

# FORM



If you are constructing, extending, or altering a dwelling or facility in an unsewered area, you may be required to upgrade your septic system, supply existing septic plans and/or obtain a 'Report and Consent'.

Note: many developments in unsewered areas require a Land Capability Assessment (LCA). If you would like further information regarding LCA's, please contact Council's Environmental Health Unit.

## Application Type: Please Select

- ☐ Request for Report and Consent for an Onsite Wastewater Management System (OWMS)  
☐ Septic Tank Plan Search (Plans Only)

## Applicant

Name		
Organisation		
Telephone	Home / Business: Mobile:	
Email address		
Postal address	Town	Postcode

Site address of proposed works / plan search ☐ tick if same as applicant

Postal address	Town	Postcode
----------------	------	----------

Property owner(s) ☐ tick if same as applicant

Name		
Telephone	Home / Business: Mobile:	
Email address		
Postal address	Town	Postcode

## Licensed plumber / drainer or Land Capability Assessor

Name		
Organisation		
Licence number		
Telephone	Home / Business: Mobile:	
Email address		
Postal address	Town	Postcode

**Property details** complete all relevant specifications *(for Report and Consent Application Only)*

**Type of premises**

- ☐ House
- ☐ Factory
- ☐ Office
- ☐ Shop
- ☐ Other

**For a house:**

Specify total number of bedrooms and studies proposed:

Specify number of proposed bedrooms and studies, following works:

**For office, shop and factory:**

Specify the number of people/staff on the premises

**Water supply**

- ☐ Rain water
- ☐ Reticulated / bore water

**Septic system details** to be completed by a licenced plumber/drainier or a Land Capability Assessor *(for Report and Consent Application Only)*

**Septic tank/treatment type**

- ☐ Primary septic tank
- ☐ Primary worm farm
- ☐ Secondary Aerated Wastewater Treatment Plant (AWTS)
- ☐ Septic tank + Sand Filter
- ☐ Other

**Capacity (litres) of septic tank or treatment system**

## Request For Report and Consent for OWMS / Septic Tank Plan Search Form

### Land application / disposal method *(for Report and Consent Application Only)*

#### Primary method for distribution

- ☐ Gravity
- ☐ Pump
- ☐ Computerised

#### Method of land application / disposal

- ☐ Absorption trenches
- ☐ Arch/Rein drain absorption trenches
- ☐ Evapotranspiration/ETA beds
- ☐ Mound
- ☐ Subsurface irrigation
- ☐ Other

#### Size of trenches / beds/ mounds

Number. of  
trenches/beds:

Length (m)

Width (m)

Depth (m)

#### Size of sub-surface irrigation field

Number of fields

Total area (m<sup>2</sup>)

Length (m)

Width (m)

**Please comment the condition and functionality of the existing septic tank system,  
including land application competent** (to be completed by plumber/drainer/land capability  
assessor):

---

---

---

---

---

---

## Request For Report and Consent for OWMS / Septic Tank Plan Search Form

### Supporting documents to be supplied

It is required that you provide the following *(for Report and Consent Application Only)*

<input type="checkbox"/>	<b>System plan:</b> Illustration must include: location of septic tank/treatment plant/sand filter; layout and dimensions of land application area; building and structures; boundaries; water bodies, and setback distances.
<input type="checkbox"/>	<b>Floor plan:</b> A floor plan off the dwelling showing rooms and wastewater producing fixtures in kitchens, bathrooms, and laundries.

### Declaration

- ☐ I understand and acknowledge that all the information provided in this application is true and complete to the best of my knowledge.
- ☐ I have read and acknowledge the Collection Statement

#### Property owner(s):

Name(s)	Signature(s)
Date	

#### Licensed plumber or Land Capability Assessor *(for Report and Consent Application Only):*

Name	Signature
Date	

### Fees

*Administration fees are payable on lodgement and are non-refundable.*

4449 – Septic Tank Request for Report & Consent (Office Use Only)	\$62.00
4454 – Septic Tank Request for Plan Search (Office Use Only)	\$65.00

## Request For Report and Consent for OWMS / Septic Tank Plan Search Form



### Collection statement

Your application and the personal information on this form is being collected by Moira Shire Council for the purposes of administering your application for Onsite Wastewater Management System (OWMS) Assessment/Septic Plan Search and any ongoing requirements.

The information collected is required under the *Environment Protection Act 2017* and 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.moirai.vic.gov.au](http://www.moirai.vic.gov.au). If you require access to the information you have provided, please contact Council.