APPLICATION TO CARRYOUT WATER SUPPLY, SANITARY DRAINAGE OR STORMWATER WORK

Section 68, Local Government Act 1993

[Office Use Only]

SEW/SEP No:_____ Date Received:_____

About this form	Use this form to apply for a Section 68 Approval to undertake a number of activities as they relate to water supply, sanitary drainage and stormwater drainage works and the installation, modification and operation of onsite sewerage management systems (OSSM) on private land. Ensure that all questions have been adequately answered and that all information is true and correct to the best of your knowledge. Part 6 of this form is to be completed where the required works relate to the installation, modification or approval to operate an onsite sewerage management system (OSSM).
Lodgement	Send the application to us by mail or deliver it in person. Applications accepted **Monday to Friday 9am to 5pm (Public Holidays excepted). Refer to Part 8 for details.**
Any questions?	Phone our Officers on (02) 6940 2100 or come in and see us.

Part 1: Applicant Details *(person or company having the benefit of the approval)*

1. Applicant Name	Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: ……..……..…….. Family name (*or company*): ……..……..…… Given Names…… (or ACN)……..……..……..…….....
2. Applicant Address	Postal address: ……..……..…… ……Post Code:……..……..……..
3. Applicant Contact Details	Phone (…..)……..…..…Mobile phone(…..)…… Fax (……)…… E-mail:……..……..…..…… Contact person……..Reference No ……..
4. Applicants Declaration	I make application under Section 68 of the Local Government Act 1993 to undertake works, for the development described in this application. I declare that all the information given is true and correct. I also understand that if this application is incomplete or does not comply with the legislative requirements the application may be refused. **Signature:……Date:……**

Part 2: Land To Which The Application Applies

1. Location and title description of the property to be developed *This will help us to correctly identify the land*	Unit No:……House No:……Street:……..……..…… Town/Locality:……..…….. Lot(s):……Section:……..…….. Deposited Plan(s):……...Strata Plan:…… Total area of subject allotment ……(M^2)(Ha) *Get these details from rate notices, property deeds, or Council property maps.*

Part 3: Owners Details *(include details of all registered owners of the land)*

1. Owners Name

AS ABOVE ☐ **YES.** (tick yes if same above or complete details below)

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: ……..……..……

Family name (*or company*): ……..……..……

Given Names...……..……

(or ACN)……..……..……..…….....

2. Owners Address

Postal address: ……..……..……

……Post Code:……..……..……..

3. Owners Contact Details

Phone (…..)……..…...……Mobile phone(…..)……

Fax (……)……E-mail:……..……..…..……

Contact person……..Reference No ……

Part 4: Owners Signatures

1. Owner's consent

*Must be completed by the owner of the land. If more than one owner, **every** owner must sign.*

If the owner is a company or owners; association, must be signed by a director or secretary (or authorised delegate) under common seal.

As owner of the land to which this application relates, I/We consent to this Section 68 Application being made on our land.

I also give consent for authorised Council officers to enter the land to carry out inspections:

Signature	Date	Capacity*
1. ……	……..	……..
2. ……	…….	……..
3. ……	…….	……..
4. ……	…….	……..

**If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg, power of attorney, executor, trustee, company director).*

Part 5: Required Works To Be Undertaken

Please tick one or more of the activities required to be undertaken.

PART B ACTIVITIES

1 ☐ Carry out **water supply** work

4 ☐ Carry out **sewerage drainage** work

5 ☐ Carry out **stormwater drainage** work

6 ☐ Connect a **private stormwater drain or sewer line** with a Council main

PART C ACTIVITIES

4 ☐ Dispose of waste into a **Council sewer main**

5 ☐ Install, construct or alter **waste treatment device** or **human waste storage facility**

6 ☐ Operate an **onsite sewerage management system** (OSSM)

Please complete Part 6 if proposed works relates to an OSSM system

Part 6: Onsite Sewerage Management Systems (OSSM)

1. OSSM system Specifications

Please identify the type of OSSM system currently on the property or proposed to be installed.

1 ☐ Standard Anaerobic Septic Tank with Absorption Trench

Tank Size (L)…….. Trench Length (M)…….

Is an internal baffle installed in the tank? ☐ **YES** ☐ **NO**

Is a T-Junction installed at both the tanks inlet and outlet? ☐ **YES** ☐ **NO**

2 ☐ Aerobic Wastewater Treatment System (AWTS)

Tank/s Size (L)…… Brand Name…….

Specify Disposal Type

☐ Absorption Trench – (Trench Length (M))…….

☐ Transpiration Bed – (Disposal Area (M^2))…….

☐ Subsurface Irrigation – (Disposal Area (M^2))…….

☐ Surface Irrigation – (Disposal Area (M^2))…….

Does the system include any other forms of waste water treatment devices or alternatives (ie. reed beds, worm farms etc.)

☐ **YES** ☐ **NO**

If answered yes please specify ……

……

3 ☐ Alternative Waste Water Treatment System (ie. composting toilet etc.)

Please specify ……

……

2. Effluent Disposal Area Particulars

Please tick the appropriate selections and provide information where required

What is the soil type around the around the effluent disposal area?

☐ **Heavy Clay** ☐ **Medium Clay** ☐ **Light Clay** ☐ **Silty Clay** ☐ **Clay Loam**

☐ **Loam** ☐ **Sandy Loam** ☐ **Sand** ☐ **Rock** ☐ **Not Known**

What is the land gradient (slop) around the effluent disposal area?

☐ **Flat Ground (<10º)** ☐ **Slight Slope (10º- 20º)**

☐ **Sloping (20º- 40º)** ☐ **Steep Slope (>40º)**

Disposal area distance from closest waterway, bore or dam ……..…...(M)(KM)

Is the disposal area located uphill or downhill from this nearest waterway, bore or dam?

☐ **Uphill** ☐ **Downhill** ☐ **Flat Ground**

3. Occupancy Rate Assessment

To help us to correctly identify the occupancy or use rate for the OSSM systems on the property please specify the following.

Is the OSSM system associated with a residential dwelling/s

☐ **YES** ☐ **NO**

What is the total number of rooms capable for use as sleeping accommodation (ie. Bedrooms, study etc.)

Total No. of Rooms ……

Is the OSSM system associated with a non- residential dwelling/s

☐ **YES** ☐ **NO**

What is the maximum expected number of people to use the sanitary facilities per day (at peak times)

Total No. of people……..…

Part 7: Application Particulars and Attachments

This application is made under Section 68 of the Local Government Act 1993 in relation to a number of activities as they relate to water supply, sanitary drainage and stormwater drainage works and the installation, modification and operation of onsite sewerage management systems (OSSM) on private land.

NOTES

- Only plumbers and/or drainers licensed in NSW are permitted to carry out work plumbing and drainage work on private land.
- Owners and Applicants must ensure that all appropriate council approvals have been issued prior to engaging a plumber to start work. (Penalties may apply).
- Plumbers must ensure they complete a Notice of Work form and submit it to the Council at least Two (2) days before any work commences onsite. (Penalties may apply)
- Applicants will be advised by Council in writing of the determination of their application. No work or activity is permitted to be undertaken until Council "Approval" is issued and a Plumbing & Drainage Permit processed.
- Applicants undertake to carry out any activity in compliance with the approval and any conditions of approval.

Attachments

Applications involving larger developments requiring hydraulic design eg multi residential, commercial, fire service upgrades, etc require three (3) copies of hydraulic drawings signed by a suitably qualified person.

Applications involving on-site sewage management systems shall be accompanied by three (3) copies of an on-site sewage management design report signed by a suitably qualified person that includes:

Plan: A site plan drawn to scale, showing north point and the location of:

- The sewage management facility proposed to be installed or constructed on the premises; and
- Any related effluent application areas and reserve areas; and
- Any buildings or facilities (including swimming pools) or any environmentally sensitive areas (including permanent waterways) located within 100 metres of the sewage management facility or effluent application area

Specifications: The application must be accompanied by full specifications of the sewage management facility proposed to be installed or constructed on the premises concerned

Site assessment: The application must be accompanied by details of the 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

Statement: A statement of:

- The number of persons residing, or probable number of persons to reside, on the premises; and
- Such other factors as are relevant to the capacity of the proposed sewage management facility

Operation and Maintenance: Details of:

- The operation and maintenance requirements of the proposed sewage management facility; and
- The proposed operation, maintenance and servicing arrangements intended to meet those requirements
- The action to be taken in the event of a breakdown in, or other interference with, its operation

Part 8: How to lodge your application

Address the Application to: The Interim General Manager Cootamundra-Gundagai Regional Council

You can send it to us by any of the following methods

Post PO Box 420
Cootamundra NSW 2663

Courier or personal delivery Council Chambers
Wallendoon Street
Cootamundra NSW 2590

How to contact us **by phone, fax or electronically**

Phone 1800 459 689

Fax: (02) 69402 127

Email: mail@cgrc.nsw.gov.au

Web: www.cgrc.nsw.gov.au

Hours of Lodgement: Monday - Friday 9am to 5pm (public holidays excluded)

Fees

New sewer connections…….....$100.00
New OSSM installations.....$100.00
Additions/modification to OSSM.....$50.00
Inspections (each)……..... $85.00
(New building x 3)……..... $255.00
(Additions x 2)……..... $170.00

Payment methods

Pay by cash, EFTPOS, credit or cheque. Make cheques payable to "Cootamundra-Gundagai Regional Council" for the relevant Council fees. Do not send cash in the mail.

Processing Time

The issue of the approval once all documentation is received usually takes seven working days.

Coming in to see us?

Our offices are located on the Corner of Wallendoon & Cooper Streets, Cootamundra.

[THIS NOTES PAGE IS NOT REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION]