

**APPLICATION TO INSTALL, ALTER AND/OR OPERATE  
A WASTE TREATMENT DEVICE**

Made under the *Local Government Act 1993, Section 68(c5) & (c6)*

- INSTALL** or **CONSTRUCT** a Waste Treatment Device or Human Waste Storage Facility
- ALTER** a Waste Treatment Device or Human Waste Storage Facility (*example provided over page*) or
- OPERATE** a Sewage Management System (*refer over page*)

Relevant DA/CC No: \_\_\_\_\_

Septic Application No: \_\_\_\_\_

Licence No: \_\_\_\_\_

<b><u>APPLICANT</u></b>	NAME: _____
	COMPANY NAME: _____
	POSTAL ADDRESS: _____
	PHONE - Business: _____ Private: _____ Fax: _____
	SIGNATURE: _____ DATE: _____
	CAPACITY (owner, builder, architect, etc) _____

<b><u>SUBJECT LAND</u></b>	OWNER: _____
	ADDRESS: _____
	SUBURB: _____ LOT/DP: _____
	ASSESSMENT NO: _____ PARCEL NO: _____

<b><u>CONSENT OF ALL OWNERS</u></b>  <b><i>NOTE ALL property owners must sign</i></b>  <b><i>If property is in the name of a company, position held in that company must be stated &amp; company seal (if one) fixed here</i></b>	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 Local Government Act 1993, 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
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Address: _____ Phone: _____			

<b><u>PLUMBER - INFORMATION TO BE COMPLETED FOR SEPTIC TANK AND AERATED SEPTIC TANK APPLICATIONS</u></b>	Name: _____	Licence No: _____	
	Address: _____		
	Phone (Business): _____ Fax: _____		
	<b>Plumbing work to be carried out:</b> (tick appropriate boxes)		
	<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
	Wastes to be connected: _____		
	_____		
	WC Flush Capacity: _____ litres		
	Water Supply Source (Tank, bore, well, etc) _____		

## ALTERATIONS TO EXISTING SYSTEM

When approval is required to "Alter an existing septic tank":

- the disposal system (soak pits, absorption trenches or irrigation area) is being relocated or upgraded; or
- the septic tank or sewage 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 septic tank system is malfunctioning and is being repaired or replaced.

## APPROVAL TO OPERATE

In addition to the approval to install/or modify 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.

The approval to install/or modify is a "one off" approval. The approval to operate is an ongoing approval issued on an annual, three (3) yearly or five (5) yearly basis depending on the risk category.

<u>FEES</u>	<u>COUNCIL OFFICE USE ONLY</u>		
Septic App Fee	\$ _____	Rec: _____	Date: _____
Approval to Operate	\$ _____	Rec: _____	Date: _____
Other	\$ _____	Rec: _____	Date: _____
<b>TOTAL</b>	<b>\$ _____</b>		

## SEPTIC TANK APPLICATION INFORMATION

When submitting an application for the installation of a septic tank, the following must be submitted along with the application form:

### 1 FEE

A septic tank application fee is applicable. The fee is made up of two parts –

- Application Fee
- Approval to operate Fee

### 2 PLANS

- One copy of a site plan drawn to scale showing:
  - the proposed position of the dwelling incorporating a drainage diagram of the external drainage;
  - the proposed position and size in litres of the septic tank (this must match or be more than that indicated in the geotechnical report);
  - the proposed position of the effluent disposal area showing equal distribution in accordance with the geotechnical report (refer to examples on page 4); and
  - the distances to the boundaries of the site from a, b and c above

- ii) One copy of a house plan showing the internal drainage

**NOTE:** Aerated septic tank systems must also include an irrigation layout and landscaping details. An example of a site plan is available from Council upon request.

### 3 **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 is to be submitted. Matters to be considered are listed on Council's handout entitled: '**On-Site Disposal of Septic Tank Effluent - Matters for Consideration**'.

All associated testing is to be conducted by a NATA registered laboratory.

### 4 **THE SEPTIC TANK**

#### **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.

#### **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.

### 5 **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.

### 6 **GENERAL**

\*Cisterns incorporating an internal overflow are not to be installed in conjunction with a septic tank system. Failure to remedy an overflow situation in a cistern with an internal overflow can result in the septic and disposal area becoming saturated and surcharging. If difficulty is encountered in obtaining a cistern with an external overflow incorporated in it, a suitable sized hole drilled through the cistern wall below the internal overflow and above the normal water level may be acceptable.

\*Refer to Council's handout entitled: '**Advice Concerning Operation and Maintenance of Septic Tanks and Disposal of Effluent**' for information on the operation and maintenance of the septic tank.

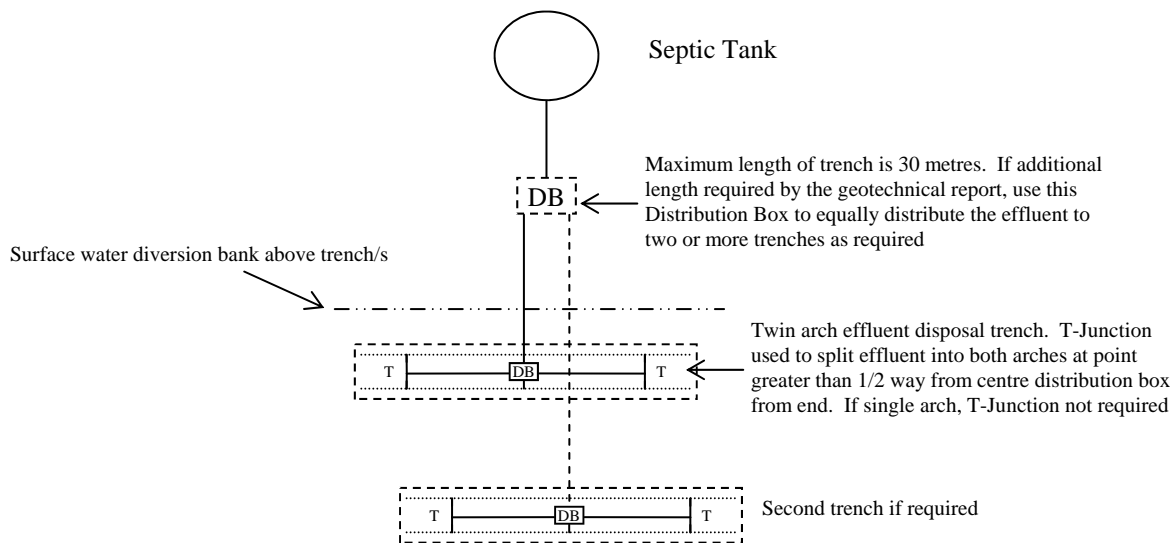


Figure 1. Equal Distribution of Effluent—one or two trench system

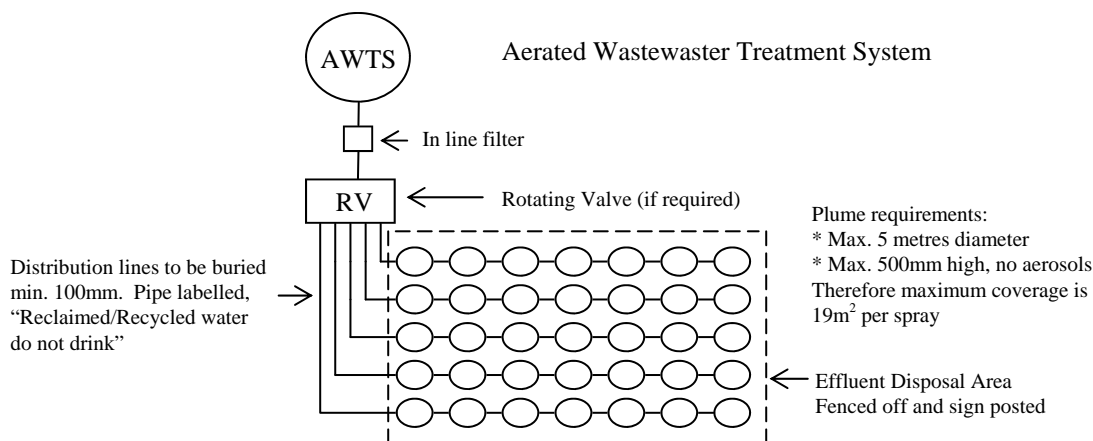


Figure 2. Equal Distribution of Aerated Wastewater Treatment System - Sprayed disposal

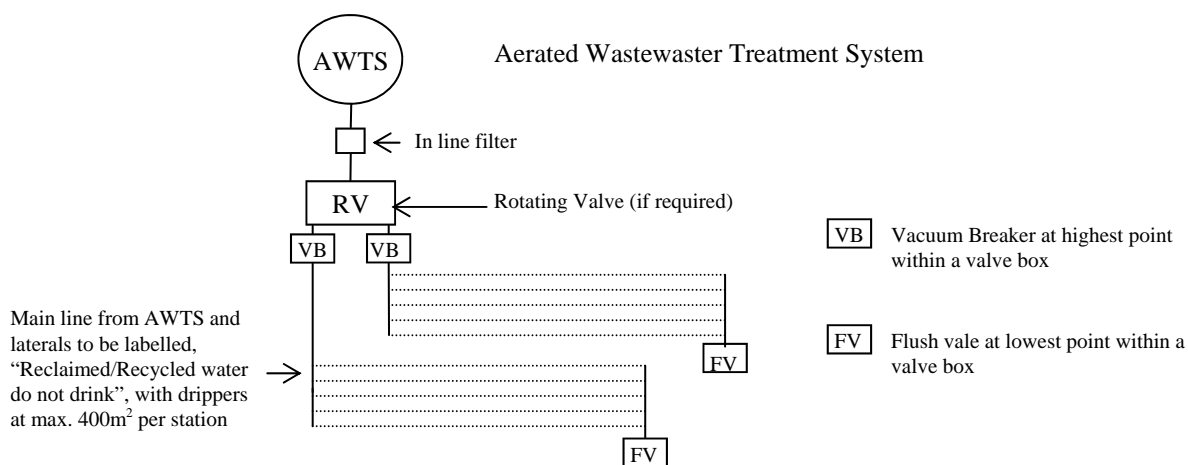


Figure 3. Equal Distribution of Aerated Wastewater Treatment System - Sub surface disposal