

Application for a Permit to Install / Alter an On-Site Wastewater Management System (OWMS)



Environment Protection Act 2017

Please allow up to 20 business days for processing – all fields must be completed and additional information provided to avoid delays. Permits and written communication will be sent via email unless otherwise requested.

Application Type / Reason for Installation or Alteration

- Application type:
- Install** an on-site wastewater management system
(New developments or complete system replacements).
 - Alter** an on-site wastewater management system
(Works which include retaining part of any existing system)

- Reason for construction, installation or alteration:
- New House / Building
 - Existing System Failure (urgent works required)
 - Existing System Failure (non-urgent works required)
 - House / Building Alteration
 - Proposed Subdivision
 - Other (please specify): _____

Installation or Alteration Location Details

Crown Allotment: _____ Lot Number: _____ Lot Size (m²): _____
Street Number: _____ Street: _____
Town: _____ Postcode: _____

Applicant Details

First Name: _____ Surname: _____
Postal Address: _____
Town: _____ State: _____ Postcode: _____
Phone (w): _____ Phone (h): _____ Phone (m): _____
Email: _____

Property Owner Details

First Name: _____ Surname: _____
Postal Address: _____
Town: _____ State: _____ Postcode: _____
Phone (w): _____ Phone (h): _____ Phone (m): _____
Email: _____

Plumber Details

First Name: _____ Surname: _____
Company Name: _____ Licence Number: _____
Postal Address: _____
Town: _____ State: _____ Postcode: _____
Phone(w): _____ Phone (m): _____
Email: _____

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Land Application System Size Guide

Refer to table below for residential applications that do not include a land capability assessment.

No. rooms which could be used as a bedroom	Southern Part of Shire (South of Rokewood and Maude which includes Bannockburn, Batesford, Lethbridge, Inverleigh and Teesdale Regions)		Northern Part of Shire (North of Rokewood and Maude which includes Dereel, Haddon, Meredith, Ross Creek, Scarsdale and Smythesdale Regions)	
	Minimum Length ETA and Absorption Trenches (width 1m)	Minimum Size Subsurface Irrigation	Minimum Length ETA and Absorption Trenches (width 1m)	Minimum Size Subsurface Irrigation
	1	60m	150m ²	66m
2	90m	225m ²	99m	248m ²
3	120m	300m ²	132m	330m ²
4	150m	375m ²	165m	413m ²
5	180m	450m ²	198m	495m ²

Proposed Land Application System

Evapo-Transpiration Absorption ('ETA') Trenches
 Total length: _____ m Width: 1000 mm Depth: 450 mm
 Number of trenches: _____ Length of each trench (max 33m): _____ m

Absorption Trenches
 Total length: _____ m Width: 1000 mm Depth: 400 mm
 90mm Slotted PVC Pipe
 or
 Reln Drain Number of trenches: _____ Length of each trench (max 33m): _____ m

Subsurface Irrigation
 Total area: _____ m² Space between dripper lines: 1000 mm Depth: 150 mm

Other
 (Typically must be supported by land capability assessment)
 Name: _____
 Size: _____
 Other Details: _____

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Additional Documents Required

The following documents must be provided:

<input type="checkbox"/>	<p>House / Building Floor Plan</p> <p>Must include:</p> <ul style="list-style-type: none"> All bedrooms, studies and plumbing fixtures; and All sewer and stormwater drainage. <p>If an architectural plan is not available, a hand drawn plan to scale will be accepted if it includes information requested.</p>
<input type="checkbox"/>	<p>Site Plan</p> <p>Must include:</p> <ul style="list-style-type: none"> Lot boundaries; Street name, lot number, street number and names of the surrounding streets; House or building (showing setback distances in metres to property boundaries); Sheds, swimming pools, driveways, water pipes, underground power or telephone lines, open stormwater drains and dams / water bodies (showing setback distances in metres from OWMS); Layout of proposed (and existing if applicable) OWMS (showing setback distances in metres from house / building and property boundaries); For subdivisions – proposed property boundaries and proposed open stormwater drains (showing setback distances in metres from septic tank system); Direction of North; and Fall of the land in the vicinity of the land application system.
<input type="checkbox"/>	<p>Certificate of Title (less than 60 days old)</p> <ol style="list-style-type: none"> Visit www.landata.vic.gov.au Click on Titles & Property Certificates Enter property details Select – <input checked="" type="checkbox"/> Register Search Statement (Title) ⓘ
<input type="checkbox"/>	<p>Plan of Subdivision (less than 60 days old)</p> <ol style="list-style-type: none"> Visit www.landata.vic.gov.au Click on Titles & Property Certificates Enter property details Select – <input checked="" type="checkbox"/> Copy of Plan ⓘ Plan ABC123

The following documents are only required if applicable:

<input type="checkbox"/>	<p>Applications to Alter</p> <p>Must include:</p> <ul style="list-style-type: none"> Inspection report from plumber detailing type / size / condition of existing OWMS; Location of existing OWMS shown on site plan; Confirmation of proposed changes to be made to the system; Existing floor plan (for dwelling extensions); and Water testing results (when retaining an existing sand filter greater than 20 years) – contact Council to discuss testing process.
<input type="checkbox"/>	<p>Land Capability Assessment (full copy)</p> <p>Typically required for:</p> <ul style="list-style-type: none"> Lots less than 4,000m² in size; Non-residential developments; High risk properties (in relation to open potable water supply, groundwater, slope and / or flooding); and Land application systems other than ETA trenches, Absorption Trenches or Subsurface Irrigation.
<input type="checkbox"/>	<p>Planning Permit (full copy)</p> <p>Please contact Council's Planning Department to ascertain if required on (03) 5220 7111 or enquiries@glains.vic.gov.au.</p>

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Property Access Instructions

Please note that a site inspection of the property is required to assess this application. If access cannot be obtained, a fee may be charged an additional inspection. If required, please detail access instructions below:

Property Owner and Applicant Declaration

As the property owner:

1. I approve the proposed OWMS and location as listed on this application.
2. I approve the licensed plumber as listed on this application to complete the OWMS construction / installation / alteration works.
3. I acknowledge that the area of land allocated for the land application system will be constrained as follows:
 - a. No access by vehicles or livestock such as horses and cattle;
 - b. No construction of driveways, footpaths, pools, verandas or sheds; and
 - c. No raising of ground level with clay or soil after initial construction has been completed.
4. I consent to Council officers entering the property for the purpose of conducting inspections in relation to this application. I also confirm that I will advise any occupants of this application and associated inspections.
5. I understand that it is an offence under the *Environment Protection Act 2017* for the system to be used without a *Certificate to Use* having been issued and that a penalty infringement notice may be issued by Council (alterations exempt).

Property Owner
Name: _____

Property Owner
Signature: _____ Date: _____

As the applicant, I declare that all information contained in this application is, to the best of my knowledge, true and correct.

Applicant
Name: _____

Applicant
Signature: _____ Date: _____

Fee Payment, Form Submission and Privacy Information

2024 / 2025 Fee Schedule

- Installation: \$798.00 Alteration: \$798.00 Inspections in excess of 3: \$209.00

Completed forms must be returned to Golden Plains Shire Council by email (enquiries@gplains.vic.gov.au); post (PO Box 111 Bannockburn VIC 3331); or in person at the Bannockburn (2 Pope Street VIC 3331) or Smythesdale (19 Heales Street VIC 3351) Customer Hubs.

Please indicate how fee payment will be made below:

- Post – cheques are to be made out to Golden Plains Shire Council
- Phone – Our team will contact you for payment
- In person – visit Council’s Bannockburn or Smythesdale Customer Hubs

Privacy Statement – The Golden Plains Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual’s privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act 2014. Council has in place a standard operating procedure that sets out the requirements for the management and handling of personal information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer on (03) 5220 7111.

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This page has been provided to assist drawing a site plan. Alternatively, feel free to use an architect's plan, map or any other source that includes information requested in checklist below. For an example refer to Council's OWMS Permit Application Guide available at www.goldenplains.vic.gov.au.

- | | |
|--|---|
| <input type="checkbox"/> Lot boundaries | <input type="checkbox"/> Layout of proposed (and existing if applicable) septic tank system** |
| <input type="checkbox"/> Street name, lot number, street number and names of surrounding streets | <input type="checkbox"/> For subdivisions – proposed property boundaries and proposed open stormwater drains# |
| <input type="checkbox"/> House / building* | <input type="checkbox"/> Fall of the land in the vicinity of the land application system |
| <input type="checkbox"/> Sheds, swimming pools, driveways, water pipes, underground power and telephone lines, open stormwater drains and dams / water bodies# | <input type="checkbox"/> Direction of North |

* Include setback distance in metres from property boundaries

Include setback distance in metres from septic tank system

^ Include setback distance in metres from house / buildings