

SECTION 68 LODGEMENT CHECKLIST
WATER SUPPLY, SEWERAGE AND STORMWATER DRAINAGE WORK
(Part B - Section 68 Local Government Act 1993)

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

- B1- Carry out water supply work.
- B2- Draw water from a council water supply or a standpipe or sell water so drawn.
- B3- Install, alter, disconnect or remove a meter connected to a service pipe.
- B4- Carry out sewerage work.
- B5- Carry out stormwater drainage work.
- B6- 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.

Multiple activities may be required to be applied for with your application. See Appendix B on page 4 for scenarios which will help you with selecting the relevant activities.

ALWAYS REQUIRED		Yes	No	Office Use
Applicant & Owner Details and signed Owners consent form.	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.			
Description of your proposal	You must describe the proposed development in detail. You must select all works relating to your project as per Part B of section 68 of the Local Government Act 1993 in your portal application.			
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.			
Site Plan & Internal Sewerage Layout 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.			
Geotechnical/Soil Test Report	This is a report prepared following geotechnical investigation/assessment in which the soil classification (or site classification) is identified in accordance with AS 1726:2017, 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.			

Appendix A – Inspections.

Inspection and certification of sewerage and stormwater drainage work

An approval referred to in item 1, 4, 5 or 6 of Part B of the Table to section 68 of the Act is subject to the following conditions—

- (a) a person must not put into use a soil, waste or house drainpipe, or cover up or conceal from view an underground or enclosed water supply, sewerage or stormwater drainage work or put into use such a work, until the work has been inspected and certified—
- (i) by the council or a suitably qualified person determined by the council.

Appendix B – Scenarios for Activities applicable to your application.

Construction of a new dwelling within a residential estate with existing water tapping's, stormwater and sewer discharge points to lot.

- Carry out water supply work. **Part B1**
- Draw water from a council water supply or a standpipe or sell water so drawn. **Part B2**
- Carry out sewerage work. **Part B4**
- Carry out Stormwater Drainage work. **Part B5**

Construction of a new dwelling on a rural allotment with no connections to council infrastructure.

- Carry out water supply work. **Part B1**
- Carry out sewerage work. **Part B4**
(a separate S68 application to install and/or operate a system of sewer management, Part C Local Government Act 1993 may be required).

Plumbing and drainage work in industrial and commercial projects

- Carry out water supply work. **Part B1**
- Draw water from a council water supply or a standpipe or sell water so drawn. **Part B2**
- Carry out sewerage work. **Part B4**
- Carry out stormwater drainage work. **Part B5**

Installation of a toilet in a shed

- Carry out sewerage work. **Part B4**
- Carry out water supply work. **Part B1**

Privacy Policy

The information you provide in this application will be held and used by Murray River Council, and any relevant State agency, to enable the assessment of your application under the [Environmental Planning and Assessment Act 1979](#) (EPA Act), the [Local Government Act 1993](#) (LG Act) or other applicable State legislation.

The information you provide may also be used by the Council in exercising its functions under other legislation, including the [Government Information \(Public Access\) Act 2009](#) (GIPA Act) under which the Council may be required to release information which you provide to us where it is in the public interest.

In completing this form, you will be prompted to supply information that is personal information for the purposes of the [Privacy and Personal Information Protection Act 1998](#) (PPIP Act). The supply of this information is voluntary. However, if you cannot provide, or do not wish to provide the information sought, your application may not be able to be accepted or Council may not be able to process your application. The information supplied with your application may be made available to the public for comment if the development is designated development or is required to be advertised under Council's Development Control Plan or Community Participation Plan.

All documents will also be made publicly available at Council's Offices. Written notification of the application may also be provided to the neighbourhood. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes. If you require any further information about how your personal information is being collected, held, or used please contact Council.