

## COCKLE BAY TOWNS SEWERAGE PROJECT

### CONNECTION AGREEMENT - LATER CONNECTION

#### Definitions

- PSS means Pressure Sewer System
- Unit means a PSS collection tank, pump/s, cover, control/alarm panel, electrical connections and ancillary equipment.
- You means the registered owners of Your property and Your has a corresponding meaning.
- Acceptance of Connection Agreement – Later Connection is Your formal acceptance of the terms of this Agreement within the timeframe nominated herein.

#### Offer

Central Coast Council (CCC) will;

1. Agree to Your use of its Unit, which will be installed and connected on Your property solely for the purpose of pumping sewage from Your property.
2. Consult with You with regards to the location of infrastructure on your property and request that you acknowledge acceptance of the proposed location of the works to be built.
3. Ensure your property is restored to as near as practical to its pre-existing condition following installation of infrastructure.
4. Inspect your plumbing connection to ensure it meets Council's requirements for connection to the new sewerage system.
5. Monitor the operation of and maintain the Unit, effecting repairs and extraordinary response measures in the case of extended power outages as required.

#### Obligations

Your obligations are to:

1. Accept this Agreement with CCC within four (4) weeks of the date of the attached letter.
2. Ensure that Your existing electrical infrastructure and sanitary drain pipeline is adequate and suitable for connection to the new sewerage system and complies to current standards.
3. Allow the Unit to be connected and remain continuously connected to Your electrical supply on Your side of the electricity meter.
4. Own and be responsible for the maintenance of Your new electrical circuit that connects to the Unit, ensuring it remains operational at all times.
5. Ensure that no other electrical connections are made to Your electrical circuit that connects to the Unit.
6. Ensure that electricity is continuously supplied at no cost to CCC by Your electricity supplier at a level sufficient to enable the Unit to properly function. (This obligation is subject to Your electricity supplier's ability to maintain the continuous supply.)
7. Not do anything that will interfere with the proper functioning of the Unit. This includes putting any items into toilets, sinks or drains that may damage the Unit and tampering with any part of the Unit.
8. Not do anything that will interfere with CCC's ability to access and service the Unit.
9. Comply with the instructions in the Pressure Sewer System Guide.
10. Ensure that occupiers of the property are aware of the terms of this Agreement and that they do not do anything, which will cause it to be breached.
11. Fully disclose the terms of this Agreement in the event of the sale of Your property. Disclosure must be to the purchaser(s) and you will endeavour to ensure that they agree to be bound by its terms.
12. Notify Council of your preferred repayment method for the Contribution Charge and pay the Contribution Charge to CCC via either a once-only lump sum payment or quarterly instalments

over a period of up to 20 years in accordance with the Independent Pricing and Regulatory Tribunal's (IPART) Determination No 1 2006.

13. Once connection is available, pay the Sewerage Service Charge to CCC bi-annually.

14. Arrange and pay the cost of the following:

- Disconnection of your existing sanitary drainage from the existing on-site system and connection to the new Unit.
- Rectification of any defects of Your existing plumbing or electrical systems.
- CCC Plumbing and Drainage Inspection Fee.
- Decommissioning of Your existing on-site system.

### **Conditions**

1. Any relocation of the Unit, or any part of the Unit, requested by You after it has been installed and approved by CCC, will be done solely by CCC and conditions may be applied and all costs that are associated with such relocation must be borne by You.
2. CCC retains an ongoing and irrevocable right in its unfettered discretion to revoke this agreement and to disconnect and remove the Unit or any part of the Unit if you breach any of the terms of this Agreement.
3. Signing of the Acceptance below by any one of the registered owners of Your property and its return to CCC at the nominated address shall constitute an acceptance by You of the above terms and the formation of this Agreement in relation to connection to the Scheme.

**Acceptance of Connection Agreement - Later Connection**

**PLEASE RETURN THIS COPY TO CCC**

Please complete this form by signing it and returning it to CCC. You will be provided with written confirmation of receipt. This offer may expire if You do not comply with the terms of this agreement within four (4) weeks of the date of the letter which accompanied this document.

Name: \_\_\_\_\_

Property Address for connection: \_\_\_\_\_

You acknowledge You have read and understood the foregoing Connection Agreement - Later Connection and accept its terms and conditions.

Date: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE) (NAME – BLOCK LETTERS)

\_\_\_\_\_  
(SIGNATURE) (NAME – BLOCK LETTERS)

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(SIGNATURE) (NAME – BLOCK LETTERS)

When signed, this document shall be returned in the reply envelope enclosed, to:

Cockle Bay Towns Sewerage Project Team  
Central Coast Council  
PO Box 21  
GOSFORD NSW 2250

Or via email to [ask@centralcoast.nsw.gov.au](mailto:ask@centralcoast.nsw.gov.au)

**Acceptance of Connection Agreement - Later Connection**

**PLEASE RETAIN THIS COPY FOR YOUR RECORDS**

Please complete this form by signing it and returning it to CCC. You will be provided with written confirmation of receipt. This offer may expire if You do not comply with the terms of this agreement within four (4) weeks of the date of the letter which accompanied this document.

Name: \_\_\_\_\_

Property Address for connection: \_\_\_\_\_

You acknowledge You have read and understood the foregoing Connection Agreement - Later Connection and accept its terms and conditions.

Date: \_\_\_\_\_

\_\_\_\_\_  
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# Connection Costs – Pressure Sewer System

Current as 14 November 2016

The estimated costs to property owners associated with connecting to the Cockle Bay Towns Sewerage Scheme are described below.

Property Owner Costs – Contribution Charges			
Item	Description	Amount	Payment method
Contribution charges  <i>Calculated in accordance with the IPART Determination<sup>1</sup>, the charge is a contribution to the capital cost of the scheme based on the load a property places on the sewer. The charges are independent of the type of sewer connection and extent of infrastructure installed on each property.</i>	The PSP <sup>2</sup> Area Contribution Charge is payable by property owners of <b>existing lots and approved development<sup>3</sup></b> in the service area upon connection to the scheme.	\$11,527 <sup>4</sup> per ET <sup>5</sup> or \$185 <sup>6</sup> per ET per quarter over 20 years (total payments \$14,832 <sup>6</sup> per ET)	Options are: 1. Pay in full prior to connection. 2. Pay quarterly instalments in arrears after connection over a maximum period of 20 years at an interest rate <sup>7</sup> fixed for the term of the loan. The outstanding amount can be paid out at anytime without penalty <sup>8</sup> . 3. Council's hardship provision – eligible owners will not repay the amount until the property is sold.
	The Non PSP Contribution Charge is payable by property owners of <b>future lots and development<sup>9</sup></b> in the service area upon connection to the scheme.	\$24,934 <sup>4</sup> per ET or \$401 <sup>6</sup> per ET per quarter over 20 years (total payments \$32,084 <sup>6</sup> per ET)	

<sup>1</sup> Independent Pricing and Regulatory Tribunal (IPART) Determination 1, 2006, *Pricing of Backlog Sewerage Services for Gosford City Council*.

<sup>2</sup> Priority Sewerage Program.

<sup>3</sup> Development that is existing or approved by council prior to council adopting the Contribution Charges on 24 November 2015.

<sup>4</sup> The contribution charges are indexed by the Consumer Price Index (All Groups CPI for Sydney published by the Australian Bureau of Statistics) for each year (or part of a year) that a property remains unconnected to the sewerage system after the sewerage system became available on 14 November 2016.

<sup>5</sup> *Equivalent Tenement* is a measure of the load a development will place on the infrastructure in terms of the sewage discharge for an average residential dwelling.

<sup>6</sup> Based on an interest rate of 2.61%, current at 1 July 2016 and subject to change.

<sup>7</sup> The interest rate is the 10-year Government Bond rate published on the Reserve Bank of Australia's website on the date prior to connection.

<sup>8</sup> The 149 Certificate for the property will disclose that an outstanding loan exists for the Sewerage Scheme. If the property is sold before the debt is cleared, the outstanding debt will be discharged at settlement unless the vendor makes other arrangements with the buyer.

<sup>9</sup> Subdivisions or development that is approved by council after council adopts the Contribution Charges on 24 November 2015.

## Property Owner Costs – Other one-off costs

Item	Description	Amount	Payment method
Plumbing and electrical defects	<p>The cost of modifying any plumbing and electrical infrastructure on your property to ensure it is able to be connected to the sewer system.</p> <p>Plumbing defects are to be identified by your licensed plumber when assessing the work required to connect to the sewer.</p> <p>Electrical defects will be identified by council during pressure sewer unit installation on your property.</p>	The cost of rectification works will vary between properties.	You need to arrange a licensed plumber and electrician to carry out any rectification work at your own cost – if required.
Plumbing connection cost	<p>The cost of connecting your existing plumbing to the new system.</p> <p>The extent of work required will depend on the location of infrastructure.</p>	<p>The cost of the plumbing connection will vary between properties.</p> <p>The cost of council's inspection after connection to the sewer system is included in the Plumbing and Drainage Inspection Fee.</p>	You need to arrange a licensed plumber to carry out the plumbing connection at your own cost.
Decommissioning of the existing on-site system	<p>Following connection to the sewer system, the existing on-site system is to be decommissioned in accordance with the procedures outlined in council's factsheet 'Decommissioning your tank.'</p> <p>This ensures your health and safety is not at risk once the existing system has been disconnected.</p>	The cost of decommissioning the on-site system will vary between properties and will depend on the works carried out.	You need to arrange the licensed plumber, waste contractor and any other service providers required to carry out the work at your own cost.
Plumbing and Drainage Inspection Fee	<p>The fee covers multiple council inspections of your plumbing systems during the connection process.</p> <p>A re-inspection fee is charged for each additional inspection following identification of non-compliant plumbing and drainage work.</p>	<p>2016/17 fees are:</p> <ul style="list-style-type: none"> <li>• \$256.07 (includes 1 toilet)</li> <li>• Plus \$22.08 for each additional toilet</li> </ul> <p>A fee of \$47.37 will be charged for re-inspection of non-compliant plumbing and drainage work.</p>	To be paid to council prior to the first inspection being carried out.

## Property Owner Costs – Ongoing charges

Item	Description	Amount	Payment method
Sewerage Service Charge	The charge is applied annually to all <b>residential</b> properties and to all non-residential properties with a 20mm water meter to which connection to a sewerage system is available.	The charge is applied per dwelling. The 2016/17 charge is: \$672.42 p.a. (\$336.21 / 6 months)	Ongoing charge included on your bi-annual <sup>10</sup> water account.
Non Residential Sewerage Service Charge	The charge is applied annually to all <b>non-residential</b> properties with a water meter size of $\geq 25$ mm to which connection to a sewerage system is available. The published charge is multiplied by the property's sewage discharge factor <sup>11</sup> .	The charge is based on the size of the property's water meter. 2016/17 charges are available on council's website <sup>12</sup>	Ongoing charge included on your bi-annual <sup>10</sup> water account.
Non Residential Sewerage Usage Charge	The charge is applied to <b>non-residential</b> properties where the volume of sewage discharged is greater than the discharge allowance of 150 kL p.a. The volume of sewage discharged is calculated by multiplying the average daily water usage by the discharge factor <sup>11</sup> .	The 2016/17 charge is: \$0.83 per kilolitre of sewage discharged over 150 kL p.a.	Ongoing charge included on your bi-annual <sup>10</sup> water account, where sewage usage exceeds the allowance (applied as 75 kL per bi-annual account).
Liquid Trade Waste Charges	The charges apply to <b>non-residential</b> properties discharging liquid trade waste to the sewer system as per council policy <sup>11</sup> . The charges include a once-off application fee and an annual agreement fee based on the trade waste discharge category that applies to the property. A usage charge calculated by multiplying the average daily water usage by a trade waste discharge factor <sup>11</sup> may also apply. Property owners should consult with council's Liquid Trade Waste Officer on (02) 4325 8222 for further information.	The 2016/17 charges are available on council's website <sup>12</sup> and may include the following: <ul style="list-style-type: none"> <li>• Trade Waste Application Fee</li> <li>• Trade Waste Agreement Fee p.a.</li> <li>• Trade Waste Usage Charge – Compliant \$1.71 per kilolitre</li> </ul>	Ongoing charges included on your bi-annual <sup>10</sup> water account.
Electricity charges	Ongoing electricity cost of operating the pressure sewer unit.	Depends on usage and personal circumstances. Cost for an average household is estimated at \$30 p.a. (\$7.50 qtr)	Ongoing charge based on usage included on your quarterly invoice issued by your electricity provider.

<sup>10</sup> Some high water users and properties with large sewerage service charges are able to be billed quarterly upon request.

<sup>11</sup> The discharge factors and liquid trade waste category depend on the type of activity occurring on the property and are sourced from council policy *Discharge of Liquid Trade Waste and Septic Waste to the Gosford City Council Sewerage System* available on council's website at [www.centralcoast.nsw.gov.au](http://www.centralcoast.nsw.gov.au) (move to *Gosford, About Council, Doing Business in Gosford City, Liquid Trade Waste*).

<sup>12</sup> Council's current charges can be found on council's website at [www.centralcoast.nsw.gov.au](http://www.centralcoast.nsw.gov.au) (move to *Gosford, About Council, General Information and Rates, Fees and Charges*)



# Steps to connect

## Pressure Sewer System Later Connection

### Environment & Waste

#### Later connection to the Cockle Bay Towns Sewerage Project

Outlined below are the steps you need to take to connect to the Cockle Bay Towns Sewerage Project.

#### 1 Connection request

When you have decided to connect to the pressure sewer scheme, request from Central Coast Council (CCC) a 'later pressure connection pack' and return the 'connection agreement' and 'payment election form.' You can contact CCC on 02 4325 8222.

**Payment:** NIL

#### 2 Complete installation

In order for a later connection to occur, CCC will need to complete the installation of infrastructure on your property.

This process will automatically commence when you put in your connection request in Step 1.

**Payment:** NIL

#### 3 Electrical defects

If during installation work, CCC identifies defects associated with existing electrical installations, you will be notified and will need to arrange for their rectification.

**Payment:** You may need to obtain a quote and pay a licensed electrician to rectify any pre-existing electrical defects.

#### 4 Arrange a plumber

Obtain quote/s for a licensed plumber to connect your property to the sewer.

The quote should include the cost to connect the existing sanitary drainage to the new pumping unit and to rectify any defects of your existing sanitary drainage system.

When preparing a quote, the plumber will need to check the items listed on the fact sheets 'Plumbing, drainage & electrical' and 'Plumber's checklist'.

**Payment:** NIL





## 5 Plumbing & inspection

Engage a licensed plumber to carry out the works required to connect your property to the sewer.

Submit the plumbing inspection application form and pay the associated fee to CCC. Your plumber will need to book a Plumbing Inspection appointment to suit their work schedule.

**Payment:** The Plumbing and Drainage Inspection fee is to be paid prior to inspection. The fee covers the cost of multiple CCC inspections during the connection process. An additional fee is charged for re-inspection of non-compliant plumbing and drainage work.

## 6 Plumbing connection

If all plumbing work is acceptable at the CCC plumbing inspection in Step 5, connection to the sewer can occur on the same day, by your licensed plumber, in the presence of a CCC Plumbing Inspector.

However, if the inspector needs to return on another day due to non-compliant work, the plumber will need to arrange a re-inspection and pay the additional fee before connection can take place.

**Payment:** You will become liable for the contribution charge upon connection. The charge can be paid as a lump sum just prior to connection or by quarterly instalments in arrears over a period of up to 20 years. Pay your licensed plumber to connect your property to the sewer in accordance with your arrangements.

Once connected, you will become liable for the Sewerage Service Charge.

## 7 Decommission your tank

Once your property is connected to sewer, you must decommission your existing on-site system. To do this, you must follow the steps detailed in the fact sheet 'Decommissioning your tank.'

When decommissioning your onsite system, it is essential that you:

- Desludge and disinfect your tank within 5 days of connecting to the sewer and submit a copy of the docket to CCC.
- Complete the Decommissioning Statement and submit to CCC within two weeks of connecting to the sewer.

**Payment:** Arrange and pay the cost of a waste contractor and any other contractors required to carry out the work.



# Plumbing, drainage & electrical

## Environment & Waste

Prior to connection to the new Cockle Bay Towns Sewerage Project pressure sewer system, property owners will need to ensure that their existing sanitary drainage, and electrical infrastructure, are ready for connection. Further details are outlined below.

### Plumbing and drainage

When connecting your property to the pressure sewer system, council will install a collection tank with pump and discharge line. The property owner will be responsible for connecting their sanitary drainage to the collection tank. The following items will need to be addressed as applicable:

- All plumbing and drainage works must be carried out by a licensed plumber and comply with AS3500 and the National Plumbing Code of Australia.
- The property's sanitary drainage system must have an overflow relief gully at a level consistent with floor, ground and flood levels (minimum 150mm below floor level and 75mm above ground level).
- The property's sanitary drainage system must have a relief vent (to atmosphere).
- Septic tanks older than 20 years are likely to have a grease trap. Grease traps must be removed prior to connection.
- All existing Vitrified Clay (VC) pipes must be replaced. Cast Iron (CI) or Polyvinyl Chloride (PVC) pipes are acceptable.
- A dye test is to be undertaken prior to connecting to the pressure sewer system.
- Any defects identified must be rectified prior to connection to the pressure sewer system. Rectify any defects causing environmental or public health concerns as soon as possible once identified.
- A Department of Fair Trading Notice of Work must be supplied and the new sewer connection inspection fee paid to council prior to carrying out any plumbing and drainage works.
- A Department of Fair Trading Certificate of Compliance must be supplied to council upon completion of any plumbing and drainage work.
- All new and modified pipework must remain exposed for a visual inspection by council's plumbing inspector when ready for connection.
- All pipe work must be hydrostatically tested after connection to the collection tank.



## Electrical

When connecting your property to the pressure sewer system, council will:

- Mount a control/alarm panel on the side of the house or on a post near the collection tank. The panel controls the pump operation and in the event of a failure, will generate an alarm alerting the property owner to call council.
- Install a 16 Amp C curve MCD/RCD on the existing switchboard, or a new switchboard if insufficient space, to provide power to the control/alarm panel.
- Install all wiring from the circuit breaker to the control/alarm panel and pressure sewer unit.

All work will be carried out by a qualified electrician with a NSW electrical supervisor certificate in accordance with AS/NZS 3000:2007 Wiring Rules and a Certificate of Compliance - Electrical Work (CCEW) will be issued.

The property owner may be responsible for the rectification of any pre-existing defects relating to the existing electrical installation.



# Plumber's checklist

## Environment & Waste

**This is a checklist for plumbers working on the plumbing connection for the Cockle Bay Towns Sewerage Project.**

### **Before the Central Coast Council (CCC) Plumbing Inspection**

- o A licensed plumber will carry out all work.
- o A plumbing inspection application form has been submitted to council and associated fees paid.
- o A Notice of Work has been submitted to council, at least two business days prior to commencement of work.
- o The sanitary drainage system has an overflow relief gully at a level consistent with floor, ground and flood levels (minimum 150mm below floor level and 75mm above ground level).
- o The sanitary drainage system has a relief vent (to atmosphere).
- o If the property had a grease tank, it has been removed.
- o If the property had any Vitrified Clay (VC) pipework, it has been replaced excluding any vertical

VC pipes connected above a suspended concrete slab that are not damaged.

- o The sanitary drainage system is compliant with AS3500 and the National Plumbing Code of Australia.
- o A dye test has been successfully undertaken.
- o All new and modified pipework is exposed for visual inspection by council's Plumbing & Drainage Inspector when ready for connection.
- o A plumbing inspection has been booked on 4304 7689.

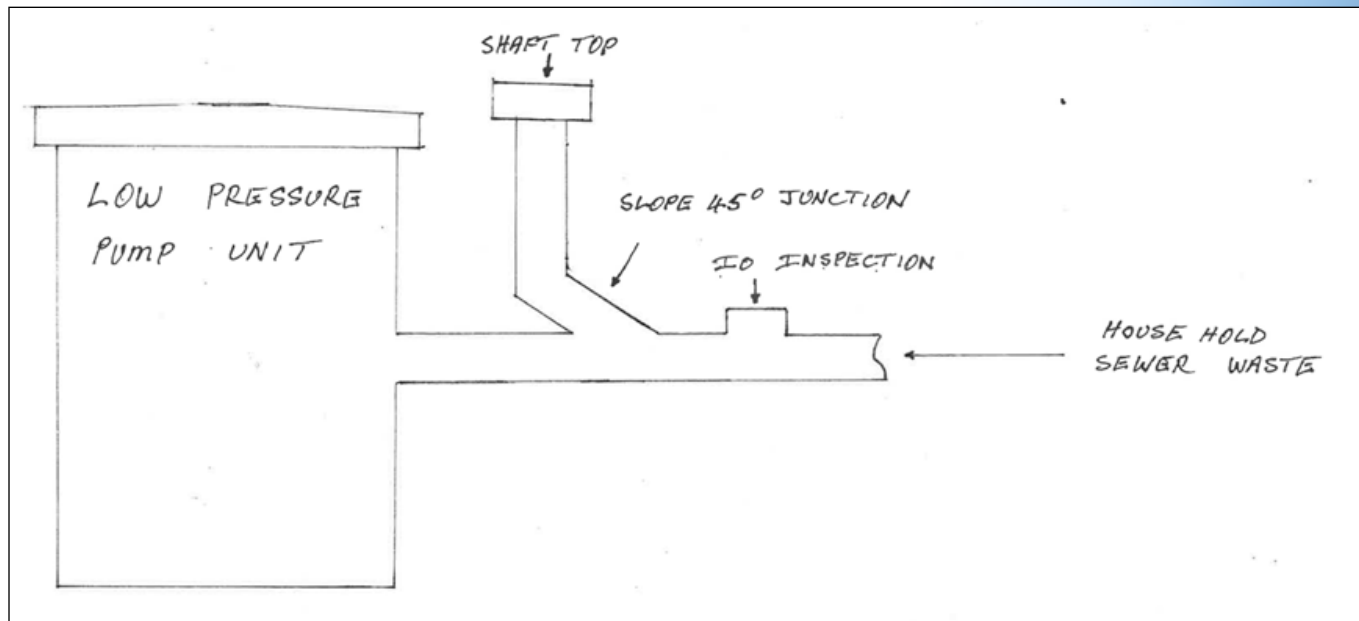
### **At the CCC Plumbing Inspection**

- o Council's Plumbing & Drainage Inspector has accepted all plumbing & drainage work.
- o Connection has been made to the new sewer system.
- o All pipework has been hydrostatically tested after connection.
- o A Certificate of Compliance and Sewer Service Diagram has been supplied to council.

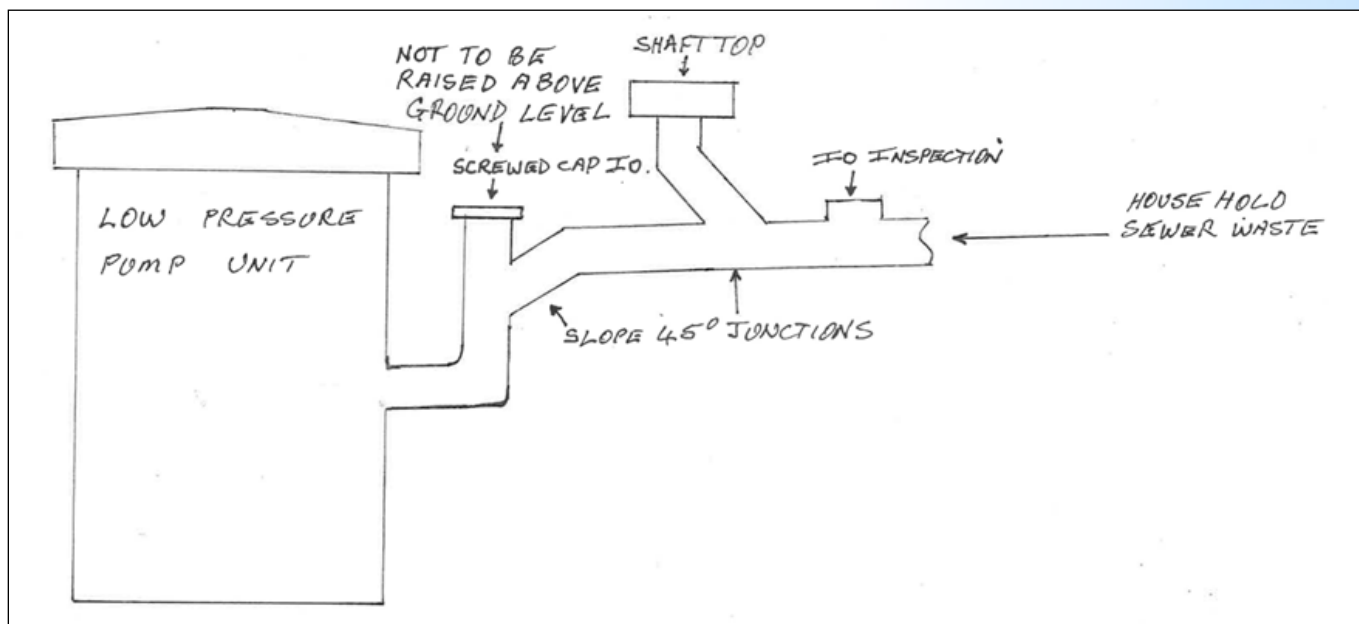


### Pressure Sewer System Plumbing Connection Diagrams

#### Deep Connection Installation



#### Shallow Connection Installation





# Your Pressure Sewer System Guide

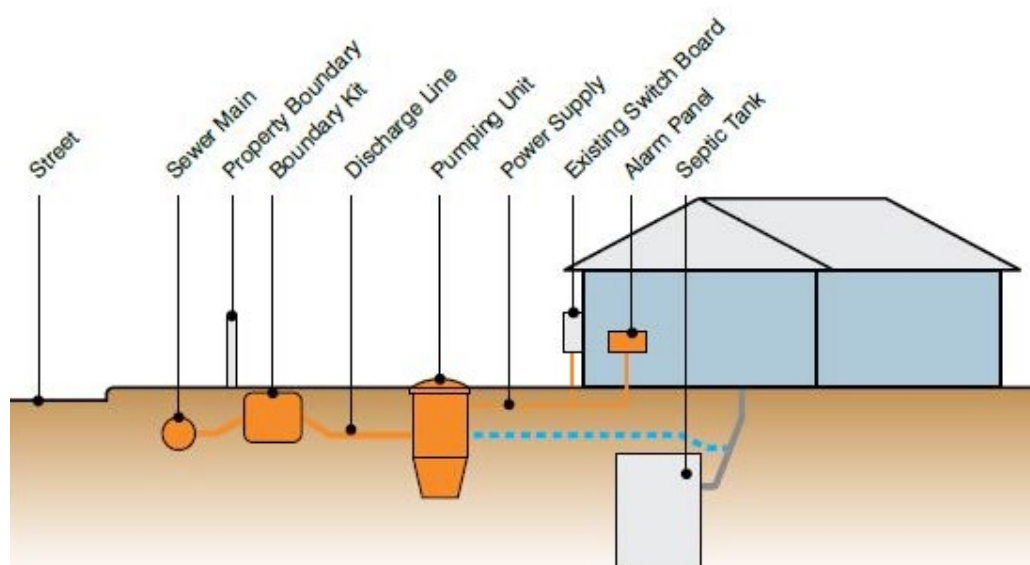
## Environment & Waste

**The NOV InvisiQ Pressure Sewer System (PSS) is safe, reliable and robust. There is very little you will need to do and very little that can go wrong. Here's how it works.**

Wastewater from your toilets (blackwater), baths and sinks (greywater) flows by gravity into the pumping unit, a polyethylene tank buried in your yard.

The pumping unit sends your wastewater under pressure into the Pressure Sewer System. The PSS consists of a network of pipes that transport wastewater from all properties in the system to the sewage treatment plant, in some cases via a sewage pumping station.

The sewage treatment plant processes and disinfects the sewage so it is safe for disposal.



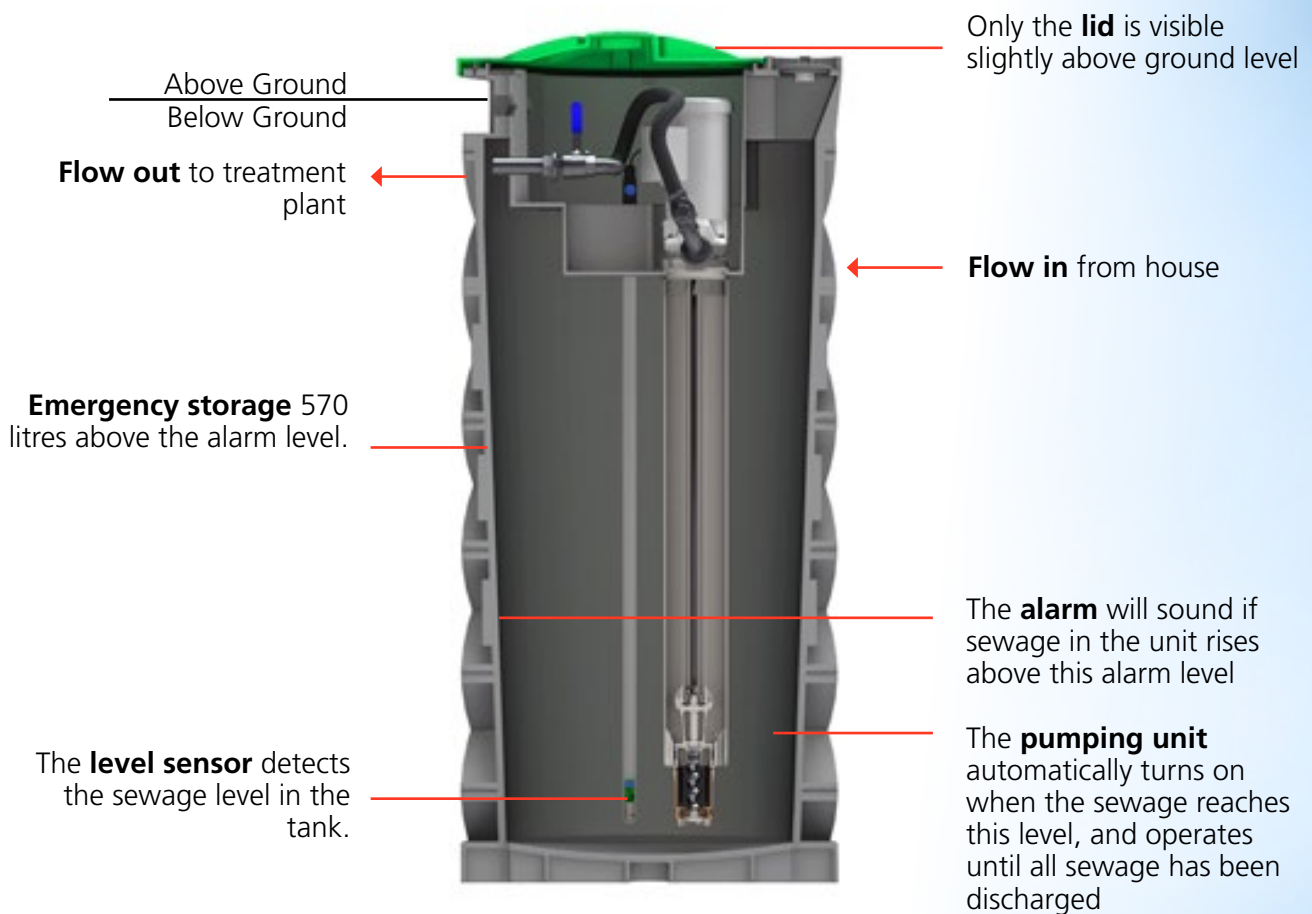
- Existing line from household plumbing to on-site system
- Central Coast Council (supply and install)
- Home owner (changes connection from existing on-site system to new pumping unit)



## How it works

The pump contains a macerator which turns the organic solids, paper and other soft material into a slurry of small particles. The macerated sewage is pumped out through a discharge pipe into the Pressure Sewer System.

There is approximately 24 hours of emergency storage capacity in the tank, depending on usage. This means that even after the alarm sounds you can continue to use the system, provided you minimise water use during this time.







## Using the System

There are a few things you need to know to ensure your pressure sewer system runs smoothly.

### Protecting your pump unit

To avoid blockages and damage to any sewerage system, the following items should NOT be placed into the system:

- Glass, metal, wood, seafood shells or other hard objects
- Flushable wipes, cloth or synthetic material
- Any chemical other than standard cleansing or laundry products including toxic, caustic, acidic or poisonous substances
- Degreasing solvents
- Explosive or flammable material including hydrocarbon fuels, paint thinner or anti-freeze
- Oils and grease
- Hair clippings
- Nappies, sanitary towels or condoms.

### Ensuring access to your pressure sewer unit

The tank is buried in a suitable position for receiving sewage from your premises, with the lid slightly above ground level. You must ensure that access to the lid is maintained:

- Do not plant shrubs or trees within two metres of the lid
- Do not place objects or structures on or over the lid
- Do not allow grass or other coverings to obscure the lid and in particular, ensure that the yellow one-way air vent is free from debris
- Do not park vehicles on the lid

The alarm panel is installed on the external wall of the house or garage, or on a support post. Please ensure that access to the alarm panel is always clear. Do not allow plants or other coverings to obscure the alarm panel or prevent the door from opening.

### Protecting the pressure sewer infrastructure

You may be liable to pay the cost of repairing infrastructure that you have damaged. Electrical and communications cabling are buried underground between your tank and the alarm panel, and possibly between the alarm panel and your switchboard, depending on their location. If you need to dig in this area, you must carefully locate the cabling.

You should also be aware of the inlet pipe between your house and the tank and the discharge line between the tank and the boundary kit.

Do not drive over the tank and boundary kits as the lids are not designed to withstand vehicular loads.





## What to do if the alarm sounds

Do not panic.

The alarm indicates that sewage has reached the high level point in the pumping unit. At this point there is still 570 litres of emergency storage volume in the tank.

### Take the following steps:

1. Turn the audible alarm off by pressing the mute button on the underside of the alarm panel.
2. Discontinue water use unless an emergency arises.
3. Wait 15 minutes. If your pressure sewage pump unit has had a short term build-up of volume, it will automatically clear itself and the alarm will switch off within this period.
4. If the warning light goes out, the situation has corrected itself and water usage can proceed as normal.
5. If the warning light remains on, contact Central Coast Council on 4325 8222. Do not attempt to access the pumping unit or alarm panel yourself. Minimise water use until council have repaired the unit.

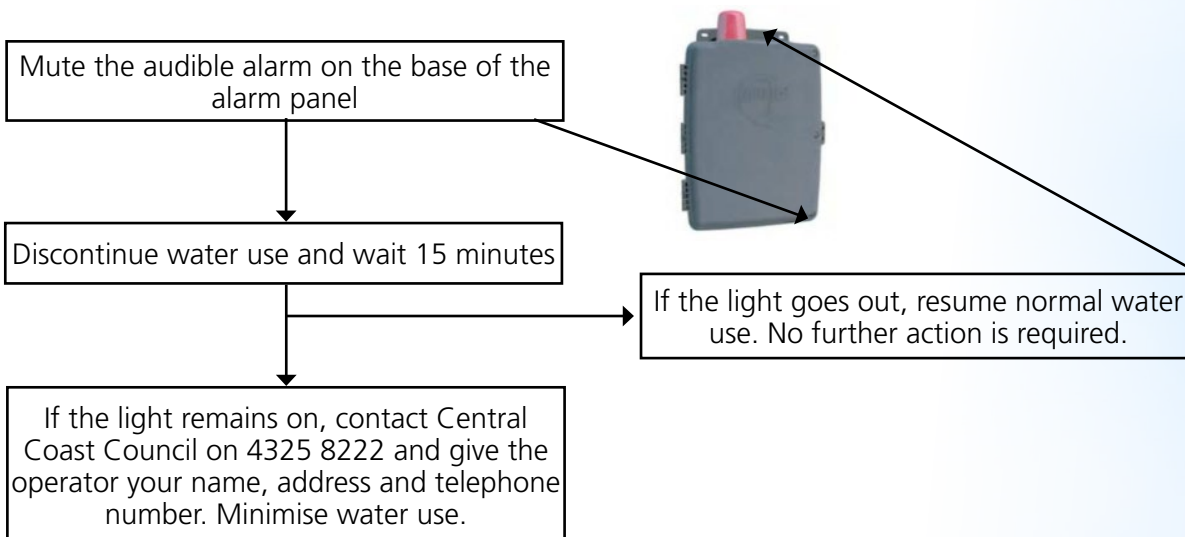
Council monitors each unit remotely and therefore has information about the sewage level in the tank. Council will ensure that any repairs are undertaken in an appropriate timeframe.

If the alarm sounded because of a short term build-up and the system subsequently cleared itself, you should consider what caused this to happen.

If you notice any irregularity with your unit, i.e. the alarm frequently sounding, please contact council immediately.

## Action Plan in the event of an alarm

### Do not attempt to repair the unit yourself





## Trouble shooting: what if...

### The system is damaged and needs repair? (eg. a pipeline breaks)

- If the alarm sounds, follow the alarm procedure on the previous page.
- If it is the discharge line, turn off the power to the pumping unit in your switchboard, report the damage to council on 1300 463 954, and minimise water usage until the unit is repaired. Make sure council has easy and safe access to the pumping unit, boundary kit and discharge line for repair.
- If it is the sanitary drainage line discharging into the pumping unit, discontinue water use and contact a licensed plumber to repair the damage (this is the owner's responsibility).

### The unit becomes smelly?

When operating normally there should be no noticeable odours coming from the unit. If it gets smelly the unit may need flushing. Run the tap in your kitchen or bathroom sink for about five minutes. If the unit remains smelly, contact council on 1300 463 954

### You notice wet spots around the unit or its pipes?

The pressure sewer system is fully sealed once the sewage enters the pump, therefore, if you notice wet spots around the unit or pipelines, and there has not been any recent heavy rain, it may mean that a pipe is broken. Contact council on 1300 463 954. You may need to contact a licensed plumber to investigate this issue if it is not related to the pressure sewer infrastructure. Do not investigate the problem yourself

### The alarm keeps going off when it rains?

It may mean that rainwater is getting into the tank system and overloading it. Contact a licensed plumber to investigate.

### The neighbour's alarm goes off and they are away?

Call council on 1300 463 954 immediately. Do not investigate the problem yourself.

### There is a power failure?

If there is a power failure, reduce water use as much as possible. After a power failure the alarm may activate until the unit clears itself. If the alarm light remains on for over two hours after power has been restored, contact council on 1300 463 954.

### There is an extended power failure?

If there is a power failure that lasts for more than 24 hours, contact council on 1300 463 954. Council will connect a generator to your pumping unit to enable the pump to operate and clear the tank to provide ongoing storage. Do not attempt to connect a generator yourself.

### The unit becomes submerged in floodwaters?

Turn off the power to the pumping unit in your switchboard, report the damage to council on 1300 463 954 and minimise water usage until floodwaters recede.



## On your property

### Be aware...

**Do not flush down the toilet** any items other than the three P's: pee, poo and paper.

**Do not** put any objects on the unit lid, e.g. pot plants.

**Do not** walk or drive on the lids.

**Do not** touch the valves in the boundary kit.

**Do not** turn off the power to the pump, unless in response to a broken discharge line or if the unit becomes submerged in floodwaters.

**Do not** tamper with the vent in the pumping unit lid, but do keep it clear of debris.

**Do not** cover the pumping unit.

**Do ensure access** is available to the pump unit, alarm panel and boundary kit at all times. Keep plant growth and other debris away from the lids and alarm panel.

**Do ensure** that the ground level is kept below the base of the pumping unit lid.

**Do flush the system before going away** even if it is just for a few days. Flush your system by running clear water down your kitchen or bathroom sink for approximately five minutes, stopping after the pump turns on. This will reduce the possibility of the system smelling in your absence.

**Do take care when digging in the garden** near the pump unit or near the discharge line. If you do accidentally break the pipeline, immediately contact council and minimise the use of water in the house.

**Do not attempt to access or repair the system yourself.**

**Do check requirements before installing a pool or spa**, by contacting council for further information on 1300 463 954.

If you require further information on the new Pressure Sewer System please visit [www.centralcoast.nsw.gov.au](http://www.centralcoast.nsw.gov.au) (search 'Cockle Bay Towns Sewerage Project') or contact council on 1300 463 954.



**Do ensure access is available to the pump unit, alarm panel and boundary kit at all times. Keep plant growth and other debris away from the lids and alarm panel.**





# Decommissioning your tank

## Environment & Waste

Once your property is connected to sewer, your onsite sewage management system must be decommissioned.

Existing septic tanks, collection wells and aerated wastewater treatment systems are no longer required.

### Decommissioning your system

To protect public health and the environment, it is essential to have all onsite sewage management systems decommissioned in a safe manner.

Septic tanks, collection wells and aerated wastewater treatment systems (AWTS) require different procedures to be followed to ensure that the risk to health and the environment is minimised.

### In-ground concrete tanks

How to decommission an in-ground concrete tank:

1. Following connection of your property to sewer, a licensed plumber is to disconnect and remove or cap all pipes from the household, which connect to the onsite sewage management system.
2. Contact a licensed waste service provider and book a final pump

out and desludge of your system. This is usually booked for the same day as connection but must be completed within five days of your connection to the sewer. The tank/s are to be desludged and disinfected by a licensed waste service provider in accordance with the following procedure:

- a. The sides, lid, baffle and square junctions of the tank must be hosed down as the desludge takes place.
  - b. If the system is an AWTS all internal components are to be cleaned during the desludge and removed for disposal at a licensed waste facility.
  - c. Once desludged, spread Builders' (Hydrated) Lime over the interior and lid of the tank.
  - d. Remaining contents of the tank and/or well may then be emptied by the licensed waste service provider.
3. Submit a copy of the desludge docket to council within two days of desludging your system.
  4. The tank lid must be removed, holes are to be drilled in the base of the tank and the lid and walls are to be collapsed into the tank.





5. The tank must be backfilled with a free draining soil and hydrated lime. A garden or turf can then be placed over the top.

6. Complete the Decommissioning Statement and submit to council within two weeks of connecting to the sewer. The statement shall certify that the tank has been decommissioned appropriately by following the steps listed above. Attach photos showing that all plumbing has been disconnected.

### Above-ground concrete and plastic tanks

How to decommission an above ground concrete or plastic tank:

1. Following connection of your property to the sewer, a licensed plumber is to disconnect and remove or cap all pipes from the household, which connect to the onsite sewage management system.
2. Contact a licensed waste service provider and book a final pump out and desludge of your system. This is usually booked for the same day as connection but must be completed within five days of your connection to the sewer. The tank/s are to be desludged and disinfected by a licensed waste service provider in accordance with the following procedure:
  - a. The sides, lid, baffle and square junctions of the tank must be hosed down as the desludge takes place.
  - b. If the system is an AWTS all internal components are to be cleaned during the desludge and removed for disposal at a licensed waste facility.
  - c. Once desludged, spread Builders' (Hydrated) Lime over the interior and lid of the tank.
  - d. Remaining contents of the tank and/or well may then be emptied by the licensed waste service provider.
3. Submit a copy of the desludge docket to council within two days of desludging your system.
4. The tank must be removed from the site and transported by a licensed waste contractor to a licensed waste facility.
5. Complete the Decommissioning Statement and submit to council within two weeks of connecting to the sewer. The statement shall certify that the tank has been decommissioned appropriately by following the steps listed above. Attach photos showing that all plumbing has been disconnected and a copy of the tank disposal docket.



Below ground concrete tank



Above ground concrete tank



**If you wish to retain your wastewater tanks for the collection of stormwater, refer to the Reuse of Tanks for Stormwater Collection factsheet.**

# Cockle Bay Towns Sewerage Project Payment Election Form

You have elected for a Later Connection to the Cockle Bay Towns Sewerage system and you will soon need to pay or commence paying the Contribution Charge.

This form allows you to elect how you are going to pay the contribution charge. You have the choice of either paying up front just prior to connection, or by instalments over a period of up to 20 years.

For those that elect to pay by instalments, a low interest rate will apply that is fixed for the term of the loan just prior to connection. You will receive your first invoice within 3 months of connection around the time of your quarterly rates notice. You will then receive an invoice each quarter thereafter for the term of the loan.

Property address	Lot No/Portion	Deposited Plan

### Payment arrangement

Please tick one of the boxes below to indicate your method of payment for the contribution charge:

Full upfront payment

Payment in arrears over a period of 20 years

### Payment methods available

You can pay the contribution charge by BPay, credit card, cash or cheque. Council encourages customers to set up automatic BPay payments with their financial institutions.

### Alternative payment arrangements

If you wish to alter the frequency of your repayments, simply contact council after you receive your first invoice. Should you wish at any time to pay off a lump sum, or the outstanding amount, this can be done without penalty – simply contact council to organise this.

\_\_\_\_\_  
Owner/owner's name

\_\_\_\_\_  
Owner/owner's signature

Date \_\_\_/\_\_\_/\_\_\_\_

### Please return this form as soon as possible via one of the following methods:

ask@centralcoast.nsw.gov.au

PO Box 21, Gosford NSW 2250

If you have any questions relating to this form, please contact council on 1300 463 954.

# Cockle Bay Towns Sewerage Project Decommissioning Statement

You have elected to connect to the Cockle Bay Towns Sewerage system. Once connected, you will need to decommission your existing on-site sewage management system and return this decommissioning statement.

Property address	Lot No/Portion	Deposited Plan

Please tick the following boxes to indicate you have correctly decommissioned your existing tank in accordance with the instructions provided in the **factsheet 'Decommissioning your tank'**:

- A licensed plumber has disconnected and removed/capped all pipes from the household which connect to your onsite sewage management system.
- A licensed liquid waste service provider has completed a final pump out and desludge of the system and a copy of the desludge docket has been submitted to council or is attached.
- In-ground tanks:* The tank lid has been removed, holes have been drilled in the base of the tank and the lid and walls have been collapsed into the tank. The tank has been backfilled with a free draining soil and hydrated lime.
- Above-ground tanks:* The tank has been removed from the site and transported by a licensed waste contractor to a licensed waste facility.

Please attach the following when submitting this Decommissioning Statement:

- A copy of the tank desludge docket (write "N/A" if already submitted).
- Photos showing that all plumbing has been disconnected.
- Above-ground tanks:* A copy of the tank disposal docket.

This decommissioning statement certifies that I/we \_\_\_\_\_ of \_\_\_\_\_ have decommissioned our on-site sewage management system by completing the steps listed above in accordance with the procedure laid out in the factsheet 'Decommissioning your tank.'

\_\_\_\_\_  
Owner/owner's name

\_\_\_\_\_  
Owner/owner's signature

Date \_\_\_/\_\_\_/\_\_\_\_

**Please return this form within two (2) weeks after connection via one of the following methods:**

ask@centralcoast.nsw.gov.au  
PO Box 21, Gosford NSW 2250

If you have any questions relating to this form, please contact council on 1300 463 954.