

DATE
 PERMIT NUMBER
 DWMP SENSITIVITY.....



Septic Tank Application (install/alter septic tank system)

Environment Protection Act 1970

EPA Code of practice – Onsite Wastewater Management - 891.3 February 2013

Application Type

This form is to apply for a permit to install or alter a septic tank system. Please select what you wish to do:

- Install a new system
- Alter an existing system
- Modification of a previous application. For example, change of plumber with no significant change to a system

Checklist Before Submitting an Application

- Is a Planning Permit required? Contact Planning Services to confirm if an application must be submitted.
- Is a Land Capability Assessment required? Contact Council to confirm the sensitivity rating of the property, or refer to the Colac Otway Shire Domestic Wastewater Management Plan

Part A: Applicant's Details

I hereby apply for permission to install/alter a septic tank system and supply the following information

Location of installation

Lot No	Street No	Street Name
Suburb	Post Code	
Owner's full name		
Owner's mailing address		
Owner's email address		
Phone number		

I, the owner of the above property in making this application Consent to

- Colac-Otway Shire Officers dealing directly with the Applicant (if not the owner)
- Colac-Otway Shire Officers accessing the property to assess the property and the system at any stage of the application and installation process without notice for the purposes of assessing the application and installation of the septic system

Consent of owner (must sign)

IF THE APPLICANT IS NOT THE OWNER –/We the applicant declare that we have notified the owner about this application and consent to a copy of the permit being forwarded to the owner.
 I understand that plans and specifications must be provided with this application to Council guidelines.

Name of applicant		
Address of applicant		
Applicants Phone number		
Applicants email address		
Signature	Date	

Part B: Name of plumber/s and or drainer/s installing Septic Tank System

Name of Septic Plumber		Contact Number	
Postal address		Post code	
Licence number			
Certificate of Compliance Number (Plumber/Drainer)			
If more plumber details required – Please provide on separate sheet and attach to Application			

Part C**Maximum number of persons expected to use the system:**

Number of	Bedrooms _____ Study/rumpus _____ Other _____
Bath/spa >250L	Occupants (maximum) _____ <input type="checkbox"/> No <input type="checkbox"/> Yes - Capacity in litres: _____
Fixture rating	<input type="checkbox"/> Extra waste water producing fixtures <input type="checkbox"/> Full water reduction fixtures <input type="checkbox"/> Standard water fixtures
Rainwater tank supply	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mains water supply	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part D

Type of premises	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial
Intended use	<input type="checkbox"/> Full-time residence <input type="checkbox"/> Rental/accommodation <input type="checkbox"/> Holiday Home/Intermittent Use
Method of Treatment	<input type="checkbox"/> Treatment Plant - model/certificate of approval number: _____ <input type="checkbox"/> Septic Tank with sand filter (sand filter size): _____ m ² <input type="checkbox"/> Septic Tank (all waste) Capacity of Septic Tank (in litres): _____ <input type="checkbox"/> Other (specify): _____
Effluent Disposal Method:	<input type="checkbox"/> Pressure compensating sub-surface irrigation (length) _____ m <input type="checkbox"/> Conventional trenches or beds (length/width/depth) _____ <input type="checkbox"/> Other _____

NB: Inspections will not be undertaken unless a permit has been applied for and the fee paid.

Part E :

Site Access Details	
Existing Dwelling	<input type="checkbox"/> Yes <input type="checkbox"/> Occupied Residential <input type="checkbox"/> Holiday House
Access to Property	<input type="checkbox"/> Locked Gate <input type="checkbox"/> Unsecured Animals
Road Access to Property	<input type="checkbox"/> Unsealed Road <input type="checkbox"/> Steep Slope <input type="checkbox"/> Single Lane <input type="checkbox"/> Difficult to Locate Advise of any signage or numbers on the property _____
Driveway	<input type="checkbox"/> Gravel <input type="checkbox"/> Dirt <input type="checkbox"/> Steep Slope <input type="checkbox"/> Limited Ability to Manoeuvre
Any other access issues:	

Important Information

The following information must be included with the application submitted for approval of a septic tank installation. Information must be clear and legible, with colour coding used to enhance the clarity where possible:

TWO SEPARATE STAMPED PLANS ARE TO BE SUBMITTED:

1. PROPOSED SYSTEM PLAN:

- Drawn to scale not less than 1:100 on no larger than A3 size paper. Refer to the grid on page 4.
- Location and dimensions of all existing and proposed buildings; water pipes and septic tank systems
- Location and length of all effluent lines/irrigation areas or other effluent disposal methods
- Distance between the house and the septic tank
- Names of the streets at the closest intersection
- Position of north
- Location of all vents; and inspection openings
- Clearly illustrate all fixtures
- The fall of the land
- The location of potable and non-potable water sources (e.g. groundwater bore, dam, lake)
- The location of other significant features (e.g. large trees, fences etc.)
- If known, nominate the soil type where the land application area will be located

2. AN APPROVED HOUSE PLAN

3. LAND CAPABILITY ASSESSMENT (IF REQUIRED)

4. PLANNING PERMIT AND COPY OF TITLE

Health Protection Unit

Colac Otway Shire – Bushfire Recovery One Stop Shop

2-6 Rae Street

PO Box 283

COLAC VIC 3250

Tel.: 03 5232 9400 *select option 1*

Fax.: 03 5232 9586

Email: bushfire.recovery@colacotway.vic.gov.au

The personal information requested on this form is being collected by Council for the purpose of making its legal obligations under the Environment Protection Act 1970 and associated and related legislation. The information will be kept confidential and identifying information will not be disclosed to any person for any other purpose. You may access your own information by contacting Council's Health Protection Unit on 52329400.

Proposed System Plan (Refer to required features on page 3)

LIST OF FEATURES	Ref
STRUCTURES	
House	1
Shed	2
Driveway	3
Swimming Pool	4
Rainwater tanks	5
Septic System	
Septic Tank/treatment plant	6
Effluent disposal field	7
RESERVE AREA	
Additional Disposal field 2	
Additional Disposal field 3	
Additional Disposal field 4	
V: Vent	
ORG. Overflow Relief Gully	
MAN: Manifolds	
DB: Distribution Box	
IP: Inlet Pipe	
OP: Outlet Pipe	
AO: Access Opening	
OTHER	

PROPOSED SYSTEM PLAN:

- Location and dimensions of all existing and proposed buildings; water pipes and septic tank systems
- The location of potable and non-potable water sources (e.g. groundwater bore, dam, lake, underground water tank, well)
- The location and dimensions of other significant features such as existing and proposed boundaries, driveways, easements, swimming pools, underground power lines, Telstra cables, gas pipes and any other services.
- Distance between the house and the septic tank
- Location and length of all effluent lines/irrigation areas or other effluent disposal methods
- Names of the streets at the closest intersection
- Location of all elements of treatment and disposal system; trenches, lines, vents; inspection openings, valves etc.
- Clearly indicate north
- The fall of the land
- If known, nominate the soil type where the land application area will be located -