

Application to Alter Level of Sewer Manhole

A1. Application:

- Raise a Sewer Manhole
- Convert Sewer Manhole cover to a trafficable lid (in driveways or access ways)
- Lower a Sewer Manhole

A2. Applicant

Surname/s	<input type="text"/>	Given Name/s	<input type="text"/>
OR			
Company/ Organisation	<input type="text"/>	ABN	<input type="text"/>
Postal Address	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Facsimile	<input type="text"/>	Email	<input type="text"/>

A3. Address Where Alteration is Required

Lot Number	<input type="text"/>	Section	<input type="text"/>	DP/NPP/SP	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
Unit/Street No	<input type="text"/>	Street	<input type="text"/>		
Suburb/Town	<input type="text"/>				

A4. Relating Applications

- No Relating Applications
- Development Consent No. Date of Determination
- Construction Certificate No. Date of Determination

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A5. Manhole Alteration Plan

Please provide a detailed cross section sketch (or submit separate plans) to show the proposed alteration to the manhole including the change in grade and/or increase/ decrease in cover level.

A6. Payment of Application

Once your application(s) has been lodged, you will receive a Tax Invoice(s) via email. Please indicate how you wish to pay.

- By Post Please post your cheque, made payable to Tweed Shire Council.
- By Telephone Via Council's dedicated credit card payment telephone line.
- In Person Cash, cheque, EFTPOS and credit cards (Visa and MasterCard) are accepted at either of the Customer Service offices between 8.30am and 4.00pm (AEST) Monday to Friday.

A7. Declaration

I declare that all the information in this application, checklist and any attachments are true and correct. I declare that I have owner's approval. I understand that if the information is incomplete the application may be delayed.

Applicants Name

Date

For a full list of fees applicable see Council's Fees and Charges at www.tweed.nsw.gov.au

OFFICE USE ONLY

Cashier Date Received

Receipt #

Date

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NOTES:

- Council reserves the right to refuse an application if altering the manhole may result in a risk to the public sewerage system.
- The minimum fee of 2 hours will be charged for minor driveway manhole conversions. For more complex alterations including raising or lowering manholes, a quote for works will be required.
- Council reserves the right to receive payment for manhole alteration fee prior to commencement of works.
- For single property applications, Council shall undertake the works at the applicants cost.
- Where works are subdivision related, works may be undertaken by developer at their cost under supervision of Council. Works shall be subject to inspections and final acceptance from Council.
- If this ancillary application is part of your Development Application submission, you must provide this form with all supporting documentation with your Development Application when you upload your application to the NSW Planning Portal.
- If this ancillary application is a stand-alone application (not related to a Development Application), this form with all supporting documentation must be completed and lodged via Council's online application page.

This form shall be assessed for approval by Tweed Shire Council's Water and Wastewater Unit – Planning & Assets team. For more information phone (02) 6670 2690

[THIS NOTES PAGE IS NOT REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION]

