



SECTION 68 CHECKLIST

WATER SUPPLY, SEWERAGE AND STORMWATER DRAINAGE WORK (Part B, Local Government Act 1993)

The following checklist will assist you to prepare and lodge a Section 68 application to:

- Carry out water supply work
- Draw water from a council water supply or a standpipe or sell water so drawn
- Install, alter, disconnect or remove a meter connected to a service pipe
- Carry out sewerage work
- Carry out stormwater drainage work
- Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer

Council now only accepts Section 68 Applications via the NSW Planning Portal. Please see <https://pp.planningportal.nsw.gov.au/applicant-resources> to register an account on the Portal along with additional information. Once registered, you can gain access to a digital dashboard which helps you to manage your applications through the online system.

Registration requires you to register your details with a valid email address. The NSW Planning Portal is not a Council owned platform, therefore if you are having issues with the system itself, please contact the support service at www.planning.nsw.gov.au/Contact-Us or call 1300 305 695.

Please be aware that the tables below outlines the minimum requirements to lodge a Section 68 with Council, if such information is not able to be provided, the application will be considered incomplete and will be returned. Applicants may find it useful to engage a Private Consultant or a suitably qualified person to assist in the preparation of documentation and this is highly recommended.

Council will request additional information if it is deemed necessary following a detailed assessment of the application.

For each item identified below, please confirm (by ticking the appropriate column) that your application contains the required information. If in doubt, please contact Council's Planning & Building Department on 1300 087 004.

ALWAYS REQUIRED		Yes	No	Office Use
Applicant & Owner Details	You must obtain the consent of the landowner. If there is more than one landowner, every owner must sign. If the application form is not signed by the landowner(s), Council will not accept your application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of your proposal	You must describe the proposed development in detail. Plans to be consistent with any approved Development Consent.			

Payment of Fees	Is the payer an individual, a company, a business or a government entity? Payment should be made per the Council Fee Schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated Cost	The estimated cost of carrying out the construction work including all materials and labour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan & Floor Plan	Plans which demonstrate: <ul style="list-style-type: none"> sanitary drainage up to the point of connection within the property boundary, property boundaries and building outlines. Plans must clearly show the sanitary drainage layout up to the point of connection within the property boundary indicating all internal and external drainage fixtures including expansion / knuckle joints, rodding points, ORG / DT, vents and location of drains in relation to the building and property boundaries. Trade waste and any greywater treatment / diversion system up to the point of connection with the sewer including any existing sanitary drainage remaining in use on the property. Any disconnections as a result of the works carried out. 			
Stormwater layout plan	Plans to demonstrate stormwater from down pipes to legal point of discharge. Where a rainwater tank/s is required as part of the BASIX, the stormwater layout plan must demonstrate proposed tank location, roof arear catchment and overflow discharged to the legal point of discharge.			
Roof plan	Plans demonstrating the general roof layout, roof covering material, roof pitch, roof profile, gutter sizes and types, total roof area and downpipe types and dimensions.			
Geotechnical/Soil Test Report (Applicable to new homes and new installations)	This is a report prepared following geotechnical investigation/assessment by a NATA accredited laboratory in which the soil classification (or site classification) is identified, and which is used to ensure that footing/pier details have been designed correctly by a structural engineer. The soil test report and its conclusions must be referred to in the engineers plans and specifications.			

Inspections

Upon completion of the installation of the solid fuel heater and prior to use of the appliance, an inspection of the appliance will need to be carried out by Council staff and a Certificate of Compliance under Part 4 of the Local Government Act 1993 issued to Council by the installing person.