

Table 3-2: Application Assessment Checklist – Install or Construct or Alter OWMS

Site Address:

Owner and Applicant:

Council OWMS Reference:

Assessment Step	Criteria	Provided Y/N	Priority			Notes
			Critical	Relevant	Supporting	
Application and OWM report	Is designer suitably qualified/ experienced to council's requirements?					
	Does designer have appropriate professional indemnity insurance?					
	Do details in application meet council requirements (application form complete, fees submitted, supporting documentation provided)?					
	Do details in application meet LG Regulation s26 (site plan, specifications of SMF, site assessment, design flows, operation and maintenance)?					
	LG Reg s29-31 matters to consider – compliance with performance standards and Secretary guidelines or directions					
	LG Reg s36-38 Performance standards – SMF, closets, cesspits, if required					
	LG Reg s40-41 Accreditation of SMF, if required					
Site information	Details provided including land use zoning, any existing services and easements?					
Development	Type identified? Does the development have/ require planning approval?					
	Are approved but not yet constructed developments considered?					
Sewer	Is a viable connection to sewer available within 75m of the site? Consider Order 24 (connect to sewer)					
Design flows	Wastewater generation align with Section 6.1? Check floorplan (bedrooms and potential bedrooms) Design occupancy from Table 6-1 Water supply from Table 6-2					
Treatment system	Are specifications of the SMF provided?					
Treatment capacity	Is the treatment system of a suitable capacity for design flows? See Section 6.2					
NSW Health Accreditation	Does the proposed system have NSW Health accreditation? Certificate number provided?					

Assessment Step	Criteria	Provided Y/N	Priority			Notes
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Existing treatment	Alteration - Is the existing treatment system in good operational condition? Is evidence provided?					
Decommission old tanks	Where an existing OWMS is to be replaced, are disused tanks to be decommissioned for safety?					
Site and soil evaluation	Are all required features assessed for limitations? Compare to Table 4-1 site features List any moderate or major constraints					
	Table 4-5 soil features List any moderate or major constraints					
Soils	Borehole logs, location on site plan, photos, soil testing results provided?					
Sensitive areas	Are any local sensitive areas identified and addressed? e.g. drinking water catchment, priority oyster aquaculture areas, environmentally sensitive, culturally sensitive, vegetation clearing, acid sulfate soils					
Mitigation	Are mitigation measures proposed for any moderate or major constraints identified? Do the mitigation measures adequately address the constraints?					
Buffers	Does the design meet required high buffer distances? If not, does it provide mitigation for reduced buffers? (Table 4-4 buffer constraint scales)					
Treatment and EAA	Is the design suitable for the site constraints identified?					
	Is all wastewater generated catered for (black and grey water)?					
Pump sizing	If pump required, are design and pump specifications suitable?					
EAA sizing	Is the sizing of EAA suitable? Are suitable calculations provided as required by the council (simple, water balance, mound, council supplied model)?					
	If required, are linear loading rate calculations provided?					
Nutrients	If required, are calculations provided?					
	Do calculations reference the figures provided on the NSW Health Accreditation, if relevant?					
	Is a nutrient uptake area nominated?					
Reserve area	Is a reserve area nominated? Is it required?					

Assessment Step	Criteria	Provided Y/N	Priority			Notes
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Maintenance	Are required management and maintenance measures listed?					
Site plan	Does the site plan display existing and proposed SMF, EAA, reserve EAA, buildings and facilities, environmentally sensitive areas, related drainage lines or pipework, soil borehole locations, slope, buffers, property boundary, north arrow, scale, legend, other constraints?					
EAA schematic	EAA schematic and specifications provided? Are they suitable for installer?					
Construction detail	Does the application include an annotated drawing with sufficient detail to ensure that the installer can install the system as per the approved design?					
Site inspection (pre-approval)	Does the application accurately represent the site? Is there sufficient area for the EAA as proposed in the application?					
Additional information	Check any additional requirements relating to contamination, acid sulfate soils, etc.					
	If anything is missing, poorly explained or doesn't support the approval of the application, request additional information from the applicant.					
Referrals	Does the application need to be referred internally or externally (planning, vegetation clearing, contamination)?					
Risk category	Allocate a risk category to the system as per council's strategy risk rating.					
Non-domestic applications	Does the application relate to non-domestic wastewater, including home based businesses and/ or liquid trade waste?					
	Does the OWM report provide sufficient detail on daily flows and usage patterns, contaminants, suitable pre-treatment and treatment options?					

