



**Form G/02:  
Trade effluent discharge notice**

## Change History

Version Number	Date of Issue	Reason for Change	Change Control Reference	Sections Affected
Draft 20150714	14 July 2015	For pre-vendor MAP		All
ICP Housekeeping Version	25 August 2015	Non-material housekeeping changes	ICPAWRC/CP 001	All
ICP Trade Effluent	15 September 2015	Matters relating to Trade Effluent	ICPAWRC002	Introduction, 4.3
ICP Quality Assurance	22 September 2015	Clarificatory and syntax changes following review of the texts	ICPAWRC009	Section 5
20150930	30 September 2015	For post-vendor MAP		As per Trade Effluent and Quality Assurance versions.
ICP Operational Forms – Consistency Alterations	13 October 2016	Changes to reflect ICP Change Proposal ICPAWRC044	ICPAWRC044	3.3
20161013	13 October 2016	For 20161013		As per ICPAWRC044

## Form G/02: Trade effluent discharge notice

### 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)

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**Application made to Wholesaler** .....

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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.

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.	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 e-mail .....

## 2. Type of application

Please indicate which of the following this application relates to by ticking one relevant box

- |  |                          |  |
|--|--------------------------|--|
| a) Proposed discharge for which no consent exists  | <input type="checkbox"/> | Please complete sections 3 to 9  |
| b) Variation to an existing consent  | <input type="checkbox"/> | Please complete sections 3 to 9  |
| c) Renewal of existing consent after discontinuation   | <input type="checkbox"/> | 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) | <input type="checkbox"/> | 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                                  | <input type="checkbox"/> | Please complete section 3  |
| f) Discontinuation of Trade Effluent Services  | <input type="checkbox"/> | Please complete section 10   |
| g) Termination of consent  | <input type="checkbox"/> | 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 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.

Please indicate the legal status of the company or organisation

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

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

Postcode .....

Is the organisation a registered company?

- 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	.....
<b>3.3 Trade premises details to which application for consent applies</b>	
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.	
	.....
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 Code<sup>1</sup> 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?

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 .....

.....

<sup>1</sup> SIC Code is a classification of principal economic activity, and is submitted on the annual return to Companies House if applicable. For more information see <http://www.siccodesupport.co.uk/>.



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

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

Maximum quantity 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) .....

Method of measuring discharge flow (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 .....

5. Trade effluent monitoring and location

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

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<sup>2</sup> to provide reading to 1 m<sup>3</sup> .....

Unit of measurement  Metric m<sup>3</sup>

Metric other

Description .....

Current reading of the meter .....

Date of reading .....

Location of meter  Inside building  Outside building

Location description .....

.....

Meter location (GIS X) .....

Meter location (GIS Y) .....

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

Please indicate if attached

Yes

No

If no, please comment on reasons

.....

.....

<sup>2</sup> E.g. if a x10 meter, the number of digits that are required to read 1m<sup>3</sup> is one more than the number of physical dials

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

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

.....

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

Proposed

Existing

Into which Sewerage network is the discharge intended to be made? Please indicate

Foul sewer

Surface water sewer

Combined sewer

Direct to waste water 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

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

Non-contaminated surface area draining through Trade Effluent sample point

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

## 6. Water supply details

6.1 How is water supplied to the premises

- |  |  |
|--|--|
| <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           |  |

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

.....

Is any private water supply metered?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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<sup>3</sup> to provide reading to 1m<sup>3</sup> .....

Unit of measurement  Metric m<sup>3</sup>

Metric other

Description .....

Current reading of the meter .....

Date of reading .....

Location of meter  Inside building  Outside building

Location description .....

.....

Meter location (GIS X) .....

Meter location (GIS Y) .....

## 7. Water consumption information

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

Average consumption from sources other than public supply .....

<sup>3</sup> E.g if a x10 meter, the number of digits that are required to read 1m<sup>3</sup> is one more than the number of physical dials

(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) .....

Number of Full Time Equivalent<sup>4</sup> employees working at the premises .....

Is there a staff canteen where full meals are provided?

Yes

No

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 m<sup>3</sup> per day)

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

(iii) other

Volume lost .....(% of water in or m<sup>3</sup> 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

.....

<sup>4</sup> Full Time Equivalent - A full time employee is expected to work 1800 hours per annum (8 hours per day, 5 days per week, 52 weeks per year with 35 days leave). The number of full time equivalent employees should therefore be calculated as follows:

$$\text{Average Annual Full-Time Equivalent} = \frac{\text{Total hours worked per annum for all employees at the premises}}{1800}$$

.....

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. Discontinuation or termination of trade effluent consent**

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.

- Please tick if you wish to be present at the visit to the premises of the discharge
- Please tick if you wish the Wholesaler to contact the Non-Household Customer to arrange a visit
- Please tick if you will undertake to arrange the visit

Please tick 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

.....  
 .....

## 13. Declaration by the Retailer

**I believe the information given above is true and accurate.**

Signature	.....
Date (dd/mm/yyyy)	.....
Full name (in capitals)	.....
Role in the company or job title	.....

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

Please complete in full the list of substances to be discharged and stored on site. Please provide further information as requested below.

**Table**

List of substances	Discharged (tick)	Stored (tick)	Further information (concentration, volumes)
1,1,1-Trichloroethane			
1,1,2-Trichloroethane			
1,2-Dichloro-ethane			
2,4-Dichloro-phenol			
4-Chloro-3-methyl-phenol			
Abamectin			
Alachlor			
Aldrin			
Anthracene			
Arsenic			
Atrazine			
Azinphos-methyl			
Bentazone			
Benzene			
Benzo(a)-pyrene			
Benzo(b)-fluor-anthene			
Benzo(g,h,i)-perylene			
Benzo(k)fluor-anthene			
Biphenyl			
Boron			



List of substances	Discharged (tick)	Stored (tick)	Further information (concentration, volumes)
Brominated diphenylether			
Bromine			
Bromoxynil			
Butylbenzyl phthalate			
Cadmium			
Carbendazim			
Carbon tetrachloride			
Chlorfenvinphos			
Chloride			
Chlorine			
Chloronitro toluenes			
Chlorothalonil			
Chlorotoluron			
Chlorpropham			
Chlorpyrifos			
Chlorpyrifos-ethyl			
Chromium (III)			
Chromium (IV)			
Cobalt			
Copper			
Coumaphos			
Cyanide			
Cyfluthrin			
Cypermethrin			

List of substances	Discharged (tick)	Stored (tick)	Further information (concentration, volumes)
DDT total			
Demetons			
Di(2-ethylhexyl)-phthalate			
Diazinon			
Dibutyl phthalate			
Dichlorobenzene			
Dichloro-methane			
Dichlorvos			
Dieldrin			
Diethyl phthalate			
Diflubenzuron			
Dimethoate			
Dimethyl phthalate			
Dioctyl phthalate			
Diuron			
Doramectin			
EDTA			
Endosulfan			
Endrin			
Fenchlorphos			
Fenitrothion			
Fluocifuron			
Fluoranthene			
Fluoride			

List of substances	Discharged (tick)	Stored (tick)	Further information (concentration, volumes)
Formaldehyde			
Hexachloro- benzene			
Hexachloro-butadiene			
Hexachloro-cyclohexane			
Hydrogen sulphide			
Indeno(1,2,3-cd)-pyrene			
loxynil			
Iron			
Isodrin			
Isoproturon			
Ivermectin			
Lead and its compounds			
Linuron			
Malachite green			
Malathion			
Mancozeb			
Maneb			
MCPA			
Mecoprop			
Mercury			
Methiocarb			
Mevinphos			
Napthalene			
Nickel			

List of substances	Discharged (tick)	Stored (tick)	Further information (concentration, volumes)
Nonylphenol			
NTA			
Octylphenol			
Omethoate			
Para-para DDT			
PCSDs			
Pendimethalin			
Pentachloro-benzene			
Pentachloro-phenol			
Permethrin			
Phenol			
Pirimicarb			
Pirimiphos-methyl			
PAHs			
Prochloraz			
Propetamphos			
Propyzamide			
Silver			
Simazine			
Styrene			
Sulcofuron			
Sulphate			
Tecnazene			
Tetrachloro-ethylene (vi)			

List of substances	Discharged (tick)	Stored (tick)	Further information (concentration, volumes)
Thiabendazole			
Tin			
Toluene			
Monochlorophenols			
Triallate			
Triazophos			
Tributyl phosphate			
Tributyltin compounds			
Tributyltin-cation			
Trichloro-benzene			
Trichloro-ethylene (vi)			
Chloroform			
Trifluralin			
Triphenyltin			
Vanadium			
Xylene			
Zinc			
C10-13 Chloroalkanes			
2,4 -D (non ester)			
2-Chlorophenol			
3-Chlorophenol			
4-Chlorophenol			