

## Sewer Service Diagram (SSD) Requirements

A Sewer Service Diagram (SSD) shows the location of private wastewater service pipes on a property. In NSW where Fair Trading and delegated authorities are responsible for conducting plumbing and drainage inspections plumbers/drainers must book an inspection and submit an updated or new SSD to Fair Trading or the delegated authority for completed drainage work.

This information provides details of SSD requirements and commonly asked questions.

### What are my responsibilities?

Licensees as the “responsible person” must submit a Sewer Service Diagram (SSD) layout to Fair Trading and the owner of the land or owner’s agent for all plumbing and drainage work on a sanitary drainage system. The SSD is required to be submitted at the completion of the sanitary drainage work either prior to or at the time of the inspection.

### What information do I need to provide on the SSD?

All Sewer Service Diagrams (SSD), need to be submitted meeting the following specifications:

- A4 and A3 SSD Templates are available via the Fair Trading website (insert web address or link)
- For all drawings larger than A3 only PDF & AutoCAD versions are accepted using the correct Fair Trading PDF SSD legend and sign off template.
- all drawn and required text information on the diagram must be complete and legible in a fine point black pen
- SSD must be drawn to **a scale**. Preferred scales are: 1:100; 1:200; 1:250;1:500
- north point must be shown on the diagram
- include only symbols and abbreviations as shown on the template legend
- all lettering and figures are to be drawn clear and legible
- diagrams are only to show sanitary drainage up to the point of connection within the property boundary, property boundaries and building outlines
- clearly show the sanitary drainage layout up to the point of connection within the property boundary indicating all internal points, external drainage, trade waste and any greywater treatment / diversion system up to the point of connection with the Network Utility Operator’s sewer including any existing sanitary drainage remaining in use on the property
- street name and number (for street frontage) and/or Lot number and DP (deposited plan) number.
- suburb and municipality
- if there is no connection to a Network Utility Operator’s sewer please label as private sewer, community title, onsite septic tank or AWTS etc.

**NOTE: For further definition of the Point of Connection refer to the Point of Connection web notes.**

**Licensee details must be provided on SSD including:**

- licence number
- certificate of compliance number
- signature and date.

**Are templates or examples available?**

Yes. Fair Trading has templates in PDF formats available to download from our website.

[www.fairtrading.nsw.gov.au/Tradespeople/Plumbers\\_and\\_drainers.html](http://www.fairtrading.nsw.gov.au/Tradespeople/Plumbers_and_drainers.html)

- Clean survey plans can be pasted onto a template.
- A4 size is the preferred format for all residential, small commercial or industrial sites.
- A3 size is the maximum acceptable size for hard copy versions

**Are diagrams only required for drainage or for sanitary plumbing work as well?**

All sewer drainage (including aerial drainage on the floor at the connection level) must be shown on the diagram including the point of connection to the NUO sewer.

- You do not need to draw or include any **sanitary plumbing**.

**Do I need to put any measurements on the diagram?**

No. The diagram must be drawn to scale.

**Do I need to show private encroaching services?**

Yes. If an **encroaching private service, joint service or community title sewer** is known or indicated on an existing diagram please label as a 'Private Service', 'Joint service' or a 'Community title sewer'. An encroaching service is any private sewer pipe that is extending across the property boundary from another property. Refer **Diagram B** and **Diagram C**.

**Do I need to show where an existing private sewer service is disconnected from a Network Utility Operator sewer junction?**

Yes. Where a private sewer is disconnected and the junction sealed within the property boundaries the SSD should be amended with an 'X' at the point of disconnection and noted with 'junction sealed'. For properties that are demolished (vacant land) only the Lot boundaries and frontage need to be shown with the point of disconnection marked (X).

**Does private infrastructure drainage, for example, greywater treatment system need to be included?**

Yes. All household drainage as well as the Onsite treatment device (greywater or blackwater) needs to be shown. Refer **Example A**.

### **What if I need to draw a diagram larger than A3 size?**

Diagrams larger than A3 size will be accepted as soft copies only. The acceptable formats for soft copy include PDF and AutoCAD based electronic documents. Fair Trading has templates in PDF formats available to download from our website.

The SSD documents need to be provided using the symbols and abbreviations shown on the legend template. Plumbing details should be clearly hand written or typed. A legend template should be inserted to the diagram you are submitting. If you are using an 'as built' diagram, show only the sewer drainage and building outline for readability.

*Where large existing diagrams are available the new drainage can be added and resubmitted in accepted electronic format i.e. PDF, AutoCAD*

### **For additions to existing properties do I only add the section of new work I am installing, or do I have to redraw all the existing work and buildings?**

You can obtain the existing diagram (if available) and amend by adding only the work you are doing. However you must remove any unnecessary information as per new SSD requirements.

An acceptable method to draw new work for an existing SSD, large property or complex installation is to use a locality plan with an appropriately labelled inset and exploded view. Refer to example **Diagram E**.

### **What if I can't obtain an SSD?**

Where an SSD of an existing property is not available the licensee conducting new work must investigate the existing work to ensure connection and operation and show the assumed drainage on his SSD as a dashed line (see legend) when submitting the SSD. Refer **Example D**.

### **Am I responsible for the work shown on the diagram?**

Yes. Only for the work you have carried out and nominated in your NoW and CoC.

### **I am doing a job where drainage is being done in stages. Do I have to provide a SSD for each stage of drainage?**

Yes. For each part of drainage booked for inspection a **part sketch** must be supplied to show work installed. The sketch does not need to be to scale but must be neat and clear enough to read. The final SSD supplied for the completed drainage (final drainage inspection) must show all drainage and comply with requirements.

### **Will a non-compliance be issued if I don't submit a Sewer Service Diagram (SSD) or Certificate of Compliance (CoC) for the job?**

Yes. A non-compliance notice will be issued if a compliant SSD and CoC are not submitted to Fair Trading. If an inspection takes place, this paperwork must be given to the inspector. If there is no inspection, then you must post or email the SSD and CoC to Fair Trading **within 7 business days** of completing the job.

### **What happens if the non-compliance isn't rectified?**

If the non-compliance is not rectified within the prescribed time, a reminder notice will be reissued to the plumber and advice sent to the customer/owner. If the non-compliance is not fixed within the nominated time, then Fair Trading may take further action.

### **Is there a re-inspection fee for non-compliance?**

Re-inspection fees are required for work related defects that must be re-inspected. For administrative defects such as non complying paperwork a re-inspection fee is not applied. However you must still rectify the administrative defect within the nominated timeframe.

### **Can I engage a suitably qualified business to draw my diagrams?**

Yes. However, you are still responsible for the accuracy of the content of the diagram and must ensure the licensee detail section is filled out and signed by you.

### **How do I supply the SSD?**

The SSD must be given to the Fair Trading inspector if an inspection takes place. If an inspection does not take place, then the SSD must be sent to NSW Fair Trading within **7 business days** of the work being completed.

The preferred method of sending a SSD is via email to [piasadmin@services.nsw.gov.au](mailto:piasadmin@services.nsw.gov.au)

Faxed copies are not acceptable due to poor quality.

OR Mail to: NSW Fair Trading  
Home Building Service  
PO Box 261  
Parramatta NSW 2124

### **Who can I contact for further information about SSDs?**

For more information on SSDs contact PIAS Technical Support:

Tel: **1300 889 099**

Email: [PIAStechnical@services.nsw.gov.au](mailto:PIAStechnical@services.nsw.gov.au)

## SYMBOLS AND ABBREVIATIONS

All templates shall include the symbol chart. All information boxes must be completed. Other symbols are not to be used.

SEWER SERVICE DIAGRAM							
Lot No. _____	DP No. _____	House No. _____	Street _____				
SUBURB OF _____			MUNICIPALITY _____				
Licence No. _____			SCALE _____		SSD _____		
Signature _____			Now/CoC No. _____		Date _____		

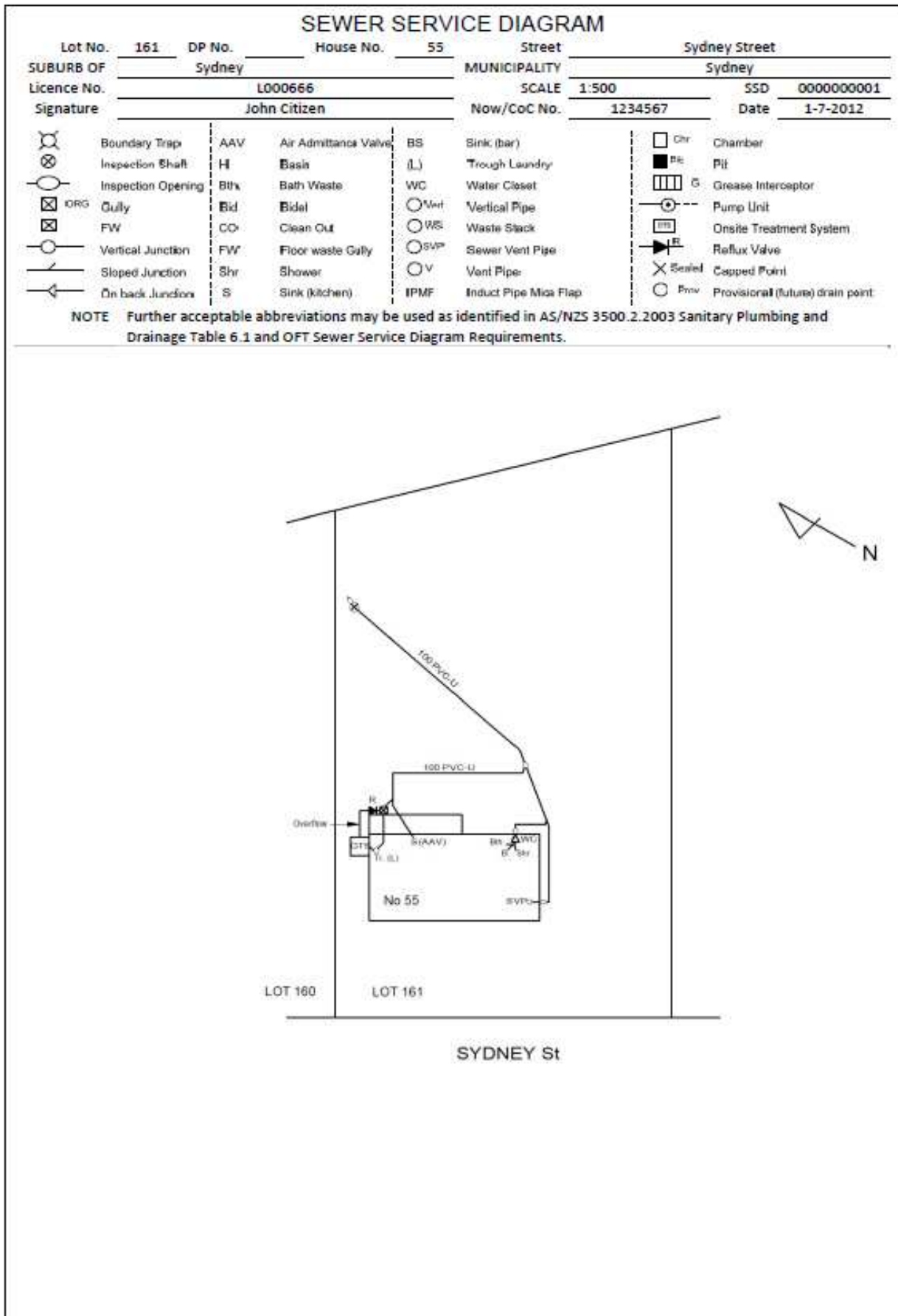
	Boundary Trap	AAV	Air Admittance Valve	BS	Sink (bar)		Chamber
	Inspection Shaft	H	Basin	(L)	Trough Laundry		Pit
	Inspection Opening	Bth.	Bath Waste	WC	Water Closet		Grease Interceptor
	Gully	Bid	Bidet		Vertical Pipe		Pump Unit
	FW	CO	Clean Out		Waste Stack		Onsite Treatment System
	Vertical Junction	FW	Floor waste Gully		Sewer Vent Pipe		Reflux Valve
	Sloped Junction	Shr	Shower		Vent Pipe		Capped Point
	On back Junction	S	Sink (kitchen)	IPMF	Induct Pipe Mica Flap		Provisional (future) drain point

NOTE Further acceptable abbreviations may be used as identified in AS/NZS 3500.2:2003 Sanitary Plumbing and Drainage Table 6.1 and OFT Sewer Service Diagram Requirements.

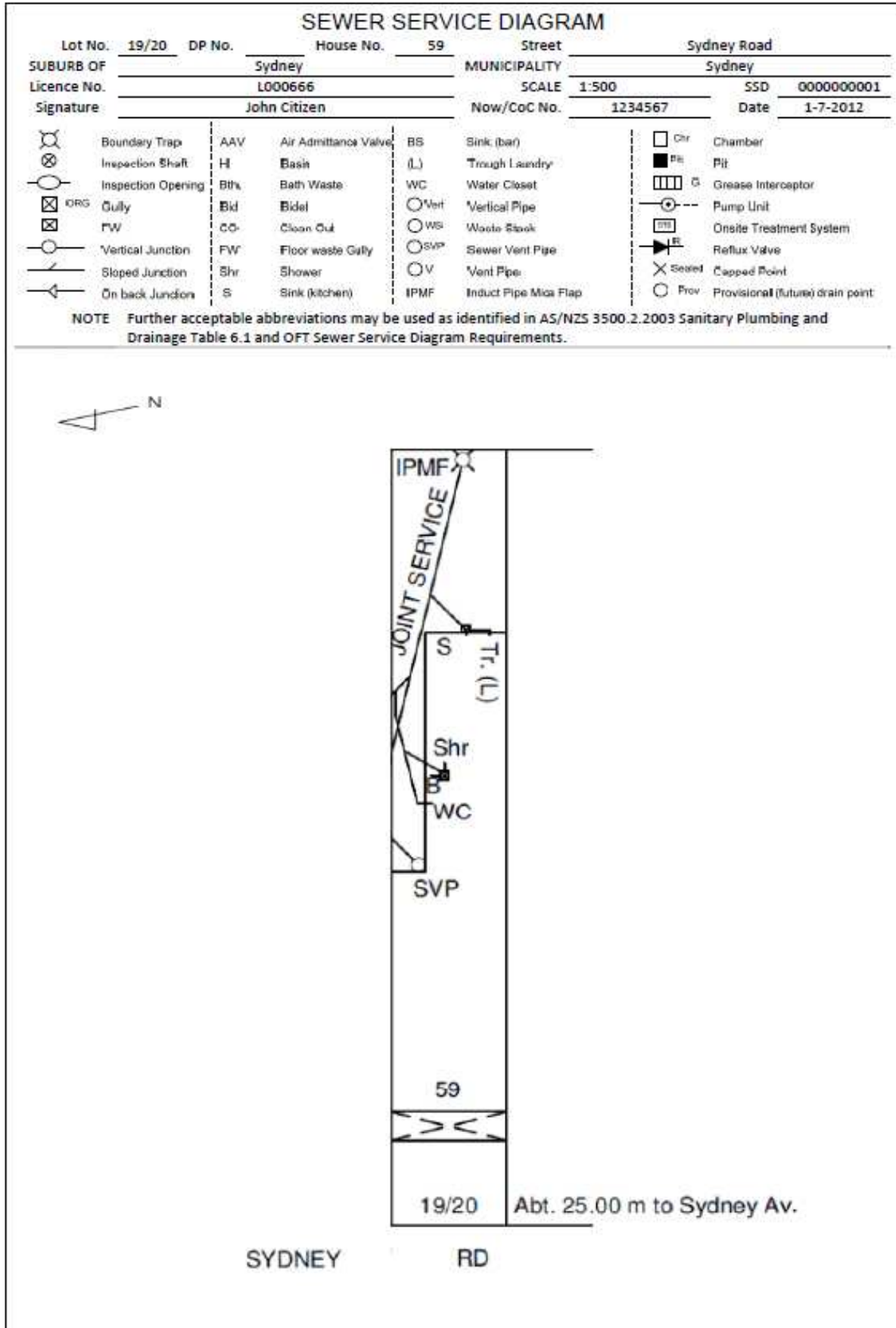
A complete table of acceptable symbols and abbreviations is available via the Fair Trading website or AS/NZS 3500 Part 2 Sanitary Plumbing and Drainage Table 6.1

	Boundary Trap	AAV	Air Admittance Valve	BS	Sink (bar)		Chamber
	Inspection Shaft	H	Basin	(L)	Trough Laundry		Pit
	Inspection Opening	Bth.	Bath Waste	WC	Water Closet		Grease Interceptor
	Gully	Bid	Bidet		Vertical Pipe		Pump Unit
	FW	CO	Clean Out		Waste Stack		Onsite Treatment System
	Vertical Junction	FW	Floor waste Gully		Sewer Vent Pipe		Reflux Valve
	Sloped Junction	Shr	Shower		Vent Pipe		Capped Point
	On back Junction	S	Sink (kitchen)	IPMF	Induct Pipe Mica Flap		Provisional (future) drain point
AT	Autopsy Table	LS	Sink (laboratory)		Vacuum Chamber	BPWS	Bedpan Washer Sterilizer
BM	Bain Marie	PP	Potato Peeler		Boundary Valve	CWF	Circular Wash Fountain
BPS	Bedpan Sterilizer	SH	Slophopper		Manhole	CWM	Clothes-washing machine
BPW	Bedpan Washer	ST	Sterilizer	---	Assumed Drainage	DWM	Dishwashing Machine
CS	Cleaners Sink	Tr(A)	Trough (Ablution)	RM	Rising Main	GWM	Glasswashing Machine
DU	Dental Unit	TD	Tundish	TW	Trade Waste	PRS	Combination Pan Room Sink
DF	Drinking Fountain	Ur	Urinal		Flushing Point	SNDU	Sanitary Napkin Disposal Unit

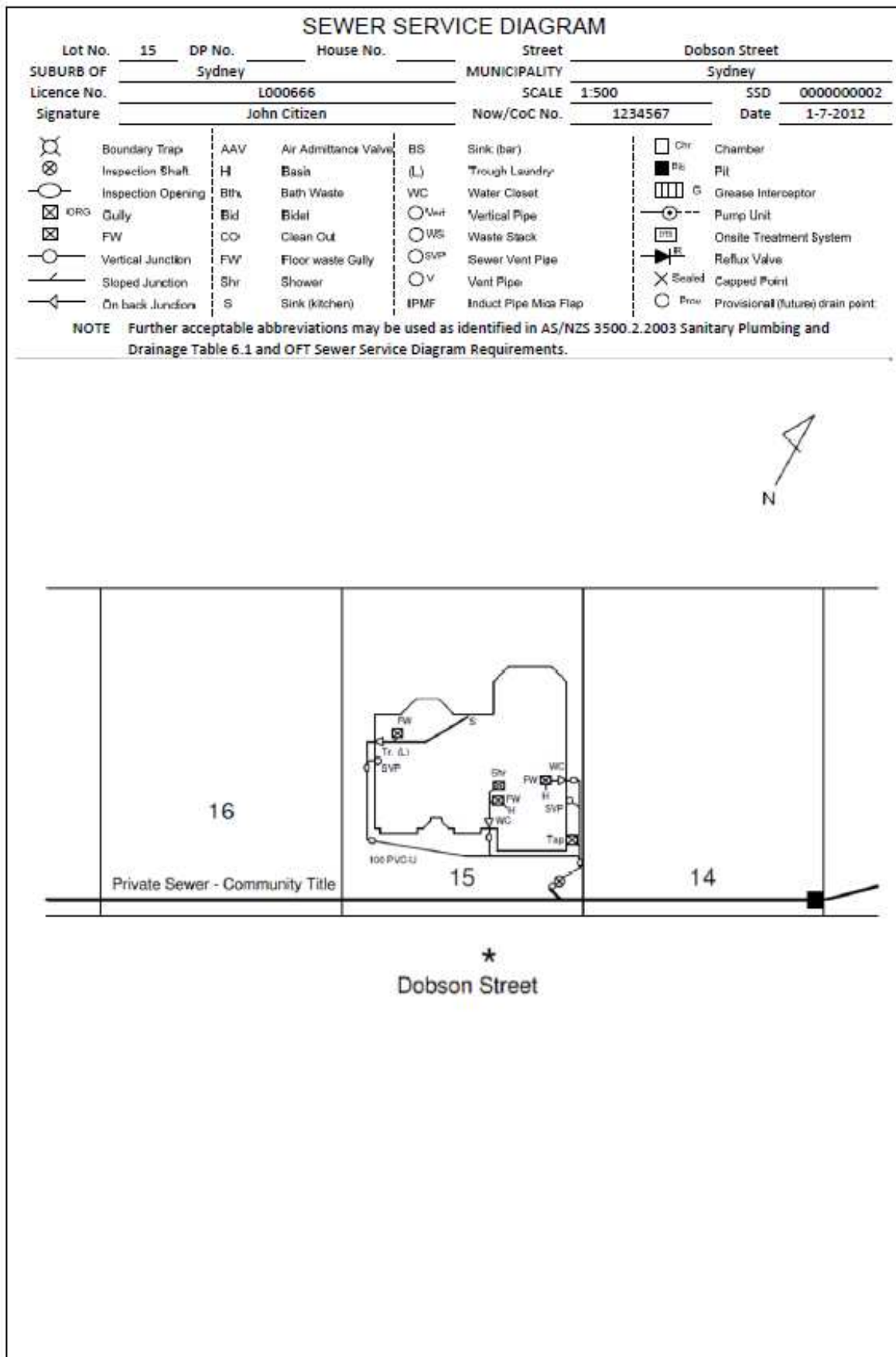
## Diagram A - EXAMPLE OF AN AS COMPLETED DIAGRAM



**Diagram B- EXAMPLE OF JOINT SERVICE**

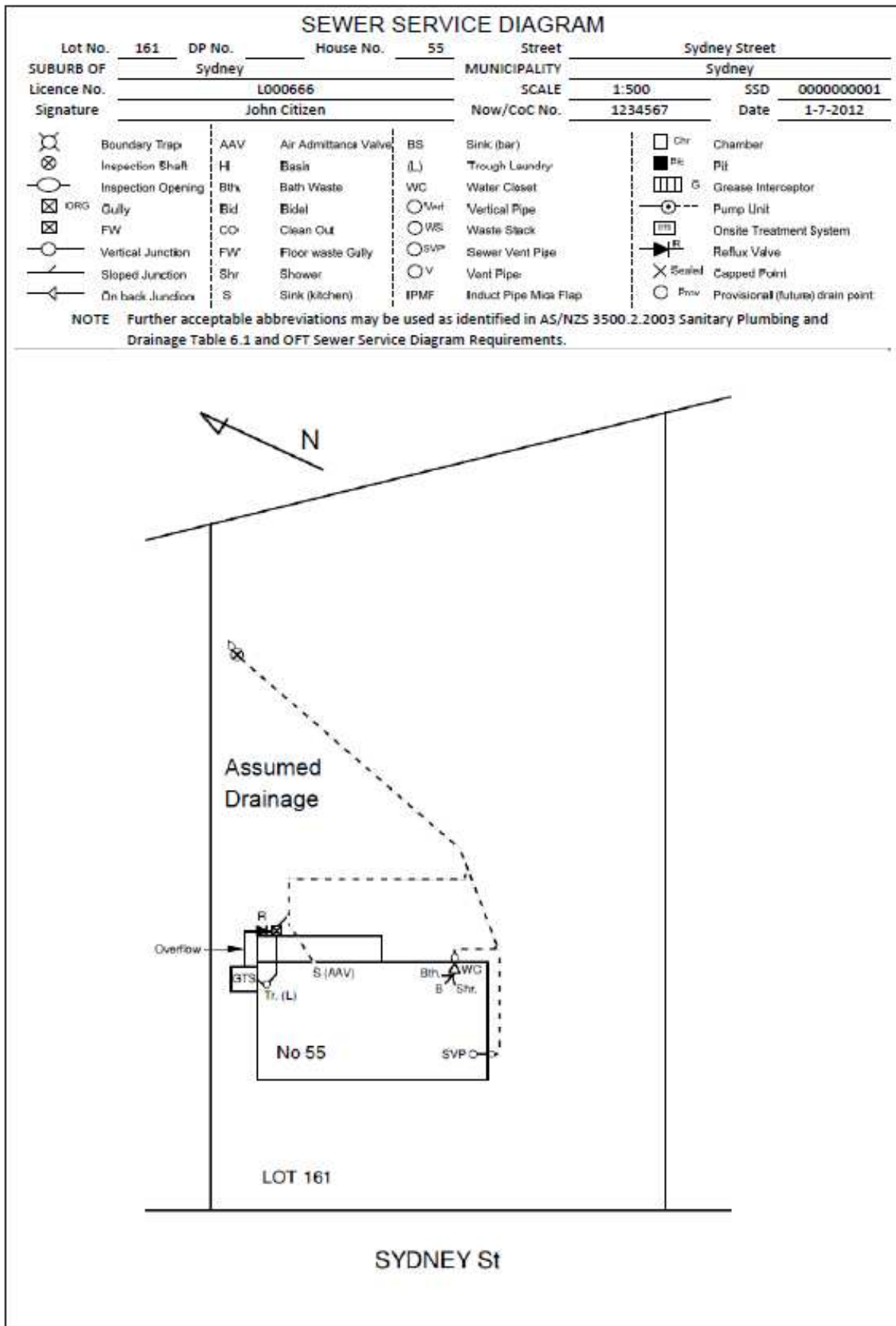


**Diagram C- EXAMPLE OF PRIVATE SEWER/COMMUNITY TITLE**





**Diagram D - EXAMPLE OF ASSUMED DRAINAGE**



### Diagram E - EXAMPLE OF A LOCALITY PLAN AND INSET

