

Water Development Information Guide



Acknowledgment of country



We acknowledge the traditional owners and custodians of this country and their continuing connection to the land through culture and community. We pay our respects to Elders past, present and future.

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Introduction

Many developments require approval from Council and if your proposed development has an impact on Council's water and or sewerage network, or is within close proximity to these assets, you will require a Development Consent to proceed.

Development Consent includes any Development Application (DA), Complying Development Consent (CDC), or Subdivision (SF) application that has been submitted to Shoalhaven City Council or assessed by a Private Certifier that may impact our water and or sewerage networks.

To assist you, we have developed this guide to help explain our process and to help you prepare and lodge a request for a Certificate of Compliance.

Throughout this document you will find links to our online services such as applications, inspection requests, and relevant policy documents. We have also included links to related information pages within our website. You can find a full list of these at the end of this guide.

Should you have any further questions relating to a Water Development Notice you can contact us directly and we would be happy to assist you.

Shoalhaven Water

Shoalhaven City Council

36 Bridge Road Nowra NSW 2541

14 Deering Street Ulladulla NSW 2539

ph. 1300 293 111

water@shoalhaven.nsw.gov.au

www.shoalwater.nsw.gov.au

Some helpful hints from the **NSW Planning Portal**

The NSW Planning Portal provides this information as a guide for an overall development. Shoalhaven Water will stipulate relevant requirements in a Water Development Notice.

Before you can start work

Before you can start building you must:

- Get a Construction Certificate – building approval from your council or a private certifier.
- Appoint a Principal Certifying Authority (PCA) to monitor construction – this can be your Council or an Accredited Certifier.
- Give Council and the PCA four days' notice before you start work.
- Depending on the development, a pre-commencement meeting may be required.
- Complete all items in the Shoalwater Notice for 'Prior to commencing work or Prior to Construction Certificate'.

Construction Certificate (CC)

A CC must be obtained from Council or an Accredited Certifier which includes approved detailed building plans/engineering details and specifications.

The plans will most likely contain a lot more information than your approved DA plans, to allow your builder to work directly from them. The building/development must be consistent with them and the development consent.

Any plan changes that are inconsistent with the DA plans would need to be assessed as to whether an application to modify the development consent is required.

In order to obtain the CC you may be required to first provide additional reports and pay refundable bonds or pay development contributions to the council. These details are covered in the conditions of your development consent and your Shoalhaven Water Notice.

Which certifier?

You have the choice as to whom issues your CC – the certifying authority can either be your Council or an Accredited Certifier.

The NSW Building Professionals Board (BPB) accredits all certifiers that are not employed by your council, and provides the information you need on their website www.bpb.nsw.gov.au

The role of the Principal Certifying Authority (PCA)

The PCA must be appointed by the 'person having the benefit of the development consent' – this means you as the owner and not your builder.

It would probably be the same person or firm that issued your CC, but does not have to be – as with your CC, it can be an Accredited Certifier or your Council. The PCA's job is to work with you through the construction process and issue you with an Occupation Certificate (OC) when the work is completed.

During construction

As owner your role is to work with the PCA and the builder, keeping an eye on the work (and the terms of your development consent), managing the site and ensuring regular organised inspections occur.

The PCA will brief the builder and you about the process. You have a role in ensuring that your team follows the procedures required for organising inspections – **missing an inspection can lead to delays.**

Keeping a close eye on the work and being sure it is consistent with the development consent and any conditions attached is very important. Orders can be issued by Council to stop work and fix any errors. This can cost time and money or even lead to penalties.

The EP&A Act specifies enforcement measures that can be applied if a development is not built in accordance with its consent.

Occupation Certificate (OC)

The OC authorises the occupation and use of a new building or building section. For staged works, an Interim OC may be issued which allows you to occupy the completed part of the building. Depending on the particular OC sought, the PCA must be satisfied the development meets various regulatory standards. These generally include that:

- A development consent is in force.
- The design and construction of the building is not inconsistent with the development consent.
- Any pre-conditions set out in the consent or requirements of planning agreements have been satisfied.
- A CC has been issued.
- The building is suitable for occupation (in accordance with its BCA classification).

Water Development Notice Guidelines

The Water Development Notice outlines the conditions required to comply with Council's (Shoalhaven Water's) policies and specifications. It is sometimes referred to as a Notice of Requirements.

Section 64 of the Local Government Act allows a Council as a water utility to exercise functions under the Water Management Act as it applies to the water authority. Hence, our Notice is prepared in accordance to [Section 306 of the Water Management Act 2000](#), it is an important legal document and you must follow the conditions accordingly to avoid possible penalties or having to take costly rectification measures.

As an owner, you should carefully read and discuss these conditions with your certification and building team members, as the conditions may modify the proposal you submitted.

Modifications

Should a modification to a development be required, an applicant must apply for an amended Development Application. Modified plans must be submitted to Shoalhaven Water for a review of the conditions/requirements listed on the Water Development Notice as they may require subsequent amendment.

Modification of Consent falls under section 4.55 of the EP&A Act. The development you seek to modify must remain substantially the same as the development the original consent was granted for. If the application varies too much from the original consent a new DA must be lodged. Modifications can be time consuming and cost additional fees. Getting the intended outcome right in the initial DA is much easier.

Any associated fees must be paid prior to a Water Development Notice being issued.

web
Link

*Water Development
Notice Fees & Charges*

When a development submitted to Shoalhaven City Council has impact on Council's water or sewerage networks, it will be forwarded to Shoalhaven Water for review.

On initial review of a proposed development, Shoalhaven Water will request application be made for a Water Development Notice. Based on the information submitted in an application, Shoalhaven Water will prepare a Water Development Notice, or request additional information to complete the assessment.

As part of the assessment process, Shoalhaven Water will consider a variety of impacts on Council's water supply and sewerage systems, including:

- Development impacts such as building over or near our water and/or sewerage assets
- Section 64 - Developer Contributions
- Augmentation of existing systems
- Hydraulic loadings
- Type of sewerage system such as gravity or pressure
- Design plans
- Metering requirements
- Trade waste implications on the sewerage system
- Backflow implications on the water supply
- Easement requirements for service access and assets

Water Development Notice Fees & Charges

If a Water Development Notice is required, an invoice will be issued to the applicant. This must be paid prior to a Water Development Notice being issued.

[Water Development Notice Fees](#) can be reviewed on our website or by the weblink provided in our Useful Links section at the end of this booklet.

How to apply for a Water Development Notice

Use our online form *Water Development Notice Request*.

Ensure you have all the relevant documentation to support your application in pdf or jpg format.

request
Online

*Water Development
Notice*

Our Water Development Notice is made up of different parts and it is important to understand how each section works and what you will need to provide us.

The Notice includes the applicant details, the proposed development, the property details, and importantly it will come with a **unique development reference number**. The reference number must be provided each time you make contact with us. This allows us to locate it in our records keeping system and to assist you with your enquiry.

Our Notices are prepared in accordance with the proposed development and will indicate all conditional requirements that must be adhered to as the development progresses. The conditions listed on the Notice require you and your team to take steps prior to or at key stages of the development, this may include prior to the issue of a Construction Certificate, prior to or during construction, and prior to the issue of an Occupation Certificate.

Depending on the development, examples of the imposed conditions may include:

Prior to Demolition – temporary water meter disconnection, sewer cap-off and/or disconnection of pressure sewer inspections.

Prior to issue of Construction Certificate – Section 64 Developer Contribution payments may be required, plans and water calculations must be certified, and regulatory obligations such as backflow prevention and liquid trade waste applications must be submitted and acceptable for progression.

Prior to Commencement of Construction Works – a Construction Certificate must be issued by the Principal Certifying Authority (PCA).

During Construction of Works – inspections may be required including but not limited to, water meter installations, sewer main concrete encasement, backflow prevention devices, or liquid trade waste pre-treatment equipment, construction of water and/or sewerage works.

Prior to issue of Occupation Certificate – supply of all relevant documentation including receipts, works-as-executed plans, certifications, etc.

Release of Subdivision Certificate – all works to be completed with written approval from Shoalhaven Water.

Staged developments – larger developments may be staged with Certificate of Compliance issued as each stage is completed and all conditions of that stage being satisfactorily complied with.

Construction works must not commence without written approval from Shoalhaven Water.

submit
Online

*Information & Support
Documentation*

Progressing through your Water Development Notice

As you progress through the outlined conditions of your Water Development Notice you may be required to provide supporting documentation or technical drawings.

To provide supporting documentation such as receipts or consultancy document (such as hydraulic reports or infrastructure plans), simply use our online [Information & Support Documentation Submission](#) form.

Your unique Water Development Reference Number must be provided each time you make contact with us.



Inspection of Works

Where works are required, your Notice or specific construction approval will request inspection of water or sewerage works to ensure specific works are to Shoalhaven Water's satisfaction.

To arrange an inspection use our online [Book an Inspection](#) request.

You must allow a minimum of 2 working days from the time of submission for an inspection to take place. This allows us to organise an inspector to attend your development. The applicant submitting the request will be responsible for payment of the inspection, unless otherwise stated in the request form.

Please contact Shoalhaven City Council for any Plumbing & Drainage inspections.



Certificate of Compliance

Under [Section 307 of the Water Management Act 2000](#), the applicant must certify the completion of all the conditions/requirements in the Water Development Notice prior to the granting of a Certificate of Compliance.

A Certificate of Compliance will be issued at the completion of the development or at the completion of each stage of a staged development; prior to obtaining an Occupation Certificate; or prior to obtaining a Subdivision Certificate.

Use our online form to request a [Certificate of Compliance](#).

Your unique Water Development Notice Reference Number must be provided each time you make contact with us.

request
Online
*Certificate of
Compliance*

Water & Sewer Construction Works

Water and sewer construction works can form part of an approved development and may be necessary to provide infrastructure, or the extension of infrastructure, for connection to Council's water supply or sewerage systems.

Prior to Construction

Prior to issue of a Construction Certificate or Subdivision Works Certificate, you may be asked to submit water and sewer design plans for Shoalhaven Water's approval.

Where a Complying Development Certificate is issued, then the design plans must be prepared and approved prior to the commencement of any works.

The design plans must be approved in writing by Shoalhaven Water before a Certificate can be issued and or works commence and must clearly indicate:

- What infrastructure will be constructed, what is existing, what will be removed and what will be modified;
- Measurements of lengths, depths, offsets and long sections (for sewer);
- Details of the development including lot layout, contours, buildings and structures (existing and proposed), vegetation, other infrastructure;
- Construction notes, procedures, practices; and
- Staging of work (if staged).

Other documentation required include work method statements, soil erosion and sedimentation control plans, detailed engineering calculations, and detailed strategy reports.

Water and sewerage design plans must be prepared by a suitably qualified consultant to Shoalhaven Water's specifications.

web
Link

Guides, Resources & Standards



Construction Certificates

Prior to commencing construction, your submitted design plans must be approved and the pre-commencement matters as listed in the design approval letter must be completed to Shoalhaven Water's satisfaction.

Construction of water and sewer can only commence once a Construction Certificate has been issued by the certifying authority and a pre-commencement meeting has been held on-site with a Shoalhaven Water officer or inspector and construction approval granted.



Inspection of Works

Inspection of the water supply or sewerage works are required as the works are being constructed. Inspections may include (but not limited to):

- Materials to be used,
- Disconnection of metered or unmetered water services,
- Sewer junction cap off (can occur prior to pre-commencement meeting),
- Before laying of pipes and other components,
- Placement of sand bedding, pipeline, fittings, fixtures, sand backfill,
- Placement long service conduits,
- Assembly of fittings (eg, hydrants, stop valves, scour valves, gas release valves, air valves),
- Installation of a sewer junction,
- Manhole and lamphole construction,
- Prior and during concrete encasement of sewer mains,
- Any other work relevant to the project,
- Pressure testing of the water main or sewer assets,
- Restoration of site.




How to submit Design Plans

To submit technical or hydraulic design plans, use our online [Information & Support Documentation Submission](#) form. Your unique Water Development Notice Reference number will be required.

Inspections are required to ensure works are undertaken in accordance with Shoalhaven Water requirements.

submit
Online

*Information & Support
Documentation*

A photograph showing three construction workers in a trench. One worker in a yellow shirt and white hard hat stands on the left. Another worker in a pink shirt and white hard hat is in the background. A third worker in a green shirt and white hard hat is in the foreground, using a wooden plank to support a large blue pipe. The pipe is partially buried in sand. A wrench and a small container are on the ground near the pipe.

**Inspections must
be undertaken
whenever works to
our water supply or
sewerage network
is intended to
be transferred
to Council's
ownership.**

Developer Contributions

Developer Contributions are upfront payments levied by Shoalhaven Water to recover part of the water and sewer costs relating to existing and planned infrastructure such as treatment plants, pumping stations, reservoirs, and trunk mains.

Under the provision of [Section 64 of the Local Government Act 1993](#) and by way of cross reference of the [Water Management Act 2000](#) (Division 5 of Part 2 Chapter 6), developer charges are applicable for water and sewer.

The Water Management (General) Regulation under Section 226 outlines that developer contributions may be subject to:

- The erection, enlargement or extension of a building or the placing or relocating of a building on land,
- The subdivision of land,
- The change of use of land or of any building situated on the land.

Developer Contribution payment requirements vary depending on the type of development but generally must be paid prior to the issue of a Construction Certificate.

Where the development does not require a Construction Certificate, for example a caravan park expansion - camp site, caravan & mobile home sites, then the imposed Developer Contributions must be paid as specified in the Water Development Notice.

If the development is a subdivision, then the imposed Developer Contributions must be paid prior to the release of the plan of subdivision.

Your Water Development Notice will indicate when payment is required along with the amount payable for the relevant financial year.

Potential legal action and non-issue of Certificate of Compliance will result in unpaid s64 Developer Contributions.

review
Policy

*Water & Sewerage
Headworks Charges*

How we calculate Developer Contributions

Developer contributions are calculated on charges set by Council based on the current financial year. The amount of the contributions levied will depend upon the loading that the proposed development will have on the water supply and/or sewerage systems. The greater the loading on the systems the greater the developer charges amount payable.

If your development is greater than a standard development, such as a multi-unit development, then these charges can amount to many tens of thousands of dollars and as such you will need to make appropriate allowances in your feasibility assessment.

Charge rates may increase annually and as such the applicant/developer must be mindful that the amount payable may increase where payment is made in a future financial year.

Developer charges are based on an Equivalent Tenement (ET) loading based on the water supply and/or sewerage systems.

Subject to the type of development proposed the following methods are used to calculate the number of ET's:

- Number of lots (e.g. residential subdivisions)
- Number of bedrooms (e.g. medium density and dual occupancy developments)
- Number of sites and cabins (e.g. caravan park, manufactured housing estate, tourist developments)
- Floor area (e.g. commercial and industrial developments)
- Number of persons (e.g. church, entertainment centre, child minding facility, schools)
- Number of units (e.g. washing machines for a laundromat or beds for a hospital)
- Water use (e.g. where the development is a high-water user e.g. nursery, marine food processing)
- A combination of the above for a diverse/complex development

Note: the ET factor for water supply may be different to the ET factor for sewerage.

How to apply for Section 64 Developer Charges

Submit our online request - *Developer Contribution Charges*

Please be advised, should the invoice be issued and then paid in a future financial year, a new invoice will be required.

GST is not applicable to Developer Contributions.

request
Online

*Developer Contribution
Charges*

Technical Drawings

Shoalhaven Water drawings and design specifications have been developed to ensure developer designs, construction of new infrastructure, or modifications to existing infrastructure are carried out to a high standard and are consistent throughout the Local Government Area.

We utilise specific documents prepared by Water Services Association of Australia (WSAA). Designers are required to purchase their own copy of the Codes and use Shoalhaven Water's documents/specifications as published on our website to prepare your designs.

Guides, Resources & Standards

Shoalhaven Water have a range of drawing and design specifications available to ensure infrastructure is consistent throughout the area, including:

- Development Servicing Plans (DSP) for Water Supply and Sewerage Services
- Minor Sewer Construction Matrix
- Survey Plan Preparation and Work as Executed
- Standard for Electrical Installations
- Standard for SCADA Installations
- Water, Sewer and Relining Specifications
- Fencing Specification
- Shoalhaven Water Standard Drawings

WSAA Water Supply Code of Australia

WSA 03-2011 Version 3.2

WSAA Gravity Sewerage Code of Australia

WSA 03-2014 Version 3.2

web
Link

*Guides Resources &
Standards*



Hydraulic Plans

You may be required to submit hydraulic plans or water sizing calculations to support your request for a new service connection. These must be provided by a hydraulics consultant or qualified plumber in accordance with AS3500.

Details the consultant must include:

- Available water pressure (a [Water Pressure Certificate](#) may be requested using our online form)
- Existing size of water mains serving the development
- Size of metered and unmetered services required
- Development complexity
- Use of water and demand allocation in calculation stage
- Location of proposed metered and unmetered services
- Number of meter services
- Unhindered access to metered services
- Maintenance and/or replacement of metered services
- Backflow Prevention Devices (which may impact water pressure)
- Impact to the water supply system



Work-as-Executed Plans

Work-as-executed plans are required to ensure that the actual location of an asset built is known and recorded.

All plans must be prepared by a registered surveyor in accordance with Shoalhaven Water's Survey Plan Preparation & Work-as-Executed Specification.

Use our guide for survey specification details which provide the minimum requirements when undertaking design and works as executed for Shoalhaven Water assets.



How to submit plans

All plans can be submitted in pdf format using our online [Information & Support Documentation Submission](#) form.

When submitting design plans your Water Development Notice Reference Number is required.

submit
Online

*Information & Support
Documentation*

Water Connection Services

Shoalhaven Water undertakes the installation, modification, and maintenance of all metered or unmetered services which are connected directly to the mains within the Shoalhaven Local Government area.

Our water connection services include:

- Residential, Dual Occupancy and Multi Unit Meter Connections
- Commercial Meter Connections
- Manifold Connections
- Fire Service Connections

Our assets and works include the installation, removal, replacement or upsize of any Council water meter, water mains, main tapplings, hydrant points and fire services.

When you apply for a connection or alteration to a water service, you will be required to submit a Service Location Plan to help us identify the location you would like your connection installed or relocated to.

If you are building in a new subdivision, you may need to determine where our mains and service conduits are located. Some of the newer subdivisions already have conduits in place. A conduit is a pipe used to connect by sleeving a service line to the water main that is located on the opposite side of the street.

Under Section 636 of the Local Government Act, it is an offence to tamper with any metered service or fittings owned and operated by Shoalhaven Water.

We are responsible for and undertake all works on our assets unless specific exemptions are approved in writing in advance.

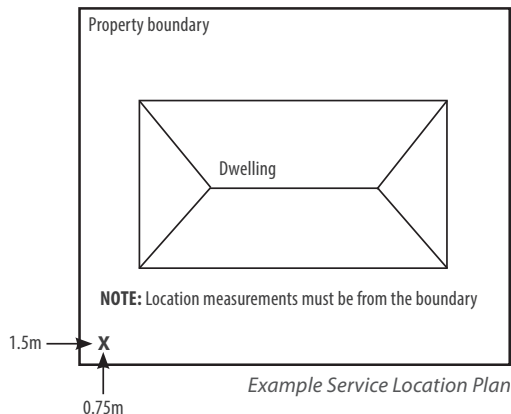
web
Link

Meter Installations

What is a Service Location Plan?

When you apply for a water service connection, you will be asked to provide a Service Location Plan. This can be a simple sketch (as shown below) or it can be provided on your new house plans.

A Service Location Plan is a diagram indicating where you want your connection installed in relation to your dwelling. It must be uploaded to your online connection request.



To avoid installation delays, the site location must:

- Be within clearly indicated property boundaries;
- Be located along the front boundary;
- Not exceed 1 metre in from the front boundary; and
- Have a 2-metre square clearance where the installation is to occur.

What is a short and long service?

A short service is when the water main is located on your side of the street, and a long service is when the water main is located on the opposite side of the street. In some developments conduits (empty pipes) for long services may already be in place. See below example of conduits from the main to a property (green dashed lines).

Alterations to the position of an existing conduit will incur further fees.

Visit [Before You Dig](#) to find out where the main is located in your street.



Example of conduit in place from the main water line.
Note: the green line indicates existing conduit

Use this online request for the following:

request
Online
*Water Meter
Connection*

Residential Meter Connections

For a set fee, residential properties can request a 20mm water meter service connection which includes a garden tap. The meter and tap will be installed at the property boundary.

A Service Location Plan must be provided with your request.

On request, a residential water meter can be installed in a pit with either a plastic or metal lid, but this service will not include the garden tap.

On receipt of payment, installation should occur within 20 working days.

Residential Meter Alterations

Building works or renovations can sometimes leave your meter in a not so convenient position and it may need an adjustment to the location. For a set fee we can raise, lower or relocate the meter; or we can lower the meter into a pit with the choice of plastic or metal lids (depending on traffic flow).

When you apply to relocate your meter, you must provide your existing meter number plus measurements (mm) of relocation distance.

Dual Occupancy or Granny Flat Connections

Dual occupancy developments, or the addition of a granny flat, have the following meter options available:

- 1 x 25mm metered service, or
- 2 x 20mm metered services, or
- 25mm service line and manifold (with 2 x 20mm meters), or
- you can apply for an additional separate 20mm metered service.

To assist your financial decision on which installation would best suit your dual occupancy or granny flat development, review our [Metered Service Comparison Guide](#) which guide contains our latest ongoing fees and charges.

Your Water Development Notice will indicate the installation cost of both the first and additional metered services applicable.

Use this online request for the following:

request
Online

*Connections, Manifolds
& Fire Services*

Manifold Connections

Manifolds are installed when a development requires 2 or more 20mm meter connections.

Our process for manifold meters allows a staged installation of services which is particularly useful for developments that may not require all services to be connected at once. You can select this option in your installation request.

Commercial, Medium Density, Industrial Connections

Developments such as commercial, medium density, or industrial developments may require a larger service connection than the standard residential property. Our commercial service connections include 25mm, 32mm, 40mm, 50mm, 80mm, and 100mm.

All service connections larger than 50mm will require a quote.

A payment advice will be issued on application.

Fire Services

Fire service connections may be required as a condition on your Development Consent or Complying Development Certificate.

We provide the following combinations:

- Metered or unmetered fire services,
- Combination meter with fire service,
- Manifold with bulk water meter and fire service.

Should the fire service line serving the property be greater in diameter than the water main diameter, then the water main must be augmented to the same size or larger at the developer's cost. The extent of the augmentation will be determined by Shoalhaven Water.

Water booster pumps are **not** permitted to be directly connected to the water main. Should pumps be required for firefighting, storage/break tanks must be installed in accordance with AS2419 and AS3500. When requesting a fire service installation, you must attach supporting documentation including hydraulic plans and water sizing calculations prepared by a qualified hydraulic engineer or plumber.

Backflow Prevention on a Fire Service

Fire service installations will require a backflow prevention device installed adjacent to the water meter. This will ensure the protection of Shoalhaven Water's potable water supply.

At a minimum, the device installed must be a double check valve (DCV), it must be registered with us, and tested annually to ensure it is operating effectively.

Review more information on our [Backflow Prevention](#) webpage.

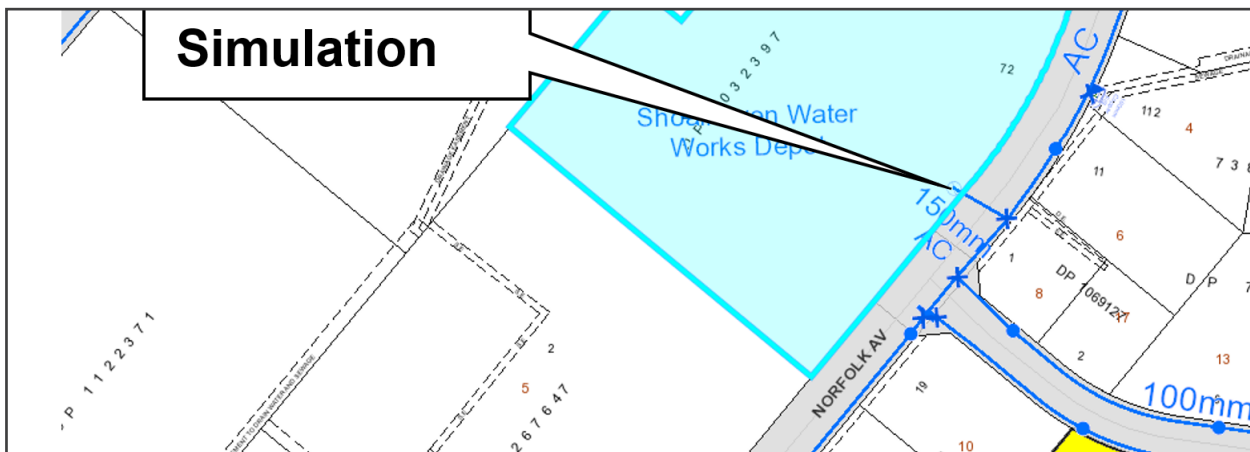
Use this online request for the following:

request
Online
Water Pressure
Certificate

Water Pressure Enquiry

Hydraulic designers can use our online [Water Pressure Certificate Request](#) to help design the appropriate fire-fighting systems to suit a development.

When you submit our online request, you will be asked to upload a Site Location Plan to ensure we are testing the correct line. See below example.



Example of a Site Location Plan indicating the exact location for testing

NOTE: When you prepare a site location plan, use a pointer rather than a circle or cross so as to not cover relevant information. A clear site plan will help avoid delays.

Sewer Services

Shoalhaven Water is responsible for the maintenance of all Council's sewerage mains and their components within the Shoalhaven Local Government area.

Shoalhaven Water also constructs sewerage infrastructure (pumping stations, gravity & pressure mains) to allow new growth areas to develop.

Sewer pipelines are generally located within private property; however, they are also located within the road reserve, public reserves and other public spaces. Sewer pipelines can vary significantly in depth. Structures such as manholes will indicate where sewers are in the area.

Connecting to the Sewerage System

Section 68 of the Local Government Act specifies that Council must issue approval for property sewer drains to connect to Council's sewerage system. Conditions requiring connection are specified in your DA or CD. If not, you can apply via the [NSW Planning Portal](#).

While Shoalhaven Water construct and maintain the Shoalhaven sewerage systems, connection to our system is undertaken by a licenced plumber.

Manhole Adjustments

Sometimes a development requires a sewer manhole to be raised or lowered.

Other than Council employees or persons contracted to Council, no person is allowed to conduct work on Council owned sewerage infrastructure (including sewer manholes) unless that person has gained approval from Shoalhaven Water (approved letter & stamped plans).

When manholes are within a trafficable area, suitable lids must be installed at the developer's expense.

Shoalhaven Water will undertake a manhole adjustment free of charge.

request
Online

Manhole Adjustment

Pressure Sewer System Installations

Developments that have been identified and approved (DA or CD) as requiring a Pressure Sewer System must apply using our online [Pressure Sewer System Installation Request](#). To successfully submit the form, you will require a Service Location Plan.

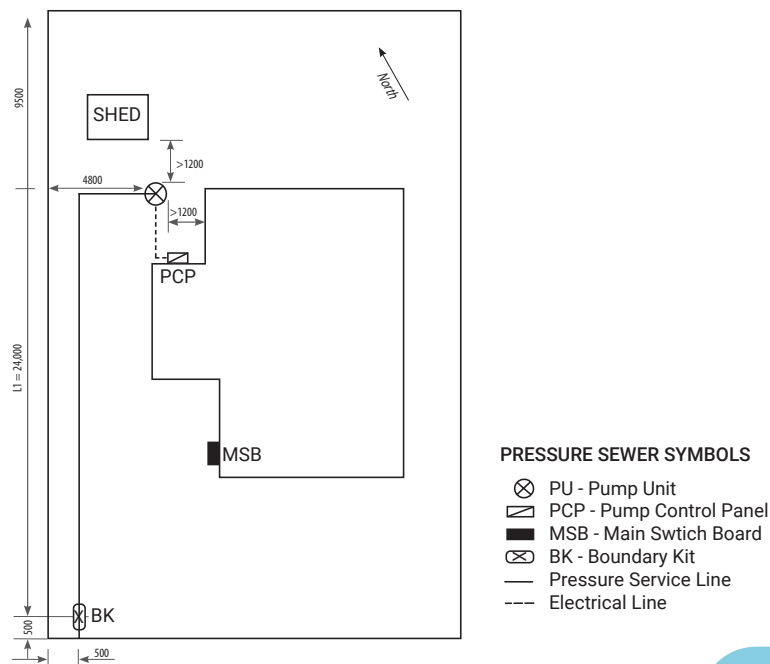
What is a Service Location Plan?

A Service Location Plan provides all the information we need to install the pressure sewer unit and all its components on your property. Keep in mind when you are preparing your location plan, the pressure unit must be located so that the residence and any other building can fully drain by gravity to the unit.

Your Service Location Plan must indicate the distance between:

- the control panel and the pump unit,
- the pump unit and the boundary kit, and
- be located no more than 10 meters from the alarm panel.

There must be a direct line of site from the alarm/control panel to the tank. Obstructions are not permitted. Minimum distances include 1.2m from the side boundary and 5m from the residence. The maximum depth into the pressure unit is 1.2m below the finished surface height. See below example of a Service Location Plan.



A Construction Certificate must be issued for all new installations, modifications, and relocation works.

request
Online

Pressure Sewer System
Installation

When you have your Service Location Plan ready, submit our online [Pressure Sewer System Installation Request](#).

We will review your application and on approval, we will issue an invoice. The invoice will be based on the current market price plus any additional costs for site works such as difficult terrain (i.e. rocky conditions) or any unexpected work (i.e. deviation due to other internal services). Payment of invoice must be made prior to the commencement of installation.

Pressure Sewer System - Installation Responsibilities

The pressure sewer system will be installed in accordance with your approved Service Location Plan. Reasonable site access must be available for large machinery.

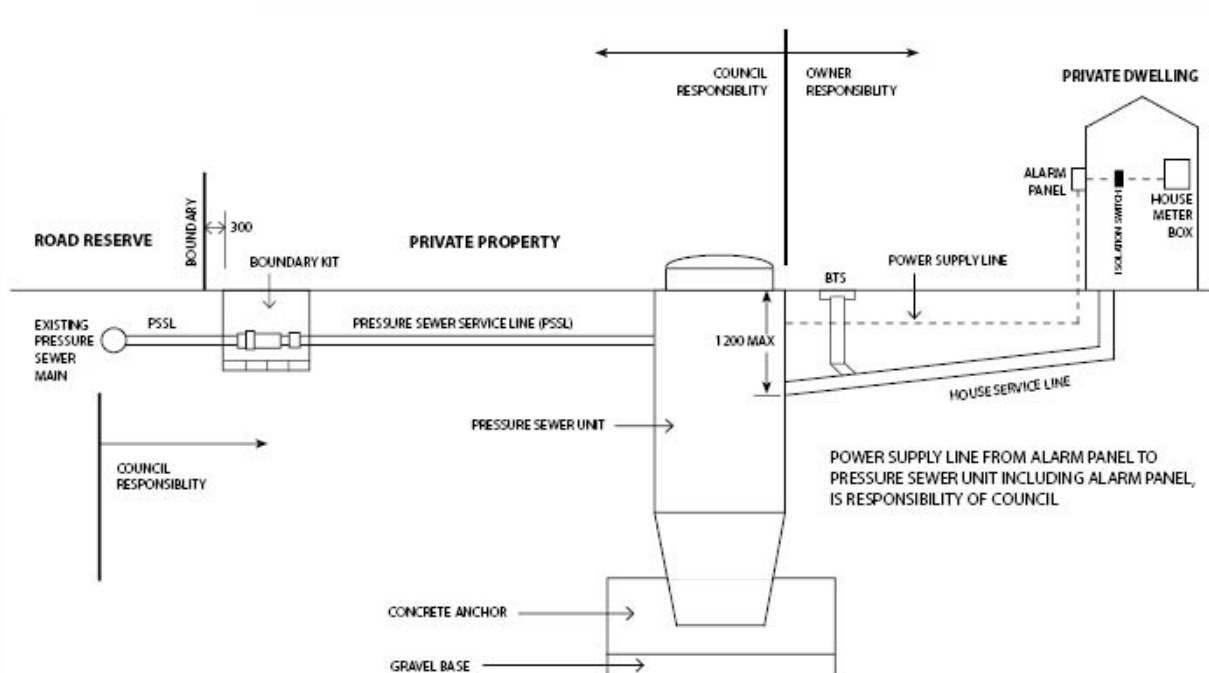
Our service include:

Installing the functioning components including, connecting power supply to the pumps, and testing the electrical operation. The unit will be filled with water for a test run and on completion will leave the unit in normal operational mode.

The control panel will be locked on completion, so the electrician you use may need to contact us before they install the final dedicated circuit. If the dedicated circuit is already in place, we will connect and test run the unit using the house supply. When this work is complete, we will notify the applicant to arrange the remainder of the electrical installation.

What you need to do:

It is the responsibility of the owner/builder to arrange for a qualified electrician to install a separate dedicated circuit from the electrical meter box to the location of the control panel. The connection of the dwelling to the pressure sewer unit is undertaken by a licenced plumber organised by the owner/builder.



SKETCH PLAN OF PRESSURE SEWER COMPONENTS AND LIMITS OF WORKS AND RESPONSIBILITIES BY DIFFERENT PARTIES



Pressure sewer systems are generally located in areas where a conventional gravity system is not a viable servicing option.

Protecting our Network & Systems

Our water mains are generally located in the footway or road shoulder and generally laid at standard depths.

Look for fittings such as hydrant lids, stop valves, raised reflective markers or marker posts to provide an easy estimate of the location of our water mains.

Plan Ahead

Prior to any excavation work, visit [Before You Dig](#) (BYD), it's free and easily accessed and can provide indicative information of where our water and sewerage systems are.

Critical Asset Alert

Should your BYD query detect a Critical Asset in your proposed work area you will be requested to contact Shoalhaven Water during business hours to notify us of impending works.

Shoalhaven Water does not accept responsibility of accidental damage to assets. If an individual (e.g. excavator operator) is unclear about the location of our services, we can assist and undertake an onsite location visit before works commence.



Building over or near our Sewerage System

Shoalhaven Water will treat each application on its merits and in accordance with Council's Building over Sewer policy. Do not assume that consent for construction over or near the sewer will be automatically granted.

We have specific requirements when it comes to building over or near sewers mains including the provision of unrestricted access to all manholes, junctions, lampholes, maintenance shafts, terminal maintenance shafts and vents. Before proceeding, read our [Building Over Sewers Policy](#).

Details in the policy include:

- Zone of Influence
- Clearances
- Foundation Requirements
- Concrete Encasement Requirements

When requesting permission to build over or near our assets, you must submit the following information:

- A copy of the approved Building Plans and Site Survey plan. All levels to Australian Height Datum (AHD), and
- A copy of certified engineering plans, indicating soil classification and type, and protection requirements of the sewer infrastructure and proposed/existing structure/s in accordance with Council's Building over Sewer Policy.

All works relating directly to the sewer infrastructure, as specified in the Water Development Notice and Building over Sewer approval are required to be carried out in the presence and to the satisfaction of Shoalhaven Water's inspector.

At the completion of the approved works, if there has been engineering changes on site to the sewer, it is the Engineer/Surveyors responsibility to submit Works as Executed plans supplied by a licensed surveyor prior to final approval.

Shoalhaven Water has specific requirements when it comes to building over or near sewers mains.

Plan checking fees are applicable and must be paid prior to any inspection.

review
Policy

*Building over
Sewers*



Liquid Trade Waste

During the evaluation of a development proposal, a business activity may be determined to generate liquid trade waste.

If this is the case, you must apply for approval to discharge pre-treated liquid waste into our sewerage system. Under Subdivision of Division 4 of Part 2 of the Local Government (General) Regulation, Shoalhaven Water must regulate liquid trade waste discharges in order to:

- Protect the health and safety of our staff, the public, and the environment.
- Protect wastewater system infrastructure, assets, and sewerage treatment processes to protect the effluent and biosolid quality for facilitation of recycling.
- Reduce maintenance costs and odour complaints.

Activities that generate and discharge liquid trade waste will fall into one of the following discharger categories:

Low Risk - Nil or minimal pre-treatment required

Medium Risk - prescribed pre-treatment required

High Risk - large volume or industrial dischargers

review
Policy

*Liquid Trade
Waste*

Sewerage systems are generally designed to safely and efficiently collect, transfer and treat waste from domestic sources.

Is pre-treatment required?

Pre-treatment requirements will be determined based on the business activity of your development and is likely to be achieved by using a device or piece of equipment to treat the liquid trade waste prior to discharging into the sewerage system.

The type of pre-treatment device required is dependent on the nature of the activity and the volume and strength of the liquid trade waste it generates.

What are the Approval requirements?

Under [*Section 68 \(Part C4\) of the Local Government Act*](#), approval must be obtained from the relevant authority to discharge Liquid Trade Waste into Council's sewerage system.

How do I apply for Approval?

To obtain approval, customers must submit the relevant application based on their proposed business activity. This may include providing information such as a site plan and/or drainage diagram.

To make application to discharge Liquid Trade Waste into Council's sewerage system, log on to our website and [*Apply for Approval to Discharge*](#) - select your business activity.

Approval will be provided in writing to both the applier and the land owner.

Landowner Consent

Application is usually made by the person or organisation responsible for the operation of the business or facility, however where the applicant is not the property owner, **the property owner must provide their consent before approval is released.**

Council Approval is Required

Application must be made to discharge liquid trade waste into Council's sewerage system.

web
Link

*Apply for Approval to
Discharge Liquid Waste*

Backflow Prevention & Cross Connection Control

Shoalhaven Water has a responsibility to provide safe drinking water to the community from the point of treatment to the point of use.

Our Backflow Prevention program is in place to ensure that backflow from an unintended flow of water from a potentially polluted source into the potable water supply is eliminated and controlled.

Commercial or industrial property owners are responsible for ensuring that the business activity conducted on their land will not affect the mains supply with any contaminated water.

Protecting our Water Supply

Through the development application process, we will identify if your proposed business activity may pose a potential hazard to our water supply.

If we determine a potential hazard from your proposed activity, we will ask you to obtain a **Backflow Survey** from a plumber or hydraulic consultant who will assess the property and recommend backflow prevention solutions.

Depending on the business activity, backflow prevention devices may be required according to the hazard rating. Devices may be required as:

- **Individual protection** - at an individual fixture or appliance,
- **Zone protection** - at specified sections of a plumbing system, or
- **Containment protection** - immediately downstream of the water meter at the property boundary.

Potential Hazard Ratings include:

High Hazard - any condition, device or practice that has the *potential to cause death*.

Medium Hazard – any condition, device or practice that *could endanger health*.

Low Hazard – any condition, device or practice that *could constitute a nuisance but not endanger health or cause injury*.

review
Policy

*Backflow Prevention &
Cross Connection Control*

Backflow Surveys

Surveys can be submitted in the form of a signed letter or statement which includes the following information:

- Hydraulic consultant or plumber's name, address and qualifications
- Address of property being surveyed
- Hazard rating of property
- Type and location of proposed device/s

Installing a Backflow Prevention Device

If your business activity is determined to be a risk to our water supply and a backflow prevention device has been proposed, you are required to:

- Engage an Accredited Backflow Plumber to install a backflow prevention device, in the first instance, at the property boundary adjacent to the water meter. Depending on the onsite activities, further devices may be required to protect individual fixtures or zones.
- On installation, have the device/s tested by the Accredited Backflow Plumber to ensure the device is operating correctly.

Backflow Prevention Plumbing Responsibilities

A licensed plumber must install all backflow prevention devices.

Only plumbers with Backflow Prevention Accreditation can test or commission a device.

Shoalhaven Water will inspect the installed device.

Property Owner Responsibilities

It is the property owners responsibility to ensure all backflow prevention devices are installed and maintained in accordance with Australian Standards.

All ongoing fees and charges are the responsibility of the property owner.

web
Link

*Accredited Backflow
Prevention Plumbers List*

APPENDIX

ONLINE REQUEST	URL
Book an Inspection	https://www.shoalwater.nsw.gov.au/planning-building/developers-consultants/book-an-inspection
Certificate of Compliance Request	https://shoalwater.nsw.gov.au/planning-building/developers-consultants/certificate-of-compliance/certificate-of-compliance-request
Connections, Manifolds & Fire Services Request	https://www.shoalwater.nsw.gov.au/planning-building/meter-installations/commercial-connections-manifolds/connection-manifold-fire-service-request
Information & Support Documentation Submission	https://shoalwater.nsw.gov.au/planning-building/developers-consultants/water-development-notice/information-support-documentation-submission
Manhole Adjustment Request	https://www.shoalwater.nsw.gov.au/planning-building/sewer-services/sewer-manholes/sewer-manhole-adjustment-request
Pressure Sewer System Installation Request	https://www.shoalwater.nsw.gov.au/planning-building/sewer-services/pressure-sewer-systems/pressure-sewer-system-installation-request
s64 Developer Contribution Invoice Request	https://www.shoalwater.nsw.gov.au/planning-building/developers-consultants/developer-contributions/s64-developer-contribution-request
Water Development Notice Request	https://shoalwater.nsw.gov.au/planning-building/developers-consultants/water-development-notice/water-development-notice-request
Water Meter Connection Request	https://www.shoalwater.nsw.gov.au/planning-building/meter-installations/residential-meter-connections-alterations/meter-connection-request
Water Pressure Certificate Request	https://www.shoalwater.nsw.gov.au/planning-building/developers-consultants/water-pressure-certificate-request

HELPFUL LINKS	URL
Accredited Backflow Prevention Plumbers List	https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=D16/112189
Apply for Liquid Trade Waste Approval	https://www.shoalwater.nsw.gov.au/your-business/liquid-trade-waste/apply-for-approval-to-discharge
Backflow Prevention	https://www.shoalwater.nsw.gov.au/your-business/backflow-prevention
Demolition Information	https://shoalwater.nsw.gov.au/planning-building/building-renovating/demolition-information
Dial Before You Dig	https://www.1100.com.au/
Guides, Resources & Standards	https://www.shoalwater.nsw.gov.au/planning-building/developers-consultants/guides-resources-standards
Liquid Trade Waste	https://www.shoalwater.nsw.gov.au/your-business/liquid-trade-waste/about-liquid-trade-waste
Metered Service Comparison Guide	https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=D20/409746
Water Developer Notice Fees & Charges	https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=D21/273657

POLICIES	URL
Backflow Prevention & Cross Connection Control Policy	https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL16/97
Building over Sewers Policy	https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL16/81
Liquid Trade Waste Policy	https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL16/55
Non Urban Wastewater Connection Policy	https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL12/166
Non Urban Water Connection Policy	https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL12/162
Pressure Sewer Systems	https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL16/94
Section 64 Water & Sewerage Headworks Charges Policy	https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL20/22
Urban Wastewater Connection Policy	https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL16/89



Email: council@shoalhaven.nsw.gov.au

Bridge Road, Nowra (02) 4429 3111

Deering Street, Ulladulla (02) 4429 8999

All communication should be addressed to:

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