

Application to Install a System of Sewage Management - Section 68 LGA 1993

About this form

You can use this form to apply for approval to install a system of sewage management under Section 68 of the Local Government Act 1993, including a private recycled water system. You can obtain pre-lodgement advice by calling the City of Sydney on (02) 9265 9333.

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

Clearly identify who is making this application. The applicant is responsible for ensuring that the information provided in this application is correct. The Council and any advisory department will rely on this information when determining the application.

Please tick the applicable box below.

I am the owner of the subject property ☐ OR I am authorised by the owner(s) to make this application ☐

If you are not the owner of the property, Part 3 of this form must be signed by all owners of the property, authorising this application.

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

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

All land subject to the application must be identified.

Property number *

Street name *

Suburb and Postcode *

Property Name (if applicable)

Lot number (if known)

DP/SP (if known)

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) - please refer to NOTE 1

Registered Owner Name (please print)

Position

Signature

Date

Registered Owner Name (please print)

Position

Signature

Date

Registered Owner Name (please print)

Position

Signature

Date

Registered Owner Name (please print)

Position

Signature

Date

Registered Owner Name (please print)

Position

Signature

Date

NOTE: For works that affect common property, the owners corporation's consent is required. Section 108 of the Strata Schemes Management Act allows for changes to common property if the owners corporation has passed a special resolution authorising the works. The applicant must ensure that the owners corporation has given a valid consent. The applicant should seek a copy of the minutes / resolution of a general meeting authorising the change to common property or letter on strata management letter head stating that the requirements of the Strata Schemes Management Act 2015 have been met.

Company/Strata Stamp or Seal

Part 4: Details of proposed system

Please provide full details for the following items (attach extra pages / documentation where necessary).

1. Site Selection

Where is the proposed location of the water treatment plant? Proximity to end use?

Attachment
Included?
(Y/N)

2. Details of any sensitive receiving environment(s)

Residential, educational facilities, recreational areas, underground aquifers, etcetera.

Attachment
Included?
(Y/N)

3. Sources of the recycled water

E.g. untreated sewage, grey water, industrial process water, etcetera.

Attachment
Included?
(Y/N)

4. Quality of the source water, including potential hazards.

Each individual source of recycled water will have different quality characteristics and different contaminants such as biological and chemical contaminants, which are a potential hazard to the environment and people who come into contact with the recycled water.

Attachment
Included?
(Y/N)

5. End uses of the recycled water

End uses need to be identified to determine the required end water quality and any management actions needed to ensure the safe use of the recycled water. These may include, for example, pasture irrigation, golf course irrigation, cooling tower make up water, etcetera. If irrigation proposed, type of system, i.e, surface drip, trickle irrigation, subsurface irrigation and surface spray.

Attachment
Included?
(Y/N)

6. Quantity of the water required for the end uses expressed as a total volumetric flow rate and average and peak demand flow rates.

Attachment
Included?
(Y/N)

Please provide full details for the following items (attach extra pages / documentation where necessary).

7. Potential environmental impacts of the scheme.

As well as the potential human health and environmental impacts from the scheme the potential for inadvertent or unauthorised use of the recycled water should also be considered.

Attachment
Included?
(Y/N)

8. Potential site specific human impacts of the scheme including routes of exposure.

Humans may be exposed to recycled water through ingestion, inhalation and contact with the skin.

Attachment
Included?
(Y/N)

9. Recycled water policy for the scheme.

Can it be demonstrated that the recycled water scheme is safe, economically viable, environmentally sustainable and socially acceptable.

Attachment
Included?
(Y/N)

10. Communication plan / strategy for the scheme.

Has any consultation about the proposal taken place with the appropriate stakeholders such as the local community, Water Authority, NSW Health, Department of Water and Energy?

Attachment
Included?
(Y/N)

11. Financial assessment, including the budget for the operation and maintenance for the lifetime of the scheme. Are the projected revenues sufficient to cover expenditures and operating costs of the scheme?

Attachment
Included?
(Y/N)

12. Plan to scale of the recycled water scheme, indicating:

- (a) The site treatment process;
- (b) The surrounding land uses within 100m of the treatment system and, where relevant, any application areas;
- (c) The location of the end use(s) including the recycled water application areas.

Attachment
Included?
(Y/N)

Please provide full details for the following items (attach extra pages / documentation where necessary).

13. Is the treatment system listed as a validated system by the Department of Water and Energy for the influent quality and end use?

Yes ☐ No ☐

Attachment
Included?
(Y/N)

Part 4: Details of proposed system (continued ...)

14. Is the treatment system accredited by NSW Health?

A list of NSW Health accredited systems is available at

www.health.nsw.gov.au/publichealth/environment/water/waste_water.asp

Yes ☐ No ☐

Attachment
Included?
(Y/N)

15. Details of any Recycled Water Agreement.

Where a recycled water scheme involves sourcing water from a third party such as through sewer mining, a recycled water agreement will be required between the applicant and the organisation that will supply the water for treatment. A copy must be submitted with this application.

Attachment
Included?
(Y/N)

16. Other supporting documentation

Please list any other supporting documentation attached to this application.

Attachment
Included?
(Y/N)

Attachment
Included?
(Y/N)

Attachment
Included?
(Y/N)

Part 5: 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 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.

Part 6: Lodgement Details

You can lodge the completed application form by:

EMAIL: 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

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

Part 7: Government Departments to contact for advice on water recycling

Additional advice and guidance on the application process may be obtained from the Interim NSW Guidelines for Management of Private Recycled Schemes obtainable online from the Department of Water and Energy.

Water - NSW Department of Primary Industries (DPI)
105 Prince Street, Orange, NSW 2800
Phone: 02 6391 3336
Website: www.dpi.nsw.gov.au

Environmental Protection Agency NSW (EPA NSW)
4 Parramatta Square, 12 Darcy Street, Parramatta, NSW 2150
Phone: 02 9955 5000
Email: info@environment.nsw.gov.au
Website: www.epa.nsw.gov.au

NSW Health
PO Box 798 Gladesville, NSW 2111
Phone: 02 9816 0589
Email: nswhealth@doh.health.nsw.gov.au
Website: www.health.nsw.gov.au

NOTE

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 (www.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, then in addition to the owner(s) signature the following must be provided if any works or proposed use affect the 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 owner's corporation), the secretary of the owner's 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 Schemes Management Act 1996 have been met; or
 2. Copy of resolution or minutes showing that the special resolution has been passed at a general meeting or 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 full 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.