



# Guidance notes for

Form  
**H**

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## These guidance notes are designed to help you complete **Form H – Application for a new or modification to or termination of an existing consent to discharge trade effluent to the public sewerage system**

Scottish Water is empowered under Section 26 of the Sewerage (Scotland) Act 1968 to control trade effluent which discharges to public sewer.

Trade effluent is defined as any waste water discharged during the operation of a business or industrial process. It covers discharges from both large factories, and small industrial units and includes process waters, cooling waters, contaminated surface water runoff and wash water from vehicles, machinery and floors. It is the legal responsibility of a company which discharges trade effluent to public sewer to obtain a Consent from Scottish Water. Failure to apply for Consent may result in a fine, which is currently set at a maximum of £40,000.

### Why are discharges controlled?

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#### Protection of the Sewers

Discharge Consent limits are set to ensure that there is:

- no hazard to the staff engaged in the maintenance of the sewerage system
- no corrosion to the fabric of the sewers
- no overloading or blockages of the sewers
- no explosive, inflammable or poisonous gases formed in the sewer
- no difficulties with sewage sludge being applied to agricultural land incinerated

#### Completing the form

Business Stream will complete section 1, and add the supply point ID at section 2.

Applicants must complete the rest of section 2 through to section 8. In section 6 if you don't know the meter make Business Stream will complete this but applicants must fill in meter serial number. Any problems contact Business Stream.

Business Stream will complete section 9.



Applications for Consent and for changes to a Consent should be made by completing a Trade Effluent Notice (Form H).

The form 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 type a, please specify if only a temporary consent is required if the discharge will be for six months or less then a temporary consent should suffice.

For type b - f, please supply your existing discharge point identification number (DPID)

**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**

For type f, please specify the preferred date of termination.

**In all cases the appropriate box in Section 3 should be ticked and the reason for the request briefly detailed**

Business Stream need to send a hard copy of the form signed by the applicant to Scottish Water. We cannot process incomplete forms.

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 waste water source is overlooked.

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. Please contact Business Stream if you would like to discuss metering and managing your discharge.

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.

These forms should be submitted via Business Stream. A copy should also be passed to the owner of the site, if different from the applicant.

## Drainage Plans

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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.

Please contact Business Stream if you need any assistance with supplying plans.

If there is an existing connection to the sewer the point where the private drains connect to the sewer should be marked on this plan. If it is intended to make a new connection to the sewer a connection permit must be obtained via Business Stream.

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.

## Health & Safety

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The trade effluent discharge will be monitored by people working for Scottish Water. Under the terms of the Health and Safety at Work, etc. Act 1974 the discharger must provide a copy of any safety guidelines, highlighting all procedures which would be relevant to regulatory staff. The discharger must also confirm that they have carried out the risk assessments required under Regulation 6 of the Control of Substances Hazardous to Health Regulations, 1988 and have also paid due regard to Regulations 2(1)(b), 3(1) and 7(1-5).

## Sampling Point

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An inspection chamber or manhole point is needed so that samples of trade effluent discharge can be obtained for control and charging purposes.

### Positioning of and access to sampling points

- Drainage from toilets, sinks, hand-wash basins or showers must not discharge through the point.
- The point must be easily accessed. Thus it should not normally be sited in an area with limited access.
- The inspection point must allow samples to be taken without personnel entering a manhole chamber, and without exposing them to any other hazard.
- There should be no obstructions to the inspection point, temporary or permanent. This includes obstruction caused by equipment, materials, deliveries or vehicles. The point should not be locked, and vehicles must not park over it. Any of these would contravene the requirements of the legislation.
- Our personnel should have access at all reasonable times. This is usually within working hours, but in certain circumstances it may be necessary to sample at other times.
- You will be advised by us if space for an automatic sampling device is needed in the manhole. Some companies may wish to make this provision for their own sampling purposes. Please contact Business Stream to discuss the advantage of automated sampling.

### Manhole Covers for sampling points

To comply with legislation, the cover at a sampling point must be easy to remove. Note that:

- A lightweight cover may be required. (Light covers suitable for heavy traffic are available)
- If the manhole cover is large, it should be split. Square manhole covers split into two triangles bolted together should be separated by unbolting.
- The keyholes for lifting irons should be positioned to balance the centre of gravity of the manhole. If they are not, the manhole cover can jam on lifting.

## Examples of sampling points

### 1 Designated Manhole

The sewer should have an opening directly below the access point (usually a manhole). Diagonal arrangements are not acceptable. Most openings are oval. The minimum dimensions are 102mm width, by 350mm along the length of the pipe, unless otherwise agreed by Scottish Water. The sewer should have sufficient gradient to prevent build-up of solids, as this may result in unrepresentative samples.

### 2 T-piece on dipped exit pipe from Separator

A dipped exit pipe ensures that oils are retained in a tank. Samples taken from the tank surface will not be representative, so a T-piece must be installed for sampling. The minimum internal circumference acceptable is 102mm.

## Environmental Information Regulations

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The Environmental Information Regulations 1992 provides a framework for the freedom of access to information on the environment. Scottish Water implements these regulations by:

- allowing public access to the Trade Effluent Register which holds information relating to Consents.

No information will be disclosed by Scottish Water that appears to be of a commercially confidential nature. In addition, you may notify us of any material which you wish treated confidentially, and we will pass this onto Scottish Water.

## Contact Details

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Please contact the trade effluent team in Business Stream if you have any questions or need any advice relating to plan application or trade effluent in general.

They can be contacted on 0845 602 8855 or [tradeeffluent@business-stream.co.uk](mailto:tradeeffluent@business-stream.co.uk)

