

## APPLICATION FOR AN

# ONSITE SEWAGE MANAGEMENT SYSTEM (OSMS)

*Under Section 68 Part C, Items 5 & 6 of the Local Government Act 1993*



Contact us:

Upper Hunter Shire Council  
PO Box 208  
Scone NSW 2337

P: 02 6540 1100  
E: [council@upperhunter.nsw.gov.au](mailto:council@upperhunter.nsw.gov.au)

Office locations:

135 Liverpool St, Scone  
34-40 Vennacher St, Merriwa  
47 Mayne St, Murrurundi

1) This form is to apply for consent to:

- install a new onsite sewage management system (OSMS)
- alter an onsite sewage management system (OSMS)
- operate a sewage management system

2) Tick the boxes and fill out all sections as appropriate. Failure to do so may result in delays in your application.

3) All owners are required to sign the form.

4) Review and submit all plans and documentation required by attached checklist.

5) Fees must be paid at the time of lodgement. Quote may be obtained by phone or at Council offices.

6) Applications can be lodged in person at one of Council's offices during business hours, or by post.

For further information please contact Council's Environmental Services Department on (02) 6540 1136 during business hours, 8.30am - 4.30pm Monday to Friday.

Application No. \_\_\_\_\_ Date Received \_\_\_\_\_ Quote No. \_\_\_\_\_ Lodgement Officer \_\_\_\_\_

## 1. TYPE OF APPLICATION

*Tick the type of applications required*

- Approval to install a new onsite sewage management system (OSMS)
- Approval to alter an onsite sewage management system (OSMS)
- Approval to operate a sewage management system

## 2. APPLICANT DETAILS

*All correspondence and communication will be directed to the applicant.*

Name

Postal address

Contact name  Phone

Email address

I declare to the best of my knowledge and belief that all the particulars herein are correct in every detail and all the information required has been supplied. I also certify that all information provided electronically and in paper form are identical.

Signature/s  Date

### 3. PROPERTY DETAILS

Lot No/s.  Section No.  DP/SP No.   
Street/Unit No.  Street Name   
Town/Village/Locality  Post Code

### 4. ONSITE SEWAGE MANAGEMENT SYSTEM DETAILS

#### Type of treatment system

- Aerated Waste Treatment System (AWTS)  
 Septic Tank  
 Effluent Pump-Out by Tanker  
 Composting  
 Reedbed  
 Pump to Sewer  
 Other (please specify)

#### Method of Disposal

- Surface Irrigation  
 Subsurface Irrigation  
 Raised Mound  
 Evapo-Transpiration  
 Absorption Trench  
 Other (please specify)

### 5. PROPERTY PARTICULARS (for all systems)

Total property area (m<sup>2</sup>)   
Property use  
 Residential Dwelling  Commercial/Industrial  Other   
Water supply (mains, tank, bore)  
No. of people occupying the building   
No. of bedrooms   
Tank capacity (litres)

### 6. INSTALLER DETAILS

Name/Company Name   
Postal Address   
  
Telephone/Mobile  Licence/Permit No.

## 7. OWNER DETAILS

- This section must be completed by ALL owners. If arrangements for the sale of the property have been exchanged, both the vendor and the purchaser details must be provided and all signatories attached.
- Where the property is in ownership of a company, the company must provide either an authorisation on company letterhead or include the company's ACN on this form.
- Owners consent is required from ALL owners. If insufficient space is provided, please attach a separate letter of authority.

|                |                      |        |                      |
|----------------|----------------------|--------|----------------------|
| Name/Company   | <input type="text"/> |        |                      |
| Postal address | <input type="text"/> |        |                      |
| Telephone      | <input type="text"/> | Mobile | <input type="text"/> |
| Email address  | <input type="text"/> |        |                      |

### Owner Consent

*As owner/s of the property, I/we consent to this application, and grant permission for Council's Officers to enter the property/premises for the purpose of assessment of this application or to conduct inspections relative to this application.*

Owner Name(s) / Company Name

|           |                      |      |                      |
|-----------|----------------------|------|----------------------|
| Owner 1   | <input type="text"/> |      |                      |
| Signature | <input type="text"/> | Date | <input type="text"/> |
| Owner 2   | <input type="text"/> |      |                      |
| Signature | <input type="text"/> | Date | <input type="text"/> |
| Owner 3   | <input type="text"/> |      |                      |
| Signature | <input type="text"/> | Date | <input type="text"/> |
| Owner 4   | <input type="text"/> |      |                      |
| Signature | <input type="text"/> | Date | <input type="text"/> |

## PRIVACY NOTICE

*The information provided may contain personal information as defined under the Privacy and Personal Information Protection Act 1998 (NSW). The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons in accordance with the relevant Acts and regulations, such as the Government Information (Public Access) Act 2009 (NSW) and will be stored in Council's record system.*

*Council will display some plans and reports (which may be subject to copyright law) online on its DA Tracking portal. In addition, plans and reports may be inspected at Council's Administration Building. No personal information will be displayed. The Environmental Planning and Assessment Act 1979 (NSW) requires Council to make applications and accompanying information, including plans, publicly available during any required notification period.*

# OSMS APPLICATION CHECKLIST

All applications for approval must include **THREE (3) COPIES** of the following:

|  |  |
|--|--|
| <p><b>Site Plan of the Land</b></p>  | <p><b>Your supporting plans must include all the following details:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of the treatment tanks(s)</li> <li><input type="checkbox"/> Location of primary and reserve disposal areas (including proscribed sizes and any vegetation/landscaping requirements)</li> <li><input type="checkbox"/> Location of boundaries, all buildings, swimming pools, driveways/roads and paths</li> <li><input type="checkbox"/> Location of any environmentally sensitive areas of any land located within 100m of the system, including groundwater bores, dams, waterways, intermittent drainage courses, etc.</li> <li><input type="checkbox"/> Buffers from environmentally sensitive areas to the land application area</li> <li><input type="checkbox"/> Location of the soils test holes</li> <li><input type="checkbox"/> Location of stormwater diversion drains (if applicable)</li> </ul> |
| <p><b>Drainage Diagram</b></p>   | <p><b>A drainage diagram drawn to a suitable scale indicating:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed drainage diagram from each wastewater feature within the building to the treatment tank(s)</li> </ul>  |
| <p><b>Manufacturer's Specifications</b></p>                                | <ul style="list-style-type: none"> <li><input type="checkbox"/> Manufacturer's specifications for the tank(s), indicating NSW Department of Health Accreditation for domestic systems.</li> </ul>  |
| <p><b>Site and Soil Assessment Report</b></p>                              | <p><b>For single dwellings (if required):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A site and soil assessment report which demonstrated compliance with AS1547 and NSW Environment and Health Protection Guidelines.</li> <li><input type="checkbox"/> Any other information requested by Council deemed to be relevant to the assessment of this application.</li> </ul> <p><b>For commercial premises:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A site and soil assessment report referencing the design standards and guidelines used by the wastewater design engineer and/or the designer.</li> </ul>   |
| <p><b>Additional information required to accompany the application</b></p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Cross-section drawing through any proposed trenches or beds (including dimensions)</li> <li><input type="checkbox"/> Manufacturer's specifications for any sub-surface irrigation system (if applicable)</li> <li><input type="checkbox"/> Manufacturer's specifications for any distribution boxes or the like where provided to ensure the even distribution of treated effluent within land application areas.</li> </ul>   |

## Buffer Distances

The publication *Environment and Health Protection Guidelines - Onsite Sewage Management for Single Households* provides the following information for buffer distances.

When determining buffer distances, consideration should be given to:

- The type of land application system to be used
- Surface and subsurface drainage pathways
- Site factors - soil permeability, geology, vegetation buffering
- Sensitive environments - national parks, rainforests, estuaries, wetlands, groundwater extraction areas, and areas with poor tidal flushing.

Recommended buffer distances for various systems are shown in the table below. The values given are recommended minimum, based on ideal site and soil conditions. If these conditions are less than ideal, the minimum buffer distances should be increased.

When assessing a site for the installation of any type of Onsite Sewage Management System the following buffer distances must be adhered to.

| System Type/<br>Land Application Method                           | Limiting Factor   | Minimum Buffer Distances (metres)                   |
|---|---|---|
| All land application systems                                      | Permanent surface water such as lakes, rivers, creeks and streams           | 100m  |
|   | Domestic groundwater wells and bores  | 250m  |
|   | Other water such as farm dams, intermittent waterways and drainage channels | 40m   |
| Surface Spray Irrigation<br>(standard spray heads)                | Driveways and property boundaries   | 6m if area up gradient<br>3m if area down gradient  |
|   | Dwellings and buildings   | 15m   |
|   | Paths and walkways  | 3m  |
|   | Swimming pools  | 6m  |
| Surface Spray Irrigation<br>(large capacity pop-ups and wobblers) | Dwellings and buildings   | 20m   |
|   | Property boundaries   | 10m   |
|   | Throw distance (radius)   | No greater than 5m                                  |
|   | Plume height  | No greater than 0.5m                                |
| Surface Drip and Trickle Irrigation                               | Dwellings and buildings, swimming pools, property boundaries and driveways  | 6m if area up gradient<br>3m if area down gradient  |
| Subsurface Irrigation   | Dwellings and building, swimming pools, property boundaries and driveways   | 6m if area up gradient<br>3m if area down gradient  |
| Absorption System   | Property boundary   | 12m if area up gradient<br>6m if area down gradient |
|   | Dwelling and buildings, swimming pools and driveways                        | 6m if area up gradient<br>3m if area down gradient  |

## Maintaining Your System

What you put down your drains and toilets has a direct impact on how well your onsite sewage management system performs. The effectiveness of your system will, in part, depend on how it is operated and maintained.

The following is a Do and Don't guide on how to achieve the most from your system.

### DO

- ✓ Learn how your sewerage system works and its operational and maintenance requirements.
- ✓ Learn the location and layout of your septic system and land application disposal area.
- ✓ Have your septic tank de-sludged every 3-5 years to prevent sludge build up which may clog pipes and transpiration bed/trenches.
- ✓ Have your grease trap (if installed) cleaned out at least every 2 months.
- ✓ Conserve water. The less water used, the drier the disposal area will be, especially in the cooler months.
- ✓ Check household products for suitability for use in septic systems.
- ✓ Regularly maintain the disposal area. Long grass and weeds reduce the evapo-transpiration efficiency.
- ✓ Prevent the entry of stormwater onto the disposal area by construction of a diversion drain upslope. Direct the storm water around the disposal area.

### DON'T

- ✗ Don't allow stock to graze on the disposal area.
- ✗ Don't allow children to play on the disposal area.
- ✗ Don't put large quantities of bleaches, disinfectants, whiteners, nappy soakers and spot removers into your septic tank via sink, washing machine or toilet.
- ✗ Don't allow any foreign materials such as nappies, sanitary napkins, condoms and other hygiene products to enter the system.
- ✗ Don't put fats and oils down the drain and keep food waste out of your system.
- ✗ Don't install or use a garbage grinder or spa bath if your system is not designed for it.
- ✗ Medicines/antibiotics can also kill the essential bacteria in your system.

**If you need further wastewater information please contact Council, or the other State Government Departments listed below.**

- [Department of Local Government - Easy Septic Guide](#)
- [NSW EPA](#)
- [NSW Health](#)
- [Local Government Act 1993](#)
- [Environment and Health Protection Guidelines - Onsite Sewage Management for Single Households](#)
- [National Public Toilet Map](#)
- [Protection of the Environment Operations Act, 1997](#)

DA No.  Certificate No.  Assessment No.

Property

Proposal

| Fees            |        |                |               |
|-----------------|--------|----------------|---------------|
| Fee Type        | Amount | Receipt Number | Date Received |
| Application fee |        |                |               |
| Inspections     |        |                |               |
| Other           |        |                |               |
|                 |        |                |               |
|                 |        |                |               |
|                 |        |                |               |
| <b>Total</b>    |        |                |               |

The following information has not been submitted and remains outstanding in respect to this application.

|  |
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|  |
|  |

The applicant will be further advised if there is any additional information required prior to the application being assessed.

Applicant Signature  Date

Council Officer Signature