

# Approval to Operate an On-Site System of Sewage Management – Application Instructions

Section 68, Part C - Local Government Act 1993

Please follow the steps below to prepare and submit your application to apply for an approval to operate a system of sewage management through the [NSW Planning Portal](#).

## Prepare the supporting documentation

It is suggested that you prepare the supporting documentation prior to starting your application. Later in the application you will be prompted to upload any relevant documentation required to complete your application, as well as any additional information you wish to provide for Council's consideration.

The supporting documentation relevant to complete this application is outlined below.

File name	Information to be provided	Category for upload <small>(further information on categories on page 11)</small>	<input checked="" type="checkbox"/>
Description of Works	Provide a document outlining the proposed works including: <ul style="list-style-type: none"> <li>The system manufacturer and model that is installed.</li> <li>What the occupier does to maintain system performance.</li> <li>Number of persons occupying the dwelling.</li> <li>If an Aerated Wastewater Treatment System (AWTS); identify the accredited service contractor who completes quarterly maintenance.</li> </ul>	Description of Works	<input type="checkbox"/>
Existing Site Plan	A site plan including tank/s and effluent disposal areas, components and valves, distances, any permanent groundwater or stormwater, the direction of the land fall, property boundaries, distances to dwellings, and other relevant buildings.	Site Plan	<input type="checkbox"/>
Owners Consent	The form can be found on the Shoalhaven City Council website with the NSW Planning Portal instructions.	Owners Consent	<input type="checkbox"/>

## Welcome to the NSW Planning Portal – How to start your application

To access the NSW Planning Portal, you must have a NSW Planning Portal account.

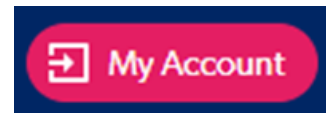
You may already have an account from a previous application. If you have created an account please [Log In](#). If you have not, please refer to the instructions below for how to create an account.

### Create an account & login

1. **Click** on the link

<https://www.planningportal.nsw.gov.au/>

2. **Select** 'My Account' in the top right-hand corner.



3. **Click** the 'Create account' to start the registration process or log in with your existing account.

4. **Select** 'Applicant for Development Applications, Complying Development Certificate, Smart Places, etc'.

5. **Answer** the prompted questions and confirm your password.

6. **Tick** to agree to the Terms and Conditions.

I agree to the [Terms and Conditions](#). Our [Privacy Notice](#)

It is important to retain your login details to view your application progress and for any future applications, you may require.

### Assistance creating an account

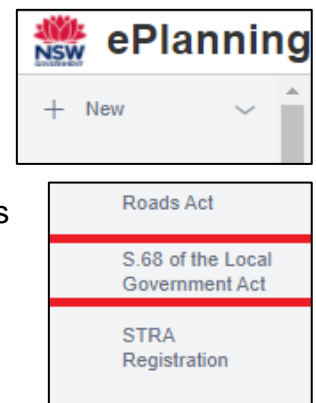
For in-depth instructions on creating an account, see the [Register for a Planning Portal Account](#) quick reference guide.

### How to start your application

1. Once logged into the NSW Planning Portal **click** on 'New' in the top left corner, then **click** 'S.68 of the Local Government Act' from the menu options.

#### Note:

Once logged in the 'Applicant details' screen is displayed. Some of the boxes will be filled in based on your registration profile, however you are able to change these if necessary.



## Applicant Details

**2. Indicate** if the applicant is a company by **selecting** ‘Yes’ or ‘No’.

If you selected ‘No’, proceed to step 3.

If you answered ‘Yes’:

**2.1. Search** for the company by choosing a search field type from the drop-down options including operator, ACN, ABN, or Name.

**2.2. Enter** the search term in the search field and click the search icon.

**2.3. Select** a result and enter the company email and address.

If you cannot locate an appropriate result, you may select the textbox to enter the details manually.

**3. Enter** the contact details.

**4. Verify** (and adjust if needed) the application contact details including first and family name, contact number and a valid email address in the corresponding textboxes.

**5. Enter** your postal address. The system will provide suggestions based on the information entered. Select the correct postal address.

If your address is not offered, ‘Save and exit’ your application. Try restarting your webpage and re-entering your application.

### Note:

If the applicant is not the registered landowner, be sure to complete step 6 to provide their contact details.

**6. Select** ‘Add applicant’ to enter further applicant details and follow the prompts to nominate the additional applicant’s information.

**7. Click** ‘Save and continue’ to progress to the next step.

### Note:

You can also **click** ‘Cancel’ to exit, or ‘Save and exit’ to save all the information input to date and return to your dashboard. ‘Save and exit’ will only work if all mandatory fields have been completed.

Are you applying on behalf of a business or company? \*

Yes

No

**Company details**

ABN ▾ Enter here and search Search

Name

ABN ACN

Trading name

Company email \*

Address - postal \*

**Contact details**

Title

Ms ▾

First given name \*

Other given name/s

Family name \*

Contact number

Mobile phone number preferred. Format: xxxxxxxxxxx

Email \*

Address - postal \*

**Additional applicants**

Add applicant

Please provide the details of the individual or company that is to be recorded as the applicant.

Are you applying on behalf of a business or company? \* [What is this?](#)

Yes

No

Save and exit Save and continue

## Application Details

### Application Type

**8. Indicate** the type of application by selecting an option.

For a new application, please select 'Section 68 application'.

To modify an existing lodged application, please select 'Section 68 modification application':

What is the application type? \*

Section 68 application

Section 68 modification application

Section 68 review of determination

- Indicate whether the existing s.68 application was applied for via the NSW Planning Portal:
  - If it was, provide the portal reference number.
  - If it was NOT, enter the reference number of the s.68 application which is to be modified.
- Provide the date the s.68 application which is to be modified.
- Provide a description of the proposed modification.

To request an application's determination be reviewed, please select 'Section 68 review of determination':

- Indicate whether the existing s.68 application was applied for via the NSW Planning Portal:
  - If it was, provide the portal reference number.
  - If it was NOT, enter the reference number of the s.68 application which is to be proposed to be reviewed.
- Provide the date the existing s.68 application determination which is to be proposed to be reviewed.

**9. Indicate** if this application is related to a:

- Complying Development Certificate (CDC),

- Indicate whether that was applied for via the NSW Planning Portal.
  - If it was, provide the portal reference.
  - If it was NOT, enter the CDC number which is related to this application (please include the prefix).

- Development Application (DA)

- Indicate whether that was applied for via the NSW Planning Portal.
  - If it was, provide the application number.
  - If it was NOT, enter the DA number which is related to this application (please include the prefix).

- No related application

- If you do not have a current application submitted to Council related to the development, you will select 'No related application'.

Is this Section 68 application related to a development application or complying development certificate? \*

Complying Development Certificate (CDC)

Development Application (DA)

No related application

## Site Details

**10. Enter** the address by searching for the address or Lot /Section Number/Plan.

Enter address  
e.g. 66 Harrington Street, Sydney NS

Enter Lot/Section Number/Plan  
e.g. 4/-/DP1044304

### Note:

If the address is registered with the NSW Planning Portal, the address details will be displayed along with a map on the right-hand side of the screen as per the example below.

**Please Note:** Your address will not appear with a red line strikethrough.

**11.** If the Lot/Section/Plan number is correct, **check** both boxes below in red.

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address
<del>36 BRIDGE ROAD NOWRA 2541</del>	<input type="checkbox"/>	4/-/DP1162777	<input type="checkbox"/>

For unregistered addresses, there is no auto populate feature. **Click** the ‘Address did not display?’ box and enter the address, Lot/Section/Plan number and local government area name manually.

Address did not display?

Enter address

Primary address?

### Hint:

If you have entered the wrong address, you can delete the address by clicking on the trash icon to the right of the ‘Primary address’ box.

Please select "Land adjacent to selected lot?" checkbox if there is proposed work to be located on land adjacent to the selected lot(s) eg a driveway crossing of the footpath?

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address
36 BRIDGE ROAD NOWRA 2541	<input type="checkbox"/>	20 / - / DP1254210	<input type="checkbox"/>

### Note:

The ‘Land adjacent to selected lot’ box is not relevant to this application.

## Activity Details

12. Select 'Management of waste' from the list of development types.

12.1. Select 'Operate a system of sewage management (within the meaning of section 68A)'.

Management of waste [what is this?](#)

- For fee or reward, transport waste over or under a public place
- Place waste in a public place
- Place a waste storage container in a public place
- Dispose of waste into a sewer of the Council
- Install a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
- Construct a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
- Alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
- Operate a system of sewage management (within the meaning of section 68A)

13. Provide details of the property to the best of your knowledge.

### Note:

If selecting 'Other', provide a description and reference to any supporting documentation.

a. Property size:

**Provide the details of the property:**  
Property size \*

- Land size of less than 1000m2
- Land size of 1000m2 – 2000m2
- Land size of more than 2000m2

b. Property use:

**Property Use \***

- Residential dwelling
- Commercial and/or industrial development
- Other

c. Water supply to be used:

**Water supply to be used \***

- Mains water supply (town water)
- Tank water
- Dam, river or bore water

d. Type of waste to be treated:

If selecting 'Trade' or 'Other', please select the tick box and provide a description in the additional textbox.

**Type of waste to be treated \***

- Human
- Trade
- Other

**14. Select** the type of treatment system installed.

Provide details of the on-site wastewater management system  
Type of system to be installed (treatment system) \*

- Aerated wastewater treatment system
- Septic tank
- Effluent pump-out system
- Composting wet/dry system
- Sand/media filter
- Pump to sewer system
- Other

**15. Select** the type of effluent disposal method.

Type of system to be installed (water supply, type of waste, effluent disposal method) \*

- Surface irrigation
- Subsurface irrigation
- Raised mound
- Evapo-transpiration
- Absorption trench/bed
- Other

**16. Provide** the capacity in litres of the proposed tank to be used.

**Note:**

If there is more than one tank installed, **click** 'Add' and provide the capacity. You can also delete added tanks with the 'Delete' button that will appear next to 'Add' once you have more than one tank added.

Proposed Tank capacity (litres)  
Tank 1 \*

Add

**17. Provide** a brief explanation of the proposed works in the textbox provided.

Please provide a brief explanation of the proposed works \*

Please provide a brief explanation of the proposed works (maximum 512 characters)

For example, *“Operate a System of Sewage Management”*.

**18.** The estimated cost of the works is not required for the assessment of this application. Please enter a number with a decimal point e.g., “1.00”.

Please provide the estimated cost of the works \* [What is this?](#)

Enter a numerical value including decimal places. Please do not include a dollar sign (\$)

## Site Access

**19. Indicate** if there are any security or site conditions (e.g., locked gates) that may impact a person undertaking a potential inspection. You will be contacted if an inspection is necessary.

Are there any security or site conditions which may impact on the person undertaking the inspection? eg: locked gates, animals, etc ★

Yes  
 No

Please provide details ★

If 'Yes' is selected, please provide details.

**20.** You do not need to select the day/s or hours of the week that works are being undertaken. Proceed to step 21.

## Affiliations and Pecuniary Interests

**21. Indicate** if the applicant or owner is a staff member or Councillor of the council assessing the application.

Is the applicant or owner a staff member or councillor of the council assessing the application? ★

Yes  
 No

**22. Indicate** if the applicant or owner has a relationship with any staff or Councillor of the council assessing the application.

Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application? ★ [What is this?](#)

Yes  
 No

**23. Click** 'Save and continue' to progress to the next step.

[Save and exit](#) [Save and continue](#)



## Worker Details

### Contractor/Licensee Details – Service Provider

If you are applying for an approval to operate an AWTS you are required to have the system serviced quarterly by a contractor/company specifically accredited for the system.

If your system is not an AWTS, **proceed to step 26.**

**24. Select** ‘Yes’ and provide the accredited service provider details.

- **Search** for the company by choosing an operator, ACN, ABN, or Name.
- **Enter** the search term in the search field and click the search icon.
- **Select** a result and enter the Company email and address.

**Note:** If you cannot locate an appropriate result, you may select the checkbox to enter the details manually.

### Manufacturer Details

It is not mandatory to provide Manufacturer details. Please proceed with your application to step 25.

**25. Click** ‘Save and continue’ to progress to the next step.

ACN	▼	Enter here and search
<b>Search</b>		
Name		
_____		
ABN ACN		
_____		
<b>Contact details</b>		
Title		
Please Select... ▼		
First given name		
_____		
Other given name/s		
_____		
Family name		
_____		
Contact Number		
Mobile phone number preferred. Format: xxxxxxxxxx		
_____		
Email		
_____		
Address		
_____		
License No		
_____		

Save and exit

Save and continue

## Payer Details

Once the application form is submitted to Council, an invoice for the application fee will be uploaded to the NSW Planning Portal. The application fee can be found on the Shoalhaven City Council website - [Fees & Charges](#). The application may be rejected if the fee is not paid.

**26. Indicate** if the payer is a Company, Business, Government entity or other similar body by **selecting** 'Yes' or 'No'.

Is payer a Company, Business, Government entity or other similar body? \*

Yes

No

If you answered 'Yes':

**Search** for the company by **choosing** an operator, ACN, ABN, or Name.

**Enter** the search term in the search field

**Click** the 'Search'.

**Select** a result from the list provided.

**Enter** the Company email and postal address.

If you answered 'No':

**Enter** the following details of the person making the payment unless already completed correctly:

- First name
- Other given name(s)
- Family name
- Contact number
- Email address
- Billing address

ABN

Name  
\_\_\_\_\_

ABN ACN  
\_\_\_\_

Trading name  
\_\_\_\_\_

Company email \*

\_\_\_\_\_

Billing address \*\*

e.g. 66 Harrington Street, Sydney NSW 2000

**Note:** Your details will pre-populate based on your account set-up.

**27. Click** 'Save and continue' to progress to the next step.

## Requirements and Uploads

The list of supporting documentation needed to make this application is outlined at the beginning of this document.

### Additional formatting tips:

- Please upload files in one of the following file formats: **PDF, Word, Excel, JPEG, PNG, or ZIP**. Please ensure the ZIP file does not include any executable (.exe or .osx) file types.
- The maximum file size is 300 MB.
- The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to be within the 150-character limit.
- If you need to amend any attachments, please delete, and upload a replacement document.

**28.** To upload documents, **click** 'Upload'.

**29.** **Click** 'Select file(s)' to search for files saved to your computer. Alternatively, you can **drag and drop** files directly in the space provided.

**30.** After selecting the relevant file to upload, it will appear below in a table, as per the example to the right.

You will need to **categorise** each file by selecting a category from the drop-down menu on the right side of the table and **name** the file in the textbox on the left side accordingly.

**31.** **Click** 'Attach'.

**Repeat steps 28-31 until all required documents are attached.**

**32.** **Click** 'Save and continue' to progress to the next step.

Name	File	Category
Arborists Report - 38 Bridge f	Arborists Report - 38 Bridge Rd. Nowra.pdf	Select..

## Review and Submit

**33.** Review all of the information entered in your application by expanding each of the sections. Once you have reviewed all of the information, you will be required to complete the declarations at the bottom of the page.

**Declarations** \*

Select all

I declare that all the information in the application and accompanying documents is true and correct to the best of my knowledge.

I understand that the application and the accompanying information will be provided to the appropriate consent authority and relevant agency(ies) for the purposes of the assessment and determination of this application. I acknowledge that the information may be used for other Government purposes.

I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

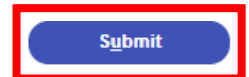
I agree to the appropriately delegated assessment officers attending the site for the purpose of inspection.

The consent authority may use the information and materials provided for notification, advertising purposes, and materials provided may be made available to the public for inspection. Information related to the application may also become available via NSW Planning Portal.

I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information.

I have read and agree to the collection and use of my personal information as outlined in the [Privacy Notice](#)

**34.** Click 'Submit'.



## Next Steps

- **Invoice** - Once processed, an invoice will be uploaded to the NSW Planning Portal.
- **Payment** - Once you have completed the invoice your application will be forwarded to the Officer for assessment.
- **Determination** - Once your application has been assessed, the determination will be uploaded to the NSW Planning Portal.

### Note:

- Only licensed plumbers are permitted to undertake external drainage adjustments upstream of tank connection.
- An approval to operate will not be issued until all works related to the approval to install have passed inspection in accordance with the approval to install.

## Accessibility



| [Help](#) | [Contact Us](#)

### If you need more information:

Click the '[Help](#)' link at the top of the screen to access the NSW Planning Portal help pages and articles.

ServiceNSW: Call 1300 305 695 or email [info@service.nsw.gov.au](mailto:info@service.nsw.gov.au)

Council: Call 1300 293 111 or email [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

### ePlanning Spatial viewer accessibility

The ePlanning program wants to make its information and services available to the general public that use their services. For any accessibility questions Call 1300 305 695 or email [info@service.nsw.gov.au](mailto:info@service.nsw.gov.au)

### People with disabilities

You can increase or decrease the size of entire webpage by holding the Ctrl key and rolling the scroll wheel of the mouse forward. Rolling the scroll wheel backward will reduce the page size back again.

If you are browsing the website with a screen reader and find information in PDF format that you cannot access, please contact ServiceNSW for assistance.

### People with restricted internet access

Planning & Environment aims to keep the size of all PDF documents on the website below 10 megabytes. However, this may not always be possible in all cases. For example: large development proposals, or documents containing large images or maps.

### Assistance using the Planning Portal

If you require assistance using the Planning Portal, and you were unable to find the answer within the Help and Support section, contact ServiceNSW for assistance.

Call 1300 305 695 or email [info@service.nsw.gov.au](mailto:info@service.nsw.gov.au).

The customer service centre is open Monday to Friday between 9am and 5pm (Sydney time).

### Language Assistance

If you need help to translate this page in a language other than English, you can access a translating and interpreting service.

Call 13 14 50 and ask for an interpreter in your language and request to be connected to 1300 305 695. Local call cost from fixed phones. Calls from mobiles will be charged at applicable rates.

### Speech to Speech Relay

For Speak and Listen (Speech-to-Speech Relay), please call 1300 555 727 or use the National Relay Service.

## Contact Us

P 1300 293 111 (Mon-Fri – 9am-5pm)

E [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

In-person (Digital meeting) At our office

36 Bridge Road, Nowra (Mon-Fri – 9am-5pm)

[shoalhaven.nsw.gov.au](http://shoalhaven.nsw.gov.au)