



COMBINED ON-SITE WASTEWATER MANAGEMENT SYSTEM AND APPROVAL TO OPERATE APPLICATION FORM

Made under Local Government Act 1993,
Section 68 Part C Item 5 & 6

Revision No. 30-10-2019

OFFICE USE ONLY

DA No:
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 Parcel No:
 Receipt No:
 Date:
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PART 1 – APPLICATION DETAILS

TYPE OF APPROVAL – Please indicate by 'X'

Please indicate by 'X' which section is relevant to your application

Application to Install/construct a new Waste Treatment Device or Human Waste Storage Facility

- Local Government Act 1993 Section 68 Part C Item 5

- The proposed system is a *new system* on a vacant lot
- The proposed system is *replacing* an existing system (which will be decommissioned)
- The proposed system is an *additional system* (where existing system/s will continue to operate)

Description of additions.....

Application to Alter an existing Waste Treatment Device or Human Waste Storage Facility

- Local Government Act 1993 Section 68 Part C Item 5

- You will be making alterations to an existing system

Description of alterations.....

- You will be making a minor amendment to a determined approval or minor alterations to existing system that does not result in a significant change (as determined by the assessing officer).

Description of alterations.....

Application for Approval to Operate a System of Sewage Management

- Local Government Act 1993 Section 68 Part C Item 6

- You are seeking Approval to Operate an existing system that has been installed without approval or where the approval to operate has been allowed to expire.

PROPERTY DESCRIPTION

Unit No	House No	Street
Suburb		
Lot(s)	Section	Deposited Plan (DP)

Special Access Requirements Please give details of any special requirements for gaining entry to the property (eg dogs, locked gates etc)

PROPERTY DETAILS Please indicate by 'X'

Property Size	Less than 1000m ² <input type="checkbox"/>	1000 – 2000 m ² <input type="checkbox"/>	More than 2000m ² <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 Please indicate by 'X'

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 wet/dry <input type="checkbox"/>	Sand/Media Filter <input type="checkbox"/>	Pump to Sewer <input type="checkbox"/>
	Other (Specify): greywater		
Water Supply Type of Waste effluent disposal method	Surface Irrigation <input type="checkbox"/>	Subsurface Irrigation <input type="checkbox"/>	Raised Mound <input type="checkbox"/>
	Evapo-Transpiration <input type="checkbox"/>	Absorption Trench/Bed <input type="checkbox"/>	Other (Specify): <input type="checkbox"/>

Treatment Tank Capacity (Litres)	Tank No 1:		Tank No 2:		Tank No 3:	
No of Bedrooms: <i>(Note: Studies and the like are to be counted as bedrooms)</i>			No of Persons Using System: 2 per bedroom except final bedroom 1			

PART 2 – DECLARATION

INSTALLATION FIRM DETAILS

Name(s)		Company	
		Position Title	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Email		Licence No.	

APPLICANT DETAILS *Please indicate by 'X'*

INDIVIDUAL LODGEMENT <input type="checkbox"/>	COMPANY LODGEMENT <input type="checkbox"/>
Surname	Company
First Name	Company Contact
Postal Address	PO Box Telephone
Suburb	State Postcode Mobile
Email	Customer Reference

OWNER(S) DETAILS

Name(s)		Company	
		Position Title	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile

DECLARATION & SIGNATURE OF OWNERS & APPLICANTS

- The undersigned hereby makes application to Council for the approval of plans and specifications for 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, or its representatives, 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 Council's approval 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.

Owner Signature(s)

Name of Person signing *(Please print)*

Please indicate by 'X' Private Land Owner Sole Director Director, Secretary & Company Seal

Note: All owner(s) of the land, the subject of this application, must sign this form. If you are not the owner of the land, you must have all the owners sign the application.

Note: If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g., copy of power of attorney, trust deed etc).

Note: In the case of land that is the subject of a strata scheme under the [Strata Schemes \(Freehold Development\) Act 1973](#) or the [Strata Schemes \(Leasehold Development\) Act 1986](#), the owners corporation for that scheme must be constituted under the [Strata Schemes Management Act 1996](#). A development application for a lot in a strata plan does not require the consent of the Body Corporate when that work does not affect any common property.

Note: In the case of land that is a community, precinct or neighbourhood parcel within the meaning of the [Community Land Development Act 1989](#), the association for the parcel must provide consent.

Note: If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

Applicant(s) Name	Date
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Applicant(s) Signature

THE APPLICATION REQUIREMENTS

All applicants must submit two (2) hard copies or one (1) electronic copy of the following with applications for Installation Approval:

1. Site Constraints Plan:

A dimensioned site constraints plan drawn to a suitable scale indicating:

- Location of the treatment tank(s);
- Location of wastewater disposal area(s) (including prescribed sizes and any vegetation / landscaping requirements. Note: a reserve land application area may be required in some instances);
- 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).

PLEASE NOTE: By submitting the site constraints and Land Application Area plan to Council you acknowledge that the author/copyright owner of the site plan(s) has extinguished all copyrights to the plan(s) and that Council is exempt from any claim that may restrict Council's ability to provide information to the public.

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 Ministry of Health Accreditation for domestic systems).

5. Site and Soil Assessment Report:

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

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

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. Land Application Areas:

The applicant is required to supply:

- Detailed site plan and irrigation design for the land application area to comply with *AS1547* and/or *Designing and Installing On-Site Wastewater Systems, Sydney Catchment Authority 2012*

8. Additional information that may be required to accompany the application:

- Wastewater report prepared by a suitably qualified Wastewater Consultant for all lots under 2000m²; for all commercial systems; or where requested by Council due to site constraints;
- 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.

9. Wastewater Report Requirements:

The wastewater report shall be prepared by a suitably qualified and experienced wastewater consultant and include all of the following: -

- a) Identification of the subject lot;
- b) Identification of the relevant Australian Standards and Guidelines to which the plan/report will demonstrate compliance with;
- c) Description of the proposed development;
- d) Description of the characteristics of the subject lot (e.g. lot size, shape, slope/gradient) including a statement as to whether there are any site limitations;
- e) Climatic assessment;
- f) A detailed soil analysis of each soil profile, depths of horizons, geological bore logs, NATA accredited laboratory certificate/s, and soil category, texture and profile used to determine the design loading rate (DLR);
- g) Description of waste water physical, chemical & biological characteristics for both current (if applicable) and proposed uses;
- h) Hydraulic load calculation for both current (if applicable) and proposed uses;
- i) Water balance calculations;
- j) Description of the proposed/recommended treatment system/s and land application area;
- k) Summary table of design parameters, specifications and details of the proposed land application area;
- l) Recommendations and conclusion including a statement recommending the type of system to be installed; and
- m) Details of person who prepared/completed the plan/report.

HOW TO LODGE YOUR APPLICATION

<p>Address the application to</p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p>OR</p> <p>General Manager Cessnock City Council DX 21502 CESSNOCK</p> <p>Payment Method By mail - Cheque, Money Order or Credit Card (<i>complete the section below</i>)</p>	<p>Lodge in person (between 9am – 4.30pm) at Council's Administration Building</p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><i>You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application</i></p> <p>Payment Method In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.</p>	<p>How to Contact Us Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: council@cessnock.nsw.gov.au www.cessnock.nsw.gov.au</p> <p>Office Hours 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p> <p>Duty Officers are available weekdays: Planning - 9am to 5pm Building - 9 to 10am & 1 to 5pm</p> <p>Fees Fees are calculated in accordance with Council's adopted fees and charges.</p>
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If you require further information regarding this request, please contact Council's Customer Service Centre on (02) 4993 4100.

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council's Call Centre using a call in or call back facility. Customers are able to select their preferred option.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

Payment Contact Name:

Payment Contact Phone Number:

PRIVACY NOTIFICATION

Council is subject to the Privacy and Personal Information Protection Act 1998 (NSW) in dealing with your personal information. Council's [Privacy Management Plan](#) and [Privacy Statement](#) describe how the agency meets these obligations. Personal information is being collected for the purpose of processing your application in accordance with the Environmental Planning and Assessment Act 1979 (NSW) and the Environmental Planning and Assessment Regulation 2000 (NSW). This includes notification and advertising purposes, and consultation with other NSW government agencies in relation to your application. By providing your personal information you agree for Council to share it from time to time with a third party to conduct customer research or satisfaction surveys relating to your application in order to improve Council processes. You also agree that Council may use your personal information from time to time to contact you and notify you of legislative and other amendments that may have an impact on you. Delegated Council officers and agents acting on behalf of Council will be the recipients of your personal information. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Your personal information will be kept securely in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325. You may access, correct or update your personal information by visiting [Council's website](#), contacting Council's Privacy Contact Officer on 4943 4100 or by sending an email to council@cessnock.nsw.gov.au.

