

# Application for a Permit to Install/Alter a Septic Tank System



## Environment Protection Act 1970

Please allow up to 20 business days for processing applications – 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/Alteration

- Application type:
- INSTALL** a septic tank system  
(Works that relate to both treatment and land application systems such as new installations, complete system replacements and primary to secondary treatment upgrades).
  - ALTER** a septic tank system  
(Works that relate to only one part of an existing septic tank system. Either treatment system or land application system - such as replacement, relocation or increase in size).

- Reason for installation / 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/Alteration Location Details

Crown Allotment: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Lot Size (m<sup>2</sup>): \_\_\_\_\_  
Street Number: \_\_\_\_\_ Street: \_\_\_\_\_  
Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

### Applicant Details

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone (w): \_\_\_\_\_ Phone (h): \_\_\_\_\_ Phone (m): \_\_\_\_\_  
Email: \_\_\_\_\_

### Property Owner Details

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone (w): \_\_\_\_\_ Phone (h): \_\_\_\_\_ Phone (m): \_\_\_\_\_  
Email: \_\_\_\_\_

### Plumber Details

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Licence Number: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone(w): \_\_\_\_\_ Phone (m): \_\_\_\_\_  
Email: \_\_\_\_\_

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## Building Details

Building Type:  House  Factory  Shed  Office  Shop  DPU  
 Other: \_\_\_\_\_

Number of: Bedrooms: \_\_\_\_\_ Showers: \_\_\_\_\_ Toilets: \_\_\_\_\_  
 Studies: \_\_\_\_\_ Baths: \_\_\_\_\_ Sink/Basins: \_\_\_\_\_  
 Spa Bath:  No  Yes If YES, what is the Capacity of the Spa: \_\_\_\_\_ Litres

*Please note that the installation of a large capacity spa may require the installation of a second septic tank.*

Will water efficient appliances and fittings be installed and maintained for the life of the structure?  Yes  No

## Proposed Treatment System

Traditional Septic Tank Capacity: \_\_\_\_\_ L

Septic Tank and Sand Filter Septic Tank Capacity: \_\_\_\_\_ L Sand Filter Size: \_\_\_\_\_ m<sup>2</sup>  
 Sand Filter Length: \_\_\_\_\_ m Sand Filter Width: \_\_\_\_\_ m

Aerated Wastewater Treatment System Make and Model: \_\_\_\_\_  
 EPA Approval Number: \_\_\_\_\_

Other Details: \_\_\_\_\_  
 EPA Approval Number: \_\_\_\_\_

## Proposed Land Application System

Absorption / Transpiration Trenches  90mm slotted PVC Pipe OR  Reln Drain  
 Total Area of Trenches: \_\_\_\_\_ m<sup>2</sup> Number of trenches: \_\_\_\_\_  
 Length of each trench: \_\_\_\_\_ m Width of each trench: \_\_\_\_\_ 1000 mm  
*Depth of each trench must be 400mm.*

Sub-Surface 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 100-150mm.*

Other Name: \_\_\_\_\_  
 Size: \_\_\_\_\_  
 Other Details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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### Additional Information

Please include the following documents with this application:

**House / Building Floor Plan**

This plan must clearly identify all bedrooms, study's and plumbing fixtures. It must also show all sewer and storm water drainage

**Block Plan / Locality Plan which includes:**

- Location of house on block (showing setback distances in metres to property boundaries);
- Additional locality plan which identifies the location of the property (Lot and street number) and show names of the surrounding streets;
- Location of any sheds, swimming pools, driveways, water pipes, underground power or telephone lines (showing setback distances in metres to septic tank system);
- The location and layout of the proposed septic tank system (showing setback distances in metres to dwelling and property boundaries);
- The fall of the land in the vicinity of the land application system; and,
- The direction of North.

Note: If plan does not include information requested it will need to be resubmitted which may delay the process.

**A copy of the Land Capability Assessment for:**

- Properties smaller than 4,000m<sup>2</sup>; or
- Non-residential developments; or
- High risk properties (in relation to open potable water supply, groundwater, slope or flooding).

**A full copy of the current Certificate of Title (no more than 60 days old)**

Available at [www.landata.vic.gov.au](http://www.landata.vic.gov.au)

**A full copy of the current Plan of Sub Division (no more than 60 days old)**

Available at [www.landata.vic.gov.au](http://www.landata.vic.gov.au)

**A copy of your Planning Permit (if applicable)**

Please contact Council's Planning Department if you are unsure of Council's planning requirements.

**Applications to Alter must also provide the following documentation**

- An inspection report from a licensed plumber detailing the condition and size of the system including land application area.
- Water testing results if using an existing sand filter over 20 years of age (contact Council to discuss).
- The allotment plan must indicate the location of the **existing** septic tank system as well as an existing floor plan. Also provide details of the **proposed changes** to be made to both the system and/or the dwelling (for house extensions). **Proposed easements** must be included for alterations related to subdivisions (it is recommended that applications are not submitted until these are known).

**Applicable fee**

Please refer to Fee Schedule on the following page.

### Property Access Instructions

Please be advised that a site inspection of your property is required to assess this application. If access cannot be obtained, you may be charged an additional inspection fee. If required, please provide special instructions about how to gain entry to your property:

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### Applicant and Property Owner Declaration

I understand 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.

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 may be imposed by Council.

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

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Property Owner Declaration

As 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:
  - 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.
3. I approve of the location and system proposed in this application.
4. I consent to Council officers entering my property for the purpose of conducting inspections in relation to this application.
5. I will install, operate and maintain the septic tank system in accordance with the permit conditions, certificate and established guidelines.

Owner Name: \_\_\_\_\_ Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Fee Payment, Form Submission and Privacy Information

#### 2020 / 2021 Fee Schedule

Installation: \$784.00       Alteration: \$418.00       Inspections in excess of 3: \$209.00

Completed forms must be returned to Golden Plains Shire Council by email ([enquiries@gplains.vic.gov.au](mailto:enquiries@gplains.vic.gov.au)); post (PO Box 111 Bannockburn VIC 3331); or in person at the Bannockburn (2 Pope Street VIC 3331), Linton (68 Sussex Street VIC 3360) or Smythesdale (19 Heales Street VIC 3351) Customer Service Centres.

Please indicate how fee payment will be made below:

- Post – cheques are to be made out to Golden Plains Shire Council  
 Phone – customer service staff will call to obtain credit card details  
 In person – visit Council's Bannockburn, Linton or Smythesdale Customer Service Centres

**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.

Office Use Only	
Date Payment Processed:	
Receipt Number:	

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ST – Septic Tank	Disposal or irrigation field	SWD – Storm water Drain	DB – Distribution Box
IO – Inspection Opening	ORG – Overflow relief gully	Fall of Land	N North
Location of Cutting	Name of Adjoining Road	Water bodies	Service Pipes

An example Block Plan is contained within Council’s Septic Tank Application Guide. The building floor plan and Locality Plan can be attached in the form of an architect’s plan or a map.