

SECTION 68, LOCAL GOVERNMENT ACT 1993.

OFFICE USE ONLY

LIC NO:	DATE:
DEBTOR NO:	RECEIPT NO:
ACCOUNT: 731.1000.3448	

SECTION 1 - APPLICATION FEE (Please tick ✓)

<input type="checkbox"/> RESIDENTIAL 1 - 10 EP - fee info at www.thehills.nsw.gov.au	<input type="checkbox"/> RESIDENTIAL >10 EP - fee info at www.thehills.nsw.gov.au
<input type="checkbox"/> NON-RESIDENTIAL - fee info at www.thehills.nsw.gov.au	<input type="checkbox"/> AMEND/ALTER* - fee info at www.thehills.nsw.gov.au

Note: EP = Equivalent persons, which is determined as being two people per bedroom/study
Amend/Alter applications are not accepted for installation of new systems.

SECTION 2 - TYPE OF SYSTEM (Please tick ✓)

<input type="checkbox"/> Aerated wastewater treatment system	<input type="checkbox"/> Biological filtering system
<input type="checkbox"/> Septic tank with pump-out	<input type="checkbox"/> Septic tank with land disposal
<input type="checkbox"/> Greywater treatment system	<input type="checkbox"/> Other

SECTION 3 - APPLICANT INFORMATION

Name:	
Street:	
Suburb:	Post Code:
Mobile:	Work:
Email:	

SECTION 4 - PROPERTY DETAILS

Lot(s):	DP/SP:
Street:	House No.:
Suburb:	Post Code:

THE HILLS SHIRE COUNCIL

3 Columbia Court, Baulkham Hills NSW 2153
PO Box 7064, Baulkham Hills BC 2153

Phone 02 9843 0555 Email council@thehills.nsw.gov.au
Facsimile 02 9843 0409 www.thehills.nsw.gov.au

SECTION 5 - OWNER'S DETAILS

Name:	
Street:	
Suburb:	Post Code:
Home:	Mobile:
Email:	
Owner's signature:	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.	

SECTION 6 - INSTALLER'S DETAILS

Name:	
Licence No.:	
Street:	
Suburb:	Post Code:
Work:	Mobile:
Email:	
ABN/ACN:	

SECTION 7 - SYSTEM DETAILS

Wastes to be connected:	Accredited Tank Brand:
Number of bedrooms: (including study)	Number of persons: (commercial systems only)
Certificate of Accreditation No.:	
Water saving devices: <input type="checkbox"/> Nil <input type="checkbox"/> Standard <input type="checkbox"/> Full	Water source: <input type="checkbox"/> Rainwater <input type="checkbox"/> Reticulated supply
Tank capacity:	Effluent disposal method:
Effluent disposal area soil type:	
Please see details SECTION 8 for information that is required to be submitted in accordance with Clause 26 of the Local Government (General) Regulation 2005.	

SECTION 8 - INFORMATION REQUIRED

The following information MUST be submitted with any application to install or amend a system of sewage management, as required by Clause 26 of the Local Government (General) Regulation 2005.

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.

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.

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

SECTION 7 - 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 Privacy Officer on ph: 9843 0555.

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Credit Card Payment

PLEASE NOTE: If you are using this form for payment of a Development Application Submission **DO NOT** upload it to the planning portal as your information is not secure. Instead please email your completed form to cscbo@thehills.nsw.gov.au

TO BE COMPLETED IF PAYING BY CREDIT CARD:

Payments are accepted for Visa or MasterCard.

PLEASE TICK PREFERRED OPTION:

Option A – (to be completed if you are submitting credit card details with your application) Council will not store your credit card details.

Reason for payment (please tick) Application Other (please specify)

Cardholder Name

Credit Card Type: Mastercard Visa

Credit Card number

Expiry Date CCV Amount \$

DETAILS FOR MAILING OF RECEIPT

Name

Address

Suburb Postcode

Email

Option B – (to be completed if you require a Council Officer to contact you for payments details)

Name of Person to contact

Name of Company: (if applicable)

Phone

OFFICE USE:

Date	Time	Officer	Details

CONDITIONS OF USE: If you have selected option "B" four (4) attempts will be made to contact you regarding your payment details, if after four attempts we are unsuccessful, your application/request will be returned.

PRIVACY NOTIFICATION: The personal information that Council has collected from you is personal information for the purposes of the Personal Information Protection Act (PIIPA) 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. Council has collected the information from you in order to process your request. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the PIIPA. Council is to be regarded as the agency that holds the information. If you have any further enquiries concerning this matter, contact Council's Senior Coordinator Governance Services on (02) 9843 0555. General information about the GIPA Act is available by calling the Office of the Information Commissioner on 1800 194 210 (free call) or at its website www.oic.nsw.gov.au.

