



Approval to install, alter or construct a Waste Treatment Device or Human Waste Storage Facility and Approval to operate a system of sewage management application

Please **complete** form and **deliver** or **fax** to Dungog Shire Council

Type of Work

- ☐ Install New System ☐ Alter Existing System ☐ Approval to Operate only

OFFICE USE ONLY

Application No

Date of Receipt

Property Description

Lot No	<input type="text"/>	DP	<input type="text"/>	House No	<input type="text"/>
Street	<input type="text"/>			Town	<input type="text"/>

Property Details

- | | | | |
|---------------|---|--|---|
| Property Size | <input type="checkbox"/> less than 2000m ² | <input type="checkbox"/> 2000 - 4000m ² | <input type="checkbox"/> more than 4000m ² |
| Property Use | <input type="checkbox"/> Residential Dwelling | <input type="checkbox"/> Rental Dwelling | <input type="checkbox"/> Commercial/Industrial |
| 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 | <input type="checkbox"/> Other: |

On-Site Wastewater Management System Details

Type of Treatment System	<input type="checkbox"/> AWTs	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Effluent Pump-Out
	<input type="checkbox"/> Composting/Biological	<input type="checkbox"/> Media Filter	<input type="checkbox"/> Other:
Method of Disposal	<input type="checkbox"/> Subsurface Irrigation	<input type="checkbox"/> Raised Mound	<input type="checkbox"/> Absorption Trench
	<input type="checkbox"/> Evapo-Transpiration	<input type="checkbox"/> Other (specify):	
No Persons Using System:	<input type="text"/>	No of Bedrooms:	<input type="text"/>
No of Toilets:	<input type="text"/>	No of Showers:	<input type="text"/>
No of Urinals:	<input type="text"/>	No of Basins:	<input type="text"/>
Tank Capacity (Litres)	<input type="text"/>	Tank No 1:	<input type="text"/>
		Tank No 2:	<input type="text"/>
		Tank No 3:	<input type="text"/>

Applicant's Details

Name:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>	Contact Phone No:	<input type="text"/>

Owner/s Details

Name:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>	Contact Phone No:	<input type="text"/>

Installation Firm Details

Name/Company:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>	Licence No:	<input type="text"/>
Contact Phone No	<input type="text"/>		

Application for approval to install, alter or construct a Waste Treatment Device

Section 68 Part C (5) – Local Government Act, 1993

DECLARATION & SIGNATURE OF OWNERS & APPLICANT

- The undersigned hereby makes application for the approval of Council to the plans and specifications of 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 Dungog Shire Council to enter the subject property for the purposes of assessing the application for compliance. Access may be made in your absence and without prior notification.
- I indemnify the Council of the Shire of Dungog against any claim which may arise either from negligence or otherwise as a result of my carrying out or entrusting a third party to carry out the above work or any other work within the road reservation at the address of this property.
- No work or activity is permitted to be undertaken until such time as Council has granted an "Approval to Install".

Signature of Applicant:

Signature of Owner

Signature of Owner

Where Applicant is not the owner, owner(s) must sign to consent to the lodging of the application

Application for approval to operate a System of Sewage Management

Section 68 Part F - Local Government Act, 1993

DECLARATION & SIGNATURE OF OWNERS & OPERATOR

The undersigned hereby makes application for the approval of Council to operate a system of sewage management in the Dungog Shire Council Area and agrees to comply with the requirements and conditions that may be stated on the approval. The undersigned acknowledges that the system must not be operated until such time as an "Approval to Operate" has been issued by Council.

Signature of Operator

Signature of Owner

Signature of Owner

Where operator is not the owner, owner(s) must sign to consent to the lodging of the application

All applicants for Installation Approval must submit with this Application the following:

1. General Requirements for all wastewater systems:
 - ☐ Manufacturer's specification of the tank(s) (indicating NSW Dept Health Accreditation);
 - ☐ A copy of the floor plan of any building to be connected to the waste treatment device;
 - ☐ Scaled (1:500) site plan indicating location of tank(s) and buildings on the property.
2. Where there is on-site disposal of effluent, applicant should also supply in addition to section 1 above:
 - ☐ Scaled site plan (1:500) indicating:
 - Location of tank(s);
 - Location of boundaries, buildings, swimming pools, paths, groundwater bores, dams and waterways;
 - Location of primary and reserve disposal areas;
 - Location of stormwater diversion drains and earth bunds (if applicable).
 - ☐ A fully completed Site Assessment Report (form available through Council or from the Council Web Site). This report is applicable to properties identified as a low or medium hazard class. It is not suitable for properties identified as high or very high.
 - ☐ Any other information requested by Council deemed to be relevant to the assessment of this application.
3. Where an aerated system is to be used applicant should also supply in addition to sections 1 & 2 above:
 - ☐ Detailed design plans and information for the irrigation pipework within the disposal area;
 - ☐ A signed service maintenance agreement.

Application fees must be paid on submission of this application.

For fees payable please refer to Council's Fees & Charges Schedule - available on Council's Web page – www.dungog.nsw.gov.au

Submit

Please return your completed and signed form along with relevant fee to:

In person/mail

Dungog Shire Council Administration Building
PO Box 95 (198 Dowling Street)
Dungog NSW 2420
shirecouncil@dungog.nsw.gov.au

Email





Site, Soil, System & Environmental Assessment report for an on-site sewage management system

Please **complete** form and **deliver** or **fax** to Dungog Shire Council

For properties identified with a hazard class that is Low or Medium

☐ Low

☐ Med

Note: This Pro-forma cannot be used for properties identified with a hazard class High or Very High

To be completed by a wastewater consultant or Council approved site evaluator when wastewater management will involve the on-site disposal of effluent.

OFFICE USE ONLY

Application No

Date of Receipt

The Evaluator

Company Name

Name of Evaluator

Address

Postcode

Phone

Signature

Assessment
Date

Declaration of Evaluator

I declare that the information contained within this report is a true and accurate record of the site and soil assessment undertaken

Property Details

Lot

House No.

Street Name

Town

Postcode

Water Supply Available

☐ Town

☐ Tank

☐ Dam/Creek/Bore

Development Details

Type of Development

☐

Residential Dwelling

☐

Rental Dwelling

This form cannot be used for non-residential development.

Number of Bedrooms

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

Site Assessment

Site Assessment	Low Hazard Class		Medium Hazard Class	
	Limit	Comply (tick or cross)	Limit	Comply (tick or cross)
Aspect/exposure of disposal area (sun and wind)	High	<input type="checkbox"/>	Moderate	<input type="checkbox"/>
Slope of disposal area	< 10%	<input type="checkbox"/>	10 – 20%	<input type="checkbox"/>
Flooding – is the property flood prone?	> 1:100 year AEP	<input type="checkbox"/>	> 1:20 year AEP	<input type="checkbox"/>
Hunter Water Special Area (catchment)	Outside	<input type="checkbox"/>	Outside	<input type="checkbox"/>
Depth to bedrock or hardpan?	> 1.0 metres	<input type="checkbox"/>	> 0.6 metres	<input type="checkbox"/>
Depth to groundwater?	> 1.0 metres	<input type="checkbox"/>	> 0.6 metres	<input type="checkbox"/>
Groundwater bore – distance to disposal area?	> 250 metres	<input type="checkbox"/>	> 250 metres	<input type="checkbox"/>
Permanent waters – distance to disposal area?	> 100 metres	<input type="checkbox"/>	> 100 metres	<input type="checkbox"/>
Dams, drains, intermittent watercourses – distance to disposal area?	> 40 metres	<input type="checkbox"/>	< 40 metres	<input type="checkbox"/>
Vegetation - removal for disposal area?	No	<input type="checkbox"/>	Yes/No	<input type="checkbox"/>
Any other health or environmental constraints specific to the property?	No	<input type="checkbox"/>	Yes/No	<input type="checkbox"/>
Soil classification (AS/NZS 1547:2000)	Cat. 2-5	<input type="checkbox"/>	Cat 1-5	<input type="checkbox"/>

Refer to assessment guidelines for assistance in completing this section

Soil Assessment

Two test holes are to be dug in a central location in the primary and reserve (where applicable) disposal areas. These holes should be MADE SAFE and marked after site assessment to allow for future Council inspection. The test holes must be of a depth appropriate for the proposed disposal method.

Refer to assessment guidelines for assistance in completing this section					
Layer	Depth of Layer (mm)	Structure	Texture	Notes	
1					
2					
3					
4					

Hole terminated in:

Soil Texture Codes

S = Sand, SL = Sandy Loam, L = Loam, CL = Clay Loam, LC = Light Clay, MHC = Medium / Heavy Clay

Soil Structure Codes

SG = Single Grained, W = Weak, Md = Moderate, S = Strong, Ms = Massive

Acceptable Solution Selection / Sizing the Land Application Area (LAA)

Low Hazard Class Properties	Yes →	All answers in section 5 comply with low HC limit →	Obtain size of LAA from App. A of DAF using the key on page A-1 →	LAA Size	m2
		1 or more answers in section 5 don't comply with low HC limit →	<ul style="list-style-type: none"> Provide additional information to justify or overcome identified constraint(s). LAA may still be sized from Acceptable Solutions, however site specific design calculations may be necessary to demonstrate ability to manage constraints. Design LAA to overcome identified constraint(s). 		
Medium Hazard Class Properties	Yes →	All answers in section 5 comply with medium HC limit →	Obtain size of LAA from App. A of DAF using the key on page A-1 →	LAA Size	m2
		1 or more answers in section 5 don't comply with medium HC limit →	<ul style="list-style-type: none"> Detailed site and soil assessment in accordance with the High hazard DAF procedure (Section 1.3 of DAF) completed by a suitably qualified consultant. Acceptable Solution sizing tables in Appendix A of DAF cannot be used. Site specific design calculations in accordance with the High hazard DAF must be undertaken (refer to Section 1.3 of the DAF). 		

Treatment System

Treatment System considered best suited to site:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Aerated Water Treatment System | <input type="checkbox"/> Septic Tank | <input type="checkbox"/> Wet Composting | <input type="checkbox"/> Dry Composting |
| <input type="checkbox"/> Sand/Media Filter | <input type="checkbox"/> Constructed Wetland | <input type="checkbox"/> Other (nominate): | |

System Manufacturer

Nominated Hydraulic Capacity (L/day)

Note: Land application pumps, valves, filter and pipework must be sized on a site specific basis to ensure the correct operation of the land application system.

Disposal Area considered best suited to site and treatment system:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Sub-surface | <input type="checkbox"/> Surface Spray | <input type="checkbox"/> Surface Drip | <input type="checkbox"/> Evapo-transpiration |
| <input type="checkbox"/> Absorption Trench | <input type="checkbox"/> Wisconsin Mound | <input type="checkbox"/> Other (nominate): | |

Site Plan

Please attached a minimum A4 (1:500) Plan showing:

- Location of tank(s) and primary/reserve (where applicable) land application areas:
- Location of all effluent pipework (dripperline etc) and all relevant hardware (valves etc):
- Location of boundaries, drains, buildings, swimming pools, paths, groundwater bores, dams and waterways:
- Location of stormwater diversion drains and earth bunds: and
- Approximate slope angle and direction.

Assessment Guidance Notes

Report Evaluator

The declaration must be signed by the site and soil evaluator for the assessment to be accepted. Council will verify the accuracy of assessments undertaken by all evaluators. Inaccurate or misleading evaluations will not be accepted.

Site Assessment

- Slope may be estimated visually.
- Subsurface criteria must be assessed through excavation of at least one soil test pit within the proposed land application area(s).
- Soil classification shall be conducted through textural analysis as described in Appendix 4.1D of ASNZS1547:2000.
- Approval may be required for removal of vegetation under Council's Tree Preservation Order. It is the responsibility of the property owner to obtain approval where necessary.
- Failure to declare obvious property constraints may trigger additional investigation requirements.

Soil Assessment

- Reference can be made to Section 6.1 of the Development Assessment Framework for more guidance on soil assessment.
- Appendix 4.1D of ASNZS1547:2000 can also be used to evaluate soil texture and structure.
- Soil profiles should be reported to a depth of 600mm below the point of application / base of trench or to depth of refusal.
- Coarse fragments (gravel, cobbles, boulders etc) should be noted.
- Colour should be recorded as dominant colour in addition to mottles.

Acceptable Solution / Land Application Area Sizing

- All information required to determine the minimum LAA size from the Acceptable Solutions in the DAF are contained in this form. They include location (climate zone), number of bedrooms, water supply, soil classification (ASNZS 1547:2012 and LAA type).
- For Low HC, Acceptable Solutions can still be used where the site and soil criteria in Section 5 are not met. Use will be subject to satisfactory demonstration that observed constraints can be adequately managed.
- For Medium HC, Acceptable Solutions can only be used where ALL criteria in Section 5 are met.

Submit

Please return your completed and signed form to:

In person/mail Dungog Shire Council Administration Building
 PO Box 95 (198 Dowling Street)
 Dungog NSW 2420

Fax 4995 7750

Email shirecouncil@dungog.nsw.gov.au