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OFFICE USE ONLY

Application No
 Date of Receipt

**Approval to Install, Alter or Construct a Waste Treatment Device or Human
 Waste Storage Facility
 &
 Approval to Operate a System of Sewage Management Application**

TYPE OF WORK

Install New System

Alter Existing System

Construct System

Property Description

Lot No		DP		Section		House No	
Street				Town			

Property Details

Property Size		less than 1000m ²		1000 - 4000m ²		more than 4000m ²
Property Use		Residential Dwelling		Rental Dwelling		Commercial/Industrial
Water Supply		Mains (Town)		Tank		Dam/River/Creek/Bore
Type of Waste		Human		Trade		Other

On-Site Wastewater Management System Details

Type of Treatment System		AWTS		Septic Tank		Effluent Pump-Out
		Composting		Sand/Media Filter		Other
Method of Disposal		Surface Irrigation		Subsurface Irrigation		Raised Mound
		Evapo-Transpiration		Absorption Trench		Other
No Persons Using System:				No of Bedrooms:		
No of Toilets:		No of Urinals:		No of Showers:		No of Basins:
Tank Capacity (Litres)		Tank No 1:		Tank No 2:		Tank No 3:

Applicant's Details

Name:	
Address:	
Contact Phone No:	

Owner/s Details

Name:	
Address:	
Contact Phone No:	

Installation Firm Details

Name/Company:	
Address:	
Licence No:	
Contact Phone No	

APPLICATION FOR APPROVAL TO INSTALL, ALTER OR CONSTRUCT A WASTE TREATMENT DEVICE

Section 68 Part C (5) O 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 Port Stephens 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 Port Stephens 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 OApproval.

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 Port Stephens Council Area and agrees to comply with the requirements and conditions that may be stated on the approval.

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:

- 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;
 - Site plan indicating location of tank(s) and buildings on the property.
- Where there is on-site disposal of effluent, applicant should also supply in addition to section 1 above:
 - Site plan indicating:
 - Location of tank(s);
 - Location of boundaries, buildings, swimming pools, patios, paths, drains, culverts, water bores, dams and waterways;
 - Location of primary and reserve disposal areas;
 - Location of stormwater diversion drains and earth bunds (if applicable).
 - A Single Site Assessment Report (form available through Council or from the Council Web Site);
 - Any other information requested by Council deemed to be relevant to the assessment of this application.
- 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;
 - Details of a 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 O www.portstephens.nsw.gov.au