

NOTES FROM LOCAL GOVERNMENT (APPROVALS) REGULATION 2005

The checklist below identifies the information that may be required and will need to be submitted with your application.

Please complete form in BLACK INK

- (1) An **application** for approval to install or construct a sewage management facility on any premises must be accompanied by the documents specified in points 2,3,4,5 & 6. **If this application is submitted with a qualified Consultants report that addresses all of the requirements listed below please tick this box and proceed to NOTE the number of copies required section otherwise ensure documents or statements relating to the following points are submitted with the application.**
- (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, eg: creeks, dams, rivers or other watercourses.
 - (d) Any related drainage lines or pipework (whether natural or constructed).
 - (e) Groundwater bores closer than 250 metres and/or dip sites within 200 metres.
- (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 – (See Attached).
- (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; **(Please note: Richmond Valley Council requires that an OSMS is designed for a minimum of five (5) people)**
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.

NOTE:

- Three (3) copies of the design / plans required**

TO BE COMPLETED BY OWNER

I have read all the information attached to this application and have completed the checklist above. I acknowledge that the failure to supply all of the information requested by Council will result in the processing of this application being delayed and the assessment may identify other issues that may require clarification or further submissions.

Print Name

Signature

Date

ON-SITE EFFLUENT DISPOSAL RICHMOND VALLEY COUNCIL AREA

New Dwellings

The on-site sewage management 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).

Please note: Tables 1 to 3 do not need to be submitted if submitting an effluent report.

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 (Tables 1 to 3)

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). **These tables are to be completed by the Plumber.**
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.



On Site Sewage Management System

Local Government Act 1993

10 Graham Place, CASINO
19-25 Woodburn Street, EVANS HEAD
Locked Bag 10, CASINO, NSW, 2470
Phone: 02 6660 0300 Fax: 02 6660 1300
council@richmondvalley.nsw.gov.au

Office Use Only – RAMS LocGovApp

Application No: **LG** _____

DA No: _____

Date Lodged: _____

Receipt No: _____

Cashiers Initials: _____

Fee Paid: \$ _____

Property ID: _____

Land No: _____

Records Use

Application to:

(Please tick)

- Install / Construct On Site Sewage Management System
- Alter / Upgrade a Sewage Management System
- Issue an Operating Licence

1

LAND & DWELLING

No. Street/Road:.....
Locality:
Lot No. Section. Deposited Plan No:
Number of existing bedrooms..... Number of proposed bedrooms:
Water Supply reticulated **or** tank water

2

TREATMENT TYPE

Main Treatment Process

- Septic Tank
- Aerated Wastewater Treatment System
- Dry composting Toilet
- Wet Composting Toilet
- Other.....

Additional Treatment Process

- Reed Bed
- Sand Filter
- UV Filter
- Collection tank
- Other:

3

DISPOSAL

- Evapotranspiration Beds
- Subsurface Drip Irrigation
- Other
- Surface Dripper Irrigation
- Surface Spray Irrigation

4

PLUMBER / INSTALLER

Name:
BLOCK LETTERS PLEASE
Full Postal Address:
..... Postcode:
Telephone - Business: Mobile: Private:
Licence No..... Expiry Date:

5

APPLICANT(S)

Name:(Ref:.....)
 BLOCK LETTERS PLEASE

Company Name:
 (If applicable)

Full Postal Address:
 Postcode:

Telephone - Business: Mobile: Private:

Email:

..... Date:/...../.....
 Signature/s of Applicant/s.

6

OWNER(S)

Name:(Ref:.....)
 BLOCK LETTERS PLEASE

Full Postal Address:
 Postcode:

Telephone - Business: Mobile: Private:

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.

.....
 Date:/...../.....
 Signature/s of ALL Owner/s

or

Owners Consent Form Attached (if Owners signatures above not completed)

Privacy & Protection

Purpose of collection: For delivery of Building Certificate services in the Council area

Intended recipients: Council staff and approved contractors of Richmond Valley Council

Supply: A completed Building Certificate application is required for delivery and management of Building Certificate services.

Access/Correction: Council staff or Government Information (Public Access) Act requests.

Storage: Council's record management systems and Archives

Enquiries concerning this matter can be addressed to Richmond Valley Council's Governance Officer

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. A minimum of two bore holes is required in the disposal area.

Table 3: Household Wastewater Generation

Number of persons system designed for Note: <i>Richmond Valley Council requires OSMS to be designed on a minimum of five (5) persons.</i>	
Estimated/actual water use* (Litres)	
Water saving devices	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, Please state water saving devices	

*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's vertical space below the instruction.