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BAULKHAM HILLS SHIRE COUNCIL
www.baulkhamhills.nsw.gov.au

For assistance in completing this form contact Council on 9843 0555.
 Please read the statement concerning privacy on the reverse of this form.
 Details must be printed in BLOCK letters with black ink.

APPLICATION TO INSTALL/AMEND A SYSTEM OF SEWAGE MANAGEMENT

Made under Section 68 of the Local Government Act 1993

TYPE OF SYSTEM	<input type="checkbox"/> NEW INSTALLATION (\$220)	<input type="checkbox"/> AMENDMENT (\$110)
<input type="checkbox"/> Aerated wastewater treatment system (AWTS)		<input type="checkbox"/> Septic tank with land disposal
<input type="checkbox"/> Septic tank with pump-out		<input type="checkbox"/> Biological filter system
<input type="checkbox"/> Greywater treatment system		<input type="checkbox"/> Other

PROPERTY DESCRIPTION – FULL DETAILS REQUIRED

Lot/Sec No:	DP No:	House No:
Street:		
Suburb:		
Land aream ²	Frontagem ²	Depthm ²

APPLICANT'S DETAILS
INSTALLATION FIRM/PLUMBER/SERVICE PROVIDER

Name:		Name:	
Address:		Address:	
Suburb:	Postcode:	Suburb:	Postcode:
Phone:	Mobile:	Phone:	Mobile:
Email:		Licence:	

OWNER/S DETAILS

Name/s:	
Address:	
Suburb:	Postcode:
Phone:	Mobile:
Email:	
Signatures of ALL owners or company seal:	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 written notice.	

GENERAL DETAILS

Wastes to be connect: W.C and	Accredited Tank Brand:
	Certificate of Accreditation No.:
Number of persons:	Water saving devices:
Number of Bedrooms (including study):	Primary tank capacity:
Water source: <input type="checkbox"/> Tank <input type="checkbox"/> Reticulated Water Supply	Collection well capacity:

FOR NEW INSTALLATIONS OR AMENDMENTS OF SYSTEMS OF SEWAGE MANAGEMENT ONLY

1. Completion of application form

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

2. 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;
- (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 area (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 by details of the climate, geology, hydrogeology, topography, soil composition and vegetation of any related effluent application areas together with an assessment of the site in the light of those details.

Note: This does not need to be a geotechnical report. A geotechnical report will only be required after an initial assessment of the application identifies the application as having a higher level of risk due to site conditions and/or volumes.

5. Effluent disposal area

Calculations as to the sizing of the effluent disposal area.

6. Operation 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.

7. 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 – 2000 – On-site Domestic wastewater Management; and
- (d) Council's Development Control Plan No. 2 – On-site Sewage Management.

FAILURE TO CARRY OUT THESE INSTRUCTIONS MAY LEAD TO THE REFUSAL OF THE APPLICATION

PRIVACY NOTIFICATION

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. Enquiries concerning this matter can be addressed by the Public Officer on ph: 9843 0122.

Customer Service Centre
Baulkham Hills Shire Council
129 Showground Road
CASTLE HILL NSW 2154

OR Postal:
PO Box 75
CASTLE HILL NSW 1765

Hours: 8.30am to 4.30pm, Monday to Friday
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