



# Activity Application Installation of Greywater System

Under Section 68 – Part C, Local Government Act 1993

File reference:

Expiry Date: 30 June 2009

## About this form

Use this form to apply to:

- Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility.
- Operate a system of sewage management (within the meaning of section 68A)

## Documentation

You must attach all the required supporting documents.

## Lodgement & Fees

Please follow the instructions on page 2

## Any questions

Phone Customer Service on (02)9391 7000, or call in personally (see page 2)

## ▼ Applicant details

### 1. Applicant's name, address and contact details

Title:      Mr       Mrs       Miss       Ms       Other: .....

Family name (or company): .....

Given names (or ABN): .....

Postal address: .....

..... Post Code: .....

Phone (1) (....)..... Fax (....).....

Phone (2) (....) ..... E-mail: .....

Contact person (Only if a company etc)

## ▼ Site Details

### 2. Location of proposed Activity (Attach plan to show precise location)

.....  
.....

### 3. Detailed description of proposed Activity (Attach extra material if necessary)

.....  
.....  
.....  
.....

### 4. Date(s) & time(s) required for proposed Activity

Date(s) .....

Start: ..... Finish: .....

### 5. Special Requirements Eg: equipment

.....  
.....  
.....  
.....



## Installer – for Aerated Wastewater Treatment System, Greywater Treatment System and Composting Systems

### 6. Installer's name, address and contact details

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name (or company): .....

Given names (or ABN): .....

Postal address: .....

..... Post Code: .....

Phone (1) (....)..... Fax (....).....

Phone (2) (....) ..... E-mail: .....

Contact person (Only if a company etc)

Signature of installer :.....



## Plumber – for all Systems

### 7. Plumber's name, address and contact details

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name (or company): .....

Given names (or ABN): .....

Postal address: .....

..... Post Code: .....

Phone (1) (....)..... Fax (....).....

Phone (2) (....) ..... E-mail: .....

Contact person (Only if a company etc)

Plumber's Licence Number : .....



## Owner details

### 8. Owner's name, address and contact details.

Name of Owner: .....

Street No: ..... Street: .....

Suburb: ..... Post Code: .....

Phone No: .....

Being the owner of the property to which this application relates, hereby consent to the making of this application.

..... Date: .....

Signature of the owner of property & common seal, if a company

To be completed by Council's Cashier and Customer Service Officer.  
GST may be applicable (refer receipt).  
*Retain your receipt as proof of lodgement of the application.*

OFFICE USE ONLY			
Fee Type	Amount	Date	Receipt Code
Application Fee	\$115.00		34

<input type="checkbox"/> Receiving Officer: ..... Date: ..... <input type="checkbox"/> Cashier:..... Date:	<b>Assessment Fee</b>	\$130.00 per hour or part thereof		
	<b>Total:</b>			

## ▼ How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods**

**Post:** PO Box 61  
Double Bay 1360  
**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000  
**Fax:** (02) 9391 7044  
**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)  
**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Officer handling your application in the Department.

*If you wish to discuss a proposal with one of our assessment officers, it's essential that you arrange an appointment. We recommend that you consult with a Council assessment officer before lodging this application.*

**Fees**

The fee for this application is \$115.00 plus an hourly assessment rate.

**Payment methods**

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

**Acknowledgement**

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

**Making a personal visit?**

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

## ▼ Privacy notification

The personal details requested on this form are required under the *Local Government Act 1993* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

## ▼ Have I supplied the required information for the installation of a Greywater Treatment System

When lodging your application, four copies of the documentation must be provided in order for Council to assess your application.

1. Manufacturer's plans and specifications of the installation giving details of capacities, operating techniques and installation details.
2. An accurately drawn, detailed site plan drawn to scale and showing:
  - a. The position of the house, including aspect
  - b. The sanitary fittings of the house (including toilet(s), bathroom (s), kitchen and laundry wastewater disposal points) with internal and external drainage to wastewater tank(s) and /or sewer marked.
  - c. The position of the greywater tank(s), ensuring at least 1.5m distance between tank and dwelling, property boundaries, driveways and any impervious surfaces.
  - d. The intended disposal method of treated greywater, including details, plans and specifications of the reuse of the greywater.
  - e. Property boundaries and a brief description of adjoining and adjacent land uses (e.g., dwellings, native bushland, recreation areas, watercourses – including drainage easements, creeks, dams, etc)
  - f. Position of roof, surface and subsoil drainage pipelines to their point(s) of discharge.
  - g. Positions of any environmentally sensitive areas (including native bushland, watercourses, intermittent waterways, acid sulphate soils, potential acid sulphate soils)

### Note:

1. Failure to supply above information may result in processing delays.
2. Council requires that all wastewater applications are prepared in accordance with recommendations in Environment & Health Protection Guidelines – Onsite Sewage Management for Single Households, and Australian Standard 1547 – Disposal Systems for Effluent from Domestic Premises.
3. Council will assess the application for the above system, and may require a site capability and system design report to be undertaken if:
  - a. The intended irrigation is located within the prescribed buffer distances
  - b. Fill is located in the intended irrigation area.
  - c. The site is located in an environmentally sensitive area
  - d. The only available area for irrigation is also to be used as a recreational area.
  - e. If any major site limitations are present that will impact on the absorption of wastewater or uptake of nutrients.
  - f. The system is not the most suitable for the site.

## ▼ Have I supplied the Required Information for the Installation of a Research / Alternative System

Research or alternative systems for onsite management need to be assessed on an individual basis. This type of system will usually require an accompanying site capability and system design report, prepared by a suitably qualified wastewater consultant. Ongoing maintenance, as a condition of approval, will involve regular monitoring of effluent quality AFTER treatment has occurred. It is advisable that applicants contact the Environmental Health & Compliance Team on 9391 7000 before submitting an application to determine the level of detail required in the eventual submission.



# Credit Card Payment Form

**All credit card payment will incur a processing fee currently 1%**

Payments should be sent to: Woollahra Council  
536 New South Head Road  
DOUBLE BAY NSW 2028

OR

PO Box 61  
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

## Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA															
Full Name on Credit Card																			
Credit Card No.				--															
Card Expiry Date			--			Total Amount Paid	\$												
Cardholder's Signature																			
Date							Contact Phone No.												

## Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For .....

Council Reference Eg. DA No.etc .....

Address (where applicable) .....

.....

.....

.....

.....

## PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

## OFFICE USE ONLY

Payment Processed  Yes  No

Cashier .....

Date .....