

# STORMWATER LICENCE APPLICATION FORM

ROTORUA  
LAKES COUNCIL

Use this form if your site has activities listed as 'high risk' in Schedule 4 BOPRC Regional Natural Resources Plan or has unsealed areas where sediment or gravel can be washed off your site in heavy rain.

Rotorua Lakes Council Water Services and Trade Waste Bylaw requires all sites with a potential to contaminate stormwater to hold a stormwater licence and a pollution prevention plan.

## 1 SITE DETAILS

Site Address(es):

Does your site have any 'high risk' activities? Yes No Activity Numbers:

Describe the business activities that occur on site. Please note if there are any other businesses operating on the site.

Is part of the site unsealed? Yes No Describe:

Could sediment, gravel or any other material wash off your site during high rain events? Yes No  
Describe:

## 2 OWNER OF THE BUSINESS (Licence Holder)

Legal Business Name:

Trading Name:

Postal Address:

Billing Email:

Phone:

## 3 SITE MANAGER / CONTACT PERSON (if different to above)

First and Last Name:

Email:

Phone:

## 4 HEALTH AND SAFETY

Health and Safety requirements for council staff to visit site (induction, PPE, hazard registers etc)

## 5

## SITE AND OPERATION DETAILS

It's your responsibility to ensure the stormwater from your site is not contaminated and the wastewater discharged to sewer from your business is consented if required.

Do you have any drains, pipes or channels for stormwater on your site?    Yes    No    Unsure

If yes, is there a suitable location for RLC to collect a sample of stormwater leaving your site?

Do you have any stormwater treatment devices?    Yes    No    Unsure  
 Gross pollutant traps    Interceptors    Rain gardens    Cesspits    Other

Details:

List any chemicals, oil solvents, waste products etc stored, used and/or generated on site:

Describe briefly what you do to prevent spills and substances from entering the stormwater system e.g. cover, bund, store away from drains.

Do you have a Pollution Prevention Plan?    Yes    No    Unsure    Not yet

BOPRC may require some high risk discharges to be consented.

Do you hold a BOPRC consent for your stormwater discharge?    Yes    No    Unsure

Have you previously held a RLC Stormwater Licence?    Yes    No    Unsure

Do you have a RLC Trade Waste Consent for your discharge to sewer?    Yes    No    Unsure

## 6

## DECLARATION

This application must be completed and signed by the business owner or a person authorised by the business owner. Please scan and email to [info@rotorualc.nz](mailto:info@rotorualc.nz); or drop off to the Council customer services team; or post to: Rotorua Lakes Council, DX Box JX10503, Rotorua 3046, New Zealand.

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Sign here

\_\_\_\_\_  
Date signed

Name:  
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