

# INFORMATION SHEET

Please read through this information sheet carefully before filling out the attached Septic Application Form.

- This application from MUST be completed and signed by the property owner. Where this is not convenient, a delegated person may sign but a written authorisation from the owner must accompany the application.
- An application fee is required to be paid upon lodgement.
- New Installation - \$348.00      Alteration/Upgrade - \$220.00
- The above prices are current until the 30 June 2007.

Many of the delays that occur during the processing of applications are the result of inadequate information. An application for approval to install or construct a sewage management facility on any premise must be accompanied by the documents specified in this clause.

**Architectural Plan:** The application must be accompanied by a plan, with north point drawn to scale showing;

- (a) All existing or proposed, building, relevant boundaries, driveways, easements etc.
- (b) The relative location and position of the sewage management facility proposed to be installed or constructed on the premise showing all proposed sewer and stormwater lines including stormwater diversion drains.
- (c) Disposal area and any related effluent application areas. Eg reserve areas.
- (d) Any building or facilities existing in, and any environmentally sensitive area of, any land located within 150 metres of the sewage management facility or effluent application areas.
- (f) A locality plan of the premises. Where the installation is not located in a defined township, please provide a location plan with clear directions from the closest village or main road.

**Specifications:** The application must be accompanied by full manufacturer's 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

- (a) Site Features:

<input type="checkbox"/> Slope/Aspect/Exposure	<input type="checkbox"/> Geology
<input type="checkbox"/> Erosion/Mass movements/Land slip	<input type="checkbox"/> Boundaries
<input type="checkbox"/> Expected Available Disposal Area	<input type="checkbox"/> Landfill
<input type="checkbox"/> Site Drainage Patterns/Controls	<input type="checkbox"/> Stand of trees, shrubs
<input type="checkbox"/> Well Bores (Depth of groundwater)	<input type="checkbox"/> Embankment
<input type="checkbox"/> Buffer Distances from Disposal Area	<input type="checkbox"/> Buildings
<input type="checkbox"/> Boulders/Rock outcrops/Depth to bedrock	<input type="checkbox"/> Vegetation (ground cover)
<input type="checkbox"/> Run-on/Seepage/Flood potential/Site stability	<input type="checkbox"/> Landscape
<input type="checkbox"/> Soil Surface condition: Salinity	
- (b) Tests: Percolation and Emerson
- (c) Type of treatment system considered best suited to site and application system
- (d) Type of land application system considered best suited to site

**Disclaimer**

This information sheet provides as summary of the major issues concerning the subject matter. Any person using this document must do so on the basis that not every scenario and issue can be addressed, and discussion with relevant Council staff should be undertaken. This document is subject to change without notice.

**PART 2**

Current System: Septic  (AWTS)  Other

Proposed System:

Please describe alteration:

Is any part of the system being relocated? Yes  No

Please circle Septic Tank/Disposal Area

If Yes, please describe and attach a site plan of the proposal relative to the dwelling.

Is the tank being changed? Yes  No

If Yes, please specify size and manufacturing details of new tank.  
(Please attach Manufacturers specifications for the tank)

Is the disposal area being changed? Yes  No

If Yes, please indicate size of proposed disposal area \_\_\_\_\_m<sup>2</sup>

Are pipe-works being changed from clay to PVC Yes  No

**LOCALITY SKETCH** - (Where the installation is not located in a defined township, please provide a location plan with clear directions/information from the closest village or main road).

**OFFICE USE ONLY**

E View Map with Contour Lines Yes  No

Site Inspection Comments: (Not for typing)  Photo Taken

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspection Time \_\_\_\_\_ to \_\_\_\_\_



**City of Wagga Wagga**

P O BOX 20, Wagga Wagga NSW 2650

**On-Site Sewage Management System**

(Section 68, of the Local Government Act 1993)

Office Use Only

SEP /

Amt \$

Date

Rec

CSO

DA

**SECTION 1 LOCATION OF PROPERTY WHERE SYSTEM IS INSTALLED/TO BE INSTALLED**

Street No \_\_\_\_\_ Street Name \_\_\_\_\_

City/Suburb/Village \_\_\_\_\_ Postcode \_\_\_\_\_

Legal Description (Lot(s) & DP(s)) \_\_\_\_\_ Allotment Area/Size \_\_\_\_\_ m<sup>2</sup>

**SECTION 2 OWNER/APPLICANT DETAILS**

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

City/Town \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Where the person completing this application is not the owner, please provide applicant details.

Applicant's Name \_\_\_\_\_

Company (if applicable) \_\_\_\_\_ License No \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City/Suburb/Village \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Tick as appropriate  Builder  Plumber  Other (please specify) \_\_\_\_\_

**SECTION 3 ALL OWNERS OF THE PROPERTY BEING DEVELOPED MUST CONSENT TO YOUR PROPOSAL**

A Council Officer will need to enter the site to carry out inspections for this proposal.

Will access need to be arranged prior to inspection?

(eg Do you have any dogs, locked gates etc).

Yes  No

**PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE:** I/we acknowledge that the personal information provided is collected for the purpose as stated on this document. Access is limited to use by Council employees and other authorised persons. Supply of the personal information is legally required and non-supply could cause delay or inability to proceed with the processing of this application. The personal information will be stored in Council's systems.

**Note:** Each owner will need to sign in the space provided below or provide consent by way of a separate letter. Where the owner is a company the signature of two directors; or a single director where he/she is the sole director will be accepted. Please print the position held below the company name.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

**SECTION 4 PLEASE INDICATE**

New Installation  Fill in Section 4A  
Alteration/Upgrade  Fill in Section 4B

**SECTION 4A – NEW INSTALLATION**

**TO BE LODGED WITH YOUR APPLICATION**

Architectural Plan  Locality Sketch  
 Manufacturer’s Specification  Soil Assessment

*Refer to Information Sheet*

**DISPOSAL AREA**

Soil Assessment carried out by a Soil Consultant/Geotechnical Engineers

Company \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Postcode \_\_\_\_\_

License No. \_\_\_\_\_ Telephone \_\_\_\_\_

No. of Bedrooms  1-3  4  5  6 or more

No. of Occupants  1-5  6-7  8-9  10 or more

No. of Systems on the premises  1  2  3  Other \_\_\_\_\_

Type of Building Served  Dwelling  Commercial  Other \_\_\_\_\_

Water Supply  Reticulated Town  Tank  Other \_\_\_\_\_

**TYPE OF SYSTEM**

Absorption trench

Transpiration Bed

Aerated waste water system (AWTS)  Service Agent \_\_\_\_\_

License No \_\_\_\_\_ Telephone \_\_\_\_\_

Other (please specify)

**SIZE OF TANK (litres)**

3000  3500–4000  4500 or more  Other  (please specify) \_\_\_\_\_

(Please attach a copy of Manufacturer’s Specification for your systems)

**METHOD OF DISPOSING EFFLUENT FROM THE SYSTEM**

Absorption Trench  Transpiration Bed

Spray Irrigation  Other  (please specify) \_\_\_\_\_

Size of disposal area \_\_\_\_\_m<sup>2</sup> (as per Consultants Report)

How would you divert the storm water away from the disposal area?

Water Tank  Diversion Bank

Distance of system and disposal area from permanent water (river, creek, bore well). <100m  >100m

Distance of system and disposal area from other surface water (dam, intermittent creek, drainage line)  
< 50m  > 50 m

Distance of system and disposal area from the boundary of the property. < 4.5m  > 4.5 m

Distance of septic tank from house. < 3m  > 3m

Distance of disposal area from nearest residence. < 50m  >50m

Is the system/disposal area near a swimming pool? Yes  No

**SECTION 4B – ALTERATIONS**

Alterations of Building and/or Upgrade of Existing System  Fill in Part 1  
 Fill in Part 2

**TO BE LODGED WITH YOUR APPLICATION**

Architectural Plan showing proposed alteration  Locality Sketch  
 Manufacturer’s Specification  Soil Assessment (if required)

*Refer to Information Sheet*

**PART 1**

Please describe alterations \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total No. of bedrooms \_\_\_\_\_ No. of occupants \_\_\_\_\_

Age of system < 5 yrs  5-10 yrs  11-20 yrs  > 20 yrs

Are you building over existing pipe work? Yes  No

Is there clay pipe work currently in the existing system Yes  No

Has the current system been licensed by Council Yes  No

If Yes, please provide license number SM \_\_\_\_\_

**TYPE OF SYSTEM**

Absorption Trench

Transpiration Bed

Aerated waste water system (AWTS)  Service Agent \_\_\_\_\_

License No. \_\_\_\_\_ Telephone \_\_\_\_\_

Other (please specify)

**SIZE OF TANK (litres)**

3000  3500–4000  4500 or more  Other  (please specify) \_\_\_\_\_

(Please attach a copy of Manufacturer’s Specification for your systems)

**METHOD OF DISPOSING EFFLUENT FROM THE SYSTEM**

Absorption Trench  Transpiration Bed

Spray Irrigation  Other  (please specify) \_\_\_\_\_

Size of current disposal area \_\_\_\_\_m<sup>2</sup>