



Upper Lachlan Shire Council
Crookwell Ph (02) 4830 1000
Facsimile: (02)4830 1045
Email: council@upperlachlan.nsw.gov.au
<https://www.upperlachlan.nsw.gov.au/>
ABN 81 011 241 552

Lodgement Options
Mail: PO Box 42 Gunning NSW 2581
In person: Crookwell Office, 44 Spring Street, Crookwell
Gunning Office, 123 Yass Street, Gunning
Opening Hours: 9am – 4pm Monday to Friday

ON-SITE SEWAGE MANAGEMENT SYSTEM APPLICATION FORM

Section 68, Part C5 - Local Government Act 1993

USE THIS FORM TO LODGE AN APPLICATION RELATING TO ON-SITE SEWAGE MANAGEMENT SYSTEMS.

PLEASE NOTE THAT AN APPLICATION TO INSTALL OR ALTER AN ON-SITE SEWAGE MANAGEMENT SYSTEM MUST BE ACCOMPANIED BY A WASTEWATER MANAGEMENT REPORT PREPARED BY A SUITABLY QUALIFIED CONSULTANT.

PLEASE PLACE A MARK IN THE RELEVANT BOXES AND FILL OUT ALL APPROPRIATE BLANK STEPS. PLEASE ENSURE YOU HAVE SUBMITTED ALL RELEVANT INFORMATION TO MINIMISE DELAYS. ONCE YOUR APPLICATION HAS BEEN ASSESSED YOU WILL BE ADVISED IN WRITING OF COUNCIL'S DETERMINATION.

STEP 1 DESCRIPTION OF LAND SUBJECT OF PROPOSAL

Where the proposal involves multiple allotments all lot details must be provided.

House No.		Street	
Suburb or Town			Postcode
Lot No.	Section (if applicable)	Deposited Plan (DP)	

STEP 2 DETAILS OF THE APPLICANT/S

ANYONE CAN SUBMIT AN APPLICATION BUT IF THE APPLICANT IS NOT THE OWNER OF THE LAND, THEN THE OWNER(S) WRITTEN CONSENT TO LODGE THE APPLICATION IS REQUIRED. ALL CORRESPONDENCE WILL BE SENT TO THE APPLICANT. IT IS IMPORTANT TO NOTIFY COUNCIL OF ANY CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER IF THIS OCCURS DURING THE PROCESSING OF THE APPLICATION.

Name/ Company Name	
Contact Name (in the case of a Company)	
Postal address	
Email	
Mobile	Daytime Telephone

STEP 3 APPLICATION TYPE

- Install a new system**
- Alter/upgrade an existing system**
- Upgrade an existing system BY ORDER OF COUNCIL (Please insert reference no.**
- Amend existing approved plan (please specify below)**
Site Plan Treatment design/specification Irrigation Design Drainage Plan
- Approval to Operate** an On-site Sewage Management System
- Connection of drains**

STEP 4 PROPOSED SYSTEM				
Treatment System/s (tick more than one box as necessary)			Disposal System	
<input type="checkbox"/> Aerated wastewater (AWTS) <input type="checkbox"/> Septic tank <input type="checkbox"/> Wetland reed bed <input type="checkbox"/> Biological filter <input type="checkbox"/> Greywater diversion device		<input type="checkbox"/> Greywater treatment system <input type="checkbox"/> Waterless (Dry) compost <input type="checkbox"/> Wet composting toilet <input type="checkbox"/> Collection well <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Sub-surface irrigation <input type="checkbox"/> Surface irrigation <input type="checkbox"/> Absorption bed/trench <input type="checkbox"/> ETA bed <input type="checkbox"/> Mound <input type="checkbox"/> Other (please specify)	
Type of proposal	Usual No. of Residents	No of bedrooms	Estimated hydraulic load (litres/day)	Water supply type
<input type="checkbox"/> Domestic/residential <input type="checkbox"/> Commercial/industrial <input type="checkbox"/> Multiple/common effluent system			<i>*Note water NSW (formerly SCA) guidelines applicable for properties in Sydney Drinking Water Catchment)</i>	<input type="checkbox"/> Mains <input type="checkbox"/> Rainwater <input type="checkbox"/> Other (please specify)
STEP 5 PRIVACY POLICY				
<p>The information you provide in this application will enable us, and any relevant state agency, to assess your application under the Environmental Planning and Assessment Act 1979 and other applicable State Legislation. If the information is not provided, your application may not be accepted.</p> <p>If your application is for designated development or notified development, it will be available for public inspection and copying during a submission period. Written notification of the application will also be provided to the neighbourhood. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes.</p>				
STEP 6 PRIVACY NOTIFICATION				
<p>The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). The intended recipients of the personal information are officers within Council, data service providers engaged by the Council from time to time and any other agent of Council.</p> <p>If you cannot provide, or do not wish to provide, the information sought, the Council may be unable to process your application. You may make application for access or amendments to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA.</p>				
STEP 7 POLITICAL DONATIONS AND GIFTS				
Please be aware of the Statutory obligations to disclose Political Donations and Gifts that may apply to you or associated people if you are lodging a Development Application. A failure to meet your obligations is an offence. Links to information and Council's Political Donations and Gifts Disclosure Statements form are available from Council's website at https://www.upperlachlan.nsw.gov.au/planning/forms-checklists . All Political Donations and Gifts Disclosure Statements will be public documents and all information contained in them will be available to the public and government agencies. Does a Political Donations and Gifts Disclosure Statement accompany this application?				<input type="checkbox"/> No <input type="checkbox"/> Yes
STEP 8 PAYMENT OPTIONS				
<p>Council accepts payments by cash, cheque, money order, eftpos or credit card (Visa and Mastercard only) at Council's Administration Office. All cheques are to be made payable to Upper Lachlan Shire Council. Should you wish to mail your application package to Council and wish to use the credit card facility, please download a Mail Order/Telephone Order credit card processing form which can be found at https://www.upperlachlan.nsw.gov.au/planning/forms-checklists or alternatively enclose a cheque or money order.</p> <p>Please contact the Upper Lachlan Shire Council's Environment & Planning Department on (02) 4830 1000 or council@upperlachlan.nsw.gov.au to arrange a fee quote for your application.</p>				

STEP 9 SIGNATURE OF ALL OWNER/S

ALL OWNERS OF THE SUBJECT LAND MUST SIGN THE APPLICATION PRIOR TO THE APPLICATION BEING SUBMITTED. IF OWNERS OF THE LAND ARE ALSO THE APPLICANT/S STEP 10 BELOW MUST STILL BE COMPLETED.

- If you are not the owner of the land, you must have all the owner/s sign the application. You can only sign on behalf of the owner/s if you have power of attorney or a letter of authority.
- If Council is the owner of the land, you will need to obtain owners consent prior to lodging the application.

As the owner/s of the above property, I/we consent to this application and consent to the Council, its servants or agents entering upon the property without first having given notice, for the purpose of carrying out all or any inspections which the Council may deem appropriate in connection with the processing of this application.

Conflict of Interest declaration

To ensure transparency in Council’s decision making process and to avoid potential conflicts of interest owners are to make a declaration as to whether they are a Council employee or Councillor or are a friend/relative/associate to a Council employee or Councillor.

I am a Council employee or Councillor

No Yes

I am a friend, relative or associate to a Council employee or Councillor

No Yes (state relationship below)

– Relationship:

Owner Signature

Owner Signature

Name

Name

Date

Date

STEP 10 SIGNATURE OF ALL APPLICANT/S

BY SIGNING THIS APPLICATION,

- 1. I CONFIRM THAT THE APPLICATION FORM IS COMPLETED AND THE INFORMATION (E.G. NUMBER AND TYPE OF PLANS, ETC) REQUIRED BY COUNCIL IS ATTACHED.**
- 2. I LICENCE COUNCIL TO MAKE ALL DOCUMENTS LODGED WITH THIS APPLICATION OF WHICH I AM THE COPYRIGHT OWNER PUBLICLY AVAILABLE ON COUNCIL’S WEBSITE BOTH DURING THE ASSESSMENT OF THIS APPLICATION AND THEREAFTER, AND FURTHER LICENCE COUNCIL TO REPRODUCE ALL SUCH DOCUMENTS FOR ANY PURPOSE ASSOCIATED WITH THE EXERCISE OF ITS FUNCTIONS UNDER THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979 IN RESPECT OF THIS APPLICATION, AND FOR THE PURPOSE OF COMPLYING WITH ITS OBLIGATIONS UNDER THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009.**
- 3. I WARRANT THAT TO THE EXTENT THAT I DO NOT OWN THE COPYRIGHT IN ANY DOCUMENTS LODGED WITH THIS APPLICATION, THE COUNCIL IS LICENSED BY THE COPYRIGHT OWNER TO USE THE DOCUMENTS LODGED WITH THIS APPLICATION IN ACCORDANCE WITH PARAGRAPH 2 ABOVE.**
- 4. I INDEMNIFY THE COUNCIL AGAINST ALL CLAIMS AND ACTIONS IN RESPECT OF A BREACH OF COPYRIGHT ARISING FROM ANY UNAUTHORISED USE OF ANY DOCUMENTS LODGED WITH THIS APPLICATION.**

NOTE: ALL CORRESPONDENCE WILL BE FORWARDED TO THE APPLICANT, INCLUDING THE DETERMINATION.

Conflict of Interest declaration

To ensure transparency in Council’s decision making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or Councillor or are a friend/relative/associate to a Council employee or Councillor.

I am a Council employee or Councillor

No Yes

I am a friend, relative or associate to a Council employee or Councillor

No Yes (state relationship below)

– Relationship:

Applicant Signature

Applicant Signature

Name

Name

Date

Date

CHECKLIST OF DOCUMENTATION TO ACCOMPANY YOUR APPLICATION

This checklist will assist with the lodgement of your application by ensuring you have included all the necessary details. This will prevent delays in processing your application. **Please do not lodge your application until you have checked each item on this checklist and indicated whether you have included the required information. Please be aware that if the required information is not provided, your application will not be accepted by Council.**

REQUIRED INFORMATION

Supplied

- | | |
|---|------------------------------|
| 1. Three (3) copies of plans and reports are to be submitted with this application | <input type="checkbox"/> Yes |
| 2. Fully completed details as required on application form | <input type="checkbox"/> Yes |
| 3. Payment of required fees (see council fees and charges or contact Upper Lachlan Shire Council's Environment & Planning Department on (02) 4830 1000 or council@upperlachlan.nsw.gov.au to arrange a fee quote for your application) | <input type="checkbox"/> Yes |

WASTEWATER MANAGEMENT REPORT REQUIREMENTS

Include the NSW Health Accreditation and Manufacturer's plans of proposed system

All Section 68 applications to alter or install a system are to include a **wastewater management plan prepared by a suitably qualified consultant**. The minimum requirements of a consultant's report include:

1. Site description including location, topography, aspect, uses of adjoining land, contour plan, etc.
2. Surface drainage of site, and potential stormwater run-on on area designated as potential land application area.
3. Soil laboratory analyses –
 - pH
 - - Electrical conductivity (EC)
 - - Cation exchange capacity (CEC)
 - - Modified Emerson aggregate test
 - - Phosphorus sorption index based on the site soil laboratory analysis.
4. Site and soil assessment (using criteria from the Environment & Health Protection Guidelines - Onsite Sewage Management for Single Households (1998)).
5. Nutrient balance (in accordance with AS 1547:2012, On-site domestic wastewater management).
6. Monthly water balance (in accordance with AS 1547:2012, On-site domestic wastewater management).
7. Identification and justification of preferred wastewater treatment / disposal method from two options.
8. Recommendations for site alterations given chosen wastewater treatment / disposal system (i.e. soil importation, soil treatment, stabilisation measures, terracing, etc.).
9. An accurately drawn, detailed site plan drawn to scale and showing the location of preferred wastewater treatment / disposal system and intended land application area, and placement of vegetation on disposal area to facilitate nutrient and water uptake, sufficient buffer distances (using criteria from AS 1547:2012 and the Environment & Health Protection Guidelines - On-site Sewage Management for Single Households(1998)).
10. Details on soil landscape and topography, soil composition and vegetation within the intended land application area (this includes presence of rocky outcrops, slope, areas of poor drainage, etc.).
11. Position of any environmentally sensitive areas (including native bushland, watercourses, intermittent waterways, etc.).
12. Details for specific construction of system, e.g. sloping sites, zoning large irrigation areas.
13. In some cases you will be required to provide an irrigation hydraulics plan to ensure even distribution of effluent throughout the land application area.

Note: Parts of the Upper Lachlan Shire are located within the Sydney Drinking Water Catchment. Applications that are within the catchment must meet the requirements of Water NSW (formerly Sydney Catchment Authority) - *Designing and Installing On-Site Wastewater Systems - A Sydney Catchment Authority - Current Recommended Practice*

http://waternsw.com.au/data/assets/pdf_file/0003/58251/Designing-and-Installing-On-Site-Wastewater-Systems-complete-document.pdf

2019/2020 FEES

ON SITE SEWAGE MANAGEMENT SYSTEM – INSTALL AND OPERATE	\$ 316
ON SITE SEWAGE MANAGEMENT SYSTEM – ALTER	\$ 200
ON SITE SEWAGE MANAGEMENT SYSTEM – OPERATE	\$ 168