

# Application for Approval to Operate an On-site Wastewater Management System

Section 68 of the Local Government Act 1993



Application No: \_\_\_\_\_/\_\_\_\_\_

North Sydney Council – P & E  
PO Box 12 North Sydney NSW 2059

## **APPLICANT DETAILS**

Name / Company: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

Business Telephone: (W) \_\_\_\_\_

(H) \_\_\_\_\_

(M) \_\_\_\_\_

Email: \_\_\_\_\_

## **OWNER DETAILS** *(If different from above)*

Name / Company: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_

(M) \_\_\_\_\_

Email: \_\_\_\_\_

Installation Address: \_\_\_\_\_

Lot/DP: \_\_\_\_\_

## **INSTALLER CONTACT DETAILS** *(If known)*

Name / Company: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

Business Telephone: (W) \_\_\_\_\_

(M) \_\_\_\_\_

Email: \_\_\_\_\_

## **INSTALLER CONTACT DETAILS** *(If known)*

Name / Company: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

Business Telephone: (W) \_\_\_\_\_

Email: \_\_\_\_\_

## **PLUMBER CONTACT DETAILS** *(If known)*

Name / Company: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

Business Telephone: (W) \_\_\_\_\_

Email: \_\_\_\_\_

System Type (please tick appropriate box)		Further Information (please tick appropriate box)			
<b>Type of on-site wastewater management system</b>		<b>Type of premises</b>			
Aerated wastewater treatment system		Dwelling			
Septic tank		Multi-residential			
Greywater treatment system		Commercial			
Wet/dry composting toilet		Industrial			
Other please specify		Other please specify			
<b>Type of on-site wastewater disposal system</b>		Approximate Number of people residing in dwelling			
Absorption trench		Tank (s) capacity in litres			
Spray irrigation		Water Source	Town		Tank
Sub-surface irrigation		<b>Fittings to be connected</b>			
Mound system		W.C			
Pump-out to truck		Bath			
Pump-out to sewer		Laundry			
Other please specify		Kitchen Sink			
		Other please specify			
		Number of bedrooms in dwelling			

Owners Declaration				
Has approval been granted to Install an On-site Sewage Management System' for the subject property?	Yes		No	
<p>I/We 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.</p> <p>I/We undertake to comply with the Local Government Act 1993 and Regulations and amendments, and the Protection of the Environment Operation Act 1997.</p> <p>I/We consent to Council officers entering the above property for the purpose of carrying out inspections on this application.</p>				
<b>Owner/s Signature:</b>		<b>Date:</b>		

PRIVACY STATEMENT
<p>North Sydney Council is collecting your personal information for the purpose of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view the Council's records which are not in the public arena are subject to the provisions of Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.</p>

### **FEES FOR 2025/2026**

Application Fee to Operate – Residential Premises	\$159.00
Application Fee to Operate – Non-Residential Premises	\$316.00

FOR COUNCIL USE				
Total	Receipt Number	Date	Time	Initials
Application to Operate an Onsite Waste Water System (730)				

### **What is an approval to operate?**

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.

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.

‘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.

### **Is Council approval required for existing systems?**

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.

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:

- 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.

### **Why should on-site sewage system owners have to pay Council for an approval?**

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 sewerage 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.

### **Why is an operating approval required for aerated wastewater treatment systems?**

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.