



THE COUNCIL OF THE CITY OF LISMORE

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ABN No. 60 080 932 837

Office Use Only

DA File No. / / /

Licence No. / / /

Property No. \_\_\_\_\_

11/12

APPLICATION TO

INSTALL/CONSTRUCT OR ALTER/UPGRADE
A SEWAGE MANAGEMENT FACILITY
AND ISSUE AN OPERATING LICENCE

(Local Government Act 1993)

Please tick appropriate boxes

1 LAND
No. Street/Road:
Locality:
Lot No. Sec. Deposited/Strata/Neighbourhood Plan No.:

2 TREATMENT TYPE
Main Treatment Process (Please tick): Septic Tank, Aerated System, Composting Toilet, Other
Additional Treatment Process (Please tick): Reed Bed, Sand Filter, UV Filter, Collection Tank, Other

3 DISPOSAL
Absorption Beds, ETA Beds, Other
Surface Dripper Irrigation, Surface Spray Irrigation, Sub Surface Irrigation

4 PLUMBER / INSTALLER
Name: Block letters please
Full Postal Address: Postcode:
Telephone - Business: Mobile: Private:
Email:
Licence No: Expiry Date:
NB: A Notice of Works under the Plumbing and Drainage Act is required to be completed by the plumber and submitted to Council prior to work commencing on site.

5

APPLICANT(S)

Name: ..... (Ref: .....)  
**Block letters please**

Company Name: .....  
 (if applicable)

Full Postal Address: .....  
 ..... Postcode: .....

Telephone - Business: ..... Mobile: ..... Private: .....

Email: .....

...../...../.....  
 Signature/s of Applicant/s Date:

6

OWNER(S)

Name: ..... (Ref: .....)  
**Block letters please**

Full Postal Address: .....  
 ..... Postcode: .....

Telephone - Business: ..... Mobile: ..... Private: .....

Email: .....

I/We declare that I/we are the owner/s of the land. I/we hereby authorise the Council or its appointed officers to enter upon the subject premises for the purpose of pre-determination site inspections and for the purposes of conducting inspections of work being carried out in relation to the application/s herein. I/we hereby apply for approval to carry out the activities described herewith.

I/we acknowledge that this licence (if issued) is not transferable.

This application and the accompanying plans and documents may be photocopied by or on behalf of Councillors, Council Officers, Government Agencies and members of the public for the purpose of giving notice of the application and for the use in the assessment, consideration of submissions and determination of the application.

.....  
 ...../...../.....  
 Signature/s of **ALL** Owner/s Date:

**OR:**

**Owners Consent Form Attached (if section above not completed)**

**PRIVACY & PERSONAL INFORMATION PROTECTION ACT**

The personal information that Council has collected from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information are:

- Officers within the Council;
- Any other agent of the Council; and
- Public sector agencies.

The supply of the information by you is required by law. Failure to provide this information will prevent Council determining this matter.

Council has collected this personal information from you in order to assist it in its determination of this matter. You may make application for access or amendment 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.

Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to our Public Officer.

# NOTES FROM LOCAL GOVERNMENT (APPROVALS) REGULATION 1999

## Matters to accompany applications for approval to install, construct or alter sewage management facilities

- (1) An **application** for approval to install or construct a sewage management facility on any premises must be accompanied by the documents specified in this clause.
- (2) **Plan:** The application must be accompanied by a plan, to scale, showing the location of:
  - (a) the sewage management facility proposed to be installed or constructed on the premises, and
  - (b) any related effluent application areas, and
  - (c) any buildings or facilities existing on, and any environmentally sensitive areas of, any land located within 100 metres of the sewage management facility or effluent application areas.
  - (d) any related drainage lines or pipework (whether natural or constructed)
- (3) **Specifications:** The application must be accompanied by full specifications of the sewage management facility proposed to be installed or constructed on the premises concerned.
- (4) **Site assessment.** The application must be accompanied by details of the climate, geology, hydrogeology, topography, soil composition and vegetation of any effluent application areas related to the sewage management facility, together with an assessment of the site in the light of those details.
- (5) **Statement.** The application must be accompanied by a statement of:
  - (a) the number of persons residing, or probable number of persons to reside, on the premises; and
  - (b) such other factors as are relevant to the capacity of the proposed sewage management facility.
- (6) **Operation and maintenance.** The application must be accompanied by details of:
  - (a) the operation and maintenance requirements for the proposed sewage management facility, and
  - (b) the proposed operation, maintenance and servicing arrangements intended to meet those requirements, and
  - (c) the action to be taken in the event of a breakdown in, or other interference with, its operation.

# ON-SITE EFFLUENT DISPOSAL LISMORE CITY COUNCIL AREA

## New Dwellings

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The on-site effluent disposal system is an important infrastructure component associated with the construction of any dwelling. Council must carefully consider the method of treatment and disposal of effluent on-site when approving the construction of new dwellings in unsewered areas.

Recent legislative changes now require that on-site effluent disposal and their system of sewage management are sustainable and do not impact detrimentally on the environment and community health.

As a result of this important objective it is necessary for an *Application to Install, Construct or Alter/Upgrade a Sewage Management Facility* to be submitted to Council with a separate effluent report from a suitably qualified person (usually a consultant with expertise in on-site effluent disposal).

This independent report is to address specific site parameters such as site description, site characteristics, soil assessment, effluent treatment method, effluent disposal areas, maintenance and management operation as stipulated in Council's "*On-Site Sewage and Wastewater Management Strategy*" and the *Environment & Health Protection Guidelines "On-Site Sewage Management for Single Households"*. Tables 1-3 (attached) give an indication of the information required.

After submission of the *Application to Install, Construct or Alter/Upgrade a Sewage Management Facility* with a Consultant's Effluent Report, Council will assess the application and advise the applicant of Council's decision. **Work must not begin until Council has approved the application.** Final approval to operate the system will be granted after a final inspection by Council.

## Upgrading or Replacing Existing Systems

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Recent legislative changes now require that on-site effluent disposal and their system of sewage management are sustainable and do not impact detrimentally on the environment and community health.

Should your on-site sewage management system be failing, the following steps should be taken to rectify the problem.

1. You (the landowner) should seek advice from a qualified plumber or consultant in the first instance to determine the source of the system failure on-site. In some instances an inspection by a Council Environmental Health Officer will have already determined the source of failure.
2. If you have not already spoken to Council's Environmental Health Unit, then contact the Council to discuss your situation. The cause of failure for on-site systems is site specific. Upgrading a failing system depends on many parameters such as the type of treatment system installed, the amount of wastewater generated on-site, soil type, distances from environmentally sensitive areas such as watercourses and dry gullies, and the amount of land available.

Council's Environmental Health Officers will advise you of what needs to be undertaken in order to make your sewage management system and disposal area work in a satisfactory manner.

3. Complete the required *Application to Install, Construct or Alter a Sewage Management Facility and Issue an Operating Licence* and submit to Council. The application is to be accompanied by an assessment conducted by an appropriate person, i.e. a plumber or consultant. Installation or upgrades must be carried out or supervised by a licensed plumber.

The assessment for an existing system must be submitted to Council with the following details:-

- Full details of the proposed upgrade or replacement system to be installed.
- An accurate site plan showing the system components; their distance from the house and to any environmentally sensitive areas ie. dry gullies, waterways; location of soil bore holes, swales and drains for storm runoff diversion; and the location of adequate buffers surrounding the disposal area.

- Justification for the installation of the proposed upgrades or replacement components and their sizing ie. calculation of irrigation area size, size of collection tanks, length of evapotranspiration trenches.
  - Completed Tables 1, 2 & 3 (below).
4. Council will assess the application and advise the applicant of Council's decision. **Only after approval to install the proposed system has been granted can work begin on the site.**
  5. A final Council inspection will occur when the works are completed satisfactorily and an Approval to Operate issued.

**Table 1: Recommended Site Evaluation Form**

<b>SITE ASSESSMENT</b>	
<b>Description of Proposed Development</b>	
<b>Address</b> Include Lot and DP Numbers	
<b>Date of assessment</b>	
<b>Proposed Water Supply</b>	
<b>Recent Weather Conditions</b>	
<b>SITE DESCRIPTION</b>	
<b>Allotment Size</b>	
<b>Existing Vegetation</b>	
<b>Slope (%)</b>	
<b>Slope Type Convex/Concave</b>	
<b>Aspect</b>	
<b>Exposure</b>	
<b>Boulders/Floaters/Rock Outcrops</b>	
<b>Run on and Upslope seepage</b>	
<b>Flooding Potential</b> Above 1 in 20 year for disposal area and above 1 in 100 year for treatment system	
<b>Site Drainage</b>	
<b>Vegetation</b>	
<b>Surface Condition</b> Bare ground, cracking etc.	
<b>Fill</b>	
<b>Erosion/mass movement</b> Rills, slips etc.	
<b>Evidence of Ground Water</b>	

**Table 2: Recommended Soil Assessment Form**

<b>SOIL ASSESSMENT</b>					
		<b>SOIL DESCRIPTION</b>			
<b>Horizon</b>	<b>Depth (mm)</b>	<b>Colour</b>	<b>Type of Soil</b>	<b>% Rocks/Floaters</b>	<b>Groundwater encountered Yes/No</b>

\*Minimum augured depth - 800mm

**Table 3: Household Wastewater Generation**

<b>Number of Persons System Designed for:</b>		
<b>Estimated/actual water use *</b>	<b>Litres</b>	<b>(or High or Low)</b>
<i>Are there any of the items below:</i>		
<b>Water saving devices</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Washing machine</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Compost toilet</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Dishwasher</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Spa</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

\*those on town water can find their exact water use from their water bill

**Place a Sketch of the Site Plan below:**

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a site plan. The box occupies the majority of the page below the instruction text.