

SECTION 68, LOCAL GOVERNMENT ACT 1993.

APPLICATION FOR APPROVAL
 TO AMEND
 A SYSTEM OF SEWAGE MANAGEMENT

OFFICE USE ONLY

LIC NO:	DATE:
ASSESSMENT NO:	RECEIPT NO:
ACCOUNT NO:	STAFF MEMBER:

SECTION 1 - APPLICATION FEE (Please Tick)

<input type="checkbox"/> Residential 1-10 Equivalent Persons	<input type="checkbox"/> Residential >10 Equivalent Persons
<input type="checkbox"/> Non-Residential 1-10 Equivalent Persons	<input type="checkbox"/> AMEND/ALTER \$65.00 Inspection Fee \$120.00

NOTE: EP = Equivalent Persons, which is determined as being two people per bedroom/study
 Amend/Alter applications are not accepted for installation of new systems.

SECTION 2 - TYPE OF SYSTEM (Please Tick)

<input type="checkbox"/> Aerated Wastewater Treatment System	<input type="checkbox"/> Septic Tank with Land Disposal
<input type="checkbox"/> Septic Tank with Pump-out	<input type="checkbox"/> Greywater Treatment System
<input type="checkbox"/> Biological Filtering System	<input type="checkbox"/> Other

SECTION 3 - APPLICANT INFORMATION

Name:	
Street:	
Suburb:	Postcode
Mobile:	
Email Address:	

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SECTION 4 - PROPERTY DETAILS

Lot(s):	DP:
House Number:	Street:
Suburb:	Postcode:

SECTION 5 - OWNER'S DETAILS

Name:
Street:
Suburb: Postcode
Mobile:
Email Address:
Owner's Signature:
Date:
I/We own the subject land and consent to Council officers entering the premises for the purpose of carrying out inspections in conjunction with this application, without first giving notice.

SECTION 6 - INSTALLER'S DETAILS

Name:
Street:
Suburb: Postcode
Mobile:
Email Address:
License No:
ABN:

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SECTION 7 - SYSTEM DETAILS

Wastes to be Connected:	NSW Accredited Tank Brand:
Number of Bedrooms: (Including Study)	Number of persons (Commercial system only)
Certificate of Accreditation No:	

Water Saving Devices: <input type="checkbox"/> Nil <input type="checkbox"/> Standard <input type="checkbox"/> Full Water Source <input type="checkbox"/> Rainwater <input type="checkbox"/> Reticulated Supply <input type="checkbox"/> Tank Capacity _____ Ltrs
Is the roof water diverted away from the disposal area? Yes No
Effluent Disposal Method: Distributed to: <input type="checkbox"/> Lawn <input type="checkbox"/> Vegetable Garden <input type="checkbox"/> Landscape Area <input type="checkbox"/> Other
Effluent Disposal Area Soil Type: <input type="checkbox"/> Sand <input type="checkbox"/> Loam <input type="checkbox"/> Clay <input type="checkbox"/> Sand Loam <input type="checkbox"/> Gravel Is effluent visible at ground surface <input type="checkbox"/> Yes <input type="checkbox"/> No
Please see details SECTION 8 for information that is required to be submitted in accordance with Clause 26 of the Local Government (General) Regulation 2005.

WHAT HAPPENS NEXT?

Once your application is received by Council, an Environmental Health Officer will contact you to arrange an inspection, and if satisfactory, an approval to operate will be issued for a period of up to 5 years.
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WHAT IF I DON'T MAKE AN APPLICATION?

It is an offence to operate a system of sewage management without an approval to operate. You may be fined \$330 or taken to court.

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SECTION 8 – INFORMATION REQUIRED

The following information **MUST be submitted** with any application to install or amend a system of sewage management, as required by Clause 26 of the Local Government (General) Regulation 2005.

1. Completion of application form

All details on the application form are mandatory and are required to be completed and accurate.

2. Site Plan

The application must be accompanied by a plan, to scale, showing the location of:

- (a) The dwelling in relation to the block and proposed effluent disposal area;
- (b) The sewage management facility proposed to be installed or constructed on the premises;
- (c) Any related effluent disposal areas and method of disposal (eg. Reln drain);
- (d) The location of any bore holes;
- (e) Any buildings or facilities existing on, and any environmentally sensitive areas of, any land located within 100 metres of the sewage management facility or related effluent disposal areas;
- (f) Any related drainage lines or pipework (whether natural or constructed); and
- (g) The location of any existing system of sewage management and effluent disposal are (if applicable).

3. Specifications

The application must be accompanied by full specifications of the sewage management facility proposed to be installed or constructed on the premises concerned, including a full copy of any Certificate of Accreditation and associated conditions.

4. Site Assessment

The application must be accompanied with a Geotechnical Effluent Disposal System Report detailing the land application area is suitable for the proposed system, climate, geology, hydrogeology, topography, soil compositions and vegetation of any related effluent application areas together with an assessment of the site in the light of those details.

NOTE: This needs to be submitted with the initial assessment of the application identifying the land application area is sufficient to accommodate the proposed system and distribution method.

5. Effluent Disposal Area

Calculations as to the sizing of the effluent disposal area.

6. Operations and Maintenance

The application must be accompanied by details of:

- (a) The operation and maintenance requirements for the proposed sewage management facility;
- (b) The proposed operation, maintenance and servicing arrangements intended to meet those requirements; and
- (c) the action to be taken in the event of a breakdown in, or other interference with its operation.

Compliance Requirements The application must comply with:

- (a) Local Government (General) Regulation 2005.
- (b) Environment & Health Protection Guidelines – On-Site Sewage Management for Single Households.
- (c) Australian Standard 1547 – 000 – On Site Domestic Wastewater Management.

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SECTION 9 – PRIVACY INFORMATION

Note: You are advised that this application form is a public document. The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998*. The intended recipients of the personal information are:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent/contractor of the Council; and
- Other Statutory Authorities.

The supply of the information by you is not voluntary. If you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your request etc. Council has collected this personal information from you in order to process your request/application etc. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information.