

	<h1 style="text-align: center;">ONSITE WASTEWATER WORKS APPLICATION CHECKLIST</h1>		Form No:	HLTH004
			Version No:	1
			Page No:	1 of 1
			Last Updated:	1 <sup>st</sup> November 2016
			Form Ownership:	Environmental Health
			Relevant Policy/Act:	

**Please Note:** The attached Onsite Wastewater Works Application Form must be completed together with the plumbing layout & site plans (examples on the back of the application form) and supplied with the information/fee as per the checklist below. This is a requirement to lodge the application and to ensure no delays in processing your application.

1. **APPLICATION FORM** detailing

- Location of Installation
- Owners Name and Address
- Applicant's Name and Address (if different from Owner)
- Plumber's Name and Address
- Plumber's Licence Number
- Plumber's SA Water Certificate of Compliance Number for the commencement of the work
- Premises description (House, Shed etc)
- Non Standard Fixtures (eg. spa bath, garbage disposal unit)
- Type of Septic Tank to be installed eg: Standard System, Aerated Wastewater Treatment Plant (AWTP)
- Land Capability Assessment Details
- Effluent Disposal Method
- Declaration Signature of Owner **AND** Applicant (If different)

2. **CERTIFICATE OF TITLE** for your property. This can be obtained from the Lands Title Office.

- The Lands Title Office can be contacted on 1800 648 176 or [www.landservices.sa.gov.au](http://www.landservices.sa.gov.au).

3. **WASTEWATER ENGINEERS REPORT**

- The site must be assessed for both site and soil suitability to sustain long term onsite disposal of wastewater.

4. **SEPTIC TANK PLANS** *(Two Copies) - to scale showing:*

- Site plan showing
- Boundaries of the property
- Location of Buildings (Proposed and Existing)
- Location of Septic Tank System and Effluent Disposal (If AWTP, Irrigation area)
- Location of any Bore, Well or dams
- Plumbing Layout Plan
- Plumbing detail of drains and fixtures (underfloor plumbing and drainage); including drain sizes.

5. **FEES**

- Fees to be paid on lodgement of the Onsite Wastewater Works Application. (Various fees may apply and these will be calculated upon lodgement)

6. **CERTIFICATE OF COMPLIANCE & AS CONSTRUCTED DRAWINGS** *(On Completion)*

- Certificate of Compliance lodged on completion of installation (now includes completion of AWTP irrigation area).
- An 'As-Constructed' drawing showing the position and dimension of the work undertaken **must be** supplied with the Certificate of Compliance.
- New Certificate of Compliance to be completed if change in Plumber at any stage of the installation.

**NB: Upon completion of Development / Septic Tank Application work all Paperwork as outlined in the Approval must be received by Council for other services to be initiated if applicable (eg mobile garbage bin collection).**

	<h1 style="text-align: center;">APPLICATION FOR AN ON-SITE WASTEWATER WORKS APPROVAL</h1>		Form No:	HLTH005
			Version No:	1
			Page No:	1 of 4
			Last Updated:	1 <sup>st</sup> November 2016
			Form Ownership:	Environmental Health
			Relevant Policy/Act:	

Pursuant to the SA Public Health (Wastewater) Regulations 2013, all on-site wastewater systems and alterations to on-site wastewater systems are subject to a wastewater works approval. Refer to the South Australian Department for Health and Ageing **ON-SITE WASTEWATER SYSTEMS CODE (the Code)** for further information to assist in the completion of this application form. The Code can be accessed online at <http://www.health.sa.gov.au/pehs/branches/wastewater/new-regulations-and-codes.htm>

Each application must include **two copies** of a detailed sanitary plumbing and drainage lay-out (refer to Section 8 of the Code), a site and soil report (refer to Section 3.6.1 of the Code) and the appropriate fee as determined by the relevant authority. Applications where necessary, must include a detailed assessment of the land capability of the site via a soil report (i.e. the suitability of the site for treatment and disposal/reuse of domestic wastewater).

Please contact the relevant authority for details regarding the fee and method of payment. The relevant authority is:

- The local council for the installation of on-site wastewater systems with a capacity up to 40EP or connection to a Community Wastewater Management System (CWMS)
- The South Australian Department for Health and Ageing for systems to be installed with a capacity greater than 40EP, Community Wastewater Management Systems (CWMS) and for wastewater systems in areas of the state not under local government control

**FAILURE TO PROVIDE THE CORRECT INFORMATION OR FEE WILL RESULT IN APPROVAL DELAYS**

## OFFICE USE ONLY

Application No:

S \_\_\_\_/\_\_\_\_

732/\_\_\_\_/\_\_\_\_ A \_\_\_\_

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Record No: \_\_\_\_\_

## 1. APPLICANT/OWNER DETAILS

**Enquiries regarding this application will be directed to the applicant:**

Applicant's name \_\_\_\_\_

Applicant's address \_\_\_\_\_

Township or Suburb \_\_\_\_\_ Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

**If the applicant is not the owner, please also fill in the details below:**

Owner's name \_\_\_\_\_

Owner's address \_\_\_\_\_

Township or Suburb \_\_\_\_\_ Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Plumber's name \_\_\_\_\_ Email \_\_\_\_\_

Plumber's postal address \_\_\_\_\_ Telephone \_\_\_\_\_

Lic No\* \_\_\_\_\_ SA Water & SA Council's Certificate of Compliance No\* \_\_\_\_\_

**\*The application will not be assessed until the Plumber's Licence and the SA Water & SA Council's Certificate No's are supplied.**

## 2. LOCATION OF INSTALLATION

Property No. \_\_\_\_\_ Street \_\_\_\_\_

Township or Suburb \_\_\_\_\_

Lot \_\_\_\_\_ Section \_\_\_\_\_ CT No \_\_\_\_\_

PO Box 724, Mount Gambier SA 5290; 324 Commercial Street West, Mount Gambier SA 5290

Ph: (08) 8721 0444 | Fax: (08) 8721 0410

Email: [info@dcgrant.sa.gov.au](mailto:info@dcgrant.sa.gov.au) | [www.dcgrant.sa.gov.au](http://www.dcgrant.sa.gov.au)

### 3. PREMISES DETAILS

PREMISES DESCRIPTION: ☐ Dwelling ☐ Units ☐ Commercial ☐ Other

OCCUPANCY (RESIDENTIAL PREMISES): \_\_\_\_\_ (number of persons)

OCCUPANCY (NON-RESIDENTIAL PREMISES): Refer to **APPENDIX E** of the Code to decide on a suitable premises category to calculate the capacity of the septic tank and the effluent disposal requirements.

Premises Category: \_\_\_\_\_ P1: \_\_\_\_ P2: \_\_\_\_\_

WATER SUPPLY TO PREMISES:

☐ Reticulated mains water supplied to premises

If not, what water supply is used:

☐ Roof catchment / storage or carted supply ☐ Other (please specify) \_\_\_\_\_

NON-STANDARD FIXTURES:

☐ Food waste disposal unit ☐ Spa bath capacity (litres) \_\_\_\_\_

### 4. PROPOSED TYPE OF WASTEWATER WORKS

☐ New system ☐ Alteration/addition to an existing system

For an alteration/addition to the system or a design utilising more than one of the options below, please provide a brief description of works here or attach a covering letter to the application:

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*Please ensure that the submitted plans show the existing pipework and fittings (as known) and the intended additions, making a clear visual distinction between the two*

TYPE OF SYSTEM:

**Onsite Disposal**

☐ **CWMS Connection**

☐ Septic tank

Tank capacity \_\_\_\_\_ Make \_\_\_\_\_

☐ Aerobic ☐ Sand Filter ☐ Reed Bed ☐ Composting Toilet

☐ Grey Water Treatment ☐ Grey Water Diversion

Make \_\_\_\_\_ Model \_\_\_\_\_

☐ Other (please specify): \_\_\_\_\_

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☐ Pump

Make \_\_\_\_\_ Model \_\_\_\_\_

Sump Capacity \_\_\_\_\_ Type and location of Alarm \_\_\_\_\_

☐ Trade waste – *Please refer to Section 7*

*Please ensure that all nominated systems and components are on the Department for Health and Ageing Approved Products*

List: <http://www.health.sa.gov.au/pehs/branches/wastewater/wastewater-products.htm>

## 5. EFFLUENT DISPOSAL METHOD

### LAND APPLICATION OF EFFLUENT:

Please ensure that Section 6 is also completed

- ☐ SUBSURFACE DISPOSAL  
Required contact area for subsurface disposal (in square metres) \_\_\_\_\_
- ☐ Plastic tunnel      ☐ Perforated pipe
- Length (m) \_\_\_\_\_ Width (m) \_\_\_\_\_ Depth (mm) \_\_\_\_\_
- Depth below natural ground surface to base of trench \_\_\_\_\_
- ☐ SUBSURFACE IRRIGATION DISPOSAL  
Irrigation area required (in square metres) \_\_\_\_\_
- ☐ SURFACE IRRIGATION DISPOSAL  
Irrigation area required (in square metres) \_\_\_\_\_
- ☐ AS/NZS 1547 LAND APPLICATION DESIGN  
Type \_\_\_\_\_ Basal area \_\_\_\_\_
- Length (m) \_\_\_\_\_ Width (m) \_\_\_\_\_ Depth (mm) \_\_\_\_\_

### OTHER:

- ☐ OFF-SITE DISPOSAL – Connection to CWMS or sewer
- ☐ TEMPORARY ON-SITE CONTAINMENT FOR TANKER REMOVAL  
Holding tank capacity (litres) \_\_\_\_\_
- ☐ OTHER METHOD - Please provide full details with attachments as appropriate  
\_\_\_\_\_

## 6. LAND CAPABILITY ASSESMENT

This section is relevant for applications intending land application for effluent:

Within 50m of a well, bore, or dam used or likely to be used for human or domestic purposes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Within 50m of a watercourse as identified on a 1:50 000 SA Government topographic map and used or likely to be used for human or domestic purposes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Within 100m of the pool level of the River Murray and its lakes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Within the 1956 River Murray and lakes flood zone	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Above shallow underground water supplies used for human or domestic purposes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Within 100m of the mean high water mark along coastal foreshore areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Within 50m of a water source used for agriculture, aquaculture or stock purposes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In an area likely to be subject to flooding or inundation in a 1:10 year recurrent event	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**SOIL REPORT:** For applications involving the land application of effluent, please provide a site and soil suitability report from a Wastewater Engineer if applicable

DLR/DIR or EPR nominated by the wastewater engineer \_\_\_\_\_

## 7. TRADE WASTE DISCHARGES

☐ New connection      ☐ Alteration to a system with an existing trade waste connection

Provide details of the proposed activity and processes which produce wastewater for discharge to CWMS.

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Provide details of pre-treatment system (e.g. grease arrestor, pH correction, solid settling) including its size and capability.

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Provide details of proposed cross connection and backflow prevention devices, where required:

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Details of the wastewater discharge

☐ Gravity      ☐ Pumped      Peak flow rate (L/second): \_\_\_\_\_

*(Please attach additional information where required)*

## 8. DECLARATION AND SIGNATURE OF OWNER AND APPLICANT

The application **must** be signed by both the owner and applicant.

I / We hereby declare that the information provided in this application, attachments and accompanying plans are true and correct.

It is acknowledged that:

- Pursuant to Regulation 11 of the SA Public Health (Wastewater) Regulations, the plumbing contractor(s) must provide a **Certificate of Compliance** to the relevant authorities following installation of an on-site wastewater system or components.
- All work on the wastewater system must be carried out by persons licensed pursuant to the Plumbers, Gas Fitters and Electricians Act 1995.
- Penalties apply for the provision of false or misleading information or failure to install and maintain the system in accordance with approval conditions.

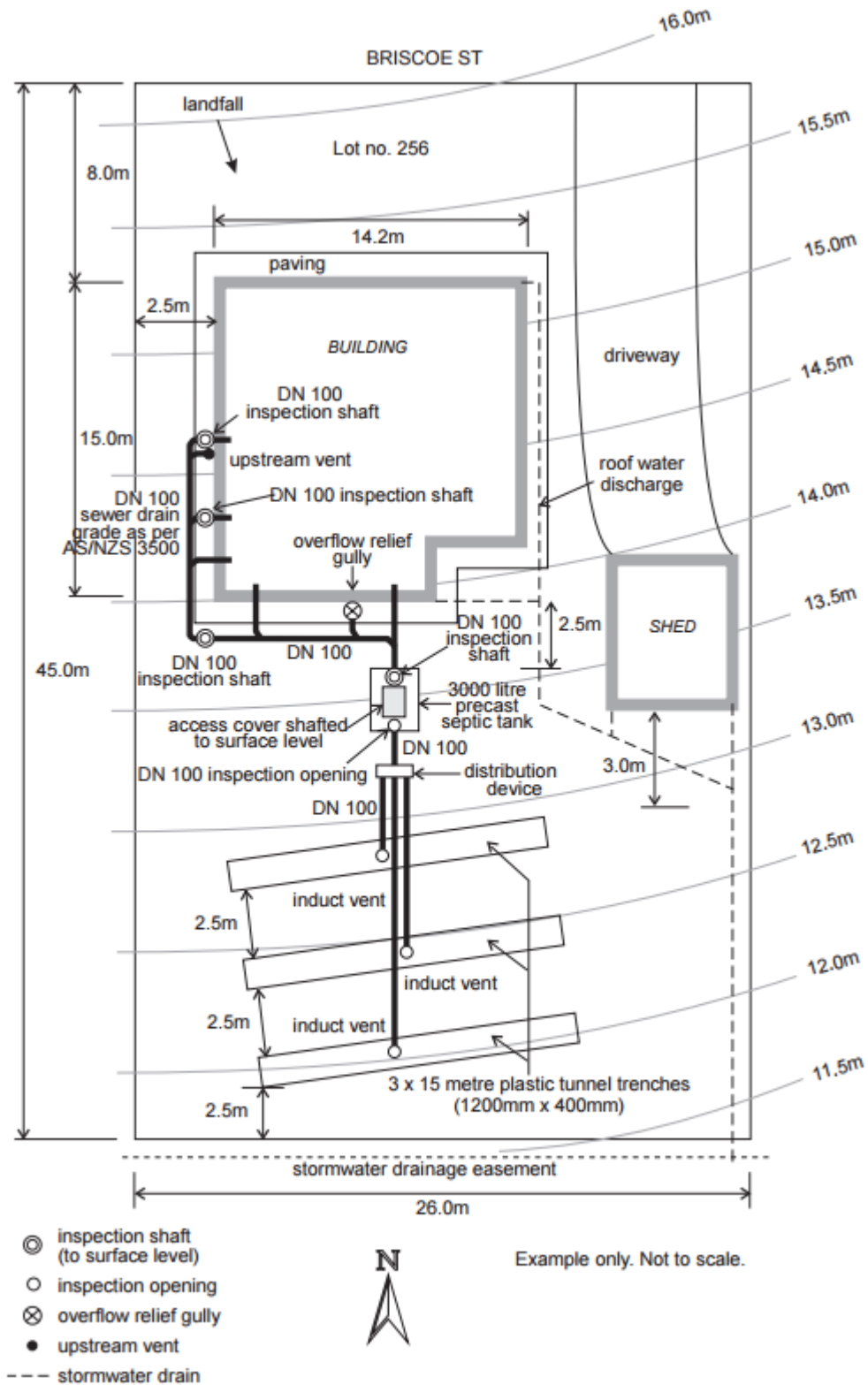
It is the responsibility of the applicant to ensure that the wastewater works are installed in accordance with the approved plan and relevant conditions.

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

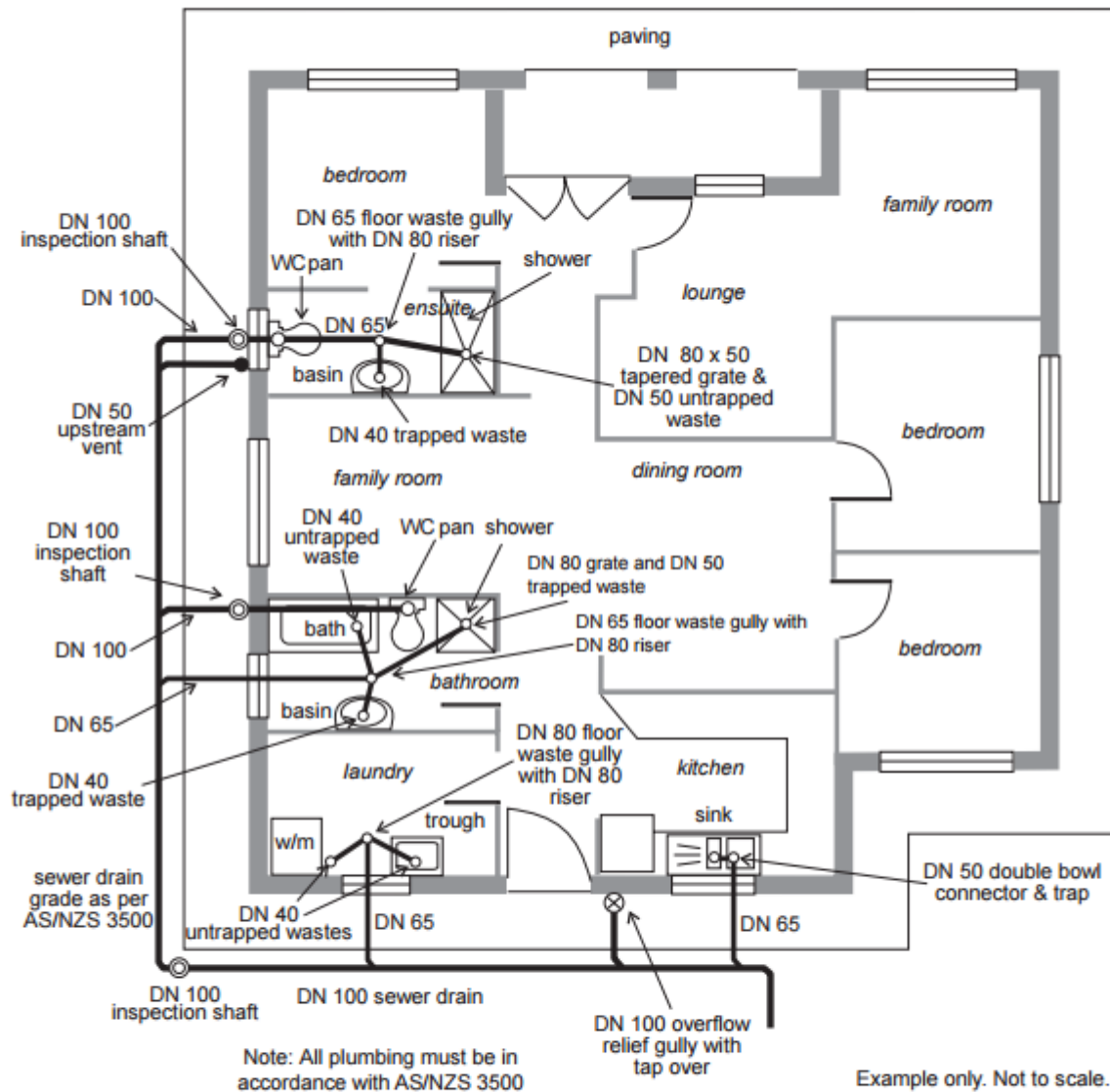
# EXAMPLE

## Typical Site Layout Plan



# EXAMPLE

## Typical Building Layout Plan



# EXAMPLE

## Typical site layout for an Aerated Wastewater Treatment System (AWTS) and Surface Irrigation

