



GUIDE TO COMPLETING THE SPECIAL CONNECTION PERMIT APPLICATION FORM

ONSITE WASTEWATER DISPOSAL

General Instructions

1. Onsite wastewater disposal applications can only be made by the owners of the land or by their agents. A person wishing to apply who is not the owner must ensure that the owner signs the application form. When an agent makes the application the name and address of the owner or occupier must be shown on the appropriate lines on Page 1 and the agent signs on behalf of the owner.
2. Applications can only be made in respect of land for which there is a title. A copy of the title plan should be produced.
3. A geologist or engineer must certify that the location of the septic tank, absorption trenches or wastewater irrigation area will not affect the stability of the of the site.
4. **Before commencing to fill in this application form you should ensure that a site and soil evaluation report has been completed by a soil scientist, geologist or engineer with experience in soil classification. A site and soil evaluation form is attached with the application form. The designer of on-site wastewater system must use this information to design the system**

On-site Wastewater Management System Information for Designers

5. The location of all the sanitary fixtures must be shown by a number designating to the appropriate fixture as per the legend on the application.
6. Show the location of the proposed driveway, rainwater tanks, outbuildings, farm dams, etc.
On the land:-
 - Mark the position of the proposed building by placing stakes to represent the corners of the building.
 - Make sure that the boundaries of the land are easy to identify.
 - Ensure that the property is clearly identified by a sign with name and address BEFORE lodging the application.
 - Do not carry out any earthworks until your application has been processed and approved.
7. Where the scale permits, show all the boundaries of your land and accurately locate the building concerned. With larger areas of land show the distance from the disposal area to the boundary below or to any intervening watercourse, together with the distances between the building and at least two boundaries.
8. When drawing your plan, ensure that any absorption trenches follow the contour of the land.
9. Show with arrows the direction of the fall of the land.
10. Your plan should show the position and specifications of the system and all wastewater disposal areas. Additional information or separate plans and specification may be attached to this form.

Where necessary show cut-off drains to divert ground water and water overflowing from rainwater tanks, away from the absorption area.

11. Show a NORTH point on your plan.
The plan must be drawn to scale, use a scale appropriate to the size of the property.
12. Designers of on-site wastewater system must use the information from the site and soil evaluation report. Please obtain a copy of Council's on-site wastewater management system designers kit for information on various land application systems and standard plumbing designs. Designs should purchase a copy of AS/NZS 1547-2000.