

# Application for Approval to Operate a System of Sewage Management - Section 68 LGA 1993



## About this form

You can use this form to obtain approval to operate defined under Section 68 of the Local Government Act 1993, including:

- operate a private recycled water scheme;
- operate a system of sewage management.

## How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by mail or in person. Please refer to the Lodgement details section for further information.

## Part 1: Applicant Details

Given name/s\*

Family name\*

Organisation name

Postal address \*

**Note:** Before this application can be lodged at least one contact number must be supplied.

Home number

Business number

Mobile number

Email address

Applicant name (please print)\*

Applicant Signature\*

Date\*

Note: If you are signing on behalf of a company please state your capacity within the company in the box to the right.

Capacity within the Company

## Part 2: Site Details

Property number \*

Street name \*

Suburb \*

Property Name (if applicable)

DP/SP \*

## Part 3: Registered Owner(s) Consent

As the registered owner(s) of the above property, I/We give consent to this application.

Given Name/s\*

Family Name\*

Organisation/Company Name\* (if applicable)

ABN/ACN\* (if applicable)

Part 3: Registered Owner(s) Consent - continued

Address\*

Home Number

Business Number

Mobile Number

Email Address

**Registered Owner(s) Signature(s)** (see Note 1 at the back of application form)

Registered Owner Name\* (please print)

Position

Signature\*

Date\*

Registered Owner Name (please print)

Position

Signature

Date

Company/Strata Stamp or Seal

**Note:** For works that affect common property, the owners corporation consent is required. Section 108 of the Strata Scheme Management Act allows changes to common property if applicants ensure the owners corporation has given a valid consent by seeking a copy of the minutes/ resolution of a general meeting authorising the works or confirmation that the requirements of the Strata Scheme Management Act 2015 have been met.

Part 4: Type of activity proposed (Table to Section 68, LGA 1993)

Please provide full details by attachments as necessary for the following items:

**1. Has the waste water recycling scheme been subject to a section 68 Local Government Act application and subsequent approval to install from the City of Sydney Council?** If yes, please give the date of the approval and the reference number.

**2. Has the proposed treatment system been previously validated by NSW Office of Water?**

**3. If not, has the treatment system that has been installed been validated by the NSW Office of Water or accredited by NSW Health?**

**4. What period of verification monitoring of the influent and effluent criteria has been undertaken?** If the treatment system is listed by the NOW as validated system then 4 weeks in situ monitoring must be undertaken. Otherwise 12 weeks continuous monitoring of the plant in situ or 12 weeks at the pilot or demonstration treatment plant followed by 4 weeks verification monitoring in situ must be undertaken.

**5. Verification that the quality of the recycled water is suitable for the proposed end use taking into account the potential hazards in the source water(s).** The operation of the entire recycled water scheme should be included in the verification to ensure that it is not having adverse impacts on the receiving environment.

**6. Has the quality of the water post treatment been validated by NSW Health?** The treated water must be validated to meet the water compliance values required for the proposed recycled water end use.

**7. Process flow diagram of the recycled water scheme; from source to end use; identifying the critical control points in the process.** Critical control points can be determined as the points within the process that control the risk by reducing or eliminating the transfer of pathogens or chemicals to the end users of the recycled water.

**8. Risk assessment summary showing the identification and control of hazardous events.** Hazardous events that have the potential to impact on the final intended use and quality of the recycled water through each part of the process should be assessed and prioritised. Other influencing factors such as accidental or deliberate contamination, design deficiencies, unintended or unauthorised use etc. should also be taken into account.

**9. Risk Management plan for the scheme from and including the source water and the end use.** What will be monitored? When will it be monitored? How will it be monitored? Who is responsible?

**10. Monitoring plan outlining validation, verification and operational monitoring (type, limit, frequency, location, responsibility).** Critical Control Points should be monitored to a statistically valid and recorded sampling plan and in a timely manner to prevent the supply of potentially unsafe water.

11. **Operational and maintenance procedures.** Operational procedures must be developed for each step in the treatment system for the recycled water scheme to ensure its safe operation taking into account the risks identified in the risk assessment.

12. **Incident and emergency response procedures.** An incident or emergency is any event that causes or has the potential to cause harm either to the environment or the health of the public and may include non-compliance sampling results for the recycled water criteria, unplanned disruptions to treatment processes and cross connection incidents involving potable water systems.

13. **Training and awareness plan.** Specific areas of training and awareness might include the operators of the recycled water scheme, the End Users and Visitors to the site.

14. **Operator qualifications.** Details should be submitted concerning those contracted to operate the recycled water scheme including qualifications, training, service contract arrangements etc.

15. **Where relevant, please provide:**

- a recycled water agreement with the end users outlining their obligations and responsibilities.
- a recycled water agreement with the suppliers of the recycled water.

16. **Copies of relevant analytical reports from a laboratory accredited for the specified tests by an independent body acceptable to NSW Health such as the National Association of Testing Authorities (NATA) or equivalent, for the validation and verification testing requirements.**

## Part 5: Lodgement Details

You can lodge the completed application form by:

**EMAIL:** [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au)

Email the completed form, including relevant documentation. We will contact you for the required fees (refer to the Council's public website for adopted fees and charges).

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
**See our website for details of all customer service centres and opening hours:**  
[cityofsydney.nsw.gov.au/customer-service-centres](http://cityofsydney.nsw.gov.au/customer-service-centres)

**WHAT NOW:** You will be contacted by a Council Officer if further information or clarification is required.

For further information regarding your application please contact us by visiting [cityofsydney.nsw.gov.au/contact-us](http://cityofsydney.nsw.gov.au/contact-us)

## Part 6: Privacy & Personal Information Protection Notice

**Purpose of collection:** This information is being collected for the purpose of assessing and determining applications under Section 68/94 of the Local Government Act 1993 and Section 138/139 of the Roads Act 1993.

**Intended recipients:** City of Sydney employees. Any other relevant state government agency and any approved contractors required to provide this service.

**Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

**Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.

**Storage:** The City Planning, Development and Transport Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

**Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan [cityofsydney.nsw.gov.au/policies/privacy-management-plan](http://cityofsydney.nsw.gov.au/policies/privacy-management-plan).

## Office Use Only

Application number	Application fee	Other fees		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Total fees paid	Receipt number	Checked by Building Surveyor (please print name)	Checked by Customer Service Officer (please print name)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Estimated cost of work	Date	Time	File Created -Date\Time	Application Key Indicator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

**Note 1**

1. It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application.  
The Council will not accept an application without the correct owners consent.
2. **Owner(s)** - all owners are to sign (please note additional requirements for other types of ownership below).
3. **Company/Organisation** - if the owner is a company, owners consent is to be provided together with an up to date (dated the day of lodgement or the day before) ASIC company extract [asic.gov.au](http://asic.gov.au) and any other required supporting documentation.
4. **Joint wall/fence** - when works affect a joint wall or fence, consent of all property owners is required (e.g.Semi-detached or terrace dwelling and boundary fence).
5. **Strata title/body corporate** - if the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature the following must be provided if any works or proposed use affect common property:
  - The common seal of the owners corporation must be stamped on this form and witnessed by two members of the executive committee (where there is a determination by the owners corporation), the secretary of the owners corporation and another member of the executive committee, or the appointed strata managing agent; and one of the following:
    1. A letter on strata management letterhead stating that the requirements of the Strata Scheme Management Act 1996 have been met: or
    2. Copy of resolution or minutes showing that a special resolution has been passed at a general meeting of the owners corporation that specifically authorises the change to common property.
6. **Signing on owners behalf** - if you are signing on the owner's behalf as the owner's representative, you must state the nature of your legal authority and attach documentary evidence (a fully copy is required). Depending on the nature of your authority, the following evidence may be accepted: Power of Attorney, Trust Deed, Probate, Letters of Administration, Delegation Schedule, Letter (with organisation's letterhead) confirming your authority.
7. **New owners** - if the property has recently been sold, documentary evidence of the sale must be provided. Please provide one (1) of the following:
  - A copy of the Certificate of Title
  - Previous owner's consent to the application.