

# Application to Install/Alter Septic Tank System

## Environment Protection Act 1970 Section 53 – Part 1XB – Septic Tank System

| Property Address of Installation/Alteration: |              |
|--|--------------|
| Lot:   | LP/PS or CA: |
| Address:                                     |              |
| Suburb:                                      | Postcode:    |

| Property Owner Details: |             |
|-------------------------|-------------|
| Surname:                | First Name: |
| Postal Address:         |             |
| Suburb:                 | Postcode:   |
| Business Phone:         | Mobile:     |

| Plumber Details: |             |
|------------------|-------------|
| Surname:         | First Name: |
| Postal Address:  |             |
| Suburb:          | Postcode:   |
| Business Phone:  | Mobile:     |

| Land Capability Assessment (if required by Council) |           |
|---|-----------|
| Geotechnical Engineer Name:                         |           |
| Postal Address:                                     |           |
| Suburb:   | Postcode: |

|   |
|---|
| <b>Septic Tank Details:</b>                                   |
| <b>Construction Material:</b>                                 |
| <b>Manufacturer:</b>  |
| <b>EPA Approval Details (if treatment plant is proposed):</b> |
| <b>Method of Effluent Disposal:</b>                           |
| <b>Number of people expected to use the system:</b>           |

| <b>Details of Installation/Alteration:</b> |              |                              |              |
|--|--------------|------------------------------|--------------|
| <b>No. bedrooms(s)</b>                     |              | <b>No. toilet(s)</b>         |              |
| <b>No. sink(s)</b>                         |              | <b>Dishwasher</b>            | Yes/No       |
| <b>No. shower(s)</b>                       |              | <b>Sink Garbage Disposal</b> | Yes/No       |
| <b>No. bath(s) (capacity)</b>              | _____ litres | <b>Water Supply</b>          | Tank/Mains   |
| <b>No. trough(s)</b>                       |              | <b>Spa Bath (capacity)</b>   | _____ litres |

**I hereby apply to install/alter a Septic Tank System pursuant to the provisions of the Environment Protection Act 1970.**

Signature of property owner or authorized agent: \_\_\_\_\_

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

| <b>Fee Schedule:</b>                     |                       |
|--|-----------------------|
| <b>New Installation (2011):</b>          | <b>\$560.00</b>       |
| <b>Alterations:</b>                      | <b>Major \$345.00</b> |
| <b>Minor (no alteration to disposal)</b> | <b>\$150.00</b>       |
| <b>Inspections in excess of 3</b>        | <b>\$117.00</b>       |
| <b>Extend permit for further 2 years</b> | <b>\$286.00</b>       |
| <b>Amount Due:</b>                       |                       |

|                               |
|-------------------------------|
| <b><u>OFFICE USE ONLY</u></b> |
| R. 5601.1399.0000             |
| Amount : _____                |
| Date Paid: _____              |
| Receipt No: _____             |
| Building Approval: _____      |

# Septic Tank Permit to Install/Alter Application Information

NOTE: It is the owners responsibility to confirm, prior to installation, that the site chosen as the disposal area can be drained of all ground water to the base level of the lowest disposal trench.

An application to install/alter a septic tank system can be submitted to any of Council's Service Centres located at:

**Morwell Headquarters**  
141 Commercial Road MORWELL

**Moe**  
44 Albert Street MOE

**Churchill**  
9-11 Phillip Parade CHURCHILL  
(opening hours 11am - 6pm)

**Traralgon**  
34-38 Kay Street TRARALGON

Upon the completion of this application form it must be returned to Council's Health Services Team with the associated fee and suitable plans for assessment and approval.

If the details on the application are correct, and the application and plans are approved, a stamped copy of the approved plan will be issued together with a Permit to Install/Alter a Septic Tank System.

The installation of the septic tank system must be completed within two (2) years of the date of issue of the Permit to Install/Alter a Septic Tank, or a fee of 50% of the current application fee will be charged if an extension of the permit is approved.

## **LAND CAPABILITY ASSESSMENT (LCA)**

- A land capability assessment is required to be carried out within the proposed disposal site to ensure the soil is adequate to cope with the amount of effluent discharges to it (for disposal).
- The land capability assessment is to be carried out by a geotechnical/environmental engineer, who will then recommend a design for effluent disposal based on the result of the test.
- The engineer's design is to form part of the application to install/alter the system (if alteration includes new or relocated effluent soakage trenches).
- The land capability assessment is to be undertaken strictly in accordance with the Code of Practice - Septic Tanks.

NOTE: This assessment may not be required if an approved treatment plant or sand filter is proposed. Please check with Council's Health Services Team BEFORE organising for these tests to be completed.

## **PLANS AND SPECIFICATIONS REQUIRED**

Enclose with the application a plan, which includes the requirements, set out below (scale not less than 1:100) showing:

- the location of the premises including the street number or lot number;
- the distances from at least two (2) boundaries to the residence/building to be connected to the septic tank system.
- the location and dimensions of all proposed or existing buildings, streams, watercourses, gullies, dams and ponds; bores or wells for domestic supply; water tanks and stormwater drains; driveways; excavations; swimming pools; tennis courts; water, phone, gas and electrical trenches, and existing septic tank and sullage systems.
- the location of the proposed septic tank system;
- the position of north and fall of land;
- land capability assessment and effluent disposal design criteria (if required).
- a floor plan of the proposed dwelling.

The following may be required:

- A DETAILED PLAN and section (scale of not less than 1:100) of all parts of the proposal septic system, showing all dimensions and grades.
- Detail materials to be used in the construction and where required by the Council's Health Services Team, supply additional information necessary to show that the septic tank system will, if constructed in accordance with the specifications and legislation, effectively treat domestic sewerage waste to a standard that will pose no threat to public health.

Note: In order for the application for the Septic Tank System Permit to be processed efficiently, all the above steps must be completed. Failure to submit required information will result in processing delays.

## **SEPTIC TANK SYSTEMS**

All septic tank systems must be installed in accordance with the EPA Code of Practice - Septic Tanks, and be of a type that treats all liquid waste (sewage).

All wastes are to be retained within the boundaries of the allotment.

This can be achieved through either;

- A minimum septic tank size of 3200 litres (conforming to AS 1546), with baffle, followed by designed length of absorption drain;  
**OR**
- A minimum septic tank of 3200 litres (conforming to AS 1546), with baffle, followed by an approved sand filter, discharging to approved disposal which may include designed length of absorption drain or approved irrigation system;  
**OR**
- An EPA approved treatment plant and an approved irrigation system.

## **THE METHOD OF EFFLUENT DISPOSAL WILL BE DETERMINED BASED ON RESULTS OF THE LAND CAPABILITY ASSESSMENT**

For further information, please contact Council's Health Services Team on 1300 367 700 or visit [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au) health services – septic tanks.