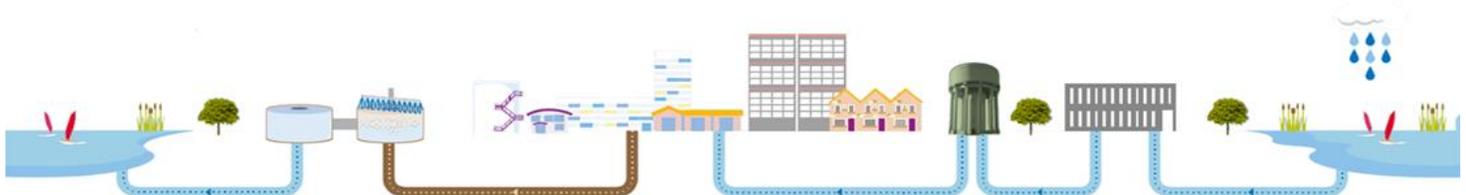
This only applies where a Certificate of Incorporation can be provided, clearly showing an audit trail on Companies House with the original consented name.

f) **Discontinuation of Trade Effluent Services**

This is where a discharge is suspended but not ceased. The consent will remain in force as will the Wholesale Trade Effluent standing charge as per our Published Scheme of Wholesale Charges.

g) **Termination of Consent**

This is only to be completed where the consented discharge has permanently ceased.



3. Details of applicant to which the application relates

Anglian Water must ensure that a consent is issued in the correct name, so it is essential that the details in this section are correct. Please tick the relevant 'legal status'.

3.1 Information about the organisation applying for the consent to discharge

A company or body corporate – we would need the company registration number as proof of this status. This includes charities.

Government organisation – e.g. local authority.

Sole Trader – Please give your full name, for example if Mr Alan Smith operates a business called "Petrol Service Station", the Consent would be issued as "Mr Alan Smith trading as Petrol Service Station".

Partnership – this is a group of people carrying out a business together that is NOT incorporated into a registered company.

3.2 Registered address and other details

If the applicant is a registered company, this will be the address on Companies House associated with the registration number provided in the next response. If it is not a registered company it can be a private address of the premises

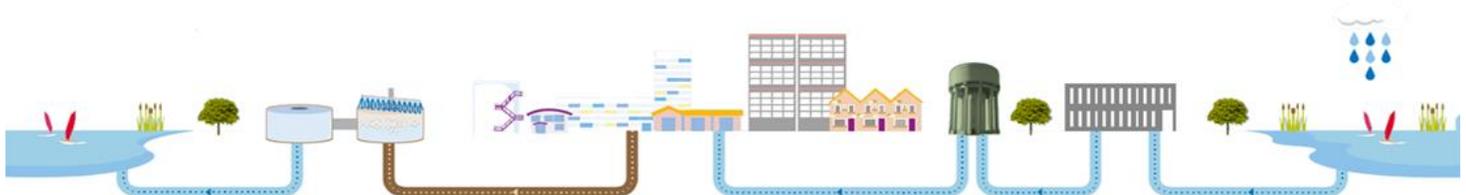
3.3 Trade premises details to which application for consent applies

SPID - Service Point Identification, **this will be added by your Retailer**

UPRN – (unique property reference number) provide if known otherwise leave blank

The email address provided for the primary contact for trade effluent matters will be where sample analysis results will be sent. If this changes you should tell us so we can keep our records up to date.

Operational Hours of the premises - these are the hours during which time the site is contactable , not your times of discharge.



SIC code – provide if known, otherwise leave blank

3.4 Owner of premises

We have a legal duty to send a copy of the Consent/Direction to the owner of the premises, so please provide details if the owner is not the applicant.

4. Trade Effluent discharge description

4.1 Trade conducted at the premises

This requires a description of your company's main business activities, and may NOT be the process producing the trade effluent.

Detailed description of the process (es) from which the Trade Effluent arises

Provide detailed description of the actual process producing the Trade Effluent. This requires a specific description of the activity on the site that produces the effluent discharged to the public sewer. The description should be as detailed as possible. For example, 'washing of vessels used to mix product'.

4.2 Trade Effluent treatment to be given on site

Provide details of any pre-treatment that the effluent may receive before being discharged to sewer, i.e. fat trap, oil interceptor, biological treatment plant, pH adjustment etc.

4.3 Nature composition and temperature

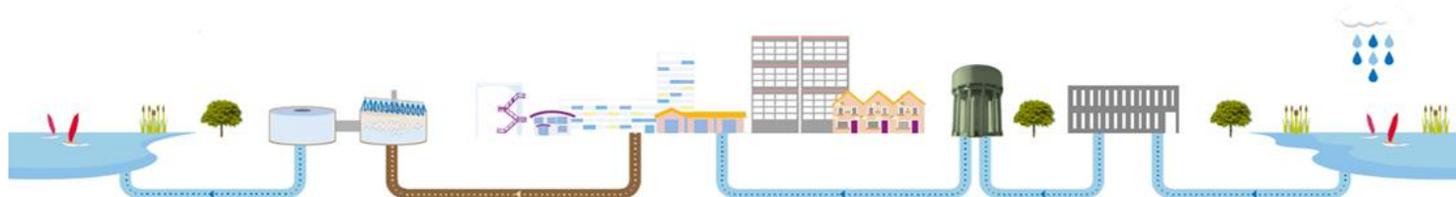
Chemicals stored on site

In this section, you should provide details only of any substances stored on site which may be present in your effluent but is not normally. For chemicals being discharged see below

Chemicals/substances to be discharged

In this section, you should provide details of any substances which may be present in your effluent.

Please also refer to Annex 1 "Substances Subject to Control" which provides a detailed list of substances of interest.



You should provide safety data sheets where available and continue on a separate sheet if you do not have enough space on the form.

Please note that although the Water Industry Act states that that no effluent is permitted to be discharged with a temperature greater than one hundred and ten degrees Fahrenheit, in Anglian Water consents we will round this value up to 45 degrees centigrade for convenience.

Maximum quantity of trade effluent to be discharge in any 24 hour period

Note the volume in cubic metres (m³) and remember to include all possible sources of effluent and rinse waters. This volume is required to assess if the sewers, pumping stations and the water recycling centre have sufficient capacity to accept the discharge at the volume you require.

Maximum rate at which will you will discharge

This should be in litres per second (l/s), and is again used to assess capacity in our network, so this needs to be the highest rate that is likely to discharged at any time.

Periods of discharge

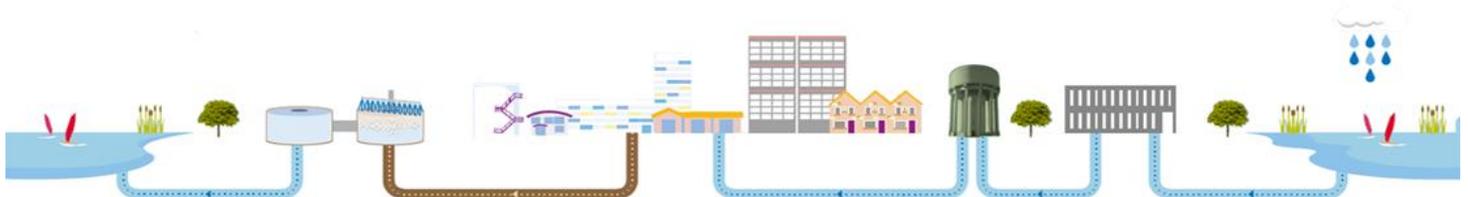
When is the site open and operational? Please provide all days of the week that the site is open, e.g. Monday to Friday, or seven days a week. The hours in the day which the site is open i.e. 08:00 to 17:00.

Method of measuring discharge flow

Is there a trade effluent meter able to directly measure the volume of trade effluent discharged? If yes, please provide details in section 5. If no, say so.

Proposed starting date.

Note that we do not normally issue consents to discharge where there is no clear start date planned or whose start date is some time away, for instance a year or more. Please provide the date from which you would like to start discharging. If this is an existing discharge, please give the date from when you started operating this process on site. If you are unsure of an exact date, please provide an estimate.



4.4 Time limited consents

This is only to be completed if your applications is temporary in nature, but for **greater than 6 months and with a known end date**. There is a separate form for discharges that are for less than 6 months.

5. Trade Effluent monitoring and location

5.1 Flow meter

Please provide full details of the effluent meter, you also need to include a calibration certificate and a meter reading (with date taken) with your application. Note: an annual calibration may be required if we are to continue to use this as means of measuring your volume.

5.2 Additional monitoring

Please provide details of any other monitoring of the effluent which is undertaken by the Customer, such as online or routine monitoring of pH

5.3 Sample point and drainage plan

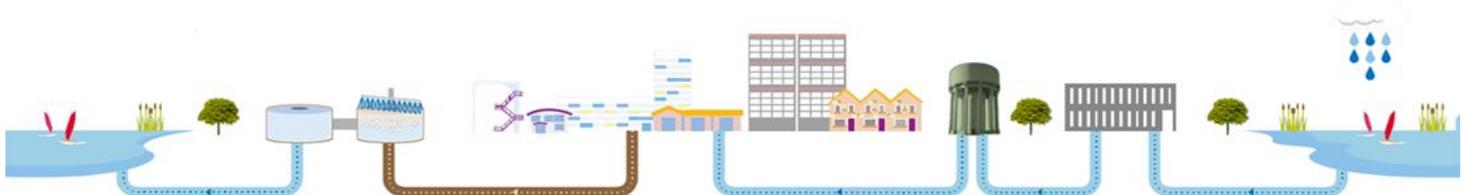
You should describe the point from which samples representing the discharge will be taken so that we can m o n i t o r your effluent (this should not include domestic effluent). You must also provide a detailed drainage map, with the agreed sample point clearly marked. You may wish to ask your Retailer for assistance with this.

5.4 Name of the street where the connection to sewer is located

Provide the street name where the sewer that your effluent discharges into is located, the details should be visible on the map that you provide.

5.5 Is this a proposed or existing connection to the sewerage network?

Note that if you have no connection we would not normally consent such a discharge. A trade effluent connection must be made to a public foul or combined sewer. Please speak to your Retailer if the connection point or sewer type is not known.



5.6 Is there any rainfall discharged through the Trade Effluent sample point ?

Please indicate if rainfall directly or surface water from rainfall flows through the sample point

5.7 Surface area drainage

This only requires completing if surface water from the site forms part of the trade effluent volume through the designated sample point.

6. Water Supply details

6.1 How is water supplied to the premises?

Please note you may select more than one box.

6.2 Private network

This is only to be completed if water is received from a private network supplier. This does not mean when a landlord is supplying your water.

7. Water consumption information

Average water consumption through the public supply (m^3 day)

This is the average supply to the whole site which may be supplied by more than one incoming meter

Average water consumption through other supply sources

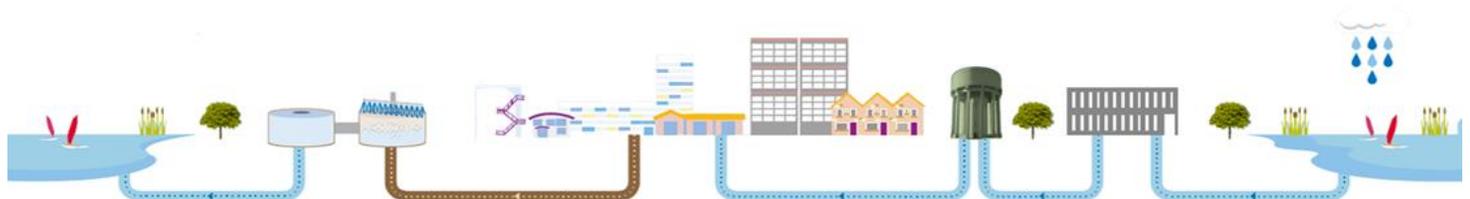
For example boreholes or abstraction from a water course.

Days worked/Seasonal closure

This information will be used to determine any domestic allowance.

Number of Full Time Equivalent employees working at the premises

This number may be used to calculate the volume of water consumed for domestic purposes, not Trade Effluent, termed 'headcount'. If any of this information changes, you should inform your Retailer using the appropriate form.



Is there a staff canteen?

This may also be used to determine domestic water use. A canteen is only a place where full cooked meals are prepared on site, NOT just hot drinks/snacks.

8. Water loss

Any water losses from site, water not returned to sewer (e.g. water into product, evaporative losses etc.) should be recorded. These may be deducted from volumes used to raise Wholesale charges, these volumes are called 'Allowances'. In order for these allowances to be given, they must be declared on the form and evidence provided. These will be subject to agreement by the Wholesaler. You may submit a separate sheet if you do not have enough room on the form.

9. Information relating to Health and Safety

9.1 Health and Safety considerations

A safe and reasonable access to the site and the designated sample point must be provided at all times so that Anglian Water staff can inspect and sample the discharge. Please make us aware of any hazards on site and what precautions our staff must adhere to.

9.2 Control of Major Hazards (COMAH)

Indicate if the site is subject to COMAH regulations.

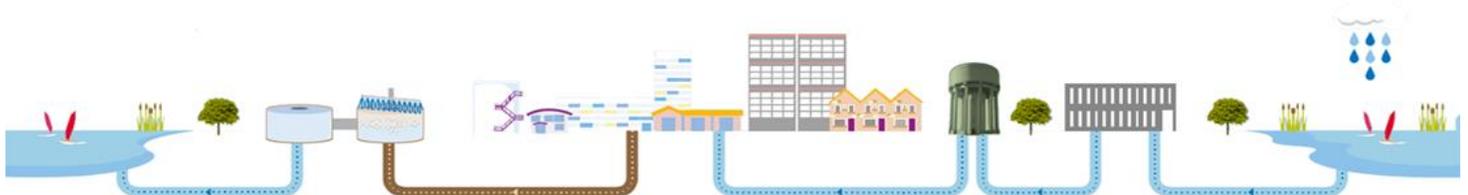
9.3 Environmental Agency Permit

If you hold, or are in the process of applying for an environmental permit for the site identified (issued by the Environment Agency), please provide the details here, including the permit number.

10. Discontinuation or termination of trade effluent consent

Anglian Water do not offer a discontinuation of a Trade Effluent Consent.

Termination is when the consented trade effluent discharge has permanently ceased. The consent would be terminated and any new discharges would require an



application for a new consent.

11. Declaration by the authorised signatory

The form should only be signed and dated by an appropriate person who represents the company applying. If a signed letter of authorisation has been provided, then a consultant or other identified authorised person may complete the forms and sign the declaration.

12. & 13. Consent and declaration from the retailer

These sections must be completed by the Retailer.

Annex 1: Schedule of substances to be discharged / stored on site

Schedule of substances– these are substances of specific interest to us and are subject to control. You must tick any chemicals which have a reasonable potential to be present in your effluent and if possible provide us with more information on the concentration in your effluent discharge.

This list is not exhaustive and additional substances which are likely to be found in the effluent discharged to public sewer should be declared.

Any substance not declared and subsequently found to be present in the discharge may be considered unlawful.

Please note:

- **Completion of an application form does NOT give permission for the proposed discharge to commence**
- **Once Anglian Water receive the application, we will confirm receipt, and notify you whether or not the application is materially complete within 5 days of receipt. Materially complete means we have all the information we require to start the process. We may still need to come back to you to clarify points or ask further information**
- **If you require any help filling in this form please contact your Retailer**

