



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	2035	
Phone	1300 434 434	TRIM Ref	C001552	
Customer Service Centres	Manly Townhall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated	July 2019
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit	Environmental Compliance
		Application No.	w w	
		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

PART 1A: Applicant – Contact Details

Name / Company Name			
Address			
Suburb		Postcode	
Business Phone		Mobile	
Home Phone		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		Postcode	
Business Phone		Mobile	
Home Phone		Email	

Part 2: Installer - Contact Details

Name / Company Name			
Address			
Suburb		Postcode	
Business Phone		Mobile	
Home Phone		Fax	

Part 3: Plumber/Service Agent - Contact Detail

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	Spray irrigation
Greywater treatment system	Sub-surface irrigation
Wet/dry composting toilet	Mound system
Pump-out to sewer	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

What is an approval to operate?

Operating a sewage management system is a prescribed activity under section 68 of the *Local Government Act 1993* and Clause 42 of the *Local Government (General) Regulation 2005*, and requires an approval to operate from Council.

Unlike Council consent for the development of land, Council approval to operate a system of sewage management is personal and does not run with the land. Approval to operate a system of sewage management system is primarily an accountability mechanism between the individual landowner and the Council. Whilst the type and location of system will be considered, it is the activity of sewage management which is the subject of approval.

'Approval to operate a system of sewage management system' requires the landowner to take all reasonable steps to minimise transmission of disease, pollution of water and degradation of land as a result of sewage management activity. It requires that the landowner inform the Council of those activities and pay fees to contribute to the Council's costs of managing the cumulative impact of sewage pollution. Once Council has registered all applications for an operating approval the Council is in a position to assess the environmental and health risks posed by individual systems, different types of systems, and cumulative impacts in different areas. This will enable the Council to develop practical programs designed to address different levels of risk and the community's on-site sewage management objectives. Such programs may include better land use planning, community education, support services, supervision and monitoring and will vary depending on the different level of risk.

Part 5: Further Information Continued

<p>Is Council approval required for existing systems?</p> <p>Landowners with any type of on-site sewage management system are required to obtain a Council operating approval. Councils regulate the installation and operation of on-site sewage management systems under the <i>Local Government Act 1993</i> according to performance standards. Councils have been responsible for the supervision of on-site sewage management systems since 1993. The introduction of health and environment performance standards and the requirement to obtain an operating approval enables Councils to be proactive and:</p> <ul style="list-style-type: none"> • make householders aware of operating requirements; • help them keep their systems well maintained and healthy in operating; • monitor and manage the cumulative impact of sewage pollution on the environment; and • address specific problems.
<p>Why should on-site sewage system owners have to pay Council for an approval?</p> <p>Most of the costs of operating an on-site sewage management system are borne by the landowner, but the Council is responsible for supervision and environmental management. Residents in sewerage areas pay for supervision and environmental management through sewerage charges, which include load based EPA licence fees and other environmental management costs. Council's program provides monitoring and assurance of water quality, better control of effluent discharge, review of plumbers and service agent reports, education programs and practical support to assist landowners.</p>
<p>Why is an operating approval required for aerated wastewater treatment systems?</p> <p>Aerated wastewater treatment systems use sensitive biological agents, mechanical systems and chemical processes to produce a higher quality effluent than a standard septic tank. Aerated systems must be carefully managed and serviced to keep them working well and safely. Service agents currently check the internal components, but do not always check the public health and environmental impacts of effluent disposal. Unlike standard septic systems, aerated systems often discharge effluent above ground where it can easily run off into adjoining land and waterways. Should the treatment process fail, aerated systems can become serious sewage pollution hazards. Such failures are all too common, and may be caused by quite simple factors like using the wrong type of household cleaning agents, leaving the system unattended for extended periods, excess hydraulic loading or depletion of the treatment chemicals. Landowners with aerated systems have to register for Council approval in the same way as other septic system owners.</p>

Part 6: Owner's Declaration

<p>I/We undertake to comply with the <i>Local Government Act 1993</i> and Regulations and amendments, and the <i>Protection of the Environment Operation Act 1997</i>.</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: Fees and Payment

Application to operate - sewerage/wastewater treatment system - does not apply to pump to sewer systems, pensioner fees and non-accredited systems	\$265.00
Application for approval to operate sewerage/wastewater system (pump to sewer systems fee)	\$75.00
Application for approval to operate sewerage/wastewater system not accredited by NSW Health and/or serves greater than 10 persons	\$320.00
Application for approval to operate sewerage/wastewater treatment system (pensioner fee) - with evidence	\$90.00
Methods of Payment	
<p>Council Customer Service Centre</p> <p>At the Customer Service Centre in the Council Civic Centre. Payment can be made by cheque, credit card (American Express, Mastercard, Visa only), cash money order or EFTP</p> <p>Payment by Mail - Credit cards accepted Post the payment slip (on the front of Invoice/Statement at the bottom) with your cheque or credit card details to:</p>	
<p>Northern Beaches Council 725 Pittwater Road Dee Why, NSW 2099</p> <p>Fax Payment - Credit cards only Complete the payment slip (below) with your credit card details and fax to: 9942 2606</p>	

**ALL HARD COPIES TO BE DESTROYED
ACCORDING TO PROCEDURES**

Credit Card Details			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card																
Card Number																
Expiry Date																

Signature															
Daytime Phone Number															
Date															

Please note: All credit card payments are subject to a 0.7% service fee

Office Use Only															
Application No.															

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