



APPLICATION FORM AND GUIDE FOR INSTALLATION OR ALTERATION OF AN ONSITE WASTEWATER MANAGEMENT SYSTEM

IMPORTANT INFORMATION

Environment Protection Act 2017 and Environment Protection Regulations 2021

It is essential that property owners understand that under the Environment Protection Act 2017 they have a responsibility under the general environmental duties to protect the environment and human health. Significant penalties apply to land owners that fail to fulfil their responsibilities as a duty holder.

Additional to this responsibility under the general duty provisions a number of duties are contained within the Environment Protection Regulations 2021 for onsite wastewater management systems.

These include a responsibility to:

- Take all reasonable steps to ensure the system is operated so as not to pose a risk of harm to human health or the environment (S191(1)) 10 penalty units
- Take all reasonable steps to ensure the system is maintained in good working order. (S191(2)) 10 penalty units. This includes:
 - undertaking regular desludging to remove the contents of the system
 - repairing and, when required, replacing all components and fittings of the system
 - maintaining the biological and chemical processes integral to the properly functioning of the system
 - maintain the integrity of the land used in connection with the system to ensure access to the system is not impeded
 - complying with the system manufactures' specifications and recommendations
 - complying with an relevant council requirements
 - monitoring the systems for signs of failure
- Must ensure the contents of the septic tank system do not overflow (S159(3)) 10 penalty units
- Inform any person in management or charge of the system (e.g. renters) written information regarding the correct operation and maintenance of the system.
- Notify council, as soon as practical after the person becomes aware, or reasonably should have been aware, that the system poses a risk of harm to human health or the environment or is otherwise not in good working order

**PLEASE BE
AWARE**

**There are legal
requirements
regarding the
ongoing
maintenance
of an onsite
wastewater
system**

- (S161) 10 penalty units. A system poses a risk if any of the following apply to the system:
 - The absorption field of the system becomes sodden with wastewater pooling on the surface of the surrounding land.
 - There is wastewater runoff from the disposal area
 - There is an odour of effluent emanating from or near the system
 - The drain or toilet of the system is running slowly
 - The grease trap of the system is full or clogged
 - There are any other signs that indicate that the system poses a risk of harm to human health or the environment or is otherwise not in good working order

Works should not be undertaken on the system without a permit.

- Must keep and hold a record of all maintenance activities carried out on the system, including pump out and service records, for a period of 5 years. (S192(1)) 5 penalty units
- Must make available for inspection on request by the Council or the Authority any records kept as required under S192(1) (s192(2) 5 penalty units
- Under the regulations Council can order maintenance on an on-site wastewater management system, should this occur and the required maintenance is not undertaken a further action can be undertaken by Council including the issuing of an infringement notice (10 penalty units)

Community Education Fact Sheets

If you are new to the world of onsite waste water disposal a series of Community Education Fact Sheets have been developed to assist you in understanding the application process, how septic tanks operate, the type of systems that can be used and ongoing maintenance requirements.' The fact sheets can be found on our website.

**Works must
not be
undertaken on
an onsite
wastewater
management
system
without a
permit**

Site plan

The site plan provided with your application form **must be legible and detailed**. Rough sketches with no site details cannot be accepted. Your septic tank permit is just as important as your building plans.

Failure to provide a suitable plan with your application will result in a delay to the processing of your permit as you will be asked to redraw and resubmit your plan.

If your neighbour has a dam on their boundary, or you have a dam or waterway running through your property, it must be shown on your plan.

An appropriate site plan will ensure that everyone understands the required works and your permit can be issued without delay.

The following details should be included on your plan:

- locations and dimensions of all buildings or proposed buildings
- locations and dimensions of all current and proposed swimming pools and tennis courts
- water tanks, water pipes, storm water drains
- driveways
- underground power, water and telecommunications connections
- on hilly sites, an indication of surface runoff
- location of proposed system including disposal field
- the position and direction of north
- fall of the land

On the following pages you will find a number of examples of site plans.

Plans don't have to be professionally drawn but they do need to be clear, legible and detailed.

Your site plan is important.

Your builder needs detailed plans to build your house, so does your plumber.

Include as much detail as possible on your plan.

A poor plan will result in delays to the processing of your permit as you will be asked to resubmit your plan.

Example site plans

Plan 1: 3 bedroom dwelling - septic tank and absorption trenches (3 trenches 40 metres in length with distribution box in the centre.)



Plan 2: 3 bedroom dwelling with septic tank and absorption trenches (6 trenches 20 metres in length with distribution box at the end of each trench).

Plan 3: 3 bedroom dwelling with a study
 - trenches package treatment plant and
 subsurface irrigation.



Plan 4 - 3 bedroom dwelling with a study - trenches
 package treatment plant and subsurface irrigation
 via 3 disposal fields.

Disposal field sizing and setbacks

When a land capability assessment (LCA) is undertaken, the size of your disposal field will be included within the report.

To assist property owners who are not required to obtain an LCA, the following tables with recommend minimum disposal fields has been developed. Without additional evidence to support the reduction of the recommended area the areas given in the tables are the minimum that will be approved within Loddon Shire.

Please note that the installation of high water using features such as spas will require additional disposal field area to be installed.

Setbacks are predetermined distances that must be maintained between a disposal field and site features. These distances have been determined by the Environment Protection Authority and must be adhered to at all times.

All disposal fields must be a permanent dedicated area within the property boundaries.

It must be protected from vehicles and livestock.

Don't place your disposal field in a paddock that will be planted and harvested.

Absorption / transpiration trenches, (1 metre wide with PVC pipe/ ReIn or arch drain)

Number of:		Minimum Length of Disposal Field required
Bedrooms	Studies	
1 Bedroom / outbuilding		60 m
2		90 m
2	1	120 m
3		120 m
3	1	150 m
4		150 m
4	1	180 m
5		180 m
5	1	210 m
+ 30 m per bedroom/study		

Subsurface irrigation (secondary treated effluent only)

Number of:		Minimum disposal area required
Bedrooms	Studies	
1 Bedroom / outbuilding		100 m ²
2		150 m ²
2	1	200 m ²
3		200 m ²
3	1	250 m ²
4		250 m ²
4	1	300 m ²
5		300 m ²
5	1	350 m ²
+ 50 m per bedroom Study		

The above sizes have been calculated based on AS 1547

Setbacks / buffer distances

The following setback distances are required for all septic tank system disposal fields.

Don't Forget Setback distances also apply to features on your neighbour's property.

Item	Setback (m)		Item	Setback (m)	
	Primary Treated Effluent	Secondary Treated Effluent		Primary Treated Effluent	Secondary Treated Effluent
Water table			Services		
Vertical depth from base of trench to the highest seasonal water table	1.5	1.5	Wastewater up slope of potable supply channel	300	150
Vertical depth from irrigation pipes to the highest seasonal water table	NA	1.5	Wastewater field down slope of potable supply channel	20	10
Allotment boundary			Water Supply pipe	3	1.5
Wastewater field up-slope of adjacent lot	6	3	Gas supply pipe	3	1.5
Wastewater field down-slope of adjacent lot	3	1.5	In ground water tank	15	4
Surface waters (up-slope from)			Stormwater drain	6	3
Dam or reservoir (potable water supply)	300	150	Groundwater Bores		
Waterways, wetlands, dams, lakes or reservoirs (stock and domestic, non-potable)	60	30	Category 1 and 2a soils	NA	50
			Category 2b to 6 soils	20	20
Waterways (potable water supply)	100	100	Building		
Recreational Areas			Wastewater field up-slope of building	6	3
Children's grassed playground	6	3	Wastewater field down-slope of building	3	1.5
In ground swimming pool	6	3	Wastewater up-slope of cutting/escarpment	15	15

Inspections / Certificate to use

Inspections are required of your system during installation and at the completion of works.

These inspections are mandatory prior.

You should contact Council's Public Health Officers at least 48 hours prior to arrange a suitable time for the inspection.

The issuing of an Approval to Use is a legal requirement. Your system should not be used until your Approval to Use has been granted. Fines do apply when a system is used without approval.

A copy of the Plumbing Industry Certificate is required in order to complete the Permit to Use.

If a treatment plant is installed, a Commissioning Certificate is also required to complete the Permit to Use.

An as-installed plan may also be requested prior to issue of the Permit to Use.

Inspections of your system are mandatory.

At least 48 hours' notice should be given.

To arrange your inspection please contact Council's Public Health Officers on 5494 1200



Onsite Wastewater Management (Septic Tank) Application Form

Environment Protection Act 2017

Permit Approval Time Frame

Council will issue an approval to install, if the proposed system is suitable for the development, the application is filled in correctly and all the required attachments have been included.

NO work should commence until the applicant receives this approval.

Please allow up to 42 working days for the processing of your Septic Tank Application.

YOU SHOULD NOTE APPLICATION FEES ARE NON-REFUNDABLE

I / we the undersigned, hereby apply to:

Install a NEW septic tank system

ALTER an existing system or permit

Permit Number: _

And supply the following information

Planning Permit Details

Is a planning permit required for your development?

YES

NO

If yes, please provide application number / permit reference: _____

Date of application / permit _____

Please note: your onsite wastewater management permit will not be issued until your planning permit has been issued.

Applicant Details

Is the applicant:

Owner

Agent of Owner*

***IMPORTANT:** The property owner must complete **Authorisation** section if they are not the applicant

Surname: _____ Title Mr Mrs Miss Ms Dr

Given/ Christian Name: _____

Street: _____ Town: _____

State: _____ Postcode: _____

Phone Numbers: Work: _____ Home: _____ Mobile: _____

Email* _____

*An email address must be provided as all correspondence is via email



Onsite Wastewater Management (Septic Tank) Application Form

Environment Protection Act 2017

Property Owner/s

Surname: _____ Title Mr Mrs Miss Ms Dr

Given/ Christian Name: _____

Street: _____ Town: _____

State: _____ Postcode: _____

Phone Numbers: Work: _____ Home: _____ Mobile: _____

Email* _____

*An email address must be provided as all correspondence is via email

Authorisation

I hereby authorise: _____ (applicant name)

To apply to construct / install an onsite wastewater management system

To apply to alter an existing onsite wastewater management system

Signature of Property Owner _____

Please Note: the Owners must also sign the owner's declaration on the last page.

Plumber Details

Surname: _____ Company Name _____

Given: _____ Licence Number _____

Street: _____ Town: _____

State: _____ Postcode: _____

Phone Numbers: Work: _____ Mobile: _____

Email* _____

*An email address must be provided as all correspondence is via email



Onsite Wastewater Management (Septic Tank) Application Form

Environment Protection Act 2017

Site Details

Crown Allotment: _____ Lot Number: _____ Size of Land _____
 Street Number: _____ Street _____
 Township/Parish: _____ Postcode: _____

Building Details

Type of Building

- House Shed Factory
 Office Shop Other: _____

Number of Bedrooms (including studies):

Number of people expected to use the system per day:

Number of Appliances/Fittings

Baths		Sinks	
Showers		Basins	
Toilets		Laundry Troughs	

Please Note: Under sink grinders are NOT permitted

Is a spa being installed within the building?

Yes No

If YES what is the Capacity of the Spa (in litres) _____

Please note the installation of large capacity spa may require the installation of a second septic tank

Fixture Rating

- Standard Water Reduction
 Full Water Reduction



Onsite Wastewater Management (Septic Tank) Application Form

Environment Protection Act 2017

Proposed Onsite Wastewater Management: System Details

System Type: eg.

- septic tank,
- aerated wastewater treatment system
- advanced secondary greywater system
- septic tank with sand filter

Manufactures Name: _____

Model Number _____

Septic tank capacity (litres) _____

Certificate of Conformity Number _____

(a copy of the certificate of conformity must be attached to your application): _____

Proposed Onsite Wastewater Management: Disposal Field

Absorption/Transpiration Trenches

Total Length of trenching to be installed: _____ metres

Number of Trenches to be installed _____

Length of Each Trench _____ metres

Unless specified differently within an LCA the standard trench dimensions are:

WIDTH: one (1) metre wide

DEPTH: 0.45 metres deep

Please note: Maximum trench length is 20m with a distribution box at the end or 40 meters if the distribution box is placed in the centre

Transpiration Beds

Total number of Bed's to be installed _____

Length of Each Bed _____ metres

Width of Each Bed _____ metres

Unless specified differently within an LCA the standard DEPTH of 0.45 metres is used for all beds

Subsurface Irrigation – please note we do not permit above ground irrigation

Total number of beds to be installed _____

Length of Each Bed _____ metres

Width of Each Bed _____ metres

Area of Each Bed _____ metres square

Other – please provide details

Application Requirements – You are required to supply the following documentation

For an Application to CONSTRUCT / INSTALL A NEW onsite wastewater system

- Wastewater (septic) system plan.** This must detail all parts of the proposed systems, including dimensions, grades, and a description of materials to be used. This plan must be clear and legible a rough sketch will not be sufficient. Failure to submit a satisfactory plan will delay the issuing of your permit.
- House / Building Floor Plan**
This plan must clearly identify all bedrooms, study's and plumbing fixtures. It must also show all sewer and storm water drainage
- Site Plan, it must include:**
 - Location of house on block
 - Location of any sheds, swimming pools, driveways, water pipes, underground power or telephone.
 - The location and layout of the proposed septic tank system.
 - The fall of the land in the vicinity of the effluent disposal area.
 - North

Note: This plan will be approved by Council's EHO and therefore must be accurate showing all measurements in metres and the exact system that is to be installed.

- Locality Plan**
The plan must clearly identify the location of the property including the street or lot number and show the names of the surrounding streets or nearest intersection
- A copy of the **Land Capability assessment**, if required
- Certificate of conformity** confirming that the onsite wastewater system meets it standards

On your plans the following must be marked

ST – Septic Tank	GI – Grease Interceptor	SWD – Storm water Drain	DB – Distribution Box
IO – Inspection Opening	ORG – Overflow relief gully	Fall of Land	N North

For an Application to ALTER AN EXISTING onsite wastewater system

- Existing wastewater (septic) system plan.** This must detail all parts of the existing systems, including dimensions, grades, and a description of materials to be used. This plan must be clear and legible a rough sketch will not be sufficient. Failure to submit a satisfactory plan will delay the issuing of your permit.
- Details of the **existing septic system** including the type and method of effluent disposal
- House / Building Floor Plan**
This plan must clearly identify all **EXISTING AND ALL PROPOSED** bedrooms, study's and plumbing fixtures. It must also show all sewer and storm water drainage
- Site Plan, it must include:**
 - Location of house on block
 - Location of any sheds, swimming pools, driveways, water pipes, underground power or telephone.
 - The location and layout of the proposed septic tank system.
 - The fall of the land in the vicinity of the effluent disposal area.
 - North

Note: This plan will be approved by Council's EHO and therefore must be accurate showing all measurements in metres and the exact system that is to be installed.
- A copy of the **Land Capability assessment**, if required
- Certificate of conformity** confirming that the onsite wastewater system meets it standards

On your plans the following must be marked

ST – Septic Tank	GI – Grease Interceptor	SWD – Storm water Drain	DB – Distribution Box
IO – Inspection Opening	ORG – Overflow relief gully	Fall of Land	N North

↙ ↘



Onsite Wastewater Management (Septic Tank) Application Form

Environment Protection Act 2017

Application Assessment – Property Access

Please be advised that a site inspection of your property will be carried out as part of the assessment process for your application.

If an attempt is made to undertake a site inspection of your property and access is restricted you will be charged an additional inspection fee.

To ensure that this does not occur please complete the following:

- Access to my property is not restricted.
- A key is hidden in the following location:

- Please call me prior to inspecting my property so that I can advise of key location

Applicants and Owners Declaration – Final Inspection and Certificate to use

I understand that my system once installed cannot be used until an inspection of the system has been carried out and a certificate to use the system has been installed.

I understand that it is an offence under the Environment Protection Act 1970 for my system to be used without a Certificate to use having been issued and that a fine maybe imposed by Council.

Applicant Signature _____ Date _____

Print Name _____

Owners Signature _____ Date _____

Print Name _____

Application Details – Applicant Declaration

I declare that all information contained in this application is, to the best of my knowledge, true and correct.

Applicant Signature _____ Date _____

Print Name _____



Onsite Wastewater Management (Septic Tank) Application Form

Environment Protection Act 2017

Owners Declaration – MUST BE SIGNED BY OWNER – AGENT CANNOT SIGN

I am the owner of this land:

1. I hereby apply for permission to have an onsite wastewater management system installed / altered by a registered plumber / drainer.
2. I understand that I have a responsibility as a duty holder under the Environment Protection Act 2017 and the Environment Protection Regulations 2021 and I am aware that I must:
 - a. Take all reasonable steps to ensure the system is operated so as not to pose a risk of harm to human health or the environment.
 - b. Take all reasonable steps to ensure the system is maintained in good working order
 - c. Ensure the contents of the septic tank system do not overflow
 - d. Provide to a renter or person in control of the system written information regarding the correct operation and maintenance of the system
 - e. Notify the council, as soon as practical after I become aware, or reasonably should have been aware, that the system poses a risk to harm to human health or the environment or is otherwise not in good working order.
 - f. Keep and hold a record of all maintenance activities carried out on the system, including any pump-out and service records, for a period of 5 years after each maintenance activity.
 - g. Make available for inspection on request by the council or the authority any records kept regarding the maintenance of the system
 - h. Obtain a permit to undertake any works on the system including internal plumbing works.
 - i. Undertake maintenance of the system if ordered by Council to undertake maintenance.
3. I acknowledge the following constraints apply to the area of land dedicated for the treatment of septic effluent:
 - a. No access by vehicles or livestock such as horses and cattle
 - b. No construction of driveways, footpaths, pools, verandahs or sheds.
 - c. No raising of ground level with clay or soil after initial construction has been completed
4. I approve of the location and system proposed in the application

I will install, operate and maintain the septic tank system in accordance with the permit conditions, certificate and establishes guidelines.

Owners Signature _____ Date _____

Print Name _____

Privacy statement

Personal information collected by Council is held securely and used in accordance with the Privacy and Data Protection Act 2014. Council may disclose this information to other organisations if required or permitted by legislation. Should you wish to access or modify this information, please contact Council on (03) 5494 1200 or email loddon@loddon.vic.gov.au

Loddon Shire Council
41 High Street, Wedderburn, Victoria
P.O. Box 21, Wedderburn, Vic 3518
Telephone: (03) 5494 1200 Facsimile: (03) 5494 3003
Email: loddon@loddon.vic.gov.au
Web: www.loddon.vic.gov.au



Onsite Wastewater Management (Septic Tank) Application Form

Environment Protection Act 2017

This is an accurate block plan for the proposed Septic Tank System at

Please ensure that all fittings and fixtures are marked on this plan, including the septic tank, distribution box, inspection opening, and overflow relief gully.

An example Block Plan is contained within Council's Septic Tank Application Guide. The building floor plan and Locality Plan can be attached in the form of an architect's plan or a map.

A large, empty grid area for drawing the block plan. The grid consists of light blue lines forming a fine grid pattern. There are three horizontal lines near the top of the grid, corresponding to the text above.