

Application to Install or Alter a Septic Tank System

Please refer to [Public and Environmental Health Fees and Charges](#)

New Installation

Environment Protection Act 1970

Major Alteration

Code of Practice Onsite Wastewater Management 2013

As/Nzs 1547:2012 On-Site Domestic Waste Water Management

Minor Alteration

APPLICANT (If not the Owner)

Name: _____

Postal Address: _____

Contact details: Telephone: _____ Email: _____

ADDRESS (Where to be installed)

CA(s)	Section	Parish/Township	Lot no(s)	LP no.
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Council Property ID Number: _____

Lot No: _____ Street No. & Name: _____

Town/Suburb: _____ Postcode: _____

OWNER

Name: _____

Postal Address: _____

Contact details: Telephone: _____ Email: _____

INSTALLING PLUMBER/DRAINER

Name: _____ Company Name: _____

Postal Address: _____

Contact details: Telephone: _____ Email: _____

Licence Number: _____

BUILDING SURVEYOR

Name: _____ Company Name: _____

Postal Address: _____ Postcode: _____

Email: _____

TYPE OF BUILDING AND DETAILS

House Shed Office Factory Shop Other_____

Number of Bedrooms_____ Study / Studio_____

Number of fixtures to be connected:

Toilets_____ Baths_____ Basins_____ Sinks_____

Troughs_____ Showers_____ Dishwasher_____ Other_____

Please note: Consultation with the Environmental Health Officer is required if spa baths of more than 200L or waste disposal units are to be connected.

Planning Permit – relevant planning permit No._____

PROPOSED SEPTIC SYSTEM/S

If a combination of systems is to be installed please include all details

- Conventional septic tank Capacity (litres):_____
- Septic Tank & sand filter Capacity:_____ Sand filter size:_____
- Packaged treatment plant Make and model:_____ Conformance:_____
- Other (specify) _____ Make and model:_____ Conformance: _____

PROPOSED DISPOSAL METHOD

Detail the specific type of disposal method proposed to be installed/alterd

- Absorption/transpiration total length_____ Width of each trench_____
- Subsurface Pressure Compensating Irrigation Area:_____m2
- Other disposal method (specify):_____

I hereby apply for permission to have a septic tank system installed/alterd by a registered plumber/drainer and deem that the plans submitted with this application are true and correct.

Signature of Owner:_____ Date:_____

I, the applicant, hereby apply for permission to install/alter a septic tank system and supply all of the required information detailed under 'Accompanying Documentation Required' **REFER OVER.**

Signature of Applicant:_____ Date:_____

I, the drainer hereby advise I have sighted the accompanying plans and deem them true and correct.

Signature of Plumber/Drainer:_____ Date:_____

ACCOMPANYING DOCUMENTATION REQUIRED

- Copy of title not more than 6 months old
- A detailed floor plan of the proposed dwelling
- Land Capability Assessment if not already submitted with Planning Application. If Planning Permit not required, contact Environmental Health Officer to verify requirements.
- Site Plan

Additional Information:

For **Permits to Alter** the above information is also required with the application. However you will also need to include details of the existing system on the site plan and a detailed floor plan of the existing dwelling. Also provide details of the proposed changes to be made to both the septic system and the dwellings floor plan. It is advisable that the plumber provides details on the existing systems operating status and details of how fall from the proposed new fixtures to the septic tank can be achieved.

Major alterations as described in the application form include replacement or relocation of septic tank, treatment plant, sand filter, effluent dispersal system or any component of the septic tank system, or the installation of extra trenches/irrigation (may be required for dwelling extensions).

Minor alterations include alterations to internal plumbing and/or inlet to the septic tank system. Installation, replacement or relocation of the internal plumbing, fixtures, fittings, appliances.

- A general locality map, including directions on how to locate and identify the property and any other relevant information. Please provide a stake or landmark on the property indicating where the septic tank is to be installed.
 - If gates to the property are locked please liaise with The Environmental Health Officer to arrange access to the property.
 - If there is a guard dog on the property you will need to provide details to the Environmental Health Officer to arrange for the dog to be restrained during inspection times.

MINIMUM SETBACK DISTANCES FROM WASTEWATER DISPOSAL FIELDS

Setback distances apply for septic system installation where existing farm dams and surface waters are to be considered when designing the layout of the proposed system.

- | | |
|---|--|
| 1 Farm Dams – Minimum setback of 60 metres | 2 6 metres on the upslope of any building |
| 3 3 metres on the down slope of any building | 4 6 metres on the upslope of adjacent Lot |
| 5 3 metres on the down slope of adjacent Lot | 6 3 metres from water supply pipe |
| 7 300 metres on the upslope from a potable supply channel | 8 20 metres on the down slope from a potable supply channel |
| 9 3 metres from gas | 10 15 metres from underground water tank |
| 11 6 metres from a storm water drain | 12 6 metres from a swimming pool |
| 13 15 metres from any cutting/escarpment at which the effluent is likely to emerge | 14 300 metres on the upslope from a dam or reservoir (potable, including food production) |
| 15 60 metres on the upslope from a dam or reservoir (stock & non-potable) | 16 60 metres on the upslope from a stream or channel (continuous or ephemeral, non-potable) |
| 17 100 metres on the upslope from a stream (Potable Water Supply Catchment) | 18 20 metres from groundwater and bore (potable or non-potable) |
| 19 6 metres from children's grassed playground | 20 1.5 metres vertical depth from base of tank to the highest seasonal water table |

Some setback distances may be reduced where conditions specified in the current version of the EPA Code of Practice can be met however the setback from a waterway cannot be reduced in a special catchment area.

Please Note: Flood-prone land is unsuitable for on-site disposal of effluent.

BOOKING INSPECTIONS

Inspection bookings must be made at least 48 hours in advance.

Please contact Customer Service on 5471 1700 to arrange an inspection time.

INDEMNITY

Normal contract conditions between the owner and/or builder and plumber apply in respect of liability.

TIMEFRAMES

Allow up to 4 weeks for processing of your application. **Incomplete applications may delay processing.**

PAYMENT

Please indicate how you would like to pay.

Important! Please do not send credit card details via email as the email will be blocked.

- Credit Card** – Visit [online payments](#) or call Customer Service on 5471 1700.
- In Person** – You can pay by credit card, EFTPOS, Cash, cheque or money order at our Customer Service Centre (see details below).
- Cheque** – Cheques or money orders should be made payable to Mount Alexander Shire Council.