



# COMBINED ON-SITE WASTEWATER MANAGEMENT SYSTEM AND APPROVAL TO OPERATE APPLICATION FORM

Made under *Local Government Act 1993*,  
Section 68 Part C Item 5 & 6

-Revision No. 23-05-2024

OFFICE USE ONLY

DA No:  
Septic No:  
Parcel No:  
Receipt No:  
Date:  
RN:

## PART 1 – APPLICATION DETAILS

### APPLICANT DETAILS *Please indicate by 'X'*

<b>INDIVIDUAL LODGEMENT</b> <input type="checkbox"/>	<b>COMPANY LODGEMENT</b> <input type="checkbox"/>	<b>ABN / ACN:</b>
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**APPLICANT DETAILS ARE THE SAME AS OWNER'S DETAILS** *Proceed to Owner(s) Details and Declaration.*

Company Name:		Company Contact Name:	
Name(s):			
Postal Address:			
Suburb:	State:	Postcode:	
Mobile:	Telephone:		
Email:	Customer Ref.:		

### OWNER(S) DETAILS

Company Name:		Company Contact Name:	
Name(s):			
Postal Address:			
Suburb:	State:	Postcode:	
Mobile:	Telephone:		
Email:			

### TYPE OF APPROVAL – *Please indicate by 'X' which section is relevant to your application*

**Application to Install/construct a new Waste Treatment Device or Human Waste Storage Facility and the approval for its use:**

*Local Government Act 1993 Section 68 Part C Item 5 & 6*

- The proposed system is a *new system* on a vacant lot
- The proposed system is *replacing* an existing system (which will be decommissioned)
- The proposed system is an *additional system* (where existing system/s will continue to operate)

Description of additions:

**Application to Alter an existing Waste Treatment Device or Human Waste Storage Facility:**

*Local Government Act 1993 Section 68 Part C Item 5 & 6*

- You will be making alterations to an existing system

Description of alterations:

- You will be making a minor amendment to a determined approval or minor alterations to existing system that does not result in a significant change (as determined by the assessing officer).

Description of alterations:

**Application for Approval to Operate an Existing System of Sewage Management:**

*Local Government Act 1993 Section 68 Part C Item 6*

- You are seeking Approval to Operate an existing system that has been installed without approval or where the approval to operate has been allowed to expire.

PROPERTY					
Unit No:	House No:	Street:			
Suburb:		State:	Postcode:		
Lot(s):	Section:	Deposited Plan (DP):			
Special Access Requirements: (eg: dogs, locked gates etc)					
DEVELOPMENT CONSENT FOR STRUCTURE THE SYSTEM IS PROPOSED TO SERVICE <i>For new and additional systems only.</i>					
Development Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	DA Reference Number:			
Complying Development Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Complying Development Standard:			
		Certifier:	Contact Number:		
Exempt Development	<input type="checkbox"/> Yes <input type="checkbox"/> No	Exempt Development Standard:			
<b>Please Note: Advice on approvals required for development can be obtained from Council's Duty Planner by contacting (02) 4993 4100 during normal office hours.</b>					
PROPERTY DETAILS <i>Please indicate by 'X'</i>					
Property Size:	<input type="checkbox"/> Less than 4000m <sup>2</sup>	<input type="checkbox"/> More than 4000m <sup>2</sup>			
Property Use:	<input type="checkbox"/> Residential Dwelling	<input type="checkbox"/> Commercial/Industrial	<input type="checkbox"/> Other (Specify):		
Water Supply:	<input type="checkbox"/> Mains (Town)	<input type="checkbox"/> Tank	<input type="checkbox"/> Dam/River/Creek/Bore		
Type of Waste:	<input type="checkbox"/> Human	<input type="checkbox"/> Trade (Specify):	<input type="checkbox"/> Other (Specify):		
ON-SITE WASTEWATER MANAGEMENT SYSTEM DETAILS <i>Please indicate by 'X'</i>					
Type of Treatment System	<input type="checkbox"/> Aerated Wastewater Treatment System (AWTS)	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Composting wet/dry		
	<input type="checkbox"/> Sand/Media Filter	<input type="checkbox"/> Pump to Sewer	<input type="checkbox"/> Other (Specify Below):		
Type of Waste effluent disposal method	<input type="checkbox"/> Surface Irrigation	<input type="checkbox"/> Subsurface Irrigation	<input type="checkbox"/> Raised Mound / Bed		
	<input type="checkbox"/> Evapo-Transpiration	<input type="checkbox"/> Absorption Trench/Bed	<input type="checkbox"/> Other (Specify):		
Treatment Tank Capacity (Litres)	Tank No 1:	Tank No 2:	Tank No 3:		
No of Bedrooms: <i>(Note: includes rooms capable of being used as a bedroom such as Studies and similar)</i>	Design Hydraulic Load (Litres Per day)				

## INSTALLATION FIRM DETAILS

Company Name:		Company Contact Name:	
Name(s):			
Postal Address:			
Suburb:		State:	Postcode:
Licence No.:	Mobile:	Telephone:	
Email:			

## DECLARATION AND SIGNATURES OF APPLICANT(S) AND OWNER(S)

- *The undersigned hereby makes application to Council for the approval of plans and specifications for 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 Cessnock Council, or its representatives, to enter the subject property for the purposes of assessing the application for compliance, to carry out inspections and surveys, to take measurements, samples or photographs as required for the administration of the Act(s), Regulations or Planning Instrument. Access may be made in your absence and without prior notification.*
- *No work or activity is permitted to be undertaken until such time as Council has granted an "Approval". The undersigned hereby makes application for Council's approval to operate a system of sewage management in the Cessnock Council area, and agrees to comply with the requirements and conditions that may be stated on the approval.*
- *I understand that an Approval to Install an onsite wastewater system under s.68 of the Local Government Act 1993 does not constitute tacit or implied approval for any works involving the removal or pruning of trees or vegetation, building works or development use rights that requires a permit, approval or development consent. Where required, it is the responsibility of the undersigned to ensure any such approvals are obtained independently of an Approval to Install an onsite wastewater system.*

Applicant(s) Name <i>(Please print):</i>		Date:	
Applicant(s) Signature:			
Owner(s) Name <i>(Please print):</i>		Date:	
Owner(s) Signature:			
<i>Please indicate by 'X'</i>	<input type="checkbox"/> Private Land Owner	<input type="checkbox"/> Sole Director	<input type="checkbox"/> Director, Secretary & Company Seal

**Note: All owner(s) of the land, the subject of this application, must sign this form.** If you are not the owner of the land, you must have all the owners sign the application.

**Note:** If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g., copy of power of attorney, trust deed etc).

**Note:** In the case of land that is the subject of a strata scheme under the [Strata Schemes \(Freehold Development\) Act 1973](#) or the [Strata Schemes \(Leasehold Development\) Act 1986](#), the owners corporation for that scheme must be constituted under the [Strata Schemes Management Act 1996](#). A development application for a lot in a strata plan does not require the consent of the Body Corporate when that work does not affect any common property.

**Note:** In the case of land that is a community, precinct or neighbourhood parcel within the meaning of the [Community Land Development Act 1989](#), the association for the parcel must provide consent.

**Note:** If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

All applicants must submit the following with the applications:

### 1. Wastewater Report:

A wastewater report will be required where applications relate to systems used for commercial purposes, residential sites under 2000m<sup>2</sup> in size or where requested by Council due to site constraints.

The wastewater report shall be prepared by a suitably qualified and experienced wastewater consultant and include all of the following: -

- Identification of the subject lot
- Identification of the relevant Australian Standards and Guidelines to which the plan/report will demonstrate compliance with
- Description of the proposed development
- Description of the characteristics of the subject lot (e.g. lot size, shape, slope/gradient) including a statement as to whether there are any site limitations
- Climatic assessment
- A detailed soil analysis of each soil profile, depths of horizons, geological bore logs, NATA accredited laboratory certificate/s, and soil category, texture and profile used to determine the design loading rate (DLR)
- Description of waste water physical, chemical & biological characteristics for both current (if applicable) and proposed uses
- Hydraulic load calculation for both current (if applicable) and proposed uses
- Water balance and nutrient calculations
- Description of the proposed/recommended treatment system/s and land application area
- Summary table of design parameters, specifications and details of the proposed land application area
- Recommendations and conclusion including a statement recommending the type of system to be installed
- Details of person who prepared/completed the plan/report.

## 2. Site Plan:

A full site dimensioned plan drawn to a suitable scale is required.

*In cases where the lot is large, an additional partial site plan is to be provided of the relevant area. The area of the partial site plan must however be indicated on the full site plan.*

Site plan/s must indicate (where relevant)

- Property boundaries
- Orientation (i.e. North arrow or reference points such as roads)
- Direction of the land slope (where known)
- Proposed developments (marked as such)
- Location of proposed OSSM system including treatment tank, underground pipes, dimensioned effluent land application area/s and any proposed reserve disposal areas
- Buffer distances from the proposed OSSM system to boundaries, buildings and environmentally sensitive areas as identified on the site plan
- All buildings including dwellings, commercial buildings, carports, sheds, shelters, tennis courts, swimming pools, water tanks etc
- Access roads and driveway/s
- Parking areas
- Location of any existing on-site wastewater treatment tanks/disposal areas
- Surface water (including dams, intermittent and permanent streams and water courses)
- Water bore/s
- Any easements affecting the land such as drainage, access, transmission lines etc
- The location of test pit/boreholes used to determine soil classification
- Detailed site plan and irrigation design for the land application area to comply with *AS1547* and/or *Designing and Installing On-Site Wastewater Systems, Sydney Catchment Authority 2012*.

**PLEASE NOTE: By submitting the site constraints and Land Application Area plan to Council, you acknowledge that the author/copyright owner of the site plan(s) has extinguished all copyrights to the plan(s) and that Council is exempt from any claim that may restrict Council's ability to provide information to the public.**

## 3. Drainage Diagram:

A drainage diagram drawn to a suitable scale indicating:

- Proposed drainage diagram from each wastewater fixture within the building to the treatment tank(s) in accordance with the National Plumbing & Drainage Code *AS/NZS 3500* (including pipe size, dimensions, location, inspection openings, vents, overflow relief gully, etc).

#### **4. Floor Plan:**

A copy of the floor plan of any building to be connected to the waste treatment device.

#### **5. Manufacturer's Specifications:**

Manufacturer's specifications for the tank(s) (indicating Ministry of Health Accreditation for domestic systems).

#### **6. Site and Soil Assessment Report:**

A Site and Soil Assessment Report which demonstrates compliance with *AS1547* and NSW Environment & Health Protection Guidelines.

Any other information requested by Council deemed to be relevant to the assessment of this application.

#### **7. Operation and Maintenance:**

- Details of the operation and maintenance requirements for the wastewater treatment facility and the proposed operation, maintenance and servicing arrangements intended to meet these requirements
- The action to be taken in the event of a breakdown in, or other interference with, the system's operation.

#### **8. Additional information that may be required to accompany the application:**

- Cross-sectional drawing through any proposed trenches or beds (including dimensions)
- Manufacturer's specifications for any sub-surface irrigation system
- Manufacturer's specifications for any distribution boxes or the like where provided to ensure the even distribution of treated effluent within land application areas
- Location and type of any landscaping or vegetation that is proposed
- Pump specifications
- Service agent contract for Aerated Wastewater Treatment Systems

## HOW TO LODGE YOUR APPLICATION

**Address the application to:**

General Manager  
Cessnock City Council  
PO Box 152  
CESSNOCK NSW 2325

**Payment Method**

**By mail** - Cheque, Money Order or Credit Card (*complete the section below*)

**Lodge in person  
(Between 9am – 4.30pm) at  
Council's Administration  
Building**

Cessnock City Council  
62-78 Vincent Street  
CESSNOCK NSW

*You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application*

**Payment Method**

**In person** - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.

**How to Contact Us**

Phone: 02 4993 4100  
Fax: 02 4993 2500  
Email: [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au)  
W: [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au)

**Office Hours**

9am to 5pm Monday to Friday  
*\*Payments are accepted until 3.30pm.*

**Duty Officers** are available weekdays:

Planning - 9am to 5pm  
Building – 9am to 10am & 1 to 5pm  
Environmental Health – 1pm to 4pm

**Fees**

Fees are calculated in accordance with Council's adopted fees and charges.

If you require further information regarding this request, please contact Council's Customer Service Centre on 02 4993 4100

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council's Call Centre using a call in, or call back facility. Customers are able to select their preferred option.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

**Payment Contact Name:**

**Payment Contact Phone Number:**

## PRIVACY NOTIFICATION

Council is subject to the *Privacy and Personal Information Protection Act 1998* (NSW) in dealing with your personal information. Council's [Privacy Management Plan](#) and [Privacy Statement](#) describe how the agency meets these obligations. Personal information is being collected for the purpose of processing your application in accordance with the *Local Government Act 1993* (NSW). This includes notification and advertising purposes, and consultation with other NSW government agencies in relation to your application. By providing your personal information you agree for Council to share it from time to time with a third party to conduct customer research or satisfaction surveys relating to your application in order to improve Council processes. You also agree that Council may use your personal information from time to time to contact you and notify you of legislative and other amendments that may have an impact on you. Delegated Council officers and agents acting on behalf of Council will be the recipients of your personal information. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Your personal information will be kept securely in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street Cessnock NSW 2325. You may access, correct or update your personal information by visiting [Council's website](#), contacting Council's Privacy Contact Officer on 02 4943 4100 or by sending an email to [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au).