



# Application to Install/Alter an On-site Sewage Management Facility

184 Bourke Street,  
Locked Bag 22  
GOULBURN NSW 2580  
Phone: 4823 4444  
Fax: 4823 4456

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

DA N°: \_\_\_\_\_

If you want to install an on-site sewage management facility (such as a septic tank and absorption trench, collection well, aerated waste water treatment system, dry composting toilet, wet composting toilet or hybrid system), you need approval before you can start work. You can use this form to apply for approval. To complete the form, please place a cross in the boxes  and fill out the white sections as appropriate. To minimise delay in receiving a decision about your application, please ensure you submit all relevant information. You need to apply to a council.

Once you have obtained approval to install and have completed installation of an on-site sewage management system you need to apply to Council for approval to operate.

## 1. Details of the applicant

Mr  Ms  Mrs  Dr

First name  Family name

Flat/street N°  Street name

Suburb or town  State  Postcode

Daytime telephone  Fax  Mobile

Email

## 2. Identify the land

Flat/street N°  Street name

Suburb or town  Postcode

Lot N°  Section

DP/MPS N°  Volume/folio

You can find the lot no., section, DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

Fees:

**OSMF installation** fee (Includes licence to operate)

- If combined with a DA – Nil
- If lodged separately - \$360

Receipt N°:

Date:

**OSMF alteration** fee - \$195.00

Receipt N°:

Date:

### 3. Describe the Proposal

What type of facility do you propose to carry install?

- Septic tank and absorption trench
- Collection well
- Aerated waste water treatment system
- Dry composting toilet
- Wet composting toilet
- Hybrid system

What wastes will be discharge to the system? Toilet and.....

How many people will live on the premises? .....

How many bedrooms are there in the house? .....

Describe the system

Brand details:.....

Tank or well capacity:.....

Source of water supply:.....

Installation firm:.....

Other information:.....

Has development consent been granted for the development to which the on-site sewage management system is to be connected?

No

Yes  ➤ What is the development application no.?

What date was development consent granted?

### 4. Inspection details

Will you be residing at the premises and able to carry out the inspections?

No

Yes  ➤ To where should inspections be sent? .....

If you are installing a aerated wastewater treatment system have you signed a service agreement contract?

No  ➤ You need to sign an agreement

Yes  ➤ What is the name and address of the agent? .....

What is the term of the agreement? .....

Under the agreement how many inspections will there be p.a?.....

## 5. Information to be attached to the application

You need to provide material with your application that is relevant to the type of work you propose to do. Please indicate the material you have attached by placing a cross in the appropriate

boxes :

- a copy of any development consent to which the facility relates.
- a copy of any previous consent for an on-site sewage management facility consent on which you rely.
- Wastewater Assessment Report
- floor plans of the building (2 copies). The plans must:
  - be drawn to a suitable scale and consist of a general plan to show each room and any fitting within the room to be connected to the on-site sewage management facility
  - show the level of the lowest floor, the level of any yard or unbuilt area on that floor and the level of the ground
  - show the drainage lines from the fitting in the building to be connected to the on-site sewage management facility

*Where you propose to alter, add to or rebuild a building that is already on the land, or modify plans that have already been approved, please mark the general plan (by colour or otherwise) to show the change you propose to make.*

- a general block plan (2 copies). The block plan must show:
  - the location of the on-site sewage management facility and disposal area
  - the distance of buildings and other structures from all boundaries
  - the location of all fittings and drainage lines
  - describe the construction (including the standards that will be met), the materials which will be used to construct the facility and the methods of drainage
  - the location of the *on-site sewage management area* identified on a subdivision synopsis issued for the subdivision that created the lot, indicating that the facility is located within that area
  - the distance from waterways to the disposal area (a waterway is any blue line on the 1:25,000 topographic map series applying over the land)
  - the position of all other disposal areas used for on-site sewage management facilities
  - where an aerated waste water treatment system is to be used, details of the irrigation system, the area to be irrigated and the proposed vegetation cover.
  - state whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used.

*Where you propose to modify a system that has already been approved, please mark the modifications (by colour or otherwise) to show the modification..*

- evidence of any accredited component, process or design on which you seek to rely
  - Components, processes or designs that relate to the installation of an on-site sewage management facility are accredited under the *Public Health Act 1991*.

## 6. Signatures

### The owner(s) of the land must sign this application

As the owner(s) of the above property, I/we consent to this application:

Signature

Name

Date

Signature

Name

Date

I/We understand that it will be necessary for Council staff to enter and inspect the property, the subject of this application to ensure compliance with the provisions of the Local Government Act 1993 and the regulations thereunder, and with the approved plans and specification. Therefore, I/we give approval for Council staff to enter and inspect the property during the approval process; during installation and until such time as all of the work has been completed to Council's satisfaction.

### The applicant, or the applicant's agent, must sign the application.

Signature

Name, if you are not the applicant

Date

In what capacity are you signing if you are not the applicant?

I/we declare that to the best of my/our knowledge and belief that the foregoing particulars are correct in every detail, and if this application is approved, the facility will be installed in strict conformity with the plans and specification approved by Council, and in accordance with the provisions of the local Government Act 1993 and Regulations made thereunder.

## 7. Privacy policy

Council collects personal information only for a lawful purpose that is directly related to Council's functions and activities. For further information please contact Council's Privacy Officer or refer to Council's Privacy Management Policy at [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au)