

Contact Us	
Email	council@northernbeaches.nsw.gov.au
If you need help lodging your form, call or drop into Customer Service	
Manly Office: 1 Belgrave St, Manly NSW 2095 tel: 9976 1500	Dee Why Office: 725 Pittwater Rd, Dee Why. NSW 2099 tel: 9942 2111
Mona Vale Office: 1 Park St, Mona Vale NSW 2103 tel: 9970 1111	Avalon Office: 59A Old Barronjoey Rd, Avalon Beach NSW 2107 tel: 9970 1111

Office Use Only												
Application Number												
W	W	2	0									
Receipt Number												

**NOTE: FOR PROPERTIES WITH MULTIPLE SYSTEMS, COUNCIL
REQUIRES ONE APPLICATION PER SYSTEM.**

PART 1: Applicant – Contact Details

Name / Company Name			
Address			
Suburb		Postcode	
Business Phone		Mobile	
Home Phone		Fax	
Signature		Date	

Owner – Contact Details

As above	Yes	No	
Name			
Address			
Suburb		Postcode	
Installation Address <i>(if different from the above)</i>		Lot No	DP No
Suburb		Postcode	
Business Phone		Mobile	
Home Phone		Fax	

Installer - Contact Details (if known)

Name / Company Name			
Address			
Suburb		Postcode	
Business Phone		Mobile	
Home Phone		Fax	

Plumber - Contact Details (if known)

Name / Company Name			
Business Phone		Mobile	
Home Phone		Fax	

Part 2: System Type (please tick appropriate box)

Type of on-site wastewater management system		Type of on-site wastewater disposal system	
Aerated wastewater treatment system		Absorption trench	
Septic tank		Spray irrigation	
Greywater treatment system		Sub-surface irrigation	
Wet/dry composting toilet		Mound system	
Other please specify		Pump-out to truck	
		Pump-out to sewer	
		Other please specify	

Part 3: Further Information

Type of premises		Fittings to be connected	
Dwelling		W.C	
Multi-residential		Bath	
Commercial		Laundry	
Industrial		Kitchen Sink	
Other please specify		Other please specify	
Approximate Number of persons residing in dwelling		Number of bedrooms in dwelling	
Tank (s) capacity in litres			
Water Source	Town	Tank	

Declaration	Has approval been granted to Install an On-site Sewage Management System' for the subject property?	Yes
		No
If yes, please provide approval documentation.	Approval number	
I hereby apply to operate an on-site sewage management system on the subject property, and will ensure that the system does not pose a risk to public health or the environment.		
Signature	Date	

PART 4: Further Information

<p>What is an approval to operate?</p> <p>Operating a system of sewage management is a prescribed activity under section 68 of the Local Government Act 1993 and Clause 42 of the Local Government (General) Regulation 2005. This means that an approval to operate must be obtained from the local Council.</p> <p>Unlike Council consent for the development of land, Council approval to operate a system of sewage management is personal and does not run with the land. Approval to operate a system of sewage management is primarily an accountability mechanism between the individual landowner and the Council. Whilst the type and location of system will be considered, it is the activity of sewage management which are the subject of approval.</p> <p>‘Approval to operate a system of sewage management’ requires the landowner to take all reasonable steps to minimise transmission of disease, pollution of water and degradation of land as a result of sewage management activity. It requires that the landowner inform the Council of those activities and pay fees to contribute to the Council’s costs of managing the cumulative impact of sewage pollution. Once Council has registered all applications for an operating approval the Council is in a position to assess the environmental and health risks posed by individual systems, different types of systems, and cumulative impacts in different areas. This will enable the Council to develop practical programs designed to address different levels of risk and the community’s on-site sewage management objectives. Such programs may include better land use planning, community education, support services, supervision and monitoring and will vary depending on the different level of risk.</p>
<p>Is Council approval required for existing systems?</p> <p>Landowners with any type of on-site sewage management system are required to obtain a Council operating approval. Councils regulate the installation and operation of on-site sewage management systems under the Local Government Act 1993. Regulations under the Act specify performance standards and require Councils to supervise the operation of on-site sewage management systems.</p> <p>Councils have always been responsible for the supervision of on-site sewage management systems. The introduction of health and environment performance standards and the requirement to obtain an operating approval will enable Councils to prevent problems rather than just reacting to them and mean that Councils can:</p> <ul style="list-style-type: none"> • keep householders aware of operating requirements; • help them keep their systems well maintained and operating safely; • monitor and manage the cumulative impact of sewage pollution on the environment; and • address specific problems before they get out of hand.
<p>Why should on-site sewage system owners have to pay Council for an approval?</p> <p>Most of the costs of operating an on-site sewage management system are borne by the landowner, but the Council is responsible for supervision and environmental management. Residents in sewerred areas pay for supervision and environmental management through sewerage charges, which include load based EPA licence fees and other environmental management costs. Septic Safe provides monitoring and assurance of water quality, better control of effluent discharge, supervision of plumbers and service agents, education programs and practical support to assist landowners.</p>
<p>Why is an operating approval required for aerated wastewater treatment systems?</p> <p>Aerated wastewater treatment systems (such as ‘Envirocycle’ and ‘Clearwater’) use sensitive biological agents, mechanical systems and chemical processes to produce a higher quality effluent than a standard septic tank. Aerated systems must be carefully managed and serviced to keep them working well and safely. Service agents currently check the internal components, but do not always check the public health and environmental impacts of effluent disposal. Unlike standard septic systems, aerated systems often discharge effluent above ground where it can be easily run off into adjoining land and waterways. Should the treatment process fail, aerated systems can become serious sewage pollution hazards. Such failures are all too common, and may be caused by quite simple factors like using the wrong type of household cleaning agents, leaving the system unattended for extended periods, excess hydraulic loading or depletion of the treatment chemicals. Landowners with aerated systems have to register for Council approval in the same way as other septic system owners.</p>

Office Use Only - Part A*

Receipt No		Cashier Type 5300	
Property No		Picked Up	
C R No		Receiving Officer	
Notes Number		Posted	
Permit No		Inspection By	
Date		Range	
Spoke to		Time	
Level No		Total Amount Payable	\$

*Part A is a universal section, please use applicable boxes only

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CREDIT CARD DETAILS			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card																
Card Number																
Expiry Date																

Signature															
Daytime Phone Number															
Date															

Please note: All credit card payments are subject to a 0.7% service fee

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Application No.																

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