

# APPLICATION



## Application to Install or Alter of a Septic Tank System

### Environmental Protection Act 1970

### Code of Practice – Onsite Waster Water Management

**IMPORTANT - PLEASE NOTE APPLICATIONS CAN TAKE UP TO 6 WEEKS TO PROCESS PROVIDED ALL INFORMATION IS SUPPLIED AT THE TIME OF LODGEMENT. PERMITS TO INSTALL WILL NOT BE ISSUED UNTIL THE APPLICATION IS ASSESSED AND A SITE ASSESSMENT CONDUCTED.**

Applications for permits to install or alter a septic system **must** include the following:

- Completed application form and payment of the appropriate fee
- A Certificate of Conformance
- A current copy of title including diagram
- A detailed floor plan of the dwelling
- An allotment plan (to scale or detailing appropriate measurements). It is strongly recommended that the plumber/drainer complete the allotment plan

The Allotment plan must detail:

- Position of the proposed septic tank system (showing septic tank, treatment plant, pump wells distribution pits, trenches, individual irrigation lines, vacuum breakers, flush/scour valves, return lines, flushing trenches/pits etc.)
- Diversion drains/embankments for surface waters
- Location of the dwelling and all existing and proposed buildings.
- Driveways, easements, dams, creeks, water tanks, wells etc.
- Point of North
- Fall of the land
- Significant identifying features (large trees, fences, rocks/rock beds, stands of trees etc.)

For sample allotment plan, refer to the attachment at the end of this application.

### Your application **MAY** also require:

- A land capability assessment (LCA), prepared in accordance with EPA publication 746 (generally required for all sub-divisions where no reticulated sewerage is proposed, or for existing allotments less than 0.4ha [1 acre] in size, or as otherwise considered necessary due to specific environmental conditions). During your preliminary discussions with Moira Shire Council, you should clarify if an LCA is required to accompany your application. If the property is within a Special Water Supply Catchment, an LCA is mandatory.

**Please consult with Moira Shire Council's Planning Department to determine if a planning permit is required under the Planning Scheme before applying to install a septic tank system.**

<b>Application Type: Please select</b>	
<input type="checkbox"/> Install a new septic tank system	
<input type="checkbox"/> Alter an existing septic tank	
<input type="checkbox"/> Permit extension (12 month)	

<b>Planning Permit Details:</b>		
Do you have a planning application?	<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

<b>Number of fixtures</b>				
* List proposed number of fixtures to be connected to the proposed septic system.				
Number of	Bedrooms:	Study/rumpus:	Other:	
Bath/Spa > 250L	<input type="checkbox"/> NO	<input type="checkbox"/> YES – capacity in Litres:		
Rain water tank supply:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Mains water supply:	<input type="checkbox"/> NO <input type="checkbox"/> YES
Fixture Rating:	<input type="checkbox"/> Extra waste water producing fixtures			
	<input type="checkbox"/> Full water reduction fixtures			
	<input type="checkbox"/> Standard water fixtures			

<b>Proposed or Current system details</b>		
* Proposed installation/alteration date.	* Septic tank capacity (litres).	
<b>Waste management system</b>		
* Model name.	* EPA approved number.	
<b>Absorption trenches</b>		
* Length.	*Width (m).	*Depth. 450mm – 500mm
<b>Irrigation system</b>		
*Sub-surface (m2)	*Surface (m2)	
<b>Sand filter/polishing sand filter details</b>		
*Length (m).	*Width.	*Depth.
<b>Other methods of effluent disposal</b>		
(Please enter the method by which the Blackwater from the septic tank will be discharged)		
*Method type:	*Effluent lines width:	*Effluent lines length:
Different method types are:		
<ul style="list-style-type: none"> <li>• Primary: 90mm slotted UPVC (AG drain) – absorption trenches.</li> <li>• Secondary: sand filter discharge on-site, irrigation system.</li> <li>• Alternatives: transpiration bed, dome drain, bio-filter matrix, soil cell, worm farm.</li> </ul>		

<b>Property Details: Give the address and particulars of the land where the Septic Tank System is to be installed/altered</b>					
Residential No	CA(s)	Section	Parish Town	Lot No	LP No
Address					
<b>APPLICANT:</b>					
Name				State	
Postal Address				Postcode	
Telephone No (Home)		(Work)		(Mobile)	
Email					
<b>OWNER: If the applicant is not the owner, give the name and address of the owner of the land</b>					
Name				State	
Postal Address				Postcode	
Telephone No (Home)		(Work)		(Mobile)	
Email					



- Applicant wishes to be contacted to arrange an on-site inspection

<b>PLUMBER: Person responsible for the building/house plumbing works</b>			
Name			State
Postal Address			Postcode
Telephone No	(Home)	(Work)	(Mobile)
Email			
P.I.C Licence No			
<b>DRAINER: Person responsible for installation of septic system and effluent disposal system</b>			
Name			State
Postal Address			Postcode
Telephone No	(Home)	(Work)	(Mobile)
Email			
P.I.C Licence No			

I hereby apply for permission to have a septic tank system installed/altered 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:**

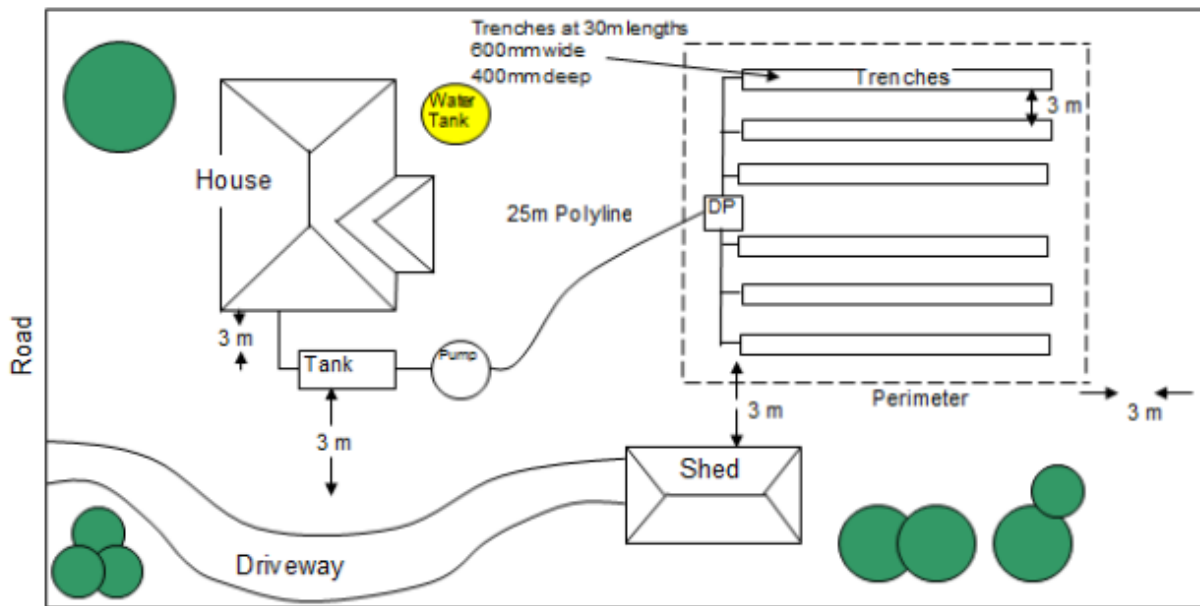
<b>Payment Details</b>	
New Application.	\$785.00
Alteration.	\$500.00

<b>Collection Statement</b>
Moira Shire Council is collecting information on this form for the administration of application for a Septic Tank Installation or Alteration Registration or Notification. 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 required, we may not be able to process your application. Information collected may be disclosed if required by legislation. You can find out more about how we use and protect your information by viewing our Privacy Statement on our website <a href="http://www.moira.vic.gov.au">www.moira.vic.gov.au</a> .

<b>Lodgement</b>
If you intend to post this form, please use the details provided below:
<ul style="list-style-type: none"> <li>By email: <a href="mailto:info@moira.vic.gov.au">info@moira.vic.gov.au</a></li> <li>By post: PO Box, 578, Cobram VIC 3644</li> </ul>
Moira Shire Council offices are located at: 44 Station Street Cobram 100 Belmore Street Yarrawonga
Opening hours are Monday to Friday. 9.00am – 5.00pm



**EXAMPLE 1 – Conventional septic tank and sub-soil trenches**



**EXAMPLE 2 – Aerated waste water Treatment Plant and subsurface irrigation field layout**

