

On Site Sewage Management Application Lodgement CHECKLIST

The following information must be lodged with any OSSM application for this type of development. Before filling in this checklist and lodging your application with Council, please ensure that your plans and supporting documentation achieve the expected standard and quality as outlined in the **Checklist Guidelines**.

OSSM APPLICATION (New and Amended systems are the same procedure)	Applicant To tick	Supplied	N/A	O/S
APPLICATION FORM				
• Type of approval being sought	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Property details are correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Applicant section is filled in, signed and dated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Owners details are filled in correctly, signed and dated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The name of the person responsible for the satisfactory operation of the system is completed and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Details of Licenced Person/Company plumber who will be installing the system completed with the plumbers licenced number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Details of the Person/Company who will be servicing or who are currently servicing the system completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Proposed development details complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Details of proposed system completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITE PLAN (must all be to scale)				
• Scale (e.g. 1:100) displaying true north point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Street Name, House Number, Lot Number an DP Number are displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• To scale Site Dimensions (boundaries) and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of proposed OSSM and disposal area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Boundary setbacks (distance to the two closest boundaries or if it is a corner block all boundaries must be displayed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of all existing structures and their uses, including OSSM system and if applicable the location of all proposed structures and their future uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distances of existing structures to the proposed development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance between the septic tank and the house/bulding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance between the disposal area and the house/bulding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance to all dams, water courseways etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Distance to the two closest boundaries to septic tank & disposal area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRAINAGE PLAN (FLOOR PLAN) (must be to scale)				
• Scale (e.g. 1:100) displaying true north point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• All internal drainage lines out to external points are displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIFICATIONS				
• Specifications from the manufacture are provide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• NSW Health Accreditation Certificate (in date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• For aerated wastewater treatment systems (such as envirocycle) they also need to supply a maintenance agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Council only requires 1 copy of each document.

All documents must be supplied as an electronic copy on a USB or email when lodging a On Site Sewage Management System Application (including all written reports /statements and plans). (An example of this is: Site Plan – Lot XX DP XXXXXX – 2 Smith Street Singleton).