

**Part A** **Application for approval to install, modify or operate an on-site sewage management system**

Made under section 68 of the Local Government Act - On-site Sewage Approvals

Complete this application and return along with your payment by mail or in person as per above listed contact details. Visit [muswellbrook.nsw.gov.au/Planning](http://muswellbrook.nsw.gov.au/Planning) for further information on on-site sewage management.

**Approval required for:**

**Installation:** The DA for associated buildings  you are also required to complete the **Part B On-site Sewage Management System Supplementary Information** form

**Modification:** System application no.

**Operation** *valid for 5 years.* System application no.

**Owner details**

Contact person

Postal address

Daytime phone

Email

(see over for owner's declaration of consent)

**Applicant** (if differs from owner)

Contact person

Postal address

Daytime phone

Email

**Responsibility for the operation of the system:** (if differs from owner)

Name/organisation  Phone

**Site details** Details can be obtained from rates notice, property deeds or Council property maps.

Street no.  Street name  Township

Lot no.  Section no.  Deposit/Strata Plan no.  Land area  m<sup>2</sup>/ha

**Property use:** Residential  Commercial/industrial   
(please tick)

**Water supply:** Mains (town)  Bore  Rainwater tank  other:   
(please tick)

**Modification details** if applicable.

If you are requesting approval for a modification to an existing system, please provide details of what aspect of the system is being modified.

The dwelling related to the on-site sewage management system is being modified

The on-site sewage management system is being modified

The disposal area related to the on-site sewage management system is being modified

Further information

## Treatment system

Septic tank    AWTS    Bio-filter    other:   
(please tick)

Manufacturer     Model

Service agent     Phone

## Disposal method

Absorption trench    Evapotranspiration bed    Sub-surface irrigation    surface irrigation    Other   
(please tick)

Disposal area  m<sup>2</sup>    No. of bedrooms     Occupants     Employees

## Owner consent

 This application must be signed by all owners of the property

I hereby consent to this application for approval to install, modify and/or operate the on-site sewage management system as detailed herein and on the attached specification, and authorise Council's Officers or authorised contractors to enter onto my property to carry out the necessary inspections in order to assess this application. I acknowledge that approval to operate will need to be renewed periodically in accordance with the Local Government Act and Regulations.

Signature 1

Date

Signature 2  
(if applicable)

Date

Signature 3  
(if applicable)

Date

**Privacy notification:** The personal information that Council 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 may be Officers within the Council, Data service providers engaged by the Council from time to time, any other agent of the Council. The supply of the information by you is/is not voluntary. If you cannot provide or do not wish to provide the information sought, the Council may/will be unable to process your application. Council is collecting this personal information from you in order to provide Council approved services. 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. Address enquires concerning this matter to the Public Officer.

### Office use only

Application No.

Fee paid \$

Inspection     Y     N

Water savings     F     B     N

**Part B**

# On-site sewage management system supplementary information

Made under section 68 of the Local Government Act - On-site Sewage Approvals

This form must be completed when planning to **install** or **modify** an on-site sewage management system on residential or commercial properties. Part A - Application for Approval to Install, Modify or Operate an On-site Sewage Management System must also be completed. This section, part B will outline your on-site wastewater management plan.

## Contact details

This On-site Wastewater Management Plan (OWMP) is being prepared by:

Name/organisation  Daytime phone

## Effluent details

**Water supply:** Mains (town) Bore Rainwater tank other:   
(please tick)

Daily wastewater flow rate  litres per day

**Water savings:** None BASIX Full (as per AS/NZS1547:2000) Excludes greywater  
(please tick)

### Commercial properties: (if applicable)

Type of facility (e.g factory, restaurant)  No. of employees/visitors/guests per day

### Residential properties: (if applicable) Please attach dwelling floor plan with your submission

Design equivalent population <small>(minimum = 5)</small>	<input type="text"/>	No. of bedrooms	<input type="text"/>	No. of rumpus rooms	<input type="text"/>
		No. of study rooms	<input type="text"/>	No. of living rooms	<input type="text"/>

## Treatment system further information is required than was requested in Part A

Septic tank - capacity  litres  
(if applicable) (min 3,000)

Disinfection type: Chlorination UV disinfection  
(please tick)

NSW Health Accreditation Certificate no.   
Attach full certificate, including schedules and diagrams

Accreditation has been read in full  
(please tick to acknowledge you have read)

Supplier  Supplier phone no.

Installer  Installer phone no.

## Disposal method further information is required than was requested in Part A

No. of trenches/beds/irrigation areas  Length  Width  Height  Depth

Soil permeability category  Application rate  mm per day Minimum soil depth  mm Disposal area  m<sup>2</sup>

## Site limitations checklist

(please tick)

Site feature	Relevant system	Minor limitation	Moderate limitation	Major limitation
Flood potential	land application systems	above 20 year flood level		below 20 year flood level
	treatment systems	above 100 year flood level		below 100 year flood level
Exposure	land application system	no shading	partial shading	partial shading year round
		grade to obstruction < 20%		grade to obstruction > 20%
Slope %	surface	0-6	6-12	> 12
	sub-surface absorption	0-10	10-20	> 20
Landform		hill crest, diverging lateral slopes and plains	converging lateral slopes and foot-slopes	drainage plains incised channels
Run on and upslope seepage		none - low	moderate	high-diversion, not practical
Erosion potential		none		rills, mass movements slope failure
Site drainage		no surface dampness		visible signs of surface dampness, sedges, ferns and seepages, soaks and springs
Fill		no fill	fill present	
Rocks and outcrops		less than 10%	10-20%	>20%
Geology				major geological discontinuity, fractured or highly porous regolith
Tally each limitation				

For each Moderate and Major limitation please provide details of how the proposal will mitigate these limitations.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



## Site plan

### Attach a site plan including the following details, including distances to all features:

- North arrow, scale, date, lot and DP and address for the proposed system;
- Dwelling/buildings serviced by the proposed system;
- The proposed treatment system location;
- Proposed Effluent Disposal Area (EDA) including dimensions, location of delivery lines, number of sprinklers, location of sub-surface irrigation lines;
- Other buildings within 100m (existing or proposed) including on neighbouring properties;
- Any paths, driveways, swimming pools or spas;
- The property boundary, including any internal lot boundaries;
- Any intermittent water course or farm dam within 80 metres of the EDA;
- Any permanent watercourses or lakes within 200m of the EDA;
- Any groundwater bores within 300m of the EDA;
- Other existing systems on the property or surrounding properties that are within 100m of proposal;
- Method and location proposed for diverting stormwater away from the disposal area.

A site plan for a large property or block should include a separate plan or insert on the site plan to detail the location of the dwelling and EDA in relation to the property boundary.

## Commercial, tourist, agricultural and designated development

Wastewater treatment systems proposed to cater for more than 10 persons must produce effluent quality of at least a secondary standard. An application for development within these categories will require a report addressing the following matters:

- Outline the type and configuration of the system proposed for the development including tank capacities and specifications;
- Provide information including calculations as to how the system will cater for the proposed loading and effluent disposal. The information must reference hydraulic and soil capacities in the system design;
- Advise of the expected wastewater quality including any adverse chemical or biological inputs into the system and how the treatment device will process these inputs and achieve the accepted effluent quality;
- Demonstrate that the proposed system meets the objectives of the DCP, guidelines and related legislation;
- Provide a maintenance and servicing plan for the system including procedures for breakdown and failure of the system. If the system is proposed as a pump out system then include a procedure for identifying when pump out is required.

## Wastewater application checklist

The following checklist should be used to ensure that all required information is submitted to Council at time of lodgement. Please note that an incomplete application will not be accepted by Council.

Have you completed all sections of the wastewater application form?	Have you attached required calculation for the effluent disposal area?
Have all the property owners signed the form?	Have you completed the site and soil assessment detailed on form?
Have you paid the required fee?	Have you provided details of the mitigation measures proposed for all major and moderate limitations noted in the site and soil assessment?
Have you attached required diagrams and/ or plans (2 copies of each required)?	Does the system require regular servicing or maintenance as part of its NSW Department of Health Accreditation?
Site plan including property boundary plan (inset or separate sheet), all proposed or existing built features and all natural or constructed water features (dams, creeks, drainage lines, etc).	Have you attached a copy of the service agreement or contract for the servicing or maintenance?
Dwelling floor plan	Commercial Development – is all required information for commercial wastewater applications (ie those designed to cater for more than 10 persons) attached to the application?
NSW Department of Health Accreditation with schedules and system diagram	
Have you attached the On-site Wastewater Management Plan?	

**Privacy notification:** The personal information that Council 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 may be Officers within the Council, Data service providers engaged by the Council from time to time, any other agent of the Council. The supply of the information by you is/is not voluntary. If you cannot provide or do not wish to provide the information sought, the Council may/will be unable to process your application. Council is collecting this personal information from you in order to provide Council approved services. 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. Address enquires concerning this matter to the Public Officer.