11.4 Policy (Final) - Backflow Prevention

DRAFT REVIEW

POLICY NAME: BACKFLOW PREVENTION

POLICY REF: B04

MEETING ADOPTED: 25 October 2007
Resolution No. 251007/21

POLICY HISTORY:

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OBJECTIVE

The purpose of this policy is to outline council's commitment to appropriate levels of backflow prevention, cross-connection prevention and protection of our water supply. It specifies Council's position where the NSW Code of Practice, Plumbing and Drainage and AS/NZS 3500 provide scope for the local authority's requirements. It also defines Council and stakeholder responsibilities for backflow prevention.

This Policy:

- Provides clear guidelines to assist Council staff in making decisions relating to protecting the potable water supply via backflow prevention.
- Provides information to members of the public, plumbers and other stakeholders about the selection and installation of backflow prevention devices and the Council's role in backflow prevention.
- Ensures that the legislative requirements and methods for the prevention of contamination of the drinking water within the water service and the water main are known and implemented.

BACKGROUND

Water Supply Services

Ballina Shire Council as a Local Water Utility (LWU) operates three separate water supply schemes. Treated water from Marom Creek is provided to Wardell, Meerschaum Vale, Cabbage Tree Island and some rural customers. For these systems Council is responsible for the complete distribution and reticulation of the drinking water supply up to and including individual property meters. As a LWU Council is required to ensure that it provides a safe and good quality potable water supply. Backflow prevention is one important step in achieving this outcome.

Rous Water supplies bulk water for the Ballina/Lennox Head and Alstonville/Wollongbar systems. For these systems, Council is responsible for the distribution and reticulation systems from the bulk supplier.

A cross-connection is any connection or arrangement, physical or otherwise, between any potable water supply system connected to any water authority's supply and any storage tank, which permits backflow of water or other contaminated/polluted liquids to enter the potable water supply.

Backflow is the flow of liquids in a direction contrary to the normal or intended direction of flow or the unintended flow of water from a potentially polluted source into a potable water supply.

DEFINITIONS

BACKFLOW CAN OCCUR IN TWO WAYS:

Back Siphonage	A condition where the water or other contaminated/polluted liquid enters the potable water supply by siphonage caused by a negative pressure (vacuum or partial vacuum) in the reticulation system. Back siphonage can be created when there is a stoppage of the water supply due to fire-fighting, repairs or breaks.
Back Pressure	A condition where the pressure downstream of the cross connection becomes greater than the pressure upstream of the cross connection, thus allowing water or other contaminated/polluted liquid to reverse its normal flow and enter the potable supply.
Council	Ballina Shire Council
LWU	Local Water Utility (for the purposes of this policy; Ballina Shire Council)
GDD	Greywater Diversion Device; a device installed I sewered areas used to divert greywater to an approved subsurface or subsoil disposal area within the property.

SCOPE OF POLICY

This policy applies to
- Council employees
- Community members
- Committees of Council
- Consultants/Contractors
- NSW Licensed Plumbers

RELATED DOCUMENTATION

- NSW Public Health Act 2010.
- Environmental Planning and Assessment Act 1979 (NSW)
- Local Government Act 1993 (NSW)
- Local Government (General) Regulation 2005
- Protection of the Environment Operations Act 1997 (NSW)
- (Draft) NSW Public Health Regulation 2011.
- NHMRC/NRMMC Australian Drinking Water Guidelines 2004.
- NSW Code of Practice: Plumbing & Drainage, 3rd Edition 2006
- Australian & New Zealand Standard AS/NZS 3500.1 :2003

Ballina Shire Council documents:
- Ballina Shire Urban Water Management Strategy.
- Community Strategic Plan 2010-2025.
- Enforcement Policy

- Water Meter Policy

POLICY

As a supplier of water to the public, Council undertakes to provide safe drinking water to customers' properties that is free from contamination or pollution. This will be achieved by implementing backflow prevention devices within the service area as follow:

1. General

1.1 All properties within Ballina Shire connected to the reticulation system require a backflow prevention device. The device required will be identified by the hazard rating of the processes conducted onsite defined by AS/NZS 3500:1 section 4, table 4.1 and table F1, F2 and F3 or detailed below.

1.2 Boundary containment will have equal too or higher rated protection than any individual or zone requirement. A containment backflow prevention device is required regardless of zone or individual protection. As Council cannot guarantee the integrity of zone or individual protection on a customer's site, we cannot guarantee the protection of the drinking water supply from backflow unless; the site is contained at the boundary, and if applicable the backflow prevention device is regularly serviced and tested in accordance with AS/NZS 3500:1 (or any subsequent amendment to this standard by the appropriate authority) and the manufactures requirements. The device to be installed on the property is determined by the hazard rating of the processes on site. If the hazard rating varies due to multiple business processes, the highest hazard rating should be applied.

1.3 Council may, at any point in time, require any residential or non residential premises connected to the water supply to be provided with a backflow prevention device(s) for containment at the boundary.

1.4 Where, in the opinion of Council, a potential or physical cross-connection is found in the water service at any property the property owner shall, upon written advice by Council, ensure that such a cross connection is immediately disconnected or altered to comply with Council's requirements or otherwise be removed. Failure to comply within the period nominated by the Council, may at the Council's discretion, result in the immediate restriction or disconnection of the property from Council's water supply.

1.5 All properties must comply with the requirements of the NSW Code of Practice: Plumbing & Drainage, 3rd Edition 2006, and AS/NZS 3500.1:2003 or this policy which ever requires the highest protection level.

1.6 Customers are to meet the full cost of complying with this policy.

2. Domestic/Residential Services

2.1 All domestic meters will have a dual check device as a minimum requirement as supplied by Council. These are contained within the water meters provided by Council for 20mm and 25mm meters, larger meter will require separate devices.

2.2 Council is responsible for the installation of containment protection upon application; see Council's Water Meter Policy for details. On a drinking water service, the device shall be installed on the customer's side of the water meter with no connections between the water meter and the device.

2.3 For Dual reticulation services a dual check device supplied with the meter is required and no interconnection with the potable supply is permitted - for further information refer to Councils Dual Reticulation Plumbing Guideline.

2.4 Council may at any point in time require any residential or non-residential premises connected to the water supply to be provided with a backflow prevention device(s) for containment at the property boundary. The containment backflow prevention device(s) and individual or zone backflow prevention devices (accepted in lieu of containment devices) shall be suitable for the degree of cross connection hazard rating deemed applicable by Council. Where required by Council backflow prevention devices shall be:

2.4.1 registered with Council where the backflow prevention device is a break tank, registered air gap, reduced pressure zone device, pressure vacuum breaker or testable double check valve assembly;

2.4.2 of an authorised type;

2.4.3 installed according to the provisions under the *NSW Code of Practice: Plumbing & Drainage, 3rd Edition 2006;*

2.4.4 maintained in a satisfactory operating condition;

2.4.5 If required by Council as part of the registration process, subject to an agreement between the Council and the property owner regarding their installation and maintenance.

2.5 All backflow prevention devices are the responsibility of the owner, and must be installed with a minimum clearance of 150mm under the meter for residential premises, and a minimum of 300mm clearance under the meter for commercial and industrial premises.

2.6 Meters and backflow prevention devices shall not be installed below ground. Valve boxes, pits, and any other type of enclosure are not to be used to install meters or backflow prevention devices below ground.

3. Fire Services

3.1 On a separate hydrant and sprinkler fire service on a non-residential property, the device shall be installed close to where the water service crosses the property boundary, prior to any booster assembly.

3.2 Separate hydrant and sprinkler fire services require the installation of a double check detector assembly.

3.3 In accordance with Council's Water Meter Policy a hydraulic design is required for any fire service assembly, Unit demand of 4 and greater, and 32mm assemblies or greater. All designs are to be submitted by a competent person NSW Code of Practice: Plumbing & Drainage, 3rd Edition 2006, along with Council's design/compliance

certificate. Backflow prevention devices reduce pressure and must be taken into account during the design process.

4. Maintenance and Testing

4.1 Customers are responsible for arranging for the installation, annual testing and maintenance of all backflow prevention devices in accordance with AS/NZS 3500:1: 2003.

4.2 Testable backflow prevention devices shall be commissioned and tested after installation and prior to service. They shall be maintained in working order and tested for operational function at intervals not exceeding 12 months.

4.3 The maintenance and testing of backflow prevention devices shall be carried out by authorised persons, who are accredited to carry out testing procedures AS/NZS 3500:1: 2003.

4.4 Hose taps within 18m of a zone protected area within the same premises shall have a backflow protection device of the same hazard rating as the zone protection adjacent to which it is installed AS/NZS 3500:1 : 2003

4.5 All hose taps are to have a vacuum breaker device AS/NZS 3500:1: 2003.

4.6 The accredited person shall ensure that backflow testing gauges/test units are certified every year by a qualified instrument maker, and details are affixed to the unit.

4.7 The property owner shall arrange for all devices to be tested and a "Backflow Prevention Inspection Testing Maintenance Report" be provided with the prescribed fee to Council at least on an annual basis. Council may require more frequent testing.

4.8 Council may register, inspect, test, and carry out maintenance on backflow prevention devices for a fee. Council may also impose a late fee on the property owner where the testing of backflow prevention devices, submission of the required "Backflow Prevention Inspection Testing Maintenance Report" and/or payment of the prescribed fee is not completed by the date specified.

4.9 The installation of a backflow prevention device(s) may significantly reduce the pressure and flow rate of the water supply within the premises. The potential for this to occur needs to be taken into consideration by the licensee when fitting backflow prevention devices and the property owner/occupier advised in writing accordingly by the licensee. It is the property owner's/occupier's responsibility to undertake at their cost, any works on the premises necessary to provide an adequate water flow rate.

5. Rainwater Tanks

It is extremely important for the health and well being of all Ballina Shire Council residents and visitors to ensure that Councils reticulated drinking water supply is protected from contamination from outside sources. One of the greatest risks of contamination of the drinking water supply is from cross connections with rainwater tanks.

Whilst the majority of rainwater tanks are well cared for it only takes one poorly managed or maintained rainwater tank to infect the drinking water supply which could cause sickness or even possibly death.

Where rainwater tank installations have been designed and installed so as to allow a top up connection with the drinking water supply the following is required:

a) Zone Protection – zone protection shall also be provided by installation of an authorised backflow prevention device, suitable for the degree of hazard and sized to suit the water service. The backflow prevention device shall bee fitted immediately upstream on the drinking water service at the point of connection.

   Where a hot water service is fed by a rainwater supply, or any alternative water supply (e.g. bore or dam water), and a temperature control device is installed and connected to the mains drinking water supply then, a backflow prevention device shall be fitted upstream on the drinking water service at the point of connection.

b) Containment protection – where a rainwater tank is to be connected (either directly or via an air gap), with the on-site drinking water supply, the mains supply shall be protected by installation of an authorised backflow prevention device, suitable for the degree of hazard and sized to suit the water service, fitted immediately downstream of the water meter or integral with the water meter.

c) Council may permit a non-testable backflow prevention device to be used as zone protection for above ground rainwater tanks and a water meter with an integral dual check valve for containment if the drinking water service is DN 20 - DN 25.

d) Council shall permit a non-testable (Vented Dual Check Valve (VDCV)) backflow prevention device to be used for containment protection and a no-testable device for zone protection for any fully or partially buried rainwater tank(s) installation.

e) Council reserves the right to require greater backflow prevention or to disallow cross – connection if rainwater tanks are not installed or operated in strict compliance with Council requirements.

f) Where any sides of the rainwater tank are buried, or have soil or other such material in contact with the walls of the tank, the tank shall be treated as a fully buried tank for backflow prevention requirements.

g) For a tank to be above ground it must be clear of any embankment, fill or the like.

h) All water supply systems for rainwater tanks shall be installed as per the *NSW code of Practice Plumbing & Drainage, 3rd Edition 2006.*

i) Any top up mechanism shall incorporate a device to limit the flow rate to 4.0 litres per minute.

j) The connection to the rainwater tank shall be by a visible air gap external to the tank, or an approved auto change over device.

k) Manual changes over devices are strictly not permitted.

l) Any topping up from a non-drinking water supply (if permitted) shall be clearly marked/labelled and visible.

m) All permitted outlet points supplied by the rainwater tank shall be clearly marked/labelled as *"Rainwater"*

5.1 Above ground rainwater tanks are to have as a minimum a Dual Check Valve (DCV) as zone and containment protection as required under the *NSW Code of Practice: Plumbing & Drainage, 3rd Edition 2006.*

5.2 Fully or partially buried rainwater tanks are to have as a minimum a Testable Double Check Valve (TDCV) or a Vented Check Valve (VCV) as zone and containment protection, as required under the *NSW Code of Practice: Plumbing & Drainage, 3rd Edition 2006.*

5.3 Council does permit the interconnection of rainwater tanks with the potable or non-potable water supplies. The New South Wales department of health does not recommend consumption from rainwater tanks where a potable water supply is provided.

5.4 Rainwater tanks installed in areas with a reticulated reclaimed water supply (e.g. Cumbalum Heights etc), are not permitted to have any type of top up device for the rainwater tank. This must be strictly complied with and all top up devices from any water supply be it drinking water or reclaimed shall not be permitted.

5.5 Interconnection from a rainwater tank to any other water supply or plumbing fixture is not permitted in areas with a reticulated reclaimed water supply (e.g. Cumbalum Heights etc).

6. On-Site Sewage Management Systems (OSSMS) & Grey Water Diversion Devices (GDD's)

6.1 All properties that have an OSSMS and are also connected to the Council's reticulated water supply shall have a testable backflow prevention device installed at the boundary on the customers' side of the meter at the property owners cost. (*NSW Code of Practise for Plumbing & Drainage 3rd Edition 2006)*

6.2 Where a greywater diversion device is installed on a single residential property, the licensee or property owner shall notify Council to ensure that a meter with an integral dual check valve is installed on the water service for the property. (*NSW Code of Practise for Plumbing & Drainage 3rd Edition 2006).*

7. Standpipes

7.1 There are Three (3) *Rous Water Authority* Overhead Fill Stations in the Ballina Shire Council area which are located;

- At Kay's Lane Alstonville,

- In front of the Ballina Shire Council depot located at Southern Cross Drive,
- In front of the Wardell Recreational Grounds Bath St Wardell.

Council recommends that persons/companies wishing to access these fill stations contact the *Rous Water Authority*.

7.2 An application under *Section 68 of The Local Government Act 1993* may be made to Council for permission to draw water from Council mains via a Private non-fixed standpipe. Each application will require a fee to be submitted along with detailed information of the applicant and their proposed use of the water. The application will be determined and assessed on a merit based approval process.

7.3 If approved to draw water from Councils mains, access shall only be by a Council fire hydrant. The Approval will be issued for one financial year only. Any application made during the year will be for the remaining balance of that financial year, with the applicable fee unchanged. Standpipes must be provided by the applicant at their own cost, and shall meet the following minimum requirements:

7.3.1 In good working order with a water meter fitted to the standpipe; and

7.3.2 Be clearly labelled with the applicant's name, contact details, and individual identification numbered tag. This numbered tag will be supplied to the applicant by Council and must be fitted to the standpipe in such away so as not to be prone to be damaged or lost. Tags will be exclusive to each standpipe and financial year and must always be fitted to the standpipe. Old tags must be removed at the end of the financial year and a new tag fitted on renewal of the approval. Tags are not transferable between standpipes; and

7.3.3 Be fitted with a Council approved backflow prevention device; and

7.3.4 *Camlock* fittings are to be used to connect the standpipe to the outlet hose; and

7.3.5 The outlet hose must be in good condition with no leaks; and

7.3.6 If the standpipe is to be used for potable water supply all fittings including the outlet hose must be regularly cleaned and sanitised by the applicant; and

7.3.7 If the standpipe is to be used for potable water supply the outlet hose must be constructed of food grade quality material; and

7.3.8 Hoses used to draw water from Councils mains via the standpipe must not be used for any other purpose; and

7.4 Applicants will be required to submit standpipe reads to Council:

- When applying for an approval to draw water, and/or
- When applying to renew an approval to draw water, and/or
- On request by a Council officer, and/or
- At the end of each financial year.

7.5 Each approval will be linked to the registration number of the applicant's water tanker/truck, details of which must be supplied on the application, and

7.6 The nominated vehicle must have the company's/business name clearly sign written on each side of the vehicle and at both the rear and front of the vehicle. Signage must be clearly visible and easily read with contact details listed, and

7.7 The approval will not be transferable to any other business or vehicle. Any variations will require another application and fee to be submitted to Council, and

7.8 All employees must be fully trained by the applicant in the correct and safe operation for accessing water from a hydrant with a standpipe. Staff/contractors must be made aware by the applicant of all Council conditions within the approval, and

7.9 A copy of the approval document must be kept within the vehicle and produced upon request by a Council officer, and

7.10 Excess water usage not covered by the annual fee may be charged to the applicant upon receipt of the annual meter standpipe meter reads, This will be applied once a threshold greater than 20% of the application fee amount is exceeded, and

7.11 A list of approved persons/companies will be issued to Council's water and Sewer staff. Council staff may undertake random inspections, and check compliance with the approval at any given time. The approved standpipes relevant to the vehicle/approval must be presented for inspection upon request, and

7.12 Any breach of approval conditions or unsatisfactory performance as measured against this policy; Council may:

- Cancel the approval, and/or
- Issue an Order under Section 124 of the Local Government Act 1993, and/or
- Take action under the prevention of the Environment Operations Act 1997, and/or
- Issue an on the spot Penalty Infringement Notice (PIN) or Prosecution under *Section 637 of The Local Government Act 1993*, as outlined in Council's *Enforcement Policy 2009*.

8. Auditing of backflow prevention devices

8.1 Council has identified the need to carry out audits of premises requiring backflow prevention devices, and has begun this process.

8.2 Pro-active and reactive audits of commercial and industrial activities will be carried out by qualified Council staff from time to time.

8.3 Where in the opinion of Council a potential or physical cross-connection is found in the water service at any property, or if the water service is installed in a manner that will enable backflow to occur, the property owner shall, upon written advice of the Council, ensure that such cross-connection is immediately disconnected or altered to comply with Councils requirements or otherwise removed. Failure to comply within the period

nominated by Council mat at the Council's discretion, result in the immediate restriction or disconnection of the property from the Council's water supply.

8.4 Audits will focus on the following;

8.4.1 The adequacy of the backflow prevention device and whether it satisfactorily meets all legislative requirements.

8.4.2 Servicing of the backflow prevention device,&

8.4.3 Whether or not the device has been tested and is in test.

8.4.4 Ensuring the customer takes the necessary steps to comply with all backflow prevention requirements.

REVIEW

This policy is to be reviewed every four years.

2011/2012 - APPLICATION TO DRAW WATER FROM A COUNCIL HYDRANT WITH A PRIVATE STANDPIPE - Section 68

*(for 2011/2012 financial year **ONE VEHICLE PER APPLICATION** only. **ALL** details must be completed)*

Tick applicable box ☑

☐**DRINKING WATER CARTER** ☐**DIRECTIONAL DRILLING** ☐**VACUUM EXCAVATION**

☐**OTHER:**_____

APPLICANT'S NAME: .....

BUSINESS ADDRESS: .....

POSTAL ADDRESS .....

PHONE: (w) .....(h).....(mob).....

FAX: ..... EMAIL ADDRESS: .....

MAKE AND MODEL OF NOMINATED VEHICLE: .....

COLOUR OF VEHICLE: .....

VEHICLE REGISTRATION NUMBER OF NOMINATED VEHICLE: .....

NAMES OF STAFF USING OR LIKELY TO USE STANDPIPES: .....

.....

NUMBER OF STANDPIPES: .....

STANDPIPE METER NUMBER..... CURRENT METER READ .....
STANDPIPE METER NUMBER..... CURRENT METER READ .....
STANDPIPE METER NUMBER..... CURRENT METER READ .....
STANDPIPE METER NUMBER..... CURRENT METER READ .....

BACKFLOW PREVENTION FITTED: YES ☐ NO☐ (application will not be processed unless a testable backflow prevention device is fitted to each standpipe)

Applicant/s Signature: .....

The applicant by signing this form agrees to comply with all council requirements, & confirms that all details provided are true & accurate. The completed application form contains personal information which is being collected for the purpose of assessing this application. The information will be processed by council officers & may be made available to public enquiries under Section 12 of the Local Government Act. The information supplied is required under the Local Government Act 1993. The information will be stored in the Civil Services Group

OFFICE USE ONLY

Fee: $540.00
(includes s.68 application, & up to 125Kl water usage)

Type:
Job No:

Receipt. No.: .....

Date Received: ...../...../.....

CONDITIONS ASSOCIATED WITH THE USE OF A STANDPIPE WHICH MUST BE COMPLIED WITH BY THE APPLICANT AND THEIR STAFF (EXTRACT FROM BACKFLOW PREVENTION POLICY 2012).

7.1 There are Three (3) Rous Water Overhead Fill Stations in the Ballina Shire located;

- At Kay's Lane Alstonville,
- In front of the Ballina Shire Council depot located at Southern Cross Drive,
- In front of the Wardell Recreational Grounds Bath St Wardell.

Council recommends that persons/companies wishing to access these fill stations contact The Rous Water Authority.

7.2 An application under *Section 68 of The Local Government Act 1993* may be made to Council for permission to draw water from Council mains via a Private non-fixed standpipe. Each application will require a fee to be submitted along with detailed information of the applicant and their proposed use of the water. The application will be determined and assessed on a merit based approval process.

7.3 If approved to draw water from Councils mains, access shall only be by a Council fire hydrant. The Approval will be issued for one financial year only. Any application made during the year will be for the remaining balance of that financial year, with the applicable fee unchanged. Standpipes must be provided by the applicant at their own cost, and shall meet the following minimum requirements:

7.3.1 In good working order with a water meter fitted to the standpipe; and

7.3.2 Be clearly labelled with the applicant's name, contact details, and individual identification numbered tag. This numbered tag will be supplied to the applicant by Council and must be fitted to the standpipe in such away so as not to be prone to be damaged or lost. Tags will be exclusive to each standpipe and financial year and must always be fitted to the standpipe. Old tags must be removed at the end of the financial year and a new tag fitted on renewal of the approval. Tags are not transferable between standpipes; and

7.3.3 Be fitted with a Council approved backflow prevention device; and

7.3.4 *Camlock* fittings are to be used to connect the standpipe to the outlet hose; and

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7.3.7 If the standpipe is to be used for potable water supply the outlet hose must be constructed of food grade quality material; and

7.3.8 Hoses used to draw water from Councils mains via the standpipe must not be used for any other purpose; and

7.4 Applicants will be required to submit standpipe reads to Council:

- When applying for an approval to draw water, and/or
- When applying to renew an approval to draw water, and/or
- On request by a Council officer, and/or
- At the end of each financial year.

7.5 Each approval will be linked to the registration number of the applicant's water tanker/truck, details of which must be supplied on the application, and

7.6 The nominated vehicle must have the company's/business name clearly sign written on each side of the vehicle and at both the rear and front of the vehicle. Signage must be clearly visible and easily read with contact details listed, and

7.7 The approval will not be transferable to any other business or vehicle. Any variations will require another application and fee to be submitted to Council, and

7.8 All employees must be fully trained by the applicant in the correct and safe operation for accessing water from a hydrant with a standpipe. Staff/contractors must be made aware by the applicant of all Council conditions within the approval, and

7.9 A copy of the approval document must be kept within the vehicle and produced upon request by a Council officer, and

7.10 Excess water usage not covered by the annual fee may be charged to the applicant upon receipt of the annual meter standpipe meter reads, This will be applied once a threshold greater than 20% of the application fee amount is exceeded, and

7.11 A list of approved persons/companies will be issued to Council's water and Sewer staff. Council staff may undertake random inspections, and check compliance with the approval at any given time. The approved standpipes relevant to the vehicle/approval must be presented for inspection upon request, and

7.12 Any breach of approval conditions or unsatisfactory performance as measured against this policy; Council may:

- Cancel the approval, and/or
- Issue an Order under Section 124 of the Local Government Act 1993, and/or
- Take action under the prevention of the Environment Operations Act 1997, and/or
- Issue an on the spot Penalty Infringement Notice (PIN) or Prosecution under *Section 637 of The Local Government Act 1993*, as outlined in Council's *Enforcement Policy 2009*.

EVALUATION SHEET TO BE COMPLETED BY WATER QUALITY & TRADE WASTE OFFICER

Type of usage proposed by applicant?

☐Water Carter ☐Directional Drilling ☐Vacuum Excavation ☐Other.....

Standpipe meets Council requirements? ☐Yes ☐No ☐TBA by applicant

Backflow prevention satisfactory? ☐Yes ☐No

Details of device:.....

Meter Read at time of application:.....

Unique standpipe number issued? ☐Yes ☐No

Details:.....

Unique standpipe numbered tag issued?:.....

Standpipe meter number? ☐Yes ☐No ☐N/A

Approved? ☐Yes ☐No

Approval sent? ☐Yes ☐No

Stop the clock awaiting further information: ☐Yes ☐No

Refused:.....

Letter sent? ☐Yes ☐No

Spread sheet updated? ☐Yes ☐No

Revised list sent to Depot? ☐Yes ☐No

All details must be provided for assessment purposes

Council Contact Details:

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po box 450, ballina nsw 2478
dx 27789 ballina
ph: 02 66861 261
fax: 02 66811 375
email: council@ballina.nsw.gov.au
abn: 53 929 887 369

Enquiries: Council's Water Quality & Trade Waste Officer staff Ph 02 6686 1449.