

| Assessment Step | Question / Information Provided? | Y N NA | Notes |
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| Application | Is the Council application form complete? | | |
| Prescribed information Reg 26(2)(a) | Detailed plans, specification and particulars of the proposed construction, installation or alteration of the OWMS (site plan, OWMS specifications, construction details) | | |
| Reg 26(2)(a) | Floor plan of the premises to be serviced by OWMS | | |
| Reg 26(2)(b) | Details of the proposed use of the OWMS provided, including development type (dwelling, tourist accommodation, factory) | | |
| Reg 26(2)(c)(i) | Copy of certificate issued by accredited body for proposed treatment plant meets appropriate standard, if required | | |
| Reg 26(2)(c)(ii) | Copy of exemption granted by EPA under Section 459 for treatment plant certificate, if required | | |
| Reg 26(2)(d) | Description of OWMS treatment system and effluent management, with evidence that system is appropriate for the proposed use | | |
| LCA report Reg 26(2)(e) | Is LCA provided, if required? Is designer suitably qualified to council's requirements? Does designer have appropriate professional indemnity insurance? Do details in LCA meet a standard acceptable to the council? | | |
| Planning | Is the proposed development impacted by any planning provisions or planning scheme? Is this addressed in the application? | | |
| Site information | Details provided including Lot/DP, land use zoning, any existing services and easements? | | |
| Development | Type identified? Does the development have/ require planning approval? Are developments that are approved but not yet constructed considered? | | |
| Sewer | Is connection to reticulated sewer available locally? Is it viable? Does the water corporation have a requirement to connect to sewer? | | |
| Design flows | Design suitable to Table 4-1 of GOWM (2024) or Table 4-4 for commercial development? Check floor plan, water saving fittings and water supply | | |
| Treatment capacity | Is the treatment system of a suitable capacity for design flows? | | |
| Existing treatment | Alteration - Is the existing treatment system in good operational condition? Is evidence provided? | | |
| Decommissioning | Where an existing OWMS is to be replaced, are any disused tanks to be decommissioned for safety? | | |
| Site and soil assessment | Detail meets LCA Framework requirements and assesses and identifies the level of constraint of each feature and any moderate and major constraints? Compare to Tables 1-4 of LCA Framework | | |
| Mitigation | Are mitigation measures proposed for any moderate or major constraints identified? Do the mitigation measures adequately address the constraints? | | |
| Soils | Borehole logs, borehole locations on site plan, photos, soil testing results | | |

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| Sensitive areas | Are any local sensitive areas identified and addressed? e.g. special water supply catchment area, aquaculture areas, environmentally sensitive, culturally sensitive, vegetation clearing, acid sulfate soils | | |
| Setback distances | Does the design meet setback distances (Table 4-9 of GOWM 2024)? | | |
| Setback reduced | Are reduced setbacks proposed? Is suitable evidence provided, including addressing site constraint factors (Table 4-10 GOWM) and siting and location considerations Table 24 (EDRS)? | | |
| Treatment and LAA | Is all wastewater catered for (black and grey water)? | | |
| Pump sizing | If pump required, are design and pump specifications suitable? | | |
| LAA sizing | Is the sizing of LAA suitable for the site constraints and use? Are suitable calculations provided as required by the council (simple hydraulic equation, water balance (VLCAF) and/or nutrient balance)? | | |
| Nutrients | If required, are nutrient balance calculations provided? Is a nutrient uptake area nominated? | | |
| LAA comparison | Test the LAA calculations against Council's test spreadsheet (use VLCAF spreadsheets, if relevant) | | |
| Reserve area | Is a 100% reserve area nominated? Is it required? | | |
| Maintenance | Are required management and maintenance measures listed? | | |
| Site plan | Does the site plan display: OWMS existing and proposed (treatment system, LAA, plumbing, reserve area), development existing and proposed (buildings, driveway, pool, fence, etc), environmentally sensitive areas (waterways, drainage lines, vegetation, etc), services (power, water, groundwater bores), slope (gradient and direction), soil borehole locations, setback distances, property boundary, north arrow, scale, legend, other constraints? | | |
| LAA schematic | Is an LAA schematic and specifications provided? | | |
| Construction detail | Does the report include an annotated drawing with sufficient detail to ensure that the installer can install the system as per the approved design? | | |
| Site inspection (permit assessment) | If a site inspection is completed prior to application approval Does the application accurately represent the site? Is there sufficient area for the LAA as proposed in the application? | | |
| Referrals | Does the application need to be referred internally or externally (planning, vegetation clearing, contamination, special water supply catchment area)? | | |
| Additional information | If anything is missing, poorly explained or doesn't support the approval of the application, request additional information from the applicant | | |