

## **Document of Shanghai Water Authority**

### **H.S.W. [2018] No. 190**

Circular of Shanghai Water Authority on Printing and Issuing Revised Guidelines for Granting Drainage Licenses

Water Resources Bureaus of Various Districts, Shanghai Lingang Area Administration Committee:

According to the *Circular of General Office of Shanghai Municipal People's Government on Printing and Issuing Implementation Measures for Furthermore Deepening Reform of Examination and Approval of Social Investment Projects* (General Office of Shanghai Municipal People's Government Document No. 4, 2018), we've revised the Guidelines for Granting Drainage Licenses once again and hereby promulgate the revised Guidelines, which shall be effective since March 1, 2018. Please implement the revised Guidelines accordingly.

Shanghai Water Authority

Feb. 26, 2018





**Guidelines for Granting Drainage Licenses**

Promulgated on Feb. 26, 2018

Implement as of Mar. 1, 2018

**Promulgated by Shanghai Water Authority**



## **Guidelines for Granting Drainage Licenses**

### **I. Scope of Application**

These Guidelines are applicable to application and transaction of the license for discharging urban sewage into the drainage pipelines (“Drainage License”).

### **II. Name and Code of Matter**

Name of matter: Grant Drainage Licenses

Code: 0544

Items: Apply for granting a new drainage license, apply to change the existing drainage license, apply to extend the validity term of the existing drainage license, apply for reissuing a drainage license

### **III. Basis**

#### **(I) Regulations on Urban Drainage and Sewage Treatment**

Article 21 An enterprise, public institution or individual industrial and commercial household engaging in industry, construction, catering, medical services and other activities (hereinafter referred to as the “drainage entity”) that discharges sewage into the municipal drainage facilities shall apply to the urban drainage department for the license for discharging sewage into the drainage pipelines. The urban drainage department shall, in accordance with the relevant national standards, mainly examine the matters affecting the safe operation of urban drainage and sewage treatment facilities.

Drainage entities shall discharge sewage according to the requirements of the license for discharging sewage into the drainage pipelines.

#### **(II) Certain Provisions of Shanghai Municipality on Water Resources Management**

Article 16 An enterprise, public institution or individual industrial and commercial household engaging in industry, construction, catering, medical services, livestock breeding, slaughter, hotel services with sterilization and drainage, scientific research with chemical experiment drainage, repair of trains, rail traffic vehicles and automobiles, and other activities (hereinafter referred to as the “drainage entity”) that discharges sewage into the municipal drainage facilities shall apply to the water administrative department for the license for discharging sewage into the drainage pipelines.

#### **(III) Administrative Procedures for the Licensing of Discharge of Urban Sewage into the Drainage Network**

Article 4 Drainage entities covered by urban drainage facilities shall discharge sewage into urban drainage facilities in accordance with the relevant provisions of

the state. Where a drainage entity needs to discharge sewage into urban drainage facilities, it shall apply for a drainage license in accordance with the provisions of these Measures. The drainage entity that has not obtained the drainage license shall not discharge sewage into urban drainage facilities. Urban residents that discharge domestic sewage are not required to apply for the drainage license.

Sewage shall not be discharged into rainwater pipelines in the areas that have separate discharge of rainwater and sewage.

#### **IV. Approval Department**

##### **(I) Name and Authorities of the approval department**

Shanghai Water Authority is responsible for granting drainage licenses to drainage entities which discharge rainwater and/or sewage to municipal drainage pipelines, including acceptance, examination and decision.

##### **(II) Contents of examination**

Grant Drainage Licenses

##### **(III) Legal effect**

Drainage entities which have obtained a drainage license may discharge rainwater and/or sewage to municipal drainage pipelines.

##### **(IV) Objects of examination**

Enterprises, public institutions and individual industrial and commercial households engaging in industry, construction, catering, medical services, livestock breeding, slaughter, hotel services with sterilization and drainage, scientific research with chemical experiment drainage, repair of trains, rail traffic vehicles and automobiles, and other activities that discharge sewage into the municipal drainage facilities shall apply to the water administrative department for the license for discharging sewage into the drainage pipelines in the administrative region of Shanghai Municipality, including central urban area, Baoshan area, certain areas of Pudong New District, Minhang District and Jiading District.

Notes: Certain areas

Pudong New Area: Drainage entities which directly discharge sewage into Converging Main Line (Phase I), Sewage Main Line (Phase II), Sewage Main Line (Phase III) or South Main Line;

Minhang District: Drainage entities in all areas except Xinzhuang Town;

Jiading District: Drainage entities in Nanyang Town, Jiangqiao Town and Zhenxin Subdistrict.

#### **V. Approval Conditions**

##### **(I) Conditions for approval of application for granting a drainage license:**

- 1) The requirements under drainage plan are met;
- 2) The requirements based on current situations of drainage network are met;
- 3) The requirements under relevant water quality standards on sewage are met;
- 4) The requirements under interior and exterior drainage design specifications are met;
- 5) Sewage treatment facilities have been built according to relevant provisions;
- 6) Special monitoring wells (gap between grids  $\leq 15\text{mm}$ ) have been established at outlets;

**(II) Conditions for approval of application for changing the existing drainage license:**

Where the name of the drainage entity has changed, approval from the competent department or the original administrative department must be obtained;

**(III) Conditions for approval of application for extending the validity term of the existing drainage license:**

- 1) The requirements under relevant water quality standards on sewage are met;
- 2) Neither the drainage entity nor licensed contents have changed.

**(IV) Conditions for approval of application for reissuing a drainage license:**

- 1) The Drainage License is damaged or lost during its validity term;
- 2) The drainage entity has not violated relevant management rules, or it has received punishment although it violates relevant management rules. Where the drainage license is confiscated according to law, the drainage entity may not apply to reissue a drainage license.

**VI. Number of Applications to Be Approved**

No limitation on the number.

**VII. Application Materials**

**(I) Formal standards**

1. Application materials shall be legible.
2. Project name, location, nature, building area, water quality, water volume, sewage treatment facilities, caliber and location of rainwater and sewage pipelines and other information specified in application materials shall be corresponding to the material contents contained in Application Form for a License for Discharging Urban Sewage into the Drainage Pipelines (Appendix 1, 1-1).

3. Materials prepared by the Applicant shall be printed in A4 paper; while the documents provided by government departments and other institutions shall be submitted in the same size with that of the original.

4. After application materials are accepted, the Applicant may not supplement or modify them without authorization.



**(II) Catalogue of application materials for administrative examination and approval**

Table 1 Application Materials for Administrative Examination and Approval on Granting Drainage License

No.	Name of materials to be submitted	Original/photocopy	Number of copies	Papery/electronic	Requirements	Apply for granting a drainage license	Apply to change the existing drainage license (limited to change of drainage entity)	Apply to extend the validity term of the existing drainage license	Apply for reissuing a drainage license
						Examination and approval for new construction, change of construction project and expansion			
1	Application form for a drainage license	Original	1	Papery	Completely fill, including signature, seal and date	√			

2	Legal identity certificates of the Applicant	Original/photocopy	1	Papery	<p>1) Where the Applicant is an entity: Photocopy of business license or organization code certificate, original of identity certificate of legal representative or person in charge;</p> <p>2) Where the Applicant is an individual: Photocopy of I.D. card of the Applicant;</p> <p>3) Where the Applicant (entity or individual) entrusts an entrusted agent for this purpose, the Applicant shall also provide the original of the power of attorney and the photocopy of I.D. card of the entrusted agent</p> <p>4) The Applicant and legal person shall be the same with those stated in Application Forms</p>	√	√	√	√
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3	Drainage design scheme, the drawings, explanation and other materials on the location and calibers of the drainage entity's internal drainage network, special monitoring wells and sewage discharge outlets	Original/photocopy	1	Papery	Including design basis for drainage design scheme, project survey, water supply and drainage, environmental protection and drainage admission plan	√			
4	Report on the completion of a covered drainage project	Original	1	Papery	Including project overall layout (as-built drawing), drainage overall layout (as-built drawing), as-built drawing of pipes connecting with urban drainage pipelines, acceptance certificate of special monitoring well, image data	√			
5	A drainage quality testing report (instantaneous), and	Original	1	Papery	Issued by a water quality testing institution with the measurement	√		√	

	the predicted water quality and volume report submitted by the drainage entity that plans to discharge sewage (with respect to new construction, change of construction project and expansion which have not been put into use)				certification qualification within one month prior to the acceptance of the drainage license application; testing contents shall be consistent with drainage character of the project				
6	Materials on the construction of sewage pretreatment facilities as required	Photocopy	1	Papery	Including model of oil-water separator, product list-related materials, design documents of sewage treatment facilities and as-built materials	√		√	
7	Drainage overall layout	Original/photocopy	1	Papery	The drawings shall be legible			√	
8	Water bills of the latest three months	Photocopy	1	Papery	Genuine, valid			√	
9	The original	Original	1	Papery	Where the original		√	√	

	Drainage License (the original written decision on administrative license)				Drainage License (the original written decision on administrative license) has been lost, the Applicant must provide written explanations				
10	Application Form for Change of Administrative License by Shanghai Water Authority	Original	1	Papery	Completely fill, including signature, seal, date and reason of change. Such change shall comply with relevant provisions		√		
11	Certificates in connection with change (such as: contract, leasing agreement, approval for change of name, design basis of design entity for drainage volume, drainage overall layout and drainage scheme after change, and written opinions of drainage facilities)	Original/photocopy	1	Papery	Within the validity term, confirm with seal		√		

	maintenance entity)								
12	Application for Extension of Administrative License by Shanghai Water Authority (grant Drainage License)	Original	1	Papery	Completely fill, including signature, seal and date			v	
13	Application Form for Reissuing a Drainage License by Shanghai Water Authority	Original	1	Papery	Completely fill, including signature, seal and date				v

Remark: 1) A drainage entity listed as a major pollutant discharge entity shall provide the materials on installed equipment that automatically monitors the discharge of major water pollutants;

2) Generally speaking, drainage quality testing items include PH, chemical oxygen demand (CODCR), suspended solids (SS), ammonia nitrogen (NH<sub>3</sub>-N), animal and vegetable oil, sulfide (S<sup>2-</sup>), petroleum, total phosphorus (P), Linear Alklybezene Sulfonates (LAS); with respect to medical waste water, in addition to the nine routine items, number of fecal coliforms (MPN/L) shall also be tested; with respect to medical waste water of infectious diseases and tuberculosis, pathogenic entero bacteria, enterovirus and mycobacterium tuberculosis need also be tested; where a project is governed by industrial standards, with respect to industrial waste water, in addition to the nine routine items, pollutant concentration (including concentration of Class I pollutants), such as total mercury (Hg), total chromium (Cr), total copper (Cu) and total zinc (Zn) need also be tested;

3) With respect to an industrial project, the Applicant shall provide environment impact assessment report

### **(III) Name of Application Forms**

#### **1. Apply for granting a drainage license**

Application Form for a License for Discharging Urban Sewage into the Drainage Pipelines (see Appendix 2)

#### **2. Apply to change the existing drainage license**

Application Form for Change of Administrative License by Shanghai Water Authority (see Appendix 2)

#### **3. Apply to extend the validity term of the existing drainage license**

Application for Extension of Administrative License by Shanghai Water Authority (see Appendix 2)

#### **4. Apply for reissuing a drainage license**

Application Form for Reissuing a Drainage License by Shanghai Water Authority (see Appendix 2)

### **VIII. Time Limit for Examination and Approval**

#### **(I) Time limit for application**

1. Apply for granting a new drainage license: before the sewage is duly discharged, upon where the sewage pipelines has already been connected with urban drainage facilities,.

2. Apply to change the existing drainage license: Where the name, legal representative or any other matter of a drainage entity has changed, the drainage entity shall apply to change within 30 days after completing the formalities of change of registration at the industrial and commercial administrative department. After being approved by the original department of granting drainage license, the drainage entity is able to discharge.

3. Apply to extend the validity term of the existing drainage license: The drainage entity shall, 30 days prior to the expiration of the validity term, apply to extend the validity term of the existing drainage license.。

4. Apply for reissuing a drainage license: Within the validity term of the original Drainage License.

#### **(II) Time limit for acceptance**

5 working days.

#### **(III) Time limit for transaction**

1. Apply for granting a drainage license, apply to change the existing drainage license, apply to extend the validity term of the existing drainage license: 10 working days.

2. Apply for reissuing a drainage license: Make a decision to approve or not on the spot.

#### **IX. Certificate to Be Granted**

The certificate to be granted is Drainage License, which is valid for 5 years.

Where a licensee needs to extend the validity term of the Drainage License obtained by it legally, it shall, 30 days prior to the expiration of the validity term, file an application to Shanghai Water Authority.

#### **X. Charging Basis and Standard**

No fees will be charged.

#### **XI. Rights and Obligations of the Applicant**

##### **(I) The Applicant enjoys the following rights according to law:**

The Applicant is entitled to be informed, make statements, defend themselves, keep secret, apply for administrative reconsideration or to file an administrative lawsuit in accordance with the law; where any of its legal rights and interests is impaired because of the administrative organs' unlawful implementation of the administrative license, it shall be entitled to demand compensation in accordance with the law.

##### **(II) The Applicant shall perform the following obligations according to law:**

The Applicant shall truthfully submit relevant materials to the administrative organs and be responsible for the authenticity of substantial content of application materials; the Applicant shall accept and cooperate with the administrative organs' spot check, supervision and inspection.

#### **XII. Receiving of Application**

##### **(I) Method of receiving**

Name of receiving department: Administrative Service Center of Shanghai Water Authority

Address of receiving window: Floor 1, Shuiwu Building, No. 389, Jiangsu Road, Changning District

##### **(II) Time of receiving**

Monday to Friday 9: 00~17: 30 (except legal holidays and festivals)

#### **XIII. Channels of Consultation**

##### **(I) Window**

Floor 1, Shuiwu Building, No. 389, Jiangsu Road, Changning District, Administrative Service Hall;

##### **(II) Telephone**



(021) 52398146 (021) 52397000—6121

**(III) Online**

<http://www.shanghaiwater.gov.cn>

**XIV. Channels of Complaint**

**(I) Window or letter**

Party Conduct & Integrity Office of Shanghai Water Authority

Address: No. 389, Jiangsu Road, Changning District

Postal code: 200050

**(II) Telephone**

(021) 62521620

**(III) Online**

<http://www.shanghaiwater.gov.cn>

**XV. Methods of Transaction**

**(I) Apply for granting a drainage license, apply to change the existing drainage license, apply to extend the validity term of the existing drainage license**

Method of transaction: General procedures

**1. Description**

**(1) Examination process**

1) Application: The Applicant fills in application forms provided by Shanghai Water Authority, applies to Shanghai Water Authority, and submit relevant materials to Shanghai Water Authority.

2) Acceptance: Shanghai Water Authority accepts application and conducts formal examination. Where materials are complete and comply with formal requirements, the application will be accepted and the notification of acceptance will be sent; where it is necessary to supplement materials, the notification of supplementing materials will be sent; where Shanghai Water Authority decides not to accept, it will send written decision of non-acceptance.

3) Examination: Shanghai Water Authority will, according to relevant provisions of the state and Shanghai Municipality, carry out examination over the application project.

4) Decision: Where all conditions are met, Shanghai Water Authority will make written decision of granting administrative license; where conditions are not met, it will make written decision of not granting administrative license.

5) Service of approval: Shanghai Water Authority sends the approval to the

Applicant or notify the Applicant to draw the approval at the window of acceptance.

## **(2) Method of examination**

Spot check or written examination.

## **2. Scope of application**

Applicable to applications for granting a drainage license, change of the existing drainage license and extension of the validity of the existing drainage license.

### **(II) Apply for reissuing a drainage license**

Method of transaction: Make a decision to approve or not on the spot

#### **1. Description**

1) Application: The Applicant fills in application forms provided by Shanghai Water Authority, applies to Shanghai Water Authority, and submit relevant materials to Shanghai Water Authority.

2) Acceptance: Shanghai Water Authority accepts application and conducts formal examination. Where materials are complete and comply with formal requirements, the application will be accepted and the notification of acceptance will be sent on the spot; where it is necessary to supplement materials, the notification of supplementing materials will be sent on the spot; where Shanghai Water Authority decides not to accept, it will send written decision of non-acceptance on the spot.

3) Examination: Shanghai Water Authority will, according to relevant provisions of the state and Shanghai Municipality, carry out examination over the application project.

4) Decision: Where all conditions are met, Shanghai Water Authority will make written decision of granting administrative license; where conditions are not met, it will make written decision of not granting administrative license.

5) Service of approval: Shanghai Water Authority delivers the approval to the Applicant on the spot.

## **(2) Method of examination**

Written examination

## **2. Scope of application**

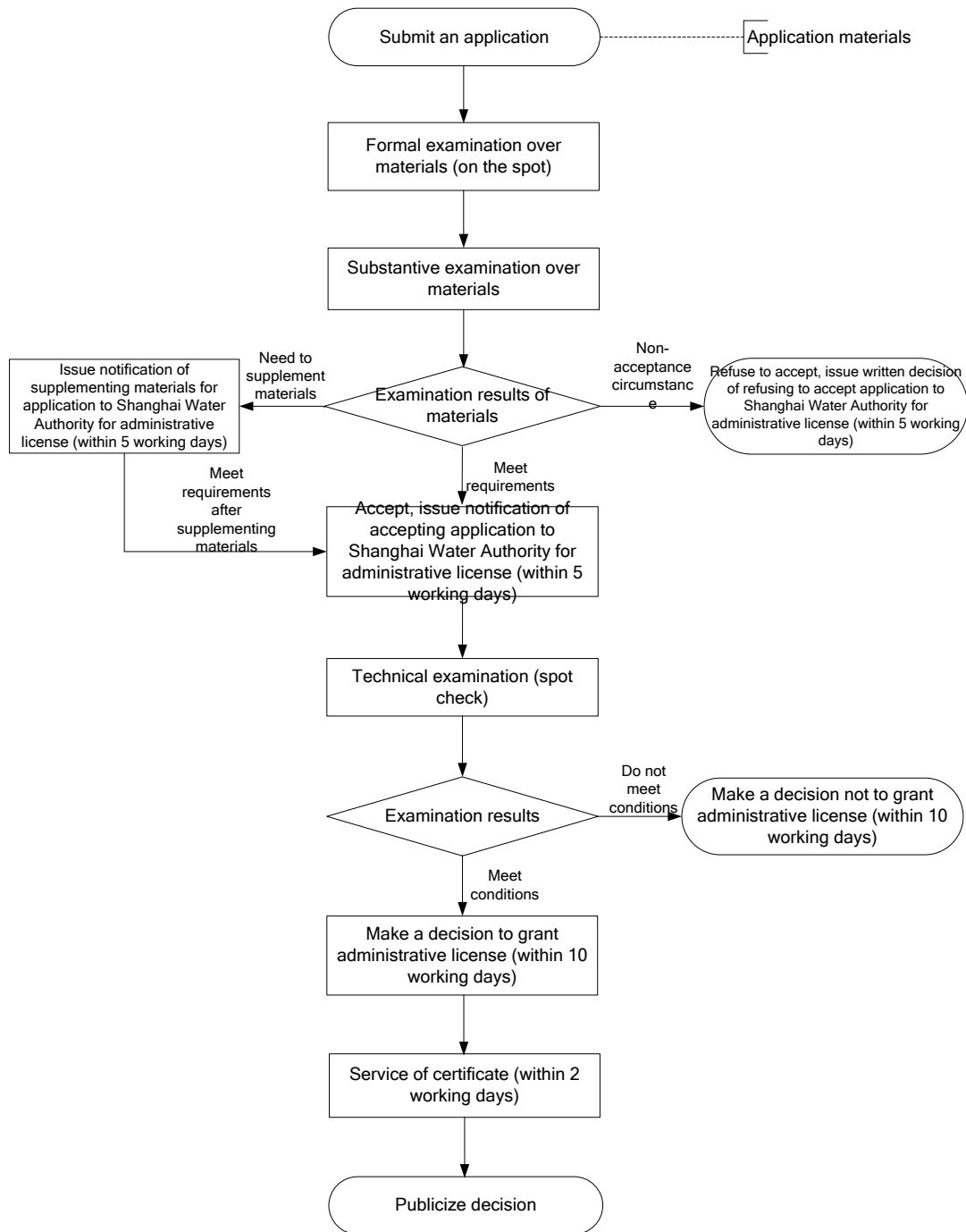
Applicable to application for reissuing Drainage License.

#### **XVI. Disclosure of Decision**

Within 20 working days after the decision is made, Shanghai Water Authority shall disclose the approval results on <http://www.shanghaiwater.gov.cn>.

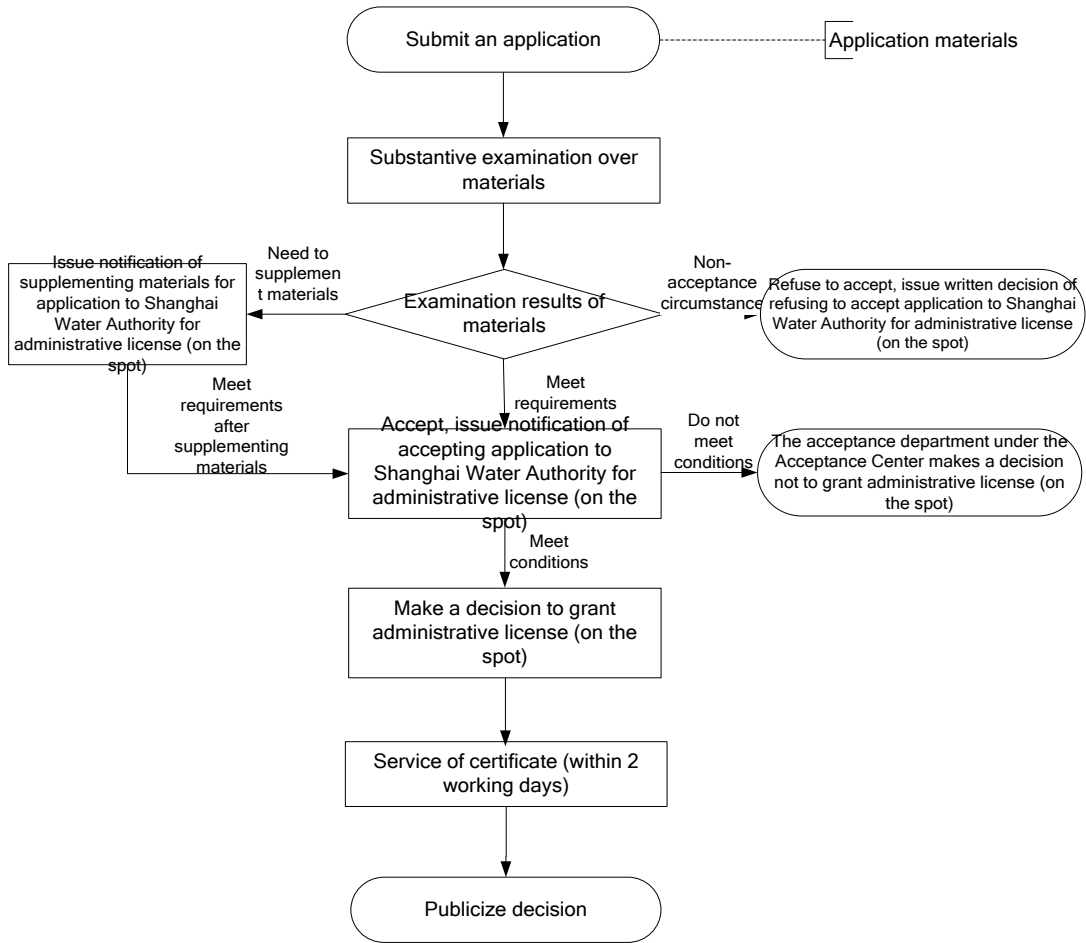
## Appendix 1

### Diagram I of Handling Procedures



**Diagram I of Handling Procedures for Granting Drainage License (General Procedures)**

## Diagram II of Handling Procedures



## Diagram II of Handling Procedures for Granting Drainage License (Reissue Drainage License)

## Appendix 2

1. Application Form for a License for Discharging Urban Sewage into the Drainage Network (model text)

2. Application Form for Change of Administrative License by Shanghai Water Authority (model text)

3. Application for Extension of Administrative License by Shanghai Water Authority (model text)

4. Application Form for Reissuing a Drainage License by Shanghai Water Authority (model text)

Application No.:

Acceptance No.:

Time of application:

Time of acceptance:

**Application Form for  
a License for Discharging Urban Sewage into the Drainage Network**

**Applicant (seal)** \_\_\_\_\_ Shanghai XX Co., Ltd. \_\_\_\_\_

**Drainage entity** \_\_\_\_\_ XXXX Project \_\_\_\_\_

**Date of filling** XXXXXX (the same with the date of submitting)

## Explanations on Filling

1. This Form is in duplicate. One copy is held by the Applicant and the other is archived.

2. This Form shall be filled in with black pen or sign pen or printed neatly without obliteration. The cover of this Form must be affixed with the seal of the Applicant.

3. "I. Basic Information", "II. Information about Drainage Pipelines" and "III. Information about Drainage Quality" shall be filled in by the drainage entity (Applicant) truthfully, accurately, completely and fully. "Application No.", "time of application", "acceptance No." and "time of acceptance" shall be filled in by the department of granting drainage license.

4. This Form must be filled in Chinese, and Arabic numerals shall be used to express figures.

5. Relevant data must be provided for "water consumption" and "drainage volume" under "Basic Information"; where the "method of sewage pretreatment" is entrusted treatment, tick the corresponding box; where it is pretreated by the Applicant itself, sewage treatment process must be indicated.

6. Setup of all outlets must be filled under "Information about Drainage Pipelines", and it is unnecessary to fill drainage volume under rainwater outlets.

7. "The Information about Drainage Quality" shall be filled according to the drainage quality testing report issued by a water quality testing institution with the measurement certification qualification; and the predicted water quality and volume report shall be submitted by the drainage entity that plans to discharge sewage.

8. Any additional page attached (if necessary) shall be in A4 paper.

9. The photocopies must be affixed with the official seal of the Applicant or signed by the legal representative.

## I. Basic Information

Applicant	Shanghai XX Co., Ltd.				
Address	XX, XX Road, XX District			Postal code	2XXXXX
Registration No. of business license	XXXXXXXXXX				
Organization code certificate	XXXXXXXXXX				
Legal representative	Ye XX	Tel	XXX XXXXXXXX	— Mobile phone	XXXXXXXXXXXX
Liaison	Gu XX	Tel	XXX XXXXXXXX	— Mobile phone	XXXXXXXXXXXX
Project name (drainage entity)	XXX project				
Project type	Industry, construction, catering, medical services, livestock breeding, slaughter, hotel services with sterilization and drainage, scientific research with chemical experiment drainage, repair of trains, rail traffic vehicles and automobiles, etc.				
Project address	XX, XX ROAD, XX DISTRICT				
water consumption (m <sup>3</sup> /day) XXX			Drainage volume (m <sup>3</sup> /day) XXX		
Total water consumption	Tap water	Self-supplied water	Total drainage volume	Industrial (incl. catering) sewage	Domestic sewage
XXX	XXX	XXX	XXX	XXX	XXX



Pretreatment method ( <input type="checkbox"/> Tick "V")		<input type="checkbox"/> Self-treatment	Pretreatment process	Fill in based on actual conditions		
		<input type="checkbox"/> Entrusted treatment				
Drainage entity	Land area (m <sup>2</sup> )	XXXX	Total building area (m <sup>2</sup> )	XXXX	Production area (m <sup>2</sup> )	XXXX
					Residence area (m <sup>2</sup> )	XXXX
					Commercial space (m <sup>2</sup> )	XXXX
					Office area (m <sup>2</sup> )	XXXX
					Catering area (m <sup>2</sup> )	XXXX
					Main products or services: (Fill in based on actual conditions)	
Main raw materials: (Fill in based on actual conditions)						
Main manufacturing technique and water pollutants generation flow (block diagram, additional diagram may be attached): (Fill in based on actual conditions)						
Sewage pretreatment process (block diagram, additional diagram may be attached): (Fill in based on actual conditions)						
Remark: Project and environment impact assessment approval numbers shall be provided for new construction, change of construction project or expansion (Fill in based on actual conditions)						

## II. Information about Drainage Pipeline Network

Outlet No.	Name of pipeline (sewage, rainwater, converging)	Caliber of connecting pipe at outlet (mm)	Drainage volume (m <sup>3</sup> /day)	Destination of drainage (Name of road)
1	Sewage pipeline	XXX	XXX	xx Road
2	Sewage pipeline	XXX	XXX	xx Road
3	Rainwater pipeline	XXX	XXX	xx Road
4	Rainwater pipeline	XXX	XXX	xx Road

Schematic diagram of drainage pipelines (additional diagrams may be attached):

See drainage layout.

Remark:

**III. Information about Drainage Quality (with reference to items under Water Quality Standards on Sewage Discharged into Urban Sewers)**

Outlet No. and location (coordinate)	Project name	Concentration (mg/L)	Project name	Concentration (mg/L)
1# outlet (coordinate X=XXXXX.XXX Y=XXXXX.XXX)	PH	XX	Total phosphorus	XX
	COD	XX	Petroleum	XX
	Suspended solids	XX		
	Animal and vegetable oil	XX		
	Sulfide	XX		
	Ammonia nitrogen	XX		
	Linear Alkylbenzene Sulfonates (LAS)	XX		
2# outlet (coordinate X=XXXXX.XXX Y=XXXXX.XXX)	PH	XX	Total phosphorus	XX
	COD	XX	Petroleum	XX
	Suspended solids	XX		
	Animal and vegetable oil	XX		
	Sulfide	XX		
	Ammonia nitrogen	XX		
	Linear Alkylbenzene Sulfonates (LAS)	XX		



#### IV. Information about Review and Approval

<b>Opinions of the review department</b>	<p>Handling opinions: (Filled in by the examination department)</p>
	<p>Handler: _____ Date: _____</p>
	<p>Review opinions: (Filled in by the examination department)</p> <p><b>(Seal of the review department)</b></p> <p>Reviewed by: _____ Date: _____</p>

<b>Opinions of the approval department</b>	<p>Approval opinions: (Filled in by the examination department)</p>  <p><b>(Seal of the approval department)</b></p> <p>Person in charge: _____ Date: _____</p>
<b>Remark</b>	

## Shanghai Water Authority

### Application Form for Change of Administrative License (Entity)

Name of matter of administrative license: grant Drainage License

Acceptance No.: SHPX20XXXXXX **(Filled in by the acceptance department)**

XX	Name	Shanghai XX Co., Ltd.				
	Address	XX, XX ROAD, XX DISTRICT				
	Legal representative (person in charge)	Wang x			Title	General manager
	Liaison	Li xx	Mobile phone	XXXXXXXXXXXX	Tel	XXX — XXXXXXXX
			Email		Fax	XXX — XXXXXXXX
	Address of service	No. 389, Jiangsu Road			Postal code	2xxxxx
	Original decision on granting administrative license/administrative license No.	SHPX20XXXXXX/H.S.W.P.Z.Z. No. (XXXXXXXX)				
Matter to be changed	Before	<b>(Original licensed contents)</b>				
	After	<b>(Change under application)</b>				
Reason of change	<b>(Specify the reason of change based on actual conditions, additional pages may be attached)</b>					
Application materials	No.	Name	Number of copies	Original / photocopy	Remark	



	1	Identity certificate of legal representative (person in charge) , power of attorney	1	Original	
	2	Business license for legal person (Organization code certificate), I.D. card of entrusted agent	1	Photocopy	
	3	Original written decision of the water resources bureau for granting administrative license/Drainage License	1	Original	
	4	Provide relevant materials based on actual change	1	Original / photocopy	
Commitment	<p>We've been aware of legal liabilities for providing false materials. The above application materials are all true.</p> <p style="text-align: right;">Applicant: <b>(seal)</b></p> <p style="text-align: center;">XXXXXXXXX <b>(the same with the date of submitting)</b></p>				

## Shanghai Water Authority

### Application Form for Change of Administrative License (Individual)

Name of matter of administrative license: grant Drainage License  
 No.: SHPX20XXXXXX **(Filled in by the acceptance department)**

Acceptance

Application	Name	Li XX	Sex	Male	Mobil e phon e	XXXXXXXXXX XX
	Date of birth	XXXXXX	Entity	Shanghai XX Co., Ltd.		
	Address	XX, XX ROAD, XX DISTRICT			Tel	XXX — XXXXXXXXXX
	Address of service	No. 39, Jiangsu Road			Fax	XXX — XXXXXXXXXX
	Original decision on granting administrative license/administrative license No.	SHPX20XXXX XX/ H.S.W.P.Z.Z. No. (XXXXXXXXXX)	Email		Posta l code	2XXXXXX
Matters to be changed	Before	<b>(Original licensed contents)</b>				
	After	<b>(Change under application)</b>				
Reason of change	Fill in based on actual conditions					
Application materials	No.	Name		Numbe r of copies	Original / photocop y	Remark
	1	I.D. card of the Applicant		1	Photocop y	

	2	Original written decision of the water resources bureau for granting administrative license /Drainage License	1	Original	
	3	Provide relevant materials based on actual change	1	Original / photocopy	
Commitment	<p>I've been aware of legal liabilities for providing false materials. The above application materials are all true.</p> <p style="text-align: right;">Applicant: Li XX (signature)</p> <p style="text-align: right;">XXXXXXXXX <b>(the same with the date of submitting)</b></p>				

## Shanghai Water Authority

### Application for Extension of Administrative License (Entity)

Name of matter of administrative license: grant Drainage License  
 No.: SHPX20XXXXXX **(Filled in by the acceptance department)**

Acceptance

Application	Name	Shanghai XX Co., Ltd.				
	Address	No. XX, XX Road, XX District				
	Legal representative (person in charge)	Li XX		Title	General manager	
	Liaison	Zhang XX	Mobile phone	XXXXXXXXXXXX	Tel	XXX — XXXXXXXX
			Email		Fax	XXX — XXXXXXXX
	Address of service	No. 389, Jiangsu Road			Postal code	2XXXXX
Original decision on granting administrative license /administrative license No.	SHPX20XXXXXX/H.S.W.P.Z.Z. No. (XXXXXXXX)					
Period of extension	Original period	XXXXXXXX — XXXXXXXX				
	Extended period	XXXXXXXX — XXXXXXXX				
Reason of	No change of original licensed contents has occurred, extend the					

extension	validity term of the drainage license.				
Application materials	No.	Name	Number of copies	Original / photocopy	Remark
	1	Identity certificate of legal representative (person in charge), power of attorney	1	Original	
	2	Business license for legal person (organization code certificate), I.D. card of entrusted agent	1	Photocopy	
	3	Original written decision of the water resources bureau for granting administrative license /Drainage License	1	Original	
	4	Provide relevant materials based on actual conditions	1	Original / photocopy	
Commitment	<p>We've been aware of legal liabilities for providing false materials. The above application materials are all true.</p> <p style="text-align: right;">Applicant: (seal)</p> <p style="text-align: center;">XXXXXXXXX <b>(the same with the date of submitting)</b></p>				

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2. This Form shall be filled in with black pen or sign pen or printed neatly without obliteration. The cover of this Form must be affixed with the seal of the Applicant.

3. "I. Basic Information", "II. Information about Drainage Pipelines" and "III. Information about Drainage Quality" shall be filled in by the drainage entity (Applicant) truthfully, accurately, completely and fully. "Application No.", "time of application", "acceptance No." and "time of acceptance" shall be filled in by the department of granting drainage license.

4. This Form must be filled in Chinese, and Arabic numerals shall be used to express figures.

5. Relevant data must be provided for "water consumption" and "drainage volume" under "Basic Information"; where the "method of sewage pretreatment" is entrusted treatment, tick the corresponding box; where it is pretreated by the Applicant itself, sewage treatment process must be indicated.

6. Setup of all outlets must be filled under "Information about Drainage Pipelines", and it is unnecessary to fill drainage volume under rainwater outlets.

7. "The Information about Drainage Quality" shall be filled according to the drainage quality testing report issued by a water quality testing institution with the measurement certification qualification; and the predicted water quality and volume report shall be submitted by the drainage entity that plans to discharge sewage.

8. Any additional page attached (if necessary) shall be in A4 paper.

9. The photocopies must be affixed with the official seal of the Applicant or signed by the legal representative.

## I. Basic Information

Applicant	Shanghai XX Co., Ltd.				
Address	XX, XX ROAD, XX DISTRICT			Postal code	2XXXXX
Registration No. of business license	xxxxxxxx				
Organization code certificate	xxxxxxxx				
Legal representative	Ye XX	Tel	XXX XXXXXXXX	— Mobile phone	XXXXXXXXXXXX
Liaison	Gu XX	Tel	XXX XXXXXXXX	— Mobile phone	XXXXXXXXXXXX
Project name (drainage entity)	XXX project				
Project type	Industry, construction, catering, medical services, livestock breeding, slaughter, hotel services with sterilization and drainage, scientific research with chemical experiment drainage, repair of trains, rail traffic vehicles and automobiles, etc.				
Project address	XX, XX ROAD, XX DISTRICT				
Water consumption (m <sup>3</sup> /day) XXX			drainage volume (m <sup>3</sup> /day) XXX		
Total water consumption	Tap water	Self-supplied water	Total drainage volume	Industrial (incl. catering) sewage	Domestic sewage
XXX	XXX	XXX	XXX	XXX	XXX

Pretreatment method ( <input type="checkbox"/> tick "√")		<input type="checkbox"/> Self-treatment	Pretreatment process	Fill in based on actual conditions		
		<input type="checkbox"/> Entrusted treatment				
Drainage entity	Land area (m <sup>2</sup> )	XXXX	Total building area (m <sup>2</sup> )	XXXX	Production area (m <sup>2</sup> )	XXXX
					Residence area (m <sup>2</sup> )	XXXX
					Commercial space (m <sup>2</sup> )	XXXX
					Office area (m <sup>2</sup> )	XXXX
					Catering area (m <sup>2</sup> )	XXXX
					Main products or services: (Fill in based on actual conditions)	
Main raw materials: (Fill in based on actual conditions)						
Main manufacturing technique and water pollutants generation flow (block diagram, additional diagram may be attached): (Fill in based on actual conditions)						
Sewage pretreatment process (block diagram, additional diagram may be attached): (Fill in based on actual conditions)						
Remark: Project and environment impact assessment approval numbers shall be provided for new construction, change of construction project or expansion (Fill in based on actual conditions)						



## II. Information about Drainage Pipelines

Outlet No.	Name of pipeline (sewage, rainwater, converging)	Caliber of connecting pipe at outlet (mm)	drainage volume (m <sup>3</sup> /day)	Destination of drainage (Name of road)
1	Sewage pipeline	XXX	XXX	xx Road
2	Sewage pipeline	XXX	XXX	xx Road
3	Rainwater pipeline	XXX	XXX	xx Road
4	Rainwater pipeline	XXX	XXX	xx Road

Schematic diagram of drainage pipelines (additional diagrams may be attached):

See drainage layout.

Remark:

**III. Information about Drainage Quality (with reference to items under Water Quality Standards on Sewage Discharged into Urban Sewers)**

Outlet No. and location (coordinate)	Project name	Concentration (mg/L)	Project name	Concentration (mg/L)
1# Outlet (coordinate X=XXXXX.XXX Y=XXXXX.XXX)	PH	XX	Total phosphorus	XX
	COD	XX	Petroleum	XX
	Suspended solids	XX		
	Animal and vegetable oil	XX		
	Sulfide	XX		
	Ammonia nitrogen	XX		
	Linear Alkylbenzene Sulfonates (LAS)	XX		
2# Outlet (coordinate X=XXXXX.XXX Y=XXXXX.XXX)	PH	XX	Total phosphorus	XX
	COD	XX	Petroleum	XX
	Suspended solids	XX		
	Animal and vegetable oil	XX		
	Sulfide	XX		
	Ammonia nitrogen	XX		
	Linear Alkylbenzene Sulfonates (LAS)	XX		



#### IV. Information about Review and Approval

<b>Opinions of the review department</b>	<p>Handling opinions: (Filled in by the examination department)</p> <p>Handler: _____ Date: _____</p>
	<p>Review opinions: (Filled in by the examination department)</p> <p><b>review department)</b> (Seal of the</p> <p>Reviewed by: _____ Date: _____</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Opinions of the approval department</b></p>	<p>Approval opinions:  (Filled in by the examination department)</p> <p><b>(Seal of the approval department)</b></p> <p>person in charge: _____ Date: _____</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Remark</b></p>	

## Application Form for Reissuing a Drainage License by Shanghai Water Authority

Name of matter of administrative license: Grant Drainage License  
 No.: SHPX20XXXXXX **(Filled in by the acceptance department)**

Acceptance

Application	Name	Shanghai XX Co., Ltd.			
	Address	Room XX, XX, XX Road, XX District	Postal code	XXX XXXXXXXX	—
	Legal representative (person in charge)	Xu XX	Title	General manager	
	Liaison	Li XX	Tel	XXXXXXXXXXXX	
	Address of service	No. 389, Jiangsu Road	Postal code	2XXXXX	
	Original decision on granting administrative license/administrative license No.	SHPX20XXXXXX/H.S.W.P.Z.Z. No. (XXXXXXXXXX)			
Reason of reissuing	The original Drainage License is damaged (or lost).				
Application materials	No.	Name	Number of copies	Original / photocopy	Remark
	1	Identity certificate of legal representative (person in charge)	1	Original	
	2	Power of attorney	1	Original	
	3	Business license for legal	1	Photocopy	

		person			
	4	I.D. card of entrusted agent	1	Photocopy	
	5	Explanations on damage (or missing) of the original Drainage License	1	Original	
	6	Provide relevant materials based on actual conditions	1	Original / photocopy	
Commitment	<p>We've been aware of legal liabilities for providing false materials. The above application materials are all true.</p> <p style="text-align: right;">Applicant: (seal)</p> <p style="text-align: center;">XXXXXXXX (the same with the date of submitting)</p>				



## **Appendix 3**

### **Catalogue of Technical standards as the Basis of Examination and Approval**

1. GB50014-2006 Code for Design of Outdoor Wastewater Engineering
2. GB50318-2000 Code for Urban Wastewater Engineering Planning
3. GB/T 31962-2015 Water Quality Standards on Sewage Discharged into Urban Sewers
4. DB31/199-2009 Integrated Wastewater Discharge Standard
5. GB18466-2005 Discharge Standard of Water Pollutants from Medical Institutions, GB25463-2010 Discharge Standard of Water Pollutants from Printing Oil Industry, GB25461-2010 Discharge Standard of Water Pollutants from Starch Industry, GB4287-2012 Discharge Standard of Water Pollutants from Dyeing and Finishing of Textile Industry, etc.