



Date Application Received: .....

Application Number: .....

Fees: \$320.....

Receipt No.: .....

**Wastewater treatment in unsewered area**

made under section 68 of the *Local Government Act 1993*. Form reviewed 17/4/2008

**Application for Approval to Install Wastewater Treatment System  
FORM 18**

**Type of wastewater treatment system**

(Please tick appropriate box)

- Septic Tank/Absorption Trench System - Refer **Checklist One**
- Septic Tank Pump-out Service System - Refer **Checklist Two**
- Aerated Wastewater Treatment System - Refer **Checklist Three**
- Wet / Dry Composting Toilet and Greywater System - **Refer Checklist Four**
- Greywater Treatment System - **Refer Checklist Five**
- Research System / Other - **Refer Checklist Six**
- Onshore Vessel Sullage Water Pump Out System - **Refer Checklist Seven**

**NOTE:**

All wastewater generated by the proposed development must be treated and disposed of in an approved onsite sewage management system designed and installed in accordance with both *AS 1547 – Onsite Domestic Wastewater Management (2000)* and *Environment & Health Protection Guidelines – Onsite Sewage Management for Single Households (1998)*.

**Applicant Details**

Surname/Company name \_\_\_\_\_

Mr/Mrs/Ms Given names: \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post code \_\_\_\_\_

Phone (work) \_\_\_\_\_ Phone (home) \_\_\_\_\_ Fax \_\_\_\_\_

In signing this application I declare that I am aware of and acknowledge Council's practice and policy of advertising, exhibiting and making available copies of applications (including plans and other documents) for the purpose of obtaining public comment and I authorise Council to implement such policy in respect of this application.

Signature(s) \_\_\_\_\_

**Installation address**

Lot No: \_\_\_\_\_ Property No. \_\_\_\_\_

Street \_\_\_\_\_ Suburb \_\_\_\_\_

Associated Development Application Number: \_\_\_\_\_

**Additional information**

(Please tick appropriate boxes)

Type of Premises	Fittings to be connected (indicate how many of each)	Number of Persons to reside on a regular basis	No. of Bedrooms in Dwelling	Tank Capacity (litres)	Collection Wells (litres)
<input type="checkbox"/> Dwelling	<input type="checkbox"/> W.C.				
<input type="checkbox"/> Multi Residential	<input type="checkbox"/> Bath				
<input type="checkbox"/> Commercial	<input type="checkbox"/> Laundry				
<input type="checkbox"/> Industrial	<input type="checkbox"/> Kitchen Sink				
<input type="checkbox"/> Other					
<input type="checkbox"/> Marina	<input type="checkbox"/> Holding Tank	Number of Vessels at facility	Number of Berths Per Vessel		

## Installer - for Aerated Wastewater Treatment System, Greywater Treatment System and Composting Systems

Surname/company name \_\_\_\_\_  
 Mr/Mrs/Ms Given names \_\_\_\_\_  
 Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Post code \_\_\_\_\_  
 Phone Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_  
 Signature of installer \_\_\_\_\_

## Plumber - for All Systems

Surname/Company name \_\_\_\_\_  
 Mr/Mrs/Ms Given name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Post code \_\_\_\_\_  
 Phone Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_  
 Plumber's Licence Number \_\_\_\_\_

## Consent of all owners

Note: In the case of Crown land within the meaning of the *Crown Lands Act 1989*, the owner's consent must be signed by an officer of the Department of Natural Resources, authorised for these purposes by the Governor-in-Council, from time to time.

As the owner(s) of the above property, I/we consent to this application and I/we hereby consent to Council's officers entering the above property for the purpose of carrying out inspections on this proposal.

Surname/Company name (1) \_\_\_\_\_  
 Mr/Mrs/Ms Given names \_\_\_\_\_  
 Surname/Company name (2) \_\_\_\_\_  
 Mr/Mrs/Ms Given names \_\_\_\_\_  
 Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Post code \_\_\_\_\_  
 Phone (work) \_\_\_\_\_ Phone (home) \_\_\_\_\_ Fax \_\_\_\_\_  
 Signature (1) \_\_\_\_\_  
 Signature (2) \_\_\_\_\_  
 Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

<b>NOTE: MINIMUM PAYMENT OF \$20.00 FOR ANY CARD PAYMENT APPLIES</b>	<b>CREDIT CARD DETAILS</b>	
	Bankcard <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>	
	Card Number _____	
	Expiry Date / _____	Amount \$ _____
	Daytime Phone No.: _____	
	NAME: _____	
	ADDRESS: _____	
	SIGNATURE: _____	

## Checklist 1 - Have I Supplied the Required Information for Trenches?

### *Septic Tank - Absorption Trench Disposal System*

When lodging your application, the following information must be supplied **in duplicate** in order for Council to assess your application.

1. Manufacturer's plans and specifications indicating tank dimensions, capacity and brand; plus the licensed plumber's name, address, phone number and licence number.
2. An accurately drawn, detailed site plan drawn to **scale** and showing:
  - A. The position of the house, including aspect.
  - B. The sanitary fittings of the house (including toilet(s), bathroom(s), kitchen and laundry wastewater disposal points), internal and external drainage lines leading from the dwelling to the wastewater tank(s).
  - C. The position of the wastewater tank(s), ensuring at least 1.5m distance between tank/s and dwelling, property boundaries, driveways and any impervious surfaces.
  - D. Location of property boundaries, watercourses, easements, bushland, recreation areas, etc.(Point 5, Page 6)
  - E. A contour plan of the disposal area indicating trench position and dimensions. Note that the trench must be constructed parallel to the natural contours of the land. Trench location must also comply with the following setbacks :
    - 12 metres if up-slope and 6 metres if down-slope of property boundary.
    - 6 metres if up-slope and 3 metres if down-slope of swimming pools, driveways and buildings.
    - 100 metres from permanent surface waters (e.g., rivers, streams, lakes, etc).
    - 250 metres to domestic groundwater wells.
    - 40 metres to other waters (e.g., farm dams, intermittent waterways and drainage channels, etc).
    - 20 metres to natural bushland.
3. Provide details on topography, soil type, soil composition and vegetation within the intended disposal area (this includes presence of rocky outcrops, slope, potential drainage problems, etc).
4. Position of all roof, surface and subsoil drainage pipelines to their points of discharge.

### ***Calculation to Determine Absorption Trench Length***

Calculations for the required length of absorption trenches are to be made in accordance with the Australian Standard *AS1547(2000) - Disposal Systems for Effluent from Domestic Premises*. The following table contains a **guide** for trench length for wastewater disposal by sub-soil absorption.

#### LENGTH OF ABSORPTION TRENCH (METRES) FOR WASTEWATER DISPOSAL BY SUB-SOIL ABSORPTION

<b>SOIL TYPE</b>				
<b>NUMBER OF BEDROOMS</b>	<b>SAND</b>	<b>LOAM</b>	<b>CLAY LOAM</b>	<b>CLAY</b>
2	15m	25m	32m	83m
3	26m	37.5m	47m	125m
4	30.5m	50m	63m	166m
5	38m	62.5m	79m	208m

*Please Note:*

1. Failure to supply the above information may result in processing delays.
2. Council requires that all wastewater applications are prepared in accordance with recommendations in *Environment & Health Protection Guidelines - Onsite Sewage Management for Single Households*, and *Australian Standard 1547(2000) - Disposal Systems for Effluent from Domestic Premises*.
3. The length referred to is in accordance with standard dimensions outlined in *AS 1547(2000) – Disposal systems for effluent from domestic premise*, and is only intended as a guide.
4. Due to low permeability, trenches are not suited to clay soils.
5. The position of the trenches relative to the wastewater tanks may result in the installation of a pump and secondary tank.
6. Should you require information on tank sizes, contact the Environmental Health & Protection Team on 9847-6829.

## Checklist 2 - Have I Supplied the Required Information for Pump-out?

### *Septic Tank Pump-out Service System*

When lodging your application, the following information must be supplied **in duplicate** in order for Council to assess your application.

1. Manufacturer's plans and specifications indicating septic tank and collection well(s) dimensions and capacities, plus the Licensed Plumber's name, address, phone number and licence number.
2. An accurately drawn, detailed site plan drawn to scale and showing:
  - A. The position of the house.
  - B. The sanitary fittings of the house (including toilet(s), bathroom(s), kitchen and laundry wastewater disposal points) with internal and external drainage to wastewater tanks marked.
  - C. The position of the tanks, the draw-off pipe and the suction outlet at street level. Note that tanks must be located a minimum of 1.5m from the dwelling, driveway or any impervious surfaces.
  - D. The position of the tanker standing area located a minimum of 3 metres from the centre line of the road.
  - E. A contour plan from dwelling to draw-off pipe.

#### Please Note:

1. Failure to supply the above information may result in processing delays.
2. Delays in approval may occur if Council's Waste Management Team needs to assess the availability of adequate access and manoeuvrability of sullage tankers.
3. If the holding well is installed in a position lower than the pipe outlet, a pump must be installed. This pump must be capable of delivering a flow rate of 364 L / min at the outlet.
4. If the holding well is installed in a position higher than the pipe outlet, a gate valve must be installed at the draw off pipe.
5. Council's Waste Management Team can be contacted on 9847 4856 for information on the approximate yearly cost of pump-out.
6. In situations where the placement of the pump-out pipe is through another property, an easement must be created. This may require assistance from solicitors, and must adhere to Council's "Terms of Easement" conditions.
7. To determine the optimum capacity for both septic tanks and holding wells, contact the Environmental Health & Protection Team on 9847-6829.
8. Council requires that all wastewater applications are prepared in accordance with recommendations in *Environment & Health Protection Guidelines - Onsite Sewage Management for Single Households*, and *Australian Standard 1547(2000) - Disposal Systems for Effluent from Domestic Premises*.

## Checklist 3 - Have I Supplied the Required Information for an AWTS?

### *Domestic Sewage Treatment Plant (Aerated Waste Water Treatment System)*

When lodging your application, the following information must be supplied **in duplicate** in order for Council to assess your application.

1. Manufacturer's plans and specifications indicating tank dimensions and capacity, plus the Licensed Plumber's name, address, phone number and licence number.
2. An accurately drawn, detailed site plan drawn to scale and showing:
  - A. The position of the house, including aspect.
  - B. The sanitary fittings of the house (including toilet(s), bathroom(s), kitchen and laundry wastewater disposal points) with internal and external drainage to wastewater tank(s) marked.
  - C. The position of the treatment tank(s), ensuring at least 1.5m distance between tank/s and dwelling, property boundaries, driveways and any impervious services.
  - D. Position of roof, surface and subsoil drainage pipelines to their point(s) of discharge.
3. A contour plan of the irrigation area (note that this area shall include a duplicate irrigation area and be distinct and separate from playing areas, swimming pool yards, fruit and vegetable gardens). The following setbacks must be adhered to for spray irrigation:
  - 6 metres if area up-slope and 3 metres if area down-slope of driveways and property boundary.
  - 15 metres to dwellings or any other building.
  - 3 metres to paths and walkways.
  - 6 metres from swimming pools.
  - 100 metres to permanent surface waters ( e.g., rivers, streams, lakes, etc).
  - 250 metres to domestic groundwater well.
  - 40 metres to other waters (e.g., farm dams, intermittent waterway, drainage channels, etc).
  - 20 metres from natural bushland.

For surface drip and trickle, or sub-surface irrigation systems, the following setbacks must be adhered to:

- 6 metres of area up-slope and 3 metres if area down-slope of swimming pools, property boundaries, driveways and buildings.
4. Details on topography, soil composition and vegetation within the intended disposal area (this includes presence of rocky outcrops, slope, areas of poor drainage, etc).
  5. Position of any environmentally sensitive areas (including native bushland, watercourses, intermittent waterways, Environmental Protection Zone B, etc) .

#### Please Note:

1. Failure to supply the above information may result in processing delays.

2. Council requires that all wastewater applications are prepared in accordance with recommendations in *Environment & Health Protection Guidelines - Onsite Sewage Management for Single Households*, and *Australian Standard 1547(2000) - Disposal Systems for Effluent from Domestic Premises*.
3. Council will assess the application for the above system, and may require a **site capability and system design report** to be undertaken if:
  - The intended irrigation area is located within the prescribed buffer distances,
  - Fill is located in the intended irrigation area,
  - The site is located in an environmentally sensitive area (i.e., Environmental Protection Zone B),
  - The only available area for irrigation is also to be used as a recreational area,
  - If any major site limitations are present that will impact on the absorption of wastewater or uptake of nutrients, and
  - The system is not the most suitable for the site.

The following table outlines approximate areas required for disposal fields. These figures are to be used as guides only.

SOIL TYPE				
	SAND	LOAM	CLAY LOAM	CLAY
NUMBER OF BEDROOMS				
2	120m	210m	280m	770m
3	180m	315m	420m	1150m
4	240m	420m	560m	1530m
5	300m	525m	700m	1910m

#### *Installation of AWTS*

1. Irrigation lines must be buried at a depth of 100 mm below finished ground level (in accordance with AS 1547:2000).
2. The irrigation area cannot be used for growing fruit, vegetables or other consumable products. The irrigation area cannot be used as a recreational area and must not support animal, vehicle or pedestrian traffic.
3. Sprinklers must have a maximum throw of 2 metres, and the plume must be no greater than 400 mm from the finished ground surface.
4. Sprinklers are to be installed approximately one every 20 m<sup>2</sup> (subject to site specific conditions) and operational at all times.
5. Irrigation must occur only in designated effluent disposal areas.

## Checklist 4 – Have I supplied the required information for Composting Toilets?

### *Composting Toilet*

When lodging your application, the following information must be supplied **in duplicate** in order for Council to assess your application.

- A. Manufacturer's plans and specifications indicating tank/s dimensions and capacity, plus the Licensed Plumber's name, address, phone number and Licence number.
- B. An accurately drawn, detailed site plan drawn to scale and showing:
  - A. The position of the house, including aspect.
  - B. The sanitary fittings of the house (including toilet(s), bathroom(s), kitchen and laundry wastewater disposal points) with internal and external drainage to wastewater tank(s) marked.
  - C. The position of the composting unit.
  - D. The position of the greywater tank(s), ensuring at least 1.5m distance between tank and dwelling, property boundaries, driveways and any impervious surfaces.
  - E. Property boundaries and a brief description of adjoining and adjacent land uses (e.g., dwellings, native bushland, recreation areas, watercourses - including drainage easements, creeks, dams, etc).
  - F. The position of the intended grey water disposal area.
  - G. Position of roof, surface and subsoil drainage pipelines to their point(s) of discharge.
  - H. Position of any environmentally sensitive areas (including native bushland, watercourses, intermittent waterways, Environmental Protection Zone B, etc) .
  - I. Available area for burial of composted material produced in composting unit.

Please Note:

- 1. Failure to supply the above information may result in processing delays.
- 2. Council requires that all wastewater applications are prepared in accordance with recommendations in *Environment & Health Protection Guidelines - Onsite Sewage Management for Single Households*, and *Australian Standard 1547:2000 - Disposal Systems for Effluent from Domestic Premises*.



## Checklist 5 - Have I Supplied the Required Information for the installation of a Greywater Treatment System?

### *Greywater Treatment System*

When lodging your application, the following information must be supplied **in duplicate** in order for Council to assess your application.

1. Manufacturer's plans and specifications indicating tank/s dimensions and capacity, plus the Licensed Plumber's name, address, phone number and Licence number.
2. An accurately drawn, detailed site plan drawn to scale and showing:
  - A. The position of the house, including aspect.
  - B. The sanitary fittings of the house (including toilet(s), bathroom(s), kitchen and laundry wastewater disposal points) with internal and external drainage to wastewater tank(s) and/or sewer marked.
  - C. The position of the greywater tank(s), ensuring at least 1.5m distance between tank and dwelling, property boundaries, driveways and any impervious surfaces.
  - D. The intended disposal method of treated greywater, including details, plans and specifications of the reuse of the greywater.
  - E. Property boundaries and a brief description of adjoining and adjacent land uses (e.g., dwellings, native bushland, recreation areas, watercourses - including drainage easements, creeks, dams, etc).
  - F. Position of roof, surface and subsoil drainage pipelines to their point(s) of discharge.
  - G. Position of any environmentally sensitive areas (including native bushland, watercourses, intermittent waterways, Environmental Protection Zone B, etc) .

Please Note:

1. Failure to supply the above information may result in processing delays.
2. Council requires that all wastewater applications are prepared in accordance with recommendations in *Environment & Health Protection Guidelines - Onsite Sewage Management for Single Households*, and *Australian Standard 1547:2000 - Disposal Systems for Effluent from Domestic Premises*.
3. Council will assess the application for the above system, and may require a site capability and system design report to be undertaken if:
  - a. The intended irrigation area is located within the prescribed buffer distances.
  - b. Fill is located in the intended irrigation area.
  - c. The site is located in an environmentally sensitive area (i.e., Environmental Protection Zone B).
  - d. The only available area for irrigation is also to be used as a recreational area.
  - e. If any major site limitations are present that will impact on the absorption of wastewater or uptake of nutrients.
  - f. The system is not the most suitable for the site.

## **Checklist 6 - Have I Supplied the Required Information for the installation of a Research / Alternative System?**

Research or alternative systems for onsite sewage management need to be assessed on an individual basis. This type of system will usually require an accompanying site capability and system design report, prepared by a suitably qualified wastewater consultant. Ongoing maintenance, as a condition of approval, will involve regular monitoring of effluent quality AFTER treatment has occurred. It is advisable that applicants contact the Environmental Health & Protection Team on 9847-6829 before submitting an application to determine the level of detail required in the eventual submission.

## Checklist 7 - Have I Supplied the Required Information for an Onshore Vessel Sullage Water Pump-out System?

### *Onshore Vessel Sullage Water Pump Out System*

When lodging your application, the following information must be supplied **in duplicate** in order for Council to assess your application.

1. Manufacturer's plans and specifications indicating septic tank and collection well(s) dimensions and capacities, plus the Licensed Plumber's name, address, phone number and licence number.
2. An accurately drawn, detailed site plan drawn to scale and showing:
  - A. The position of the tanks, the draw-off pipe and the suction outlet at street level. Note that tanks must be located a minimum of 1.5m from any building, driveway or any impervious surfaces.
  - B. A contour plan from tanks to draw-off pipe.
3. Water use details utilised in the sizing of the system, including volume of fresh and salt water used in vessels within the past twelve months and forecasted water usage.
4. Details of fixtures and fittings associated with the transfer line, including material type, couplings and pump capacity.
5. Details of oil/water separators to be place in series with the pump out system, including capacity and maintenance schedule.

#### Note:

1. Failure to supply the above information may result in processing delays.
2. Council requires that all wastewater applications are prepared in accordance with recommendations in *Australian Standard 1547(2000) - Disposal Systems for Effluent from Domestic Premises*, *Australian Standard 3542 – Pleasure boats – Toilet waste collection, holding and transfer systems*, and *Septic Tank and Collection Well Accreditation Guideline (NSW Health, 1998)*.
3. If holding well is installed in a position lower than the pipe outlet, a pump must be installed. This pump must be capable of delivering a flow rate of 364 L / min at the outlet.
4. If the holding well is installed in a position higher than the pipe outlet, a lockable gate valve must be installed at the draw off pipe.
5. In situations where placement of the pump-out pipe is through another property, an easement must be created. This may require assistance from solicitors, and must adhere to Council's "Terms of Easement" conditions.