



INSTALL / CONSTRUCT / ALTER AN ON-SITE SEWAGE MANAGEMENT / GREY WATER RE-USE SYSTEM APPLICATION FORM

Made under Section 68 of the Local Government 1993

Property Key:	Office Use Only
Development App No:	
On-site Sewage Management App No:	
Date Received:	

044810.2014 (Jul 2019)

LEGAL REQUIREMENTS REGARDING INFORMATION PROVIDED TO COUNCIL

Council is obliged under s.6 of the *Government Information (Public Access) Act 2009* to publish details of all development applications (including names of applicants and owners) and any associated documents on the website, except for floor plans of any residential parts of a building. Please note that the information provided by you on this form will be used by Council or its agents to process this application and it can be made available, as required by law, to other government agencies. Under the *Privacy and Personal Information Protection Act 1998*, some personal information provided on this form, such as phone numbers, will not be published on Council's website. Information regarding access to or publication of information by Council, can be referred to Council's Privacy Contact Officer.

Type of system: (Please tick appropriate box)

- Transpiration/Absorption Trench
- Pump Out Septic Tank
- Compost Toilet
- Grey Water Re-use
- Aerated Septic Tank (Brand)
- Other (please specify)

Address Details

Shop/Unit No:	House No:	Office Use	
Street:			
Suburb:	Postcode:		
Lot No:	Deposited / Strata Plan No:	Section:	<input type="checkbox"/>

Proposed Details

Plumber's Name:	Licence No:	
Plumber's Address:		
Home Phone:	Business Phone:	Mobile:
State whether premises is: (Tick whichever is applicable)		
<input type="checkbox"/> Dwelling <input type="checkbox"/> Shop <input type="checkbox"/> Factory <input type="checkbox"/> Other		
Type and Number of wastes to be connected:	Number of Persons:	
W.C. Flush capacity (Litres):	Collection Well capacity (Litres):	
Septic Tank capacity (Litres):		
Aerated Septic Tank brand:	Source of water supply:	<input type="checkbox"/>

Digital Requirements And Naming Convention

- Applications without a correctly formatted CD digital data disc or USB drive will not be accepted.
- All documents (including written documents) and plans for all applications must be submitted on CD or USB and not password protected.
- **Each plan and each document must be single sided** and must be submitted as a **separate PDF** File and **named separately** e.g. Application form, floor plans, site plan etc.
- **Signatures are not to be placed on supporting documents or plans** i.e. Waste water report, site plans etc.
- Individual files for each application must not exceed 20 MB. Large files must be split into smaller size files.
- **Standard documents are required under 400dpi resolution whether they are single pages or multipage documents and must not exceed 500MB in size.**
- File names for the electronic file are to be titled using the naming convention outlined below and where possible in alphabetical order, naming each document and plan individually, including the application form: **i.e. Document Type + Property Address and saved in PDF format.**

Example:

- **Application form** – 33 Moore Street Liverpool.pdf
- **Checklist** – 33 Moore Street Liverpool.pdf
- **Elevation Plans** – 33 Moore Street Liverpool.pdf
- **Engineering Details** – 33 Moore Street Liverpool.pdf
- **Floor Plan** – 33 Moore Street Liverpool.pdf
- **Section Plans** – 33 Moore Street Liverpool.pdf
- **Site Plan** – 33 Moore Street Liverpool.pdf
- **Specifications** – 33 Moore Street Liverpool.pdf

Amended Plans / Supply of Additional Information

- ST Number – Additional Information – 33 Moore Street Liverpool.pdf

Does the CD or USB contain files which are named correctly and the content exactly matches all hardcopies and documents submitted with this application?

Yes No

Office
Use

Documentation Checklist

Note: Pages 4 – 6 are not available for viewing on Council's website

Copies of documents required:

- 3 hardcopies of all plans and documents are required as detailed on the checklist
- Digitalised CD or USB is required for all applications. Please note that Council is unable to accept this application without a digitalised CD or USB, in the required format attached.

Office
Use

Site, floor, elevation, section plans and drawings must include the following:

- Plans to scale 1:100, 1:200
- Plans are to be A3 size or larger
- Accurate locality sketch showing nearest cross streets
- Existing ground contours/existing and proposed levels
- Distance of buildings and other structures from all boundaries
- Position of all fittings and drainage lines
- Position of septic tank and absorption trenches and/or collection well in relation to buildings and waterways/dams and property boundaries
- Position of all other disposal trenches or pits
- When installing an Aerated Septic Tank, full details to be shown of the irrigation system and the area to be irrigated
- North point and site address
- Date
- Description of plan/drawing
- Architect/designer name and contact details
- Number each set of plans eg 1 of 10
- Number and brief description of amendments
- Copies of plans are to be folded to A4 size with a title block on the front
- Levels to Australian Height Datum (AHD).
- Trees on subject and adjoining properties are to be shown
- Personal details are not to be placed on plans or documentation

Septic Tank plans

- (a) Detailed plans of the On-site Sewage Management system proposed to be installed or constructed on the premises including the NSW Department of Health Accreditation Certificate for the system
- (b) Operation and maintenance (required for AWTS) details of:
 - (i) The operation and maintenance requirements for the proposed sewage management facility, and
 - (ii) The proposed operation, maintenance and servicing arrangements intended to meet those requirements
 - (iii) The action to be taken in the event of a breakdown in, or other interference with, its operation

The application must be accompanied by three (3) copies of a site specific, comprehensive Waste Water / Geo-technical Report undertaken by a suitably qualified Waste Water Engineer or Consultant. The report must be designed in accordance and meet the requirement of:

- (a) Council requirements
- (b) The Department of Local Government "Environment and Health Protection Guidelines: On-site Management for Single Households" and
- (c) "Part 2, Division 4 – Approvals Relating to the Management of Waste – Local Government (General) Regulation, 2005
- (d) AS/NZS: 1547.2012

Owner's consent is required with the application.

Failure to carry out these instructions will lead to the rejection of this application.

All requirements have been checked and provided?

Yes No

Applicant's Details And Declaration

NOTE: Pages 4 – 6 are not available for viewing on Council's website

Family Name(s)/Surname(s) (or company & ACN):		Office Use	
Full Given Names or Company Contact Person:			
House/Unit No:	Street:		
Suburb:	Postcode:		
Home Phone:	Business Phone:		Mobile:
Fax:	Email:		
Applicant(s) Declaration			
<p>I/we declare that all required documentation has been provided and is to an acceptable standard and all the information in the application and the checklist submitted are, to the best of my/our knowledge, true and correct.</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<input type="checkbox"/>	
Signature(s):		Date:	
Print Name(s)			

Owner's Consent And Declaration

Note: Pages 4 – 6 are not available for viewing on Council's website

Family Name(s)/Surname(s) (or company & ACN):		Office Use	
Full Given Names or Company Contact Person:			
House/Unit No:	Street:		
Suburb:	Postcode:		
Home Phone:	Business Phone:		Mobile:
Fax:	Email:		
			<input type="checkbox"/>

Owner(s) Declaration
I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I/we accept that all communication regarding this application will be through the nominated applicant.

Yes No

Signature(s):	Date:
Print Name(s)	

Owner(S) Consent Requirements

- If you are signing on behalf of the owner as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence e.g. Registration of Power of Attorney, executor, trustee etc.
- Strata Title/Body Corporate – If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature, the following must be provided if any works are proposed on common property:
 - (a) Common seal of the Body Corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate
- If the property has been recently sold, documentary evidence of the sale must be provided such as the Certificate of Title or a letter from your solicitor confirming settlement or the previous owner(s) providing owner's consent.

Miscellaneous Details

Does Council require your presence for access to the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Is there a dog on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there a swimming pool on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you consent to receiving further information requests via email?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Installation Firm - consent and declaration

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Family Name(s)/Surname(s) (or company & ACN):				Office Use
Full Given Names or Company Contact Person:				
House/Unit No:	Street:			
Suburb:		Postcode:		
Home Phone:	Business Phone:	Mobile:		
Fax:	Email:			
<p>Installation Firm's Declaration I/we declare that I/we are the Installation Firm for the relevant system on the property outlined above.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>				
Signature(s):			Date:	<input type="checkbox"/>
Print Name(s)				
Office Use Only:				
Fee Type AP/MISC/ST	Application	\$	Receipt No.	Date
Septic Tank Fee - Residential - Commercial				
TOTAL				<input type="checkbox"/>

Fees:

Fee for permits shall apply as listed in Council's Revenue Pricing [Fees and Charges](#).

<https://www.liverpool.nsw.gov.au/council/Fees-Forms-Policies-and-Enforcement/fees-and-charges>