

# Application for Sewer Services



📍 Civic Centre, 68 Elizabeth Street, Moss Vale NSW 2577 (PO Box 141, Moss Vale NSW 2577)

☎ (02) 4868 0888 ✉ mail@wsc.nsw.gov.au

Application ID: \_\_\_\_\_

## 1. Applicant Details

Company Name:			
Contact Name:			
Postal Address:			
Business Phone:		Mobile Phone:	
Email:			

## 2. Subject Property

Property Number:		Lot/s:		Sec:		DP/SP:	
Street Number:		Street Name:					
Locality:							

## 3. Type of Service

<input type="checkbox"/>	<b>Standard Sewer Connection (Junction and/or Sideline)</b> <i>A connection point on the sewer main which joins the customers sewer pipes to Council's sewer main.</i> <b>Junction Only:</b> The Council sewer main is located <u>within</u> the property boundary. <b>Junction &amp; Sideline:</b> The Council sewer main is located <u>outside</u> of the property boundary.
<input type="checkbox"/>	<b>Pressure Sewer System</b> <i>A sewer connection via a pressure pump system for properties that cannot connect to the sewer main via gravity.</i>
<input type="checkbox"/>	<b>Sewer Service Disconnection</b> <i>Sewer service disconnected from the Council sewer main.</i>
<input type="checkbox"/>	<b>Alter an Existing Sewer Connection</b> <i>Alteration to existing sewer main, manhole or property service connection.</i>
<input type="checkbox"/>	<b>Sewer Main Extension</b> <i>Extend the sewer main to service property or development</i>
<input type="checkbox"/>	<b>CCTV Inspection</b> <i>Inspection of sewer main to locate junction or assess condition.</i>
<input type="checkbox"/>	<b>Manhole Lid</b> <i>Maestro Gatic sewer manhole lid with WSC branding and concrete surround.</i>

## 4. Application Details

Briefly explain what services are required as part of this application:		
Size of sewer main or service required <i>Specify size if larger than 150mm</i>	Sewer Service Size:	Sewer Main Size:
<input type="checkbox"/>	Approved Site Plans / Drawings attached specifying sewer requirements and location on property	
<input type="checkbox"/>	Sewer Location Marker has been placed on property in desired location for proposed sewer connection <i>(Refer to Section 5 – Submission Requirements &amp; Conditions, item 3 for details)</i>	

*Working with you*

Is there an approved development application or subdivision relating to this property? (If Yes, please specify details below)		<input type="radio"/>	<input type="radio"/>
		Yes	No
DA Number:		Proposed number of lots:	

Is there an approved Section 68 application relating to this property? (If Yes, please specify details below)		<input type="radio"/>	<input type="radio"/>
		Yes	No
DA Number:			

### PRESSURE SEWER SYSTEM APPLICATIONS ONLY

Is there a Council Managed Pressure Sewer Scheme applicable for this property? (Refer to our website for more information on Council Managed Pressure Sewer Schemes)		<input type="radio"/>	<input type="radio"/>
		Yes	No
If there is <b>no</b> Council Pressure Sewer Scheme, the property owner will be responsible for the ownership and maintenance of the pressure sewer infrastructure, except the pressure reticulation assets (if any).			

## 5. Submission Requirements & Conditions

- All relevant sections of the application form must be complete, including legal description of land and consent from all registered owners.
- All relevant supporting documentation must be included for the application to be considered; including forms, connection location plans.
- A Sewer Service Location Marker must be prominently displayed on the property inside the boundary at the point where the service is preferred. The location marker must state "SEWER" and the Lot Number. **Works will not commence until a location marker is in place.**
- All applicable fees must be paid by contacting Customer Service on 02 4868 0888 or by visiting Civic Centre, 68 Elizabeth Street Moss Vale NSW 2577. **Works will not be scheduled until all relevant fees are paid.**
- To ensure Council's levels of service are maintained; any mains extensions, service connections or alterations will be supplied at Council's discretion.
- Where there is an existing sewer connection on a property, any alterations or additional connections will be at 100% of cost to the applicant.
- Property owners are responsible for ensuring the sewer service and associated assets (e.g. boundary shafts, manholes, vents etc.) located within their property is accessible and that internal plumbing is in good condition.
- Council does not carry out work on private property assets. Council are responsible for the sewer junction and/or sideline connection only. It is the responsibility of the property owner to engage a licensed plumber to carry out any work required after this point.
- Works executed on all sanitary drainage pipes and fittings to be connected to Council's sewerage system must be strictly in accordance with Section 68 of the Local Government Act 1993, The Plumbing Code of Australia, AS/NZ 3500.2 Sanitary Plumbing & Drainage and to Council's requirements.
- Only Council, or approved Council engaged contractors, are permitted to connect, construct, alter or maintain Councils sewer assets, including manholes.
- Only a licensed plumber is authorised to fit, alter or conduct work on private sanitary drainage pipes and fittings used on any premises that is connected to Council's sewerage system.
- Sewer connections to trunk sewer mains, or mains larger than 150mm diameter is not Council's preference and may be provided at Council's discretion only.
- Sewer service connections and/or sewer main extensions for amalgamated Lots, developments/subdivisions will be charged at full cost. Discounts may be available to properties that are within the Benefit Area and are paying an Availability Charge, in accordance with Council's Provision of Water & Sewer Service Policy & Procedure.

## **6. Pressure Sewer System Application (if applicable)**

Both privately-owned and Council managed pressure sewer schemes are in place in the Wingecarribee Shire. Please review the following conditions and requirements prior to completing the application to install a Pressure Sewer System (PSS). Refer to Council's website to determine which scheme applies to the subject property.

### **Pressure Sewer System Application - Conditions & Requirements (applies to both schemes)**

1. Both privately-owned and Council managed pressure sewer schemes are in place in the Wingecarribee Shire. Please review the following conditions and requirements prior to completing the application to install a Pressure Sewer System (PSS). Refer to Council's website to determine which scheme applies to the subject property.
2. Pressure Sewer System Application - Conditions & Requirements (applies to both schemes)
3. Council's preferred application for sewer connections is via conventional gravity sewer systems. The applicant must provide justification for use of pressure sewer technology. Refer to Council's Pressure Sewer System Policy for applicable criteria to permit the use of pressure sewer technology.
4. Council is responsible for the acquisition and supply of the components of the pressure sewer system, at full cost to the applicant.
5. The applicant is responsible for the installation of the pressure sewer system by an accredited installer, including any applicable transfer pressure reticulation up to the approved Council connection point.
6. Prior to commencement of work, a Section 68 Certificate must be obtained from Council. If work is to be carried out within the road reserve, a Section 138 Certificate is required.
7. Following full payment of this application, the pressure sewer system will be ordered, however can take up to 6 weeks to arrive from the manufacturer. The applicant will be notified of the system and can schedule to collect the system from the Water & Sewer Depot by contacting Council's Water & Sewer Branch on (02) 4868 0888.
8. The pressure sewer system Pod can be installed wherever is convenient on the property. The control panel needs to be maximum 15m from Pod for allocated cable length reasons. Council will discuss the sewerage requirements of the property and the installation location with the property owner/s and/or the installer, if required.
9. The property owner/s is required to meet all costs and health requirements associated with the decommissioning of their existing on-site system, if applicable.
10. The property owner/s or installer shall contact Council a minimum of 48 hours prior to the system being commissioned, so that a Council representative can be in attendance to inspect the system.

### **Conditions & Requirements - Council Managed Pressure Sewer System Scheme**

11. If the system is installed within a Council Managed PSS Scheme Area, Council will own and be responsible for the commissioning, inspections, maintenance and renewal the pressure sewer infrastructure, including on-property pump unit, control unit, discharge line and boundary kit.
12. Property owner/s are responsible for the operation of the on-property PSS in terms of monitoring the operation of the pump unit, meeting the electricity costs and reporting any alarms to Council for investigation.
13. The pressure sewer system must be installed in a location accessible to Council staff for any maintenance requirements.

### **Conditions & Requirements - Privately Managed Pressure Sewer System**

14. If the system is not within a Council Managed PSS Scheme Area, it is considered a Privately Managed PSS and the property owner/s will own and be responsible for the maintenance and renewal of the associated pressure sewer infrastructure. The infrastructure will include pressure sewer lateral, and the on-property pump unit, control unit, discharge line and boundary kit. The pressure reticulation, if any, will remain the ownership of Council.
15. Property owner/s are responsible for the operation of the on-property PSS in terms of monitoring the operation of the pump unit, meeting the electricity costs and reporting alarms to accredited contractor for investigation.

## 7. Owners Consent

As the owner/s of the subject property, we hereby consent to the lodgement of this application and agree with the submission requirements and conditions stated in section 5 of this form.

I/We also agree to any inspections required to be undertaken by Council Officers in the assessment and completion of this application.

Name	Signature	Date

### Signature of owner(s)

At least one (1) owner of this land must sign this form or complete a separate document in the form of a letter or annexure confirming consent to lodge this application. This application will not be accepted without owners' consent. Please note, Council prefers ALL owners consent. Please see notes below for further information. An Owner's Consent Annexure template can be located on Council's website:

<https://www.wsc.nsw.gov.au/application-forms>.

### New Owner/s

If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the certificate of title
- A letter from your Solicitor confirming settlement
- Previous owner(s) to provide owner(s) consent

### Signing on owner(s) behalf

If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of Attorney, executor, trustee, company director, etc.).

Staff Use Only – Information checked by Customer Service Officer:					
<input type="checkbox"/>	All sections of application form complete	<input type="checkbox"/>	Owners Consent	<input type="checkbox"/>	Correct property details
<input type="checkbox"/>	Checked Mapping for existing sewer service connection	<input type="checkbox"/>	Sewer Location Marker requirement explained		
<input type="checkbox"/>	Checked for Section 68 Approval?	<input type="checkbox"/>	Checked for Subdivision / Development Approval?		
<input type="checkbox"/>	Approved Site Plans/ Drawings supplied by applicant	<input type="checkbox"/>	Payment Processed. Receipt Number:		
<input type="checkbox"/>	Acknowledgement Letter issued				
<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	

## Privacy Statement

In lodging this form, you are providing personal information such as your name and contact details. The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Your personal information will be handled in accordance with the PPIPA and Council's [Privacy Management Plan](#). For further information regarding Council's privacy obligations, see [Privacy Guidelines](#).

**Purpose of collection:** The personal information in this form will be used for the purpose of communicating with you regarding your application and to enable Council to carry out the requirements of the application. Intended recipients of this information include Council officers, contractors and persons granted lawful access under the *Government Information (Public Access) Act 2009*.]

**Supply:** Supply of your personal information is voluntary, however, if you cannot or refuse to provide some or all of the information sought, Council may be unable to process your application.

**Storage and Access/Correction:** Your personal information is being, or has been, collected and will be held by both: Wingecarribee Shire Council, Civic Centre 68 Elizabeth Street, Moss Vale NSW 2577 and a Council contractor. This form will be placed on a relevant file and/or recorded in Council's electronic document and records management system'. You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.