



Moyne Shire Council
Tel: 03 5568 0555
www.moyne.vic.gov.au

Application to Install/Alter
Onsite Wastewater Management System
(OWMS)
Environment Protection Act 2017
Environment Protection Regulations 2021

Council Use Only	
Application Date :-	<input type="text"/>
Document ID:-	<input type="text"/>
Application Number:-	<input type="text"/>
Date of registration.	<input type="text"/>

Council Specific Information

Please use this form to apply to Moyne Shire Council for a permit to install/construct or alter Onsite Wastewater Management System (OWMS) with a design or actual flow rate of sewage not exceeding 5000 L on any day. An alteration means any change to the design or construction of a system; the operation of a system; or changes to a premises which may increase the hydraulic flow or organic load of a system.

Type of Application

☐ Install/Construct OWMS

☐ Alter existing OWMS

Location of Onsite Wastewater Management System

Lot No.

Street No.

Street

Suburb / Town

State

Postcode

Applicant Details

Title

Given Name(s)

Surname

Owners Address

Street Address/ Postal Address

Suburb / Town

State

Postcode

Contact number

Email

Plumber Details

Details

Title

Surname

Given Name(s)

Address

Street Address/ Postal Address

Suburb / Town

State

Postcode

Mobile

Email

Licence Number

Licence Expiry Date

Building Surveyor Details

Details

Title

Surname

Given Name(s)

Address

Street Address/ Postal Address

Suburb / Town

State

Postcode

Mobile

Email

Usage Details

Type of Premises:

☐

Residential

☐

Commercial

☐

Industrial

Number of Bedrooms:

Number of Study/Rumpus rooms:

Do you have a bath/spa greater than 250L?

☐

No

☐

Yes

Capacity in litres: _____

Fixture Rating:

☐

Standard water fixtures

☐

Full water reduction fixtures

Water Supply:

☐

Rain water tank supply

☐

Mains water supply

Onsite Wastewater Management System Design

Method of Treatment:

☐ **Septic Tank (all waste)**

- Model: _____
- Capacity of Tank (litres): _____
- Pump well: ☐ YES ☐ NO

☐ **Secondary Treatment System****

- Model: _____

☐ **Septic Tank with Sand Filter****

- Sand filter size (m2): _____

**** IMPORTANT:** A copy of the certificate of conformity for all secondary treatment systems and sand filters being installed **must** be supplied upon application for a permit. A body accredited under the Joint Accreditation System of Australia and New Zealand must issue this certificate of conformity.

☐ **Other (specify):** _____

Effluent Disposal:

☐ **Conventional absorption trenches**

☐ 90mm Slotted PVC ☐ RELN drain ☐ Dosed (via poly-pipe)

- Number of trenches : _____
- Total length of trenches (m): _____
- Width of trenches (mm): _____

☐ **Pressure compensating sub-surface irrigation**

- Total area of irrigation (m2): _____

☐ **ETA/ETS Beds**

- Number of trenches : _____
- Total length of trenches (m): _____
- Width of trenches (mm): _____

☐ **Wick Trenches**

- Number of trenches : _____
- Total length of trenches (m): _____

☐ **Other (specify):** _____

Supporting Information to be Supplied

The following information **must** be provided with the application:

- ☐ **Proposed onsite wastewater system plan** which includes system design, layout and dimensions (plan should also include site features such as dwellings, buildings, sheds, swimming pools, driveways etc.).
- ☐ **Floor plan of the dwelling or premises** at which the activity specified in the application is to be engaged in.
- ☐ **Copy of Title**
- ☐ **Land Capability Assessment** (if required)
- ☐ **Soil test report** (for new dwellings/premises or replacement of legacy systems where LCA is not required)
- ☐ **Copy of Certificate of Conformity** (for treatment plants and sand filters only)
- ☐ **Planning Permit** (if required)

Applications which are incomplete or do not provide an acceptable level of detail cannot be assessed and Council will require the applicant to provide further information under section 50(3) of the *Environment Protection Act 2017*.

Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- This application forms a legal document and penalties exist for providing false or misleading information
- I am over 18 years at the time of completing this application
- **If the applicant is not the owner – I/We the applicant declare that we have notified the owner about this application and consent to a copy of the permit being forwarded to the owner**

- ☐ By marking this checkbox I confirm that I have read and understood all the statements above

Name of person completing this application

Date

Signature of person completing this application

Privacy Statement

Moyne Shire Council is committed to protecting all personal and sensitive information consistent with the principles set out in the Privacy and Data Protection Act 2014. Council is collecting the information on this form for the purpose of processing this application. The information will only be collected, stored, used or disclosed for the purpose for which it was collected, with your permission or as required by law.

Lodgement

Lodge the completed and signed form and all documents with:

Moyne Shire Council
PO Box 51
PORT FAIRY VIC 3284

Email: moyne@moyne.vic.gov.au

Telephone: 03 5568 0555

Website: www.moyne.vic.gov.au

PAYMENT OF APPLICATION FEES:

Upon receiving an application, Council will issue an invoice to the applicant for the relevant application fee. Payment details and options will be included on the issued invoice. **Permits cannot be issued until application fees have been paid in full.**