

Section 68 Activity Approval Part C5

Local Government Act 1993

On-site Sewage Management System (OSMS) - Checklist

(To be attached on the Planning Portal under *Description of works*)

Application details		
Applicant's Name		
Address of Development		
Description of Development		
Type of Activity Approval (Section 68 Local Government Act 1993 Part C5)	Part C5 – Install On-Site Sewage Management System	☐
	Part C5 – Alter On-Site Sewage Management System	☐
	Part C5 – Install Greywater Treatment System	☐
	Part C5 – Install Greywater Diversion Device (unsewered areas only)	☐
	Part C6 – Operate a system of sewage management	☐
Have you applied for a Development Application (DA) at the same time as this Section 68 Activity Approval Application?		Yes ☐ No ☐

Complete and submit this checklist with your application

All Section 68 Activity Approval applications to Wagga Wagga City Council need to be lodged via the NSW Planning Portal. This online tool allows you to lodge applications anywhere, anytime and without the need for paper.

Click [here](#) to view further information on the lodgement process.

Lodge your application via the NSW Planning Portal

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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.

Name	
Company	
Phone	
Email	

Information required (mandatory)

Work details	
Type of work	☐ Residential
	☐ Commercial/Industrial
Method of wastewater disposal	☐ Absorption trench
	☐ Transition bed
	☐ Irrigation
	☐ Other
Size of land application area (as per soil report)	
Plumber Details <i>(To be completed on the Planning Portal)</i>	
Service Agent Details <i>(Note- for Aerated Wastewater Treatment System, Greywater Treatment Systems and Greywater Diversion Devices only)</i>	
Name/Company	
Postal Address	
Phone/Mobile	
Email	

Need further information?

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

Service NSW – Telephone 1300 305 695

For other enquiries, please contact Council's Customer Service Team

Phone us on 1300 292 442

Visit us at Civic Centre Cnr Baylis St & Morrow St Wagga Wagga

Document matrix		
Type of Activity Approval (SEP) (Section 68 Local Government Act 1993 Part C5)	Required Documentation	Applicant to Complete
Part C5 – Install On-Site Sewage Management System	Architectural plan	☐
	Site plan/locality sketch showing distances from permanent watercourses, buildings, swimming pool, boundaries, bores, diversion of stormwater and reserve areas for future land application areas	☐
	Manufacturer's specifications and NSW Health accreditation certificate	☐
	Site and Soil Assessment Report for On-Site Sewage Management System from a qualified Environmental Consultant. Note: The land application area must be located where the bore logs were taken for the site and soil assessment report	☐
Part C5 – Alter On-Site Sewage Management System	Architectural plan	☐
	Site plan/locality sketch showing distances from permanent watercourses, buildings, swimming pool, boundaries, bores, diversion of stormwater and reserve areas for future application areas	☐
	Manufacturer's specifications and NSW Health accreditation certificate	☐
	Site and Soil Assessment Report for On-Site Sewage Management System from a qualified Environmental Consultant. Note: The land application area must be located where the bore logs were taken for the site and soil assessment report	☐
Part C5 – Install Domestic Greywater Treatment System (DGTS)	A site plan, to scale, showing the location of the Domestic Greywater Treatment System (including tanks, trenches, absorption and irrigation areas, pipework and fixtures) in relation to buildings, boundaries, swimming pool, bores, on-site sewage management facilities and environmentally sensitive areas within 100m of the system or application area	☐
	Site and Soil Assessment Report for the DGTS	☐
	Manufacturer's specifications and NSW Health accreditation certificate	☐
	The intended disposal method of treated greywater, including details, plans and specifications of the reuse of the greywater	☐
	Certificate of accreditation from NSW Health of the proposed facility to be installed	☐
	Drainage diagram of the sanitary fittings of the house (including toilet(s), bathroom(s), kitchen and laundry	☐

	wastewater disposal points) with internal and external drainage to wastewater tank(s) and /or sewer marked	
	Details of the proposed operation, maintenance and servicing requirements of the system	☐
Part C5 – Install Greywater Diversion Device (unsewered areas only)	A site plan, to scale, showing the location of the Domestic Greywater Treatment System (including tanks, trenches, absorption and irrigation areas, pipework and fixtures) in relation to buildings, boundaries, swimming pool, bores, on-site sewage management facilities and environmentally sensitive areas within 100m of the system or application area	☐
	Manufacturer's specifications and NSW Health accreditation certificate	☐
	The intended disposal method of greywater, including details, plans and specifications of the reuse of the greywater.	☐
	Drainage diagram of the sanitary fittings of the house (including toilet(s), bathroom(s), kitchen and laundry wastewater disposal points) with internal and external drainage to wastewater tank(s) and /or sewer marked.	☐
	Details of the proposed operation, maintenance and servicing requirements of the system	☐
	The action to be taken in the event of a breakdown or other interference with its operation	☐
	Details of other factors relevant to the capacity of the facility	☐
Part C6 – Operate a system of sewage management	Architectural plan (for new construction)	☐
	Site and Soil Assessment Report	☐
	Manufacturer's specifications and NSW Health accreditation certificate	☐
	Works as executed diagram	☐
	Commissioning report and service agreement (if applicable)	☐
	Locality sketch showing distances from permanent watercourses, buildings, swimming pool, boundaries, bores, diversion of stormwater and reserve areas for future land application areas.	☐

The matrix identifies the minimum information (plans and supporting documents) required. The matrix is a guide only and Council reserves the right to request additional information as necessary. Failing to provide the required information may delay the processing of the application