



THE COUNCIL OF THE CITY OF LISMORE

43 Oliver Avenue, Goonellabah
 PO Box 23A LISMORE 2480
 Telephone: 6625 0500
 ABN No. 60 080 932 837

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.:
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2	TREATMENT TYPE	<p>Main Treatment Process (Please tick)</p> <input type="checkbox"/> Septic Tank <input type="checkbox"/> Aerated System..... Brand/Model No. <input type="checkbox"/> Composting Toilet..... Brand/Model No. <input type="checkbox"/> Other.....	<p>Additional Treatment Process (Please tick)</p> <input type="checkbox"/> Reed Bed <input type="checkbox"/> Sand Filter <input type="checkbox"/> UV Filter <input type="checkbox"/> Collection Tank <input type="checkbox"/> Other.....
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3	DISPOSAL	<input type="checkbox"/> Absorption Beds <input type="checkbox"/> ETA Beds <input type="checkbox"/> Other.....	<input type="checkbox"/> Surface Dripper Irrigation <input type="checkbox"/> Surface Spray Irrigation <input type="checkbox"/> Sub Surface Irrigation
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4	PLUMBER / INSTALLER	Name: <p style="text-align: center;">Block letters please</p> Full Postal Address: Postcode: Telephone - Business: Mobile: Private: Email: Licence No: Expiry Date:
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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:

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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:

Owner's Consent Form Attached (if section above not completed)

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LODGEMENT

You must lodge the completed application by:

Electronic Lodgement Portal: <https://lismore.nsw.gov.au/apps/elp/application.asp>

What now: Once your application is received a Council Officer will send you a Quote/Invoice and request any further information, if required.

For further information regarding your application please contact us:

Telephone: Council's Customer Service Officers on 02 6625 0500

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.

(EF11/207; ED18/23551v1 and 2)

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

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

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

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

Table 2: Recommended Soil Assessment Form

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

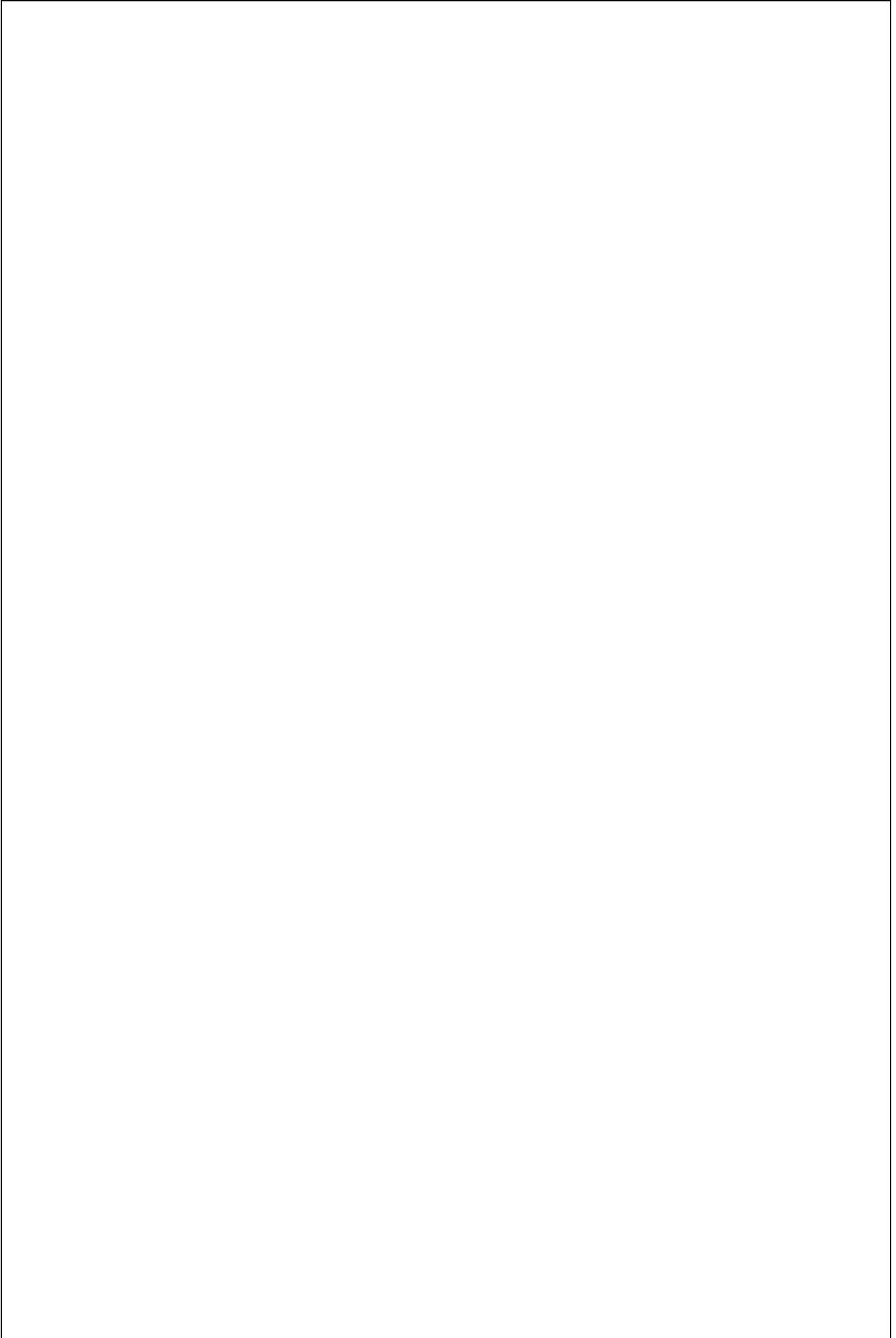
*Minimum augured depth - 800mm

Table 3: Household Wastewater Generation

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