



APPLICATION FOR INSTALLATION OF A HUMAN WASTE STORAGE FACILITY

OFFICE USE ONLY
Application No:
Year:

Section 68, Local Government Act 1993

This form	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 licence from the Environment Protection Authority.
Lodgement	Send the application to us by mail or courier, or deliver it in person. See page 4. Payments accepted 8.30 am - 4.30 pm.
Need help?	Phone Compliance Services on (02) 4974 2525, or come in and see us.

Part 1: Applicant and site details

1. Your name, address etc	Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other Family name (or company) Given names (or ACN) Postal addressPost Code <i>We will post our reply to this address</i> Phone(...)..... Alternative phone (...)..... Fax (...)..... E-mail <i>Only if a company:</i> Contact personReference no.....
2. Location and title description of the property	Unit No House No Street Locality Lot(s) Section Deposited Plan(s) Strata plan..... <i>Get these details from rate notices, property deeds, or from Council property maps. If unsure, ask us for assistance.</i>
3. Is this an existing on-site system on the property?	<input type="checkbox"/> Yes - it is proposed to install an additional system <input type="checkbox"/> Yes - it is proposed to modify or decommission an existing system <input type="checkbox"/> No - there is currently no on-site system on the premises
4. Who will be carrying out the installation?	Name (or company) Phone (...)..... Alternative phone (...).....
5. Who will be carrying out quarterly maintenance? <small>(Only if you are installing an aerated or composting system)</small>	Name (or company) Phone (...)..... Alternative phone (...).....
6. Type of premises?	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (specify)
7. Type of water supply at the site?	<input type="checkbox"/> Reticulated supply (Hunter Water Corp) <input type="checkbox"/> Rainwater tanks <input type="checkbox"/> Borewater/ groundwater

Part 2: Design details

8. Type of waste requiring treatment

- Toilet waste only (*'black water'*)
- Laundry, bath, spa & kitchen waste only (*'grey water'*)
- Mixture of toilet, laundry, bath, spa & kitchen waste
- Industrial waste
- Other (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
 - Septic tank & collection well
 - Aerated wastewater treatment system (AWTS)
 - Composting toilet
- Why was this system selected?
-

11. Treatment system details

Manufacturer's name

Model number Capacity (litres)

NSW Health accreditation no..... (*please attach 2 copies of the NSW Health approval conditions and tank specifications*)

Aerated system details:

Max. flow rate of air pumplitres/ second

Max. capacity of air pump motor kilowatts

Collection well capacitylitres

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 – pumpout by tanker
 - Surface irrigation (*aerated systems only*)
 - Subsurface irrigation
 - Other (specify)
- Why was this system selected?
-
-

13. Disposal area dimensions

Length m Width m Depth m

Area m²

Design of disposal area must comply with Australian/New Zealand Standard AS/NZS 1547:2000, On-site Domestic Wastewater Management.

Part 3: Checklist

14. Have you provided 2 copies of the site plan?

The site plan (drawn at 1:200 or 1: 500 scale) must include the following details:

- 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 & 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 (eg 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 roofwater drainage system
- where more than one irrigation area is proposed, details of the proposed method for ensuring even distribution of waste water.

Yes

15. Have you provided 2 copies of the detailed installation plans?

The installation plans must:

- include a plan view and a cross-section view
- show nominal capacities to nearest 50 litres
- be A3 or A4 size.
- for irrigation disposal systems, include details of sprinkler or subsurface emitter distribution

Yes

16. Have you provided 2 copies of the floor plan?

The floor plan (drawn at 1:100 or 1: 50 scale) must show all sanitary fixtures serviced by the on-site sewage system.

Yes

17. Have you provided 2 copies of the Site and Soil Evaluation prepared by an accredited on-site sewage management consultant ?

The Site and Soil Assessment must be prepared in accordance with Australian/New Zealand Standard AS/NZS 1547:2000, On-site Domestic Wastewater Management.

Yes

Before you commence operation.....

The on-site system must be inspected and approved by the Council prior to commissioning. You must give 48 hours notice before carrying out any of the following:

- laying floor or concrete over internal drainage lines
- backfilling trenches containing external drainage lines
- commissioning use of system at completion stage.

Part 4: Signature

18. 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).*

19. Your declaration

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.

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 2501
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 (02) 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.