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**OFFICE USE ONLY**

PARCEL:

15 /        /        / 22 /        /        /

Amount Paid: \$

Date:

Receipt No:

Initials:

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

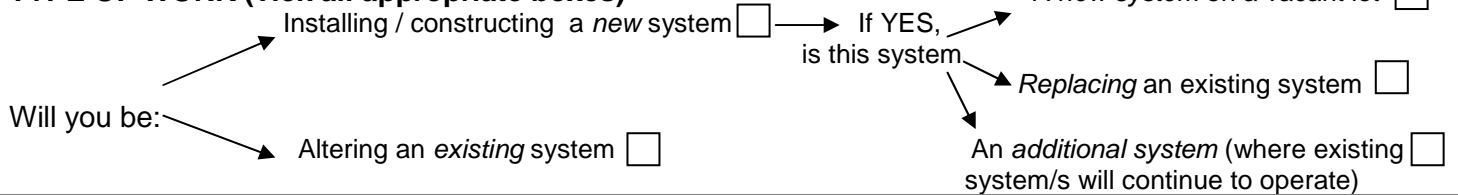
Local Government Act 1993 Section 68 Part C Item 5

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Application for Approval to Operate a System of Sewage Management

Local Government Act 1993 Section 68 Part C Item 6

**TYPE OF WORK (Tick all appropriate boxes)**



**Property Description:**

Lot No		DP		Section		House No	
Street				Town			
Special Access Requirements	Please give details of any special requirements for gaining entry to the property (eg dogs, locked gates etc)						

**Property Details**

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

**On-Site Wastewater Management System Details**

Type of Treatment System	Aerated Wastewater Treatment System	<input type="checkbox"/>	Septic Tank	<input type="checkbox"/>	Effluent Pump-Out by Tanker	<input type="checkbox"/>
	Composting	<input type="checkbox"/>	Sand/Media Filter	<input type="checkbox"/>	Pump to Sewer	<input type="checkbox"/>
	Other (please specify):					<input type="checkbox"/>
Method of Disposal	Surface Irrigation	<input type="checkbox"/>	Subsurface Irrigation	<input type="checkbox"/>	Raised Mound	<input type="checkbox"/>
	Evapo-Transpiration	<input type="checkbox"/>	Absorption Trench	<input type="checkbox"/>	Other (Please specify)	<input type="checkbox"/>
No of Bedrooms: (Note: Studies and the like are to be counted as bedrooms)			No Persons Using System:			
Tank Capacity (Litres)	Tank No 1:		Tank No 2:		Tank No 3:	

**Applicant Details**  
*Please note that the applicant is the only person that Council will communicate with in regard to the application/s.*

Name:			
Postal Address: <i>(All correspondence will be posted to this address)</i>			
Contact Phone No/s:	H:		Email address
	W:		
	Mob:		

**Owner/s Details**

Name:			
Address:			
Contact Phone No/s:		Email address	

**Installation Firm Details**

Name/Company:		Contact name	
Address:			
Licence No:			
Contact Phone No/s:		Email address	

**DECLARATION & SIGNATURE OF OWNERS & APPLICANTS**

*Every registered owner of the land must sign this form.  
 If the owner is a company, this form must be signed by either a sole director; two directors; or one director and a company secretary; or one director or company secretary and the common seal stamped on this form. Please detail the company position next to each signature.  
 If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg Power of attorney, executor, trustee, company director, etc).*

- The undersigned hereby makes application for the approval of Council to the plans and specifications of a proposed on-site sewage management system and agrees to comply with the requirements and conditions that may be stated on the approval.
- By the submission of this application the undersigned authorises the appropriate staff of Cessnock Council to enter the subject property for the purposes of assessing the application for compliance, to carry out inspections and surveys, to take measurements, samples or photographs as required for the administration of the Act(s), Regulations or Planning Instrument. Access may be made in your absence and without prior notification
- No work or activity is permitted to be undertaken until such time as Council has granted an "Approval".
- The undersigned hereby makes application for the approval of Council to operate a system of sewage management in the Cessnock Council Area and agrees to comply with the requirements and conditions that may be stated on the approval.

Signature of Applicant: <b>(APPLICATION TO INSTALL)</b>		
Signature of Owner <b>(APPLICATION TO INSTALL)</b>	OWNER 1	OWNER 2
Signature of Owner <b>(APPLICATION TO OPERATE)</b>	OWNER 1	OWNER 2

*Where applicant is not the owner, BOTH the applicant and owner/s must sign to consent to the lodging of the application*

# CHECKLIST OF DOCUMENTS TO ACCOMPANY APPLICATION

**All applicants for Installation Approval must submit THREE (3) COPIES OF the following with this application:**

## 1. **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 the soil test holes;
- Location of stormwater diversion drains and earth bunds (if applicable).

## 2. **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).

## 3. **Floor Plan:**

A copy of the floor plan of any building to be connected to the waste treatment device.

## 4. **Manufacturer's Specifications:**

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

## 5. **Site and Soil Assessment Report:**

### a) **For single dwellings:**

- A Site and Soil Assessment Report which demonstrates compliance with AS1547 and NSW Environment & Health Protection Guidelines.

**Note:**

- i) If you wish to use Council's *Site and Soil Assessment Report* form you may access this from Council's web page – [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au) or from Council's Customer Service Section;
- ii) The Environment & Health Protection Guidelines are available at [www.dlg.nsw.gov.au/files/information/onsite.pdf](http://www.dlg.nsw.gov.au/files/information/onsite.pdf)

- Any other information requested by Council deemed to be relevant to the assessment of this application.

### b) **For commercial premises:**

- A Site and Soil Assessment Report referencing the design standards and guidelines used by the wastewater design engineer and / or the designer.

**6. Operation and Maintenance:**

- 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;
- The action to be taken in the event of a breakdown in, or other interference with the system's operation.

**7. Aerated Wastewater Treatment Systems:**

Where an aerated wastewater treatment system is to be installed the applicant is required to supply:

- Detailed design plans and information for the irrigation pipework within the land application area.

**8. Additional Information that may be required to accompany the Application:**

- 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.
- Manufacturer's specifications for any distribution boxes or the like where provided to ensure the even distribution of treated effluent within land application areas.
- Location and type of any landscaping or vegetation that is proposed.

***Application fees must be paid at the time of lodgement.***

For fees payable please refer to Council's Fees & Charges Schedule - available on Council's Web page – [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au) or contact Customer Service Staff on (02) 4993 4100.