

APPLICATION TO TRANSFER APPROVAL TO OPERATE FOR ON-SITE SEWERAGE MANAGEMENT SYSTEM

Section 68, Part C of the Local Government Act 1993

Property Address: _____

House system other system (greywater/farm shed, etc): detail: _____

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Applicant Details

Full name of contact person: _____

Company name (if applicable): _____

Postal address: _____

Contact details (home/mobile phone): _____

Email: _____

Owner's consent: I/we hereby apply to operate an on-site sewerage management system on the land detailed above, and will ensure that the system does not pose a risk to public health or the environment.

Signatures of **all** owners: _____

Type of on-site wastewater management system

- Aerated wastewater treatment system
- Septic tank
- Greywater treatment system
- Wet/dry composting toilet
- Other - _____

Type of on-site wastewater disposal system

- Absorption trench
- Spray irrigation
- Sub-surface irrigation
- Mound system
- Pump-out
- Other - _____

Councils regulate the installation and operation of on-site sewerage management systems under the *Local Government Act 1993*. Landowners with any type of on-site sewage management system are required to obtain an Approval to Operate for that system from Council. Regulations under the Act specify performance standards and require Councils to supervise the operation of on-site sewage management systems.

A copy of Council's On-site Wastewater Management Policy is available on Council's website.

Council use only		
Council Licence No: OSWM/	DA/CDC No. (if applicable)	
Fee \$	Receipt No.	Date

Further Information

BACKGROUND

The NSW State Government recently undertook a survey that showed up to 70% of sewage management systems were experiencing some type of failure. Surprisingly, many new systems were also not working efficiently through incorrect installation, maintenance and management. This led to the development of new legislation which stipulates that every on-site sewage management facility in NSW will be inspected to ensure it is not having an adverse impact on the health of people or the surrounding environment

ARMIDALE REGIONAL COUNCIL'S STRATEGY

A number of years ago Armidale Dumaresq and Guyra Shire Council developed a program to attempt to collect data on all Onsite Sewage Management Systems located within the Local Government Area's. A self assessment form was sent to properties with the aim of building this database, unfortunately not all forms were returned and those that were returned indicated poor compliance with standards. A survey conducted by the Department of Local Government revealed that many regional Council's were not adequately regulating Onsite Sewage Management Systems.

Armidale Regional Council has committed to engaging in a more active role in ensuring systems operating within the area are operating satisfactory and do not pose a risk to public or environmental health.

APPROVALS

Approval to Operate

Landowners with any type of on-site sewage management system on their property need to obtain approval from Council to operate that system. Inspections of the system will be carried out as detailed in Council's On-site Wastewater Management Policy (a copy is on Council's website).

Once an inspection is completed and deemed to be satisfactory an Operational Approval will be issued based upon the risk category of the system.

An assessment focusing on environmental factors, system performance, hydraulic loading and site specific factors will determine whether the system is considered low risk, medium risk or high risk. The Operational Approval is granted for a specific period depending on the risk category. Once this period has expired or nearing expiration, an inspection will be conducted again before a new Operational Approval can be issued.

- Low Risk (12 Yearly)
- Medium Risk (6 Yearly Approval)
- High Risk (3 Yearly Approval)

All Operational Approvals issued contain conditions that outline the best management practices for the Onsite Sewage Management System that it relates to.

NOTE: The Local Government Act 1993 requires property owners to lodge an application for approval to operate within 60 days of change of ownership.

Approval to Install

If you are looking at installing a new Onsite Sewage Management System, including replacing an existing system, **you will need approval from Council under S68 of the Local Government Act 1993 to install an On-site sewage management system.** Please visit Council's website and review the **Local Approvals Policy – Onsite Wastewater Management** for detailed guidance information relating to the approvals process and information required. Council's approval process ensures that systems are designed and installed in accordance with specific requirements that reflect best practise outlined in AS/NZS 1547:2012 Australian & New Zealand Standard for Onsite Sewage Management and achieve the performance objectives required under the Local Government Act 1993.

There are several types and brands of Onsite Sewage Management Systems available on the market. You may

wish to install a traditional septic tank and absorption trench system or an Aerated Wastewater Treatment System. Both types require Council Approval to install and the system needs to be accredited by NSW Health. Once your system has been approved by Council, ensure that Council's Planning and Environment Department is contacted and the necessary final inspections are organised and completed, this will result in a Operational Approval being issued for the system and as a result a streamlined approval process. Should you need any further assistance or have any detailed enquiries in relation to installing a Onsite Sewage Management System, please contact Council's Environmental Health Officer on 1300 136 833

INSPECTIONS

The inspection process aims to ensure ongoing operational compliance of Onsite Sewage Management Systems. Prior to an inspection taking place, landowners will be informed in writing of the proposed inspection period. If the period is unsuitable, or you wish to be present during the inspection the Council Officer will need to be informed in writing or by telephone to organize a suitable time and date. If the owner of the premises is not available or the property is leased the inspection the inspection schedule will still be adhered to* (*Council Officers can lawfully enter property under S193 of the Local Government Act 1993 to conduct inspections of Onsite Sewage Management Systems).

FEES

Fees are applicable for the inspection of Onsite Sewage Management Systems and the administrative function associated with issuing an Operational Approval. These fees are based on a fee for service – full cost recovery formula. The revenue raised from such fees enables to Council to manage its sewage management responsibilities, supervision of plumbers and service agents, education programs and practical support to assist landowners to better manage their onsite systems.

SYSTEM TYPES

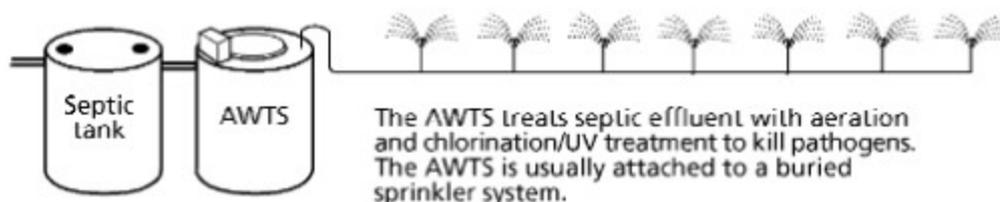
There are several types and brands of Onsite Sewage Management Systems available on the market. The most common types of systems utilised are Aerated Wastewater Treatment Systems and the typical septic tank and absorption trench system. All types of systems require installation and operational approval under the *Local Government Act 1993*.

Aerated Wastewater Treatment Systems

Aerated Wastewater Treatment Systems (AWTS) are a small scale Onsite Sewage Treatment Plant. Through a series of treatment processes, household water is treated to a high level into non potable water that can be used on lawns and gardens. Treated water is irrigated via means of a sprinkler system or subsurface drip system.

Aerated Wastewater systems require regular servicing by a suitably qualified tradesperson and require electricity to operate.

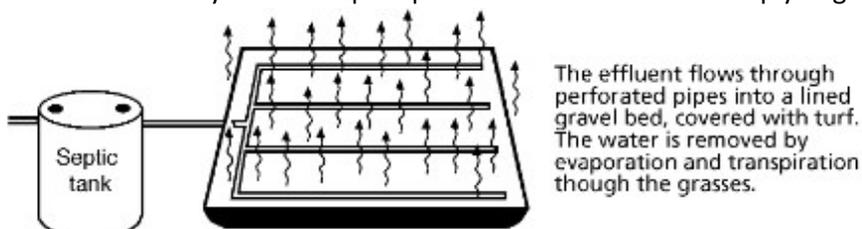
Irrigation areas associated with AWTS must be well maintained and correctly sized to prevent wastewater pooling, runoff and accidental spray drift to neighboring properties.



Septic Tank and Absorption Trench Systems

A septic tank is a wastewater treatment device that provides the first stage of treatment of wastewater. This tank is connected to an absorption trench that disposes of secondary treated effluent underground in a safe manner, as the system cannot treat wastewater suitably to allow it to be used for surface irrigation.

Absorption trenches usually have a working life of 15 years, however they will fail much sooner if they are not maintained correctly. Some simple tips are outlined which can help you get the best out of your system.



PROTECT YOUR HEALTH, YOUR ENVIRONMENT & SYSTEM

- Ensure that your system is desludged every 3-5 years by a authorised liquid waste contractor
- Mow and maintain your disposal area to prevent excessive grass growth and to maximize soil transpiration.
- Use biodegradable liquid detergents low in sodium and phosphorous.
- Do not put large quantities of bleaches, disinfectants, oils and other similar chemicals into your Onsite Sewage Management System.
- Do not allow foreign materials such as nappies, condoms or other sanitary items to enter your Onsite Sewage Management System.
- Do not allow stock to graze around septic tanks or disposal areas as they can damage tanks, compact absorption trenches and come into contact with microorganisms that can cause illness. Erect a fence around your system to prevent access by vehicles, stock and children.
- Do not drive or park machinery or vehicles on or near your Onsite Sewage Management System.
- Do not plant trees within close proximity of your system as their roots can damage pipes and tanks.
- If your system fails and begins to discharge wastewater from the tank or absorption area call a plumber as soon as possible to organise repairs. Ensure that Council is kept informed as often replacement trenches will require approval.
- If you operate a Aerated Wastewater System ensure that your system is serviced regularly (generally quarterly) and all pumps, blowers and disinfection chambers are checked and replaced as required.

PENALTIES

Inspections are carried out by trained Council Officers authorised under the *Local Government Act 1993*. Failing to possess a Operational Approval or failing to comply with the conditions of a Operational Approval issued under S68 of the Act can result in a maximum penalty of \$2200 being issued to owners of Onsite Sewage Management Systems.

For more information regarding Onsite Sewage Management Systems or the inspection program please contact 1300 136 833 to speak with a Environmental Health or Plumbing and Tradewaste Officer.