

Building Plan Approval

1. Purpose

This procedure details how an application for a building plan approval is processed after it is referred to a Water Servicing Coordinator (WSC).

2. Scope

This procedure applies to:

- Development Services Officers (DSOs) and WSCs and
- all applications for building plan approval referred to a WSC (see section 2.1 below for details) after June 20 2016.

3. Minimum requirements

To clearly show the process that a DSO and a WSC must follow when approving building plans.

4. Procedure in detail

4.1. Introduction:

A customer is required to engage a Water Servicing Coordinator (WSC) when a building activity requires the protection of Sydney Water's assets ie if a building or structure is deemed to potentially impact on Sydney Water's assets after a Sydney Water Tap inTM assessment.

This procedure is designed to complement internal procedures applicable to Sydney Water and must be read in conjunction with other Provider Instructions.

4.2. Scope:

A WSC can approve plans that meet the criteria covered within the *Technical guidelines - Building over and adjacent to pipe assets*. (Note: proposals covered within diagrams 2, 11, 20 & 21 **must** be referred to Sydney Water.)

In general, a WSC can approve plans relating to:

- Gravity sewer pipes, and associated structures which meet the following criteria:
 - Is not larger than 300mm internal diameter
 - Was constructed by open trench method
 - Has a depth to invert no deeper than 6 m (depth from surface to bottom of pipe)
 - Has a depth to obvert no shallower than 450 mm (depth from surface to top of pipe)
 - Is not located in mine subsidence area/ water charged ground / known potential landslip areas.

A WSC must refer to Sydney Water any plans for:

- Any sewer that does not meet the above listed conditions
- Any non-pipe sewer infrastructure (Eg tunnel, oviform etc)
- Any water or recycled water pipe
- Any vent shaft within 10m of the development works that does not meet the minimum 2m vertical clearances
- Any vent shaft on the property to be developed which does not meet the exception criteria (see below)
- Any proposed works on land burdened by a Sydney Water Easement
- Any proposed works on land adjoining property owned or protected by Sydney Water
- Any proposed works on land with Sydney Water owned storm water infrastructure within 10m of the **property boundary**
- Any proposed works in mine subsidence, water charged ground, or known landslip areas

A WSC must refer to Sydney Water any plans that propose:

- Construction of a retaining wall over, or within the zone of influence, of Sydney Water assets
- Any excavation works that do not meet any of the following criteria:
 - Unsupported excavation up to 3m deep which meets the conditions detailed in Diagram 18 of the *Technical Guidelines – Building over and adjacent pipe assets*.
 - Supported excavation up to 3m deep which meets the conditions details in Diagram 19 of the *Technical Guidelines – Building over and adjacent pipe assets*.
 - No proposed anchors overlap with the zone of influence of an asset, and all proposed anchors maintain the minimum clearances detailed in Diagram 20 of the *Technical Guidelines – Building over and adjacent pipe asset*.

- Any proposed works where 24/7 access cannot be demonstrated, per the requirements detailed in Section 2.1 Free and Full Access and Diagram 7 of the *Technical Guidelines – Building over and adjacent pipe assets*, or where access is proposed via doors, gates, or building access.
- Any dewatering.

A WSC may assess the following exceptions without referral to Sydney Water:

- Where the WSC can demonstrate that the cover from the top of an affected asset to the bottom of any proposed foundations is at least 7m vertically.
- Where the affected asset is a vent shaft which meets any of the following conditions:
 - Has been relocated, or has an approved design to be relocated, specifically for the purposes of meeting the Technical Guidelines requirements and resulting in satisfactory horizontal and vertical clearances
 - Has an approved design to be wall-mounted
 - Written authorisation from Service Delivery permitting the disuse and removal of the vent shaft.
- Where the proposed structure is adjacent to a 40mm PE Low Pressure Property Connection Sewer, and plans demonstrate no works within 1m of potentially affected asset. Where in-ground pools are involved, level for top of pool must be minimum 150mm above level of top of pits to prevent surcharge (as per Diagram 13 of the Technical Guidelines).

4.3. Roles:

4.3.1. WSC's role at each stage:

Pre-define

1. Explain to the customer requirements and options for building over/adjacent to a Sydney Water asset to enable the customer to make an informed decision regarding the viability of the building proposal.
2. Explain to the customer Sydney Water's Policies and Procedures with regard to the protection of assets.
3. Explain to the customer the WSC's fees and charges. Provide the customer an itemised quotation, including timeframes for the provision of services quoted and any variations.
4. Explain to the customer Sydney Water's fees and charges.
5. Explain to the customer what documents are required to be supplied in order to process their application, for example, a service protection report.
6. If a Section 73 Certificate application is required, and has not yet been applied for, advise the customer that the plans cannot be approved until they have received the Section 73 Certificate requirements.

The requirements will be issued either by the WSC, for Complying Section 73 Certificate applications, or Sydney Water, for non-Complying Section 73 Certificate applications. Inform them of the process to get either advice. (This is because the Section 73 Certificate requirements may require works to be constructed/adjusted/amplified that may impact on any approval for building works.)

7. If a Section 73 Certificate application is required for the property and the customer needs to have their building/ excavation plans approved **and** the building/ excavation works are in the ZOI, tell the Customer that the WSC can start that application (by entering the building plan approval application in Sydney Water Tap in™. This stops the need to send the Customer away to do it themselves.)

Define and approve Building Plans

1. Act as a single point of contact for all matters relevant to the customer and providers.
2. Advise the customer with regard to obtaining structural engineering plans.
3. Approve building plans with requirements specified in accordance with these procedures and 'Technical Guidelines - Building over and adjacent to pipe assets' and 'Guidelines for Building Over/Adjacent to Sydney Water stormwater assets'.
4. Ensure the appropriate application in relation to the building plan approval has been lodged in Sydney Water Tap in™.
5. Ensure all 'out of scope' applications are correctly lodged in e-Developer and that the documentation submitted is correct and complete ie the plans are consistent across the entire plan package and as per provider instructions. Use the *Checklist for the submission of an Out of Scope Building Plan Approval application* as a guide.
6. Provide servicing and geographical information to enable the works to be scoped.
7. Provide and submit documentation when applicable to Sydney Water.
8. Process Minor Works (Sewer) Agreements.

Construct and acquire

1. Where required, ensure the Minor Works (Sewer) Agreement has been signed by a listed Constructor of Minor Works (Sewer)/Constructor (Major Works S1 or S2) for concrete encasement works and insertion of a property connection point (junction) if associated with the concrete encasement.
2. Ensure that private property entry procedures have been addressed when required.
3. Ensure compliance with WH&S (previously OH&S) and Environmental requirements. The WSC must notify the relevant authority and Sydney Water of any circumstances that may pose a threat to health, safety and/or the environment.
4. Provide supervision for all minor works construction and pier supervision where required.
5. Provide and submit Project Completion Packages to Sydney Water in accordance with this procedure.

NOTE:

Where work is carried out on an existing Sydney Water asset or land owned by Sydney Water or under Sydney Water's powers of entry, the WSC must provide to Sydney Water a Safe Work Plan, which will be in operation for the duration of the works. (Private property entry procedures will need to be addressed.)

4.3.2. DSO's role at each stage:

Pre-define

1. Ensure that the WSC has access to all the information necessary so they can explain to the Customer the requirements and options for building over/adjacent to a Sydney Water asset to enable the Customer to make an informed decision regarding the viability of the building proposal. This includes:
 - Sydney Water's policies and procedures with regard to the protection of assets.
 - Sydney Water's fees and charges.
 - Where this applies, Sydney Water's Section 73 Certificate application process.

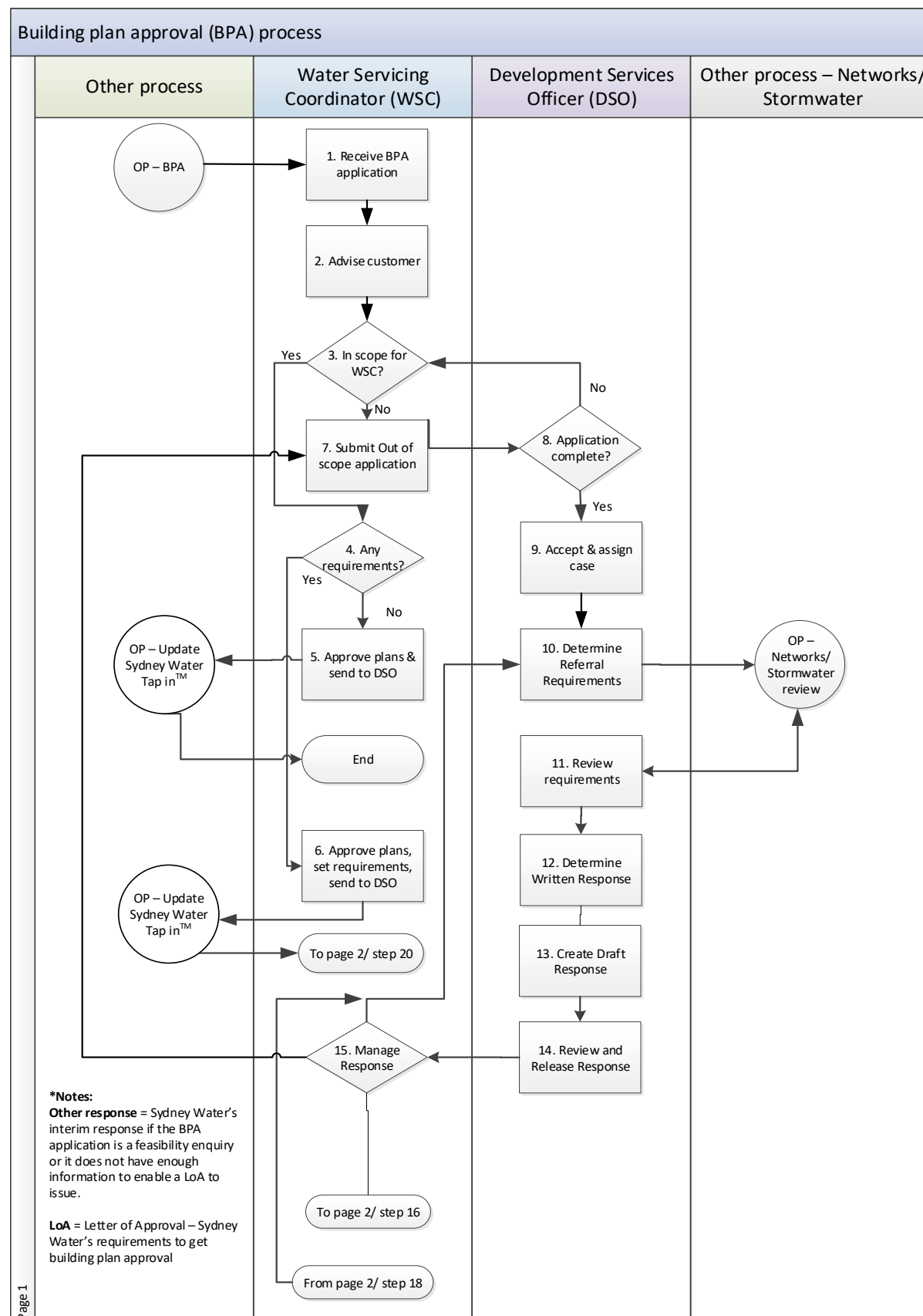
Define and approve Building Plans

1. Ensure all 'out of scope' applications in relation to the Building Plan Approval are correctly lodged in e-Developer.
2. Act as the Sydney Water point of contact for all matters relevant to the WSC and their customer and providers.
3. Assist the WSC with regard to structural engineering plans.
4. Issue a written response advising its conditions for approval to proceed, further review and referral requirements, or requesting additional information within 21 days of receipt of an application for applications not requiring significant technical review, or 35 days of receipt of an application for applications requiring significant technical review.
5. Provide sufficient servicing and geographical information to enable the works to be scoped.
6. Advise based on Network Reviews' instruction the requirement for Potholing of assets.

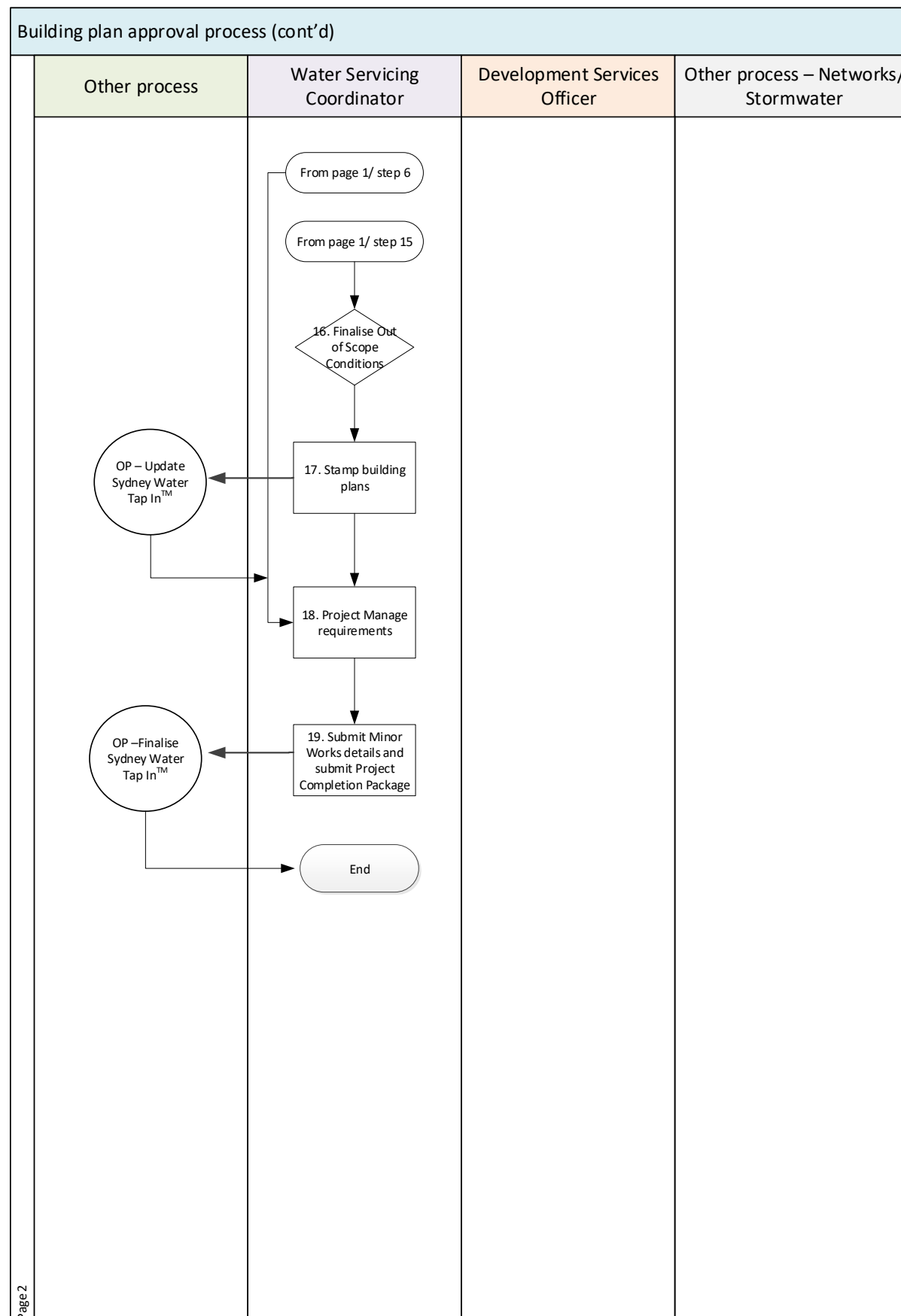
Construct and acquire

1. Ensure that the WSC has addressed private property entry procedures when required.
2. Ensure that the WSC notifies the relevant authority and Sydney Water of any circumstances that may pose a threat to health, safety and/or the environment.
3. Make sure that the Project Completion Package submitted to Sydney Water is in accordance with this procedure.

4.1 Process overview



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4.2 Task details

Task details		Responsibility
1.	Receive Building Plan Approval Application	WSC
a	Customer has been referred by a Sydney Water Tap inTM application to a WSC the customer must have a Sydney Water Tap-inTM Building Plan Application Referral Letter. If they do NOT, refer them back to Sydney Water Tap inTM to make an application and get one.	
b	Review building plan documentation from customer. Documentation may include Structural Engineering Plans, Service Protection Report (valid for 24 months from date of the Report) or a Work As Constructed (WAC) plan (valid for 36 months from the date the WAC plan was completed). Note: Clearances and depths must be shown on the engineering plans. Minimum clearances are to comply with Sydney Water's requirements detailed in: Technical Guidelines - Building over and adjacent to pipe assets. Guidelines for Building over or adjacent to Sydney Water stormwater assets and Minimum clearances for locating piers for out of scope applications (Attachment D of this procedure). Go to step 2.	
2.	Advise customer of options and fees	WSC
a	Identify the property in e-Developer Hydra and locate any existing Sydney Water assets within the Zone of Influence (ZOI) of the building/structure. - The ZOI is the area of ground that may be affected by the presence of the asset and its excavation to repair/carry out maintenance work. - The ZOI is defined in the 'Technical Guidelines - Building over and adjacent to pipe assets' and 'Guidelines for building over/ adjacent to stormwater assets'. The ZOI is defined differently in the two documents listed above.	

- b Review building plan and advise customer on options regarding location of proposed building/structure and Sydney Water assets. Your advice should be based on the following:

- Property connection point

If the proposed building/structure appears to be over the property connection point (junction) advise customer of requirements and options (see 'Technical Requirements and Work Instructions for Minor Works (Sewer)' and Attachment B (this procedure) - Building Plan Approval General Information).

- Section 73 Certificate

Determine if the proposed building requires a Section 73 Certificate. If so, advise customer of Section 73 process and:

- for non-Complying Section 73 Certificate applications, ensure the Notice of Requirements (NOR) letter has been issued prior to progressing with the building plan approval.
- for Complying Section 73 Certificate applications, ensure the plans are approved using this instruction and the 'Processing a Complying application package for a Section 73 Certificate' work instruction.

If development is subject to a Section 73 application and the construction/adjustment of Sydney Water's assets are required, the BPA can be approved off the Sydney Water approved Design Plan (Job Specific letter issued) if the WSC is managing both BPA and asset construction/adjustment. Otherwise, the WSC can utilise the partial or complete WAC plan for the building plan approval.

Note: A pegout cannot be carried out until the works have been finalised.

- Adjustment/ deviation

For developments where a Sydney Water asset requires an adjustment/deviation as an integral part of the building development, the BPA can be approved off the Sydney Water approved Design Plan (Job Specific letter issued) if the WSC is managing both BPA and asset adjustment/deviation. Otherwise, the WSC can utilise the partial or complete WAC plan for the building plan approval.

Notes:

- Where there is an adjustment/deviation required and there is a Section 73 Certificate to be or has been applied for, then the works must be carried out on the Section 73 Certificate application.
- A pegout cannot be carried out until the works have been finalised.

REMINDER:

The construction of temporary pipework or any other work (including adjustment/deviations) is NOT allowed until you receive Sydney Water approval to their design. Under the Sydney Water Act, it is illegal to excavate on or near a Sydney Water asset without this approval. Sydney Water can recover any costs for rectification and/ or fine the offender.

The same applies to all connections or 'out of scope' building plan approval works at any stage of construction ie they cannot proceed until appropriate approvals are received from Sydney Water.

The WSC must advise Sydney Water immediately if they become aware of any connection or interference to Sydney Water's assets without prior Sydney Water approval.

- Approval when Minor works

For developments where Minor Works are required, building plans can be approved off a

Task details	Responsibility
WSC endorsed Documented Design Servicing Solution. - Location of Sydney Water assets Review the position of Sydney Water's existing assets and proposed assets (from Hydra, WAC plans, WSC endorsed Documented Design Servicing Solution (for Minor Works) and approved Design plans), including any associated structures. Note the location and depth of Sydney Water assets and structures (include adjoining properties and footpath areas, if applicable). If the proposed building/structure is located within the ZOI (2:1) of an existing asset, then a Service Protection Report or WAC plan is required. A Service Protection Report is generally required if the proposed building/structure is within the ZOI. A Report may not be required if the asset has been taken over by Sydney Water and there is a WAC plan that was completed within the past thirty six (36) months. The WAC plan may only be used if the asset can be accurately plotted on the site plan (eg Sydney Water structures are in the property or the asset is parallel to a boundary and the lot boundaries have not been altered). Advise customer of options on how to obtain a Service Protection Report from the list of Providers (on Sydney Water's website) and how to obtain the WAC plans. If a Report has been obtained but Structural Engineering plans are required, advise customer.	
c	Explain to the customer the BPA Application process, including your (the WSC's) process. Provide to the customer an itemised quotation (including any applicable Sydney Water fees) for the BPA.
d	Advise customer what is required to complete the BPA.
e	Update Sydney Water Tap in™. Refer to "Water Servicing Coordinator: Manage Building Plans - Sydney Water Tap In™" Go to Step 3.
3.	Determine Scope
a	Identify the property in e-Developer Hydra and locate Sydney Water's existing assets - utilise WAC plans, a WSC endorsed Documented Design Servicing Solution (Minor Works) and/or approved Design plans for proposed assets.
b	Determine the diameter and type of all existing and proposed Sydney Water assets within the ZOI of the proposed building/structure.
c	Is approval of the building plans in the scope of works for a WSC ('in scope') ? Note: Scope for WSC approval is defined in Section 2.2 If YES, go to step 4. If NO, the application is 'out of scope' for a WSC. Go to step 7.

Task details		Responsibility
4.	Determine Requirements	WSC
a	If requirements will apply: Where required, ensure the Service Protection Report has been prepared by a listed Provider and is in accordance with the 'Work Instructions for Providers of Service Protection Reports'. Ensure Sydney Water's existing and proposed assets have been plotted on: - the building plan ie site plan (and basement plan if site plan does not reflect the works below ground that also impact on Sydney Water assets) and - any associated structural engineering plan (plan and cross sections). If the Service Protection Report is not in accordance with the Provider Work Instructions, issue a CAR on the provider under your Quality System and email a copy of the CAR and Service Protection Report to Assurance Team (providerservices@sydneywater.com.au). Advise customer to contact the listed Provider who provided the Service Protection Report to rectify. If the proposed building/structure is over the property connection point (junction) advise customer of requirements and process. (See Attachment B - Building Plan Approval General Information.) These works must be included on the 'Building Plan Approved – Subject to Requirements' as Special Requirements. The works must be carried out as part of the building plan approval. Determine ZOI by reviewing the appropriate documentation. Review the Building Plan (site plan/basement plans) and Structural Engineering Plan to ensure Sydney Water's assets are positioned accurately and they comply with the 'Technical Guidelines - Building over and adjacent to pipe assets' and 'Guidelines for building over/ adjacent to Sydney Water stormwater assets'. If the proposed building/structure is in the ZOI of any existing or proposed asset and/or any associated structure, ensure the structural engineering plans show plan and sectional. The plans must show dimensioned clearances and pipe protection. If the Building Plan and Structural Engineering Plan do not satisfy Sydney Water's requirements, advise the customer of the requirements and request they discuss the matter with their architect, engineer, consultant. The customer must provide the WSC with amended building plans and structural engineering detail in accordance with the 'Technical Guidelines - Building over and adjacent to pipe assets' and 'Guidelines for building over/ adjacent to Sydney Water stormwater assets'. Determine if the proposed building/structure or part of the proposed building/structure requires an indemnity letter (see 'Guidelines for building over/ adjacent to Sydney Water stormwater assets' and Attachment B - Building Plan Approval General Information). Go to step 6.	
b	If no requirements will apply, go to Step 5	

Task details		Responsibility
5.	Approve plans and send documentation to Sydney Water	WSC
a	Check if the provided plans are for construction, and not draft or preliminary. Plans to be approved and stamped must be final and fit-for-construction purposes.	
b	Stamp the Building Plan (front of the page containing the site plan and or basement plan if underground area is not reflected on site plan) with the 'Building Plan Approved – Asset Not Affected' stamp. The Ref No. (Tap in application number or Dofin Number) and date must be written on the stamp.	
c	Issue approved building plans to customer.	
d	Go to Other Process – Update Sydney Water Tap in™	
	End	
6.	Approve plans, set requirements and send documentation to Sydney Water	WSC
a	If required, select the appropriate Indemnity Letter that must be completed and signed by the owner/s of the property prior to the release of the building plans. The property number is obtained from the Sydney Water Tap-in™ Building Plan Application Referral Letter and the 'Ref No' is Sydney Water Tap-in™ Application Number.	
b	If the property is subject to a Section 73 Application and the adjustment of the asset is an integral part of the construction of the building, ensure Sydney Water has issued the Job Specific letter prior to approving the building plan. The 'Building Plan Approved – Subject to Requirements' form will state that the building has been approved subject to all works being completed in accordance with the e-Developer Case Number.	
c	If the property is subject to a Section 73 Application and the asset requires adjustment/deviation around and/or under the proposed building, then the works must be carried out in accordance with the e-Developer Section 73 application Case and the WAC plan available prior to the Building Plan Approval.	
d	Check if the provided plans are for construction, and not draft or preliminary. Plans to be approved and stamped must be final and fit-for-construction purposes.	
e	Stamp the Building Plan (front of the page containing the site plan and or basement plan if underground area is not reflected on site plan) with the 'Building Plan Approved – Subject to Requirements' stamp. The Ref No. (Tap in application number or Dofin Number) and date must be written on the stamp.	
f	Issue approved building plans and 'Building Plan Approved – Subject to Requirements' form to Customer. The accredited key personnel issuing the 'approved' plans must be a listed Designer or Project Manager.	
g	Update Sydney Water Tap in™. Refer to "Water Servicing Coordinator: Manage Building Plans - Sydney Water Tap In™" Go to Step 18 .	

Task details		Responsibility
7.	Submit Out of Scope Application	WSC
a	Prepare the application to go to Sydney Water. Use and complete the 'Checklist for the submission of an Out of Scope Building Plan Approval application' to compile the necessary documentation. Ensure that all the documentation required in the checklist is provided. If the WSC believes certain documentation should not be required for the application, they should enquire via email with an appropriate DSO prior to submission of the application. Ensure the Service Protection Report has been prepared by a listed Provider and is in accordance with the 'Work Instructions for Providers of Service Protection Reports'. Ensure Sydney Water's existing and proposed assets have been plotted on: - the building plan ie site plan (and basement plan if site plan does not reflect the works below ground that also impact on Sydney Water assets) and - any associated structural engineering plan (plan and cross sections). If the Service Protection Report is not in accordance with the Provider Work Instructions, issue a CAR on the provider under your Quality System and email a copy of the CAR and Service Protection Report to Assurance Team (providerservices@sydneywater.com.au). Advise customer to contact the listed Provider who provided the Service Protection Report to rectify. Check if the provided plans are for construction, and not draft or preliminary. Draft, preliminary, or pre-development-approval documentation must be flagged for submission as a feasibility. When all the correct documentation has been compiled enter the application into e-Developer as an 'Adjustment/deviation' application type, attach required documents including the completed checklist. Notes: - The checklist provides instruction for correct format of Development and Work Description fields. - Documents should be submitted as a zipped attachment under the Development Plan category. Go to Step 8.	
8.	Check application is complete	Sydney Water
a	Do a thorough check of application to make sure that Sydney Water has all information needed to do facilitate detailed review. Check correct assets are selected in application. If application is suitable for further review, go to step 9. If application is not suitable for further review, return project to WSC with advice, go back to step 3.	
9.	Accept and Assign case	Sydney Water
a	In e-Developer, accept case and assign to DSO. Go to step 10	

Task details		Responsibility
10.	Determine referral requirements	Sydney Water
a	If application requires input from Networks, release application in e-Developer to Networks for review. Go to 'Other Process – Networks and/or Stormwater determine requirements'. If application requires input from Engineering, refer application outside of eDeveloper to Engineering. If application has progressed beyond this work step once already, Networks referral must be carried out outside of eDeveloper. Go to Step 11	
b	If application does not require input from Networks or Engineering, go to Step 11	
11.	Review Requirements	Sydney Water
a	Review documentation received from Networks, and from Engineering – this will dictate the e-Developer work flow ie 'Financial only' selected if 'interim response' or 'formal requirements' with no works OR 'Asset creation' if designs required.	
b	Determine eDeveloper work flow based on process needs. - Financial Only for requests for further information, application rejection, and for approval authorisation - Asset Creation is case is to be used to facilitate Major Works Proceed to Step 12.	
c	For projects that have progressed to Step 15, facilitate any required referral	
12.	Determine written response	Sydney Water
a	Determine the type of response to be provided. Responses will constitute one of the following: - Sydney Water can give all requirements to allow approval of the submitted proposal - Sydney Water requires additional information for further detailed review of the submitted proposal - Sydney Water advise that further technical review is required for the submitted proposal - Sydney Water objects to the approval of the submitted proposal - Sydney Water cannot allow approval of the submitted proposal until relevant asset adjustment works have been designed, approved, and (in some circumstances) completed. Sydney Water may require, at its discretion, a new case to be submitted to facilitate further submission and review. Go to step 13	
13.	Create Draft Response	Sydney Water
a	Generate written response and attach to eDeveloper work item Go to Step 14	

Task details		Responsibility
14.	Review and Release Response	Sydney Water
a	Release response to WSC Go to step 15.	
15.	Manage response	WSC
a	Action required will be dependant on type of response provided by Sydney Water	
b	For non-approval responses requesting additional information, contact the case manager for instructions for providing additional information. Upon submission of the requested documentation, 'reject' the issued letter in eDeveloper by clicking "No" in the View S73 Requirements work step and release the work step. Go to Step 10.	
c	For non-approval responses instructing a new case, 'accept' the issued letter in eDeveloper by clicking "Yes" in the View S73 Requirements work step and release the work step. This will terminate the case. Go to Step 7.	
d	For responses that will facilitate approval, discuss the conditions for approval with the customer. Go to Step 16.	
16.	Finalise Out of Scope conditions	WSC
a	Receive LOC in e-Developer and give to Customer. Ask customer if they accept the conditions in LOA.	
b	If not accepted, contact the case manager for direction. If instructed, 'reject' the issued letter in eDeveloper by clicking "No" in the View S73 Requirements work step and release the work step. Go to Step 10.	
c	If accepted, 'accept' the issued letter in eDeveloper by clicking "Yes" in the View S73 Requirements work step and release the work step. This will terminate the case. Go to Step 17	
17.	Stamp Building Plans	WSC
a	Check if the provided plans are for construction, and not draft or preliminary. Plans to be approved and stamped must be final and fit-for-construction purposes.	
b	Stamp the Building Plan (front of the page containing the site plan and or basement plan if underground area is not reflected on site plan) with the 'Building Plan Approved – Subject to Requirements' stamp. The Ref No. (which is the Tap in application number) and date must be written on the stamp.	
c	Issue approved building plans and 'Building Plan Approved – Subject to Requirements' form to Customer. The accredited key personnel issuing the 'approved' plans must be a listed Designer or Project Manager.	

Task details		Responsibility
d	Update Sydney Water Tap in™. Refer to “<i>Water Servicing Coordinator: Manage Building Plans - Sydney Water Tap In™</i>” Go to Step 18.	
18.	Project Manage Requirements	WSC
a	The WSC must provide supervision and certification of all asset protection requirements	
b	Facilitate the customer engaging the services of a listed provider for the necessary works. (Refer to the ‘Instructions to Water Servicing Coordinators – Minor Works (Sewer)’ on Sydney Water’s website for the appropriate type of provider needed to construct the works.) Note: Applications in Sydney Water Tap in™ are not required as the WSC provides the supervision/inspection. Prior to works obtain a signed Minor Works Agreement from a listed Provider for the necessary works. Prior to concrete encasement attend site and determine if sewer pipes are satisfactory for encasement or if they require replacement (see ‘Technical Requirements and Work Instructions for Minor Works (Sewer)’ and Attachment E - Assessment of sewer prior to concrete encasement). Immediately prior to concrete encasement attend site and ensure all works are in accordance with ‘Building Plan Approved – Subject to Requirements’ form and ‘Technical Requirements and Work Instructions for Minor Works (Sewer)’. Supervise and document the concrete encasement – Complete the ‘Minor Works – Work as constructed report’ form. Prior to piers/foundations/footings being poured, attend site and ensure the piers are in accordance with ‘Building Plan Approved – Subject to Requirements’ form (Clearance and depth). Certification of piers/foundations/footings will be required as part of the ‘Project Completion Certificate’ form. If works require the insertion of a property connection point ensure the works are certified and complete ‘Minor Works – Work as constructed report’ form. Complete ‘Project Completion Certificate’ form to make sure all required documents are submitted. NOTE: For non-case projects, i.e. projects not managed by an e-Developer case, where work performed by a listed Provider is not in accordance with the Provider Work Instructions, Codes etc. the WSC shall issue a CAR on the Provider in accordance with their Quality System. The WSC then emails a copy to providerservices@sydneywater.com.au (Assurance Team, Urban Growth) to enable the update of their provider performance records. Go to Step 19.	

Task details		Responsibility
19.	Submit Minor Works Details and Submit Project Completion Package	WSC
a	If applicable, email 'Minor Works – Work as constructed report' form including a marked up sketch to Sydney Water's Asset Data Information Team at gis-services@sydneywater.com.au	
b	Refer to "Water Servicing Coordinator: Manage Building Plans - Sydney Water Tap InTM" for details on how to submit PCP via Tap inTM. See below for details on the documents required to be submitted: For Building Plan Approval with BOA/BAA requirements: The WSC will provide Sydney Water with a PCP within seven (7) days after completion of requirements, consisting of all or some of the following: • Project Completion Certificate • Building Plan Approved – Subject to Requirements • Approved Building Plan (scanned site plan) • Approved Engineering Plans (scanned plan and sections) • Service Protection Report or WAC plan/approved Design plan. • Minor Works Agreement/s • Minor Works – Work as constructed report – that must include: - for concrete encasement, a marked up sketch - Property Connection Point (Junction), a marked up sketch • Indemnity Letter (scanned copy) • Project Completion Certificate Restoration Clearance Letter (if applicable). Or, for Building Plan Approval with indemnity letter only: The WSC will provide Sydney Water with a PCP within seven (7) days after completion of Building Plan Approval, consisting of: • Project Completion Certificate • Building Plan Approved – Subject to Requirements (ie indemnity letter only) • Approved Building Plans (scanned site plan) • Service Protection Report or WAC plan/approved Design plan. • Indemnity Letter (scanned only)	
	End	

5. Definitions

Term	Definition
ACDP	Asset Creation Developer Process
Adjustment/Deviation	Application for Sydney Water to investigate the feasibility of relocating a water, wastewater or stormwater asset.
BOA/BAA	Building Over Asset/Building Adjacent to Asset
Building Plan Approval (BPA)	Application for approval of building plans, to determine if proposed building works will affect Sydney Water's pipes or structures.
Customer	A person who has applied for Building Plan Approval. For the purpose of this procedure, this person may be a Water Servicing Coordinator.
e-Developer	An Internet deployed software application that manages and distributes work items to all users according to pre-defined rules.
Engineering Plans	Structural detail for asset protection

Term	Definition
NOR	Notice of Requirements
OH & S	Occupational Health and Safety
PCP	Project Completion Package
Property Connection Point	Previously known as 'Junction'. Point of connection for private sanitary drain to Sydney Water asset
Provider	Company listed with Sydney Water for capabilities needed to carry out asset creation/protection on Sydney Water assets
Sanitary Drain	Private drainage from building to Sydney Water asset.
Service Protection Report (SPR)	Previously known as 'Pegout'. Accurate location of Sydney Water's assets
SW	Sydney Water
SWP	Safe Work Plan
Sydney Water Tap in™	Provides plumbers, builders and developers with the services they need to work with Sydney Water's water and sewerage systems
Water Servicing Coordinator (WSC)	Listed by Sydney Water and engaged under contract to act as an intermediary between Sydney Water and developers.
WAC	Work As Constructed Plan
ZOI	Zone Of Influence

6. Context

6.1 Accountabilities

Position	Accountabilities
Manager, Development Services	Implementation of the Building Plan Approval Procedure
Manager, Development Services	Review and maintain this document

6.2 Training and competencies

Position	Training or competency
DC/SDC/PM/AM	Face to face/ Email presentation
WSC	Email presentation

6.3 References

Document type	Title
Policies and procedures	- Technical guidelines - Building over and adjacent to pipe assets - Building over/adjacent to Sydney Water's Stormwater Assets Policy - Building over/adjacent to Sydney Water's Stormwater Assets Guidelines - Technical Requirements and Work Instructions for Minor Works (Sewer) - Work Instructions for Providers of Service Protection Reports - Work Instruction - Water Servicing Coordinator Manage Building Plans Sydney Water Tap In™

Document type	Title
Other documents	WSC templates: - Building Plan Approval Subject to Requirements - Project Completion Certificate - Indemnity Letter – Lightweight Structure - Indemnity Letter – Above Ground Pool - Indemnity Letter – 2nd Storey Addition - Indemnity Letter – General - Minor Works Agreement (Building Plan Approval) - Minor Works - Work as constructed report
Forms and Checklists	- WSC Checklist: BPA Applications

6.4 Attachments

Attachment	Title
1	Building Plan Approval – General Information
2	Assessment of Sewer Prior to Concrete Encasement
3	Water Servicing Coordinators BPA Assessment Aid : In-Scope Assets

ATTACHMENT 1

Building plan approval - general information

1. Building/structure constructed prior to building plan approval

If a building/structure has been constructed prior to the BPA and asset protection would have been a requirement of the BPA, the approval is to be treated as an Out of Scope approval.

Sydney Water will determine what, if any, the customer needs to do to ensure the integrity of the asset has not been or will not be compromised.

2. Indemnity requirements

Certain buildings/structures require indemnification as a condition of approval.

A WSC must request an indemnity letter be signed as part of the approval conditions for any of the following structures:

- Lightweight/temporary structures approved with foundations within the zone of influence of an affected asset (including those with piers founded below the zone)
- 2nd Storey Additions to existing structures where the existing structure is over, or within the zone of influence of assets.
- Above ground pools over, or within the zone of influence of assets.

General indemnity may be required for other projects and will be assessed and advised by Sydney Water on a case by case basis.

Note: WSC's may not make indemnification a requirement in lieu of typical requirements without express permission in writing from Sydney Water.

3. Section 73 requirements

Building plans cannot be approved if the proposed development requires a Section 73 Certificate application. Refer to Sydney Water website www.sydneywater.com.au > Plumbing, Building & Developing > Developing > Steps for first time developers.

The customer must engage a WSC to lodge an application for a Section 73 Certificate and either:

- for non-Complying Section 73 Certificate developments, receive the Notice of Requirements (NOR) letter **prior** to the building plans being approved, or
- for Complying Section 73 Certificate development applications, the WSC must ensure the BPA are approved subject to any asset creation works **before** the application is lodged.

4. Lightweight structures

Refer to 'Technical guidelines - Building over and adjacent to pipe assets' for requirements.

A lightweight structure must be non-habitable (i.e. cannot contain fixtures such as toilet, bath, basin etc.) and must be constructed totally from lightweight materials.

An indemnity letter is required for the approval of all lightweight structures.

5. 2nd storey extensions

The WSC must ensure the customer provides them with a BOA/BAA letter to establish if the **existing** residence has been constructed in compliance with Sydney Water's approval. To obtain a BOA/BAA letter the customer must submit an application through a Property Link Agent (see Sydney Water website www.sydneywater.com.au ➤ Your home ➤ Moving, renovating & building ➤ Buying, selling & moving ➤ Certificates, documents & diagrams). The letter will advise about a building's compliance with Sydney Water's standards and regulations for building over or adjacent to an asset.

If a residence has been constructed over/adjacent to a Sydney Water asset and all works have been carried out in accordance with Sydney Water requirements, the 2nd storey extension can be approved with no requirements (provided it is contained wholly within the building envelope of the existing residence).

If the existing residence has not been approved by Sydney Water or requirements have not been satisfied, the 2nd storey extension can be approved and an indemnity letter obtained from the owner/s. The Building Plan Approval Certificate must state that the approval is only for the 2nd storey extension, as Sydney Water has not approved the existing residence.

6. All swimming pools and water tanks

Refer to 'Technical guidelines - Building over and adjacent to pipe assets' for definitions and requirements.

7. Retaining walls, fences and structures

Refer to 'Technical guidelines - Building over and adjacent to pipe assets' for definitions and requirements.

8. Building over property connection point (junction)

Sydney Water prefers customer sanitary drains to be connected to a property connection point that is clear of buildings/structures and, generally, consistent with the location of connection points set down in the WSA 02 Sewerage Code of Australia (Sydney Water Edition).

The connection of the customer sanitary drain must comply with the Plumbing Code of Australia and AS/NZS 3500.

9. Access to maintenance structures

Sydney Water requires full and free access to all of its maintenance structures.

Sydney Water maintenance structures cannot be located within buildings unless the adjustment of the sewer main/structure has been approved under the Section 73 process.

A building plan cannot be approved if a Sydney Water maintenance structure is located at the rear of the property and the building is to be constructed across the property from boundary to boundary (this type of proposal mainly occurs in industrial areas).

Refer to 'Technical guidelines - Building over and adjacent to pipe assets' for more details.

10. Encroaching customer sanitary drains

Customer sanitary drains are the responsibility of the property owners and Sydney Water has no requirements. The WSC should advise customers to contact a licensed plumber regarding requirements and options for customer sanitary drains.

11. Vent shafts

If a proposed building/structure impacts on a vent shaft it would be resolved under a Section 73 application. If **no** Section 73 application is required it would be necessary for the WSC to lodge an Adjustment/Deviation application in e-Developer.

The location and requirements of the vent shaft must be resolved prior to the building plans being approved. If the vent shaft is required and relocation/adjustment is necessary, the works must be carried out under the ACDP (and one of the above two applications) and the building plans cannot be approved until the Job Specific letter has been issued. The Building Plan Approval Certificate – Subject to Requirements must state in Special Conditions, 'the building plans are approved subject to all works being completed in accordance with Case No. XXXXXX'.

ATTACHMENT 2

Assessment of sewer prior to concrete encasement

The WSC must be satisfied that sewer to be encased, is sound and capable of providing an acceptable asset life after encasement.

It is required that:

- Inspection of exposed subject sewer is to be undertaken prior to encasement. If there are cracks in the pipe barrel or damaged collars etc. which would potentially inhibit the success of any concrete encasement then the sewer must be re-laid prior to encasement
- Concrete encasement is to be as per Drawing SEW-1205-V in WSA 02 Sewerage Code of Australia (Sydney Water Edition).

Existing pipe(s) should be replaced prior to encasement:

- Where there is physical damage or excessive distortion
- For PE pipe scored deeper than 10% of pipe wall thickness
- For PVC and ABS pipes scored deeper than 1mm
- For GRP pipes and fittings scored deeper than 2mm or with impact damage
- If collars/joints are damaged or broken
- If pipes have circumferential or longitudinal cracks

Salt Glazed Ware Pipe (SGW) should not be encased but re-laid in an approved pipe type.

Pipes in mine subsidence or slip areas are not to be encased without consultation with Sydney Water.

ATTACHMENT C

Water Servicing Coordinators BPA Assessment Aid:

In-Scope Assets

See over page.

Permanent Above Ground - Small Residential

Single Residence, Dual Occupancy, Granny Flat etc

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
If vertical distance from top of pipe to bottom of structure foundations is more than 1.5m utilise: * Diagram 15 (if loading at foundations is less than 100kPa): - No piers - Concrete encasement if distance is between 1.5m and 2.5m - Potential CCTV if distance is more than 2.5m Note: The loading requirement is required to be shown on the engineering plans, or appropriate certification to be provided by Engineer. It is not the WSC role to verify this requirement on site. OR If piers are not required to found structure below zone of influence then structure is over if: * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - Concrete encasement if distance is between 0.45m and 2.5m - Potential CCTV if distance is more than 2.5m If piers are required to found structure below zone of influence then structure is over if: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - concrete encasement OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - Concrete encasement if distance is between 0.45m and 2.5m If distance is less than 0.45m then Out of Scope required for assessment.	If vertical distance from top of pipe to bottom of structure foundations is less than 1.5m utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - concrete encasement OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - Concrete encasement if distance is between 0.45m and 2.5m	If piers are not required to found structure below zone of influence then structure is adjacent if: - No part of structure is within 600mm of outside edge of assets but within zone of influence If piers are required to found structure below zone of influence then structure is considered adjacent if: - No part of structure is within 900mm of outside edge of assets but within zone of influence	If vertical distance from top of pipe to bottom of structure foundation is more than 1.5m you may utilise: * Diagram 15: - No piers or footings - Concrete encasement if distance is between 1.5m and 2.5m - Potential CCTV if distance is more than 2.5m Note: Diagram 15 is considered 'building over' regardless of horizontal clearance. If you are anywhere within the zone of influence and utilise Diagram 15, the requirements do not change. If you can not, or do not wish to, use Diagram 15 you may utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - No encasement - No CCTV OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - No encasement - No CCTV	* Vent shaft clearances to be as per Diagram 8. * Above ground clearances for maintenance structures to be as per Diagram 7. * Below ground clearances to be as per diagram 16 & 17: - 600mm for slabs and footings. - 900mm for piers Note: Diagram 16 & 17 only shows mains in the diagram but clearance can be applied to structures also. Clearances are to be taken from absolute outside edge of structure. If the minimum clearance requirements for any structure cannot be met an Out of Scope required for assessment.

Permanent Above Ground - Large Habitable and Non-habitable

Residential Flat, Office building, Industrial warehouse etc

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
If vertical distance from top of pipe to bottom of structure foundations is more than 0.45m utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - concrete encasement - Potential CCTV if distance is more than 2.5m OR If piers are not required to found structure below zone of influence then structure is over if: * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - Concrete encasement if distance is between 0.45m and 2.5m - Potential CCTV if distance is more than 2.5m If piers are required to found structure below zone of influence then structure is over if: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - concrete encasement OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - Concrete encasement if distance is between 0.45m and 2.5m - Potential CCTV if distance is more than 2.5m If distance is less than 0.45m then Out of Scope required for assessment.	If vertical distance from top of pipe to bottom of structure foundations is more than 0.45m utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - concrete encasement - Potential CCTV if distance is more than 2.5m OR If piers are not required to found structure below zone of influence then structure is adjacent if: - No part of structure is within 600mm of outside edge of assets but within zone of influence If piers are required to found structure below zone of influence then structure is considered adjacent if: - No part of structure is within 900mm of outside edge of assets but within zone of influence	If piers are not required to found structure below zone of influence then structure is adjacent if: - No part of structure is within 600mm of outside edge of assets but within zone of influence If piers are required to found structure below zone of influence then structure is considered adjacent if: - No part of structure is within 900mm of outside edge of assets but within zone of influence	You may utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - No encasement - No CCTV OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - No encasement - No CCTV	* Vent shaft clearances to be as per Diagram 8. * Above ground clearances for maintenance structures to be as per Diagram 7. * Below ground clearances to be as per diagram 16 & 17: - 600mm for slabs and footings. - 900mm for piers Note: Diagram 16 & 17 only shows mains in the diagram but clearance can be applied to structures also. Clearances are to be taken from absolute outside edge of structure. If the minimum clearance requirements for any structure cannot be met an Out of Scope required for assessment.

Permanent Below Ground

Basement works; to include any supported excavation greater than 3m

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
If vertical distance from top of pipe to bottom of structure foundations is more than 0.45m utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - concrete encasement - Potential CCTV if distance is more than 2.5m OR If piers are not required to found structure below zone of influence then structure is over if: * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - Concrete encasement if distance is between 0.45m and 2.5m - Potential CCTV if distance is more than 2.5m If piers are required to found structure below zone of influence then structure is over if: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - concrete encasement OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - Concrete encasement if distance is between 0.45m and 2.5m - Potential CCTV if distance is more than 2.5m If pipe can be replaced and encased (if distance between 0.45m and 2.5m) or if can be designed to be within basement, then out of scope application not required. If pipe cannot be replaced and encased, Out of Scope required for assessment.	If vertical distance from top of pipe to bottom of structure foundations is more than 0.45m utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - concrete encasement - Potential CCTV if distance is more than 2.5m OR If piers are not required to found structure below zone of influence then structure is adjacent if: - No part of structure is within 600mm of outside edge of assets, but structure is within zone of influence OR Pipe is located within basement zone of influence	No part of structure is within 600mm of outside edge of assets, but structure is within zone of influence OR Pipe is located within basement zone of influence	For footing or pier clearances utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance For basement wall clearances: Developer's engineer to assess and determine appropriate clearances so as to not impact main. Locations of anchors must be shown on plans with appropriate clearances, as per Diagram 20. Out of scope required for assessment regarding access issues and anchor locations.	Developer's engineer to assess and determine appropriate clearances so as to not impact main. Below ground horizontal clearances are to be assessed in conjunction with an Out of Scope application and review of developer's engineering plans and documentation.

Lighweight

Single level "Stand-alone" lightweight structure not structurally integrated into another building / Non-habitable (i.e. cannot contain fixtures such as toilet, bath, basin etc.) / If foundation is concrete slab, slab not to be thicker than 100mm / Structure must be readily-removable

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
Structure is within zone of influence	Utilise Diagram 6: - Footings must have either 600mm minimum horizontal clearance or 750mm minimum vertical clearance. * Indemnity letter to be signed if structure is founded within the zone of influence. * Indemnity letter to be signed if structure is founded outside of the zone of influence but is: - within 600mm minimum horizontal clearance of asset; and - has less than 2.4m vertical clearance from finished surface level to bottom of overhanging structure. If the minimum clearance requirements for any structure cannot be met an Out of Scope required for assessment.	N/A - Structure is either considered over, or outside zone of influence.	N/A - Structure is either considered over, or outside zone of influence.	* Vent shaft clearances to be as per Diagram 8. * Above ground clearances for maintenance structures to be as per Diagram 7. * Below ground clearances to be as per diagram 6: - 600mm minimum horizontal clearance from outside wall of any structure. If the minimum clearance requirements for any structure cannot be met an Out of Scope required for assessment.

Driveway / Pavement - Residential Lots

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
If structure is readily removable structure is considered over if: Any part of proposed works is within zone of influence If works are not readily removable and piers are not required then to found structure below zone of influence then structure is considered over if: any part of the structure is within 600mm of the outside edge of the asset. If works are not readily removable and piers are required to found structure below zone of influence then structure is considered over if: any part of the structure is within 900mm of the outside edge of the asset.	If proposed works are readily removable assess: These structures do not require Sydney Water approval. Developer may, however, require Sydney Water to assess (for Council purposes for example). If WSC feels that an SPR/additional data is required so that they can make a proper assessment then that requirement is the decision of the WSC. If WSC is satisfied that the requirements of Diagram 3 are met then plans can be stamped with no further investigation (asset unaffected). - Where levels and clearances are not satisfactory to Diagram 3 an Out of Scope is required for assessment. If proposed works are permanent/not readily removable then to be considered a structure and must utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - concrete encasement - Potential CCTV if distance is more than 2.5m OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - Concrete encasement if distance is between 0.45m and 2.5m - Potential CCTV if distance is more than 2.5m If the minimum clearance requirements for any structure cannot be met an Out of Scope required for assessment.	If piers are not required to found structure below zone of influence then structure is adjacent if: No part of structure is within 600mm of outside edge of assets but within zone of influence If piers are required to found structure below zone of influence then structure is considered adjacent if: No part of structure is within 900mm of outside edge of assets but within zone of influence	For permanent/not readily removable structures you may utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - No encasement - No CCTV OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - No encasement - No CCTV	* Below ground clearances to be as per diagram 16 & 17: - 600mm for slabs and footings. - 900mm for piers Note: Diagram 16 & 17 only shows mains in the diagram but clearance can be applied to structures also. Clearances are to be taken from absolute outside edge of structure. If the minimum clearance requirements for any structure cannot be met an Out of Scope required for assessment. Where works are to be over/around structures and surface fittings they must be adjusted to be flush with the new proposed finished surface level. This can be typically achieved via a Tap In application. Where works cannot be completed through a Tap In application, you will be advised as part of that application.

Driveway / Pavement - Commercial & Industrial Lots

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
If structure is readily removable structure is considered over if: Any part of proposed works is within zone of influence If works are not readily removable and piers are not required then to found structure below zone of influence then structure is considered over if: any part of the structure is within 600mm of the outside edge of the asset. If works are not readily removable and piers are required to found structure below zone of influence then structure is considered over if: any part of the structure is within 900mm of the outside edge of the asset.	If proposed works are readily removable assess: These structures do not require Sydney Water approval. Developer may, however, require Sydney Water to assess (for Council purposes for example). If WSC feels that an SPR/additional data is required so that they can make a proper assessment then that requirement is the decision of the WSC. If WSC is satisfied that the requirements of Diagram 4 are met then plans can be stamped with no further investigation (asset unaffected). - Where levels are not satisfactory to Diagram 4 an Out of Scope is required for assessment. If proposed works are permanent/not readily removable then to be considered a structure and must utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - concrete encasement - Potential CCTV if distance is more than 2.5m OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - Concrete encasement if distance is between 0.45m and 2.5m - Potential CCTV if distance is more than 2.5m If the minimum clearance requirements for any structure cannot be met an Out of Scope required for assessment.	If piers are not required to found structure below zone of influence then structure is adjacent if: No part of structure is within 600mm of outside edge of assets but within zone of influence If piers are required to found structure below zone of influence then structure is considered adjacent if: No part of structure is within 900mm of outside edge of assets but within zone of influence	For permanent/not readily removable structures you may utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - No encasement - No CCTV OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - No encasement - No CCTV	* Below ground clearances to be as per diagram 16 & 17: - 600mm for slabs and footings. - 900mm for piers Note: Diagram 16 & 17 only shows mains in the diagram but clearance can be applied to structures also. Clearances are to be taken from absolute outside edge of structure. If the minimum clearance requirements for any structure cannot be met an Out of Scope required for assessment. Where works are to be over/around structures and surface fittings they must be adjusted to be flush with the new proposed finished surface level. This can be typically achieved via a Tap In application. Where works cannot be completed through a Tap In application, you will be advised as part of that application.

Fencing & Wall (Wall height not more than 3m)

Wall must retain less than 1m of earth or be assessed as a retaining wall.

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
Any part of structure footings is within the zone of influence	These structures do not require Sydney Water approval. Developer may, however, require Sydney Water to assess (for Council purposes for example). If WSC feels that an SPR/additional data is required so that they can make a proper assessment then that requirement is the decision of the WSC. If WSC is satisfied that the requirements of Diagram 9 (fences) or 10 (walls) are met then plans can be stamped with no further investigation (asset unaffected). Where levels and clearances are not satisfactory to Diagram 9 (fences) or 10 (walls) an Out of Scope is required for assessment.	N/A - works are either considered over, or outside zone of influence.	N/A - works are either considered over, or outside zone of influence.	* Vent shaft clearances to be as per Diagram 8. * Above ground clearances for maintenance structures to be as per Diagram 7. * Below ground clearances to be as per diagram 16 & 17: - 600mm for slabs and footings. - 900mm for piers Note: Diagram 16 & 17 only shows mains in the diagram but clearance can be applied to structures also. If the minimum clearance requirements for any structure cannot be met an Out of Scope required for assessment.

Wall with height more than 3m

Wall must retain less than 1m of earth or be assessed as a retaining wall.

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
If piers are not required to found structure below zone of influence then structure is over if: Any part of structure is within 600mm of outside edge of assets If piers are required to found structure below zone of influence then structure is over if: Any part of structure is within 900mm of outside edge of assets	You may utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - concrete encasement - Potential CCTV if distance is more than 2.5m OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - Concrete encasement if distance is between 0.45m and 2.5m - Potential CCTV if distance is more than 2.5m If Diagram 16 or 17 cannot be satisfactorily met an Out of Scope required for assessment.	If piers are not required to found structure below zone of influence then structure is adjacent if: No part of structure is within 600mm of outside edge of assets but within zone of influence If piers are required to found structure below zone of influence then structure is considered adjacent if: No part of structure is within 900mm of outside edge of assets but within zone of influence	You may utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - No encasement - No CCTV OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - No encasement - No CCTV	* Vent shaft clearances to be as per Diagram 8. * Above ground clearances for maintenance structures to be as per Diagram 7. * Below ground clearances to be as per diagram 16 & 17: - 600mm for slabs and footings. - 900mm for piers Note: Diagram 16 & 17 only shows mains in the diagram but clearance can be applied to structures also. Clearances are to be taken from absolute outside edge of structure. If the minimum clearance requirements for any structure cannot be met an Out of Scope required for assessment.

Retaining Wall

Wall retaining more than 1m of earth

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
Any part of proposed works is within zone of influence	Out of Scope required where proposed retaining wall is within zone of influence. Developer must demonstrate asset will not be impacted by the works (eg. Loading, movement etc) and will remain accessible.. Where required Developer will need to propose appropriate protection of asset and potentially proposed to make asset maintenance free. The developer is responsible for designing an appropriate solution to protect Sydney Water's assets; refer to Technical Guidelines: 1.10 What is a specialist engineering assessment? for a guide for what documents should be prepared.	N/A - Structure is either considered over, or outside zone of influence.	N/A - Structure is either considered over, or outside zone of influence.	Out of Scope required where proposed retaining wall is within zone of influence. Developer must demonstrate asset will not have additional loading and will be accessible via typical means. Where required Developer will need to propose appropriate protection of asset and potentially proposed to make asset maintenance free.

Pool & WaterTanks - Above Ground & Concrete Below Ground

tanks that do not meet definition of lightweight rainwater tank

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
Outside face of pool/tank is within 600mm of outside edge of asset	If distance from top of pipe to bottom of structure foundation is more than 0.45m utilise: * Diagram 14 - No piers or footings - concrete encasement if distance if between 0.45m and 2.5m - Potential CCTV if distance is more than 2.5m If distance from top of pipe to bottom of structure foundation is less than 0.45m an Out of Scope required for assessment.	Outside face of pool/tank is not within 600mm of outside edge of asset but within zone of influence.	If vertical distance from top of pipe to bottom of structure foundation is more than 0.45m you may utilise: * Diagram 13: - Piers to below zone of influence - No concrete encasement OR * Diagram 14: - Concrete encasement if distance is between 0.45m and 2.5m - No piers or footings - Potential CCTV if distance is more than 2.5m If vertical distance from top of pipe to bottom of structure foundation is less than 0.45m then you must utilise: * Diagram 13: - Piers to below zone of influence - No concrete encasement	* Vent shaft clearances to be as per Diagram 8. * Above ground clearances for maintenance structures to be as per Diagram 7. *Below ground clearances must be as per Diagram13: - minimum horizontal clearance from edge of pool to outside wall of nearby maintenance structure. - Pool coping level must be minimum 150mm higher than level of nearby structures. At this time, the pool coping requirements must be applied for any structure within 5m of the proposed pool. If 150mm minimum level difference cannot be achieved an Out of Scope required for assessment. Developer must present a solution that ensures in the event of surcharge at the structure that no sewerage will get into the pool.

Pool & WaterTanks - Below Ground (Fibreglass only)

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
Outside face of pool/tank is within 600mm of outside edge of asset	If distance from top of pipe to bottom of structure foundation is more than 0.45m utilise: * Diagram 14 - No piers or footings - concrete encasement if distance if between 0.45m and 2.5m - Potential CCTV if distance is more than 2.5m If distance from top of pipe to bottom of structure foundation is less than 0.45m an Out of Scope required for assessment.	Outside face of pool/tank is not within 600mm of outside edge of asset but within zone of influence.	Interim Process: As fibreglass pools cannot be pierced, an indemnity letter is to be signed in lieu of any piercing solutions. Customer to be advised that access may be required to pool and that pool to be emptied prior to excavation for access to sewer. Customer may concrete encase if they are not prepared to indemnify the structure.	* Vent shaft clearances to be as per Diagram 8. * Above ground clearances for maintenance structures to be as per Diagram 7. *Below ground clearances must be as per Diagram13: - minimum horizontal clearance from edge of pool to outside wall of nearby maintenance structure. - Pool coping level must be minimum 150mm higher than level of nearby structures. At this time, the pool coping requirements must be applied for any structure within 5m of the proposed pool. If 150mm minimum level difference cannot be achieved an Out of Scope required for assessment. Developer must present a solution that ensures in the event of surcharge at the structure that no sewerage will get into the pool.

Rain Water Tank

Above ground rainwater tanks only // Capacity up to 10,000L // Maximum height not exceeding 2.5m //Structure must be readily-removable

Over if:	If over assets:	Adjacent if:	If adjacent to assets	If Over/Adjacent to structure
Outside face of pool/tank is within 600mm of outside edge of asset	Nil requirements if vertical clearance from top of pipe to bottom of tank(or platform tank is situated on) is more than 0.9m If vertical clearance from top of pipe to bottom of tank is between 0.45m and 0.9m then utilise: *Diagram 14 - No piers or footings - Concrete encasement If vertical clearance is less than 0.45m an Out of Scope required for assessment.	Outside face of pool/tank is not within 600mm of outside edge of asset but within zone of influence.	If vertical distance from top of pipe to bottom of structure foundation is less than 0.9m then you may utilise: * Diagram 16 - Footings to below zone of influence with minimum 600mm horizontal clearance - No encasement - No CCTV OR * Diagram 17: - Piers to below zone of influence with minimum 900mm horizontal clearance - No encasement - No CCTV Nil requirements if distance from top of pipe to bottom of structure foundation is more than 0.9m.	* Vent shaft clearances to be as per Diagram 8. * Above ground clearances for maintenance structures to be as per Diagram 7. *Below ground clearances must be as per Diagram13: - minimum horizontal clearance from edge of pool to outside wall of nearby maintenance structure. - Pool coping level must be minimum 150mm higher than level of nearby structures. At this time, the pool coping requirements must be applied for any structure within 5m of the proposed pool. If 150mm minimum level difference cannot be achieved an Out of Scope required for assessment. Developer must present a solution that ensures in the event of surcharge at the structure that no sewerage will get into the pool.

Readily Removable	Structure is considered readily removable if the entire structure and its foundations can be easily removable by small Sydney Water crew (2-persons). * Single level "Stand-alone" lightweight structure not structurally integrated into another building * Non-habitable (i.e. cannot contain fixtures such as toilet, bath, basin etc.) * If foundation is concrete slab, slab not to be thicker than 100mm and not to be reinforced(engineered). * Piers, and structures founded on piers, are not considered readily removable. * Indemnity letter to be provided for any readily removable structure. Note: If developer does not accept requirement or indemnity letter, then structure to be considered permanent for purposes of asset access and maintenance (i.e. piers and encasement to be considered)
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