

# Install/Alter Septic Tank System 2024/25 Application Form

Environment Protection Act 2017

## Section 1 – Application Type

New Installation	<input type="checkbox"/>	Other	<input type="checkbox"/>
Major Alteration (upgrade 2-3 lines/new tank)	<input type="checkbox"/>	Standard Tank and Trenches	<input type="checkbox"/>
Minor Alteration (1 additional trench)	<input type="checkbox"/>	Sand Filter	<input type="checkbox"/>
Additional Fixtures (new toilet/tap etc)	<input type="checkbox"/>	Treatment Plant	<input type="checkbox"/>
Extend Permit for a Further 2 years	<input type="checkbox"/>		

## Section 2 – Applicant Details Who is making the application/who is responsible for coordinating this application?

Name \_\_\_\_\_

Postal \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

## Section 3 – Property Details

Number \_\_\_\_ Lot \_\_\_\_ LP/PS \_\_\_\_\_ Volume \_\_\_\_ Folio \_\_\_\_

Road/Street Name \_\_\_\_\_ Town \_\_\_\_\_ Postcode \_\_\_\_\_

## Section 4 – Proposal Details

\_\_\_\_\_

\_\_\_\_\_

## Section 5 – Plumber/Drainer Details

Name \_\_\_\_\_

Postal \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Plumbers Registration/  
Licence Number \_\_\_\_\_

## Section 6 – Owners Details If the applicant is not the owner, give the name and address of the owner of the land.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

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Section 7 – Application Checklist	
Copy of the Floor Plan	
Property location map showing landmarks, nearest intersection etc, to enable identification of and location of the property.	
Technical Information form a licensed plumber/drainer	
System Details	
<p>A <b>site plan</b> (preferably to scale) must be submitted with this form that details the following:</p> <ul style="list-style-type: none"> <li>• Point of North;</li> <li>• Location of the dwelling;</li> <li>• The location and dimensions of all proposed system components and the test borehole;</li> <li>• Setback distances to sensitive items (ie drains, waterways, dams, underground water tanks and underground bores);</li> <li>• Slope contours (where available) or as minimum the grade (%) and direction of the slope.</li> </ul> <p><b>NB: Please note applications for larger properties should show the whole parcel of land on one plan, and submit a close up extract of the building envelope, showing location of proposed waste water disposal system.</b></p>	
Details of Licensed Plumber	
Verification of Soil Type	
Land Capability Assessment (LCA) attached (if required)	
<p><b>NOTE:</b> Please note that a copy of the Plumber/Drainer Certificate of Compliance must be submitted prior to the issue of a <b>Certificate for Use</b>.</p> <p><b>The following technical information / system design must be provided by the licensed Plumber / Drainer:</b></p> <p>I being the licensed plumber/ drainer engaged for the proposed waste disposal system certify that I have inspected the site of the proposed system and have provided the information / system design contained in this application for assessment by Council under the Environment Protection Act 2017 &amp; Guideline for Onsite Wastewater Management May 2024 and Guideline for Onsite wastewater effluent dispersal and recycling systems May 2024. I acknowledge that Council will rely on the information contained in this application in deciding approval or refusal and I certify that the information provided is true and correct. I understand that council will endeavour to conduct their own assessment as to the appropriateness of the proposed system.</p>	

**SIGNED**

\_\_\_\_\_

**DATE** \_\_\_\_\_

The personal information requested on this form is being collected by Council for the purpose of obtaining a waste water disposal permit (septic tank/treatment plant/sand filter permit). The personal information will be used solely by Council for that primary purpose or directly related purposes. The Council may disclose this information to the applicant, owner or contractor as listed on the application to assist in the processing of the permit. This information is necessary in order to fulfil the requirements of the waste water disposal permit. You can gain access to your own personal information by contacting Council's Freedom of Information Officer/Privacy Officer on (ph. 1300 367 700).

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Section 8 – System Details	
<b>Premises Details</b>	
What will the disposal system be installed from:	<input type="checkbox"/> House <input type="checkbox"/> Shed <input type="checkbox"/> Other _____
What will the premises be used for:	_____ _____
Number of person(s) expected to use the system daily:	Average _____ Maximum _____
Number of fixtures to be connected to the system:	
Sink (s) <input type="checkbox"/> _____	Shower(s) <input type="checkbox"/> _____
Toilet(s) <input type="checkbox"/> _____	Trough(s) <input type="checkbox"/> _____
Spa Bath (s) <input type="checkbox"/> _____(L)	Bath(s) <input type="checkbox"/> _____
	Sink Garbage Disposal <input type="checkbox"/> _____
	Dishwasher(s) <input type="checkbox"/> _____
	Bedrooms _____
Water Supply <input type="checkbox"/> Mains <input type="checkbox"/> Tank	
Septic System Details	
<input type="checkbox"/> Septic Tank	Capacity: _____(L)
<input type="checkbox"/> Sand Filter	Size: Length _____m X Width _____m X Depth _____m
<input type="checkbox"/> Treatment Plant	Make/Model: _____
<b><i>Certificate of conformity for treatment system must be attached to this application</i></b>	
<input type="checkbox"/> Pump Pit	Diameter _____mm      Depth _____mm      Volume _____(L)
<input type="checkbox"/> Alarm	<input type="checkbox"/> Audible <input type="checkbox"/> Visual <input type="checkbox"/> Location: _____
<input type="checkbox"/> Other	Specify: _____
Disposal Method	
<input type="checkbox"/> Absorption/Transpiration Lines	Size: Total _____m X Width _____m X Depth _____m
<input type="checkbox"/> Sub-Surface Irrigation	Size: Total _____m <sup>2</sup>
<input type="checkbox"/> Other	Specify: _____
Site Information	
Setbacks <b>Please mark all distances on the site plan</b> (Table 4-10 – Guideline for onsite wastewater management May 2024)	
<input type="checkbox"/> Surface Waters	<input type="checkbox"/> Site Cut
<input type="checkbox"/> Stormwater Drain	<input type="checkbox"/> Services
	<input type="checkbox"/> Building
	<input type="checkbox"/> Bore
	<input type="checkbox"/> Allotment Boundaries
Ground Type? <input type="checkbox"/> Natural Ground <input type="checkbox"/> Fill – is not suitable for absorption trenches	
Slope? <input type="checkbox"/> Slope _____% if excessive slope may require a LCA	

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### Level & Falls

Have the site levels been taken?  Yes  No

Can suitable fall be obtained from the septic outlet to the distribution pit without the use of a pump?  Yes  No - Pump to be installed

**\*\*Applications to install a septic tank system proposing connection to a shed shall not be approved unless: There is an existing dwelling on the property and then only a toilet may be connected, or the installation is associated with a commercial business (ie toilets for staff)**

### Section 9 – Site Features

Feature	Observation	Notes
Is there adequate exposure to sun and wind in the proposed Land Disposal Area (LDA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No – (if no an LCA is required)	
Will there be suitable vegetation cover over the proposed LDA?	<input type="checkbox"/> Yes <input type="checkbox"/> No – (if no an LCA is required)	
Will stormwater run-off be adequately managed over proposed LDA?	<input type="checkbox"/> Yes <input type="checkbox"/> No – (if no an LCA is required)	
Does the proposed LDA adequately address any issues relating to localised poor drainage?	<input type="checkbox"/> Yes <input type="checkbox"/> No – (if no an LCA is required)	
Is the seasonal high groundwater level deeper than 1.5m?	<input type="checkbox"/> Yes <input type="checkbox"/> No – (if no an LCA is required)	

### Section 10 – Soil Features

One confirmatory borehole should be dug in each proposed LAA to a minimum depth of 600mm. The following parameters should be addressed in accordance with Appendix 4.1D of AS/NZS 1547:2000. **Please include a basic diagram of soil and depths.**

Was groundwater encountered when digging the borehole?	<input type="checkbox"/> <b>Yes</b> (if Yes an LCA is required)	<input type="checkbox"/> <b>No</b>
Is Mottling present? Soil Structure (as described in AS/NZS 1547:2000)	<input type="checkbox"/> <b>Yes</b> (if Yes an LCA is required)	<input type="checkbox"/> <b>No</b>

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Soil Texture (as described in AS/NZS 1547:2000)	<hr/> <hr/>	
Surface Soil Depth:	<hr/> _____mm	

Note the design standards:

- AS 1546.1 – Septic tanks
- AS 1546.2 – Waterless composting toilets
- AS 1546.3 – Aerated wastewater treatment systems
- AS 1546.4 – Domestic greywater treatment systems

### Section 11 – Property Location

To assist Council to locate the property please sketch a locality map including any landmarks such as nearest intersection, land features, letter boxes, nearby properties etc

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### Section 12 – Payment Details

#### Fee Schedule

New Installation	<input type="checkbox"/>	\$ 798.00
Major Alteration (upgrade 2-3 lines/new tank)	<input type="checkbox"/>	\$ 798.00
Minor Alteration (1 additional trench)	<input type="checkbox"/>	\$ 608.00
Additional Fixtures ( new toilet/tap etc)	<input type="checkbox"/>	\$ 608.00
Extend Permit for a further 2 years	<input type="checkbox"/>	\$ 172.00

Date: \_\_\_\_\_

**Fees for septics are not longer determined by Latrobe City Council, these fees are set by the State Government under the *Environment Protection Act 2017*.**

**Payment Method:**  Cash/Cheque  EFT (Please note you must be set up with Latrobe City Council to make the payment this way)

**Delivery Via:**  In Person

Moe Office – 1-29 George Street More, Victoria 3825  
 Morwell Office – 141 Commercial Road, Morwell, Victoria 3825  
 Traralgon Office – 34-38 Kay Street, Traralgon, Victoria, 3825  
 Churchill Office – 9-11 Phillip Parade, Churchill, Victoria, 3825

#### OFFICE USE ONLY

Ledger Number	R5609.1376.0000	Checked by EHO	Receipt Number	Date Received
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