

# Application to install and operate an on-site sewage management system.

Local Government Act, 1993 - Section 68



## Application Form

### Lake Macquarie City Council

Telephone: 02 4921 0333 (8.30 am to 5.00pm)

Facimile: 02 4958 7257

Email: council@lakemac.nsw.gov.au

Website: www.lakemac.com.au

### Lodgment and Payment Options

Mail: Box 1906, Hunter Region Mail Centre, NSW 2310

In person: Customer Service Centre

at 126-138 Main Road, Speers Point (8.30 am to 5pm) weekdays

Telephone Credit Card (mastercard or Visa) Ph: 4921 0333

Payments made by Credit/Debit card will attract a 0.6% (gst incl) credit card processing fee.

### NOTES

#### Personal Privacy

Under the *Government Information Public Access (GIPA) Act 2009*, Council is required to advise you that personal information being collected from you in relation to this matter will only be used for the lawful and proper functions of Council. Any such use will be in accordance with this Act.

#### Entry onto Land

You are advised that access to your property may be required by authorised Officers of Council in order for them to process your application and determine compliance with any consent that may be issued. By the submission of this application or by authorising its submission by another person/s it is accepted that you are giving approval of entry to your premises to Council staff pursuant to *Chapter 8, Part 2 of the Local Government Act 1993*. Access may be made in your absence. Should access be required, staff may contact you beforehand to make the necessary arrangements.

---

### On-site sewage management system details

1.  Install a new system     Alter existing system
- 
2.  Commercial (more than 10 person system)     Domestic
- 
3.  System with on-site effluent disposal     Septic tank - pump out/pump to sewer

---

### Property details

House No.  Street

Suburb

Lot(s)  Section  D.P.

---

### Ownership details

Surname

Given Names

Postal Address

Email

Phone  Mobile  Fax

---

**Applicant details** (if different to owner)

Surname

Given Names

Postal Address

Email

Phone  Mobile  Fax

Applicant's Signature  Date

---

**Installer**

Surname/Company

Given Names

Postal Address

Email

Phone  Mobile  Fax

---

**Consent of owner(s)**

As the owner/s of the above property, I/we consent to making this application to install a system of sewage management (*Local Government Act, Section 68, Part C5*).

As the owner/s of the above property, I/we make application for the approval to operate the system of sewage management (*Local Government Act, Section 68, Part C6*).

Name

Signature  Date:

Name

Signature  Date:

---

**Ensure you have included the following with your application**

- Completed and signed application form - including owner's consent form for online applications.
- A detailed site plan drawn to scale 1:200 or larger. The site plan must indicate location of tanks, draw off pipes for pump out systems and disposal areas with relevant dimensions from boundaries, dwellings and water courses for on-site disposal.
- Dwelling floor plan indicating number of bedrooms.
- Specification and NSW Health accreditation documents for all septic tanks and collection wells.
- Payment of prescribed fee for required approval/s to install and operate system of sewage management. Refer to fees and charges at [lakemac.com.au](http://lakemac.com.au)

Please note: The assessment of this application will not commence until payment has been received.

**In addition to the above, for installations of systems with on-site effluent disposal:**

- A site report from a suitably qualified on site wastewater consultant with reference to the NSW Environmental Health Protection Guidelines 'On -site Sewerage Management for Single Households' and the *Australian/ New Zealand Standard -On site domestic wastewater management (AS/NZS 1547:2012)*.
- Plans and specifications detailing the design of the effluent disposal system. The type and sizing of the effluent distribution system shall be identified. Specifications must include scale drawings of location and spacing of any distribution and irrigation lines and any associated fittings including filters, flush valves, vacuum breakers, indexing valves and sprinklers.