

Application for approval to install Waste Water System - Section 68 2025/2026



Note: for properties with multiple systems, Council requires one application per system

If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	2034
Phone	1300 434 434			TRIM Ref	C001552
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last Updated	Jan 2026
				Business Unit	Environmental Compliance
				Application No.	
			Receipt No.		

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
In person	Visit one of our Customer Service Centres (listed above) to apply and pay over the counter:
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form to council@northernbeaches.nsw.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not assessed until payment is received.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Part 1A: Applicant contact details

Name/company name			
Address			
Suburb		Postcode	
Phone		Mobile	
Fax			
Email			
Signature		Date	

Part 1B: Owner contact details

As above	Yes	No			
Name					
Address					
Suburb		Postcode			
Installation Address (if different from the above)		Lot No		DP No	
Suburb		Mobile			
Phone		Fax			
Email					

Part 1C: Fees

Commercial - \$539	Domestic - \$451
<i>Select if applicable</i>	
Urgency fee: 3-10 work days	\$141
Application to install a greywater system	\$173

Part 2: Installer contact details

Name/company name					
Address					
Suburb		Postcode			
Business phone		Mobile			
Home phone		Fax			

Part 3: Plumber contact details

Name / company name					
Business phone		Mobile			
Home phone		Fax			

Part 4: System type (please tick appropriate box)

Type of on-site wastewater management system		Type of on-site wastewater disposal system	
Aerated wastewater treatment system		Absorption trench	
Septic tank		Pump to Sydney water sewer	
Greywater treatment system		Surface Spray Irrigation	
Wet/dry composting toilet		Surface Drip Irrigation	
Pump-out to sewer		Sub-surface irrigation	
Other please specify		Mound system	
		Pump-out to truck	
		Other please specify	

Part 5: Further information

Type of premises		Fittings to be connected			
Dwelling		W.C			
Multi-residential		Bath			
Commercial		Laundry			
Industrial		Kitchen sink			
Approximate number of persons residing in dwelling		Number of bedrooms in dwelling			
Tank (s) capacity in litres		Water source	Town		Tank
Other please specify					

Part 6: Owner's declaration

<p>I/We undertake to comply with the Local Government Act 1993 and Regulations and amendments, and the Protection of the Environment Operation Act 1997.</p> <p>I/We have read the explanatory notes for completion of this application contained on the form and understand that if all the required details are not provided, the application may be subject to delay or be rejected as incomplete. I also understand that Council may request more information or clarification to complete this application.</p> <p>I/We consent to Northern Beaches Council displaying this application and supporting documents for the purpose of obtaining when necessary any public comment.</p> <p>I/We consent to Council officers entering the above property for the purpose of carrying out inspections on this application.</p>			
Owner 1 signature		Date	
Owner 2 signature		Date	

Part 7: Checklist

Required			
System details (1 copy)	Yes	No	Why
Submit full manufacturer's details and plans;			
Submit scaled plans of the tank/system, including vertical section;			
Ensure the system is accredited by NSW Health			
Site assessment			
The application must include a site assessment undertaken by a suitably qualified person. This assessment must contain details of the topography, soil composition, texture and vegetation of any effluent application areas related to the system.			
Block/site plans			
• Drawn to scale on A3 paper			
• Details of the topography (such as spot levels or contour lines)			
• The buffer distances around irrigation areas and tanks.			
• The position of all fittings, plumbing and drainage lines.			
• The position of the system and/or disposal area.			
• Any environmentally sensitive areas or water courses located within 100 metres of the sewage management facility.			
• Freshwater Bores			
• When installing an aerated wastewater treatment system, full details to be shown of the irrigation system and the dimensions and boundaries of the area to be irrigated.			
• Dams			
• Any existing on-site sewage management system, including disposal area (if applicable).			
Operation and maintenance (1 copy)			
• The application must be accompanied by details of:			
1. The operation and maintenance requirements for the proposed facility			
2. The proposed operation, maintenance and servicing arrangements intended to meet those requirements			
3. An action plan to be taken in the event of a breakdown in, or other interference with its operation.			
Note: "Difficult" sites (or sites with limitations) for effluent disposal may require a more detailed disposal system designed by a suitably qualified wastewater professional.			

Office use only - Part A*

Property no.		Picked up	
C R no.		Receiving officer	
Notes number		Posted	
Permit no.		Inspection by	
Date		Range	
Spoke to		Time	
Level no.		Total amount payable	\$

*Part A is a universal section, please use applicable boxes only