

## From Table 3-2: Application Assessment Checklist – Install / Construct / Alter OWMS

### Scenario 1

Site Address: Scenario 1  
 Owner and Applicant: Jo Bloggs  
 Council OWMS Reference: OWMS 2026-001

| Assessment Step                 | Criteria  | Provided Y/N | Priority |          |            | Notes  |
|---------------------------------|---|--------------|----------|----------|------------|--|
|                                 |   |              | Critical | Relevant | Supporting |  |
| Application and OWM report      | Is designer suitably qualified/ experienced to council's requirements?  | Y            |          | Y        |            | 10yrs +  |
|                                 | Does designer have appropriate professional indemnity insurance?  | Y            | Y        |          |            |  |
|                                 | Do details in application meet council requirements (application form complete, fees submitted, supporting documentation provided)?   | Y            | Y        |          |            |  |
|                                 | Do details in application meet LG Regulation s26 (site plan, specifications of SMF, site assessment, design flows, operation and maintenance)?  | Y            |          |          |            |  |
|                                 | LG Reg s29-31 matters to consider – compliance with performance standards and Secretary guidelines or directions  | Y            |          |          |            |  |
|                                 | LG Reg s36-38 Performance standards – SMF, closets, cesspits, if required   | Y            |          |          |            | Accredited STS   |
|                                 | LG Reg s40-41 Accreditation of SMF or exempt  |              |          |          |            |  |
| Site information                | Details provided including land use zoning, any existing services and easements?  | Y            |          |          |            |  |
| Development                     | Type identified?<br>Does the development have/ require planning approval?   | Y            |          |          |            | DA 9999/2026 secondary dwelling  |
|                                 | Are approved but not yet constructed developments considered?   | N<br>A       |          |          |            | N/A  |
| Sewer                           | Is a viable connection to sewer available within 75m of the site? Consider Order 24 (connect to sewer)  | N<br>A       |          |          |            | No local sewer   |
| Design flows                    | Wastewater generation align with Guidelines Section 6.1 (Table 6-1 design occupancy and Table 6-2 design flows)<br>Check floorplan (bedrooms and potential bedrooms) and water supply | Y            |          |          |            | No floor plans for existing dwelling. 2BR in secondary dwelling<br>Checked previous sales ads. |
| Treatment system                | Are specifications of the SMF provided?   | Y            |          |          |            | Brand and model #  |
| Treatment capacity              | Is the treatment system of a suitable capacity for design flows? See Guidelines Section 6.2   | Y            |          |          |            |  |
| NSW Health Accreditation        | Does the proposed system have NSW Health accreditation?<br>Certificate number provided?   | Y            |          |          |            | Y  |
| Existing treatment - alteration | Is the existing treatment system in good operational condition? Is evidence provided?   | N<br>A       |          |          |            | Replace existing system  |

**From Table 3-2: Application Assessment Checklist – Install / Construct / Alter OWMS**

| Assessment Step          | Criteria   | Provided Y/N | Priority |          |            | Notes  |
|--------------------------|--|--------------|----------|----------|------------|--|
|                          |  |              | Critical | Relevant | Supporting |  |
| Decommission old tanks   | Where an existing OWMS is to be replaced, are disused tanks to be decommissioned for safety?   | N            | Y        |          |            | Condition decommissioning  |
| Site and soil evaluation | Are all required features assessed for limitations?<br>Compare to Guidelines Table 4-1 site features<br>List any moderate or major constraints   |              |          |          |            | See Table 4-1 and 4-5 assessment sheets  |
|                          | Guidelines Table 4-5 soil features<br>List any moderate or major constraints   |              |          |          |            |  |
| Soils                    | Borehole logs, location on site plan, photos, soil testing results provided?   | Y            | Y        |          |            | Not noted on site plan. Request.   |
| 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 |              |          |          |            | ASS Class 4 in OWMS area. Excavation >2m impacted identified – refer to planning. Tank installation will be impacted. Request ASS report |
| Mitigation               | Are mitigation measures proposed for any moderate or major constraints identified?<br>Do the mitigation measures adequately address the constraints?   |              |          |          |            | See Table 4-1 and 4-5 sheets   |
| Buffers                  | Does the design meet required high buffer distances?<br>If not, does it provide mitigation for reduced buffers? (Guidelines Table 4-4 buffer constraint scales)  |              |          |          |            | See buffer assessment sheet  |
| Treatment and EAA        | Is the design suitable for the site constraints identified?  | N            | Y        |          |            | Potential impact by flood and ASS for treatment and veg impact for EAA   |
|                          | Is all wastewater generated catered for (black and grey water)?  | Y            |          |          |            | Yes, all waste system  |
| Pump sizing              | If pump required, are design and pump specifications suitable?   | N            | Y        |          |            | No pump specs provided - request   |
| EAA sizing               | Is the sizing of EAA suitable?<br>Are suitable calculations provided as required by the council (simple, water balance, mound, council supplied model)?  | Y            |          |          |            | Y, WB and NB   |
|                          | If required, are linear loading rate calculations provided?  | N            | A        |          |            |  |
| Nutrients                | If required, are calculations provided?  | Y            |          |          |            |  |
|                          | Do calculations reference the figures provided on the NSW Health Accreditation, if relevant?   | Y            |          |          |            |  |
|                          | Is a nutrient uptake area nominated?   | Y            |          |          |            | Irrigation + NUA downslope   |

**From Table 3-2: Application Assessment Checklist – Install / Construct / Alter OWMS**

| Assessment Step                | Criteria  | Provided Y/N | Priority |          |            | Notes  |
|--------------------------------|---|--------------|----------|----------|------------|--|
|                                |   |              | Critical | Relevant | Supporting |  |
| Reserve area                   | Is a reserve area nominated? Is it required?  | N            |          |          |            | Available EAA larger than proposed EAA + NUA |
| Maintenance                    | Are required management and maintenance measures listed?  | Y            |          |          |            |  |
| 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? | Y            |          |          |            |  |
| EAA schematic                  | EAA schematic and specifications provided?  | Y            | Y        |          |            | Pump details missing – request               |
| Construction detail            | Does the application include annotated drawings with sufficient detail to ensure that the installer can install the system as per the approved design?  | N            |          |          |            | Request a construction detail drawing        |
| Site inspection (pre-approval) | Does the application accurately represent the site?<br>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.   | N            |          |          |            | ASS impact on tank installation?             |
|                                | If anything is missing, poorly explained or doesn't support the approval of the application, request additional information from the applicant.   |              |          |          |            | Look at second driveway access point         |
| Referrals                      | Does the application need to be referred internally or externally (planning, vegetation clearing, contamination)?   |              |          |          |            | ASS referral<br>Vegetation referral          |
| 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?   | N<br>A       |          |          |            |  |
|                                | Does the OWM report provide sufficient detail on daily flows and usage patterns, contaminants, suitable pre-treatment, treatment and reuse options?   |              |          |          |            |  |

