



THE APPLICATION FOR APPROVAL TO INSTALL / CONSTRUCT / ALTER A SEWAGE MANAGEMENT SYSTEM PROCESS

STEP 1

1. Complete the Request for a Sustainable Effluent Application Area form and submit it to Council (Note: this form must be completed by the property owner, fees in accordance with Councils fees and charges shall be paid at the time of lodgement)
 - You are required to complete all parts of the request form
 - You are required to attach a copy of the floor plan for the proposed / existing dwelling that the system is to service, including any additional connections (e.g. a toilet within a shed external to the dwelling).
2. Council will then supply you in writing with details regarding the sustainable effluent application area required for your premises based on the information that has been supplied to Council.
 - The area provided by Council will include the sustainable effluent application area (to be installed) and a reserve area which shall be an additional area set aside for future use (this area does not need to be installed)

STEP 2

Complete the Application for Approval to Install / Construct / Alter a Sewage Management System form and submit it to Council. Included with your application must be all information as detailed on the reverse side of the application form. You will be required at this stage to pay the appropriate fees in accordance with Councils Fees and Charges.

ASSESSMENT OF YOUR PROPOSAL

1. Council will assess your application and will either:
 - Approve your application; or,
 - Request additional information to support your application; or,
 - Refuse your application.

YOUR RESPONSIBILITY ONCE YOUR APPLICATION HAS BEEN APPROVED

1. As the owner and / or applicant for the approved system it is important to read your consent and ensure that you understand the conditions of your approval.
2. As the owner and / or applicant you are responsible for ensuring that all conditions of consent are complied with. This includes ensuring that the appropriate inspections are arranged during the installation process (as detailed in your conditions of consent)

INFORMATION