

Application for permission to Install/Alter a Septic Tank System

Environment Protection Act 2017



**MORNINGTON
PENINSULA**
Shire

To be completed by the owner or the authorised agent only

Application Fees Apply (GST Free)

Please refer to the current Environmental Health fee schedule:

New installation: New system installed \$733

Alteration: New additions to existing septic system \$560

Fee Paid \$.....

Receipt Number.....

Account Code 004

Refer to EPA Toolkit (Publication 1974) for updated fee schedule. Base fee for new application is 8.2 hours of officer time.

Additional fee of \$92 will apply for each additional hour of processing time after 8.2 hours

ALL INSTALLATIONS SHALL COMPLY WITH:

Environment Protection Act 2017, Code of Practice Onsite Wastewater Management 2016, A.S. 1547:2012, AS 1546:2008:2008 and any Council policy & guidelines.

I hereby apply for permission to
a septic tank system and supply the following
information

* **INSTALL** (complete pages 1,2,3 &5)
* **ALTER** (complete pages 1,2,4 &5)
(* strike out whichever does not apply)

Property Address

Street No: Lot No:

Street/Road:

Town:

Nearest Cross Street:

Approx. size of lotm²

Applicant

Applicant's Name

Making application as agent of owner

Email:

Postal Address:.....

..... Tick box to indicate postal correspondence

APPLICANT'S SIGNATURE

DATE:

I HAVE COMPLETED THE APPLICATION AND ATTACHED THE INFORMATION AS REQUESTED AND DECLARE THAT ALL INFORMATION IS TRUE AND CORRECT.

Property Owner

Property Owner (Name).....

Postal Address:

Bus:

Mobile:

Email:

I hereby authorise(insert applicant's name) to apply for a permit to install/alter the septic tank system at this property and I agree to the ongoing maintenance of the system.

Signature of Property Owner:.....

Contractor/Plumber

Contractor/Plumber (Installing septic tank system)

(Name).....

(Address)

VBA Registration/License Number:

Bus:

Mobile:

Email:

Building Surveyor

Consultant/Building Surveyor

(Name)

(Address).....

Bus:

Mobile:

Email:

New Installation Details

Reticulated Water Supply NO/YES

Number of persons using system.....

Proposed daily wastewater flow for the OWMS:.....

Type of premises: (i.e. dwelling, shed, commercial premises).....

Proposed Use of OWMS:(i.e. residence, work shop, restaurant winery)

If a house the number of bedrooms.....

Number and type of plumbing fixtures to be connected to the OWMS

Toilets..... Sinks..... Baths..... Basins..... Troughs..... Showers.....
Spa bath inc. size.....

If commercial: Grease trap size..... Floor waste..... Cleaners Sink.....

Size of Primary Tank (for primary system only)

3,200 Lt

5,000Lt

Other

Land Capability Assessment

LCA: Yes No

A land capability assessment may be required to determine the suitability for the site to contain wastewater and must be completed by a suitably qualified Geotechnical Engineer approved by the Responsible Authority in accordance with the Environment Protection Act 2017. This test must be performed in the proposed effluent disposal area.

Type of Secondary treatment to be Installed

Combined mechanical treatment plant: Type

Septic tank and mechanical treatment plant: Type

CoC number.....

Other (i.e. sand filter)

Company..... Model.....

Method of Effluent Disposal to be Installed

Absorption Trenches Length Width

Sub-surface Drip Irrigation Irrigation area..... Irrigation l/metres.....

Other.....

Alteration details

Reticulated Water Supply NO/YES

Number of persons using system.....

Proposed daily wastewater flow for the OWMS:.....

Type of premises: (i.e. dwelling, shed, commercial premises).....

Proposed Use of OWMS:(i.e. residence, work shop, restaurant winery)

If a house the number of bedrooms.....

Number and type of plumbing fixtures connected to the existing OWMS

Toilets..... Sinks..... Baths..... Basins..... Troughs..... Showers.....
Spa bath inc. size.....

If commercial: Grease trap size..... Floor waste..... Cleaners Sink.....

Number of new plumbing fixtures proposed to be connected to the OMWS

Water closets..... Sinks..... Baths..... Basins..... Waste Disp..... Troughs.....
(Toilets)

Showers..... Spa bath..... Spa Bath Greater than 200 Lt capacity Size:.....

Size of Existing Septic Tank or Secondary Treatment System

3,200 Lt 5,000Lt Other

Existing Method of Effluent Disposal

Agricultural Drains Length Width

Reln Drains Length Width

Sub surface Drip Irrigation Irrigation area.....

Other.....

Land Capability Assessment

LCA: Yes No

A land capability assessment may be required to determine the suitability for the site to contain wastewater and must be completed by a suitably qualified Geotechnical Engineer approved by the Responsible Authority in accordance with the Environment Protection Act 2017. This test must be performed in the proposed effluent disposal area.

Type of OWMS to be installed or altered

3,200 Lt Other .(Please Specify).....

Combined mechanical treatment plant: Type

Septic tank and mechanical treatment plant: Type

CoC number.....

Other (i.e. sand filter)

Company..... Model.....

Connect to existing OWMS

Method of Effluent Disposal to be Installed

Absorption Trenches Length Width

Sub-surface Drip Irrigation Irrigation area..... Irrigation l/metres.....

Other.....

Plans and Specifications required with the Application

Attach the copies of the plans and specifications. The minimum details required on the plan as follows -

A) A site plan showing:

- All parts of the proposed (and existing if an alteration) onsite wastewater management system.
- Floor Plan of proposed development (existing and proposed plans if an alteration).
- Detailed plans, specifications and particulars of the proposed construction, installation or alteration of the OWMS.
- Location of any existing or proposed groundwater bores, surface waters, water tanks, swimming pools, storm water drains, water supply pipes. (***EPA Code of Practice – Onsite Wastewater Management setbacks apply to these.***)

B) A locality plan showing:

- The location of the premises including the street number or lot number.
- The dimensions of all boundaries and the location of all other streets and laneways which abut the property (show names if applicable).
- The location of the proposed onsite wastewater management system including sewer drain and all plumbing fixtures.
- The nearest intersection (for larger lots)

NOTE: TO AVOID ANY UNNECESSARY DELAYS IN OBTAINING YOUR PERMIT PLEASE ENSURE THIS FORM IS ACCURATELY COMPLETED. THE APPLICANT IS THE PERSON RESPONSIBLE FOR PROVIDING A FULLY COMPLETED APPLICATION. WE AIM TO PROCESS YOUR APPLICATION WITHIN 15 WORKING DAYS OF RECEIPT SUBJECT TO ALL NECESSARY INFORMATION BEING PROVIDED. COUNCIL'S STATUTORY DUTY IS TO ASSESS APPLICATIONS WITHIN 42 DAYS OF RECEIPT.

INCOMPLETE APPLICATIONS WILL NOT PROCEED AND THE STATUTORY CLOCK WILL STOP. THE APPLICANT WILL BE SENT A REQUEST TO PROVIDE ADDITIONAL INFORMATION. IT IS THE APPLICANTS RESPONSIBILITY TO INFORM THE PROPERTY OWNER OF A FURTHER INFORMATION REQUEST.

INFORMATION PRIVACY COLLECTION STATEMENT

The information on this form is being collected by the Mornington Peninsula Shire and its authorised contractors in accordance with its Privacy Policy and the Privacy & Data Protection Act 2014 for the purpose of installation/alteration of An OWMS and providing information to business operators/property owners concerning legislative requirements.

You may access personal information you have provided to the Shire at any time and make corrections by contacting the Shire's Privacy Officer privacy@mornpen.vic.gov.au The Shire will use this information for the purpose it was collected and may use it for a secondary, related purpose that could be reasonably expected.