

Application to Install or Alter an On-site Sewage Management System

(Incl Domestic or Commercial Private Sewer Pump Station)

Section 68 Chapter 7 Local Government Act 1993

Application Type

Application to install/construct on-site sewage management facility – domestic
 Application to install/construct on-site sewage management facility – Commercial
 Application to alter an existing on-site sewage management facility – Domestic
 Application to alter an existing on-site sewage management facility – Commercial
 Private Sewer Pump Station (Domestic or Commercial)

Property Details

Lot:		DP:		House No.:	
Street:					
Suburb:		State:		Postcode:	

Owner Details

Name/s:	
Mailing Address:	
Telephone:	
Email Address:	

Nominated Contact for Payment of Application Fees *(if different from Owner)*

Name:	
Telephone:	

Note: A Central Coast Council Customer Service Representative will call the nominated payment contact to arrange payment of the application fee. Application fees are applied in accordance with Council's current Fees and Charges. Applications will not be processed until payment is received.

Proposed System

Treatment Type:

Aerated Wastewater Treatment System (AWTS)
 Biological Filter System
 Commercial Sewage Treatment System (PTP)
 Composting Toilet
 Greywater Treatment System
 Private Sewer Pump
 Septic Tank
 Wet Composting System

Disposal Area Type:

Absorption Trench
 Bed (ETA/Absorption)
 Pump Out By Tanker
 Sand Mound
 Sub Surface Irrigation
 Surface Irrigation
 Other *(provide details below):*

Plumber and Drainer Details (a separate plumbing and drainage application will be required for any works within the dwelling and any new or replacement connection to the treatment tank)

Name:		Licence No.:	
Company Name:			
Mailing Address:			
Telephone:			
Email Address:			

Manufacturers Details (Attach system specifications and NSW Health Accreditation - <https://www.health.nsw.gov.au/environment/domesticwastewater/Pages/default.aspx>.)

Manufacturers Name:			
Address:			
Name and Model No.:			
Name of disposal area installer if different to above:			

Disposal Area Size (The sizing of the disposal area shall be in accordance with AS/NZS 1547:2012 On-site Domestic Wastewater Management and the Environment & Health Protection Guidelines: On-site Sewage Management for Single Households. It should be based on recommendations made by a suitably qualified consultant)

Absorption Trench/Bed:	(m ²)	Irrigation:	(m ²)	Mound System:	(m ²)
Dimensions (L x W x D):					

Applicant Declaration

All applications must include an accurate site plan drawn to scale showing all existing and proposed developments and the proposed system location including effluent application area dimensions and buffer distances in accordance with AS1547:2012.

I/We confirm a site plan has been included.

OWNERS SIGNATURE: I/We, being the owner of the above property, understand the basic requirements for the effluent application area and nominate the position indicated on the site plan as my/our preferred choice for wastewater disposal.

I/we also agree to complete all effluent application areas and to arrange an inspection by Council prior to using system.

Signature/s: _____ Date: _____

Office Use Only: Receipt Number: _____ Date: _____

Information to be provided with all Applications:

Include the NSW Health Accreditation and Manufacturer's plans of proposed system.

All Section 68 applications (except for pump to sewer applications) are to include a wastewater management plan prepared by a suitably qualified consultant. The minimum requirements of a consultant's report include:

1. Site description including location, topography, aspect, uses of adjoining land, contour plan, etc.
2. Surface drainage of site, and potential stormwater run-on on area designated as potential effluent application area.
3. Soil laboratory analyses
 - pH
 - Electrical conductivity (EC)
 - Cation exchange capacity (CEC)
 - Modified Emerson aggregate test
 - Phosphorus sorption index based on the site soil laboratory analysis.
4. Site and soil assessment (using criteria from the Office of Local Government (2025) Onsite Wastewater Management Guidelines.
5. Nutrient balance (in accordance with AS 1547:2012, On-site domestic wastewater management).
6. Monthly water balance (in accordance with AS 1547:2012, On-site domestic wastewater management).
7. Identification and justification of preferred wastewater treatment / disposal method from two options.
8. Recommendations for site alterations given chosen wastewater treatment / disposal system (i.e. soil importation, soil treatment, stabilisation measures, terracing, etc.).
9. An accurately drawn, detailed site plan drawn to scale and showing the location of preferred wastewater treatment / disposal system and intended effluent application area, and placement of vegetation on disposal area to facilitate nutrient and water uptake, sufficient buffer distances (using criteria from AS 1547:2012 and the Office of Local Government (2025) Onsite Wastewater Management Guidelines.
10. Details on soil landscape and topography, soil composition and vegetation within the intended effluent application area (this includes presence of rocky outcrops, slope, areas of poor drainage, etc.).
11. Position of any environmentally sensitive areas (including native bushland, watercourses, intermittent waterways, etc.).
12. Details for specific construction of system, e.g. sloping sites, zoning large irrigation areas.
13. In some cases, you will be required to provide an irrigation hydraulics plan to ensure even distribution of effluent throughout the effluent application area.

Additional for Private Sewer Pump Stations ONLY:

1. An accurately drawn, detailed site plan drawn to scale and showing the location of Private Sewer Pump Station and private sewer rising main
2. Design details as per AS3500 and WSA code requirements
3. Copy of the Emergency Response Management Plan, identifying operator of last resort

Please ensure that you have included all the information required above, if you have any questions contact Council's Environmental Health Team on 4306 7900.