



## LOGGING AN APPLICATION FOR APPROVAL OF AN ONSITE SEWAGE MANAGEMENT SYSTEM

An application to install, alter or construct a sewage management system must include a geotechnical report from a suitably qualified and experienced person **or** meet Council's interim deemed to satisfy provision in Appendix "A".

It is important to note that some applications on "difficult or sensitive" sites will require a geotechnical report in addition to the following information.

All applications for approval **must** include the following:

### A. An accurate site plan to an appropriate scale showing the location of:

✓	<b>An accurate site plan to an appropriate scale showing the location of:</b>
	The sewage management system proposed to be constructed/installed on the premises;
	Any related effluent application areas, including designation of a reserve disposal area and the location of any soil analysis points;
	Any buildings or facilities existing on the site including wells or subsurface bores;
	Any environmentally sensitive areas, including permanent or ephemeral waterways located within one hundred (100) metres, and any gullies/dams/intermittent waterways located within forty (40) metres of the sewage management system or effluent application areas;
	The location of surface berms, drains or swales for the diversion of natural waters around effluent application areas; and
	Distances from the effluent application area to property boundaries, buildings, waterways and dams, gullies, driveways, and swimming pools;
	The slope of the land.

### B. Full specifications of the sewage management system proposed.

Detail must be sufficient to enable Council to fully assess all individual components of the sewage management system. Technical (not sales) brochures will usually suffice.

- Supply 3 copies of the current certificate of accreditation from the Director-General of the Department of Health;
- Sufficient detail is required to enable the sewage management system to be constructed, installed, operated and maintained; and
- Engineering details may be necessary for retaining structures for effluent application areas proposed on steeply sloping sites.

- C. **A completed site report for Deemed to Satisfy provisions** (refer APPENDIX A)  
(Not required if a geotechnical report is supplied)
  
- D. **An Application for Approval to Install a Waste Treatment Device and Approval to Operate an On-site Sewage Management System.** (attached)
  
- E. **Floor plan of any buildings to be connected to the proposed system.**
  
- F. **Details of any maintenance agreement** (required for all AWTS),
  
- G. **Design plan of the irrigation area.**

The design plan should include the location of system components such as sprinkler/drip lines, valves sprinklers, diversion drains and bunding.

**NB: When submitting the application, three (3) copies of Part A, B, E and G are required.**

#### **CONSULTANTS**

See the Local and Hunter Yellow Pages.

**PLEASE NOTE – The Septic Application will not be accepted unless all the required information is submitted along with the Septic Application fee.**



APPLICATION FOR APPROVAL TO INSTALL, ALTER OR CONSTRUCT  
A WASTE WATER TREATMENT DEVICE AND APPROVAL TO OPERATE AN ON-SITE SEWAGE MANAGEMENT  
SYSTEM

The installation or alteration of wastewater treatment devices in Dungog Shire Council area requires the submission to Council of Applications to Install and to Operate a Waste Treatment Device. Please ensure that the following sections are completed as directed and the application fees and information required to process these applications are submitted with this form.

NEW INSTALLATION       ALTER EXISTING SYSTEM       AMEND AN APPLICATION

ADDRESS OF PROPERTY SUBJECT OF APPLICATION

Lot: ..... Sec: ..... DP: .....

House Number: ..... Street: .....

Suburb or Locality: ..... Post Code: .....

PROPERTY DESCRIPTION

Approximate block size: ..... sq/m.

Dwelling/s     Commercial/Industrial Premises\*     Other\*  
\* (description) .....

Property Water Supply:       Mains       Tank       Other \*  
\* (description) .....

SEPTIC SYSTEM DETAILS

Type of system and disposal method (description): .....  
Number of People that will be using the wastewater disposal system: .....  
Number of Bedrooms .....  
Any Liquid Trade Waste to be connected to system (Commercial/Industrial)      YES/NO  
Septic tank capacity No.1: ..... No.2: .....  
Aerated septic system brand: (where proposed) .....

OWNER DETAILS

Name: .....  
Postal Address: .....  
.....Post Code: .....  
Contact phone number: .....

INSTALLATION FIRM DETAILS

Name: .....  
Address: .....  
.....  
Dept. of Fair Trading Licence: .....No.: .....

*(please complete application on the back of this form)*

**1. APPLICATION FOR APPROVAL TO INSTALL WASTE TREATMENT DEVICE.**

The undersigned hereby makes application for the approval of Council to the plans and specifications of a proposed septic tank and agree to comply with the requirements and conditions that may be stated on the approval. I indemnify the Dungog Shire Council against any claim which may arise either from negligence or otherwise as a result of my carrying out or entrusting a third party to carry out the above work or any other work within the road reservation at the address below.

Applicant Details

Applicants name: .....

Applicants address: .....

.....

Signature of Applicant ..... Date: .....

Where Applicant is not the owner, owner(s) must sign below to consent to the lodging of the application.

Signature of Owner(s) ..... Date: .....

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**2. APPLICATION FOR APPROVAL TO OPERATE ON-SITE SEWAGE MANAGEMENT SYSTEM.**

The undersigned hereby makes application for the approval of Council to Operate an On-site- Sewage Management System in the Dungog Shire Area and agree to comply with the requirements and conditions that may be stated on the approval.

Signature of Operator ..... Date: .....

**Where Operator is not the owner, owner(s) must sign below to consent to the lodging of the application.**

Signature of Owner(s) ..... Date: .....

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**All applicants for Installation Approval must submit with this Application:-**

**3 copies of:-**

- The current certificate of accreditation from NSW Health & Manufacturers plans of the tank(s);
- Floor plan of any buildings to be connected to proposed system;
- Site plan

Where there is on-site disposal of effluent, applicants should also supply:-

- Information on the site plan indicating:-
  - Buffer distances from the dwelling, outbuildings, boundaries, swimming pools, paths, groundwater bores, dams and waterways;
  - Primary effluent disposal area and storm water diversion drains;
  - For surface irrigation primary and reserve irrigation areas including drains and berms.
- A deemed to satisfy site report (form available through Council).
- Any geotechnical information requested by Council.

Where an aerated system is to be used applicants should also supply:-

- Design plans of the disposal area;
- Details of any maintenance agreement.

**Septic Application fee MUST be paid with this Application (Fees & Charges listed in Councils Operational Plan).**

# **APPENDIX “A”**

## **Dungog Shire Council’s interim *deemed to satisfy* provision for On-site Sewage Management.**

In the interim period until Council develops a Development Control Plan (DCP) for Effluent Disposal of On-site Sewage Systems for the Dungog Local Government Area, the alternative is given to applicants to propose on-site sewage management systems without completing a full ***Soil Assessment Report*** from a suitable qualified and experienced person. This is only permitted when the disposal area of the system meets the deemed to satisfy provisions given below.

### **1. Simple Site Report**

A simple site report involves the completion of requested information in the forms:-

- (i) Site Report
- (ii) Soil Assessment
- (iii) System Selection
- (iv) General Comments

Exclude the soil assessment form, if you adopt the following criteria.

### **2. Deemed to Satisfy Provisions for Disposal Areas.**

#### **A. Aerated Waste Water Treatment Systems (AWTS)**

Shall be designed to provide one of the following:-

- (i) Surface irrigation disposal areas of:
  - (a) 1000m<sup>2</sup> for 3 to 4 bedroom dwellings;
  - (b) 500m<sup>2</sup> for 2 bedroom dwellings or rural machinery sheds.
- (ii) Sub-surface irrigation:
  - (a) Council encourages disposal via sub-surface irrigation. The required area is dependant on irrigation design and site conditions.

B. Evapotranspiration

Shall be designed to provide the following:-

(i) 350m<sup>2</sup> for up to 4 bedroom dwelling.

Construction of the beds is to be 400mm deep backfilled with durable aggregate and 150mm top cover of permeable and fertile soil layer. Other construction requirements are to be in accordance with AS 1547:2000.

(ii) A baffled septic tank with a minimum capacity of 3,000L for 3 bedrooms and 3,500L for 4 bedrooms as per AS 1547:2000.

**Note:** Should the alternative deemed to satisfy provision not be taken, a full site assessment by a suitably qualified and experienced person may propose an on-site effluent management system of reduced limitations or possible greater requirements. ***Council retains the right to request a full site assessment if the site, in its opinion, requires one.***

C. Exemption Areas

For residential dwellings in Paterson, East Gresford, Gresford, Vacy and Martins Creek (zoned Residential 2a), a tertiary treated effluent quality (AWTS or similar) is required.

For residential dwellings in Clarence Town (zoned Residential 2a) pumpout systems may be acceptable.



Flood potential:	
• Land application area above 1 in 20 year flood level	<b>Yes/No</b>
• Tank lids & electrical components above 1 in 100 year flood level	<b>Yes/No</b>
Exposure: (To sun and wind)	
Slope: (Nil or fall per unit distance eg 1 in 10)	
Landform: (low hills, plain, estuarine)	
Is there evidence of substantial run-on or seepage:	<b>Yes/No</b>
Is there evidence of erosion on-site:	<b>Yes/No</b>
Are disposal areas located on fill:	<b>Yes/No</b>
Groundwater	
Horizontal distance to groundwater well used for domestic water supply (m)	
Bores in the area and their purpose:	
Buffer distances from proposed disposal field to:	
<ul style="list-style-type: none"> <li>• Permanent waters (m):</li> <li>• Other waters (m):</li> <li>• Other sensitive environments (m):</li> <li>• Boundary of premises (m):</li> <li>• Swimming pools (m):</li> <li>• Buildings (m):</li> </ul>	
Is their sufficient land area available for:	
• Application system (including buffer distances):	<b>Yes/No</b>
• Reserve application system (including buffer distances):	<b>Yes/No</b>
Please provide on-site plan and outline of the proposed location of:	
<ul style="list-style-type: none"> <li>• Septic tanks:</li> <li>• Primary disposal field:</li> <li>• Reserve disposal field:</li> <li>• Any waterways or episodic drainage channels:</li> <li>• Test pit location:</li> <li>• Buildings, swimming pool etc</li> <li>• Other environmentally significant features</li> </ul>	
<p>A total area of 2000 square metres should be available for surface disposal of effluent from a typical three bedroom house. This area includes the disposal field and reserve area and must be outside the building envelope and buffer zones for disposal fields (see buffer zones attachment)</p> <p>The designated disposal and reserve areas should not include areas where future building or improvements may take place on-site. If 2000 square metres is not available, Council may require further geo technical and system design information.</p>	

Depth to rock or groundwater.

**Two test holes should be dug in a central location in the disposal field and two in the reserve area. These holes should be refilled and marked after site assessment to allow for future Council inspection.**



- For disposal by spray irrigation.

Was rock or groundwater table encountered before reaching 500mm **Yes/No**

- For sub-surface disposal of effluent.

Was rock or groundwater table encountered before reaching 1000mm **Yes/No**

Is there evidence on the surface of rock sheets or groundwater springs or soaks **Yes/No**  
If yes to what extent.

Please classify soil in test holes and indicate soil horizons in space provided. Top soil and humus layer should be indicated along with proportion of soil type represented in each hole.

- a) Sand
- b) Sandy loam
- c) Loam
- d) Clay loam
- e) Silty clay
- f) Clay
- g) Other.....
- h) Other.....

**PRIMARY DISPOSAL AREA**

500mm for spray irrigation

OR

1m for subsurface disposal

Soil Type (a,b,c etc)

Soil Type(a,b,c etc)

**\* Please indicate height if rock or groundwater was reached**

**RESERVE DISPOSAL AREA:**

500mm for spray irrigation

OR

1m for subsurface disposal

Soil Type (a,b,c etc)

Soil Type(a,b,c etc)

**\* Please indicate height if rock or groundwater was reached.**

#### 4. IRRIGATION PUMP INFORMATION

Type and head size of irrigation pump:

Manufacturer's delivery pressure rating

Estimated head loss from top of tank to high point in disposal area:                      metres

Estimated head loss from pump to top of tank plus friction loss                                      2 metres

Estimated total head loss    Total:.....metres

***NOTE:** Council requires 10m head or 100kpa pressure at the irrigation field for adequate disposal of effluent by spray irrigation. For irrigation pump sizing head loss from rise out of tank and rise to disposal field must be subtracted from rated pump capacity.*

#### 5. SYSTEM SELECTION

Consideration of connection to a centralised sewerage system:

- Approximate distance to nearest feasible connection point:                                      **High/Med/Low**
- Potential for future connection to centralised sewerage:    **High/Med/Low**
- Potential for future connection to reticulated water:    **Low/Already connected**

Type of land application system considered best suited to site:

Why:

Type of treatment system considered best suited to site and application system:

Why:

#### 6. GENERAL COMMENTS

Are there any specific environmental constraints?

Are there any specific health constraints?

Any other comments?

## **TABLE OF BUFFER ZONES FROM E&HP GUIDELINES**

<b>System</b>	<b>Recommended Buffer Distances</b>
All land application systems	<ul style="list-style-type: none"><li>• 100 metres to permanent surface waters (eg. river, streams, lakes etc)</li><li>• 250 metres to domestic groundwater well</li><li>• 40 metres to other waters (eg. farm dams, intermittent waterways and drainage channels, etc)</li></ul>
Surface spray irrigation	<ul style="list-style-type: none"><li>• 6 metres if area up-gradient and 3 metres if area down-gradient of driveways and property boundaries</li><li>• 15 metres to dwellings</li><li>• 3 metres to paths and walkways</li><li>• 6 metres to swimming pools</li></ul>
Surface drip and trickle irrigation	<ul style="list-style-type: none"><li>• 6 metres if area up-gradient and 3 metres if area down-gradient of swimming pools, property boundaries, driveways and buildings</li></ul>
Subsurface irrigation	<ul style="list-style-type: none"><li>• 6 metres if area up-gradient and 3 metres if area down-gradient of swimming pools, property boundaries, driveways and buildings</li></ul>
Absorption system	<ul style="list-style-type: none"><li>• 12 metres if area up-gradient and 6 metres if area down-gradient of property boundary</li><li>• 6 metres if area up-gradient and 3 metres if down-gradient of swimming pools, driveways and buildings</li></ul>