

**CARRY OUT SANITARY PLUMBING and DRAINAGE WORK  
AND / OR  
ON-SITE SEWAGE MANAGEMENT WORK**  
Local Government Act Section 68, Part B and C  
Local Government (General) Regulation 2005 – Section 26



Locked Bag 155, Coffs Harbour 2450  
Customer Service Centre, 2 Castle Street, Coffs Harbour  
Email: [coffs.council@chcc.nsw.gov.au](mailto:coffs.council@chcc.nsw.gov.au) Phone: (02) 6648 4000  
Website: [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au) ABN 79 126 214 487

**Section 1. Details of the Property**

Unit/street no.	Street name		
<input type="text"/>	<input type="text"/>		
Suburb, town or locality	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lot/DP or Lot/Section/DP or Lot/Strata No.			
<input type="text"/>			

**Section 2. Type of work (for all plumbing and drainage works approvals)**

**For Sewer Systems**

*(Refer to Note (a) on page 2)*

New Sewer Connection for:

- Dwelling  Dual Occupancy  Industrial, multi-residential, commercial

**OR**

- Amend Existing House Drainage

**For Septic (On-Site Sewage Management Systems)**

*(Refer to Notes (a) & (b) on pages 2 & 3)*

- New Build

**OR**

- Amend Existing House Drainage

**Section 3. Type of Work (OSSM system approvals)**

- Application to **install** and operate a **new** on-site sewage management system (OSSM)

**OR**

- Amend existing drainage (includes changes to existing septic tank and drainfield)

**OR**

- Total or partial replacement of septic tank **with** aerated waste system and / or new effluent drainfield – includes inspection. (no drainage works);

**OR**

- Total or partial replacement of septic tank **only**

If there is more than one OSSM system on the property, please identify which system this applies to (e.g. granny flat)

**Section 4. Owners Details**

Mr  Ms  Mrs  Dr  Other:

Given name/s

Surname

Email:

Phone:

## Section 5. Applicant Details

Title	Given name/s	Surname		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Name of company/organisation		ABN or ACN (if any)		
<input type="text"/>		<input type="text"/>		
Postal Address:				
<input type="text"/>				
Suburb/town:	Postcode:	Mobile:		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Daytime phone:	Email:			
<input type="text"/>	<input type="text"/>			
Nominate preferred contact method:	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Mobile	<input type="checkbox"/> Postal Address

## Section 6. Privacy and Personal Information Protection Notice

- This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- Your information may comprise part of a public register related to this purpose;
- Your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- Your personal information can be accessed and corrected at any time by contacting this Council.

## Section 7. Applicable Fees and Charges

To view the applicable fees and charges associated with this application please refer to Council's adopted fees and charges at [www.coffsharbour.nsw.gov.au/fees](http://www.coffsharbour.nsw.gov.au/fees)

## Section 8. Applicant Signature/s

I apply for approval and declare that I have the consent of the owner of the land to make this application and authorise Council or its appointed officers to enter upon the subject premises for the purpose of pre-determination site inspections and for the purposes of conducting inspections of work being carried out.

**Applicant Signature/s:** ..... **Date:** ...../...../.....

### OFFICE USE ONLY

Date received	<input type="text"/>	Application Fee	\$ <input type="text"/>	Receipt No.	<input type="text"/>
Property No.	<input type="text"/>	P&D No.	<input type="text"/>		
Sewer Diagram No. (only for sewer)	<input type="text"/>	D/A No: (if applicable)	<input type="text"/>		
ST No.	<input type="text"/>	Waste Water Report attached? (only for OSSM)	<input type="text"/>		

## Note (a) - Sanitary Plumbing and Drainage Works




### Other Forms Your Plumber Might Need

Once an application has been submitted to Council for sanitary plumbing and drainage work, the licensed plumber engaged to carry out the work is required to submit a range of documents to Council. The following documents must be submitted within the specified time period:

### Before Work Starts Your Plumber Must Submit:

- Notice of Work – Plumbing and Drainage – This notice must be completed by the licensed plumber and drainer, and submitted at least two days prior to commencing work. (*This NSW Fair Trading form is included at the end of this form. Make sure your plumber fills in the commencement date and signs the form. The sewerage/water service inspection fees on this form are not applicable within our local government area.*)

### When Work Is Completed:

-  [Certificate of Compliance – Plumbing and Drainage Work](#) (.pdf 285KB) - This notice must be completed and signed by the licensed plumber and drainer, and submitted within 2 days of completing the works. (Click on the link above to download a copy of the form)
- Sewer Service Diagram (**Not required for OSSM**) – This diagram must be submitted with the Certificate of Compliance when any sewerage work has been carried out. The Sewer Service Diagram must be submitted in accordance with the approved format in either A3 or A4 size (the templates below are from NSW Fair Trading).
  - Download the  [SSD A3 PDF template](#)
  - Download the  [SSD A4 PDF template](#)


There are no fees associated with the submission of the above notices or the sewer service diagram. This documentation provides an important record of the completed works and details of the responsible plumber. The documentation is also widely sought in association with property sales, planning for alterations and additions and most importantly, undertaking investigation work to assist with system failures.

The failure to submit the required documentation may result in the commencement of compliance and enforcement action being taken against the approval holder and the responsible plumber.

## Note (b) If you are also working on an OSSM (septic) system

### Before Work Starts:

You must provide a Waste Water Report and complete Section 3 of this form if you are:

- Installing new OSSM and New Plumbing and Drainage work OR;
  - Amending existing house drainage and the work includes changes to existing septic tank and drainfield.
- A Waste Water Report is created by a consultant of your choice. You must make sure that the report contains all required information. Use our  [Checklist for Waste Water Report](#) to make sure your report is complete.

### After Approval to Install is Issued:

- Council will send the approval to install to the applicant. This will include a *Compliance Certificate – OSSM* form which should be forwarded to your plumber of choice.
- Once you receive your approval you can begin work.
- Book your inspection at the appropriate time.
- Council will carry out an inspection.

### Approval to Operate:

- On completion of the work you must submit your completed *Compliance Certificate – OSSM* form before an approval to operate is issued.

**NOTICE OF WORK**  
**for Plumbing and Drainage Work**  
*Please supply requested information correct and neatly*

**PROPERTY & OWNER DETAILS**

House No.	Street	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lot No.	DP No.	PDP or SP	Nearest Cross Street
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Owner's Name	Full Address		
<input type="text"/>	<input type="text"/>		

**LICENSEE'S DETAILS**

Full Name	Address for Notices		
<input type="text"/>	<input type="text"/>		
Phone No.	Qualified Supervisor No.	Expiry Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Licence No.	Expiry Date	
	<input type="text"/>	<input type="text"/>	

**WORK OF WATER SUPPLY**

Give full Description of Work carried out

Install Water Supply

Install Irrigation system

On-site Alternative Water Services

Install/Commission/Maintenance of Thermostatic Mixing Valve

Connection to water supply

Install, alter, disconnect or remove a backflow prevention device

Other

**PLUMBING WORK TO COMPLY WITH**     AS/NZS3500     ALTERNATIVE SOLUTION     COMBINED

**WORK OF SANITARY PLUMBING/DRAINAGE AND SUPPLY DRAINAGE PLAN**

Give full description of work carried out

Carry out work of sanitary plumbing/drainage

Connection to Sewer

Sewer Disconnection

Carry out Trade Waste Drainage

Other

**DRAINAGE WORK TO COMPLY WITH**     AS/NZS3500     ALTERNATIVE SOLUTION     COMBINED

**SEWERAGE/WATER SERVICE INSPECTION FEE**

Date Fee Paid	Date of Commencement of Work	Estimated Date of Completion
<input type="text" value="NOT APPLICABLE"/>	<input type="text" value="DD MM YYYY"/>	<input type="text" value="DD MM YYYY"/>
Amount	Reference No:	Contractors Signature
<input type="text" value="\$ NOT APPLICABLE"/>	<input type="text"/>	<input type="text"/>

1. This is your notification that you, as the Responsible Person, intend to carry out the work described on this 'NOTICE OF WORK', in accordance with provisions of the Regulators Act, Regulations, Codes and Standards.
2. This NOTICE TO WORK must be produced on the request of any person duly authorised by the REGULATOR.
3. The corresponding numbered CERTIFICATE OF COMPLIANCE must be submitted by you to the Local Regulator on the completion of a FINAL INSPECTION on the above work.