

# On Site Sewage Management Application Form

Under the section 68 of the Local Government Act 1993

## Applicant Details

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring all the information provided is correct. All correspondence in relation to this application will be issued to the applicant as stated on this form.

Name/s (individual or company name in full)			
For companies, contact name			
Postal address			
ABN:			
	Suburb		
	State	Post Code	
Contact phone number			
Mobile number			
Email address			
Applicant's reference number			

## Type of Approval – Please indicate by 'X'

Please indicate by 'X' which section is relevant to your application

**Application to Install, Construct or Alter a Waste Treatment Device or Human Waste Storage Facility**

- Local Government Act 1993 Section 68 Part C Item 5

**Application for Approval to Operate a System of Sewage Management**

- Local Government Act 1993 Section 68 Part C Item 6

### Type of Work

Will you be altering an existing system? Yes  No

Will you be installing/constructing a *new* system? Yes  No

*If Yes, please indicate by 'X' which of the following applies*

The proposed system is a *new system* on a vacant lot

The proposed system is *replacing* an existing system

The proposed system is an *additional system* (where existing system/s will continue to operate)

## Property Description

Unit/House No.	Street	Suburb	Lot	Section	DP/SP

### Special Access Requirements

Please give details of any special requirements for gaining entry to the property (eg dogs, locked gates etc)

### Property Details *Please indicate by 'X'*

<b>Property Size</b>	Less than 1000m <sup>2</sup>	1000 – 2000 m <sup>2</sup>	More than 2000m <sup>2</sup>
<b>Property Use</b>	Residential Dwelling	Commercial/Industrial	Other (Specify):
<b>Water Supply</b>	Mains (Town)	Tank	Dam/River/Creek/Bore
<b>Type of Waste</b>	Human	Trade (Specify):	Other (Specify):

### ON-SITE WASTEWATER MANAGEMENT SYSTEM DETAILS *Please indicate by 'X'*

	Aerated Wastewater Treatment System	Septic Tank	Effluent Pump-Out by Tanker
	Composting	Sand/Media Filter	Pump to Sewer
	Other (Specify):		
	Surface Irrigation	Subsurface Irrigation	Raised Mound
	Evapo-Transpiration	Absorption Trench	Other (Specify):
<b>Tank Capacity (Litres)</b>	Tank No 1:	Tank No 2:	Tank No 3:
No of Bedrooms: <i>(Note: Studies and the like are to be counted as bedrooms)</i>		No of Persons Using System:	



Installer Details			
Name(s)		Company	
		Position Title	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Email		License No.	

Owner Declaration (enter details of all owners below)		
<input type="checkbox"/> I am the sole owner of the development site (provide details below)		
<input type="checkbox"/> There are multiple owners of the development site (provide details of all owners below, one per line)		
<input type="checkbox"/> The owner is a Company (details below) and I am authorised under delegation to provide owner's consent - my name and role designation is: <input type="text"/>		
Owner Name	Owners Address	Owners Email
<b>Owner Signature:</b>		
Handwritten forms are required to be signed by all owners. Where the form is completed in the editable PDF, a scanned copy of owners' signatures can be inserted. Where an electronic signature is inserted, owners will be bound by that signature.		
<b>Dated:</b>		
If there are more than 3 owners, please provide the additional details on an additional sheet. <b>Please be aware that it is a criminal offence to make a false declaration</b>		
Applicant Declaration		
<input type="checkbox"/> I declare that all information submitted in this form and the attachments is accurate to the best of my knowledge		
<b>Applicant's Signature:</b>		
<b>Applicant's Name:</b>		
Handwritten forms are required to be signed by all applicants. Where the form is completed in the editable PDF, a scanned copy of applicants' signatures can be inserted. Where an electronic signature is inserted, applicants will be bound by that signature.		
<b>Dated:</b>		

## PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's Privacy Management Plan.

The supply of information on this form is voluntary but it is required to process your application/request.

The Privacy Management Plan may be accessed on Council's website  
<http://www.singleton.nsw.gov.au/index.aspx?nid=418>

If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 65787290.



## The Application Requirements

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)

### **Site Constraints Plan:**

A dimensioned site constraints plan drawn to a suitable scale indicating:

- Location of the treatment tank(s);
- Location of primary and reserve disposal areas (including prescribed sizes and any vegetation / landscaping requirements);
- Location of boundaries, all buildings, swimming pools, driveways / roads and paths;
- Location of any environmentally sensitive areas of any land located within 100m of the wastewater management facility including groundwater bores, dams, waterways, intermittent drainage courses etc;
- Buffers from environmentally sensitive areas to the land application area;
- Location of stormwater diversion drains and earth bunds (eg. required when slope of land indicates that spray runoff will enter neighbouring properties).
- Where an Aerated Wastewater Treatment Systems (AWTS) is to be installed:
  - Detailed design information for the irrigation pipework (and sprays etc) within the land application area.

### **Drainage Diagram:**

A drainage diagram drawn to a suitable scale indicating:

- Proposed drainage diagram from each wastewater fixture within the building to the treatment tank(s) in accordance with the National Plumbing & Drainage Code AS/NZS 3500 (including pipe size, dimensions, location, inspection openings, vents, overflow relief gully, etc).

### **Floor Plan:**

A copy of the floor plan of any building to be connected to the waste treatment device. (Can be a copy of the approved floor plan from the Development Application, Construction Certificate or Complying Development Certificate for use by the Plumbing and Drainage Inspector only)

### **Manufacturer's Specifications:**

Manufacturer's specifications for the tank(s) (indicating Ministry of Health Accreditation for domestic systems).

### **Operation and Maintenance:**

- A signed Maintenance Agreement for aerated systems;
  - Details of the operation and maintenance requirements for the wastewater treatment facility and the proposed operation, maintenance and servicing arrangements intended to meet these requirements (included within the Manufacturers Specifications)
  - The action to be taken in the event of a breakdown in, or other interference with, the system's operation (included with the Manufacturers Specification)

### **All plans and documents must contain the owners name and the property address except for item 3 above (Drainage Diagram).**

### **Additional information that may be required to accompany the application (if applicable):**

- Geo-technical reports for all lots under 2,000m<sup>2</sup>;
- Cross-sectional drawing through any proposed trenches or beds (including dimensions);
- Manufacturer's specifications for any sub-surface irrigation system (AWTS);
- Manufacturer's specifications for any distribution boxes or the like where provided to ensure the even distribution of treated effluent within land application areas.
- Site and Soil Assessment Report:  
Site and Soil Assessment Report which demonstrates compliance with AS1547 and NSW Environment & Health Protection Guidelines.

Note: For Environment & Health Protection Guidelines visit  
[www.olg.nsw.gov.au/sites/default/files/Onsite-sewage-management-guide.pdf](http://www.olg.nsw.gov.au/sites/default/files/Onsite-sewage-management-guide.pdf)

Note - Council may request other information that it deems relevant to properly assess this Application.

