



Clarence... a brighter place

Application for a Special Plumbing Permit for an On-site Waste Water Management System

To Permit Authority, Clarence City Council, 38 Bligh Street, ROSNY PARK 7018

PRIVACY STATEMENT

The personal information on this form is required by Council under the *Building Act 2000*. We will only use your personal information for this and other related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our Privacy Policy, which is available at www.ccc.tas.gov.au or at the Council offices.

CHECKLIST

This checklist is provided to assist applicants in ensuring that all the information required is included with the application. Your application will be dealt with promptly, however approval will be delayed and the permit may be refused if all the information is not provided at the time of lodgement.

Before the permit authority can issue a Special Plumbing Permit for an On-site Waste Water Management System the following information must be provided:

1. Plumbing Permit

A separate *Application for a Plumbing Permit* must be completed and the appropriate fee paid (please ask the Customer Service Counter staff for fee details).

2. Completed *Application for a Special Plumbing Permit for an On-site Waste Water Management System* signed and dated by the owner or agent for the owner (page 4 of this form).

IMPORTANT INFORMATION: If an agent is signing an application, a written authority from the owner should be provided authorising the agent to make, and sign the application on the owner's behalf. For your convenience, an Agent Authorisation/Declaration is provided on page 3.

3. Application fee of \$186.00 must be paid at the time of lodgement.

THREE (3) COPIES OF ALL THE FOLLOWING DOCUMENTS ARE REQUIRED

4. Complete drawings of the installation, drawn to a scale of not less than 1:200 or as agreed with the Senior Environmental Health Officer, showing the following:

- a) The title boundaries of the land;
- b) The position of any existing or proposed buildings on the land and their use;
- c) The position of any roads, driveways and parking areas on the land;
- d) The location of any watercourse, dam, lake, bore or stormwater drain on or bordering the land;
- e) The contours of the land;
- f) The position of the disposal system, absorption trenches or other disposal methods;
- g) The slope of the land, in degrees, in the area where the land application area is to be installed;
- h) The location and size of any drains and vents;
- i) The location of any means of diverting surface and sub-surface drainage or ground water;
- j) The location of the outlets from the building.

5. Where the slope of the site, as specified in 4(g) above, is 5° or greater, a statement from the system designer of how the waste water management system will affect the stability of the site.

6. Written detail of the number of bedrooms, studies and any proposed plumbing fixtures that may add unusual loading on the system, such fixtures would include a large spa bath or a garbage disposal unit.
7. Site and Soil Evaluation Report in accordance with AS/NZS 1547:2000 prepared and signed by a suitably qualified person.
8. Form 59 - Certificate of Others (Plumbing) completed by a person suitably qualified and insured to design the on-site waste water management system being proposed.
9. Written detail of the *proposed fixture unit load* on the system or parts of the system.
10. Waste water management system design to AS/NZS 1547:2000 showing all assumptions, calculations, details of construction, component details and specifications and, where applicable, hydraulic design
11. A specification or schedule and cross-sectional drawings detailing the construction of the wastewater management areas and means of diverting surface and sub-surface drainage or ground water.
12. A written specification of the disposal system to be used, including details of the following:
 - a) The type of system;
 - b) The trade name, if any;
 - c) The manufacturer's name and address;
 - d) The design capacity of the system.
13. A floor plan of the proposed building to be constructed detailing the use of each room.
IMPORTANT INFORMATION: Where the application is for the alteration of, addition to or extension of an existing building, a floor plan of the existing building is required, in addition to the proposed floor plan.

The following “Infosheets” should be read in conjunction with this form:

- Guide to Completing the Special Plumbing Permit Application Form
- Calculating Fixture Unit Load for Applications for a Special Plumbing Permit for an On-Site Waste Water Management System
- Special Plumbing Permit Applications for On-site Waste Water Management Systems and the Requirement for Site and Soil Evaluation Reports
- Installing an On-Site Waste Water Management System
- Applications for the Installation of Aerobic Wastewater Treatment Systems (AWTS)
- Plants Suitable for Aerobic Wastewater Treatment Systems
- AWTS Contracts & Contractors

If you need assistance or further information please contact an Environmental Health Officer on 6245-8614.

AGENT AUTHORISATION/DECLARATION

I/We _____ being the owner/s of
(Please print your name/s)

_____ hereby authorise _____
(Address of the property) (Please print name of Agent)

to act as agent in respect of this application for a Special Plumbing Permit.

Signature of owner(s): _____ Date: _____

OR

I _____ declare that I have authority to act as Agent for the
(Please print your name)
owner(s) to lodge and sign this application for a Special Plumbing Permit.

Signature of Authorised Agent: _____ Date: _____

OWNER/AGENT DECLARATION

- I certify that ALL the information listed in the "Checklist" is provided with this application.
- I understand that if ALL the above information IS NOT provided the application may be refused and, if the application is refused, a fresh application and fee will be required.
- I agree that Clarence City Council may provide the wastewater system designer/environmental consultant with copies of any relevant information regarding this application.

Name: _____ Signed: _____

HOW I WANT THE PERMIT AUTHORITY TO DEAL WITH MY APPLICATION

The Building Act 2000 requires the Permit Authority (Clarence Council) to issue a Special Plumbing Permit within 14 days of its receipt or a time agreed. This will mean that if the Special Plumbing Permit application is deficient in any way and no agreement has been made to extend the time to more than 14 days the application may be refused. If an application is refused and you still wish to proceed with the work that is the subject of the application, a fresh application and fee will be required.

Please mark **ONE** of the following options as the way in which you wish to have this Special Plumbing Permit Application dealt with and sign where indicated.

1. If my application is found to be deficient, I want the Permit Authority to request further information from me. I therefore grant the Permit Authority whatever time it needs to assess my application whilst I provide such further information. However, once all the further information is provided I want the permit to be issued within 14 days.

OR

2. I want the Permit Authority to issue or refuse my application within 14 days.

Name: _____ Signed: _____

Date: _____



CLARENCE CITY COUNCIL

Building Act 2000 – Section 80 Form 3A

APPLICATION FOR A SPECIAL PLUMBING PERMIT FOR AN ON-SITE WASTE WATER MANAGEMENT SYSTEM

OFFICE USE ONLY:

PROPERTY FILE NO: _____

SPECIAL PLUMBING PERMIT NO: WW _____ OR WWB _____

PLUMBING APPLICATION NO: PA _____ BUILDING APPLICATION NO: BPA _____

IMPORTANT INFORMATION: Before you submit this application please ensure that ALL the documentation detailed in the Checklist on pages 1 & 2 of this form is attached.

Site Details: Street No. _____ Lot No. _____
Address _____

Owner/Agent Details

(Note: Only an owner or an authorised agent of the owner may make an application – see point 2 in checklist)

Owner: _____

Postal Address: _____

Where permit is to be sent

Postcode _____

Contact: Phone. _____ Mob. _____ Fax. _____ Email: _____

Daytime telephone number

Agent: _____

Postal Address: _____

Where permit is to be sent

Postcode _____

Contact: Phone. _____ Mob. _____ Fax. _____ Email: _____

Daytime telephone number

The special plumbing work will be carried out in accordance with the:
Building Act 2000, Plumbing Regulations 2004 and Tasmanian Plumbing Code.

I agree that the documents provided with this application may be copied and used by the Permit Authority for the purposes of assessing this application.

Owner/Agent: Name (print): _____ Signed: _____
(Delete one not applicable)

Date: _____