



# Application to Install/Alter a Septic System

ENVIRONMENTAL PROTECTION ACT 1970  
SEPTIC TANKS CODE OF PRACTICE 891.4 (2016)

**PLEASE NOTE:** INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT

## APPLICATION TYPE

Please select what this application is intended for? (Please tick)

- Install a Septic Tank System
- Alter a Septic Tank System
- Install an Onsite Wastewater Treatment System
- Alter an Onsite Wastewater Treatment System

## SITE ADDRESS FOR INSTALLATION or ALTERATION

Lot Number: \_\_\_\_\_ Street Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

## APPLICANT DETAILS

Applicant Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone (B/H, A/H and mobile): \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROPERTY OWNER DETAILS (if different to applicant details)

Property Owner Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone (B/H, A/H and mobile): \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLUMBER DETAILS**

Business Name: \_\_\_\_\_

Plumbers Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone (B/H and mobile): \_\_\_\_\_

Email Address: \_\_\_\_\_

Victorian Registration Licence Number: \_\_\_\_\_

Victorian Registration Licence Expiry Date: \_\_\_\_\_

Plumbers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING SURVEYOR DETAILS**

Business Name: \_\_\_\_\_

Building Surveyors Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone (B/H and mobile): \_\_\_\_\_

Email Address: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

Building Surveyors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING DETAILS**

Please select what property type this application is intended for? (Please tick)

- House                       Food Premises                       Office
- Factory                       Other (please specify) \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_  
(Including study, additional rooms potentially used for accommodation)

Please indicate the Number of Fixtures to be connected to the system:

Toilets:	Baths:	Showers:
Basins:	Sinks:	Dishwashers:
Spas:	Other:	
(Capacity in Litres)	(Please specify)	

*PLEASE NOTE THAT THE INSTALLATION OF A LARGE CAPACITY SPA MAY REQUIRE THE INSTALLATION OF A SECOND TANK.  
PLEASE NOTE THAT NO UNDER SINK GRINDERS ARE PERMITTED.  
VICTORIAN EPA CODE OF PRACTICE SECTION 3.4 (891.4 – 2016)*

**BUILDING DETAILS (cont.)**

**Water Saving Rating:**

- Unrestricted (Standard)       Water Reductions Fixtures (AA, AAA)

**Water Supply:**

- Tank       Town/ Reticulated       Both

Please Indicate the Number of People expected to use the system per day: \_\_\_\_\_

**Wastewater Loading Rate per day**

Standard Fixtures (persons + 1) x 180L/day = \_\_\_\_\_ (Litres)

Water Reduction Fixtures (persons + 1) x 150L/day = \_\_\_\_\_ (Litres)

**SYSTEM DETAILS – TREATMENT SYSTEM TYPE**

- EPA-approved Septic Tank – Capacity \_\_\_\_\_ (Litres)
- EPA-approved Septic Tank with Sand Filter System – Size (area) \_\_\_\_\_ m<sup>2</sup>
- EPA-approved Septic Tank with Reed-Bed System – Size (area) \_\_\_\_\_ m<sup>2</sup>
- EPA-approved Packaged Treatment Plant System – Model \_\_\_\_\_  
– EPA Approval number \_\_\_\_\_
- EPA-approved Greywater Treatment System – Model \_\_\_\_\_

**SYSTEM DETAILS – DISPOSAL FIELD**

- Absorption / Transpiration Trenches
- Slotted 90mm PVC pipe (max. 30m / trench)
- Reln drain (max. 20m / trench)

Number of Trenches: \_\_\_\_\_

Total Trench length: \_\_\_\_\_ m

NOTE: Trench width must be 600mm, depth of each trench must be 450mm – 600mm, with 2.5m spacing between trenches

- Subsurface Irrigation

Total Area of Sub-surface Irrigation: \_\_\_\_\_ m<sup>2</sup>      Number of beds: \_\_\_\_\_

Area of each bed: \_\_\_\_\_ m<sup>2</sup>      (depth of irrigation line must be 150mm)

## **PAYMENT DETAILS**

**Please contact the Moyne Shire Council customer service for payment options on Ph. (03) 5568 0555 or via email at [moyne@moyne.vic.gov.au](mailto:moyne@moyne.vic.gov.au) for further information.**

Moyne Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting individual's rights to privacy. Council will comply with the Information Privacy Principles as set out in the *Information Privacy Act 2000*.

The personal information required on this form will only be used by Council for the purpose of the provisions of Environmental Health Services. The information will not be disclosed to any other party unless Council is required to do so by law. You can view and change the information by contacting Customer Service on (03) 5568 0555.

**Please contact the Environmental Health Department at Moyne Shire Council on (03) 5568 0555 or via email at [moyne@moyne.vic.gov.au](mailto:moyne@moyne.vic.gov.au) for further information.**

## **APPLICATION DECLARATION**

**I understand and acknowledge that:**

1. The information provided in this application is true and complete to the best of my knowledge.
2. This application forms a legal document and penalties exist for providing false or misleading information.
3. Moyne Shire Council may refuse this application if it becomes evident that any information or supporting documents provided are incomplete or false.
4. If the Applicant is not the Owner – I/We the applicant, hereby declare that we have notified the owner about this application and consent to a copy of the permit being forwarded to the owner.
5. The owner is aware of the requirements of this septic tank system and the associated maintenance required for the life of the system.
6. That my system once installed cannot be used until an inspection of the system has been carried out and a Certificate to Use the system has been issued.
7. I understand that it is an offence under the *Environment Protection Act 1970* for my system to be used without a Certificate to Use having been issued and that a fine maybe imposed by Council.
8. Plans and specifications must be provided with this application to Council guidelines

## **PLEASE NOTE**

- All plumbing and drainage works must be carried out by a Victorian-registered plumber. A Certificate of Compliance must be completed by the plumber and submitted to Moyne Shire Council within 7 days of the completion of all works.
- Installation inspections must be organized providing a minimum 48hrs notice.

## **APPLICATION DECLARATION (cont.)**

### **I am the owner of this Land:**

1. I hereby apply for permission to have a septic tank system installed/alterd by the registered plumber/drainer nominated above.
2. I acknowledge the following constraints apply to the area of land dedicated for the treatment of septic effluent:
3. No access by vehicles or livestock such as horses and cattle;
4. No construction of driveways, footpaths, pools, verandas or sheds; and,
5. No raising of ground level with clay or soil after initial construction has been completed.
6. I approve of the location and system proposed in this application.
7. I will install, operate and maintain the septic tank system in accordance with the permit conditions, certificate and established guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **SUPPORTING DOCUMENTS (Please provide the following with this application)**

The following information must be included with the application submitted for approval of a septic tank installation.

### **TWO SEPARATE STAMPED PLANS ARE TO BE SUBMITTED:**

Information must be clear and legible, with colour coding used to enhance the clarity where possible and measurements in metres:

1. **Proposed System Plan:**
  - Drawn to scale not less than 1:100 on no larger than A3 size paper.
  - Location and dimensions of all existing and proposed buildings, sheds, swimming pools, driveways, water pipes and septic tank systems and location of house on block.
  - Location and length of proposed septic tank/treatment system, all effluent lines/irrigation areas or other effluent disposal methods.
  - Distance between the house and the septic tank.
  - Names of the streets at the closest intersection.
  - Position of north.
  - Location of all vents; and inspection openings.
2. **An Approved House / Building Floor Plan** (must clearly identify all bedrooms, studies and plumbing fixtures)
3. **For new dwellings, please submit soil test information / Site Plans**
4. **Land Capability Assessment (if required)**
5. **Planning Permit**
6. **Copy of Title and Title Plan**
7. **Payment of Fees (install of new system or major alteration to existing system - \$630\* / minor alteration to existing system - \$315\*)**

\*2018/2019 fees and charges, subject to change with new financial year.