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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| **Install a new system** | New development or completely new replacement of OWMS Fee: $777.20 |

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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 (installing 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.* |
| **Is a Land Capability Assessment (LCA) attached?** | Yes   No  If no, please provide a reason: |

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| **The building** | | | | | | |
| **Type of premises:** | Dwelling | | Commercial | | Multi-unit development | |
| Shed | | Factory | | Other (specify): | |
| **Number of bedrooms:** |  | | | | | |
| **Number of people using the system (if not a residential dwelling):** |  | | | | | |
| **Number of fixtures:** | Sinks/Basins: | Showers: | | Baths: | | Toilets: |
| **Water supply:** | Mains water  Tank water | | | | | |
| **Is a swimming pool or spa being installed?** | Yes  No  *Please note the installation of a spa/pool cannot be connected into the OWMS.* | | | | | |

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| **OWMS** | | | | |
| **Type of system:** | Standard septic tank | Aerated wastewater treatment system (AWTS) | Worm farm | Other (please specify): |
| Greywater system | Composting toilet | Pump out |
| **Manufacturer or Treatment plant type:** |  | | | |
| **Capacity/Size of tank (in litres):** |  | | | |

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| **Land application area** | | | |
| **Absorption/Transpiration trenches (max. length 30m):** | Total length: | Width: | Depth: |
| **Irrigation system:** | Total area (m2): | Lineal (m): | **Depth of irrigation line must be 100mm** |
| **Other:** |  | | |

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| **Required accompanying documentation** |
| **Applications must include the following:** |
| A detailed floor plan of 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)   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 Environment 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 the floor plan, allotment plan and completed application form. I certify that the proposed system will comply with the requirements of the *Environment Protection Act 2017.* | |
| **Name (please print):** |  |
| **Signature** |  |
| **Date:** |  |