

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

☐ Install a new septic tank system
☐ Alter an existing septic tank

Planning Permit Details:

Is a planning permit required?	☐ YES	☐ 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?	☐ YES	☐ NO
Has the application been approved?	☐ YES	☐ NO

Applicant Details:

Is the applicant:	☐ Owner	☐ Agent of the Owner*	
*IMPORTANT: The property owner must complete Authorisation 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 hereby 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):		
Rainwater tank:	☐ YES	☐ NO	Mains water supply:	☐ YES	☐ NO

Fixture Rating (please select):

☐ Extra wastewater producing fixtures
☐ Full water reduction fixtures
☐ 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:

Absorption Trenches		
Length (m)	Width (m):	Depth (m):
Irrigation system		
*Sub-surface (m2):		
Other		
(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 eg: 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:

Upon receipt of your application, council will contact you regarding payment of the applicable fee pertaining to your permit. Please note, payment in full is required before council will proceed with processing an application.

For more information about the appropriate fees, please visit our website or contact the Environmental Health Department on 03 5871 9222.

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. If you require access to the information you have provided, please contact Council.