

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

Note: Please download this form to complete electronically

Part 1: Application and Site Details

1. Applicant Details

Name or Company

ABN

Email

Phone

Postal Address

Contact Person (if company)

Reference Number

2. Location and title description of the property

Unit No

House No

Street Name

Suburb

Post Code

Lot(s)

Section

Deposited Plan

Strata Plan

3. Is there an existing on-site system on the property?

Yes, it is proposed to install an additional system

Yes, it is proposed to modify or decommission an existing system

No, there is currently no on-site system on the premises

4. Who will be carrying out the installation?

Name (or company)

Phone

Email

5. Who will be carrying out quarterly maintenance? Only if you are installing an aerated or composting system	
Name (or company)	
Phone	
Email	
6. Type of premises?	
Residential Commercial Industrial Other (please specify)	
7. Type of water supply at the site?	
Reticulated supply (Hunter Water) Rainwater tanks Borewater/ groundwater	
Part 2: Design Details	
8. Type of waste requiring treatment	
Toilet waste only (black water) Laundry, bath, spa and kitchen waste only (grey water) Mixture of toilet, laundry, bath, spa and kitchen waste Industrial waste Other (please specify)	
9. Type of washing appliances used	
Washing machine	Capacity (litres per wash
Dishwasher	Capacity (litres per wash
Not applicable	

10. Type of treatment system

Septic tank

Collection well pump to sewer

Collection well pump out

Aerated Wastewater Treatment System (AWTS)

Composting toilet

Other

Why was the system indicated above selected?

Septic tank

Collection well pump to sewer

Collection well pump out

Aerated Wastewater Treatment System (AWTS)

Composting toilet

Other

Why was the system indicated above selected?

Septic tank

Collection well pump to sewer

Collection well pump out

Aerated Wastewater Treatment System (AWTS)

Composting toilet

Other

Why was the system indicated above selected?

Septic tank

Collection well pump to sewer

Collection well pump out

Aerated Wastewater Treatment System (AWTS)

Composting toilet

Other

Why was the system indicated above selected?

Septic tank

Collection well pump to sewer

Collection well pump out

Aerated Wastewater Treatment System (AWTS)

Composting toilet

Other

Why was the system indicated above selected?

Septic tank

Collection well pump to sewer

Collection well pump out

Aerated Wastewater Treatment System (AWTS)

Composting toilet

Other

Why was the system indicated above selected?

Septic tank

Collection well pump to sewer

Collection well pump out

Aerated Wastewater Treatment System (AWTS)

Composting toilet

Other

Why was the system indicated above selected?

11. Treatment system details

Manufacturer name		
Model number	Capacity (litres)	
NSW Health accreditation number		
Copy of approval conditions and tank specifications attached	Yes	No

Manufacturer name	
Model number	Capacity (litres)
NSW Health accreditation number	
Copy of approval conditions and tank specifications attached	Yes No

Manufacturer name		
Model number	Capacity (litres)	
NSW Health accreditation number		
Copy of approval conditions and tank specifications attached	Yes	No

Manufacturer name		
Model number	Capacity (litres)	
NSW Health accreditation number		
Copy of approval conditions and tank specifications attached	Yes	No

Manufacturer name	
Model number	Capacity (litres)
NSW Health accreditation number	
Copy of approval conditions and tank specifications attached	Yes No

Manufacturer name	
Model number	Capacity (litres)
NSW Health accreditation number	
Copy of approval conditions and tank specifications attached	Yes No

Manufacturer name	
Model number	Capacity (litres)
NSW Health accreditation number	
Copy of approval conditions and tank specifications attached	Yes No

Aerated system details	
------------------------	--

Maximum flow rate of air pump
Maximum capacity of air pump motor
Collection well capacity
Type and amount of growth media

Maximum flow rate of air pump
Maximum capacity of air pump motor
Collection well capacity
Type and amount of growth media

Maximum flow rate of air pump
Maximum capacity of air pump motor
Collection well capacity
Type and amount of growth media

Maximum flow rate of air pump
Maximum capacity of air pump motor
Collection well capacity
Type and amount of growth media

12. Type of disposal system

Absorption trench or area

Evapotranspiration trench area

Collection well – pump to sewer

Collection well – pump out by tanker

Surface irrigation (aerated systems only)

Subsurface irrigation

Other (please specify)

Why was the system selected?

Absorption trench or area

Evapotranspiration trench area

Collection well – pump to sewer

Collection well – pump out by tanker

Surface irrigation (aerated systems only)

Subsurface irrigation

Other (please specify)

Why was the system selected?

Absorption trench or area

Evapotranspiration trench area

Collection well – pump to sewer

Collection well – pump out by tanker

Surface irrigation (aerated systems only)

Subsurface irrigation

Other (please specify)

Why was the system selected?

Absorption trench or area

Evapotranspiration trench area

Collection well – pump to sewer

Collection well – pump out by tanker

Surface irrigation (aerated systems only)

Subsurface irrigation

Other (please specify)

Why was the system selected?

Absorption trench or area

Evapotranspiration trench area

Collection well – pump to sewer

Collection well – pump out by tanker

Surface irrigation (aerated systems only)

Subsurface irrigation

Other (please specify)

Why was the system selected?

Absorption trench or area

Evapotranspiration trench area

Collection well – pump to sewer

Collection well – pump out by tanker

Surface irrigation (aerated systems only)

Subsurface irrigation

Other (please specify)

Why was the system selected?

Absorption trench or area

Evapotranspiration trench area

Collection well – pump to sewer

Collection well – pump out by tanker

Surface irrigation (aerated systems only)

Subsurface irrigation

Other (please specify)

Why was the system selected?

Absorption trench or area

Evapotranspiration trench area

Collection well – pump to sewer

Collection well – pump out by tanker

Surface irrigation (aerated systems only)

Subsurface irrigation

Other (please specify)

Why was the system selected?

13. Disposal area dimensions			
Length (m)	Width (m)	Depth (m)	Area m ²
Design of disposal area must comply with Australian/ New Zealand Standard AS/NZS 1547:2012, On-site Domestic Wastewater Management.			
Part 3: Checklist			
14. Have you provided an electronic copy of the site plan?			
<div> <div>Yes</div> <div>No</div> </div> <p>The site plan (drawn at 1:200 or 1: 500 scale) must include the following details:</p> <ul style="list-style-type: none"> • north point and scale • property boundaries and dimensions • lot and deposited plan numbers • site area (square metres or hectares) • contours, drainage lines, dams, swales and natural watercourses • location of proposed on-site sewage treatment and disposal systems • accurate position of proposed irrigation lines and discharge points • existing buildings on the site - show location, current use and distance from proposed on-site facility • distances of other items from the proposed on-site system (e.g. vegetable gardens, swimming pools) • location of all paved or other hard surface areas • average depth of groundwater table at disposal site • details of proposed cut and fill • details of stormwater diversion systems from disposal area and roof water • drainage system • where more than one irrigation area is proposed, details of the proposed method for ensuring even distribution of wastewater. 			
15. Have you provided 2 copies of the detailed installation plans?			
<div> <div>Yes</div> <div>No</div> </div> <p>The installation plans must:</p> <ul style="list-style-type: none"> • Include a plan view and a cross-section view • Show normal capacities to nearest 50 litres • For irrigation disposal systems, include details of sprinkler or subsurface emitter distribution 			

16. Have you provided an electronic copy of the floor plan?
<p>Yes No</p> <p>The floor plan (drawn at 1:100 or 1:50 scale) must show all sanitary fixtures services by the on-site sewage system.</p>
17. Have you provided 2 copies of the Site and Soil Evaluation prepared by an accredited on-site sewage management consultant?
<p>Yes No</p> <p>The Site and Soil Assessment must be prepared in accordance with Australian/ New Zealand Standard AS/NZS 1547:2012, On Site Domestic Water Management.</p>
<p>Before you commence operation:</p> <p>The onsite system must be inspected by CN prior to commissioning. You must give 48 hours' notice before carrying out any of the following:</p> <ul style="list-style-type: none"> • Laying floor or concrete over internal drainage lines • Backfilling trenches containing external drainage lines • Commissioning use of system at completion stage
Part 4: Owners Consent and Declaration
Owner/s Declaration
<p>As the owner of the land to which this application relates, I consent to this application. I also give consent for authorised CN officers to enter the land to carry out inspections. I apply for approval to install the human waste storage facility 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.</p>
<p>Owner/s Signature</p> <p>If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).</p>
<p>Name of person signing</p> <p>Authority</p> <p>Signature</p> <p>Date</p> <p>Name of person signing</p> <p>Authority</p> <p>Signature</p> <p>Date</p>

How to lodge this application

Lodgement Methods

Email

Enter the type of application (i.e. Application for Installation of a Human Waste Storage Facility) in the subject line of the email.

Emails are to be sent to regulation@ncc.nsw.gov.au

Mail

City of Newcastle
PO Box 489
Newcastle NSW 2300

In person

At our Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Fees

Fees are charged as per CN's [Fees and Charges](#) document. Your application is not considered lodged until the required fees have been paid.

Payments are required within 24 hours of application lodgement, via one of the following methods:

- Cash
- EFTPOS
- Cheque*
- Credit Card*

*Please note a merchant fee is payable on all credit card transactions.

*Cheques are to be made payable to City of Newcastle.

If an application is submitted without payment, you will be contacted to arrange payment. Payments can be taken over the phone or by a payment gateway that will be emailed to you.

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

[City of Newcastle](#)

Phone: 02 4974 2000

Address: 12 Stewart Avenue Newcastle West NSW 2302

Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency. Your application will be advertised to the public for comment if the development is designated development, advertised development or is required to be advertised by a development control plan.

The application and all plans and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

Purpose of collection:	To enable CN as the consent authority to assess your proposal
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02)4974 2000.