

## W&WW Form 3 - Application to Alter Sewer Manhole

### A1. Lodgment

- I confirm that this application has been lodged to Tweed Shire Council's online application page directly and not via the NSW Planning Portal.

(This application is a stand-alone application. This form, with all supporting documentation, must be completed and lodged via Council's online application page.)

### A2. Application:

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

### A3. Applicant

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

### A4. 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"/>				

### A5. Owner's Consent

- Individual Ownership and Joint Ownership
- Organisation/Company Ownership
- Strata Property

**NOTE!**

Please click on the link below to choose the relevant Owner's Consent form:  
<https://www.tweed.nsw.gov.au/council/customer-service/forms-applications#development>  
This signed form will need to be scanned for inclusion with your submission to Council.

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**A6. Relating Applications**

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

**A7. 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.

**A8. Payment of Application**

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

- ePayment      Use Council's online portal to pay your rates, water and sundry debtor notices and application invoices:  
<https://eproperty.tweed.nsw.gov.au/>
- In Person      Visit us at Brett Street, Tweed Heads or Tumbulgum Road Murwillumbah during office hours. Council accepts payments by cash, cheque, money order, EFTPOS, Visa and Mastercard.
- By Mail      Please make cheques payable to Tweed Shire Council, crossed 'not negotiable' and mail to Tweed Shire Council, PO Box 816, Murwillumbah NSW 2484. Do not send cash through the mail.

**NOTE!**    *A surcharge applies to payment via credit card.*

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**A9. 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](http://www.tweed.nsw.gov.au)**

**OFFICE USE ONLY**

Cashier Date Received

Receipt #

Date



# Application to Alter Level of Sewer Manhole

## **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.

*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]**

