



Approval to install, alter or construct a waste treatment device or human waste storage facility and Approval to operate a system of sewage management application

116 Adelaide Street,
Raymond Terrace NSW 2324

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Raymond Terrace NSW 2324

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ABN 16 744 377 876

PART A

APPLICATION DETAILS

☐ Installation of a new system ☐ Alteration to existing system ☐ Amend existing approval ☐ Approval to Operate only

PART B

PROPERTY DESCRIPTION

Lot No. DP House No.
Street Town

PART C

PROPERTY DETAILS

Property size ☐ less than 2000m² ☐ 2000 - 4000m² ☐ more than 4000m²
Property use ☐ residential dwelling ☐ commercial/ industrial ☐ other:
Water supply ☐ mains (town) ☐ tank
Type of waste ☐ human ☐ trade

PART D

ON-SITE WASTEWATER MANAGEMENT SYSTEM DETAILS

Treatment system type

☐ Aerated Wastewater Treatment System ☐ Septic Tank ☐ Wet Composting ☐ Dry Composting
☐ Constructed Wetland ☐ Sand/ Media Filter ☐ Other

Disposal method

☐ Sub-surface ☐ Surface Spray ☐ Evapotranspiration
☐ Absorption Trench ☐ Wisconsin Mound ☐ Other

Additional details

No. of persons using system No. of bedrooms
No. of toilets No. of urinals No. of showers No. of basins
Tank capacity (litres) Tank No. 1 Tank No. 2 Tank No. 3

PART E**APPLICANT DETAILS**

Name	<input type="text"/>			
Phone	<input type="text"/>	Email	<input type="text"/>	
Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode <input type="text"/>

PART F**OWNER(S) DETAILS**

Name	<input type="text"/>			
Phone	<input type="text"/>	Email	<input type="text"/>	
Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode <input type="text"/>

PART G**INSTALLATION FIRM DETAILS**

Name	<input type="text"/>			
Company	<input type="text"/>	Licence No.	<input type="text"/>	
Phone	<input type="text"/>	Email	<input type="text"/>	
Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode <input type="text"/>

NOTE**ABORIGINAL ARCHAEOLOGICAL DEPOSIT**

In the event of any aboriginal artefact, object or structure being unearthed, all work must cease immediately in the affected area, and the Biodiversity Conservation Division (BCD) shall be informed of the discovery. Work must not recommence until the material has been inspected and permission has been given by BCD to proceed.

PART H

DECLARATION AND SIGNATURE OF OWNER(S) AND APPLICANT

APPLICATION FOR APPROVAL TO INSTALL, ALTER OR CONSTRUCT A WASTE TREATMENT DEVICE SECTION 68 PART C (5) LOCAL GOVERNMENT ACT, 1993

- The undersigned hereby makes application for the approval of Council to the plans and specifications of a proposed on-site sewage management system and agrees to comply with the requirements and conditions that may be stated on the approval.
- By the submission of this application the undersigned authorises the appropriate staff of Port Stephens Council to enter the subject property for the purposes of assessing the application for compliance. Access may be made in your absence and without prior notification.
- I indemnify the Council of Port Stephens against any claim which may arise either from negligence or otherwise as a result of my carrying out or entrusting a third party to carry out the above work or any other work within the road reservation at the address of this property.
- No work or activity is permitted to be undertaken until such time as Council has granted an "Approval to install".

Signature of Applicant

Signature of Owner

Signature of Owner

Note: Where applicant is not the owner, owner(s) must sign to consent to the lodging of the application

APPLICATION FOR APPROVAL TO OPERATE A SYSTEM OF SEWAGE MANAGEMENT SECTION 68 PART F LOCAL GOVERNMENT ACT, 1993

The undersigned hereby makes application for the approval of Council to operate a system of sewage management in the Port Stephens Council Area and agrees to comply with the requirements and conditions that may be stated on the approval. The undersigned acknowledges that the system must not be operated until such time as an "Approval to Operate" has been issued by Council.

Signature of Applicant

Signature of Owner

Signature of Owner

Note: Where operator is not the owner, owner(s) must sign to consent to the lodging of the application

PART I

REQUIRED DOCUMENTS

General Requirements for all wastewater systems:

- ☐ Manufacturer's specification of the tank(s) (NSW Department of Health Accreditation document: residential applications only);
- ☐ A copy of the floor plan of any building to be connected to the waste treatment device;
- ☐ Scaled (1:500) site plan indicating location of tank(s) and buildings on the property.

Where there is on-site disposal of effluent, applicant should also supply in addition to section 1 above:

- ☐ Scaled site plan (1:500) indicating:
 - Location of tank(s);
 - Location of boundaries, buildings, swimming pools, paths, groundwater bores, dams and waterways;
 - Location of primary and reserve disposal areas;
 - Location of stormwater diversion drains and earth bunds (if applicable).
- ☐ A fully completed Site Assessment Report (form available through Council or from the Council Web Site). This report is applicable to properties identified as a low or medium hazard class. It is not suitable for properties identified with a high or very high hazard class.
- ☐ Any other information requested by Council deemed to be relevant to the assessment of this application.

Where an aerated system is to be used applicant should also supply in addition to sections 1 & 2 above:

- ☐ Detailed design plans and information for the irrigation pipework within the disposal area;
- ☐ A signed service maintenance agreement.

PART J

SUBMIT

Please return your completed and signed form to:

In person/mail Port Stephens Council
Administration Building
116 Adelaide Street
PO Box 42
Raymond Terrace NSW 2324

Fax (02) 4987 3612
Email Enviro@portstephens.nsw.gov.au
Enquiries (02) 4988 0255

PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: The purpose of this form is to obtain applicant and owner details in line with Section 68 Part C (5) and Section 68 Part F of the *Local Government Act 1993*.

Intended recipients: Council staff and any persons wishing to inspect the application in accordance with the *Local Government Act 1993* and *Government Information (Public Access) Act 2009*.

Supply: Voluntary.

Consequence of Non Provision: Approval to install, alter or construct a waste treatment device or human waste storage facility cannot be issued and approval to operate a system of sewage management cannot be granted.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on 02 4988 0255 to enquire how you can access information.