

Procedure for Issuing of Septic Tank Permits

1. Anyone wishing to install/alter a septic tank system or any other system of treating and disposing of domestic waste water e.g. composting toilet or sewage treatment plants must first apply for a Permit using the form “Application to install/alter a septic tank system”.
2. The application form must be signed by either the owner or agent for the owner and accompanied by full details of the proposed system together with plans and specifications, requirements for which are detailed on the application form. All parts of the form must be completed. Where applicable a copy of Councils Planning Permit should be included with the application.
3. Applications will not be considered until the required fees have been paid.
4. All owners or their agents should be advised that no work is to commence until a written permit to install/alter has been issued by the Environmental Health Officer. In certain situations an approval in principle may be granted subject to submission of an as constructed plan on installation or completion of works.
5. As part of the assessment of the application, the Environmental Health Officer may need to visit the site. Therefore the application should include details and directions, if necessary, regarding site locality and accessibility.
6. For all systems full technical details of the type of system including EPA Certificate of Approval details must be lodged. Off-site discharges of effluent will not be permitted.
7. A Land Capability Assessment prepared by an appropriately qualified person must be included with the application. The assessment must include a Management Program for the proposed system.
8. Council reserves the right to require further supporting information including soil percolation tests and land capability assessments to be undertaken in accordance with the above Code of Practice, before considering any application.
9. All plumbing work on a septic tank system must be undertaken by a registered plumber. A copy of any Certificate of Compliance issued to the owner pursuant to the Building Act 1993 must be lodged with council on completion of works. A photocopy is acceptable. Also an as constructed plan of the system to a scale of not less than 1:500 must be provided on completion if at variance from the submitted plan.
10. The septic tank system must not be used until a Certificate approving the use of the system, is issued by the Environmental Health Officer pursuant to Section 53MB Environment Protection Act 1970. Such Certificate will not be issued until a copy of the Plumbing Certificate of Compliance is received and as constructed plans received.
11. Inspection Requirements
 - At least 24 hours notice shall be given for inspections
 - When tanks installed and trenches dug without any filling
 - When material installed prior to backfilling
 - When all works are completed.

Note: If the plumber/drainer nominated by you is unavailable to do the work please advise the name of the plumber who will be undertaking the installation before work commences.

Managing Wastewater on Your Property

On-Site Sewage Management Systems

If you occupy a house that is not connected to the main sewer, then chances are your yard contains an on-site sewage management system. If this is the case, then you have a special responsibility to ensure that it is working properly.

The aim of this brochure is to introduce you to some of the most popular types of on-site sewage management systems and provide some general information to help you maintain your system effectively.

You should find out what type of system you have and how it works by contacting your local council. Poorly maintained on-site sewage management systems can significantly affect you and your family's health as well as the local environment and can shorten the life expectancy of your system.

What is an On-site Sewage Management System?

A domestic on-site sewage management system is made up of various components, which if properly designed, installed and maintained, allow the treatment and utilisation of wastewater completely within the boundary of a property.

Wastewater can be blackwater (toilet waste), greywater (water from showers, sinks and washing machines), or a combination of both.

Partial on-site systems, eg: pump out and common effluent systems (CES) also exist. These usually involve the primary on-site treatment of wastewater in a septic tank, followed by collection and transport of the treated wastewater to an off-site treatment facility. Pump out systems use road tankers to transport the effluent, and CES use a network of pipes.

How does an On-site Sewage Management System work?

For complete on-site systems there are two main processes:

- Treatment of wastewater to a certain standard
- Its application to a dedicated area of land

The type of application permitted depends on the quality of treatment of the wastewater and can be carried out using various methods:

Septic Tanks

Septic tanks have two compartments and treat both greywater and blackwater, but they provide only limited treatment through the settling of solids and the flotation of fats and greases.

Bacteria in the tank physically break down solids over a period of time. Wastewater that has been treated in a septic tank can only be applied to land through a below ground soil absorption system, as the effluent is too contaminated for above ground or near surface irrigation.

Aerated Wastewater Treatment Systems

Aerated wastewater treatment systems (AWTS) have several treatment compartments.

The first is like a septic tank, but in the second compartment air is mixed with the wastewater to assist bacteria to break down solids. A third compartment allows settling of more solids and a final chlorination contact chamber provides the ability for disinfection.

They require regular maintenance and testing to verify their performance and owners need to be familiar with manufacturers operating procedures. The effluent produced must comply with a certain standard and may be applied to a dedicated area by trenches, surface or sub-surface irrigation.

Waterless Composting Toilets

Composting toilets collect and treat toilet waste only.

Water from the shower, sinks and the washing machine needs to be treated separately, for example in a septic tank or other approved system.

The compost produced by a composting toilet has special requirements but is usually buried on-site.

Regulations and Recommendations

The Environment Protection Authority (EPA) is responsible for approving the types of treatment systems that can be installed within Victoria.

Unless a system is "an approved system" it must not be installed.

Local Councils are responsible for approving the installation of septic tanks systems, including composting toilets and AWTS within their area where the design use of the system does not exceed 5,000 litres per day.

Larger systems, treating more than 5,000 litres per day, must be individually approved by the EPA.

The Council will issue a "Permit" for installation of a new system or alteration to an existing system.

The Council also needs to issue a "Certificate of Use" after installation/alteration before the system can be used.

The design and installation/alteration of on-site sewage management systems, including plumbing and drainage, should only be carried out by suitably accredited or experienced people.

A Certificate of Compliance is required to be issued to the consumer by the licensed plumber where the cost of the work undertaken exceeds \$500.

These are just some of the treatment and application methods available, and there are many other types such as sand filter beds, wetlands and mounded earth beds.

See your local Council or the EPA for more information on these systems.

Application For Permission To Install/Alter A Septic Tank System –

Fee Paid: \$ _____	Receipt No: _____	Date: / /	Permit No: _____
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To: Moorabool Shire Council, PO Box 18, Ballan, 3342 (03) 5366 7100

I hereby apply for permission to *install/*alter a septic tank system and supply the following information:

1. Address of the site for proposed works

Crown Allotment _____ Section _____ Township/Parish _____
 Lot No _____ Street No _____ Street _____
 Area/Town _____ Postcode _____
 Planning _____
 Application No. _____

2. Applicant

Company name _____
 Surname _____ Given names _____
 Current address _____
 Telephone (BH) _____ Fax _____ Email _____

3. Property owner

Surname _____ Given names _____
 Current address _____
 Telephone (BH) _____ Fax _____ Email _____

4. Plumber

Licence number _____
 Company name _____
 Surname _____ Given names _____
 Current address _____
 Telephone (BH) _____ Fax _____ Mobile _____ Email _____

5. Drainer

Licence number _____
 Company name _____
 Surname _____ Given names _____
 Current address _____
 Telephone (BH) _____ Fax _____ Mobile _____ Email _____

6. Builder

Surname _____ Given names _____
 Current address _____
 Telephone (BH) _____ Fax _____ Mobile _____ Email _____

7. Building

Type of premises: House / Factory / Shed / Office / Shop / Other _____
 Number of fixtures _____
 Number of bedrooms _____
 Number of people to use system _____ on average: and _____ maximum

Proposed System Components (Please tick)

<input type="checkbox"/>	Dwelling/building sewer system plumbing (sub-floor, fixtures, sewer drain, etc)
<input type="checkbox"/>	Septic Tank: Liquid capacity (Litres) _____ *Precast or *Cast-In-Situ _____
<input type="checkbox"/>	Effluent Lines: Length (in metres) _____ Width (in metres) _____
<input type="checkbox"/>	Sewage Treatment Plant (specify) _____
<input type="checkbox"/>	Sandfilter
<input type="checkbox"/>	Imported Soil Mound System
<input type="checkbox"/>	Surface irrigation EPA – CA 035/93
<input type="checkbox"/>	Sub-Surface irrigation AS1547-2000
<input type="checkbox"/>	Pump well/Inspection chamber (Specify dimensions) _____
<input type="checkbox"/>	Pump (specify) _____
<input type="checkbox"/>	Composting Toilet
<input type="checkbox"/>	Other (specify) _____

Note: The Environment Protection Act 1970 S53M requires that applications for septic tank permits must be accompanied by:

1. Plans specifications and particulars of the proposed septic tank system.
2. A full description of the proposed means for treating the effluent.

8. A Block Plan (Scale not less than 1:500) showing:-

- (a) The location of the premises including the street number or lot number,
- (b) The dimensions of all boundaries and the location of all other streets and laneways which abut the property (show names if applicable);
- (c) The locations and dimensions of all existing or proposed buildings, streams, dams, bores, water tanks, swimming pools, excavations, driveways, stormwater drains, water pipes, underground power/telephone cables, gas pipes or other services;
- (d) The location of the proposed septic tank system;
- (e) The position of North;
- (f) The fall of the land in the vicinity of the effluent disposal area.

9. A house/building Plan

10. A detailed plan and Section (scale not less than 1:50) of all parts of the proposed septic tank system showing dimensions and grades.

11. Specifications describing materials to be used in the construction and where required by the Council's Authorised Officer, other additional information necessary to show that the septic tank system will, if constructed in accordance with such specifications, comply with the provisions of these Regulations.

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 2008, EPA Certificates of Approval (if applicable), Australian Standards 1546 and 1547 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**...../...../.....

Moorabool Shire Council
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