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Office Use Only	

SECTION 1 APPLICATION

Application Type Application to Install and Operate Application to Operate Application to Alter Existing System

SECTION 2 APPLICANT DETAILS

Company Name			
Name	Surname	Mr / Mrs / Other	
	Given Names		
Postal Address	Number and Street		
	PO Box		
	Suburb/Town	State	Postcode
Contact Details	Phone	Mobile	
	Fax	Email	
Signature			Date


SECTION 3 INSTALLATION ADDRESS DETAILS

Lot Description	Lot/Unit	Sec	DP/SP
Address	Number and Street		
	Suburb/Town	State	Postcode

SECTION 4 INSTALLER DETAILS

Company Name			
Contact Person			
Contact Details	Phone	Email	
Licence Number			

SECTION 5 OWNER CONSENT

<p>Consent – All owners must give their consent. Companies must attach a letter containing the signatures of at least one Director.</p>	<p>I/We of _____ as Owner(s) of the property subject of this application, give consent to the application and grant Council the power to carry out inspections in relation to this application.</p>	
		Date

Application to Install and/or Operate an Onsite Sewage Management System

FORM

SECTION 6 SYSTEM TYPE				
Type of System	Septic Tank	Aerated Wastewater Treatment System	Wet/Dry Composting Toilet	Greywater Treatment System
	Other – Please specify			
Type of Disposal/ Recycling System	Pump Out	Absorption Trench	Evapotranspiration Bed	Surface Irrigation
	Subsurface Irrigation	Sand Filter	Mound System	
	Other – Please specify			

SECTION 7 ADDITIONAL INFORMATION				
Water Source	Mains Water	Tank Water	<input type="checkbox"/> Bore Water	
Premises Description – Type of Premises	<input type="checkbox"/> Single Dwelling	<input type="checkbox"/> Multi-Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
	<input type="checkbox"/> Other – <i>Please specify</i>			
Rooms to be connected (specify numbers)	Toilet	Bathroom	Laundry	Kitchen
Other	Tank Capacity (Litres) Number of Bedrooms Number of Persons Residing on Property			
Property Size	Less than 2,000m ² 2,000m ² – 4,000m ² More than 4,000m ²			

SECTION 8 SUBMISSION REQUIREMENTS FOR **NEW** INSTALLATIONS (Please attach to this application form)

Please use the following checklist to ensure ALL relevant information is included as this will assist in prompt assessment of your application.

The following information is required –

Ensure system is accredited by New South Wales Health and provide the relevant accreditation number. (<http://www.health.nsw.gov.au/environment/domesticwastewater/Pages/default.aspx>)

Submit full manufacturer's specifications.

Submit scaled plans of the full system, including vertical section.

For a pump out system, submit a basic site layout indicating the proximity to buildings, infrastructure and ease of access.

Submit a site plan at 1:200 scale (not required for pump out systems) which shows the following –

- a Property boundaries, buildings and other infrastructure (paths, decking, retaining walls, pools, etc).
- b Site physical attributes, including rock outcrops, vegetation, watercourses (including drainage lines and dams) and slope (magnitude and direction).
- c Location of existing and proposed effluent management infrastructure, including existing tanks and disposal areas, proposed tank sites, Effluent Application Field (EAF) and Ecologically Sustainable Development (ESD) Areas.
- d Disposal field layout within the EAF area showing buffer distances to pertinent site features.
- e Location of test pits within the EAF area.

Submit an Onsite Wastewater Management Report (not required for pump out systems) which includes the following:

- a A description of the soil depth, type, stability, presence of acid sulphate soils and drainage;
- b Water table level;
- c Average Land Slope;
- d Flood levels;
- e Site drainage;
- f Environmentally Sensitive Areas; and
- g Physical Description of the treatment system and disposal/recycling option suitability based on the Rapid Evaluation Procedure for On-Site Wastewater Management Provided with the Application Form.

Important Note: A step-by-step guide on how to address Council requirements and decide on the most appropriate on-site sewage management system is available from

<https://www.wollongong.nsw.gov.au/book-and-apply/residential-development/onsite-sewage-systems>

However, it is recommended that advice is sought from a suitably qualified professional when considering systems with onsite disposal/recycling alternatives.

SECTION 9 SUBMISSION REQUIREMENTS FOR APPROVAL TO OPERATE **EXISTING** INSTALLATIONS *(Please attach to this application form)*

Please use the following checklist to ensure ALL relevant information is included as this will assist in prompt assessment of your application –

Submit a Certificate of Compliance from a Licenced Plumber or suitably qualified professional indicating that the system is operating in accordance with the relevant Australian Standards for on-site sewage management systems.

Attach or sketch a site plan below, showing the location of the existing sewage management system, any related effluent/wastewater application areas and the known location of wastewater/stormwater fittings and drainage lines.