

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