Applications will not be considered until the required fees have been paid and a planning permit has been issued (if required). Please allow for up to 42 business days for issuing after payment has been received. All fields must be completed and additional information provided to avoid delays*. Permits and written communication will be sent via email unless requested otherwise.*

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| **Alter an existing system** | Major alteration (consists of alterations and/or additions to the tank or the distribution field eg. additional trenches, extra lines, replacing the tank). Fee: $777.20  *If you are installing an entirely new OWMS (field and tank), an application to install must be submitted.*  Minor alteration (consists only of the installation, replacement or relocation of the internal plumbing, fixtures, or fittings of the OWMS eg. adding ensuite/toilet) Fee: $592.30 |
| **Reason for alteration:** |  |

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| **The Applicant** | **The Owner  same as applicant** |
| **Company/Organisation name:** | **Company/Organisation name:** |
| **Name:** | **Name:** |
| **Postal address:** | **Postal address:** |
| **Email:** | **Email:** |
| **Contact number:** | **Contact number:** |
| **Does the owner of the property consent to Council officers’ entering the property for inspection purposes?  Yes  No** | |

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| **Plumber (altering the OWMS)** | |
| **Company name:** |  |
| **Contact name:** |  |
| **Postal address:** |  |
| **Phone number:** |  |
| **License number:** |  |
| **Email:** |  |

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| **Property details** | |
| **Property address:** |  |
| **Lot number:** |  |
| **Crown allotment number:** |  |
| **Section number:** |  |
| **Have you contacted Council’s Planning Department?** | Yes  Planning Permit Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No  *If a Planning Permit is required, please be aware that an ‘Approval to Use’ for the OWMS will not be issued until the Planning Permit has been issued.* |

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| **Existing system details** | |
| **No. of bedrooms** |  |
| **Number of people using the system (if not a residential dwelling)?** |  |
| **Water supply:** | Mains water  Tank water |
| **Type of OWMS:** |  |
| **Type of effluent field:** | Absorption trenches  Sub-surface irrigation  Other: |
| **Size of effluent field:** |  |
| **Proposed alteration details** | |
| **Type of new tank (if applicable):** |  |
| **Changes occurring to effluent field (if applicable):** |  |
| **Internal works occurring (if applicable):** |  |

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| **Required accompanying documentation** |
| **Applications must include the following:** |
| A detailed floor plan of the dwelling.  For minor alterations, provide a floor plan showing the changes to the dwelling.   A detailed allotment plan including:   * Land application area * Fall of land * North * Location of OWMS * Identifying features * Setback distances * Distances to dams (if applicable) * Distances to waterways (if applicable) * provide details of the proposed changes to be made to both the system and/or dwelling, differentiating between the new and old system.   A current Land Capability Assessment (if required). |

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| **Fee payment, form submission and privacy statement** | |
| **Please indicate how fee payment will be made** | Post: Cheques to be made out to Moorabool Shire Council. |
| Phone: Council’s Customer Service will call the applicant to take payment. |
| In person: By visiting either of Council’s Customer Service Centres in Ballan, Darley, or at the Lerderderg Library. |
| **Form submission** | Completed form must be returned to Moorabool Shire Council by either:   * Email (info@moorabool.vic.gov.au); * Post (PO Box 18 Ballan VIC 3342), or; * In person at the Ballan (15 Stead Street Ballan), Darley (182 Halletts Way Darley), or the Lerderderg Library (215 Main Street Bacchus Marsh) Customer Service Centres. |
| **Privacy statement** | *Your personal information is being collected by Moorabool Shire Council for the purpose of approving your onsite wastewater management system as required under the Environmental Protection Act 2017. Your information will be stored in the Wastewater database and will be used solely by Council for this purpose or a related secondary purpose unless in accordance with the provisions of the Privacy and Data Protection Act 2014. We may disclose your personal information to third parties, such as the relevant water authority for the purpose of wastewater management. Failure to provide some or all of this information may result in your application not being processed. Requests for access and/or correction should be made to Council’s Privacy Officer. For further information on how your personal information is handled, refer to Council’s Privacy Policy at* [*www.moorabool.vic.gov.au*](http://www.moorabool.vic.gov.au/)*.* |

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| **Declaration and signature** | |
| I hereby enclose **1 copy** of a site plan and a full description of the proposed alteration of the septic system. I certify that the proposed system will comply with the requirements of *the Environment Protection Act 2017*. | |
| **Name (please print):** |  |
| **Signature** |  |
| **Date:** |  |