Napier City Council
Integrated Trade Waste and Wastewater Bylaw 2022

ADMINISTRATION MANUAL

Napier City Council

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Introduction

Purpose

The purpose of this Administration Manual is to provide material complementary to the Integrated Trade Waste and Wastewater Bylaw 2022 (**the Bylaw**). This Administration Manual brings together those matters which may otherwise be included in the Bylaw, but which are of a technical or administrative nature, or operational matters that are more likely to be amended before the Bylaw is reviewed. These aspects also include guidelines, which are intended for that purpose – to provide guidance only, with respect to matters covered within the Bylaw.

It is intended to simplify the administration of the Bylaw, allow for administrative and technical processes to be kept up to date, and assist in the interpretation, implementation and operation of the Bylaw.

The Administration Manual is a public document, and will be made available on the Council's website alongside the Bylaw. Hard copies of both can be provided on request, and will be available to review at the Council's offices and libraries.

The Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up to date and reflects current practice. Amendments to this document will be authorised either by an Order of Council or the Council's Chief Executive or Officer's delegated authority.

Part A. Requirements Common to all Water Services

A.1 Format of this Administration Manual

There are three Parts and a number of Schedules to this Administration Manual. These follow the format of the Bylaw:

Part A Requirements Common to All Water Services

Part B Trade Waste

Part C Wastewater Drainage

A.2 Applicable Acts, Regulations, Codes and Standards, and Council Codes of Practice, Policies and Plans

The Bylaw is made under the Local Government Act 2002. The following is a non-exhaustive list of other legislation, Regulations, Codes of Practices and Standards, and Council documents that may also be applicable to the matters addressed by the Bylaw.

a) Statutory Acts and Regulations:
   i. Resource Management Act 1991, and relevant National Policy Statements and National Environmental Standards
   ii. Health Act 1956
   iii. Building Act 2004
   iv. Building Regulations 1992 Schedule 1 (New Zealand Building Code)
   v. Fire and Emergency Act 2017
   vi. Health (Drinking Water) Amendment Act 2007
   vii. Hazardous Substances and New Organisms Act 1996
   viii. Health and Safety at Work Act 2015
   ix. Health and Safety in Employment Regulations 1995
   x. Health and Safety at Work (General Risk and Workplace Management)

Regulations 2016

xi. Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016

b) Relevant Codes and Standards

i. Management and Handling of Used Oil HSNOCOP63 (November 2013)

ii. Environmental Guidelines for Discharges from Petroleum Industry Sites in New Zealand, in New Zealand Ministry for the Environment (December 1998)

iii. SNZ PAS 4509:2008 New Zealand Fire Service Firefighting Water Supplies Code of Practice

iv. NZWWA Water Meter Code of Practice 2003

v. Liquid and Hazardous Waste Code of Practice 2012

c) Napier City Council Plans, Codes of Practice, procedures, and guidelines:

i. Napier City Code of Practice for Subdivision and Land Development

ii. Napier City Council District Plan

A.3 Definitions

In this Administration Manual unless the context otherwise requires:

Acceptable Discharge means Wastewater or Trade Waste with Characteristics that comply with the requirements of Permitted Trade Waste as defined in Part B of the Bylaw.

Administration Manual means this Administration Manual.

Approval means approved in writing by the Council, either by resolution of the Council or by an officer of the Council authorised for that purpose or other Person authorised to give such approval on behalf of Council.

Approval Notice means an Approval authorising a Person to Discharge Permitted Trade Waste to the Public Wastewater System.

Authorised Officer means an officer or an agent appointed by the Council and given powers to perform duties and functions under the Bylaw, and includes an enforcement officer warranted and appointed under sections 171 and 177 of the Local Government Act 2002.

BOD5 means the five-day carbonaceous biochemical oxygen demand which is a measure of the strength of Wastewater.

Building means any Building within the meaning of sections 8 and 9 of the Building Act 2004. A Building also includes any mobile or temporary structures with permanent or temporary connections to the Wastewater Services.

Bylaw means the Integrated Trade Waste and Wastewater Bylaw 2022.

Characteristic means any of the physical, biological or chemical characteristics of Trade Waste or Wastewater.

Chemical Oxygen Demand means total Chemical Oxygen Demand as determined by established standard methods of testing,

Cleaner Production is further explained in Clause B.10 below, and means the implementation of operations, methods and processes appropriate to the goal of reducing or

eliminating the quantity and toxicity of wastes. This is required to minimise and manage Discharges to the Public Wastewater System by:

a) using energy and resources efficiently, avoiding or reducing the amount of waste produced;

b) producing environmentally sound products and services; and

c) the application of relevant innovative solutions.

Condensing or **Cooling Water** means any water used in any Trade or industry or commercial process or operation in such a manner that it does not take up matter into solution or suspension.

Conditional Trade Waste means Tankered Waste, Trade Waste Discharged from Mobile Facility and Vendor Operations, and any Trade Waste that, after Pre-treatment, complies with all of the physical and chemical Characteristics in Schedule A of the Administration Manual unless otherwise specified in a Trade Waste Consent, and may have a Discharge volume of more than 5 m^3/day and/or a flow of more than 2 L/s.

Contaminant has the same meaning as defined in section 2 of the Resource Management Act 1991.

Contingency management procedures means those procedures developed and used to avoid, remedy, or mitigate the actual and/or potential adverse effects on the environment and Council infrastructure from an unexpected or unscheduled event resulting in Discharge, or potential Discharge of Contaminants of concern onto land or into the Public Stormwater Network and Wastewater System or into receiving water bodies such as wetlands, streams, estuaries and the ocean.

Consent holder means an Operator who has obtained a Trade Waste Consent to Discharge from specified Premises to the Public Wastewater System, and includes any Person who does any act on behalf or with the express or implied consent of the consent holder (whether for reward or not) and any licensee of the consent holder.

Contaminant has the same meaning as defined in section 2 of the Resource Management Act 1991.

Controlled Trade Waste means Trade Waste that, after Pre-treatment, complies with all of the physical and chemical Characteristics in Schedule A of the Administration Manual, and has a Discharge volume of less than 5 m^3/day and a flow of less than 2 L/s.

Council means Napier City Council and includes any Person or Committee acting under authority duly delegated by the Napier City Council.

Customer means a Person occupying domestic Premises connected to Public Wastewater System and includes, where appropriate, employees and agents. If the Building or land is not occupied, or is subject to a residential tenancy, means the Owner.

Discharge has the same meaning as defined in section 2 of the Resource Management Act 1991.

Disconnection means the physical cutting and/or sealing of any of the Council's water services, utilities, drains or sewers against use by any Person for the purposes of disconnecting of Premises from the Public Wastewater System.

Domestic Wastewater means water or other liquid from domestic Premises, including waste matter in solution or suspension, Discharged from Premises used solely for residential purposes, and including water or other liquid drained from domestic swimming and spa pools.

Environmental Management Plan means a plan for a Premises to support the effectiveness of the Public Wastewater System by making provision for matters including, but not limited to, cleaner production, waste minimisation, Pre-treatment, managing, monitoring and recording Trade Waste Discharges, contingency management procedures, pollution prevention and site Stormwater management.

Food Premises means premises from which a food business (as defined in section 10 of the Food Act 2014) operates.

Hazardous Substance has the same meaning as that term is defined in section 2 of the Hazardous Substances and New Organisms Act 1996.

Household Equivalent means any Wastewater generated by a Premises that would otherwise be generated from a domestic Premises (e.g. toilets, sinks, staff kitchen and facilities) and which is not a direct consequence of commercial or industrial operations.

Mass limit means the total mass of any characteristic that may be Discharged to the Council's Wastewater system over any stated period from any single point of Discharge or collectively from several Points of Discharge.

Maximum Concentration means the instantaneous peak concentration that may be Discharged at any instant time.

Meter means a Council owned meter which measures and records the flow and/or volume of Wastewater.

Mobile Facility and Vendor Operations includes a vehicle, trailer, or caravan that may be used for food preparation and sale and a range of mobile activities such as commercial cleaning where liquid wastes are containerised and transported to Points of Discharge in the Public Wastewater System.

Code of Practice for Subdivision and Land Development means Council's current Code of Practice for Subdivision and Land Development which details the engineering standards required for land development which is reviewed and amended from time to time.

Nuisance has the same meaning as section 29 of the Health Act 1956, and includes a Person, thing, or circumstance causing distress or annoyance or unreasonable interference.

Operator means the Person occupying Trade Premises connected to Public Wastewater System and includes, where appropriate, employees and agents.

Owner means any Person who owns any Building or land connected to the Public Wastewater System.

Permitted Trade Waste means Trade Waste that meets the physical and chemical Characteristics as defined in Schedule A of the Administration Manual without Pre-treatment and has a Discharge volume of less than 5 m3/day and a flow of less than 2 L/s.

Person includes the Crown, a corporation sole and also a body of Persons whether corporate or otherwise.

Point of Discharge is the boundary between the Public Wastewater System and a Private

Drain, as further defined in Clause C.2 and Schedule D of this Administration Manual or in a Trade Waste Consent.

Premises means either:

a) A property or allotment which is held under a separate record of title or for which a separate record of title may be issued and in respect to which a building consent has been or may be issued; or

b) A Building or part of a Building that has been defined as an individual unit by a cross lease unit title or company lease and for which a record of title is available; or

c) Land held in public ownership (e.g. reserve) for a particular purpose; or

d) Individual units in Buildings which are separately leased or separately occupied.

Pre-treatment means any processing of Wastewater or Stormwater designed to reduce or vary any Characteristics before Discharge to the Public Wastewater System.

Private Drain means that section of drain between a Premises and a Point of Discharge through which Wastewater is conveyed from the Premises.

Prohibited Trade Waste means Trade Waste that has, or is likely to have, any of the physical and chemical characteristics as set out in Schedule B of this Administration Manual.

Public Stormwater Network means any component of the Stormwater network vested in, or under the control of, the Council, whether or not any part of the network passes through private land.

Public Wastewater System means the system for collection, treatment and disposal of Wastewater and Trade Waste, including all sewers, pumping stations, and storage tanks, the wastewater treatment plant, outfalls, and other related structures operated by the Council and used for the reception, treatment and disposal of Wastewater and Trade Waste. The Public Wastewater System does not extend beyond the Point of Discharge.

Record of Title means a certificate registering the freehold ownership of land available to any owner(s) under the Land Transfer Act 1952.

Separated Trade Waste Network means the sewer network used exclusively for Trade Waste that contains no human sewage.

Stormwater means surface water run-off resulting from rainfall.

Stormwater Drain means any passage, channel or pipe on, over or under the ground by which Stormwater is conveyed.

Tankered Waste means any water or other liquid, including waste matter in solution or suspension, which is conveyed by vehicle for disposal into the Public Wastewater System or the Separated Trade Waste Network, but excludes Domestic Wastewater Discharged directly from house buses, camper vans, caravans, buses and similar vehicles and Discharges from Mobile Facility and Vendor Operations.

Te Whanganui a Orotū means the Ahuriri Estuary.

Trade Premises means:

a) any Premises used or intended to be used for any industrial or commercial purposes; or
b) any Premises used or intended to be used for the storage, transfer, treatment, or disposal of waste materials or for other waste management purposes, or used for composting organic materials; or
c) any other Premises from which a Contaminant is Discharged in connection with any industrial or commercial process; or
d) any other Premises discharging waste material other than Domestic Wastewater, and includes any land or Premises wholly or mainly used for agricultural or horticultural purposes.

Trade Waste means any Wastewater that is not Domestic Wastewater, and is generated by commercial or industrial activities, and does not include Wastewater generated by churches, marae, or Household Equivalent Discharges.

Trade Waste Charging Model means the methodology developed by the Council that is designed to be a true user pays mechanism for Operators Discharging to the Public Wastewater System, as further described in Schedule C of this Administration Manual.

Trade Waste Consent means a consent given by the Council in writing authorising an Operator to Discharge Trade Waste to the Public Wastewater System.

Unit Title or State Title means a Record of Title or computer unit title register issued for a stratum estate in freehold or a stratum estate in leasehold (as the case may be) in respect of a unit or units in accordance with the Unit Titles Act 2010.

Waahi tapu means places sacred to Māori in the traditional, spiritual, religious, ritual or mythological sense and are outlined in the District Plan.

Wastewater means any water with matter in solution or suspension, Domestic Wastewater, or liquid Trade Waste that Discharges to the Public Wastewater System, and includes Tankered Waste.

Water Main means a pipe or conduit that conveys Potable Water.

Working day has the same meaning as in section 5 of the Local Government Act 2002, and excludes Matariki.

Part B. Trade Waste

These provisions supplement those in Part A “Requirements Common to all Water Services” (of this Administration Manual and the Bylaw) and Part B “Trade Waste” of the Bylaw.

B.1 Administrative Procedures

B.1.1 Procedures for applying to Discharge Trade Waste to Public Wastewater System

1.1.1 Every Operator who Discharges, or is likely to Discharge, Trade Waste or Tankered Waste or Mobile Facilities and Vendor’s Operational wastes is required to register using the prescribed Trade Waste Registration Forms (available via the Council’s website) for a Trade Waste Approval Notice or Consent.

1.1.2 Council will use the information in the Registration Form and any further

relevant information to classify the Trade Waste. The Operator will be informed of the classification and may be required to submit an Environmental Management Plan and/or more information to complete the application.

1.1.3 The Council may require an Operator to make a new application for an Approval Notice or Trade Waste Consent where there is a change in the use of Premises and/or the nature of the associated Trade Waste Discharge.

1.1.4 All Trade Waste Approval Notice and Consent applications will be processed by the Council within 20 Working Days of the application satisfying all relevant information requirements. This timeframe may be extended if a request for further information is made, in accordance with Section B.1.3 of the Administration Manual.

1.1.5 The Council will consider all applications and may either:

a) Decline the application in writing and set out the reasons for that decision; or

b) Approve the application and inform the applicant of the type of Discharge Approved, and any obligations and conditions that must be complied with as part of the Approval Notice or Trade Waste Consent.

B.1.2 Registration and administration fees

1.2.1 There is no charge to register a Trade Waste Discharge.

1.2.2 If a Trade Waste Consent is required, an administration fee will be charged for each application in accordance with the Fees and Charges on the Council website.

1.2.3 Additional costs such as those associated with sampling or testing, or additional input required by the Council to inform a decision regarding any application, will be recovered in accordance with the Fees and Charges on the Council website.

1.2.4 Upon the Council's final decision regarding any application under the Bylaw, payment must be made to Council by the applicant within the time period specified by the Council.

1.2.5 Upon confirmation of the invoice being paid, an Approval Notice or Trade Waste Consent will be issued.

1.2.6 If payment is not made within the time specified in the invoice, the application may be declined.

B.1.3 Supporting Information and Site Inspections

1.3.1 All registrations must comply with the information requirements listed in Section B.4.2 and be made using the appropriate registration form.

1.3.2 Where insufficient information has been provided in the application the Council reserves the right to request further information. The processing of an application will be placed on hold until the requested information has been provided to the satisfaction of the Council. Applicants must provide any further information within the specified timeframe, and, if an extension of this timeframe is required, must request this in writing. Approval of any extension is at the discretion of the Council.

1.3.3 All applications will be assessed against the consideration criteria outlined in Section B.4.3.

1.3.4 The Council may require access to Premises for the purpose of conducting a site inspection and sampling to further inform their decision regarding any application to Discharge Trade Waste. In the event that such access is requested, it must be provided in such a way that the Council may safely access the Premises and can conduct their inspection without any hindrance.

B.1.4 Issuing of final Approval Notices or Discharge Consents

1.4.1 Approval Notices and Trade Waste Consents will be issued in the name of the Operator and in relation to specific Premises and process.

B.1.5 Conditions of Consent

1.5.1 Approval Notices and Trade Waste Consents will be issued with general conditions (as described in Section B.4.5).

1.5.2 Approval Notices and Trade Waste Consents may be issued with additional conditions designed to manage the risks associated with a specific Discharge.

B.1.6 Period of Approval Notice or Trade Waste Consent and Reviews

1.6.1 Approval Notices and Trade Waste Consents are subject to review at the discretion of the Council, as described in Clause B.6.8 of the Bylaw.

1.6.2 Trade Waste Consents will be issued for a maximum term of up to five years, after which time they will lapse.

1.6.3 If the Discharge continues beyond the Approved term, the Operator is required to apply for a new Approval Notice or Trade Waste Consent no later than eight (8) weeks before the expiry of the existing Trade Waste Consent.

B.2 Fees and Charges

B.2.1 Prescribed Charges

2.1.1 Fees and Charges are as set out on the Napier City Council website.

2.1.2 The methodology used to calculate the Trade Waste Charges is in Schedule C.

2.1.3 These Fees and Charges may include the following:

a) administration and inspection fees;

b) sampling and testing fees; and

c) unit charges based on a ‘User pays ’ approach, using a ‘cost to treat’ calculation using the Trade Waste Charging Model for Trade Waste Consents.

B.3 Approval Notices

B.3.1 Consideration Criteria for Approval Notice Applications

3.1.1 [To be added at a later stage]

B.3.2 Site Inspections

3.2.1 [To be added at a later stage]

B.3.3 Duration of Approval Notices

3.3.1 A Permitted Trade Waste Discharge authorised by an Approval Notice is able to be Discharged indefinitely unless:

a) the quantity and nature of the Discharge changes or is likely to change significantly to such an extent that it becomes a Conditional, Controlled, or Prohibited Discharge; or

b) the Council changes the Trade Waste management procedures or the Characteristics of the Trade Waste by any amendment to, or replacement of, the Bylaw or Administration Manual such that the Discharge becomes a Conditional, Controlled, or Prohibited Discharge; or

c) cancellation of the Approval Notice is necessary, in the Council’s opinion, to meet the requirement(s) of any new or amended resource consent granted to the Council or any other legal requirements imposed on the Council;

in which case the Council may require the Approval Notice holder to apply for an appropriate Trade Waste Consent or cease the Discharge of Trade Waste from the Premises.

3.3.2 The Council will give at least 20 Working Days' written notice prior to any proposed relevant amendments to Schedule A of the Administration Manual.

3.3.3 In the event that an Approval Notice is terminated in accordance with Clause 3.3.1 above the Approval Notice holder must apply for a Trade Waste Consent within 20 Working Days of the Approval Notice being terminated, or cease Discharging the Trade Waste. If the Trade Waste Consent is not granted, then the Discharge must cease.

B.4 Trade Waste Consents

B.4.1 Application for a Trade Waste Consent

4.1.1 All Operators discharging Trade Waste into the Public Wastewater Network which are classified as Controlled or Conditional must obtain a Trade Waste Consent.

4.1.2 If the Council classifies the Trade Waste as Controlled or Conditional, the Operator will be informed in writing and an Environmental Management Plan will be requested as well as any more information and/or sampling required to complete the Consent application.

4.1.3 The Council will acknowledge all complete applications for a Trade Waste Consent in writing within five (5) Working Days of receipt.

4.1.4 Once complete, the application will be assessed against the criteria listed in B.4.3.

B.4.2 Information Requirements for Trade Waste Consent Applications

4.2.1 For the assessment of any Trade Waste Consent application, the Council may:

a) Require the applicant to submit any additional information which it considers necessary for the purpose of considering the application;

b) Require the applicant to submit an Environmental Management Plan to the satisfaction of the Council as set out in Clause B.8 of this Administration Manual; and

c) Have the Discharge from the Operator's Premises sampled, tested or monitored at the Operator's cost.

4.2.2 The applicant must ensure that the application and every other document conveying required information is properly executed and contains information that is correct and accurate.

B.4.3 Consideration Criteria for Consent Applications

4.3.1 The Council is not required to issue a Trade Waste Consent until it receives any charge or fee fixed by it in relation to the application.

4.3.2 In considering any application for a Trade Waste Consent the Council will consider the following matters (as relevant):

a) the quality, volume, and rate of Discharge;

b) the impact of the Discharge on the health and safety of Council staff, its agents and the public;

c) the limits and/or maximum values for Characteristics of Trade Waste as specified in Schedule A of this Administration Manual;

d) the extent to which the Trade Waste may react with other Trade Waste or Wastewater to produce an undesirable effect, e.g. settlement of solids, production of odours, accelerated corrosion and deterioration of the Public Wastewater System;

e) the degree to which the Discharge is capable of being treated in the Council's Wastewater treatment plant;
f) the flows and velocities in the Public Wastewater System, and the materials of construction of all components of the Public Wastewater System;
g) the capacity of the Public Wastewater System;
h) the timing and balancing of Trade Waste flows into the Public Wastewater System.
i) any statutory requirements including any Hawke's Bay Regional Council resource consents relating to the Discharge of Wastewater to receiving waters, and any Discharge to air;
j) the effect of the Discharge on the ultimate receiving environment;
k) the possibility of unscheduled, unexpected or accidental Trade Waste related events and the degree of risk these could cause to humans, the Public Wastewater System, the Public Stormwater Network or the receiving environment;
l) consideration of other existing or future Discharges from other Premises.
m) the amenability of the Trade Waste to Pre-treatment;
n) requirements to control and isolate Stormwater;
o) Cleaner Production techniques;
p) any Environmental Management Plan;
q) Tankered and Mobile Facilities or Vendor's Operation waste being Discharged at an approved location/s;
r) any relevant requirements in the Napier City Council Code of Practice for Subdivision and Land Development.

B.4.4 Decision on Application

4.4.1 The Council must determine an application for an Approval Notice or Trade Waste Consent and issue its decision to either:

a) Grant an Approval Notice or Trade Waste Consent;
b) Decline the application where the Trade Waste is Prohibited Trade Waste; or
c) Otherwise decline the application and provide reasons for refusal, which may include, but are not limited to:
    i. the applicant has failed to provide adequate information to support the application;
    ii. the Characteristics of the Trade Waste Discharge fail to meet the maximum allowable values as determined in accordance with the Trade Waste Charging Model or Schedule A of this Administration Manual;
    iii. the applicant has supplied data that is inconsistent with measured values obtained by the Council;
    iv. there is likely to be Stormwater egress from the Trade Premises into the Public Wastewater System; or
    v. the applicant has a demonstrated history of poor performance in relation to matters regulated by the Bylaw. Discharge

B.4.5 Conditions of Trade Waste Consents

4.5.1 A Trade Waste Consent may be granted subject to such conditions that the Council deems appropriate, including but not limited to, conditions relating to the following matters, which must be complied with at the Operator's expense:

a) the mass, volume, pH, temperature and concentration limits for any

constituent or Characteristic as set out in clause B.4.6 of this Administration Manual;

b) the rate of Discharge of any constituent or Characteristic;

c) the part of the Public Wastewater System to which the Discharge will be made;

d) the separation of Trade Waste from Domestic Wastewater up to the Point of Discharge;

e) the maximum daily volume of the Discharge and the maximum rate of Discharge, and the duration of maximum rate of Discharge;

f) the maximum limit or permissible range of any specified Characteristics of the Discharge, including concentrations and/or mass limits;

g) the period or periods of the day during which the Discharge, or a particular concentration, or volume of Discharge may be made;

h) the degree of acidity, or alkalinity of the Discharge at the time of Discharge measured as titratable alkalinity, titratable acidity and as pH.

i) the temperature of the Trade Waste at the time of Discharge, with potential additional limitations on trade waste which contains sulphur compounds;

j) the provision of Pre-treatment works to control Characteristics to the consented levels (examples listed in Clause B.9 of this Administration Manual);

k) the provision of Pre-treatment works to prevent Trade Waste containing Culturally Offensive Characteristics from entering the Public Wastewater System;

l) consideration of point source separation of contaminants/waste streams on site to allow potential reuse and recycling of material;

m) the provision and maintenance of inspection chambers, manholes or other apparatus or devices to provide safe and reasonable access to drains for sampling and inspection;

n) the provision and maintenance of a sampling and analysis programme, and flow measurement requirements;

o) a prescribed sampling and monitoring programme to be carried out by the Operator. Clause **Error! Reference source not found.**B.8.2 of this Administration Manual sets out Council's provisions for sampling and monitoring.

p) the method or methods to be used for measuring flow rates and/or volume and taking samples of the Discharge for use in determining compliance with the Trade Waste Consent and for determining the amount of any Trade Waste charges applicable to that Discharge;

q) the provision and maintenance of such meters or devices as may be required to measure the volume or flow rate of any Trade Waste being Discharged from the Premises, and for the calibration of such meters;

r) the provision and maintenance of such services (including electricity, water or compressed air), which may be required to operate meters and similar devices, including safe sampling points of access;

s) at times specified, the provision in a Council-approved format of all flow and/or volume records and results of analyses;

t) risk assessment of damage to the receiving environment due to an accidental Discharge of a chemical or other Contaminant;

u) the provision and implementation of an Environmental Management Plan which may be audited by the Council on an annual basis or following any incident involving Trade Waste;

v) Cleaner Production as set out in an Environmental Management Plan.

Clause B.10 of this Administration Manual provides guidance on Cleaner Production;

w) remote monitoring and/or control of Discharges;

x) third party treatment, carriage, Discharge or disposal of by-products of Pre-treatment of Trade Waste (including Sewage Sludge and biosolids disposal and reuse);

y) the amount, if any, of Cooling or Condensing Water or Stormwater which cannot practically be separated from Trade Wastes, that may be included in the Discharge;

z) the cessation of a Consent to Discharge putrescible wastes to the Public Wastewater System when the Council has provided or arranged an alternative commercial collection and disposal system; and

aa) The Point of Discharge.

B.4.6 Mass Limits

4.6.1 Limits on the mass, volume, concentration, pH or temperature may be imposed on the Trade Waste Discharger for any constituent.

4.6.2 Any Characteristic permitted by mass limit will also have its maximum concentration limited to the value in Schedule A of the Administration Manual.

4.6.3 When setting mass, volume and concentration limit restrictions for a particular constituent in a Trade Waste Consent the Council will consider:

a) conditions in the Public Wastewater System near the e Point of Discharge and elsewhere in the Public Wastewater System;

b) the operational requirements of and risk to the Public Wastewater System, and risks to occupational health and safety, public health, and the ultimate receiving environment;

c) the extent to which the available industrial capacity for the constituent was met during the Council's preceding financial year, and the expected levels of the constituent for the forthcoming financial year;

d) whether or not the applicant uses Cleaner Production within a period satisfactory to the Council;

e) whether or not there is any net benefit to be gained by the increase of one Characteristic concurrently with the decrease of another to justify any increased application for Public Wastewater System capacity;

f) any requirements of the Council to meet resource consent conditions or regional plan rules;

g) Any requirements of the Council to reduce the pollutant Discharge of the Public Wastewater System;

h) how great a proportion the mass flow of a Characteristic of the Discharge will be of the total mass flow of that Characteristic in the Public Wastewater System;

i) the total mass of the Characteristic allowable in the Public Wastewater System, and the proportion (if any) to be reserved for future allocations;

j) if there is an interaction with other constituents which increases or decreases the effect of their Characteristic on the Public Wastewater System including reticulation, treatment process, or receiving water (or land); and

k) The capacity for flow and contaminant loadings Discharged on a daily and monthly basis allocated by the Trade Waste Charging Model.

B.4.7 Review of Trade Waste Consent

4.7.1 The Council may, at any time during the term of a Trade Waste Consent, by

written notice to the Consent Holder review the Trade Waste Consent.

4.7.2 The reasons for a review may include:

a) The level of compliance, including any accidents, spills or process mishaps;
b) Matters pertaining to the Council's resource consent(s) for the Public Wastewater System;
c) Matters pertaining to the Council's environmental policies and outcomes;
d) New control and treatment technologies and processes;
e) Matters pertaining to the Council's legal obligations; or
f) Any other matter that the Council considers to be relevant.

4.7.3 After conducting a review and considering the matters in this Administration Manual, the Council may vary any condition of a Trade Waste Consent:

a) following a review of the performance of Pre-treatment devices or processes;
b) to meet the conditions of any new or existing resource consent imposed on the Discharge from the Public Wastewater System;
c) to comply with any other legal requirements that must be met by the Council;
d) to increase control over the Trade Waste Discharge; or
e) for any other reason that the Council considers to be relevant.

4.7.4 The Council will provide written notice of the proposed variation to the Consent Holder and specify the time by which the Consent Holder must comply with the varied conditions.

4.7.5 The Consent Holder may respond to the written notice of the proposed variation within 20 Working Days of receiving the notice. The Council must consider any written response from the Consent Holder against the provisions of this Bylaw.

4.7.6 A Consent Holder may, by written application to the Council, seek to vary any condition of a Trade Waste Consent at any time during the term of the Trade Waste Consent.

B.4.8 Duration of Trade Waste Consent

4.8.1 Trade Waste Consents remain in force until they expire at the end of the term prescribed in the Trade Waste Consent, generally being a term of no more than two (2) years. However, a Trade Waste Consent may be granted for a term not exceeding five (5) years where a Consent Holder, at the time of the application, satisfies the Council that:

a) The nature of the activity at the Trade Premises, or the process design and/or management of the Premises are such that the Operator has a demonstrated ability to meet the conditions of the Trade Waste Consent during its term;
b) Cleaner Production techniques are successfully being utilised, or a responsible investment in Cleaner Production equipment or techniques is being made;
c) Significant investment in Pre-treatment facilities has been made, such that a longer period of certainty for the amortisation of this investment is considered reasonable; or
d) The Operator has a demonstrated history of compliance with its Trade Waste Consent, and any other relevant approvals (including resource consents) for its operation.

B.4.9 Renewal of Trade Waste Consent

4.9.1 A Consent Holder may apply to renew a Trade Waste Consent by submitting the Trade Waste Consent Renewal Form available on the Napier City Council website.

4.9.2 An application to renew a Trade Waste Consent must be lodged with the Council no later than eight (8) weeks before the expiry of the existing Trade Waste Consent.

4.9.3 Where an application to renew a Trade Waste Consent has been received, the Consent Holder may continue to Discharge Trade Waste in accordance with the conditions of the existing Trade Waste Consent until:

a) The Council issues a renewed Trade Waste Consent; or

b) The Council declines to issue a renewed Trade Waste Consent.

4.9.4 The renewal of a Trade Waste Consent will not be unreasonably withheld.

4.9.5 Where an application to renew a Trade Waste Consent has not been received the Council may require the Consent Holder to cease discharging Trade Waste at the expiry of their existing Trade Waste Consent until any new Trade Waste Consent is issued.

B.4.10 Suspension or Cancellation of Trade Waste Consent

4.10.1 The Council may suspend or cancel any Trade Waste Consent at any time following not less than 20 Working Days' Notice, to the Consent Holder where:

a) in the opinion of an Authorised Officer, the Consent Holder has:

i. failed to comply with any condition of the Trade Waste Consent;

ii. failed to maintain effective control over the Trade Waste Discharge from the Premises;

iii. failed to provide or update an Environmental Management Plan as required;

iv. failed to adhere to an Environmental Management Plan;

v. failed to pay any fees or charges under the Bylaw;

vi. Discharged or allowed the Discharge of any Prohibited Trade Waste; or

vii. failed to comply with the Bylaw in any other respect;

b) following a review of the technical issues considered when setting conditions of consent;

c) due to new information becoming available;

d) to meet the requirement of any new or existing resource consent imposed on the Discharge from the Public Wastewater System;

e) to meet any other legal requirements imposed on the Council; or

f) if any other circumstances arise which, in the opinion of the Council, render it necessary in the public interest to cancel the Trade Waste Consent.

4.10.2 If any process changes require more than 20 Working Days, reasonable time may be given for the Operator to make the necessary changes or cease the Discharge.

4.10.3 The Council may suspend or cancel any Trade Waste Consent to Discharge at any time where in the opinion of an Authorised Officer:

a) any breach of a resource consent imposed on the Discharge from the Public Wastewater Network has arisen from (whether wholly or partly) the Trade Waste Discharge from a particular Premises; and/or

b) any act or omission of the Consent Holder is, or is likely to:

i. Adversely affect the safety of the Public Wastewater System;

ii. Damage any part of the Public Wastewater System;

iii. Adversely affect the health or safety of any Person;
iv. Adversely affect the environment;

c) the Consent Holder has Discharged or allowed the Discharge of any Prohibited Trade Waste;
d) to meet any other legal requirements imposed on the Council; or
e) if any other circumstances arise that render it necessary in the public interest to immediately cancel the Trade Waste Consent.

B.4.11 Transfer and Termination of Consent

4.11.1 Refer to Clauses B.6.24to B.6.30 of the Bylaw.

B.5 Tankered Waste

B.5.1 Testing and Discharge of Tankered Waste

5.1.1 Tankered Waste may be randomly tested, from time to time and at the Council's discretion, to determine the Characteristics. The cost of any random tests must be borne by the Consent Holder.

5.1.2 From **1 July 2023** all Tankered Waste Operators must be code-compliant with the Liquid and Hazardous Wastes Code of Practice and hold a Trade Waste Consent in order to:

a) pick up;
b) transport; and/or
c) dispose of;

Trade Waste within the District

5.1.3 Tankered Waste Trade Waste Application Forms are available on the Council website.

5.1.4 When giving the Council notice of a planned load of Tankered Waste in accordance with Clause B.7.12.e. of the Bylaw, the following information should be supplied where possible:

a) a description of the type of waste;
b) the name of Discharger and location, and Discharger Trade Waste Consent number (if known);
c) the source, date and time of planned collection;
d) the volume of waste to be collected; and
e) the identification number and vehicle registration number.

B.6 Mobile Facilities and Vendor's Operations

B.6.1 Trade Waste Consents for Mobile Facilities and Vendor's Operations

6.1.1 Mobile Facilities and Vendor's Operations run by the same Operator as a Trade Premises only require one application, with the different operations of the business clearly indicated and detailed in the application. If both operations are classed as Permitted, one Approval Notice will be issued. If both operations are classed as Controlled or Conditional, one Trade Waste Consent will be issued. Any changes to operations must be submitted to Council with an updated Environmental Management Plan.

6.1.2 Mobile Facilities and Vendor's Operations that run independently must submit a completed Trade Waste Registration Form and will be assessed as appropriate.

6.1.3 Approved Discharge locations will be stipulated in the Trade Waste Consent. Trade Waste must not be Discharged into the Public Wastewater Network anywhere else unless Approved.

B.7 Discharges with High Fat, Oil and Grease

B.7.1 Passive Grease Traps

7.1.1 Where Trade Waste includes, or is likely to include, fats, grease or oils in excess of 100 grams per 1000 litres each day, or is from a Food Premises where any fats, grease or oils could be present in the Trade Waste Discharge, grease traps must be installed.

7.1.2 Operators must use and maintain the grease traps to a standard that complies with the Discharge limits for fats, oil and grease as set out in Schedule A of this Administration Manual.

7.1.3 Grease traps must be sized:

a) to have a functional capacity of no less than 500 litres and a minimum of 2 hours retention at peak water flow;

b) according to the greatest volume produced by the Premises;

c) appropriately when shared between multiple Operators. Grease traps, such as those operated by a body corporate or food court, must be sized appropriate to the total inputs. This must be no less than a functional capacity of 500 litres and a minimum of 2 hours retention at peak water flow for each connected Premises.

d) a Consent Holder whose Premises has existing grease traps with a functional capacity of less than 500 litres and a minimum of 2 hours retention at peak water flow must apply for and be granted a Trade Waste Consent with conditions unless they can demonstrate compliance with the physical and chemical Characteristics in Schedule A to the Council's satisfaction.

7.1.4 Mechanical grease taps may be Approved for use in place of an underground, passive grease trap.

7.1.5 Grease traps must be serviced and maintained as per the relevant manufacturer's instructions:

a) at least once every six months or more frequently as specified in consent conditions;

b) at a frequency to ensure compliance with Schedule A of the Administration Manual;

c) at a frequency that the fat/oil grease layer does not exceed 20% of the depth or volume of the trap;

d) at a frequency which may be determined through a visual inspection and/or sample testing from the device outlet by Council;

e) scheduled for a time that minimises the risk to public health and safety and prevents a public Nuisance; and

f) by an approved liquid waste operator who is in possession of a Trade Waste Consent and is certified and registered with WasteTRACK.

7.1.6 Satisfactory records of grease trap servicing and cleaning must be retained and submitted to the Council for inspection annually.

7.1.7 After three (3) tests with Fat, Oil and Grease levels which do not meet criteria in Schedule A, the Premises may be instructed to upgrade their system by Council through a review of the Trade Waste Consent.

B.7.2 Oil and Grit Interceptors

7.2.1 Where Trade Waste includes hydrocarbons, automobile oil and silts, the Trade Premises will require an, oil and water, and/or oil and grit interceptor.

7.2.2 All oil/grit interceptors must be maintained in an operable condition in accordance with the following criteria:

a) all interceptors must be serviced at a frequency to ensure compliance with Schedule A of this Administration Manual;

b) to comply with Trade Waste Discharge parameters, servicing schedules must maintain operational efficiency of the trap. Scheduled servicing should be undertaken at a time that minimises the risk to health and safety and avoids Nuisance;

c) all servicing must be conducted by a WasteTRACK certified liquid waste operator who is in possession of a Trade Waste Consent should the Discharge be to a Council facility;

d) the Operator must retain satisfactory records of servicing of oil/grit interceptors and submit these to the Council for inspection annually; and

e) oil and grit interceptors for wash-down bays must be roofed or installed with a first flush system.

7.2.3 In addition to the requirements of Clause B.7.4 of the Bylaw all oil/grit separators must be regularly serviced and maintained to ensure the sediment layer in any trap does not exceed 20% of the depth of the volume of the trap.

7.2.4 Oil water separators must be inspected weekly and as soon as practical after any spillage occurs on the Premises. These devices should be serviced if there is any significant oily material (more than 3mm) or sediment (more than 150mm) in the device.

B.7.3 Commercial and Other Food Premises

7.3.1 Refuse or garbage grinders and macerators must not be used to dispose of solid waste from Food Premises to the Public Wastewater System unless Approved.

7.3.2 The Council may require a permanent sink screen to be fitted to any sink (except hand washing basins) in a Food Premises to minimise the risk of food waste entering the grease interceptor or the Public Wastewater System.

B.8 Environmental Management Plans

B.8.1 Contents of Environmental Management Plans

8.1.1 The Council may require an Environmental Management Plan to be provided by the Operator. This must include but not be limited to:

a) a description of the operations and raw materials producing each Trade Waste stream;

b) hours per day, days per week and seasonality of processing and Discharges;

c) a description of Pre-treatment devices, their operation and maintenance;

d) expected Characteristics of the Trade Waste Discharge;

e) methods and procedures for monitoring of Trade Waste;

f) monitoring and control of Trade Waste flow;

g) methods to ensure compliance with the conditions of the Trade Waste Consent;

h) a description of maintenance procedures in place and any further proposed in respect to the operation producing the Trade Waste;

i) full drainage plans of the Premises;

j) domestic wastewater and how it will be separated from Trade Waste streams;

k) a list of Hazardous Substances stored on the Premises with steps outlined to prevent their entry into the Public Wastewater System and the Public Stormwater Network;

l) site water sources and uses;

m) site Stormwater receiving environments;

n) identify and manage risks to the Public Wastewater System, the Public

Stormwater Network and/or the environment;

o) processes, procedures, housekeeping and staff/contractor training;

p) Cleaner Production initiatives and planned system upgrades;

q) contingency management procedures.

8.1.2 Environmental Management Plans must follow the guide provided on the Council's website and contain all information required to satisfy the application requirements.

8.1.3 The Council must approve all Environmental Management Plans and may audit them.

8.1.4 A separate Trade Waste Management Plan may be submitted if an Environmental Management Plan already exists for the site if approval is obtained from Council.

B.8.2 Sampling and Monitoring of Trade Waste

8.2.1 The Council may require sampling, testing and monitoring to be undertaken to determine if a Discharge:

a) complies with the provisions of the Bylaw;

b) is to be classified as Permitted, Controlled, Conditional, or Prohibited; or

c) to calculate monthly trade waste charges using the Trade Waste Charging Model.

8.2.2 The taking, preservation, transportation, and analysis of the sample must be undertaken by an Authorised Officer, or the Operator, in accordance with accepted industry standard methods, or as otherwise Approved.

8.2.3 Sampling point configuration and other requirements are as provided in Council's Land Development and Subdivision Code of Practice and the Building Regulations 1992 Schedule 1 (New Zealand Building Code).

8.2.4 The Operator is responsible for all reasonable costs.

B.9 Trade Waste Pre-treatment

B.9.1 Pre-treatment Requirements and Guidelines

9.1.1 A number of these other categories will include for conditional Consent Discharges where that Discharge is greater than 5,000 L/day and/or exceeds the permitted Discharge criteria in Schedule A of this Administration Manual.

Table 1 - Trade Waste Discharges – Risks to the Public Wastewater System and Pre-treatment Requirements and Guidelines

Type of business activity	Risk to the waste water network	Pre-treatment required
Food premises	• FOG can clog the sewer network • Risk to the Wastewater treatment plant – toxic waste and waste with a high nutrient load is more difficult to treat and requires additional aeration • Emerging contaminants in cleaning chemicals pose a risk to the receiving environment and biosolids	• Grease trap • Sink screens
Dentists	• Amalgam from fillings contaminate the biosolids and should be recycled	• Amalgam trap
Hairdressers	• Hair can tangle around pumps in the pump station and assist in causing sewer blockages that can lead to sewer overflows	• Sink screens

Medical Facilities	• Risk to the Wastewater treatment plant – toxic waste is more difficult to treat and requires additional aeration • Emerging contaminants in cleaning chemicals pose a risk to the receiving environment and biosolids	• Sink screens and plaster arrestors
Car/truck washes	• Hydrocarbons/grit • High water users can cause capacity issues in the Public Wastewater System, particularly during wet weather • Emerging contaminants in cleaning chemical pose a risk to the receiving environment and contaminate the biosolids • Solvents and used oil pose a risk to the Public Wastewater System if not stored correctly and requires to be collected for recycling purposes	• Oil/grit Interceptor
Automotive/mechanical	• Hydrocarbons, oil and other solvents • Solvents and used oil pose a risk to the Public Wastewater System if not stored correctly and requires to be collected for recycling purposes	• Oil / water interceptors
Laundries	• High water users can cause capacity issues in the Public Wastewater System, particularly during wet weather • Emerging contaminants, i.e. surfactants in washing powder and microfibres from fabrics pose a risk to the receiving environment and contaminate the biosolids	• Lint screens
Septic tank waste	• Toxic waste can have a detrimental impact on the microbes that break down the waste in the wastewater treatment plant. •	• Management of septic tanks
Funeral Homes	• Wastewater from embalming process can be tapu and must be disposed of in alignment with cultural values of local Iwi	• Rakahore channel • Education • Cleaner Production Initiatives
Laboratories	• Risk to the wastewater treatment plant – toxic waste is more difficult to treat and requires additional aeration • Emerging contaminants in chemicals pose a risk to the receiving environment and biosolids	• Disposal of toxic substances by other means (not into the Public Wastewater System) • Proper management of mixing of substances when disposing
Hotels	• High instances of inappropriate substances being flushed into toilets. High loading on system which must be accounted for. • High loading from swimming pools, restaurants and on-site laundry services must be managed according to the Bylaw and this Admin manual	• Management of guests and wastewater system • Flow control for Discharges from swimming pool backwashes

		• Grease traps (for restaurants) • Lint screens (for laundries)
Swimming pools	• High water users can cause capacity issues in the Public Wastewater System, particularly during wet weather • Diatomaceous Earth	• Flow control for Discharges from swimming pool backwashes • Settling tank

B.10 Cleaner Production

B.10.1 Cleaner Production Guidelines

10.1.1 Cleaner Production should, at a minimum, address the following:

a) an overall approach to pollution prevention;

b) the effective use of water;

c) opportunities for reducing the contamination potential of Wastewater and Trade Waste constituents that enter the Public Wastewater System (for example, by using alternative chemicals that are less toxic, point source separation and reuse/recycling of Trade Waste streams);

d) the effectiveness of material use and processes (by employing methodologies to minimise waste and the unnecessary consumption of materials, including water conservation);

e) the provision of Pre-treatment works to prevent Trade Waste containing Culturally Offensive Characteristics from entering the Public Wastewater System;

f) continuing efforts to educate site staff around the importance of water to Māori to and adoption of te mana me te mauri o te wai concepts;

g) consideration of, and where appropriate, adoption of, innovative solutions; and

h) the practice of good housekeeping (to prevent spoilage and contamination due to poor handling or storage).

Part C - Wastewater

These provisions supplement those in Part A “Requirements Common to all Water Services” (of this Administration Manual and the Bylaw) and Part C “Wastewater” of the Bylaw.

C.1 Discharge of Wastewater to the Public Wastewater System

C.1.1 Acceptable and Prohibited Characteristics

1.1.1 Wastewater Discharged to the Public Wastewater System must not exceed the contaminant limits in Schedule A of this Administration Manual.

1.1.2 Wastewater with the prohibited Characteristics in Schedule B of this Administration Manual must not be Discharged to the Public Wastewater System.

C.1.2 Domestic Swimming Pools and Spa Pool Water

1.2.1 Filter backwash water from a domestic swimming pool or spa pool draining facility must be Discharged to the Public Wastewater System.

1.2.2 Water from a swimming pool and spa pool, other than filter backwash water, may only be Discharged to the Public Wastewater System once the residual chorine level is less than 0.5 ppm and only in quantities associated with a standard backwash of filters.

1.2.3 If the reason for Discharge is due to a chemical imbalance, i.e. a pH<6 or >9, then the Council must be consulted before the Discharge occurs.

1.2.4 All Discharges other than backwash must be made after 8pm and before 7am. Discharges outside of the stipulated time requires Council approval. Council reserves the right to limit the rate and timing of the Discharge.

1.2.5 Discharges are not allowed less than two days after a rain event.

C.1.3 Campervan / Motorhome Wastewater

1.3.1 All campervan/motor home and similar Domestic Wastewater must be properly disposed of at a designated Dump Station facility.

C.1.4 Impervious yard run off

1.4.1 For large impervious areas, the provisions in the Council's Land Development and Subdivision Code of Practice will apply and specific provision will be made for a permanent barrier which will prevent water from outside the confines of the facility from entering the Public Wastewater System.

1.4.2 Where it is impractical to cover a large impervious area, consideration will be given to a system which detains run-off from the first flush for ultimate disposal to the Public Wastewater System, with subsequent run-off disposal as uncontaminated Stormwater into the Public Stormwater Network.

C.1.5 Cleaner Production

1.5.1 The principles and practices of Cleaner Production as may be appropriate to a Domestic Wastewater Discharge apply where appropriate.

C.2 Point of Discharge

C.2.1 Single Ownership

2.1.1 For single dwelling units the Point of Discharge is located 0.5 meters outside to the boundary as shown in Schedule D of this Administration Manual or as close as possible where fences, walls or other permanent structures make it difficult to locate it at the required position. The Approval of other positions must be by the Council and recorded on the drainage plan

2.1.2 Where a Private Drain Discharges into a public sewer on that same Premises, the Point of Discharge is the upstream end of the pipe fitting which forms the junction with the public sewer, as shown in Schedule D of this Administration Manual.

C.2.2 Multiple Ownership

2.2.1 The Point of Discharge for the different forms of multiple ownership of Premises and/or land is as follows:

a) For company share/block scheme (body corporate) – as for single ownership;

b) For leasehold/tenancy in common scheme (cross lease), Strata Title, and Unit Title (body corporate). Where practicable each owner must have an individual drain with the Point of Discharge determined by agreement with the Council. If not practicable there must be a common private drain which must be incorporated as an additional provision in the lease agreement. In specific cases other arrangements will be acceptable subject to individual Approval.

2.2.2 Each Owner's Point of Discharge must be approved by the Council and recorded on the drainage plan. Other arrangements will be considered only where there are advantages to the Council.

C.2.3 Common Private Drains

2.3.1 Common Private Drains are not preferred, but may be approved on exceptional circumstances on application.

Schedule A Permitted Discharge Characteristics

The nature and levels of the Characteristics of any Trade Waste and Wastewater Discharged to the Council's Public Wastewater Network System must comply at all times with the following requirements, except where the nature and levels of such Characteristics are varied by Council Approval as part of a Consent to Discharge a Trade Waste.

Physical Characteristics

Table 2 – Physical Characteristics

Bylaw Requirements	**Commentary from NZ Standard 9201: 2004 Part 23 Model General Bylaws – Trade Waste**
Flow	
The 24-hour flow volume must be less than 5,000 L (5 m^3). The maximum instantaneous flow rate must be less than 2.0L/s.	Flows larger than the Guideline values should be Conditional Trade Waste Consent. Conditional Consents will be dependent on the Contaminant concentration/mass load.
Temperature	
The temperature must not exceed 40 °C.	Higher temperatures: • Cause increased damage to Sewer structures; • Increase the potential for anaerobic conditions to form in the Wastewater; • Promote the release of gases such as H_2S and NH_3 (can adversely affect the safety of operations and maintenance personnel); and • Reflect poor energy efficiency. It should be noted that this temperature has been

	reduced from 50°C to come into line with the ARMCANZ/ANZECC Guidelines for Sewerage systems. A lower maximum temperature may be require for large volume Discharges.
Solids	
Non-faecal gross solids must have a maximum dimension that must not exceed 15 mm. The suspended solids content of any Trade Waste must have a Maximum concentration that must not exceed 2000 g/m^3. For significant industry this may be reduced to 600 g/m^3. The settleable solids content of any Trade Waste must not exceed 50mL/L. The total dissolved solids concentration in any Trade Waste must be subject to the approval of QLDC, having regard to the volume of the waste to be Discharged, and the suitability of the Public Wastewater System and the wastewater treatment plant to accept such waste. At no time must the sediment layer in any trap exceed 20% of the depth or volume of the trap. Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of Wastewater in the Public Wastewater System or wastewater treatment plant must not be present.	Gross solids can cause Sewer blockages. In case of Conditional Consents, fine screening may be appropriate. High suspended solids contents can cause Sewer blockages and overload the treatment processes. Where potential for such problems is confirmed, a lower limit appropriate to the risk may be set. A lower limit may be set between 600 g/m^3 and 2000 g/m^3. The ANZECC Guidelines recommend a limit of 600 g/m^3. High total dissolved solids reduce effluent disposal options and may contribute to soil salinity. Where potential for such problems exists, a limit of 10,000 g/m^3 may be used as a guideline.
Oil and Grease	
There must be no free or floating layer. Fat, oil or grease must not exceed 100 g/m^3. At no time must the fat, oil or grease layer exceed 20% of the depth or volume of the trap	Oil and grease can cause Sewer blockages, may adversely affect the treatment process, and may impair the aesthetics of the receiving water. Where the Wastewater treatment plant Discharges to a sensitive receiving water, lower values should be considered. If the Council only has screening and/or primary treatment prior to Discharge, it is recommended that oil and grease be reduced to 100 g/m^3. If quick break detergents are being used, it should be ensured that proper separation systems are being used by the Consent Holder. If not, oil will reappear in drainage systems as a free layer.

Solvents and other liquids	
There must be no free layer (whether floating or settled) of solvents or organic liquids.	Some organic liquids are denser than water and will settle in Sewers and traps.
Emulsions of paint, latex, adhesive, rubber, plastic	
Where such emulsions are not treatable these may be Discharged into the Public Wastewater System subject to the total suspended solids not exceeding 1000 g/m3 or the concentration agreed with the Council. The Council may determine that the need exists for Pre-treatment of such emulsions if they consider that Trade Waste containing emulsions unreasonably interferes with the operation of the wastewater treatment plant, e.g. reduces % UVT (ultra violet transmission). Such emulsions of both treatable and non-treatable types, must be Discharged to the Public Wastewater System only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the Public Wastewater System.	'Treatable' in relation to emulsion Wastewater, means the Total Organic Carbon content of the waste decreases by 90% or more when the Wastewater is subjected to a simulated Wastewater treatment process that matches the Council treatment system. Emulsions vary considerably in their properties and local treatment works may need additional restrictions depending on the experience of the specific treatment plant and the quantity of emulsion to be treated. Emulsion may colour the Council wastewater treatment plant influent such that % UVT is unacceptably reduced. Emulsions will coagulate when unstable and can sometimes cause Sewer blockage. Emulsions are stable when dilute or in the correct pH range.
Radioactivity	
Radioactivity levels must not exceed, the Office of Radiation Safety Code of Practice CSPI for the use of Unsealed Radioactive Material.	Refer Office of Radiation Safety Code of Practice (as referenced) for the use of unsealed radioactive materials NRL C1
Colour	
No waste must have colour or a colouring substance that causes the Discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the Council's ability to comply with its legal requirements.	Colour may cause aesthetic impairment of receiving waters, and adverse effects on ultra-violet disinfection. Where potential for such problems exists, a level of colour that is rendered not noticeable after 100 dilutions may be used as a Guideline. Where UV disinfection is used special conditions may apply.

Chemical Characteristics

Table 3 - Chemical Characteristics

Bylaw Requirements	**Commentary from NZ Standard 9201: 2004 Part 23 Model General Bylaws – Trade Waste**
pH value	
The pH must be between 6.0 and 10.0 at all times.	Extremes in pH: • Can adversely affect biological treatment processes; • Can adversely affect the safety of operations and/or maintenance personnel; • Cause corrosion of Sewer structures; and

	• Increase the potential for the release of toxic gases such as H2S and HCN. Relaxation of these limits to 5.5 and 11.0 is acceptable for low pressure Premises which Discharge into a large flow. Significant industries may need to be restricted to limits between 6.0 and 9.0.
Organic Strength	
Where there is no Council treatment system for organic removal the BOD5 must not exceed 1000 g/m³. For significant industry this may be reduced to 600 g/m³.	The loading on a treatment plant is affected by Biochemical Oxygen Demand BOD5 rather than Chemical Oxygen Demand (COD). For any particular waste type there is a fixed ratio between COD and BOD5. For Domestic Wastewater it is about 2.5:1 (COD: BOD5), but can range from 1:1 to 100:1 for Trade Waste. Therefore BOD5 is important for the treatment process and charging, but because of the time taken for testing, it is often preferable to use COD for monitoring. However, the use of COD testing must be balanced by the possible environmental effects of undertaking such tests due to the production of chromium and mercury wastes. Where a consistent relationship between BOD5 and COD can be established the Discharge may be monitored using the COD test. If the treatment plant BOD5 capacity is not limited, and sulphides are unlikely to cause problems, there may be no need to limit BOD5. High COD may increase the potential for the generation of sulphides in the Wastewater. A BOD5 limit which is too stringent may require
Maximum concentrations	
The Maximum concentrations permissible for the chemical characteristics of an Acceptable Discharge are set out in the following tables: Table 4 Table 5 Table 6	Where appropriate, maximum daily limits (kg/day) for Mass limit Permitted Discharges may also be given.

Table 4 – General Chemical Characteristics

(Mass limits may be imposed, refer to Clause B.4.6 of this Administration Manual)

Characteristic	**Maximum concentration (g/m³)**	**Mass Limits (kg/day)**	**Reason for limit**
MBAS (Methylene blue active substances)	500	1.5	MBAS is a measure of anionic surfactants. High MBAS can: • Adversely affect the

			efficiency of activated Wastewater sludge plants; and • Impair the aesthetics of receiving waters. For Wastewater treatment plants that suffer from the effects of surfactants the Maximum Concentration could be reduced significantly, e.g. Sydney Water utilize a level of 100 g/m3.
Ammonia (measured as N)			High ammonia: • May adversely affect the safety of operations and maintenance personnel; and • May significantly contribute to the nutrient load to the receiving environment.
Free ammonia (measured as ammoniacal nitrogen)	50	0.25	
Ammonium salts	200	1.0	
Kjeldahl nitrogen	150	1.0	High Kjeldahl nitrogen may significantly contribute to the nutrient load of the receiving environment. A value of 50 g/m3 should be used as a guideline for sensitive receiving waters.
Total phosphorus (as P)	50	0.75	High phosphorus nitrogen may significantly contribute to the nutrient load of the receiving environment. A value of 10 g/m3 should be used as a guideline for sensitive receiving waters.
Sulphate (measured as SO4)	500 1500 (with good mixing)	2.5	Sulphate: • May adversely affect the Public Wastewater System; and • May increase the potential for the generation of sulphides in the Wastewater if the Public Wastewater System is prone to becoming anaerobic.
Sulphite (measured as SO2)	15	0.075	Sulphite has potential to release SO2 gas and thus adversely affect the safety of operations and maintenance personnel.

			It is a strong reducing agent and removes dissolved oxygen thereby increasing the potential for anaerobic conditions to form in the Wastewater.
Sulphide—as H2S on acidification	5	0.025	Sulphides in Wastewater may: • Cause corrosion of the Public Wastewater System, particularly the top non- wetted part of a Sewer; • Generate odours in Sewers which could cause public nuisance; and • Release the toxic H2S gas that could adversely affect the safety of operations and maintenance personnel. Under some of the conditions above sulphide should be <2.0 g/m3.
Chlorine (measured as Cl2) Free chlorine Hypochlorite	3 30	0.015 0.15	Chlorine: • Can adversely affect the safety of operations and maintenance personnel; and • Can cause corrosion of the Public Wastewater System. ARMCANZ/ANZECC Guidelines for sewerage systems utilise a figure of 10 g/m3.
Dissolved aluminium	100	1.5	Aluminium compounds, particularly in the presence of calcium salts, have the potential to precipitate on a scale that may cause a Sewer blockage.
Dissolved iron	100	1.5	Iron salts may precipitate and cause a Sewer blockage. High concentrations of ferric iron may also present colour problems depending on local conditions.
Boron (as B)	25	0.125	Boron is not removed by conventional treatment. High

			concentration in Wastewater may restrict irrigation applications. Final Wastewater use and limits should be taken into account.
Bromine (as Br2)	5	0.025	High concentrations of bromine may adversely affect the safety of operations and maintenance personnel.
Fluoride (as F)	30	0.15	Fluoride is not removed by conventional Wastewater treatment, however Pre-treatment can easily and economically reduce concentrations to below 20 g/m3.
Cyanide — weak acid dissociable (as CN)	5	0.005	Cyanide may produce toxic atmosphere in the Sewer and adversely affect the safety of operations and maintenance personnel.

Table 5 – Heavy Metals

Metal	**Maximum concentration (g/m^3)**	**Mass Limits (kg/day)**	**Metal**	**Maximum concentration (g/m^3)**	**Mass Limits (kg/day)**
Antimony	10.0	0.025	Manganese	10.0	0.025
Arsenic	5.0	0.025	Mercury	0.05	0.0001
Barium	10.0	0.025	Molybdenum	10.0	0.025
Beryllium	0.005	0.0001	Nickel	10.0	0.050
Cadmium	0.5	0.001	Selenium	10.0	0.025
Chromium	5.0	0.050	Silver	2.0	0.010
Cobalt	10.0	0.025	Thallium	10.0	0.025
Copper	10.0	0.050	Tin	10.0	0.025
Lead	10.0	0.025	Zinc	10.0	0.050

Note:
Heavy metals have the potential to:

- Impair the treatment process;
- Impact on the receiving environment; and
- Limit their use of Wastewater sludge and effluent.

Where any of these factors are critical it is important that local acceptance limits should be developed.

The concentration of chromium includes all valent forms of the element. Chromium (VI) is considered to be more toxic than chromium (III), and for a Discharge where chromium (III) makes up a large proportion of the characteristic, higher concentration limits may be acceptable. Specialist advice should be sought.

Metals will be tested as total, not dissolved. If sludge is used as a biosolid then metal concentration/mass are important such that the biosolids Guidelines are met.

Table 6 – Organic compounds and pesticides

Compound	**Maximum concentration (g/m^3)**	**Mass Limits (kg/day)**	**Reason for limit**
Formaldehyde (as HCHO)	50	0.25	Formaldehyde in the Sewer atmosphere can adversely affect the safety of operations and maintenance personnel.
Phenolic compounds (as phenols) excluding chlorinated phenols	50	0.25	Phenols may adversely affect biological treatment processes. They may not be completely removed by conventional treatment and subsequently impact on the environment.
Chlorinated phenols	0.02	0.001	Chlorinated phenols can adversely affect biological treatment process and impair the quality of the receiving environment.
Petroleum hydrocarbons	30	0.15	Petroleum hydrocarbons may adversely affect the safety of operations and maintenance personnel.
Halogenated aliphatic compounds	1	0.001	Because of their stability and chemical properties these compounds may: • Adversely affect the treatment process; • Impair the quality of the receiving environment; and • Adversely affect the safety of operations and maintenance personnel.
Monocyclic aromatic hydrocarbons	5	0.025	These compounds (also known as benzeneseries) are relatively insoluble in water, and are normally not a problem in Trade Waste. They may be carcinogenic and may adversely affect the safety of operations maintenance personnel.
Polycyclic (or polynuclear) aromatic hydrocarbons	0.05	0.001	Many of these substances have been demonstrated to have an

(PAHs) Including specifically: dibenzo [a,h] anthracene benzo [a] anthracene benzo[a] pyrene benzo [b] fluoranthene benzo [k] fluoranthene chrysene indeno [a,2,3-cd] pyrene			adverse effect on the health of animals. Some are also persistent and are not degraded by conventional treatment processes.
Halogenated aromatic hydrocarbons (HAHs)	0.002	0.0001	Because of their stability, persistence and ability to bioaccumulate in animal tissue these compounds have been severely restricted by health and environmental Regulators.
Polychlorinated biphenyls (PCBs) Polybrominated biphenyls (PBBs) Including specifically the following congeners using the IUPAC nomenclature: PCB-28 PCB-52 PCB-77 PCB-81 PCB-101PCB-105 PCB-114 PCB-118 PCB-123 PCB-126 PCB-138 PCB-153 PCB-156 PCB-157 PCB-167 PCB-169 PCB-180 PCB-189	0.002	0.0001	Because of their stability, persistence and ability to bioaccumulate in animal tissue these compounds have been severely restricted by health and environmental Regulators.
Pesticides (general) (includes insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any pesticides not registered for use in New Zealand)	0.002 each 0.2 in total	0.0001	Pesticides: • May adversely affect the treatment processes; • May impair the quality of the receiving environment; and • May adversely affect the safety of operations and maintenance personnel.
Organophosphate pesticides excludes pesticides not registered for use in New Zealand. These compounds must be accepted up to the given maximum concentration only when specifically Approved.	0.1	0.0001	

Inhibitor Chemicals
No waste being diluted at a ratio of 100 to 1 of Wastewater may inhibit the performance of the Wastewater treatment process, such that the Council is significantly at risk, or prevented from achieving its environmental statutory requirements.

After dilution with de-chlorinated water, at a ratio of 15 to 1 of Wastewater, a Discharge which has an acute result when subjected to the Whole Effluent Toxicity Testing, will be deemed to have inhibitory chemicals. Whole Effluent Toxicity Testing will be undertaken using organisms selected by Council.

Schedule B Prohibited Discharge Characteristics

SB.1 Prohibited Effects

Any Discharge has prohibited Characteristics if it has any solid, liquid or gaseous matters, or any combination or mixture of such matters, which by themselves or in combination with any other matters, will immediately or in the course of time:

a) interfere with the free flow of Wastewater in the Public Wastewater System;
b) damage any part of the Public Wastewater System;
c) in any way, directly or indirectly, cause the quality of the treated Wastewater or residual biosolids and other solids from any Wastewater treatment plant in the catchment to which the waste was Discharged to breach the conditions of a consent issued under the Resource Management Act 1991, or water right, permit or other governing legislation;
d) prejudice the occupational health and safety risks faced by Wastewater workers;
e) after treatment be toxic to fish, animals or plant life in the receiving waters;
f) cause malodorous gases or substances to form which are of a nature or sufficient quantity to create a Nuisance; or
g) have a colour or colouring substance that causes the Discharge from any Wastewater treatment plant to receiving waters to be coloured.

SB.2 Prohibited Characteristics

The Discharge has a prohibited Characteristic if it has any amount of:

a) harmful solids, including dry solid wastes and materials that combine with water to form a cemented mass;
b) liquid, solid or gas which could be flammable or explosive in the wastes, including oil, fuel, solvents (except as allowed for in Schedule A of this Bylaw), calcium carbide, and any other material which is capable of giving rise to fire or explosion hazards either spontaneously or in combination with Wastewater;
c) asbestos;
d) the following organo-metal compounds;
    i. Tin (as tributyl tin and other organotin compounds);
    ii. Any organochlorine pesticides;
    iii. Genetic wastes, as follows: All wastes that contain or are likely to contain material from a genetically modified organism that is not in accordance with an approval under the HSNO. The material concerned may be from Premises where the genetic modification of any organism is conducted or where a genetically modified organism is processed;
    iv. Any health care waste prohibited for Discharge to the Public Wastewater Systemby NZS 4304 or any pathological or histological wastes; or
    v. radioactivity levels in excess of the National Radiation Laboratory Guidelines;
e) cytotoxic waste, liquid antibiotics or any pharmaceutical waste;
f) perfluorooctane sulfonate (PFOS), Perfluorooctanoic acid (PFOA), Perfluorooctanoic sulfonic acid (PFHxS)

Advice Note - Substance Mass limit yet to be determined

g) flushable wipes
h) Construction Debris

Prohibited Tanker Waste Streams:

a) Grease waste
b) Oil Interceptor Waste

Schedule C Fees and Charges – Methodology

Trade waste charging mechanism – methodology

The Trade Waste Charging Model is designed to be a true user pays mechanism for industrial and commercial Dischargers to the Public Wastewater System (including the Wastewater treatment plant). The following parameters are used to allocate charges:

- Average daily flow (m^3/d)
- Peak instantaneous flow (l/s)
- Five day Biochemical Oxygen Demand (BOD_5) (mg/l)
- Chemical Oxygen Demand (COD) (mg/l)
- Suspended Solids (SS) (mg/l)
- Total Kjeldahl Nitrogen (TKN) (mg/l)
- Fat Oil & Grease (FOG) (mg/l)

Major Dischargers – Monthly Billing

The charges are based on the share of each parameter contributed by each major Discharger. Capital repayments and depreciation costs are assessed separately from operating costs. Operating cost charges are based on the actual monthly Discharge of each Operator. The capital charges are based on the reserved peak requested for each parameter by each Operator on a yearly basis.

The Public Wastewater System and Wastewater treatment plant are split into cost centres on the basis of how capital and operating costs are dependent on the measured parameters of the Wastewater. For example, the capital cost of screening is determined predominantly by the peak flow rate it must deal, with a small dependency on the amount of suspended solids loaded to it. The operating costs of screening are determined by the average daily flow and the amount of suspended solids in the Wastewater. Other parameters such as BOD_5, TKN etc. are not part of the charge assessment for that cost centre as they do not affect operation of the screens.

Capital and depreciation repayments and operating costs are split across the cost centres either directly or as a proportion for more general costs such as security and automation & control. Proportions of relevant parameters were allocated to each cost centre by a panel of expert Council Officers using a 5-scale rating system.

The amount a Discharger pays towards a single cost centre is based on their share of each relevant parameter compared to the total of that parameter for that cost centre. The resulting charges for each are then added to give the total capital or operating cost parameter for the relevant Operator. Operators are not charged for parts of the council Wastewater assets that they do not use.

Minor Dischargers – Quarterly/Annual Billing

Minor Dischargers will be charged a flat fee based on the costs of the commercial sector calculated by the model, and apportioned based on flow.

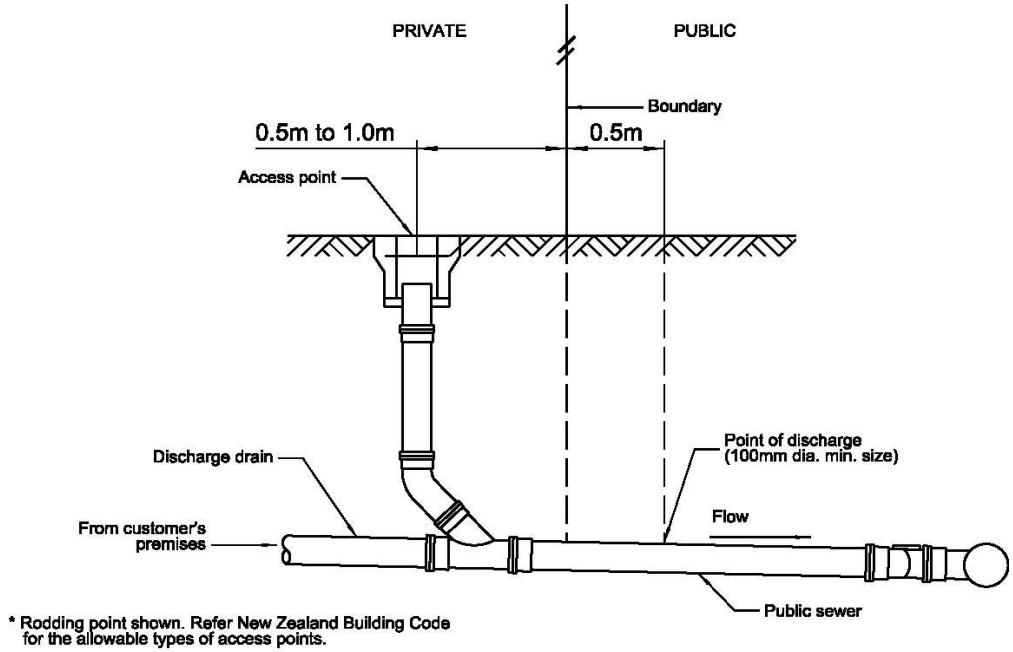
A small-scale Discharger on a fixed value may only pay quarterly or annually according to

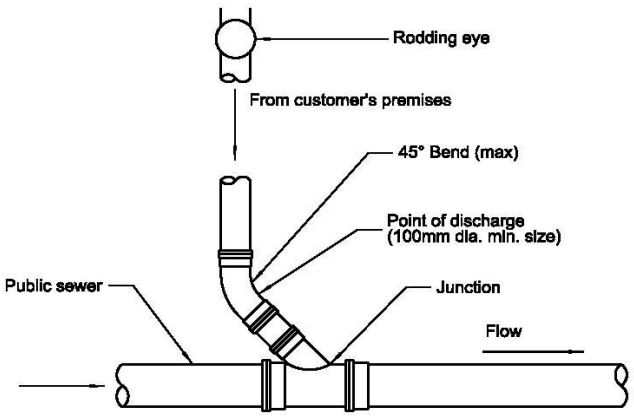
their preference.

Administrative Charges
Fees and charges are reviewed and set annually by Council as part of its Annual Plan process and can be found at https://www.napier.govt.nz/our-council/fees-and-costs/current/ under 'Wastewater'.

Schedule D Point of Discharge

LAYOUT AT POINT OF DISCHARGE



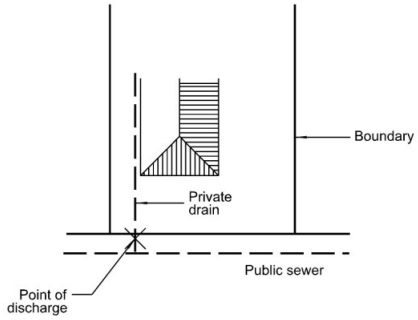


PLAN VIEW

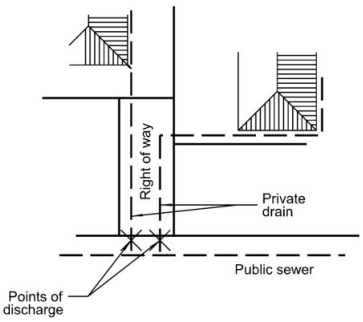
DOMESTIC DISCHARGE TO PUBLIC SEWER ON PRIVATE LAND

Figure 1 - Layout at Point of Discharge

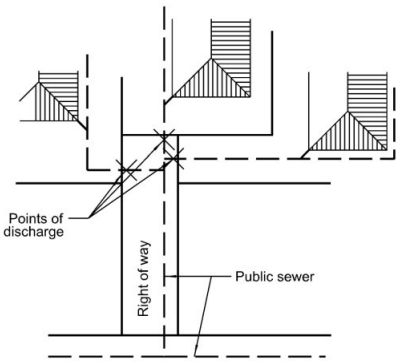
POINT OF DISCHARGE LOCATION



WITH STREET FRONTAGE



REAR LOTS ON RIGHT OF WAY (up to 2 customers)



REAR LOTS ON RIGHT OF WAY (up to 3 customers)

Figure 2 – Point of Discharge Location

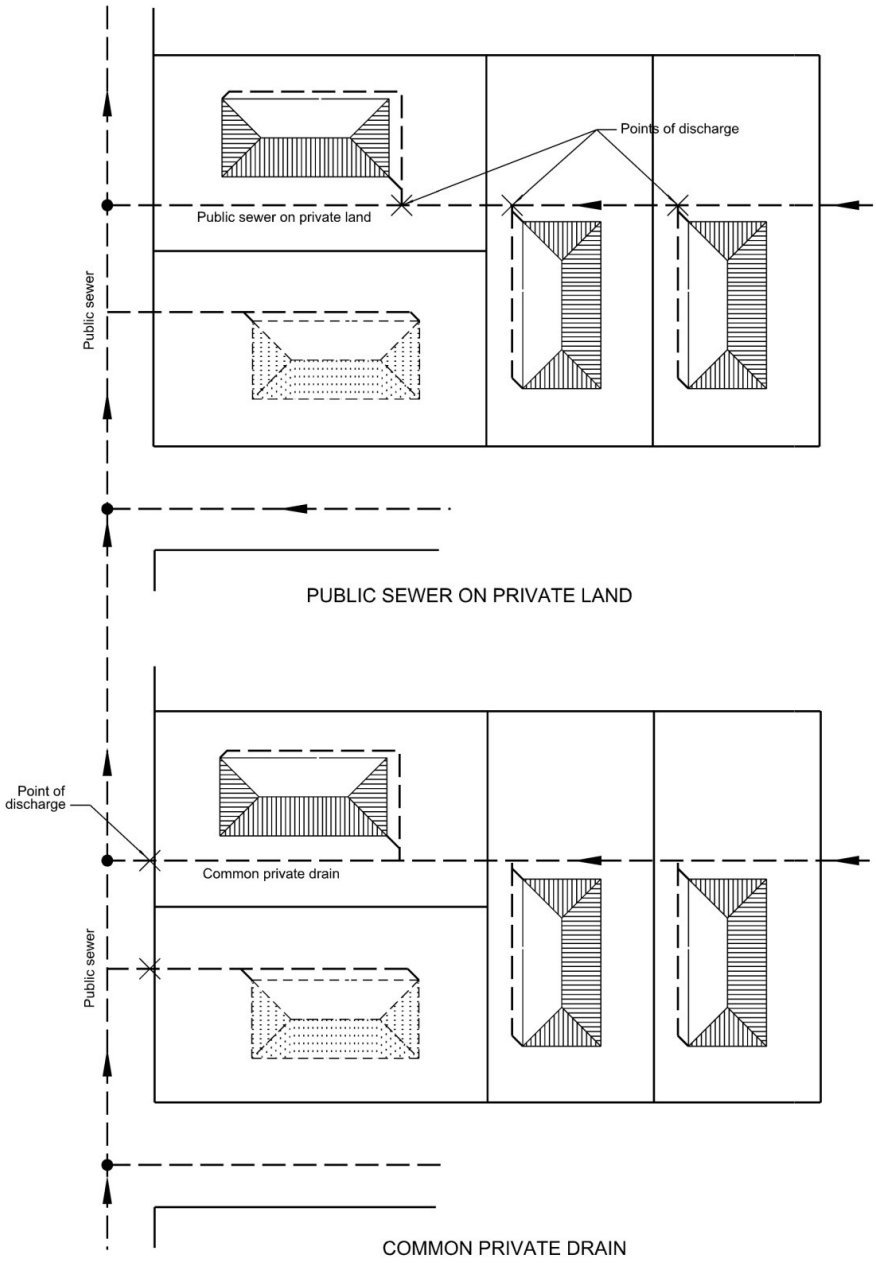


Figure 3 – Public Sewer on Private Land and Common Private Drain