

# APPLICATION



## Application to Construct/Install or Alter an Onsite Wastewater Management System (OWMS)

Environmental Protection Act 2017 (Part 4.3) and Environment Protection Regulations 2021

This form is used to apply to construct / install or alter an onsite wastewater management system with Moira Shire Council.

### Application Type: Please select

<input type="checkbox"/> Install a new septic tank system
<input type="checkbox"/> Alter an existing septic tank

### Planning Permit Details:

Is a planning permit required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please provide a reference number for your planning application: .....		
Does the planning unit require you to have a planning permit for your proposal?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has the application been approved?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### Applicant Details:

Is the applicant:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent of the Owner*
<b>*IMPORTANT:</b> The property owner must complete <b>Authorisation</b> section if they are not the applicant.		
Surname		
Given Name(s)		
Property Address		
Postal Address		
Suburb/Town	Post Code	
Business Contact Number(s)		
Mobile		
Email		

### Property Owner Details:

The property owner must complete the below authorisation if they are not the applicant.

Surname		
Given Name(s)		
Property Address		
Postal Address		
Suburb/Town	Post Code	
Business Contact Number(s)		
Mobile		
Email		

## Authorisation:

I hear by authorise (applicant name)

To apply to Construct/Install

To apply to Alter

Signature of property owner:

## Site Address for construct/install/alter:

Property Street Address

Suburb/Town

State and Post Code

## Plumber/Drainer Details:

Person responsible for construct/install/alteration if not the plumber.

Is the plumber also the drainage contractor?

YES

NO

Surname

Given Name(s)

Postal Address

Suburb/Town

Post Code

License Number

Mobile

Email

If more than one plumber/drainer will be doing work on the system, please complete the below details.

Surname

Given Name(s)

Postal Address

Suburb/Town

Post Code

License Number

Mobile

Email

## Building Details:

Type of Building  
(house, office, factory, other)

Number of bedrooms (including studies)

Number of people expected to use the system per day

### Number of connected fixtures:

Number of	Baths:	Showers:	Basins:
	Toilets:	Sinks:	Dishwasher:
	Laundry Troughs:	Garbage:	Garbage Disposal Units:
	Spas:	Spa Capacity (in litres):	Other (please specify):
Rain water tank:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Mains water supply:
			<input type="checkbox"/> YES
			<input type="checkbox"/> NO

### Fixture Rating (please select):

<input type="checkbox"/> Extra waste water producing fixtures
<input type="checkbox"/> Full water reduction fixtures
<input type="checkbox"/> Standard water fixtures

### Onsite Wastewater Management System Details:

System Type (e.g. septic tank, all waste secondary sewage treatment system, advanced secondary greywater system etc.)	
Manufacturer's Name	
Proposed installation/alteration date	
Model name.	
Septic tank capacity (litres)	
Certificate of Conformity No.	

### Effluent Disposal Method:

<b>Absorption Trenches</b>		
Length (m)	Width (m):	Depth (m):
<b>Irrigation system</b>		
*Sub-surface (m2):		
<b>Other</b>		
(Please enter the method by which the Blackwater from the septic tank will be discharged)		
*Method type:	*Effluent lines width:	*Effluent lines length:

## Application Requirements:

Complete this form and submit the following information:

### Application to construct/install a new onsite wastewater system.

- Site plan showing the location of any: proposed/existing dwelling/s, ancillary buildings/structures, landscape features/structures (e.g., swimming pools, stormwater drains, waterways etc), septic system location and effluent disposal area.
- Floor plan of the dwelling.
- A copy of a Land Capability Assessment (unless advised otherwise by Council).
- Septic system plan detailing all parts of the proposed system, including dimensions, grades, and a description of materials to be used.
- Copy of Certificate of Conformity confirming that the onsite wastewater system meets its standards in accordance with an accredited body.

### Application to alter an existing wastewater system.

- Site plan showing the location of the existing dwelling/s, ancillary buildings/structures, landscape features/structures (e.g. swimming pools, stormwater drains, waterways etc), septic system location and effluent disposal area.
- Details of the existing septic system including type and method of effluent disposal.
- Floor plan of the dwelling detailing proposed changes (only if making changes to the dwelling e.g., location of new bedroom/bathroom).
- A plan detailing proposed changes to the septic system (only if making changes to the septic system e.g., adding/relocating irrigation lines).
- Copy of Certificate of conformity confirming that the onsite wastewater system meets its standards in accordance with an accredited body.

**NOTE:** Alterations to your septic system may require you to provide a copy of a land capability assessment – contact the Environmental Health team to discuss whether this applies to your circumstances.

## Declaration:

I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge; that I have read and acknowledge the Collection Statement, and the owner (if not myself) has been notified of the permit application.

This application forms a legal document and penalties exist for providing false or misleading information. I am over 18 years at the time of completing this application.

Applicants Signature	
Print Name	
Date	

## Application fees:

4450 – Septic Tank System Construct, Install or Alter (Office Use Only)	\$777.20
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## Collection Statement:

Your application and the personal information on this form is being collected by Moira Shire Council for the purposes of administrating your application to Construct/Install or Alter an Onsite Wastewater Management Systems (OWMS) and any ongoing requirements.

The information collected will be used for the purpose it was collected and/or a directly related purpose. If you do not provide the information in your application it may result in the application not being accepted, lapsing or being refused. Information collected may be disclosed if required by legislation.

You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright.

You can find out more about how we use and protect your information by viewing our Privacy Statement on our website [www.moira.vic.gov.au](http://www.moira.vic.gov.au). If you require access to the information you have provided, please contact Council.

