

2020/21 Section 68 Application to Install, Construct or Alter On-Site Sewage Management System (OSSMS)



Lodge Applications at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)
 mail PO Box 450 Ballina 2478 • e council@ballina.nsw.gov.au
 t 1300 864 444 • w ballina.nsw.gov.au

Note: A separate Section 68 Application for plumbing and drainage is required. Payment is required upon lodgement of application for processing. Application approval will be sent by mail and email to owner and by email to applicant and designer.

Applicant Details

Applicant's Name

Address

Phone *business hours*

Mobile

Email Address

Owner Details

Owner's Name

Owner's Address

Phone *business hours*

Mobile

Email Address

Owner's Signature

Date

Description of Property

Street Number

Street Name

Suburb

Lot Number

DP

Details can be found on the rates notice or title deeds

Office Use Only

**Relating to a DA
 Alter/Upgrade/New
 OSSM**

Includes application,
 inspections & approval
 to operate

DA Fee Code 208 \$616.00

Install Domestic OSSM

Type 205 x 2 \$336.00

Type 208 \$210.00

Type 211 \$ 70.00

TOTAL \$616.00

Amount Paid \$

Additional Inspections

Type 204: \$168.00
 separate invoices will
 be sent to customer
 as required

Receipt Number

**Commercial OSSM and
 >10 persons - requires quote**

Date Received

Application Details

Application Type: Install new OSSM Construct OSSM Alter existing OSSM Other

Other details

Brief description of why the application has been lodged *eg failed septic trenching, council notice to rectify, renovations etc.*

The OSSM Designers Report is attached.

Reference Number	Date
<input type="text"/>	<input type="text"/>

Please continue to complete pages 2 - 5 if items below are NOT included in the OSSM Designers Report referenced above.

Desktop Study

Is the property within Council's drinking water catchment area? Yes No
refer to maps on Council's website. If YES, refer to the Rous Water On-Site Wastewater Management Guidelines.

Indicate the soil landscape/s from the Soil Map of the Lismore-Ballina (D T Morand)

Reviewed Ballina Shire Council's On-Site Sewage Management Strategy and Guidelines

Checked the NSW Groundwater Well website map for nearest well location *link on Council's website*

OSSM Details

Type of OSSM System

Septic Tank Aerated Wastewater Treatment System (AWTS) Composting Toilet Reed Bed Other

OSSM Make/Model

Capacity of OSSM System

Domestic (10EP or less) Commercial (greater than 10 EP)

Capacity in Litres

Type of effluent land application area

ETA Trenches Absorption Trenches Sub Surface Irrigation Mound Other

Other details

Is disinfection required? Yes No

In general, if the effluent is applied between 0mm - 300mm below the ground surface level it will need to be disinfected as per NSW Health Accreditation. However if the effluent is applied more than 300mm below ground surface level then it is optional to disinfect.

OSSM Details (continued)

Brief reason for selecting the OSSM system type

Brief reason for selecting the type of effluent land application area

Site Assessment (refer AS/NZS 1547)

Date Conducted

Recent weather conditions

Allotment size

Vegetation *eg grass, trees*

Aspect (direction effluent land application area faces)

Slope in percentage

<5% 5-10% 10-15% 15-20% 20-25% 25-30% >30%

Slope configuration (cross-section view)

Waxing Linear Waning

Surface drainage (plan view)

Divergent Convergent Planar

Surface water run-on

Exposure (sun and wind)

Erosion (gullies, rills, land slip)

Boulders / floaters / rocks

Flooding potential

Ground surface condition

Depth to groundwater: <1m 1m-2m 2m-3m >3m N/A

Horizontal and Vertical Setback Distances (refer Appendix R - AS/NZS 1547)

Indicate in the space below the setback distance from the proposed effluent land application area to the relevant site feature/s. In general the higher the constraint (risk) the more setback distance required. If a lesser setback distance is needed/nominated then further justification will be required, which may involve treating the wastewater to a higher quality, earthworks, vegetated buffer etc.

Hardpan or bedrock (vertical) *setback distance in metres*

Groundwater (vertical) *setback distance in metres*

Domestic groundwater well *setback distance in metres*

Permanent waters *setback distance in metres*

Intermittent waterways *setback distance in metres*

Property boundaries *setback distance in metres*

Driveways, paths *setback distance in metres*

Dwellings, buildings *setback distance in metres*

Swimming pools *setback distance in metres*

Rainwater tanks *setback distance in metres*

Wastewater Volume

Justify wastewater load

*eg 1.5 EP per bedroom,
150 litres/person/day*

Number of bedrooms

Number of persons

Daily wastewater load *litres*

Water supply:

Town Water

Groundwater Bore

Rainwater

Have water saving devices been fitted?

Yes

No

Soil Assessment (refer AS/NZS 1547)

Council's OSSM Guidelines and OSSM webpage provides information on soil structure, texture, colour and stability (dispersion testing). For domestic properties, if detailed soil survey information is already available (soil maps, subdivision assessment), then a modified soil assessment procedure may only be required i.e. one confirmatory soil bore hole dug near the centre of the proposed effluent land application area. However for high risk areas, sensitive sites, commercial properties etc then the standard soil assessment procedure is to be used, eg multiple soil bore holes and soil test pit.

Note: The soil test bore hole/s are to be dug by a non powered auger to a minimum depth of 600mm unless rock is encountered before this depth is achieved, or the site is subject to groundwater and it is necessary to go deeper to determine actual depth.

Soil Bore Hole 1

Depth <i>eg 0-20, 20-60, 60-80cm</i>	Structure <i>eg strong</i>	Texture <i>eg light clay</i>	Colour <i>eg dark brown</i>	Soil Dispersion <i>eg non-dispersive</i>	Soil Category <i>eg 5</i>	DLR or DIR <i>eg DLR - 8</i>

Soil Bore Hole 2 *if needed*

Depth <i>eg 0-20, 20-60, 60-80cm</i>	Structure <i>eg strong</i>	Texture <i>eg light clay</i>	Colour <i>eg dark brown</i>	Soil Dispersion <i>eg non-dispersive</i>	Soil Category <i>eg 5</i>	DLR or DIR <i>eg DLR - 8</i>

Soil Bore Hole 3 *if needed*

Depth <i>eg 0-20, 20-60, 60-80cm</i>	Structure <i>eg strong</i>	Texture <i>eg light clay</i>	Colour <i>eg dark brown</i>	Soil Dispersion <i>eg non-dispersive</i>	Soil Category <i>eg 5</i>	DLR or DIR <i>eg DLR - 8</i>

Soil Test Pit Details *if needed*

Effluent Land Application Area Calculations (refer OSSM Guidelines)

The size of the effluent land application area (e.g. ETA beds & absorption trenches, sub-surface irrigation) is to be determined by the most constraining factor, which is usually nutrient e.g. nitrogen/phosphorus. The designer may use their own modelling, spreadsheets and calculations to justify the size. Supporting documentation for the calculated area are to be provided.

Size and configuration of the effluent land application area *eg 3 x ETA beds - 20m x 2m*

Local Government (General) Regulation 2005

Section 26 - Matters to accompany applications for approval to install or construct sewage management facilities

1. An application for approval to install or construct a sewage management facility on any premises must be accompanied by the documents specified in this clause.
2. **Plan** The application must be accompanied by a plan, to scale, showing the location of:
 - a) the sewage management facility proposed to be installed or constructed on the premises, and
 - b) any related effluent application areas, and
 - c) any buildings or facilities existing on, and any environmentally sensitive areas of, any land located within 100 metres of the sewage management facility or related effluent application areas, and
 - d) any related drainage lines or pipework (whether natural or constructed).
3. **Specifications** The application must be accompanied by full specifications of the sewage management facility proposed to be installed or constructed on the premises concerned.
4. **Site assessment** The application must be accompanied by details of the climate, geology, hydrogeology, topography, soil composition and vegetation of any related effluent application areas together with an assessment of the site in the light of those details.
5. **Statement** The application must be accompanied by a statement of:
 - a) the number of persons residing, or probable number of persons to reside, on the premises, and
 - b) such other factors as are relevant to the capacity of the proposed sewage management facility.
6. **Operation and maintenance** The application must be accompanied by details of:
 - a) the operation and maintenance requirements for the proposed sewage management facility, and
 - b) the proposed operation, maintenance and servicing arrangements intended to meet those requirements, and
 - c) the action to be taken in the event of a breakdown in, or other interference with, its operation.
7. This clause does not apply to an application for approval to install or construct a sewage management facility on any premises if the applicant declares in the application that the facility will remain on the premises for no more than 12 months.

Note: The information that is to accompany such applications (and applications for approval to alter a sewage management facility) is to be determined by the council in each particular case. Section 81 of the Act provides that an application for an approval under Part 1 of Chapter 7 of that Act (in which category such applications fall) must be accompanied by "such matters as may be prescribed by the regulations and such matters specified by the council as may be necessary to provide sufficient information to enable the council to determine the application".

Privacy Protection Notice

The completed Section 68 Approval to Install, Construct or Alter an On-Site Sewage Management System application form contains personal information that is being collected for the purpose of assessing this application. The information will be processed by the Planning and Environmental Health Division of Ballina Shire Council and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.

Application Checklist

- | | | | | | |
|--|------------------------------|-----------------------------|------------------------------|--|--|
| Has the application form been completed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | |
| Has the application fee been paid? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | |
| Is the OSSM Designers Report attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | |
| Is the Site Plan included? <small>showing location of facilities, effluent land application area/s, watercourses, setback distances from boundaries etc.</small> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | | |
| Is the OSSM Operation & Maintenance Requirements included? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | | |
| Has supporting documentation been included? <small>eg effluent land application calculations, photos etc.</small> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | | |

[Submit Form](#)

If you are not sure what is to be provided when submitting an OSSM Application, please contact Council's Planning and Environmental Health Division, ph 02 6686 1210.