

# Section 68 Activity Approval

## Description of Works & Checklist

### Complete and submit this checklist with your application

Before uploading this document to the Planning Portal as part of your application, please complete this checklist in full.

Make sure all required supporting documents, such as plans and reports, are also uploaded with your application, as outlined on page 5 of the document checklist.

Providing all required information will help minimise delays in the processing and assessment of your application.

### Lodge your application via the NSW Planning Portal

You can find more information about lodging applications via the Planning Portal on our [Applying for Development](#) webpage.

#### Notes:

- Only Parts B4 (sewerage work) and B5 (stormwater work) may be lodged together as a single application.
- All other Activity Approvals (A1, F2, F3 & F4) must be lodged as separate applications on the NSW Planning Portal.
- Private plumbing work (Parts B4 and B5) and Council infrastructure work (Parts B4 and B5) cannot be combined and must be lodged as separate applications.
- A separate checklist must be completed for each Activity Approval application made.

### Need further information?

Enquires relating to the operation of the Planning Portal should be directed to:

Service NSW: 1300 305 695

For other enquiries, please contact Council's Customer Service team:

Email: [council@wagga.nsw.gov.au](mailto:council@wagga.nsw.gov.au)

Phone: 1300 292 442

In person: Civic Centre customer service, 243 Baylis Street Wagga Wagga NSW 2650

Hours: 8:30am to 5pm Monday to Friday

## 1. Application Details

<b>Applicant's Name:</b>			
<b>Address of Development:</b>			
<b>Description of Development:</b>			
<b>Type of Activity Approval (Section 68 of the Local Government Act 1993):</b>			
Part B4 and Part B5 - Carry out (private) sewerage work	May be combined as a single application on the Portal	<input type="checkbox"/>	
Part B5 - Carry out (private) stormwater work		<input type="checkbox"/>	
Part B4 - Carry out (Council Infrastructure) sewerage work	May be combined as a single application on the Portal	<input type="checkbox"/>	
Part B5 - Carry out (Council Infrastructure) stormwater work		<input type="checkbox"/>	
Part F4 - Install a domestic oil or solid fuel heating appliance	Must be lodged as individual applications on the Portal	<input type="checkbox"/>	
Part A1 - Install a manufactured home, moveable dwelling or associated structure		<input type="checkbox"/>	
Part F2 - Operate a caravan park or camping ground		<input type="checkbox"/>	
Part F3 - Operate a manufactured home estate		<input type="checkbox"/>	
<b>Have you applied for a Development Application (DA) at the same time as this Section 68 Activity Approval Application?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>	

## 2. Provide delegated authority if required

If you would like Council to liaise with another person in relation to the details of this application, please provide their contact information and your authorisation below.

I authorise the following person/company to act on my behalf in relation to all applications under this form:

<b>Name:</b>	
<b>Company:</b>	
<b>Phone:</b>	
<b>Email:</b>	

### 3. Additional information required for Part B4 and B5 - Applications for private plumbing works only

Work details (required for private works only)	
<b>Type of work:</b>	<input type="checkbox"/> Residential - Number of new dwellings/units: ..... <input type="checkbox"/> Does the development propose dual occupancy or multi-dwelling housing that is to be subdivided under Torrens Title? If so, a separate Part B4 and/or B5 application may be required for works to provide independent connection to Council infrastructure. <input type="checkbox"/> Commercial/Industrial
<b>Soil Classification</b>	Does your site have a soil class H or higher? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if yes, plans referencing flexible joints are required prior to commencement)</i>
<b>Stormwater Disposal</b>	<input type="checkbox"/> Interlotment drainage <input type="checkbox"/> Piped to street <input type="checkbox"/> Unserviced – List method of disposal and show on plans: .....
<b>Number of fixtures:</b>	(see 'what is a fixture?' guide on page 6)
<b>Estimated cost of plumbing works:</b>	
Plumber details (required for private works only)	
<i>Approval documentation will need to be forwarded to the nominated plumber prior to works commencing.</i>	
<b>Name/Company:</b>	
<b>Licence number:</b>	
<b>Postal address:</b>	
<b>Suburb &amp; Post Code:</b>	
<b>Phone/Mobile:</b>	
<b>Email:</b>	

#### 4. Additional information required for Part F4 – Applications for solid fuel heater applications only

Work details	
<b>Type of work:</b>	<input type="checkbox"/> Installation in Dwelling/structure yet to be constructed <input type="checkbox"/> Installation in existing Dwelling/structure
<b>Number of solid fuel heaters to be installed:</b>	
<b>Make and model of solid fuel heater to be installed:</b>	
<b>Estimated cost of plumbing works:</b>	
Installer details	
<i>Approval documentation will need to be forwarded to the nominated plumber prior to works commencing.</i>	
<b>Name/Company:</b>	
<b>Licence number:</b>	
<b>Postal address:</b>	
<b>Suburb &amp; Post Code:</b>	
<b>Phone/Mobile:</b>	
<b>Email:</b>	

## Document Matrix

The document matrix identifies the minimum information (plans and supporting documents) required for this application. The matrix is a guide only and Council reserves the right to request additional information as necessary.

Type of Activity Approval (AA)	Required Documentation	Uploaded to Portal?
<b>Part B4 - Carry out (private internal) sewerage work</b>  <b>Note:</b> example plans shown on page 7	Scaled site plan showing: <ul style="list-style-type: none"> <li>• Location and description of existing buildings / structures</li> <li>• Easements (when applicable)</li> <li>• Pipe work details and layout</li> <li>• Floor plan showing fixtures</li> <li>• Location and details of flexible joints (when applicable)</li> </ul> <b>Sewer works must be indicated in red.</b>	<input type="checkbox"/>
<b>Part B5 - Carry out (private internal) stormwater work</b>  <b>Note:</b> example plans shown on page 7	Scaled site plan showing: <ul style="list-style-type: none"> <li>• Location and description of existing buildings / structures</li> <li>• Easements (when applicable)</li> <li>• Pipe work details and layout</li> <li>• Floor plan showing fixtures</li> <li>• If unserviced, details of how stormwater will be disposed of</li> </ul> <b>Stormwater works must be indicated in blue.</b>	<input type="checkbox"/>
<b>Part B4 - Carry out (Council Infrastructure) sewerage work</b>	Sewerage Design Plan	<input type="checkbox"/>
<b>Part B5 - Carry out (Council Infrastructure) stormwater work</b>	Stormwater Design Plan	<input type="checkbox"/>
<b>Part F4 - Install a domestic oil or solid fuel heating appliance</b>	Floor Plan (showing location of proposed heating appliance)	<input type="checkbox"/>
	Heating Appliance Details (including flue kit details)	<input type="checkbox"/>
	Certificate of Compliance for Flue System to show that the flue meets Australian Standards	<input type="checkbox"/>
	Certificate of Compliance for Solid Fuel Heater to show the heater meets Australian Standards	<input type="checkbox"/>
<b>Part A1 - Install a manufactured home, moveable dwelling or associated structure</b>	Plans and Elevations	<input type="checkbox"/>
	Building Specifications	<input type="checkbox"/>
	Structural Engineering Certificate	<input type="checkbox"/>
<b>Part F2 - Operate a caravan park or camping ground</b>	Site Plan	<input type="checkbox"/>
	Caravan Park (or Camping) Operation Document	<input type="checkbox"/>
<b>Part F3 - Operate a manufactured home estate</b>	Site Plan	<input type="checkbox"/>
	Manufactured Home Estate (MHE) Operation Document	<input type="checkbox"/>

## What is a 'fixture'?

Below is a brief explanation of how a fixture is defined when completing your Section 68 application forms.

### **Bathrooms:**

Shower = 1 fixture (if the shower has two heads it is still only one fixture)

Basin = 1 fixture (if there is a double basin it is still only one fixture)

Toilet = 1 fixture

### **Kitchen:**

Kitchen Sink = 1 fixture

Extra sinks (e.g. in butlers pantries) = 1 fixture

### **Laundry:**

Laundry Sink = 1 fixture

**Note:** Dishwashers, fridges, washing machines and floor wastes are not considered fixtures

# Example Plan:

All works are to be undertaken to AS/NZS3500  
18900

