



2. **Specifications.** The application must be accompanied by full specifications of the sewage management facility proposed to be installed or constructed on the premises concerned.
3. A full site assessment in accordance with Clause 26(4) (for operation only, this is not required).
4. Details of operation and maintenance requirements and arrangements for the system in accordance with Clause 26(6).
5. Details of the proposed system, manufacturer, model, State Health Department Approval No, capacity.

I hereby certify that all information given above is true and correct and that the soil sample referred to in soil assessment was taken from the proposed disposal site and is a true representation of the soil type in that area.

Applicant: Name/Company: .....

Address: .....

Telephone:.....

Signature of Applicant:..... Date: .....

**Notes:** Construction of NEW Septic Tank charge fees for Install, Operate AND Inspection (Renewal) upon lodgement. Renewal fee to paid yearly, please charge inspection fee only.

Application to Install and Operate may be applied for separately, however, if installation only has been applied for, an Occupation Certificate will not be issued until an approval to operate has been issued.

Fees: Please refer to Council's current Fees And Charges on Council's website.

New Application	Cashier Code
Application to Install (System with capacity for < 15 persons): <input type="checkbox"/>	OSSMInsp
Application to Install (System with capacity for > 15 persons): <input type="checkbox"/>	OSSMInsp
Application to Operate: <input type="checkbox"/>	OSSMOper
Inspection Fee: <input type="checkbox"/>	OSSMReins

Approved Application Requiring Annual Inspection	Cashier Code
Inspection Fee (Renewal Fee Charged Yearly) <input type="checkbox"/>	OSSMReins

**Note:** A person who operates a system of sewage management without having obtained the prior approval of Council is guilty of an offence. (Maximum penalty 20 penalty units) (LGA 1993 Cl 626 (3)).

If an owner or occupier of land is the holder of an approval to operate a system of sewage management, any other owner or occupier of that land may operate the system in accordance with the conditions of approval. *Local Government (General) Regulation 2005.*

**Your Privacy**

Shellharbour City Council respects your privacy at all times. When processing your application we collect personal information about you for the primary purpose of providing you with a high level of customer service.

For more information, please see our Privacy Management Plan on our website [www.shellharbour.nsw.gov.au](http://www.shellharbour.nsw.gov.au) or contact our Public Information Officer on (02)4221 6111. Information leaflets are also available at all offices and libraries.

Updated: July 2019

<b>Paid By:</b> CHEQUE <input type="checkbox"/>		EFT <input type="checkbox"/>		CASH <input type="checkbox"/>	
<b>Amount:</b> \$			<b>Rec No:</b>		
<b>Date:</b>		Mail <input type="checkbox"/>		Counter <input type="checkbox"/>	