



APPLICATION FOR APPROVAL TO OPERATE ON-SITE SEWAGE MANAGEMENT SYSTEM

Section 68, Local Government Act 1993

OFFICE USE ONLY

Application No:_____

Year:

This form

Use this form to apply for approval to operate an on-site sewage management system for premises that do not require an environment protection licence from the Environment Protection Authority.

Lodgement

Send the application to us by mail or courier, or deliver it in person. See page 3. Payments accepted **8.30am – 4.30pm**.

Need help?

Phone Compliance Services on 4974 2525, or come in and see us.

Part 1: Applicant and site details

1. Your name, address etc

Title Mr Mrs Miss Ms Other

Family name (or company)

Given names (or ACN)

Postal address

.....Post Code

We will post our reply to this address

Phone(...)..... Alternative phone (...).....

Fax (...)..... E-mail

Only if a company:

Contact person Reference no.....

2. Location and title description of the property

Unit No House No Street

Locality

Lot(s) Section

Deposited Plan(s) Strata plan

Get these details from rate notices, property deeds, or from Council property maps. If unsure, ask us for assistance.

Part 2: System details

3. Type of treatment system

- Septic tank
- Septic tank & collection well
- Aerated wastewater treatment system (AWTS)
- Composting toilet
- Greywater treatment system*
- Commercial greywater diversion device*
- Residential greywater diversion device (on premises with separate approved backwater system)*

4. Type of disposal system

- Absorption trench or area
 - Evapotranspiration trench area
 - Surface irrigation
 - Subsurface irrigation
 - Collection well and pump out by tanker
 - Collection well & pump to sewer.
 - Other (specify)
- Why was this system selected?
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Part 3: Signature

5. Owner's consent

Must be completed by the owner of the land. If more than one owner, every owner must sign.

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections.

Signature	Date	Capacity*
1.....
2.....

**If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg, power of attorney, executor, trustee, company director).*

6. Your declaration

I apply for approval to operate the on-site sewage management system described above. I declare that all the information given is true and correct. I also understand that if incomplete, the application may be delayed or rejected.

Signature Date

Privacy provisions

The information you provided for your application will be recorded by Newcastle City Council, PO Box 489, Newcastle 2300 and used for the purposes of assessing your proposal. The information is intended for use by the Council as the consent authority and any other relevant government agency who may be required to assess the proposal. Details of the application and any subsequent decision will also be kept in a register by the Council that can be viewed by the public at any time. If this information is not provided your application may not be accepted, nor processed or rejected for lack of information. Please contact Council if the information you have provided is incorrect or changes.

How to lodge your application

Address the application to:

The General Manager
Newcastle City Council

and send it to us by any of the following methods:

Mail: PO Box 489
Newcastle 2300

Courier or personal delivery:
Ground Floor
282 King Street, Newcastle

How to contact us:

Phone: (02) 4974 2525
Fax: (02) 4974 2001
E-mail: officialmail@ncc.nsw.gov.au

Web: www.ncc.nsw.gov.au

We are open for business from 8.30 am to 5.00 pm, Mondays to Fridays. Note: payments accepted between **8.30am and 4.30 pm**.

If you wish to discuss a proposal with one of our professional officers, it is essential that you arrange an appointment. We recommend that you consult with a Council officer before submitting this application.

Fees

Please contact Compliance Services on 4974 2525 or view them on Council's website.

Annual registration fees also apply.

Payment methods

You can pay by cash, cheque, or the following debit cards: American Express, Visa, Bankcard or Mastercard. Make cheques payable to 'Newcastle City Council'. Do not send cash in the mail.

A credit card processing fee applies to credit card transactions, reflecting bank fees charged to Newcastle City Council for card payments. The fee for Visa, Bankcard or Mastercard will be 0.75% (GST incl) per transaction. The fee for American Express will be 1.11% (GST incl) per transaction.

Coming in to see us?

Our Customer Enquiry Centre is located on the ground floor of the Newcastle City Council Administration Centre, 282 King Street, Newcastle. Disabled access available.

Rail: Civic Station.

Bus: Alight at Civic.

Parking: Gibson Street Parking Station 300 metres, or on-street parking nearby. Disabled parking in Burwood Street.