Application for Approval to Operate an On-site Waste Water Management System 2026/2027

Section 68 of the Local Government Act 1993

Note: For properties with multiple systems, Council requires one application per system.

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	2035
TRIM Ref	C001552
Last Updated	August 2026
Business Unit	Environmental Compliance
Application No.	
Receipt No.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form to council@northernbeaches.nsw.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not assessed until payment is received.
Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.	

Part 1A: Address of waste water system

Installation address		Lot no.		DP no.	
Suburb			Postcode		

Part 1B: Applicant - contact details

Name/s			
Address			
Suburb		Postcode	
Business phone		Mobile	
Home phone		Email	
Signature		Date	

Part 1C: Owner - contact details

As above	Yes ◯ No ◯		
Name/s			
Address			
Suburb		Postcode	
Business phone		Mobile	
Home phone		Email	

Part 1D: Owner - declaration

- I/We undertake to comply with the Local Government Act 1993 and Regulations and amendments, and the Protection of the Environment Operation Act 1997.
- I/We understand that if all the required details are not provided, the application may be subject to delay, may result in additional charges or be rejected as incomplete. I also understand that Council may request more information or clarification to complete this application.
- I/We consent to Northern Beaches Council displaying this application and supporting documents for the purpose of obtaining when necessary any public comment.
- I/We own the subject land and consent to Council officers entering the premise for the purpose of carrying out inspections in conjunction with this application, without first giving written notice.
- I/We confirm safe and easy access including providing a path in and around tanks and disposal areas will be provided.

Owner 1		Date	
Owner 2		Date	

Part 2: Type of approval to operate application

Application to operate - sewer/wastewater treatment system - does not apply to pump to sewer systems and non-credited systems. Per application.	$346 (per application)	◯
Commercial wastewater treatment system - not accredited by NSW Health and/or serves greater than 10 persons	$404	◯
Greywater treatment systems	$125	◯
Pump to sewer systems/pump to track	$242	◯
Pensioners discount (with evidence)	$119	◯
Tick if applicable		
Urgency fee 2 working days	$316	◯
Urgency fee 3-10 working days	$146	◯

Part 3A: Waste water treatment system

Aerated Wastewater Treatment System	◯	Septic tank	◯
Greywater Treatment System	◯	Wet/dry compost toilet	◯
Pump to sewer/holding well	◯	Other (please specify)	◯

Part 3B: Waste water disposal method

Above ground	Spray irrigation	◯	Drip-line	◯	Pressure dosed/Absorption bed ◯
Below ground	Absorption trench/ Conventional bed	◯	Subsurface drip	◯	Mound ◯
Other	Pump to sewer	◯	Pump out truck	◯	Other (specify below) ◯