

# 2023/24 Approval to Operate On-Site Sewage Management System (OSSMS) Renewal

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

Payment is required upon lodgement of application for processing. All details must be completed before being submitted.

**Please submit a separate form and fee for each individual OSSM system on the property.**

## Applicant Details

Owner/s Name

Postal Address

Property Address

Lot Number

DP

Phone *business hours*

Mobile

Email Address

I/we hereby apply to Ballina Shire Council for registration and approval to operate the existing on-site sewage management system/s on this land.

Number of OSSMS installed on this parcel of land

I/we understand that Council has a legal obligation to inspect the OSSMS, and therefore authorise Council officers entry to inspect (if required).

Owner/s Signature

Date

## Privacy Protection Notice

The completed Approval to Operate Renewal 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.

## Office Use Only

Type 210

2023/24 Fee \$85.00

Amount Paid \$

Receipt Number

Date Received

## Important Notice On-Site Sewage Management

Properties with improvements not connected to a reticulated sewerage system are required to have an OSSMS Approval to Operate for all existing systems. This is separate to any approval that may have been issued in the past for the installation of a system.

Approvals to operate are not transferable, hence when a property changes hands an on-site sewage management approval to operate must be sought by the new owner.

The Local Government (General) Regulation 2005 clause 47 allows a purchaser two months from the date of acquisition of a property to make an application for an 'Approval to Operate' the system. The system may then be used until the application has been determined. Note: Council charges an administration fee to register the application.

The legislation provides for the issue of an infringement notice where the application has not been made within three (3) months of the property being transferred.

Note: Audit inspections are being conducted to determine whether existing systems are operating satisfactorily. The risk to public health or the environment as indicated from the inspection will enable Council to determine the degree of supervision needed for each OSSMS and hence the frequency of renewal of the 'Approval to Operate'.

Inspections are being undertaken based on a desk-top risk assessment utilising geographic information system software. Factors considered include soil type, allotment size and whether the system location is in a water supply catchment.

Council has adopted an OSSM strategy/policy. This document can be found on Council's website [ballina.nsw.gov.au](http://ballina.nsw.gov.au) or may be obtained by telephoning Council's Planning and Environmental Health Division (see below).

A defective OSSMS may be costly to repair. Council ensures a greater level of performance and supervision of systems especially in environmentally sensitive areas or where there is a greater potential to impact human health (such as priority oyster aquaculture areas).

Council's Environmental Officers are able to assist with advice or inquiries and may be contacted on **02 6686 1210** during office hours.

If you have an Aerated Wastewater Treatment System (AWTS) on your property then the following checklists will not need to be completed.

Instead, please attach the most recent AWTS service report along with the above Approval to Operate On-Site Sewage Management System (OSSMS) Renewal Form.

***The following checklists applicable to your system are to be completed by a  
NSW Licenced Plumber and Drainer.***

# OSSM Inspection Checklist

## septic tank and land application area

Please tick all applicable boxes. Ballina Shire Council will review this inspection checklist, any action items that may be required, and will either re-issue the On-Site Sewage Management (OSSM) Approval to Operate with or without conditions. If the action items are substantial and/or a public and environmental risk, Council will issue an 'Order' to the property owner to rectify the defective OSSM system within a specified timeframe.

### Plumber, Property and Inspection Details

Licensed Plumber and Drainer Name

Licence Number

Email Address

Phone Number

Inspection Date

Weather condition

No. of bedrooms

No. of residents

Building serviced by septic tank

As-constructed drawings  Yes  No

Water source

Rainwater

Bore water

Town reticulated supply

### Treatment System Details

No. of septic tanks

No. of pump wells

No. of collection wells

Treatment system capacity (litres)

No. of reed beds

Grease trap

Yes  No

Other treatment system details

### Access, Vegetation and Erosion

Are the tanks accessible?  Yes  No

Does vegetation need to be removed?  Yes  No

Is there weed infestation over the effluent land application area?  Yes  No

Are the tanks subject to flooding or surface water infiltration?  Yes  No

Is there erosion potential around tank or effluent land application area?  Yes  No

## Tank Integrity

- Are there any signs of cracks, staining, or leaks around the perimeter of the septic tank, pump well or collection well?  Yes  No
- Is the tank in good condition (no cracks, leaks, or damaged lid/wall)?  Yes  No
- Does the tank need urgent repair/replacement, major structural failure, undersized?  Yes  No
- Are there any offensive odours emanating from the septic tank?  Yes  No
- Are there any gaps between the tank and the lid?  Yes  No
- Are the tank lid inspection caps accessible and can they be removed?  Yes  No
- Are the tank lid inspection caps present and unbroken?  Yes  No
- Is the tank lid suitable for the tank type, inspection caps over baffles/tee junctions?  Yes  No
- Has the primary septic tank been desludged in the last 5 years?  Unknown  Yes  No
- Has the outlet filter been cleaned recently?  N/A  Yes  No
- Does the tank need desludging? (If so, refer to OSSM Fact Sheet No. 7)  Yes  No
- Are the tank inlet and outlet baffles or tee junctions in place and functional?  Yes  No
- Does the tank have a scum/crust layer?  Yes  No
- Is there an induct vent installed and is it in a functional state?  N/A  Yes  No

## Grease Trap (if installed)

- Are there any signs of cracks or leaks around the perimeter of the grease trap?  Yes  No
- Is the grease trap accessible?  Yes  No
- Can the grease trap lid be removed for inspection?  Yes  No
- Are the grease trap baffles in place and functional?  Yes  No
- Has the grease trap been cleaned recently?  Unknown  Yes  No
- Are there any offensive odours emanating from the grease trap?  Yes  No
- Are the tank inlet and outlet baffles or tee junctions in place and functional?  N/A  Yes  No

## Pumps (if installed)

- Does the pump operate when needed? (trigger float switch to check)  Yes  No
- Does the high level alarm work?  Yes  No
- Has the pump been serviced in the last 12 months?  Yes  No

## Pipework (if applicable)

- Is there any exposed pipework that should be buried?  Yes  No
- Are there any signs of unsealed or leaking pipes?  Yes  No
- Are the pipes connecting the septic tank, pump well, and/or collection well, or septic tank to trench, functioning and installed correctly?  Yes  No

## Comments, Actions or Repairs Required

Use this space to expand on items in the checklist that have been identified as non-compliant and also to detail an action plan for any rectification works. An OSSM Section 68 Application may be required depending on the extent of rectification works. Contact Ballina Shire Council Environmental Officer On-Site Sewage if unsure.

Comments / Actions or repairs required

OSSM Site Plan *show all water courses, dams or bores*

Signature

Date

# OSSM Inspection Checklist

## evapo-transpiration bed/trench

Please tick all applicable boxes. Ballina Shire Council will review this inspection checklist, any action items that may be required, and will either re-issue the On-Site Sewage Management (OSSM) Approval to Operate with or without conditions. If the action items are substantial and/or a public and environmental risk, Council will issue an 'Order' to the property owner to rectify the defective OSSM system within a specified timeframe.

### Site Inspection Results

- |   |                          |     |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|-----|--------------------------|----|
| Are the trenches/beds accessible?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Is there weed infestation, vegetation to be removed from over the trench/bed area?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Are the trenches/beds subject to flooding or surface water infiltration?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Is there erosion potential within the trench/bed area?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Is there evidence of surface water or soggy ground over the trench/bed area?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Are some trenches or beds greener than others?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Is there evidence of surface water intrusion into the trench/bed area?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Is there an upstream surface water diversion device installed?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Is there an upstream surface water diversion device functioning appropriately?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Is there any indication that water on the surface of the trench/bed is effluent (laboratory tests can be undertaken if needed)?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Is there evidence of protective measures to prevent trench/bed damage (eg from traffic, animals, shrubs, border, fencing)?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Is a good vegetation cover established over the trench/bed surface?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Does the trench/bed area have good exposure to wind and sun?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Are the trench/bed inspection ports visible, interior of inspection port clear (ie no standing water or indication of trench flooding) and in good condition?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Is regular desludging of the septic tank undertaken?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No  |                          |    |
| Is the distribution box working properly and not blocked or clogged?  | <input type="checkbox"/> | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Is a dosing siphon installed, working properly and not blocked or clogged?  | <input type="checkbox"/> | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| If a pump is installed is it operating correctly?   | <input type="checkbox"/> | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Is any device installed to evenly disperse effluent evenly into trench/bed area (eg indexing valve), is the device visible, accessible, protected in box and set correctly to deliver appropriate volumes of effluent to specific trench/bed according to the hydraulic design? | <input type="checkbox"/> | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Has the septic tank outlet filter been cleaned by hosing the filter off?  | <input type="checkbox"/> | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

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Comments

Signature

Date