

Appendix 3 Checklists

Appendix 3.1 Permit application assessment checklist

The checklist provided in Table 70 can be used by councils as a tool to prompt, document and record the outcomes of the permit application assessment process.

The checklist can be customised to match the complexity of each permit application. Not all elements in the checklist may need consideration for every situation. The extent and level of assessment should be guided by the physical nature of the site in terms of the site, soil and environmental features and the scale of the development activity.

Table 70: Permit application assessment process checklist

Element	Sub-element	Literature references	Satisfactorily considered and addressed	
Permit application assessment				
Prescribed matters	Application form completeness	EP Act 2017, Part 4.5	<input type="checkbox"/> Yes	
		EP Regulations 2021, Part 3.3, Regulation 25, 26(1)	<input type="checkbox"/> No	
			<input type="checkbox"/> N/A	
	Detailed plans, specifications, and particulars	<ul style="list-style-type: none"> • Site plan • Floor plan • Specifications • Proposed construction details 	EP Regulations 2021	<input type="checkbox"/> Yes
			26(a)	<input type="checkbox"/> No
				<input type="checkbox"/> N/A
	Details of the development activity (proposed use)		EP Regulations	<input type="checkbox"/> Yes
			26(b)	<input type="checkbox"/> No
				<input type="checkbox"/> N/A
Wastewater treatment plant:	<ul style="list-style-type: none"> • Certificate of conformity, or • Exemption granted by the Authority 	EP Regulations	<input type="checkbox"/> Yes	
		26(c)(i)	<input type="checkbox"/> No	
		26(c)(ii)	<input type="checkbox"/> N/A	

Element	Sub-element	Literature references	Satisfactorily considered and addressed
	Description of the proposed method of treatment and management of the effluent and evidence confirming the system is appropriate for the proposed use	EP Regulation 26(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Suitability assessment			
Treatment plant	Type	GOWM	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Permissibility (i.e., Sewered vs Unsewered)	GOWM	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Proposed Use (i.e., EDS, RS (indoor), RS (Outdoor))	GOWM	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Site	Locality	EDRS Technical Guidance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Lot size and available area	EDRS Technical Guidance Section 3.6.1.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Climate	EDRS Technical Guidance Section 3.5 guidance tables	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Landform and slope	EDRS Technical Guidance Section 3.6.1.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Surface and subsurface features	EDRS Technical Guidance Section 3.5 guidance tables	<input type="checkbox"/> Yes <input type="checkbox"/> No

Element	Sub-element	Literature references	Satisfactorily considered and addressed
			<input type="checkbox"/> N/A
Soils	Physical characteristics	EDRS Technical Guidance Section 2.6	<input type="checkbox"/> Yes
	• soil category		<input type="checkbox"/> No
	• depth	Section 3.6.2	<input type="checkbox"/> N/A
	• fragments		
	• dispersiveness		
	• groundwater		
	• saturation (seasonal)		
	Chemical characteristics		<input type="checkbox"/> Yes
	• proposed soil treatments		<input type="checkbox"/> No
			<input type="checkbox"/> N/A
Environment	Surface waters		<input type="checkbox"/> Yes
			<input type="checkbox"/> No
			<input type="checkbox"/> N/A
	Groundwaters and bores		<input type="checkbox"/> Yes
			<input type="checkbox"/> No
			<input type="checkbox"/> N/A
	Vegetation and biodiversity values		<input type="checkbox"/> Yes
			<input type="checkbox"/> No
			<input type="checkbox"/> N/A
	Environmentally sensitive receiving environments	EP Regulation Regulation 28(h)(i)	<input type="checkbox"/> Yes
Examples:		<input type="checkbox"/> No	
• freshwater lakes		<input type="checkbox"/> N/A	
• sites located in sandy areas with high water tables			
• receiving waters at risk of algal blooms from nutrients			
• drinking water catchment			
• aquaculture area			

Element	Sub-element	Literature references	Satisfactorily considered and addressed
Functionality assessment			
Design	Matters relating to the EDRS design		<input type="checkbox"/> Yes
			<input type="checkbox"/> No
	<ul style="list-style-type: none"> consistency with planning requirements and restrictions 		<input type="checkbox"/> N/A
	<ul style="list-style-type: none"> appropriateness of method of effluent distribution 		
	<ul style="list-style-type: none"> alignment with Australian Standards 		
	<ul style="list-style-type: none"> compliance with water and sewer authority requirements factors related to ongoing maintenance requirements 		
Constructability	Matters relating to construction of the EDRS		<input type="checkbox"/> Yes
			<input type="checkbox"/> No
	<ul style="list-style-type: none"> site access 		<input type="checkbox"/> N/A
	<ul style="list-style-type: none"> distance from treatment plant 		
	<ul style="list-style-type: none"> slope 		
	<ul style="list-style-type: none"> soil stability availability/accessibility of services (e.g., power) 		
Costs	Matters relating to the financial cost of the EDRS as a function of the scale of the development		<input type="checkbox"/> Yes
			<input type="checkbox"/> No
			<input type="checkbox"/> N/A
	<ul style="list-style-type: none"> cost of construction cost of operation cost of ongoing maintenance 		
Regulatory assessment			
Prescribed matters confirmatory check	Satisfactory assessment of the environmentally sensitive nature of the site	EP Regulation	<input type="checkbox"/> Yes
			<input type="checkbox"/> No

Element	Sub-element	Literature references	Satisfactorily considered and addressed
under EP Regulations Part 3.3	and suitability of the site for the system and EDRS	Regulation 28(h)(i)	<input type="checkbox"/> N/A
	Satisfactory assessment of the system and EDRS for the site and proposed use	Regulation 28(h)(ii)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Satisfactory alignment of the system and EDRS with any design specifications	Regulation 28(h)(iii)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Satisfactory assessment of the availability and size of the land in which the EDRS is proposed	Regulation 28(h)(iv)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Satisfactory alignment between the proposed system and any findings of the LCA (if required under EP Reg 26(2)(e))	Regulation 28(h)(v)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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