



Use this form to apply for approval to install or alter an on-site sewage management system for premises that do not require an environment protection license from the Environment Protection Authority.

Note: Please download this form to complete electronically

Part 1: Application and Site Details

1. Applicant Details

Name or Company			
ABN (required if company)			
Email		Phone	
Postal Address			
Contact Person (if company)			
Reference Number			

2. Location and title description of the property

Unit No		House No		Street Name			
Suburb					Post Code		
Lot		Section		Deposited Plan		Strata Plan	

3. Is there an existing on-site system on the property?

- Yes, it is proposed to install an additional system
- Yes, it is proposed to modify or decommission an existing system
- No, there is currently no on-site system on the premises

4. Who will be carrying out the installation?

Name (or company)			
Phone		Email	

5. Who will be carrying out quarterly maintenance? (Only if you are installing an aerated or composting system)

Name (or company)			
Phone		Email	

6. Type of premises?

- Residential
- Commercial
- Industrial
- Other (please specify) _____

7. Type of water supply at the site?

- Reticulated supply (Hunter Water)
- Rainwater tanks
- Borewater/groundwater

Part 2: Design Details

8. Type of waste requiring treatment

- Toilet waste only (black water)
- Laundry, bath, spa and kitchen waste only (grey water)
- Mixture of toilet, laundry, bath, spa and kitchen waste
- Industrial waste
- Other (please specify) _____

9. Type of washing appliances used

- Washing machine Capacity (litres per wash) _____
- Dishwasher Capacity (litres per wash) _____
- Not applicable

10. Type of treatment system

- Septic tank
- Collection well pump to sewer
- Collection well pump out
- Aerated Wastewater Treatment System (AWTS)
- Composting toilet
- Other _____

11. Why was the system indicated above selected?								
12. Treatment system details								
Manufacturer name								
Model number					Capacity (litres)			
NSW Health accreditation number								
Copy of approval conditions and tank specifications attached				<input type="checkbox"/> Yes		<input type="checkbox"/> No		
13. Aerated system details								
Maximum flow rate of air pump								
Maximum capacity of air pump motor								
Collection well capacity								
Type and amount of growth media								
14. Type of disposal system								
<input type="checkbox"/> Absorption trench or area <input type="checkbox"/> Evapotranspiration trench area <input type="checkbox"/> Collection well – pump to sewer <input type="checkbox"/> Collection well – pump out by tanker <input type="checkbox"/> Surface irrigation (aerated systems only) <input type="checkbox"/> Subsurface irrigation <input type="checkbox"/> Other (please specify) _____								
15. Why was the system selected?								
16. Disposal area dimensions								
Design of disposal area must comply with Australian/ New Zealand Standard AS/NZS 1547:2012, On-site Domestic Wastewater Management.								
Length (m)		Width (m)		Depth (m)		Area m ²		

Part 3: Attachments to be included when submitting application

Site Plan

The site plan (drawn at 1:200 or 1: 500 scale) must include the following details:

- north point and scale
- property boundaries and dimensions
- lot and deposited plan numbers
- site area (square metres or hectares)
- contours, drainage lines, dams, swales and natural watercourses
- location of proposed on-site sewage treatment and disposal systems
- accurate position of proposed irrigation lines and discharge points
- existing buildings on the site - show location, current use and distance from proposed on-site facility
- distances of other items from the proposed on-site system (e.g. vegetable gardens, swimming pools)
- location of all paved or other hard surface areas
- average depth of groundwater table at disposal site
- details of proposed cut and fill
- details of stormwater diversion systems from disposal area and roof water
- drainage system
- where more than one irrigation area is proposed, details of the proposed method for ensuring even distribution of wastewater.

Floor Plan

The floor plan (drawn at 1:100 or 1:50 scale) must show all sanitary fixtures serviced by the on-site sewage system.

Detailed Installation Plans

The installation plans must:

- Include a plan view and a cross-section view
- Show normal capacities to nearest 50 litres
- For irrigation disposal systems, include details of sprinkler or subsurface emitter distribution

Site and Soil Evaluation

The Site and Soil Evaluation must be prepared by accredited on-site sewage management consultant and be in accordance with Australian/ New Zealand Standard AS/NZS 1547:2012, On Site Domestic Water Management.

Before you commence operation:

The onsite system must be inspected by CN prior to commissioning. You must give 48 hours notice before carrying out any of the following:

- Laying floor or concrete over internal drainage lines
- Backfilling trenches containing external drainage lines
- Commissioning use of system at completion stage

Part 4: Owners Consent and Declaration

Owner/s Declaration

As the owner of the land to which this application relates, I consent to this application. I also give consent for authorised CN officers to enter the land to carry out inspections. I apply for approval to install the human waste storage facility described above. I declare that all the information given is true and correct. I also understand that if incomplete, the application may be delayed or rejected.

Owner/s Signature

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

Name of person signing

Authority

Signature

Date

Name of person signing

Authority

Signature

Date

How to lodge this application**Email**

Enter the address of the property and the type of application (i.e. Application for Installation of a Human Waste Storage Facility) in the subject line of the email. Emails are to be sent to applications@ncc.nsw.gov.au.

Mail

City of Newcastle
PO Box 489
Newcastle NSW 2300

In person

At the Customer Service Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Fees

Fees are charged as per CN's [Fees and Charges](#) document. You will be contacted to arrange payment of the application fee.

Your application is not considered lodged until the required fees have been paid.

Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency. Your application will be advertised to the public for comment if the development is designated development, advertised development or is required to be advertised by a development control plan.

The application and all plans and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

Purpose of collection:	To enable CN as the consent authority to assess your application.
Intended recipients:	CN staff and other government agencies that may be required to assess the application.
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	City of Newcastle, 12 Stewart Avenue Newcastle West will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02) 4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000

Address: 12 Stewart Avenue Newcastle West NSW 2302