

## Liquid Tradewaste Commercial Customer Application Form

### Select Application Type (✓)

New Application	<input type="checkbox"/>
Renewal	<input type="checkbox"/>

### For Official Use Only

Application ID	
Division	
Date	

### Important Information

- Please use BLOCK CAPITAL LETTERS for all entries.
- If you need more room, continue on a separate sheet of paper. Securely attach all extra sheets and ensure all pages are numbered.
- Ensure every relevant section is filled out. Use the provided Checklist to verify your application; incomplete forms will not be processed.)
- LTW Permits are typically processed within 14 working days.
- For assistance, call 3346 777 / 5777 or email [contact@waf.com.fj](mailto:contact@waf.com.fj)

### Checklist

<input type="checkbox"/>	Copy of Business T.I.N Letter/ID
<input type="checkbox"/>	Copy of Land Title/Lease Agreement
<input type="checkbox"/>	Certified Business Registration
<input type="checkbox"/>	Process map of liquid trade waste generation and of the existing wastewater connection to the WAF wastewater lines
<input type="checkbox"/>	Copy of Property Owners' valid photo ID
<input type="checkbox"/>	Copy of Property Owners' consent letter (if required)
<input type="checkbox"/>	Copy of Material Safety Data Sheet for Chemicals Used

### Note

- **Eligibility:** This form is required for all businesses located within 30 meters of a WAF wastewater line.
- **Separate Applications:** A separate form must be submitted for every property owned. (For example: If you own two different plants in different locations, you must submit two separate applications).
- **Overseas Owners:** If the property owner lives abroad, a local property manager may complete the form with the owner's written consent.
- **Required Identification:**
  - If the **Property Owner** is applying, submit the Property Owner's ID.
  - If a **Business Owner** is applying (with the landlord's permission), the Business Owner's ID is acceptable.

### Definitions

<b>Liquid Trade Waste</b>	Wastewater from commercial or industrial processes, <b>excluding</b> normal household wastewater.
<b>Liquid Trade Waste Unit</b>	The WAF team that manages liquid trade waste monitoring and compliance.
<b>Production Hours</b>	The schedule is when a business uses resources to produce goods or services.
<b>Business hours</b>	The daily operating hours of a business.
<b>Property Owner</b>	The person(s) who legally own the property; may differ from the business operator.
<b>Sanitary wastewater</b>	Household wastewater from toilets, sinks, showers, and kitchens
<b>Commercial Liquid Trade Waste</b>	Wastewater is produced by small businesses during their normal activities, such as restaurants or car repair shops.
<b>Industrial Liquid Trade Waste</b>	Wastewater from large businesses or factories that carry out processing operations often produces several types of waste.
<b>Combined waste</b>	A mix of commercial, industrial, and sanitary wastewater.

SECTION A1: Applicant Type & Identification			
<b>Im applying as the (Tick one)</b>			
<input type="checkbox"/>	Property Owner (I am the legal owner/landlord of the premises).		
<input type="checkbox"/>	Business Owner / Tenant (I operate on the premises and have the owner's consent).		
SECTION A2: Primary Applicant Detail			
<b>Legal Name of Applicant</b> (Name of Individual or Company as per Land Title or Business Registration)			
<b>Trading Name (Business Name)</b> The name your company operates as. If you are the Property Owner, put YOUR company name here, not the tenant's			
Business TIN No		Postal Address	
Mobile No		Email Address	
Type of Business			
Type of Pre-Treatment Installed			
SECTION A3: Property Owner Consent			
<i>Mandatory for Business/Tenant Applicants Only</i>			
Property Owners Name		Phone No	
<b>Consent Statement:</b> I, the legal owner of the property described in Section B, hereby authorize the business named above to apply for a Liquid Trade Waste Permit.			
Signature		Date	
SECTION B: Property & Legal Identification Detail			
Property Description (Physical Address of business where the discharges(s) will occur)			
WAF Account No:		WAF Meter No(s):	
Property Title /Lease No			
<i>e.g., CT Number, CL Number, or Housing Authority Lease Reference</i>			
Physical Address			
Zoning (✓)	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other _____
Division (✓)	<input type="checkbox"/> Central	<input type="checkbox"/> Western	<input type="checkbox"/> Northern

SECTION B1: Contact Person Detail			
<b>Lead Contact</b>			
Full Name			
Business Landline		Mobile No.	
Position in Business		Email Address	
<b>Alternate Contact</b>			
Full Name			
Business Landline		Mobile No.	
Position in Business		Email Address	
SECTION B2: Occupancy Detail			
<i>To be filled by Property Owners of multi-tenant building. List the types and pre-treatment details of businesses in the premises</i>			
No.	Tenant/Business Name	Nature of Business <i>e.g., "Food Processing" or "Manufacturing, Abattoir"</i>	Pre-Treatment System Installed <i>E.g. Settling tank, pH adjustor, etc.</i>
SECTION C: Sketch Plan			
<i>Attach Sketch Plan (Both the property owner and business owner to provide)</i>			
List the types and pre-treatment details of businesses in the premises			
The layout plan must include:			
<ol style="list-style-type: none"> <li>1. A sketch of the water meter connection layout and the wastewater connection layout</li> <li>2. Location of all fixtures, pipes, tanks, pits, and apparatus that are associated with the generation and treatment of trade waste.</li> <li>3. Proposed trade waste pre-treatment.</li> <li>4. All plumbing and fixtures used for wastewater purposes. A fixture is a source from which waste is generated, such as a sink, trough, or floor area.</li> <li>5. Dimensions of any unroofed open area draining to the wastewater line.</li> <li>6. Discharge point(s) connected to WAF wastewater line</li> <li>7. Size and type of wastewater pipe work.</li> <li>8. Location of dedicated trade waste sampling point.</li> </ol>			

## SECTION D: Business Operations & Waste Management

D1. Operating Hours (or intended operating hours)

**Business Hours**

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
From							
To							

**Production Hours** (if applicable)

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
From							
To							

D2. Describe any seasonal variation to these operating times

D3. Fill in the details about the Process Inputs, Waste Outputs & Wastewater Management

- Materials Used in the Business Process**  
(e.g., oils, detergents, chemicals, acids, etc.)
- Types of Waste Produced (Solid & Liquid)**  
(e.g., fats, solids, wash water, chemicals, food waste)
- Liquid Waste Discharged into WAF Sewer**  
(e.g., hot water, diluted chemicals, grease, wastewater)
- All Pre-treatment Systems Installed**  
(e.g., grease trap, settling tank, cooling tank, pH control)

D4. Please provide the Maintenance & Service Records 4. Please provide the Maintenance & Service Records

Pre-Treatment System	Service / Maintenance Required	Frequency	Last Service Date	Service Provider / Receipt No.	Notes
<i>E.g. Settling Tank</i>	<i>Pump-out &amp; cleaning</i>	<i>Weekly / Monthly</i>	<i>Xx/xx/xxxx</i>		

**SECTION E:**

**Declaration**

- a) I agree to conform with the Water Authority of Fiji Act 2007, all the regulations and By Laws in force, and all Policies and procedures hereafter lawfully prescribed by the Chief Executive Officer of the Water Authority of Fiji, and to pay all such fees, rates, and charges to which I may be legally liable.
- b) I/We warranty that the information given above is true and correct and hereby irrevocably authorize Water Authority of Fiji to obtain information from and sources in support of my /our application.
- c) I hereby confirm that I am the owner of the Business mentioned and hereby give permission to the authority to carry out inspection/sampling on the premises as per trade waste requirements.

Business Owners Name	
Business Owners Signature	
Company/Organization Stamp	

## FOR OFFICIAL USE ONLY

Cashier				
Date Lodged		Receipt No		
Date Paid		Receipt By		
<i>Forward to Liquid Trade Waste Unit</i>				

Trade Waste Officer				
Inspection By		Application (✓)	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Inspection Date		Approval Decision Date		
Application Registration ID				
Comments				

Head of Liquid Trade Waste			
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Signature	
Date			
Comments			