

Guidance for Form G/03 Completion

In addition to the instructions shown on the G/03 Temporary Trade Effluent Discharge Application, these notes are to assist you in completing your application correctly.

A G/03 form should be used for the following applications only:

a) Temporary discharge <6 months

- If the discharge is greater than 6 months, a permanent consent must be applied for using a G/02 form. The discharge must be to a public foul sewer at a specified point.

b) Regional Mobile Activity

- This is where a specified activity is carried out temporarily on premises in the Wholesalers geographical region (note not all Wholesalers offer this service). The discharge must be to a public foul sewer at a specified point.

For all other Trade Effluent matters please submit a general enquiry form or the G/02 form.

Form Submission

The Non-Household Customer (NHHHC) should complete sections 2 to 13.

The Retailer should complete sections 1, 14 and 15. The Retailer may assist the NHHHC in completing the application. Whilst the Retailer submits the form on behalf of the NHHHC, it remains the NHHHC's responsibility to ensure the details are accurate.

All the relevant sections of the form must be completed. The form should be signed and dated by the NHHHC and Retailer. This must be a physical wet signature as this is a legal declaration that the information provided is correct and representative of the activity and discharge. A signed application can be scanned and submitted electronically. If the physically signed copy of the form isn't received, the consent will not be issued and the application may be rejected.

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

The form should be submitted by the Retailer representing the NHHHC to the relevant Wholesaler. An acknowledgement of receipt may be sent by the Wholesaler with a unique reference number, this should be quoted in all correspondence related to the application.

Additional information

Ensure you include any other additional information relevant to your application (e.g. maps or comments).

1. Retailer Details

The Retailer is the company that is selected by the NHHC to provide Sewerage Services to the premises identified on the application and bills for those services.

For more details about the retail water market please visit www.open-water.org.uk

The Retailer must fill in this section and submit the fully completed and signed form to the relevant Wholesaler.

2. Type of Application

This section is to determine what the application is for. Ticking the wrong box may delay the application or result in the application being rejected.

The application types are indicated in this section. Note the relevant field must be completed for the application to ensure the correct authorisation is issued.

a) Temporary discharge of 6 months or less

- If the discharge is greater than 6 months, a permanent consent must be applied for using form G/02. The discharge must be to a public foul sewer at a specified point.

b) Multisite Activity

- This is where a specified activity is carried out temporarily on premises in the Wholesaler's region. The discharge must be to a public foul sewer at a specified point.

The Non-Household Customer must complete all the details and sign the declaration in section 11.

The Retailer must complete all the details and sign the declaration in sections 12 and 13.

Note: This is a legal declaration that the information provided is correct and is an accurate representation of the activity and discharge.

The signature must be a physical wet copy. If this is not provided the document of consent will not be issued and the application may be rejected.

3. Details of applicant to which the application relates

It is important for legal reasons that the document of consent is issued in the correct name, so it is essential that the details in this section are correct. Tick the relevant 'legal status' of the applicant.

3.1 Information about the organisation applying for the consent to discharge

The application should be for the person or organisation that's producing the Trade Effluent discharge and can be the owner/occupier of the premises

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

- **A company or body corporate** – The name must be registered on Companies House and the company registration number must be provided as proof of this status.
- **Government organisation** – e.g. local authority.
- **Sole Trader** – If you're operating as an individual, provide the full name
- **Partnership** – this is a group of people carrying out a business together that is NOT incorporated into a registered company. Provide the full name(s) of all individuals in the partnership, including forenames and surnames.

Provide the full legal name of the company.

- If a company name, it should match the name recorded on Companies House
- 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

Trading name(s) of the company or organisation if different from the legal name/sole trader name/partnership names.

- 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".

3.2 Registered address and other details

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

- If the applicant is a registered company, this will be the address on Companies' House

- If it is not a registered company it can be a private address

If the organisation is a registered company the registration number recorded on Companies' House must be provided. The registered office address provided must correlate to the registration number provided.

Provide address and postcode

- If the applicant is a registered company, this will be the address on Companies House associated with the registration number (provided below).
- If it is not a registered company it can be a private address
- Enter the postcode for the above registered address or private address.

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

- If the company is registered on Companies House, then Yes, it is a registered company.

If yes, Companies House registration number

- This must be the registered number associated with the name and address provided on the application.

4. Trade premises details to which application for consent applies

4.1 Premises details

This is the premise from which the trade effluent will be discharged.

Please complete all the fields

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

SPIDs (Supply Point IDs) are unique codes given to the water supply point and the sewerage supply point for the premises. The Water SPID will be a different reference to the Sewerage SPID.

You should state the Sewerage SPID (if applicable) in the G/02 form field. If this is not provided the application may be rejected

4.2 Operational Information

Provide the operational hours for the premises

Indicate the normal working hours of your site (e.g. Monday to Friday 9am to 5pm, Saturday 10.30 - 16:30 etc.)



5. Contact Details

Primary Trade Effluent contact responsible for the discharge(s).

This is the person who will act as the main point of contact for the application and for matters relating to Trade Effluent at the premises.

Complete all the associated fields.

6. Proposed duration of temporary discharge

This is for applications that are temporary in nature, less than 6 months and with a known end date.

Start date: provide the date from which you would like to start discharging. If you are unsure of the exact date, provide an estimate.

End date: provide the date the discharge will end. If this is not known, provide an estimate.

7. Trade Effluent discharge description

7.1 Production of Trade Effluent

Describe detail of the actual process producing the sewerage. This requires a specific description of the activity on the site that produces the discharge to the public sewer. The description should be as detailed as possible. For example, 'groundwater remediation'

7.2 Trade Effluent treatment

Provide details of any pre-treatment that the effluent may receive before being discharged to sewer. Common examples of pre-treatment include; settlement, carbon filter and pH adjustment.

7.3 Nature and composition of Trade Effluent discharging to the public sewer

Note no effluent can be discharged:

- with a temperature greater than 43 degrees centigrade
- that gives off an inflammable vapour at less than 23 degrees centigrade

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

Tick if any of the substances in the table are likely to be present in the discharge and provide any additional information. If there are substances not identified on the list, use a separate sheet and attach it to the application.

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

In this section, you should provide details of any constituents which have a reasonable potential to be present in the effluent to be discharged. Details of chemicals stored on site are required as they could pose a risk to the foul or surface sewerage system or treatment process if there was a spillage or leak.

Anything not declared on this form that is subsequently found in the effluent will be classed as offence under Section 118 (5) of the Water Industry Act 1991. Provide safety data sheets where available and continue on a separate sheet if you do not have enough space on the form.

You must declare any the substances included in the *Environment Agency List of Priority or Hazardous Substances* published by the [Market Operator](#).

7.5 Volume of Trade Effluent

Maximum volume to be discharge (m³ per 24 hours)

This is the maximum volume, in cubic meters, of Trade Effluent that's likely to be discharged in any 24-hour period. Include all possible sources of effluent such as rinse waters and any contaminated surface water. The volume stated should reflect your current requirements. This volume is required to assess if the sewers, pumping stations and sewerage treatment works have sufficient capacity to accept the discharge at the volume you require.

Maximum rate of discharge (Litres per second)

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. For pumped discharges, this will relate to the pump discharge rates and settings.

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

Identify by ticking the appropriate box if process is:

Continuous - if the discharge is undertaken all the time the process is undertaken

Batch – the discharge is collected and undertaken at a specific time not necessarily when the process is running

This information is required to help us determine the best sampling methodology.

8. Trade Effluent sampling and monitoring

8.1 Sample Point Location

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

Location:

The sample point must be such that:

- It is easily accessible with safe and unobstructed access at all times. (the sampler must not have to enter a manhole chamber, confined space or be exposed to other hazards)
- It is representative of the Trade Effluent discharged to the public foul sewer.
- The Trade Effluent can be sampled separately from the domestic sewage or surface water

You should describe the point from which samples representing the discharge will be taken in order that the Wholesaler can monitor your effluent and ensure it is taken from the correct point.

8.2 Drainage Plan

A drainage plan must be provided with the application. Failure to supply a suitable draining plan will result in a rejection of your application.

The drainage plans should be an accurate representation of the drainage on site.

Dependent on the complexity of the site drainage, the plans can be a detailed drainage survey or a simple sketch.

The following should be clearly marked on the plan:

- **The location of the sample point**
- **Point of entry into the Sewerage system,**

The plan should be appropriately coloured as follows:

Red – Sewer network **Blue – On-site surface water** **Green – Trade Effluent** **Brown – Domestic sewage**

8.3 Connection to sewer location

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

Provide the street name or other description (e.g. West corner of Potters Field) detailing the point where the Trade Effluent discharge connects into the public foul sewer. This should also be detailed on the plan that you provide.

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

Tick as appropriate to indicate if the discharge is via an existing connection to the foul sewer, or if the connection has yet to be constructed (proposed).

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

- Foul Sewer - A sewer that takes foul sewage or wastewater e.g. toilet.
- Surface Water Sewer - The drainage system that takes rainwater.
- Combined Sewer - A public sewer that takes both foul and surface water
- Direct to a sewerage treatment works – This would be via a private pipeline.

A Trade Effluent connection needs to be made to a public foul or combined sewer. If it is a private pipeline it should be discharged directly into the sewerage treatment works or the public foul sewer.

Speak to your wholesale provider if the connection point is not known.

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

Tick as appropriate to confirm

- Yes – if rainfall does discharge through the Trade Effluent sample point
- No – if no rainfall is discharge through the Trade Effluent sample point

8.6 Surface area drainage

Only complete this section if you have answered Yes to question 8.5

If you answered Yes, provide the relevant figures for:

- Contaminated surface area draining through Trade Effluent sample point in m³
- Non-contaminated surface area draining through Trade Effluent sample point in m³

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

Tick as appropriate to confirm

- Yes – if there is monitoring of the discharge
- No – if there is no monitoring of the discharge

Provide further details

9. Volume measurement details

9.1 Is there a meter which directly measures the trade effluent discharged? (tick as appropriate)

Tick as appropriate to confirm

- Yes – if there is a meter directly measuring the volume of trade effluent discharged
- No – if there is no meter directly measuring the volume of the trade effluent discharged

9.2 If Yes, provide details of any meters associated with the discharge

What does the meter record? (tick as appropriate)

- Trade Effluent – meter that records the volume of Trade Effluent discharged
 - Private Water Supply – meter that records water consumption and is a private supply not provided by the Wholesaler
 - Water Sub-meter – a private meter that records the consumption to a particular process separate from the supply meter
- Identify the option(s) from the list provided that apply to the site (more than one option may apply).

The following information is required to ensure the correct meters are used and the appropriate volumes are calculated

Meter manufacturer and model

This can normally be found on the meter itself, meter instructions or manufacturer's website.

Serial number

This is the reference number stated on the meter which can be used to identify the meter.

It is usually located on the dial face, the meter housing around the face or on a metal or plastic plaque on the meter unit.

Number of digits to provide reading to 1 m³

Enter numbers only (not text) in this field. For a standard meter this will be the number of digits from right to left **before** the decimal point. After the decimal point the numbers and background are shown in a different colour.

Unit of measurement

Tick as appropriate to confirm if reading in Metric m³ or other – specify detail
Most meters record in metric m³. If the method of recording is different this should be identified.

9.3 If No to 9.1 - provide details of how the volume will be assessed

Provide specific details on how the volume discharged will be measured and determined



10. Information relating to Health and Safety

10.1 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

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

PPE stands for Personal Protection Equipment e.g. eyewear, gloves, hard hat.

11. Declaration by the authorised signatory

The form should only be signed and dated by an appropriate person who represents the company making the discharge and applying for the consent.

All the relevant sections must be completed and the application will be rejected if any sections are omitted

Ensure the form is signed, dated with the full name, role in the company or job title, company name, telephone number and email address provided

It is a legal requirement for a signed copy of the Trade Effluent application to be provided. Failure to provide a signed copy may result in the application being rejected.

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. Consent from the Retailer to contact the Non-Household customer

This section must be completed by the Retailer

The default position is that the Wholesaler will contact the NHHC directly with regards to the application.

If this is not the case in this application, indicate the choice of contact.

13. Declaration by the Retailer

This is a declaration that the Retailer believes the information being submitted on behalf of the non-household customer is true and accurate. The form must be signed by an appropriate person representing the retailer.

Ensure the form is signed, dated with the full name, role in the company or job title, company name, telephone number and email address provided

Incomplete applications will not be processed, and may be rejected.

Note that completion of an application form does NOT give permission for the proposed discharge to commence.