



APPLICATION TO INSTALL/ALTER A DOMESTIC WASTEWATER SYSTEM

Environment Protection Act 1970 Part IXB – Septic Tank Systems

Use this form to apply to Mitchell Shire Council to either install or alter a domestic wastewater system. Please note that works cannot commence until a permit to install or alter has been issued by an Authorised Officer. Prior to using the system, a certificate of approval to use must be issued.

I/We wish to apply for an:

- Installation of a new septic tank system
- Alteration to an existing septic tank system

PROPERTY DETAILS		
Property Number:	Lot Number:	LP Number:
Address:		
Does this property have a valid planning permit or exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Planning Permit Reference Number:		

PROPERTY OWNER DETAILS
Name/s:
Postal Address:
Primary Contact Number:
Email:

APPLICANT DETAILS (If not property owner)
Name/s:
Postal Address:
Primary Contact Number:
Email:

Please note: A statement of authorisation from the property owners needs to be lodged with the application.

APPLICANT DETAILS (If not property owner)

Name/s:

Postal Address:

Primary Contact Number:

Email:

Please note: A statement of authorisation from the property owners needs to be lodged with the application.

PLUMBER DETAILS

Plumber Name:

Licence Number:

Contact Number

Email:

I hereby declare I am a licensed plumber and have agreed to undertake the works required to install or alter a domestic wastewater system for this property.

Signature of Plumber:

Date:

BUILDING DETAILS

Type of Building:

 House Office Shed Factory Shop Other:

Number of:

People Using the System: Bedrooms: Studies: Toilets: Baths:

Is a Spa Bath Being Installed? No Yes

If Yes, Capacity (L):

Please note: the installation of a spa >180L may require the installation of a larger or second tank.

WASTEWATER SYSTEM DETAILS Traditional Septic Tank Treatment Plant (AWT) Other:

Manufacturer:

Model:

EPA Approval Number:

PROPOSED WASTEWATER DISPOSAL DETAILS Absorption Trenches Sub-Soil Irrigation Surface Irrigation

Trench Width (mm):

Total Length of Lines (m):

Number of Trenches:

Spacing of Lines (m):

Please note: Treatment plants must be fitted with pressurised pump and irrigation lines.

Contact us:

t: (03) 5734 6200

e: mitchell@mitchellshire.vic.gov.au

w: www.mitchellshire.vic.gov.au

PROPERTY ASSESSMENT

A site inspection is a mandatory requirement to be carried out prior to issuing a permit to install.

I do not wish to be present for the assessment and the access to the property is not restricted

Access to the property is restricted and/or I wish to be present at the time of inspection

DECLARATION

I hereby apply for permission to install/alter a domestic wastewater system by a registered plumber, and confirm that the information provided in this application is true and correct.

Signature of Applicant:

Date:

Signature of Applicant:

Date:

PAYMENT AND LODGMENT DETAILS

To assist with the processing of applications in a timely manner, the following documentation must be included and payment made with or prior to the lodgment of the application.

- Completed application form and payment of the correct application fee
- Detailed floor plan of the building the septic is being installed/alterd for
- A block plan for the property accurately identifying the following:
 - > Location of the house, shed(s), pools, driveway, drainage lines, underground power;
 - > Location of proposed wastewater system and irrigation area;
 - > Location of natural watercourses, dams, vegetation, trees.
 - > Location of grease interceptor (GI), inspection chamber (IC), storm water drain (SD), septic tank (ST), distribution pits (DP), overflow relief gully (ORG)
 - > Fall of the land and direction of north
 - > A scale of 1:500 or 1:200
- A current copy of title (including diagram)
- A locality map, including details on how to locate and access the property

Applications to alter must include the above information and a report from a licenced plumber detailing the following

- > The position, type and condition of the present septic tank system
- > A copy of the most recent service report
- > That the existing septic tank system can contain all the effluent from the proposed and existing buildings on site in accordance with the EPA Code of Practice – Onsite Wastewater Management: Guidelines for Environmental Management and Australian Standards 1547

This application form can be lodged in person at one of our Customer and Library Service Centres, by post, or by email at mitchell@mitchellshire.vic.gov.au.

The fee associated with this form please contact Council on 5734 6200. Payment can be made in person, over the phone on (03) 5734 6200 or by cheque, addressed to 113 High Street Broadford, 3658.

PRIVACY STATEMENT: Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989 or other relevant legislation. The personal information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations, if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.

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