
Notice of Requirements

Guide for developers

Prior to approval of a development, Council will make an assessment as to whether water and sewer services are available to a proposed development:

- if services are available, Council will place a condition on the development requiring the developer to obtain a Notice of Requirements under the Water Management Act 2000 from Council's Water and Waste division;
- if services are not available, and there is no strategic plan in place with Council to provide such services, Council may first place a deferred commencement condition on the development requiring establishment by the developer of a strategy for provision of water and sewer services to the development and the land as defined by Council in the precinct of the proposed development. This may include staging options for provision of these services. This strategy may be required prior to approval of the development if such is contemplated.

Any development referred to a Joint Regional Planning Panel will still be assessed by Council and recommendations made to the Panel relating to, amongst other things, provision of water and sewer services consistent with Council policy including the Local Environment Plan.

Any Notice of Requirements under the Water Management Act 2000 must be obtained prior to issue of the Construction Certificate. Request for Notice of Requirements shall be accompanied by the prescribed fee in accordance with Council's fees and charges schedules. Application forms can be downloaded from www.muswellbrook.nsw.gov.au

After investigation by Muswellbrook Shire Council Water and Waste Department, a 'Notice of Requirement' will be issued to the developer detailing what needs to be completed in order for water and sewer facilities to be provided in the proposed development.

The Notice will require the developer to pay the developer charge (head works contribution in accordance with the Water Management Act 2000) or any other fee required for Council to provide services to the development.

If the charges are not paid by the end of current financial year, fees will be adjusted for inflation or other changes adopted from time to time in accordance with Council's fees and charges from the 1st day of each new financial year. Normally this adjustment will be based on the weighted average of the capital cities CPI for those 12 months. If a revised fee charging regime is adopted by Council for the new financial year, the new fee rates adopted will be applicable to the development for fees not paid by the time they come into force.

If the proponent is required by the notice to prepare a servicing strategy as outlined above, the work proposed shall be designed by an approved consultant.

All construction shall be carried out by an accredited contractor in accordance with the relevant AUSSPEC requirements, to the satisfaction of the Executive Manager, Muswellbrook Shire Council Water and Waste Department. A plan checking fee which covers assessment/administration charge shall be paid by the developer when design and construction proposals are submitted (refer Council's Fees and Charges).

Once the Developer has met all the requirements, and upon request by the Developer, Muswellbrook Shire Council Water and Waste Department will issue the Developer with a 'Compliance Certificate' under the Water Management Act 2000, or a letter confirming the developer has met the requirements. Developers are requested to notify Muswellbrook Shire Council Water and Waste Department upon satisfactory completion of the requirements. This Certificate is a prerequisite for the issue of the Final Certificate for the development and either release of the linen plans for a subdivision, or final occupancy certificate for a building.

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
- Financial institution involved in the process

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.

Application for Notice of Requirements

Made under Water Management Act 2000

As a precondition to granting a certificate of compliance for development, the Water Authority (Muswellbrook Shire Council Water and Waste) will, by notice in writing, require the applicant to satisfy a set of conditions. In order to facilitate the said notice, Developers are advised to submit an application for notice of requirements illustrating the nature of anticipated services.

The authority will serve the applicant with a notice of requirements for the due accomplishment by the applicant in order to be eligible to receive a certificate of compliance under section 306 of Water Management Act 2000.

Upon accomplishment of requirements the applicant should inform the Authority, and request for a certificate of compliance to be issued.

Complete this form then print and sign before returning to Muswellbrook Shire Council by mail, fax or in person as per above listed contact details with your payment.

Applicant details

| | | | |
|----------------|----------------------|-----|----------------------|
| Company name | <input type="text"/> | | |
| Contact name | <input type="text"/> | | |
| Postal address | <input type="text"/> | | |
| Phone | <input type="text"/> | Fax | <input type="text"/> |
| Email | <input type="text"/> | | |

Development details Drawings/sketches may be attached if needed

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|------------------------------------|----------------------|
| Development application | <input type="text"/> |
| Land to be developed | <input type="text"/> |
| Proposed development | <input type="text"/> |
| Details of existing water services | <input type="text"/> |
| Details of existing sewer services | <input type="text"/> |
| Details of services requested* | <input type="text"/> |

* Please attach your application for water and sewer related services. Forms can be downloaded from the Water and Sewer section of Council's website.

Payment Merchant fee is applicable on all credit card transactions

Council's Customer Service Team will contact you to take payment. A merchant fee is applicable on all credit card transactions.

Payment Contact Name _____

Payment Contact Number _____

Office use only - Forward this request to Water and Waste Dept for processing, Scott Street Muswellbrook or fax to 6549 3842.

| | | | | | | | |
|------------------|-------------------------|-------------|----------------------|------|----------------------|------------|----------------------|
| Payment received | \$ <input type="text"/> | Receipt no. | <input type="text"/> | Date | <input type="text"/> | Ledger no. | <input type="text"/> |
|------------------|-------------------------|-------------|----------------------|------|----------------------|------------|----------------------|