

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

Environment Protection Act 1970



To be completed by the owner or the authorised agent

## Application Fees Apply (GST Free)

Please refer to the current Environmental Health fee schedule:

Minor alteration: addition of water producing fixtures to the septic system only.

Alteration: New additions to existing septic system.

New installation: New system installed.

Fee Paid \$.....

Receipt Number.....

Account Code 004

### ALL INSTALLATIONS SHALL COMPLY WITH:

Environment Protection Act 1970, Septic Tank Code of Practice July 2016, State Environment Protection Policies, A.S. 3500 Plumbing Regulations, A.S. 1547:2012, AS 1546:2008:2008 and any Council requirements.

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)

## Address of Site of Existing or Proposed Installation or Alteration

Street No: ..... Lot No: .....

Street/Road: .....

Town: .....

Nearest Cross Street: .....

## Site Identification

**ALL SITES SHALL HAVE THEIR STREET / LOT NUMBER CLEARLY DISPLAYED TO ENABLE OFFICERS TO EASILY IDENTIFY THE BUILDING SITE FROM THE ROADWAY.**

**Applicant**

Applicant (Name) .....

Making application as agent of owner

Postal Address:.....

.....

**If the applicant is not the property owner, the owner must complete the authorisation below.**

**Property Owner**

Property Owner (Name).....

Postal Address: .....

.....

Bus: .....

Mobile: .....

Email: .....  Tick box to indicate email correspondence

**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) .....

Registration/License Number: .....

Bus: .....

Mobile: .....

Email: .....

**Consultant/Building Surveyor**

Consultant/Building Surveyor

(Name) .....

(Address).....

Bus: .....

Mobile: .....

Email: .....

**New Installation Details**

Reticulated Water Supply NO/YES Number of persons using system.....Approx. size of lot .....m<sup>2</sup>

**Type of premises:** House  Factory  Office  Shop  Other.....

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

**List Number of Water Closets and other Fixtures to be Connected to the System**

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

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

**Size of Septic Tank**

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

Company.....Model.....CoC Number:.....

**Soil Percolation**

Soil Percolation Test Results included with application:      Yes No

A soil percolation test may be required to determine the length of agricultural drains, irrigation area or the suitability for the site to contain waste water on-site. This tests 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 .....

EPA Approval Details.....

Other.....

Company.....Model.....CoC Number:.....

**Method of Effluent Disposal to be Installed**

Agricultural Drains      Length .....      Width .....

ReIn Drains      Length .....      Width .....

Sub surface Drip Irrigation      Irrigation area.....      Irrigation Rate.....

Other.....

**Alteration details**

Reticulated Water Supply NO/YES Number of persons using system.....Approx. size of lot .....m<sup>2</sup>

**Type of premises:** House  Factory  Office  Shop  Other.....

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

**List the Number of Closets and other Fixtures Connected to the System (Existing)**

Water closets..... Sinks..... Baths.....Basins.....Waste Disp..... Troughs.....  
(Toilets)  
Showers.....Spa bath.....Spa Bath Greater than 200 Lt capacity                      Size:.....

**List the Number of Closets and other Fixtures Connected to the System (Total)**

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**

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

**Existing Method of Effluent Disposal**

Agricultural Drains                      Length .....                      Width .....  
 Reln Drains                      Length .....                      Width .....  
 Sub surface Drip Irrigation                      Irrigation area.....                      Irrigation Rate.....  
 Other.....

**Soil Percolation**

Soil Percolation Test Results included with application:                      Yes No

A soil percolation test may be required to determine the length of agricultural drains, irrigation area or the suitability for the site to contain waste water on-site. This tests must be performed in the proposed effluent disposal area.

**Type of Septic Tank/Treatment System to be Installed**

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

Company.....Model.....CoC Number:.....

Combined mechanical treatment plant: Type .....

Septic tank and mechanical treatment plant: Type .....

EPA Approval Details.....

Other.....

Company.....Model.....CoC Number:.....

**Method of Effluent Disposal to be Installed**

Agricultural Drains                      Length .....                      Width .....  
 Reln Drains                      Length .....                      Width .....  
 Sub surface Drip Irrigation                      Irrigation area.....                      Irrigation Rate.....  
 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 (no larger than A4) showing:**

- Scale not less than 1:200
- All parts of the proposed (and existing if an alteration) septic tank system including septic tanks, grease traps, absorption transpiration trenches, sand filters, sewage treatment plants and plumbing fixtures, etc.
- Floor Plan of Dwelling (Existing and proposed if an alteration)
- Dimensions and grades (in metres or millimetres) used in the construction and installation.
- Specifications and information describing materials to be used in the construction which show that the system will, if constructed in accordance with such specifications, comply with the Septic Tanks Code of Practice (EPA) and Council requirements.
- 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:**

- Scale not less than 1:500 (preferably 1:200)
- 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 locations and dimensions of all buildings, streams, water tanks, swimming pools, excavations, driveways, stormwater drains, water pipes and existing septic tank systems.
- The location of the proposed septic tank system including sewer drain and all plumbing fixtures.
- The position of North.
- The nearest intersection (for larger lots).
- Contour lines.

**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 SEPTIC TANK APPLICATIONS WITHIN 42 DAYS OF RECEIPT. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT WITH A REQUEST TO PROVIDE ADDITIONAL INFORMATION.**

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

**APPLICANT’S SIGNATURE** .....

**PRINT NAME** .....

**DATE:** .....

**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 a septic tanks system 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](mailto: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.

**PLEASE NOTE:**

The Shire is not liable or responsible for any alteration of any household drains that may be required when the property is connected to the Board’s sewer and does not in any way guarantee or accept responsibility for the design, workmanship, quality of materials, or labour pursuant to the inspection and approval of the septic tank system.