



Wastewater Works Application

What is required?

- Application form for Wastewater Works approval to be completed and signed (by owner and applicant)
- Application fees to be paid prior to Council assessment

Additional information to be supplied with the following types of applications:

1. **Septic tank with subsurface disposal (i.e., soakage trench)**

- Detailed site layout plan (in duplicate) drawn to a scale of 1:250 showing the septic tank & subsurface disposal system
- Detailed building layout plan (in duplicate) including internal sanitary plumbing and method of connecting to external sanitary drainage system, drawn to a scale of 1:250
- Site and soil report by a qualified wastewater engineer

2. **Aerobic wastewater treatment system (AWTS)**

- Detailed site layout plan (in duplicate) drawn to a scale of 1:250 showing the AWTS tank, designated irrigation, and recreational areas
- Detailed building layout plan (in duplicate) including internal sanitary plumbing and method of connecting to external sanitary drainage system, drawn to a scale of 1:250
- Site and soil report by a qualified wastewater engineer

3. **Alteration to an existing wastewater system.**

- Detailed building layout plan (in duplicate) drawn to scale of 1:250 showing existing and new internal sanitary plumbing and method of connecting to external sanitary drainage system
- Detailed site layout plan (in duplicate) drawn to a scale of 1:250 showing existing and new drains, septic tank, and subsurface disposal/irrigation system
- Site and soil report by a qualified wastewater engineer for an onsite wastewater disposal system

4. **Community Wastewater Management Schemes (CWMS)**

- Septic tank and/or trade waste system indicating connection to councils CWMS.
- Detailed site layout plan (in duplicate) drawn to scale of 1:250 showing septic tank and/or trade waste apparatus location & CWMS connection point
- Detailed building layout plan (in duplicate) including internal sanitary plumbing and method of connecting to external sanitary drainage system, drawn to a scale of 1:250

Detailed information to be provided with a completed wastewater works application form

1. **A detailed site layout plan (in duplicate) drawn to a scale of 1:250 showing:**

- Allotment dimensions
- Contours indicating natural ground fall
- Position of the proposed on-site wastewater system (including land application system), showing compliance with all setback distances and all required pipe work and appurtenances within the system.



- Location of any structures and or vegetation either on the subject allotment or on other land which may be affected by the installation of the proposed wastewater system
- Details of any site modifications, for example benching, cutting, and filling, and how these impacts on the proposed system
- Details and location of any diversion measures to collect surface or migrating subsurface water
- Details and location of storm, surface, and roof water disposal
- Details and location of any well or dam on the site, or in the proximity, used or likely to be used for human and/or domestic use
- Details and location of any water source used for agriculture, aquaculture, or stock purposes
- Details and location of any watercourse passing through the site or near it, used or likely to be used for human and/or domestic use
- Location, type, capacity and size of existing septic tank and land application system (i.e., soakage trenches, irrigation area)

2. Detailed building layout plan (in duplicate) drawn to a scale of 1:250 showing:

- Method of connecting the internal sanitary plumbing fixtures of a building to the external sanitary drainage system or CWMS – including location of the sewer drain, inspection openings and inspection shafts, junctions and bends, size and grade of sewer drain, position and size of overflow relief gullies, vents, and waste pipes.
- Size of internal sanitary drains, size of the fixture discharge pipes including whether they are trapped or untrapped, and size of floor traps.
- For CWMS connections the details of the line of sanitary drain and the connection point, including depth of connection point, any inspection shafts, and any other requirement of AS/NZS 3500 and the Onsite Wastewater Systems Code. This includes valve check boxes and vacuum chambers as applicable.
- The intended use of the building and the rooms within it.

3. Site and soil report requirements to be provided by a Wastewater Engineer (Not required for CWMS Connections)

- A wastewater engineer must provide a site and soil report for onsite wastewater disposal. This report must include:
 - Details of the investigations carried out
 - Site plan clearly showing:
 - Soil sampling locations
 - Allotment dimensions
 - Location and dimensions of the proposed land application system
- Existing and proposed buildings as part of the site development
- Type of proposed system to be installed
- Information about the soil types encountered at the sampling location in the proposed land application system
- Nominated effluent percolation rate (EPR), design loading rate (DLR) or design irrigation rate (DIR) as applicable
- Design of the land application system including soil horizon at which base of the land application system is to be founded
- Assessment of site suitability for long term effluent disposal/reuse



- Supporting information with respect to climate characteristics including rainfall and evaporation which may affect the performance of the wastewater system
- Comments regarding features on adjoining allotments, which may affect or be affected by the proposed wastewater system
- A summary of site characteristics
- Any limitations of the proposed system



Detailed Information to be Provided with a Completed Wastewater Works Application Form – Layout Plans

Examples of plans suitable for applications for approval to install and/or alter onsite wastewater systems.

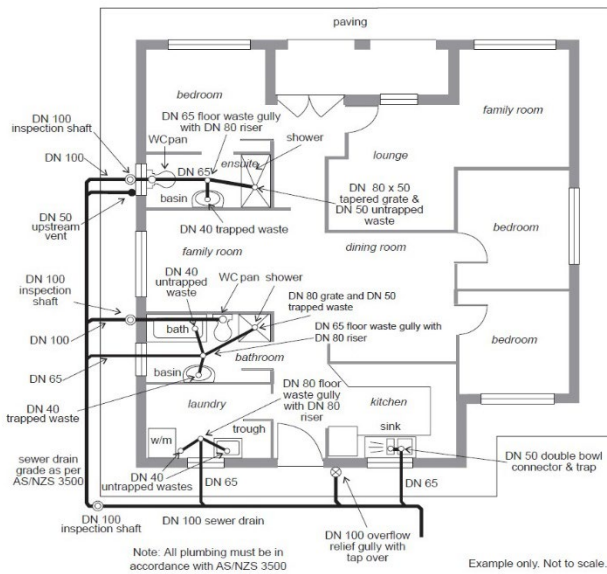


Figure 1: Typical building layout plan

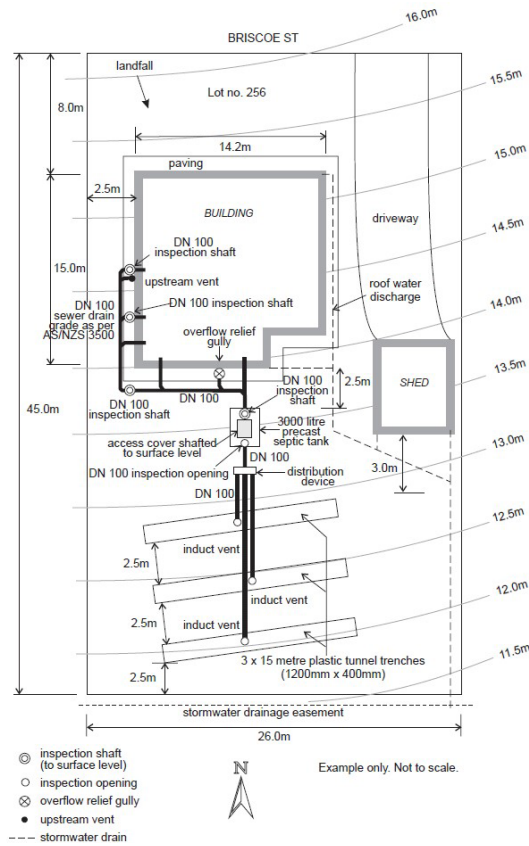


Figure 2: Typical site layout plan – septic tank and soakage trench system

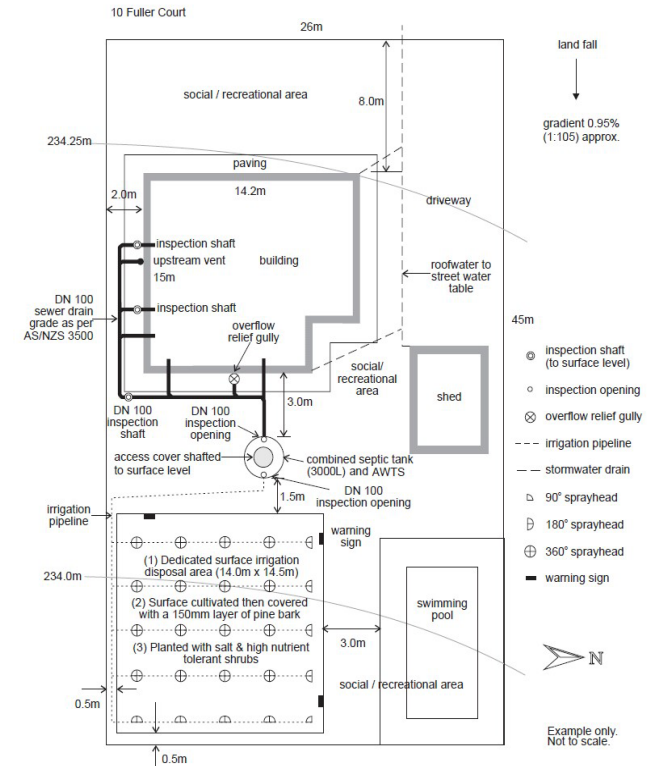


Figure 3: Typical site layout plan – aerated wastewater treatment system and surface irrigation



Setback Requirements – On-site Wastewater Systems

Setback distances for wastewater systems are required to ensure that public and environmental health considerations are addressed. The topography of the site and distance of a wastewater system from building, boundaries, water bodies and other physical and environmental features will have implications for the safety, stability, and desired performance of the system.

	Septic tank/treatment system components			Effluent disposal system	
	Septic tank, Grease arrestor, Pump Sumps	Aerobic (AWTS), Grey water systems, Sand filter, Reed bed	Distribution sumps	Subsurface Disposal, i.e., trench, bed, ETA	Irrigation areas, Surface or Shallow subsurface
Subsurface disposal, i.e., soakage trench, soakage bed, ETA	2.5 M	2.5 M	1.0 M	2.5 M	0 M
Irrigation areas – surface or shallow subsurface	1.5 M	1.5 M	1.0 M	0 M	
Allotment boundaries	2.5 M	3.0 M	2.5 M	2.5 M	0.5 M
Buildings	2.5 M	3.0 M	2.5 M	3.0 M	1.5 M
Distribution sumps	1.0 M	1.0 M		1.0 M	1.0 M
Well, bore, dam & watercourse	10 M	10 M	10 M	50 M	50 M
Mean high water spring along coastal foreshore				100 M	100 M