

**WORKS AS EXECUTED DRAINAGE
PLAN FOR ON-SITE SEWAGE
MANAGEMENT SYSTEMS**



MUSWELLBROOK SHIRE COUNCIL

Administration Centre
Maitland Street
PO Box 122
Muswellbrook NSW 2333
Ph: (02) 6549 3700
Fax: (02) 6549 3701

Wastewater Treatment Application # _____ / _____ - ____

Property located at: _____
Street number and name Town

Owner: _____ Lot: _____ DP: _____

Plumber/Installer: _____ License #: _____

Treatment system Model: _____ Serial # _____ Manufacture Date: _____

Disposal area: Type: _____ Dimensions: _____

Drawn by: _____

Include all items connected to on-site sewage management. Provide sufficient detail to locate all drainage and disposal.

***Inspections will not be undertaken until a works as executed plan has been submitted to Council.**

48 hours notice is to be given to the Environmental Services Department to enable inspection to be carried out.
All drainage work must be inspected before backfilling.

All plumbing and drainage work must be carried out by a person who is currently licensed by the Department of Fair Trading and in accordance with:

- * Local Government (Water, Sewer and Drainage) Regulation 1993;
- * Australian Standard 3500;
- * NSW Plumbing and Drainage Code of Practice;
- * Muswellbrook Shire Council requirements.

MUSWELLBROOK SHIRE COUNCIL

ADVICE TO PERSONS PROVIDING PERSONAL INFORMATION

Council requires you to complete an application form for the service that you have requested. Personal information such as your name and address is required to be inserted in the form. In accordance with the Privacy and Personal Information Protection Act (PPIPA), Council is obliged to inform you on matters in relation to your personal information.

How is personal information used?

Council will use your personal information to process your application. Persons with access to your personal information will be Officers of Council. In some cases information may be supplied to Council Contractors who have been engaged to undertake works. These Contractors are required to observe the relevant Privacy requirements. Where necessary, your application may be referred to other Government Departments and Authorities. These bodies are required to keep your personal information private. Legislation requires that details of some applications are required to be published in a newspaper, sent to adjoining owners and considered by Council in open meetings.

How are your personal details stored?

Information provided is kept in hard copy format on an appropriate Council file. The information provided may also be entered into a "public" register. *This means that under Section 12 of the Local Government Act, the public are entitled to view any entry in a public register.*

How do you Access your Personal Information?

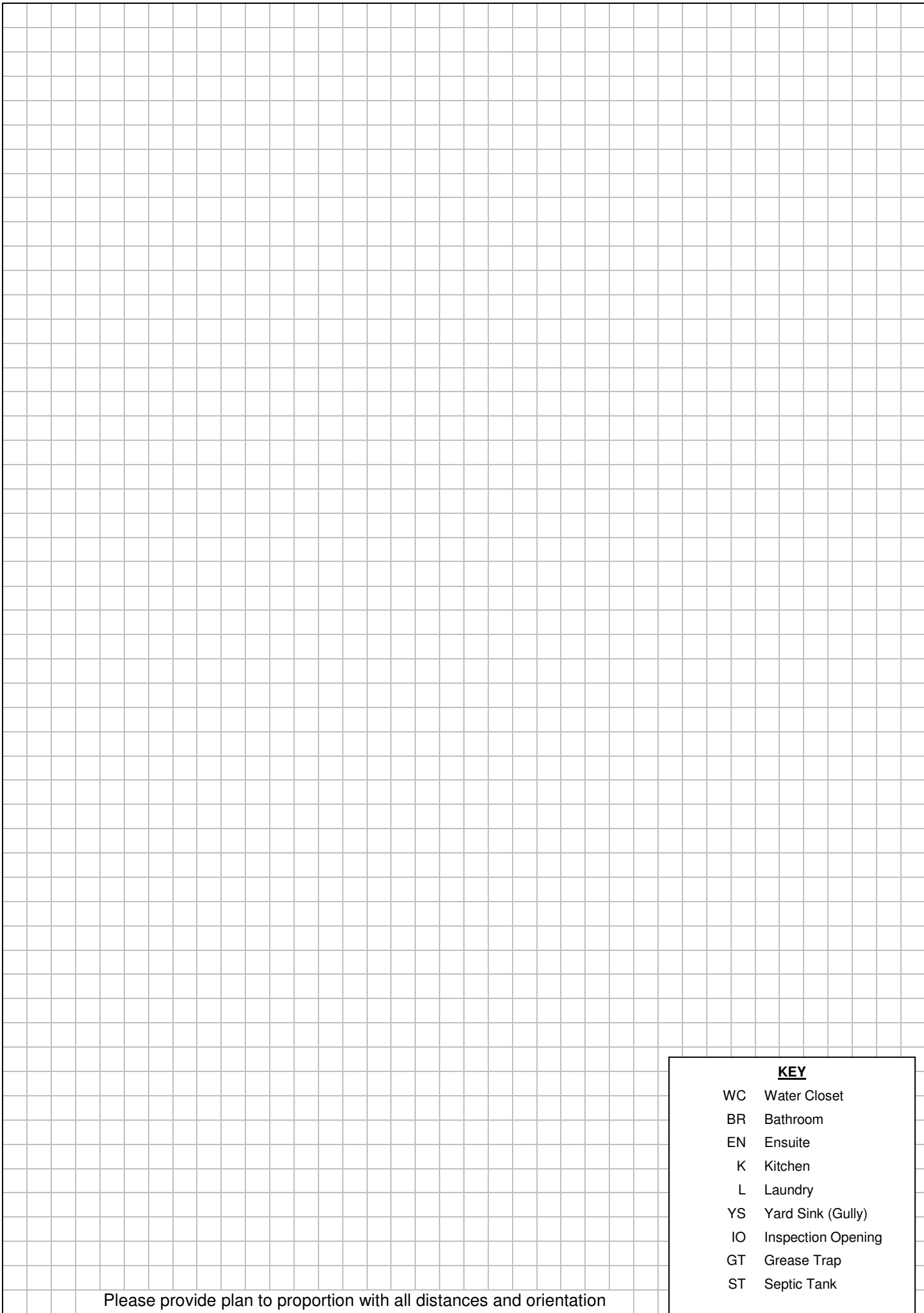
You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act. For further explanation or information about PPIPA or if you would like a copy of Council's Privacy Policy, please contact Council on (02) 6549 3700.

STEVE MCDONALD
GENERAL MANAGER

COUNCIL USE

Inspected By: _____ Date: _____

Update: WTA Auth



Please provide plan to proportion with all distances and orientation

KEY	
WC	Water Closet
BR	Bathroom
EN	Ensuite
K	Kitchen
L	Laundry
YS	Yard Sink (Gully)
IO	Inspection Opening
GT	Grease Trap
ST	Septic Tank