

Lodgement Checklist Onsite Wastewater Works

DOES THE DEVELOPMENT REQUIRE APPROVAL?

An Aerobic (or Aerated) Wastewater Treatment System (AWTS) may be installed in Mount Gambier where connection to a reticulated sewerage system (SA Water mains sewer) is unavailable. Please note connection within 3 months to the mains sewer is required if it becomes available (Policy B150).

An application to install OR amend an AWTS must be lodged with Council with the appropriate plans, engineers report and approval granted before installation can begin. As City of Mount Gambier is in the catchment zone for the Blue Lake (source of the town's water supply) only an AWTS will be approved as complying development as outlined in the Planning and Design code.

FORMS AND LEAFLETS

Forms and leaflets are available on Council's website:
www.mountgambier.sa.gov.au
(Services – Public Health)

LODGEMENT OF AN APPLICATION

Lodgement for Wastewater Works applications can be submitted electronically via email to:
city@mountgambier.sa.gov.au

As a minimum you are required to submit the information detailed below with your application.

- **Onsite Wastewater Works Application Form**
 - Part 1 Applicant, Owner's and Plumbers details (if the applicant is not the owner then both sections MUST be completed)
 - Part 2 Location of Installation
 - Part 3 Premises details
 - Part 4 Proposed type of wastewater works
 - Part 5 Effluent Disposal Method – Please note Council Policy B150 requires a minimum irrigation disposal area of 280m² and multi barrier solutions for disposal of wastewater (e.g. Pressure Dosed Distribution Bed and Mounds) is encouraged to be used in conjunction with AWTS.
 - Part 6 Land Capability Assessment (both the table and the soil report sections are to be completed)
 - Part 7 Trade waste discharges (not to be completed for AWTS) If trade waste application, please contact EHO at Council for further details
 - Part 8 Declaration and signature of owner **and** applicant.

- **Certificate of Title**
Titles can be obtained from the Lands Title Office, 1800 648 176 or www.sailis.lssa.com.au. OR can be obtained by Council to be included in your lodgement fee.
- **Payment of Fees**
Application fees will be determined at the time of lodgement.
- **Plans (1 Copy)**
A site plan and under floor plumbing plan drawn to a common scale between 1:100 and 1:500, showing all of the following:
 - the positions and dimensions of any existing and proposed buildings or retaining walls;
 - the boundaries and dimensions of the site and any relevant easements;
 - location of waste disposal system;
 - location of surface irrigation or subsurface disposal area;
 - irrigation system details and the location of any bores or well;
 - location of any planned vegetable garden or food trees (eg fruit, nuts);
 - sanitary plumbing and drainage layout detailing drains, fixtures and inspection points.
- **Certificate of Compliance (from plumber)**
A Certificate of Compliance (CoC) must be provided to Council via the eCoC system within 28 days of installation completion.
- **As-constructed drawings (from plumber)**
A scaled plan showing installation details of both on-site wastewater system and underfloor plumbing must be submitted to Council within 28 days of installation completion. Please note: installation completion includes irrigation area and warning signs (where required).
- **Wastewater Engineers Report**
All onsite wastewater applications must include a wastewater engineers report and the site must be assessed for both site and soil suitability to sustain long term disposal of wastewater.

NOTIFICATION OF SERVICE PROVIDER

Please submit with your application, the contact details of the appropriately trained service provider for your AWTs.

Service providers must have completed a training course as specified by Department of Health and Aging and be serviced as per the manufacturer's instructions.

(Please note: Service providers must forward a copy of each service record to Council and property owner and notify Council if they cease to service the system).

RELEVANT LEGISLATION/DOCUMENTS

- Application for an onsite wastewater works approval
- SA Public Health Act 2011
- SA Public Health (Wastewater) Regulations 2013
- SA Health - Onsite Wastewater Systems Code
- AS/NZS 1547:2012 Onsite domestic wastewater management
- AS/NZS 3500.2:2015 Plumbing and drainage Part 2: Sanitary plumbing and drainage
- Planning and Design Code
- City of Mount Gambier Policy B150 – Sewer Connections, Waste Management Control and the Provision of Toilet Facilities
- City of Mount Gambier Wastewater Policy Review by Australian Water Environments

ASSESSMENT AND BEYOND

Further information maybe requested as part of the assessment process

Onsite inspections by authorised officers maybe conducted.

Assessment finalised:

- If **not** approved – written notification of unsuccessful application issued
- **If approved** - approval with conditions will be issued. These conditions must be read, understood and actioned. This will include, but not limited to, mandatory notification of prescribed stages of installation:
 - Plumber's Certificate of Compliance and as constructed drawings to be lodged with Council within 28 days of completion.
 - Ongoing complying maintenance of system (disposal), warning signs and durable notice and lodgement of accurate service (quarterly maintenance) reports.

COUNCIL CONTACT DETAILS

Please contact the Environmental Health Team with any other queries (08) 8721 2555 (Option 1) or email city@mountgambier.sa.gov.au.

The information contained here is a guide only.

