

# APPLICATION TO INSTALL or ALTER an ONSITE WASTEWATER MANAGEMENT SYSTEM

S.53M Environment Protection Act 1970

Applications will not be considered until the required fees have been paid.



Application Type	
Install a new system	<input type="checkbox"/> new dwelling or no existing permit
Alter an existing system (major works)	<input type="checkbox"/> (altering existing permit above \$2000)
Alter an existing system (minor works)	<input type="checkbox"/> (cost of works under \$2000)
Extension of current existing permit	<input type="checkbox"/> (only one extension allowed)

## Property details: Give the address and particulars of the land where the septic tank system is to be installed/ altered.

Street Number:	Street Name:	Suburb/Township:
Lot No:	Crown Allotment No.:	Section No.:
Do you have a Planning Permit? Yes <input type="checkbox"/> No: <input type="checkbox"/>		Land Capability Assessment required: Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Planning Permit Number		If no, please provide reason.....

The Applicant	The Owner <input type="checkbox"/> same as applicant
Company/Organisation Name:	Company/Organisation Name:
Name:	Name:
Postal Address:	Postal Address:
Email:	Email:
Contact Number:	Contact Number:

Note: Council may contact both the applicant or the owner with regards to the application. Permits will be emailed to all provided emails. If a hard copy is required, please select Yes:  No:

Plumber: Installing the septic system.	
Company Name:	Contact Name:
Postal Address:	
Licence Number	Contact Number:
Email:	

*The personal information requested on this form is being collected by Moorabool Shire Council in accordance with the Environmental Protection Act 1970. The information you provide will be used to process your septic permit application and will be added to Council's wastewater database. It will also be used to enable future communications with you regarding your onsite waste water management system and it will not be disclosed to third parties unless required by law. Not providing the personal information requested may mean that we will be unable to process your application. You may request access and/or correction of your personal information held by Council, by contacting Council's Privacy Officer on 5366 7100 or [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au).*

The Building:				
Type of Premises:	<input type="checkbox"/> Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Multi Unit Development <input type="checkbox"/> Factory <input type="checkbox"/> Shed <input type="checkbox"/> Extension/ Renovation			
Bedrooms:	Specify:			
Number of Fixtures:	Sink/Basins:	Showers:	Toilets:	Baths:
Water Supply:	<input type="checkbox"/> Mains Water <input type="checkbox"/> Tank Water			
Is a spa/swimming pool to be installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No. <i>Please note the installation of a spa/pool cannot be connected into the septic tank.</i>			

Number of people using the system (if not a residential dwelling)      Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

Septic Tank				
Type of System:	<input type="checkbox"/> Standard Septic Tank <input type="checkbox"/> Sand Filter <input type="checkbox"/> Worm Farm <input type="checkbox"/> Composting Toilet <input type="checkbox"/> Greywater System <input type="checkbox"/> Pump Out <input type="checkbox"/> Other (Specify)			
	Capacity/ Size of Tank (litres):			
	<input type="checkbox"/> Aerated Wastewater Treatment System (AWTS)			
	Specify manufacturer / treatment plant type: - _____			
	_____			
Size of Land Application System:	Absorption /Transpiration Trenches	Irrigation System .	Mound System	Other
	Total Length (m): Width : 1m Depth: 0.45meters	Total Area (m <sup>2</sup> ): Lineal (m): Depth of irrigation line must be 100mm	Length (m): Basal Area (m <sup>2</sup> ):	

*Please note: Council will endeavour to provide a decision on applications within 3 weeks. However, decisions can take longer dependent on the quality of information submitted with applications.*

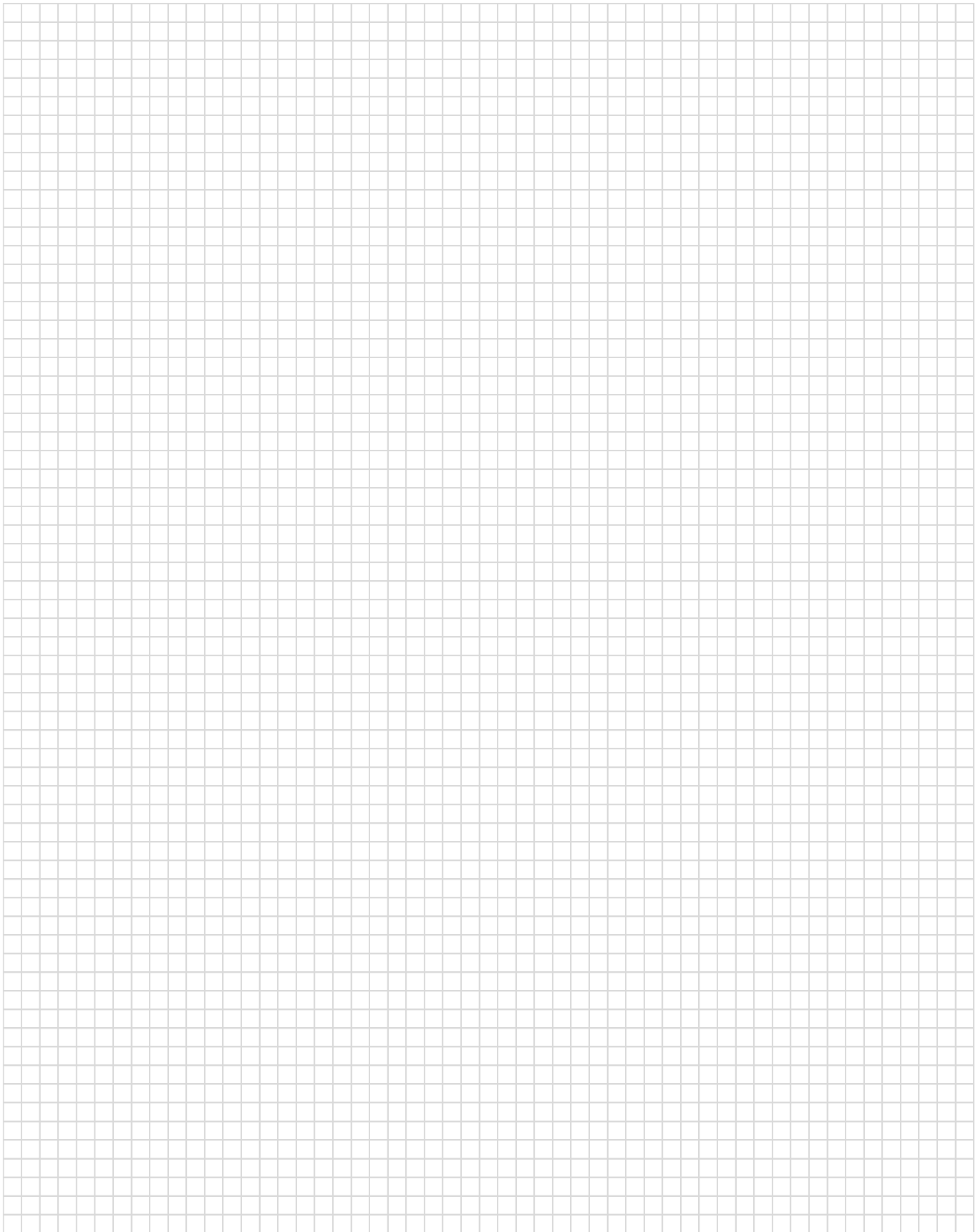
I hereby enclose **1 copy** of a site plan and a full description of the proposed means of treating the effluent and specifications of the proposed system, and certify that the proposed system will comply with the requirements of the Environment Protection Act 1970 and the provisions of State Environment Protection Policy Waters of Victoria 1988, EPA Code of Practice - Onsite Wastewater Management Publication 891.4 (July 2016), Australian Standards 1547:2012 for septic tanks and effluent disposal systems, and the National Plumbing and Drainage Code AS 3500 and Plumbing Standards Regulations 1998.

**Name (Please Print)**.....

**Signature**.....**Date**...../...../.....

Please ensure that all fittings and fixtures are marked on this plan, including the septic tank, distribution box, inspection openings, disposal or irrigation field, fall of the land, North and overflow relief gully. An example Block plan is provided within Council's 'Guide for installation or alteration of a septic tank system'

Please note: if you use this as your scale drawing we recommend each box equals to 1 or ½ a meter. **North** ↑ **Fall of land** ↘



## ACCOMPANYING DOCUMENTATION REQUIRED

### Applications for permits to install a septic system must include the following:

- Completed application form and payment of the appropriate fee
- A detailed floor plan of the dwelling
- An allotment plan (to scale or detailing appropriate measurements). **It is strongly recommended that the plumber complete the allotment plan**

#### Plan must detail:

- Position of the proposed house
- Location of septic tank/ treatment plant
- Detailed plan of wastewater disposal field (showing distribution pits, trenches, individual irrigation lines, vacuum breakers, flush/ scour valves, return lines, flushing trenches/ pits etc.)
- Location of pump wells (if used)
- Diversion drains/ embankments for surface water
- Setback distances
- Location of any sheds, swimming pools and all existing and proposed buildings.
- Driveways, easements, dams, creeks, water tanks, wells, etc.
- Point of North
- Fall of the land
- Significant identifying features (large trees, fences, rocks/ rock beds, stand of trees etc.)
- Applications for larger properties should show the whole allotment on one plan and submit a close-up extract of the building envelope and wastewater system

- A **general locality map**, including directions on how to locate and identify the property and any other relevant information such as if gate is locked, who to telephone for access/ key etc.

- A current **Land Capability Assessment**

### Applications to Alter a septic tank system:

- Applications to Alter a septic tank system must include the above information.
- If you wish to connect the existing system a report must accompany the application detailing the condition (baffle) and size of the current tank and/ or trenches from a licensed plumber.
- The allotment plan must include the location of the **existing** septic tank system and including an **existing** floor plan of the dwelling. Also provide details of the **proposed changes** to be made to both the system and dwelling's floor plan, where applicable. Be sure to clearly distinguish between **existing** and **proposed**. (Perhaps use different colours to assist clarification for Moorabool Shire Council staff)

### Your application may also require:

- A land capability assessment (LCA), prepared in accordance with EPA publication 746 (generally required for all subdivisions where no reticulated sewerage is proposed, or for existing allotments less than 0.4ha [1 acre] in size, or as otherwise considered necessary due to specific environmental conditions). During your preliminary discussions with the Moorabool Shire Council you should clarify if an LCA is required to accompany your application. If the property is within a Special Water Supply Catchment, an LCA is mandatory. A LCA is required for all new installations and if the property is in a high risk area, it may be required for an alteration.

**The Moorabool Shire Council will not accept incomplete applications, as a decision cannot be made without all applicable information being submitted. Please consult with the Moorabool Shire Council's Planning Department to determine if a planning permit is required under the Planning Scheme before applying to install a septic tank system.**