

Under Section 68 Part C of the Local Government Act, 1993

**Note: For renewals, please refer to "Application for Septic Approval to Operate Renewal Inspection" form.**

**Office use only:**  
**File No.:**  
**Property No.:**  
**Date Received:**  
**Receipt Number:**

**TYPES OF APPROVAL SOUGHT - Please indicate by 'X'**

OPERATE (INITIAL APPROVAL ONLY)	INSTALL/CONSTRUCT		
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**1. OWNERSHIP/OPERATOR AND APPLICANT DETAILS**

<b>1. OWNERSHIP/OPERATOR AND APPLICANT DETAILS</b>						OFFICE USE ONLY	
Owner's Name							
Postal Address							
		Post Code					
Phone		Mobile					
Applicants Name							
Postal Address		Email					
				Postcode			
Phone		Contact Person				Preferred method of contact email <input type="checkbox"/> post <input type="checkbox"/>	

**2. DESCRIPTION OF LAND TO WHICH APPLICATION RELATES**

Street No.		Street				Suburb	
Lot(s)		Section			Deposited Plan (DP)		
Dimensions					Area		
Zoning							

**3. NAME OF PERSON/COMPANY WHO WILL INSTALL THE SYSTEM**

**Sewage Management Facility ie Septic Tank/AWTS etc**

Name				Phone	
Address				Licence No.	
				Postcode	

**Effluent Disposal System i.e. disposal area**

Name				Phone	
Address				Licence No.	
				Postcode	

**Sanitary Drainage Lines (Must Be Licensed Plumber/Drainer)**

Name		Phone	
Address		Licence No.	
		Postcode	

**WHO WILL BE APPLYING FOR THE APPROVAL TO OPERATE A SEWAGE MANAGEMENT SYSTEM?**

Name		Phone	
Address		Postcode	

Has this application been submitted in conjunction with any other Approval Application? YES  NO

If "Yes" provide D.A. Number

**4. DETAILS OF PROPOSED SEWAGE MANAGEMENT FACILITY**

Septic Tank	Type	Capacity	Litres
Collection Well (If applicable)	Type	Capacity	Litres
Aerated Waste Water Treatment System	Type	Designed for	persons
		Capacity	Litres
Wet Weather Storage Tank (if applicable)	Type	Capacity	Litres
Composting Toilet	Type	Designed for	persons
Duel System i.e. composting/septic (provide details)			
Other (provide details)			
If SMF incorporates pump, provide details	Type	Capacity	Litres

**5. WHAT TYPE OF EFFLUENT APPLICATION IS PROPOSED?**

Effluent Application Area	Subsurface Irrigation Dimensions	m <sup>2</sup>
<i>Note: Council is encouraging the use of subsurface irrigation systems</i>	Surface Irrigation Dimensions	m <sup>2</sup>
Evapotranspiration Area	.....width (m) x .....depth (m)x .....length (m)	
Absorption Trench	.....width (m) x .....depth (m)x .....length (m)	
Pump Out/Tanker Disposal (provide details of contractor)		
Pump to Sewer (Evidence that satisfactory arrangements have been made with the Hunter Water Corporation is required to be submitted, with this application)		
Other (provide details)		

Is it proposed to re-use resources produced by this Sewage Management Facility i.e. nutrients, organic matter, water? YES  NO

If "Yes" provide details

Is it proposed to incorporate flow control devices in the building to reduce hydraulic load? YES  NO

If "Yes" provide details

**6. RESIDENTIAL BUILDINGS**

DESIGN CRITERIA DETAILS - Select the appropriate classification below and provide the information required.

Is this Sewage Management Facility to service a new or existing residential building(s)?	NEW <input type="checkbox"/>	EXISTING <input type="checkbox"/>
• Single Dwelling	Number of bedrooms	
	What is the source of water supply (i.e. town/tank)	
• Dual Occupancy	Number of bedrooms	
	What is the source of water supply (i.e. town/tank)	
• Tourist Cabin(s)	Number of cabins	

Number of bedrooms in each cabin
Details of washing facilities to be provided
Is a separate Sewage Management Facility provided to each cabin? If yes, then a separate application must be made for each facility.

## 7. COMMERCIAL / INDUSTRIAL / OTHER BUILDING (S) – See Note (ii)

Description of building(s)		Floor Area	m <sup>2</sup>
Provide details of type of sewage to be treated.			
Maximum Number of persons using facilities per day			
Estimated amount of sewage produced per day			Litres
Note:	(i)	The information required by Part 8 must also be submitted with this application.	
	(ii)	Commercial and Industrial sewage Management Facility may require Environment Protection Authority Approval	

## 8. REQUIRED ATTACHMENTS / INFORMATION

**\*NOTE: From the 1<sup>st</sup> July 2015 your application must include a CD/USB that contains all forms, plans and documents in soft copy. . All hard copy plans lodged with Council are to be no larger than A3 in size. Please refer to Council's website for the new application requirements, File Naming Guide and Frequently Asked Questions sheet.**

Council is required to consider this application in accordance with provisions of the Local Government (General) Regulation 2005. An application for approval to install, construct or alter a Sewage Management Facility must be accompanied by the following documents:

- 1) One (1) copy of a plan, drawn to scale, showing the location of:
  - (a) the Sewage Management Facility proposed to be installed/constructed on the premises;
  - (b) and any related effluent application areas;
  - (c) and any building or facilities existing on, and in any environmentally sensitive areas of, any land within 100 metres of the Sewage Management Facility or effluent application areas
  - (d) and a floor plan of the building showing drainage line details. ie. Location of pipe work, inspection openings, vent pipes,etc.
- 2) One (1) copy of full specifications of the Sewage Management Facility proposed to be installed or constructed on the premises concerned.
- 3) The application must be accompanied by details of the 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.
- 4) 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;
  - (b) and such other factors as are relevant to the capacity of the proposed Sewage Management Facility.
- 5) The application must be accompanied by details of:
  - (a) the operation and maintenance requirements for the proposed sewage management facility;
  - (b) the proposed operation, maintenance and servicing arrangements intended to meet those requirements;
  - (c) and the action to be taken in the event of a breakdown in, or other interference with, its operation.

## 9. OWNER'S CONSENT *Must be completed by owner(s)*

Owner's Name	Address
	Postcode
	Phone No
I/we the undersigned, are the owner/s of the property described in this application and consent to its lodgement. Application is hereby made for approval to operate a Sewage Management Facility on the premises described in this application. I/we, hereby permit a duly authorised officer(s) or contractor(s) of the Maitland City Council to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the Act(s), Regulations or Planning Instrument.	In the case of a company or trust, minimum two directors' signatures required. In the case of sole director please state 'sole director' when signing. In the case of a strata development, the strata manager must sign.
Signature(s)	
Date	
(All owners must sign)	(e.g. power of attorney, executor, trustee, sole director, company director)



*Privacy Statement: Maitland City Council complies with the Privacy Code of Practice for Local Government in dealing with all personal information that is required to be supplied when an applicant completes this application. However, some of the personal information which is set out in this form will become part of the public record which Council is required to keep pursuant to the Local Government and Environmental Planning and Assessment Acts. This information may be divulged to others in accordance with the provisions of those Acts. Furthermore, Council may be required to divulge some personal information pursuant to the Government Information (Public Access) Act 2009.*

**PAYMENT DETAILS (CASHIER USE ONLY)**

<b>Amount:</b>	\$
<b>Receipt No:</b>	
<b>Date Paid:</b>	



A disclosure statement of a reportable political donation or gift must accompany a planning application or submission if the reportable donation or gift is made within 2 years before the application or submission is made. If the donation or gift is made after the lodgement of the application a disclosure statement must be sent to the relevant consent or approval authority within 7 days after the donation or gift is made.

I/we have not made a reportable political donation or gift within 2 years prior to the date this application/submission was made

Name of the person/company making donation or gift	
Residential address or registered /official office address	
ABN if not an individual	
Address of the Development Proposal	
Date application lodged	
Consent or Approval Authority	Maitland City Council
Person's interest in the application (pls tick appropriate box)	Applicant <input type="checkbox"/> Person with financial interest <input type="checkbox"/> Explain:..... Person making submission in opposition <input type="checkbox"/> Person making submission in support <input type="checkbox"/>
Name of the Person to Benefit From the Donation	
Date of the Donation	
Amount of the Donation*	
Name of the Person to Whom Gift is Made	
Date Gift Made	
Amount or Value of Gift*	

By signing below I/we declare that all information contained within this statement is accurate at the time of signing

Signature(s): \_\_\_\_\_

Name(s): \_\_\_\_\_

- \* A reportable political donation is a donation of
- \$1,000 or more made to or for the benefit of the party, elected member, group or candidate; or
  - \$1,000 or more made by a major political donor to or for the benefit of a party, elected member, group or candidate or made to the major political donor; or
  - Less than \$1,000 if the aggregated total of the donations made by the entity or person to the same party, elected member, group, candidate or person within the same financial year (ending 30 June) is \$1,000 or more.

A glossary of terms/definitions is available on Maitland City Council's website [www.maitland.nsw.gov.au](http://www.maitland.nsw.gov.au) or the Department of Planning website [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au)