

Sewer Private Works Application

Use this form to request approval for a licenced plumber to undertake sewer work involving Muswellbrook Shire Council's infrastructure. Inspection and approval by Muswellbrook Shire Council is required. Council will not provide a quote to undertake works unless the applicant can demonstrate inability for private contractors to complete the work; in this case, please use the **Water and Sewer Services Application** to apply for other services.

Completed forms can be returned to Council with payment (where applicable) by mail, email or in person as per the above listed contact details.

A sketch showing location of existing services, if any, and proposed service must be forwarded with this application, showing measurements. Your plumber should be able to assist with this.

Service request

- ☐ Raising/lowering manhole
- ☐ Sewer extension (e.g commercial)*
- ☐ Sewer connection (e.g old subdivision)*
- ☐ Sewer junction cut-in (additional)*
- ☐ Quotation – sewer services*

☐ Other (please describe):

Notes

* Sewer services by private licensed plumber with approval and inspection by Council. **Annual fees and charges apply** to ratepayer for connection to sewer.

Applicant details

Name _____ Email _____

Postal address _____ Phone _____

Plumber name (if applicable) _____ Plumber licence no _____ Plumber phone _____

Owner details

Name _____ Email _____

Postal address _____ Phone _____

Signature of owner or authorised delegate* _____

*If the applicant is not the owner,
proof of owner's consent is required.

Site details

 Details can be obtained from rates notice, property deeds or Council property maps

House no _____ Street Name _____

Township _____ Lot no _____ DP no _____

Parcel _____ Premises type ☐ Residential ☐ Non-residential Assessment no _____

Associated DA no _____ Proposed development type _____

A location map of the proposed connection **must** accompany this application.

Details/Comments

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.

Office use only

No of inspections required: _____

Payment required for inspection by Networks Coordinator: \$ _____

Total payment received: \$ _____

Date: _____ Receipt: _____

Workflow

1. Task **Project Engineer (Water & Sewer Engineer)**
2. **Engineer** to liaise with **Water & Wastewater Administration Officer** to arrange payment
3. **Networks Supervisor** to complete Inspection Notes (below)
4. **Admin** to return inspection outcome to customer

Inspection Notes

Location of sewer junction (distance from the nearest manhole): _____

Distance to future inspection / boundary shaft from sewer main (if the sewer main is not within the same lot): _____

Diameter of junction and extension: _____

Conformity to standards - drawings, construction materials and method of installation: Yes / No

Other notes: _____

Inspected by (print and sign): _____ Inspection Date: _____

Payment Merchant fee of 0.84% charged 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_____