



# Application for Approval to Install/Amend a System of Sewage Management

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 <a href="http://www.thehills.nsw.gov.au">www.thehills.nsw.gov.au</a>	<input type="checkbox"/> Residential >10 EP - fee info at <a href="http://www.thehills.nsw.gov.au">www.thehills.nsw.gov.au</a>
<input type="checkbox"/> Non - Residential - fee info at <a href="http://www.thehills.nsw.gov.au">www.thehills.nsw.gov.au</a>	<input type="checkbox"/> Amend/Alter* - fee info at <a href="http://www.thehills.nsw.gov.au">www.thehills.nsw.gov.au</a>
<p><b>Note:</b> EP = Equivalent persons, which is determined as being two people per bedroom/study Amend/Alter applications are not accepted for installation of new systems.</p>	

SECTION 2 - TYPE OF SYSTEM (Please tick ✓)	
<input type="checkbox"/> Aerated wastewater treatment system	<input type="checkbox"/> Biological filtering system (eg composting, worm farm)
<input type="checkbox"/> Septic tank with tanker pump-out	<input type="checkbox"/> Septic tank with trench disposal
<input type="checkbox"/> Greywater treatment system	<input type="checkbox"/> Other

SECTION 3 - APPLICANT INFORMATION		
Name		
Street		
Suburb		Postcode
Home Phone	Mobile	Work Phone
Email		

SECTION 4 - PROPERTY DETAILS		
Lot(s)	DP/SP	
Street	House No.	
Suburb	Postcode	

SECTION 5 - OWNER'S DETAILS		
Name		
Street		
Suburb		Postcode
Home Phone	Mobile	Work Phone
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		Postcode
Home Phone	Mobile	Work Phone
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 9 - 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 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.