



Septic Safe

Fact Sheet 11



Guide to lodging an application for a new or to alter an On-site Sewage Management System (OSMS)

To ensure you protect your health and environment and that of your family, tenants, visitors and the public and environment in general there are a number of steps that you will need to carry out to ensure that you chose an appropriate OSMS (also known as a septic system).

If you intend to install a new or upgrade an existing OSMS because the existing one is showing its age or failing or because a new building or the alteration of an existing building is proposed you need to submit a section 68 (Local Government Act) application with a design report, that this fact sheet will help you.

Consider what type of treatment systems and land application systems are available.

Things to consider: domestic or commercial, existing buildings, future development: extensions, pools, sheds, studios, secondary dwellings, driveways, granny flats, garages, gardens etc. buffer distances to : drainage lines (including street drains), creeks, neighbours and buildings, access for servicing, installation cost and operating costs.

Arrange for a design report

A waste water design report by a suitably qualified waste water or septic system consultant must be submitted with the application.

The report will recommend the best type of system for your site and include calculations for the size of the land application area (LAA).

Submit an application to install an on-site sewage management system and pay the relevant fee

The application to install an OSMS (known as a section 68 application) must be submitted prior to gaining a construction certificate. Council will assess your application, and if satisfactory, you will be issued with an approval to install.



Advise Council when plumbing works are ready for inspection.

Your plumber should ensure all inspections are carried out during construction of the system.

Notify council when the system is ready to be commissioned for use.

Before commissioning the system or moving into the home, you must arrange a final inspection to ensure that the system has been installed correctly and does not pose a risk to public health or the environment.

Further Information

Environment and Health Unit

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Information to be submitted with all applications

A section 68 [on site sewage management stem form](#) must be submitted with a design report that includes a table of contents covering the points below and an executive summary stating compliance with [Byron Shire Council Guidelines](#) and additional mitigation measures if not and a copy of [Byron Shire Council OSMS design model output](#). Applications that are incomplete may be refused delaying the application and approval process.

Only sewage management facilities approved by [NSW Health](#) will be accepted for consideration, some exemptions apply for waterless compost toilets, see above link. (NSW Local Government).

All Section 68 applications are to include a wastewater management design report prepared by a suitably qualified consultant. The minimum requirements of a consultant's report include:

1. Site description including location, topography, aspect, uses of adjoining land, contour plan, buildings that the OSMS services, other buildings, driveways, current OSMS, other OSMS on the property.
2. An accurately drawn, detailed site plan drawn to scale and showing the location of proposed OSMS, placement of vegetation on or near land application area, buffer distances to buildings, pools, boundaries, drains, creeks / rivers, groundwater, sensitive vegetation and outline of buildings being serviced by the OSMS. For sites constrained by existing or proposed development; small allotments (less than 1ha) and commercial systems a reserve land application area must also be shown on the plan.
3. Where an existing OSMS exists it must also be shown on the plan and discussion included as to its incorporation into the new system or the decommissioning plan.
4. Hydraulic load: number of bedrooms for a domestic premises (Byron Shore Council Guidelines) litres for a commercial system (Australian Standard 1547) and monthly water balance (AS 1547:2012).
5. Site land capability assessment (Byron Sire Council Guidelines) Including but not limited to topography, soil composition, vegetation within or near the intended LAA, presence of rocky outcrops, slope, areas of poor drainage, springs, dam, bores etc., potential storm water run-on.
6. Soil analyses includes: pH, electrical conductivity (EC), Cation Exchange Capacity (CEC), Modified Emerson aggregate test, phosphorous sorption index based on soil laboratory analysis. Note: the attached site map must show sample locations.
7. Nutrient balance (in accordance with AS 1547:2012), On-site domestic wastewater management). Commercial systems must provide an Engineers report.
8. Recommendations for site alterations given chosen wastewater treatment / land application method (i.e. soil importation, soil treatment, stabilisation measures, terracing, landscaping, tree removal).
9. Identification and justification of preferred wastewater treatment / disposal method including rationale for recommending a non-passive system. (non passive system require electricity to operate pumps and alarms).
10. Details for specific construction of system, e.g. design diagrams, cross sections and plans, LAA slopes > 15%, large irrigation areas zoning. For pressurised irrigation systems provide an irrigation hydraulics plan to ensure even distribution of effluent throughout the land application area.
11. Written confirmation (owners signed statement) that they understand the different treatment options, installation cost, ongoing operating, servicing and maintenance costs.
12. If the site has a land use history that may include soil contamination a [contaminated site assessment](#) report is also required.

