

2018/19 Approval to Operate On-Site Sewage Management System (OSSMS) Application

Lodge Applications at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)
mail PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au
t 1300 864 444 • **w** ballina.nsw.gov.au

Payment is required upon lodgement of application for processing. All details must be completed before being submitted.
Please submit a separate form and fee for each additional OSSMS on the property.

Applicant Details

Owner/s Name

Postal Address

Property Address

Lot Number

DP

Phone *business hours*

Mobile

Email Address

I/we hereby apply to Ballina Shire Council for registration and approval to operate the existing on-site sewage management system/s on this land.

Number of OSSMS installed on this parcel of land

I/we understand that Council has a legal obligation to inspect the OSSMS, and therefore authorise Council officers entry to inspect.

Owner/s Signature

Date

Privacy Protection Notice

The completed Approval to Operate On-Site Sewage Management System application form contains personal information that is being collected for the purpose of assessing this application. The information will be processed by the Development and Environmental Health Group of Ballina Shire Council and may be made available to public enquiries under the Government Information (Public Access) Act. The information supplied is required under the Local Government Act. The information will be stored in Council's electronic document management system.

Office Use Only

Type 211
2018/19 Fee \$65.00

Amount Paid \$

Receipt Number

Date Received

OSSMS Details

Please complete the following information. Council does understand that some property owners may not have knowledge of their OSSMS. Complete what you can.

Type of OSSM System

Septic Tank Aerated Wastewater Treatment System (AWTS) Composting Toilet Reed Bed Other

Other details

How is the treated effluent applied to the land?

Trenches Sub Surface Irrigation Surface Irrigation

Is the effluent land application area working properly?

Yes No If No, would you like advice? Yes No

Do dogs reside at the property?

Yes No If you have dogs, they may need to be restrained at time of inspection.

Important Notice On-Site Sewage Management

Properties with improvements not connected to a reticulated sewerage system are required to have an OSSMS Approval to Operate for all existing systems. This is separate to any approval that may have been issued in the past for the installation of a system.

Approvals to operate are not transferable, hence when a property changes hands an on-site sewage management approval to operate must be sought by the new owner.

The Local Government (General) Regulation 2005 clause 47 allows a purchaser two months from the date of acquisition of a property to make an application for an 'Approval to Operate' the system. The system may then be used until the application has been determined. Note: Council charges an administration fee to register the application.

The legislation provides for the issue of an infringement notice where the application has not been made within three (3) months of the property being transferred.

Note: Audit inspections are being conducted to determine whether existing systems are operating satisfactorily. The risk to public health or the environment as indicated from the inspection will enable Council to determine the degree of supervision needed for each OSSMS and hence the frequency of renewal of the 'Approval to Operate'.

Inspections are being undertaken based on a desk-top risk assessment utilising geographic information system software. Factors considered include soil type, allotment size and whether the system location is in a water supply catchment.

Council has adopted an OSSM strategy/policy. This document can be found on Council's website ballina.nsw.gov.au or may be obtained by telephoning Council's Public and Environmental Health Section (see below).

A defective OSSMS may be costly to repair. Council ensures a greater level of performance and supervision of systems especially in environmentally sensitive areas or where there is a greater potential to impact human health (such as priority oyster aquaculture areas).

Council's Environmental Officers are able to assist with advice or inquiries and may be contacted on **02 6686 1210** during office hours.

[Submit Form](#)