

INSTALLING OR ALTERING AN ON-SITE SEWAGE MANAGEMENT SYSTEM

ON-SITE SEWAGE MANAGEMENT SYSTEM

Prior to the commencement of any works on the On-Site Sewage Management (OSSM) system, you must check with Council to determine whether a **Section 68 approval** is required under the *Local Government Act 1993*.

Minor repairs (such as replacing a broken or cracked lid, fixing an inspection opening, or replacing a small section of disposal line with an identical section) do **not** require Council approval.

System alterations or replacements (including replacement of any part of the disposal area due to failure, or installation of a new OSSM system) **require Council approval**.

Contact Council's Environmental Health Department prior to commencing any works to confirm requirements. Carrying out unapproved works may result in regulatory action being undertaken by Council.

Choosing the Right System

There are many types of OSSM systems available. For further information on system types, visit the **NSW Department of Health website**. You may also wish to discuss specific system types with an installer or qualified wastewater consultant.

When selecting an OSSM system, it is not only the type of system that matters. The **method of disposal**, the **size of the disposal area**, and the **location of the disposal area** are equally important to ensure the system operates effectively and lasts for many years.

The most suitable system and disposal area design for a property will depend on several factors, including:

- Soil type and drainage capacity
- Slope of the land
- Local climate conditions (evaporation and transpiration rates)
- The number of bedrooms in the dwelling (to estimate wastewater volume)

Because of these variables, a **suitably qualified professional** should be engaged to assess site conditions and carry out testing. This will determine the ideal system type, disposal method, and disposal area size for your property.

In some cases, a **wastewater report** may be required as part of your **Section 68 application** such as when:

- The property has site limitations (e.g. poor soils, steep slopes, water courses or small lot size).
- the system will be used for **commercial purposes**.
- An application is made to **install or alter** an OSSM system and further evidence is required to support the application.

Applications to Install or Alter

An application to install or alter an On-Site Sewage Management (OSSM) system must be lodged through the **NSW Planning Portal** under **Section 68 of the Local Government Act 1993**.

The application must be accompanied by the following documentation:

1. **Site plan** of the property, showing the location of the OSSM system, disposal/irrigation areas, and distances from structures, facilities, driveways, pools, dams, watercourses, and property boundaries.
2. **Floor plan** identifying all bedrooms and internal/external drainage lines.
3. **System specifications**, including the OSSM proposed and evidence of NSW Health accreditation or equivalent design certification.
4. **Site assessment** addressing climate, geology, hydrogeology, topography, soil composition, and vegetation of disposal areas. Where this cannot be determined, soil testing must be undertaken.
5. **Sizing and disposal calculations** to justify the proposed disposal method.
6. **Operation and maintenance requirements**, including details of proposed servicing arrangements.
7. **Owner's consent** to the application.

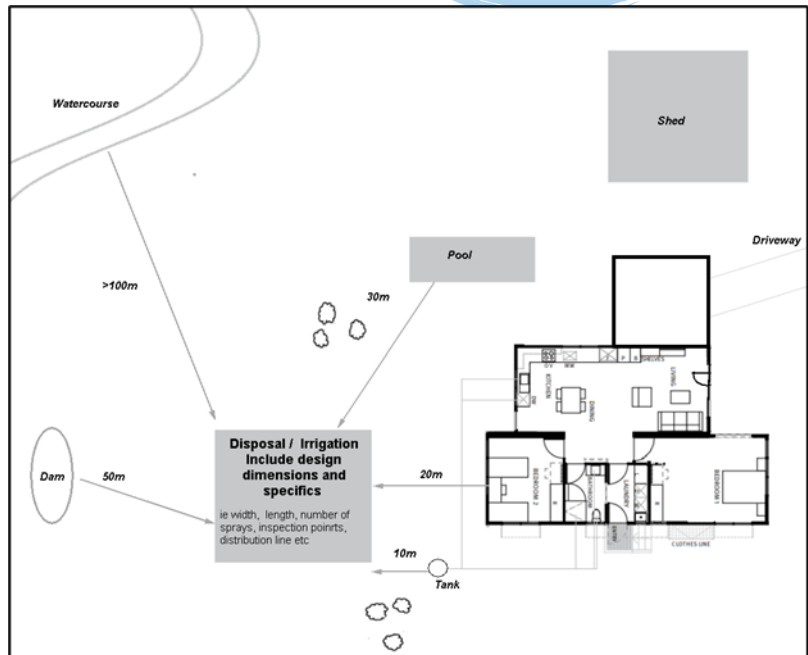


Site Plan & Floor Plan Requirements

When applying to install or alter an OSSM system, you must provide both a **site plan** and a **floor plan** with your application.

Your **site plan** must be specific to your property and include:

- Aerial imagery or a scaled drawing so that Council can accurately identify the exact location of the system and disposal area on the land
- Location of the proposed OSSM system and disposal/irrigation area. All surface constraints, including:
 - i. Buildings and structures
 - ii. Driveways, pools, sheds, garages
 - iii. Relevant vegetated areas (ie cluster of shade trees)
 - iv. Drainage networks
 - v. Watercourses (rivers, creeks, springs, drainage depressions, dams)
 - vi. Drinking water bores and wells
 - vii. Site orientation (north point)
- Distances to all relevant features, marked clearly.



Example site plan – for reference purposes only.

Your **floor plan** must include:

- Number of bedrooms/ commercial layout
- Locations of all wet areas (kitchen, bathroom, laundry etc)
- Living spaces
- Internal and external drainage lines (where relevant)

This helps determine the expected wastewater load for the property and the correct sizing of the OSSM system.

If you are proposing **modifications or alterations**, you must also show the location of any **existing** OSSM system, drainage, or disposal areas **and areas** to be amended or decommissioned.

In addition to the above plans, applicants must provide **design drawings and schematics** of disposal trenches or beds prepared in accordance with Australian Standard AS/NZS 1547:2012, or the **dimensions** of irrigation areas. These details must be consistent with, and supported by, calculations undertaken in accordance with applicable design loading rates.



NOTE: Failure to provide supporting documentation will delay the assessment process and may result in refusal of the application.

SITE ASSESSMENT - WASTEWATER REPORT

For all **commercial or high-risk properties**, a wastewater report must be submitted before Council can undertake assessment. The report should demonstrate compliance with AS/NZS 1547:2012, relevant legislation, and any applicable policies or guidelines. **Soil tests will be required.**

CALCULATIONS AND EVIDENCE

When selecting an OSSM system, it is essential to ensure that the system can adequately manage the daily wastewater load without risk of overloading.

The **size of the disposal area** must be based on the design wastewater load and the site and soil characteristics in accordance with **AS/NZS 1547:2012**. Supporting **calculations and evidence** must be provided for each individual property and application.

OPERATION AND MAINTENANCE SPECIFICATIONS

If approved, the operator of the OSSM system must follow specific requirements to ensure system operate safely, efficiently, and in accordance with approval conditions which may include:

- Regular service schedules
- NSW Health–accredited maintenance provisions
- System operating manuals
- Installation notes
- Any additional checks or care required to maintain performance .