

Trade Effluent Application Guide

Notes to accompany Form H (Trade Effluent Notice)

WHEN TO USE THE FORM

Form H should be completed for the following types of applications:

- a) Proposed discharge for which no Consent exists
- b) Modification to existing Consent (i.e. Consent review)
- c) Renewal of existing Consent
- d) Change of Occupier
- e) Discontinuation of Trade Effluent Services
- f) Termination of Consent

For application types a, b & c – ALL sections of the form must be completed.

For application type d – complete sections 1 & 2.

For application types e & f – complete sections 1 & 2 stating the proposed date for the discontinuation of trade effluent services or termination of Consent.

In all cases the appropriate box in Section 3 should be ticked

FILLING IN THE FORM

Applicants are required to complete the trade effluent notice as accurately as possible. When describing the processes from which trade effluents arise, a flow diagram including all water inputs and outputs would help ensure that no wastewater source is overlooked.

Scottish Water must receive a signed hard copy of the form in order to issue Consent to Discharge. We will return incomplete forms to the originator.

SW will ask that all forms are submitted via an LP. The completed form should be returned to Scottish Water via the Wholesale Service Desk. A copy should also be passed to the owner of the site.

APPOINTMENT OF A LICENSED PROVIDER

Scottish Water will not issue a Consent until the occupier/prospective occupier has appointed an LP. We will begin initial processing while an LP is in the process of being appointed. If an LP is not appointed within 10 business days we will reject the application.

Traders undertaking mobile activities such as wheelie bin cleaning or mobile valeting, where there is no applicable SPID, will not be required to appoint a Licensed Provider.

INFORMATION ABOUT THE EFFLUENT

The volume of the trade effluent discharge can be assessed in a variety of ways such as examining mains water input, comparing the process with other similar processes, installing a process water meter or asking the plant manufacturer for data on water use.

The discharger is required to list the constituents present in the trade effluent discharge. They must also supply a list of chemicals stored on site. Even though these are not discharged to sewer during normal operations, they could pose a threat to the sewerage system if they were to spill or leak.

DRAINAGE PLANS

It is a requirement, under Section 45 of the Sewerage (Scotland) Act 1968, to enclose a detailed plan of the internal drainage layout showing clearly the location of surface water, foul drains and combined sewers. Plans may be sketched however when requested by Scottish Water a more detailed plan must be provided. The applicant is responsible for the accuracy of all information provided.

If there is an existing connection to sewer the point where the private drains connect to the sewer should be marked on this plan. If it is intended to make new connection to sewer a connection permit must be obtained using the appropriate form via the Wholesale Service Desk.

It may be possible to send a copy of the original development drainage plans, updated with subsequent alterations. However, if the existing plans are incomplete or inaccurate the layout must be ascertained by dye-testing. This should be carried out by the applicant or his agent.

ENVIRONMENTAL REGULATIONS

The Environmental Information Regulations 1992 provides a framework for the freedom of access to information on the environment. Scottish Water will implement these regulations by allowing public access to the trade effluent register which holds information relating to Consents and compliance and any action taken, or required, by us in relation to enforcement.

No information that appears to be of a commercially confidential nature will be disclosed by Scottish Water. Licensed Providers / dischargers should notify Scottish Water of any material which they wish treated confidentially.