

## LOCAL APPROVAL TO INSTALL, ALTER AND/OR OPERATE A SYSTEM OF SEWAGE MANAGEMENT

Local Government Act 1993, Section 68 - Part C5 & C6

Property file no: ..... Authority no: .....

DA no: .....

TYPE OF APPLICATION	
<input type="checkbox"/> <b>New system</b> <i>(Complete all sections)</i>	<input type="checkbox"/> <b>Alteration/Modification</b> <i>(Complete all sections)</i>
<input type="checkbox"/> <b>Operate approval only</b> <i>eg operate, renewal or sale of dwelling</i> <i>(Complete sections 1-5; please ensure you read the checklist section "approval to operate".</i>	
<input type="checkbox"/> <b>Sale of property</b> <i>(Complete 1, 2 &amp; 5)</i>	<input type="checkbox"/> <b>Change of owner</b> <i>(Complete sections 1-3 &amp; 5)</i>

Section 1	Applicant details – COMPLETE PERSONAL INFORMATION AND OWNERS CONSENT ON PAGE 2
Contact Name: ..... Company Name: (if applicable) ..... Capacity: (owner, builder, architect, etc) ..... Mobile: ..... Work/home: ..... Address: ..... Email: .....	
Section 2	Property details
Owner: ..... No: ..... Street: ..... Suburb: ..... Lot: ..... DP: ..... Parcel No: ..... Area size: ..... No of bedrooms: ..... No of persons residing if existing dwelling: ..... Is there a bore or well on the property: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Section 3	Access arrangements
<b>FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN DELAYS IN INSPECTING THE BUILDING AND PROCESSING THE APPLICATION</b>	
<p>You are advised that access to your property may be required by authorised officers of Council in order for them to process your application and determine compliance with any consent that may be issued. By the submission of this application or by authorising its submission by another person/s it is understood you are giving approval of entry to your premises to Council staff. Access may be made in your absence. Should internal access be required, staff may make contact with you beforehand to make the necessary arrangements.</p> <p>Name of contact person for access: .....</p> <p>Contact No: .....</p>	

Section 4      Plumber and plumbing details	
Name: ..... Company Name: ..... (if applicable) .....      Licence no: .....  Address: .....  Mobile: .....      Work/home .....  Email: .....	
Plumbing work to be carried out: (tick applicable box/es)  <input type="checkbox"/> Water <input type="checkbox"/> Sanitary Plumbing <input type="checkbox"/> House Drainage <input type="checkbox"/> Stormwater <input type="checkbox"/> Aerated Septic Tank <input type="checkbox"/> Septic Tank  <b>If a septic tank is to be installed or modified a separate 'Application to install, alter and/or operate a waste treatment device' application is to be completed.</b>	
Wastes to be connected: .....  WC flush capacity: ..... litres      Septic tank capacity ..... litres Water Supply Source (Tank, bore, well, etc) .....	

PERSONAL INFORMATION AND OWNERS CONSENT – All personal details will be redacted		
Section 5      Consent of all registered owners – ALL PROPERTY OWNERS MUST SIGN		
If the property is in the name of a company, position held in that company must be stated and company seal (if one) affixed.		
I/we hereby consent to the making of this application and I/we understand that it will be necessary for Council staff to enter and inspect the property, the subject of this application to ensure compliance with the provisions of the Environmental Planning and Assessment Act 1979, as amended and the Regulations thereunder and with the approved plans and specifications. Therefore I/we give approval for council staff to enter and inspect the property during the approval process; during construction and until such time as all of the work has been completed to council's satisfaction.		
Name (print full names)  ..... ..... .....	Signature  ..... ..... .....	Date  ..... ..... .....
Company Name & Position (if applicable)  Company Name: .....      Position: .....		

Fees      OFFICE USE ONLY					
<u>Management of Waste</u> LOCAL APPROVAL NO: 70/ .....      File No: .....					
<u>Allocation type</u>	<u>Amount</u>	<u>Receipt type</u>			
Application fee	\$ ..... 511	Receipt No .....	Date: .....		
Modification fee	\$ ..... 516	Receipt No .....	Date: .....		
Operate fee	\$ ..... 517	Receipt No .....	Date: .....		
Inspection fee	\$ .....	Receipt No .....	Date: .....		
Urgency fee	\$ ..... 067	Receipt No .....	Date: .....		
<b>TOTAL:</b>	<b>\$ .....</b>				

<b>The information on this form is being collected to allow council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.</b>
Ref: 08.00016/451      Issue Date: 1 July 2024      Review Date: 30 June 2025      Page 2 of 5

## CHECKLISTS

The following documentation **MUST** be submitted with the application in order for it to be processed. If this information **does not** accompany the application it may result in the determination **being delayed or returned**.

### **INSTALL NEW SYSTEM**

- ☐ One copy of a **geotechnical report**  
A geotechnical report, from an experienced geotechnical engineering consultant, commenting on the suitability of the site with respect to the on-site disposal of effluent.  
All associated testing is to be conducted by a NATA registered laboratory.
- ☐ One copy of a **site layout plan** showing:
  - a) the proposed position of the dwelling incorporating a drainage diagram of the external drainage;
  - b) the proposed position and size in litres of the septic tank (this must match or be more than that indicated in the geotechnical report);
  - c) the proposed position of the effluent disposal area showing equal distribution in accordance with the geotechnical report; and
  - d) the distances to the boundaries of the site from a, b and c above

#### **NOTE 1: Position of the tank and disposal area**

Any septic tank is to be located no closer than 1.5 m from a dwelling and no closer than 1 m from the property boundary. The effluent disposal area must be located no closer than 3 m from a property boundary.

#### **NOTE 2: Aerated System**

An application for an aerated septic tank system must include documentation from the manufacturer stating the design of the system, the specification of the tank and the recommended proposed method of disposal of the treated effluent by irrigation. The proposed system must carry a current NSW Health Certificate of Accreditation – available from the NSW Health website.

On the geotechnical report the engineer must specify the size and location of the irrigation area required.

#### **NOTE 3: Non-Aerated System**

An application for a non-aerated system must include documentation from the manufacturer of the tank on the size and design of the tank. The minimum size of a domestic non-aerated septic tank dealing with all wastes is 3000 litres. These may also include waterless or wet composting toilets, biological filter systems etc. The proposed septic tank must carry a current NSW Health Certificate of Accreditation – available from the NSW Health website.

On the geotechnical report the engineer must specify the size and location of the irrigation area required

- ☐ One copy of a house plan showing the internal drainage
- ☐ One copy of **tank specifications**

### **ALTERATIONS/MODIFICATIONS TO EXISTING SYSTEM**

Approval is required to “alter an existing onsite wastewater management system” under the following circumstances:

- the disposal system (soak pits, absorption trenches or irrigation area) is being relocated or upgraded; or
- the septic tank or sewerage treatment plant is being relocated or upgraded; or
- additional plumbing fixtures are being added to the septic tank system; or
- bedrooms are being added to the dwelling that will increase the daily wastewater flow to the system; or
- the existing onsite wastewater management system has failed and remedial work is required to be carried out.

- ☐ One copy of **geotechnical letter**  
A geotechnical letter, from an experienced geotechnical engineering consultant, advising how work is to be completed.

### **APPROVAL TO OPERATE ONLY**

In addition to the approval to install or alter a septic system it is also necessary to have an approval to operate. The approval to operate is a separate approval aimed at ensuring that the system is managed in an environmentally acceptable manner and is issued to the owner of the property.

The approval to install or alter is a “one off” approval. The approval to operate is an ongoing approval issued on a two (2), five (5) or eight (8) yearly basis depending on the risk category or when the property is sold.

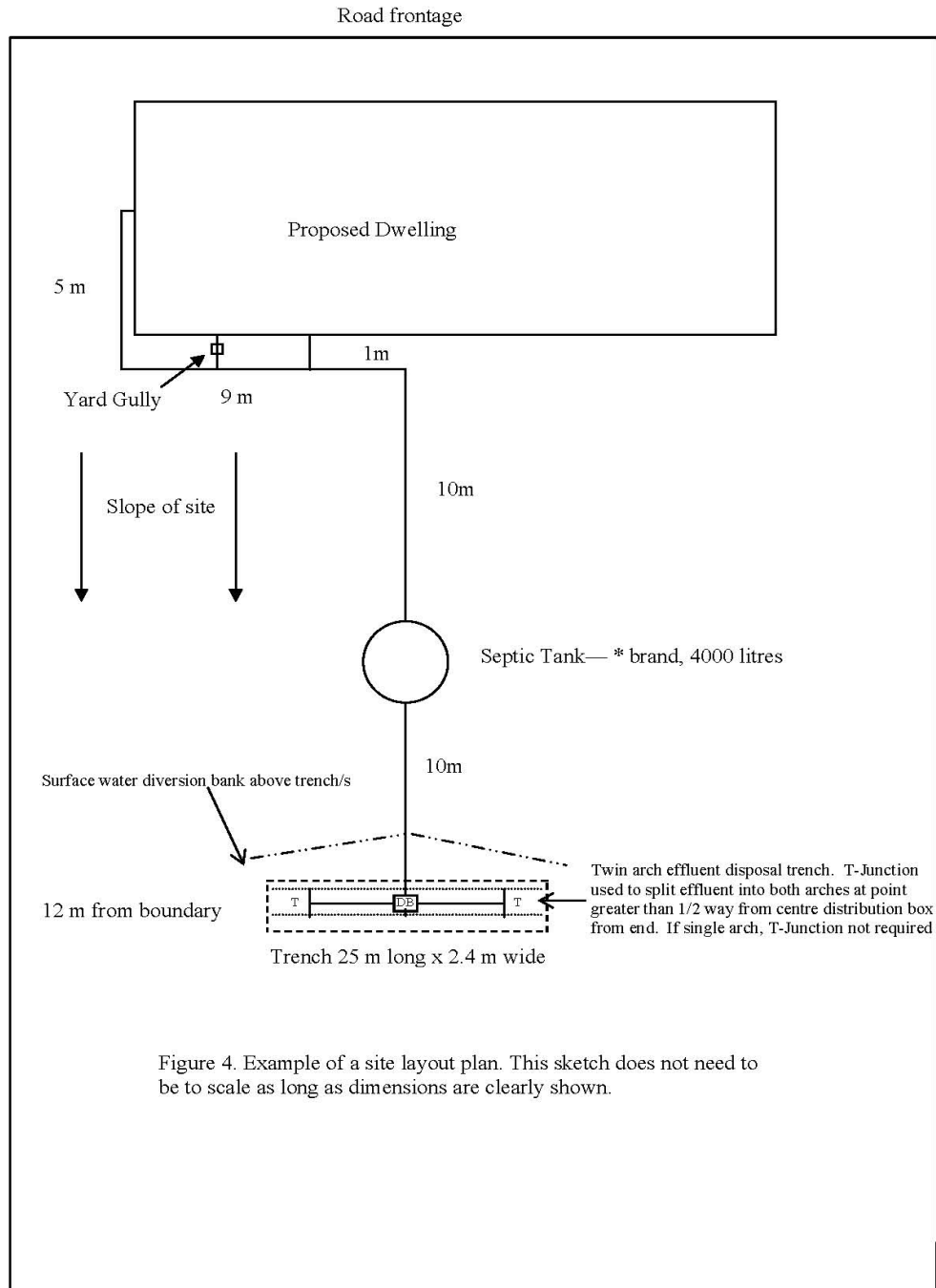
**NOTE:** If a request for an operate approval only is lodged and the system is found to be failing you may be asked to:

1. Complete outstanding work to ensure system is compliant and pay for any additional inspections as required before the approval to operate will be issued.

OR

2. Lodge an application to **ALTER/MODIFY** the existing system together with a letter from a geotech engineer outlining how repairs should be carried out and pay the application and inspection fees.

## EXAMPLE – SITE PLAN



## EXAMPLE – DISTRIBUTION: EFFLUENT DISPOSAL AREA

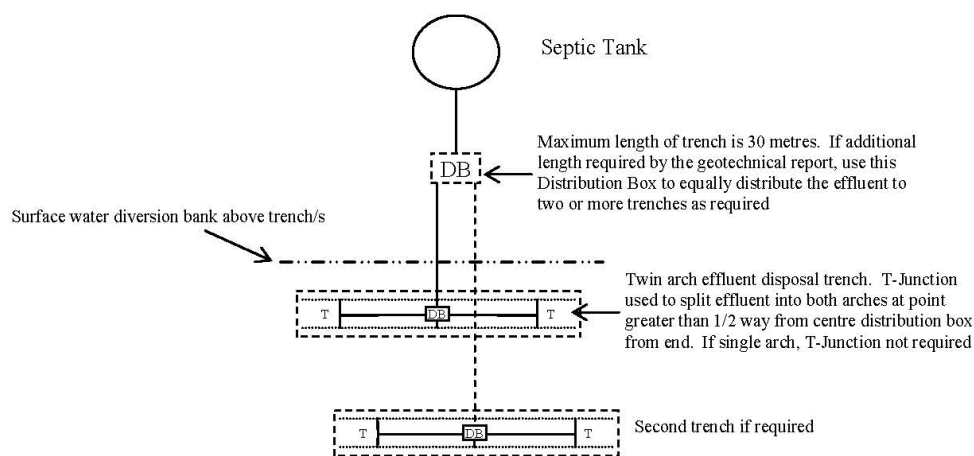


Figure 1. Equal Distribution of Effluent—one or two trench system

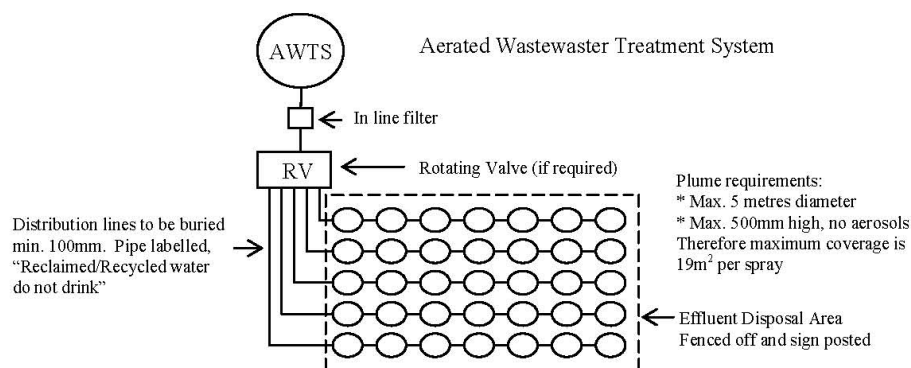


Figure 2. Equal Distribution of Aerated Wastewater Treatment System - Sprayed disposal

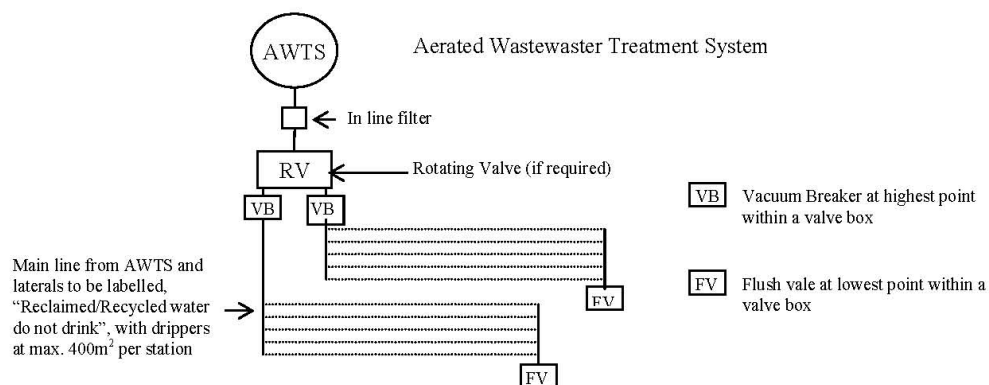


Figure 3. Equal Distribution of Aerated Wastewater Treatment System - Sub surface disposal