

Install/Alter Septic Tank System 2025/26 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 _____

Section 3 – Property Details

Number _____ Lot _____ LP/PS Volume _____ Folio _____
Road/Street Name _____ Town _____ Postcode _____

Section 4 – Proposal Details

Section 5 – Plumber Details

Name _____
Postal Address _____
Telephone Number _____ Mobile 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 _____

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 from a licensed plumber/drainer

System Details

A **site plan** (preferably to scale) must be submitted with this form that details the following:

- Point of North;
- Location of the dwelling;
- The location and dimensions of all proposed system components and the test borehole;
- Setback distances to sensitive items (ie drains, waterways, dams, underground water tanks and underground bores);
- Slope contours (where available) or as minimum the grade (%) and direction of the slope.

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.

Details of Licensed Plumber

Verification of Soil Type

Land Capability Assessment (LCA) attached (if required)

NOTE: Please note that a copy of the Plumber/Drainer Certificate of Compliance must be submitted prior to the issue of a **Certificate for Use**.

The following technical information / system design must be provided by the licensed Plumber / Drainer:

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 & 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.

SIGNED _____ DATE _____

The personal information requested on this form is being collected by Council for the purpose of obtaining a wastewater 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 wastewater 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).

Section 8 – System Details

Premises Details

What will the disposal system be installed for: House Shed 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) Shower(s) Trough(s) Bedrooms

Toilet(s) Bath(s) Sink Garbage Disposal Y/N

Spa Bath (s) Y/N (L) Dishwasher(s) Y/N

Water Supply Mains Tank

Septic System Details

Septic Tank Capacity: (L)

Sand Filter Size: Length m X Width m X Depth m

Treatment Plant Make/Model:

Certificate of conformity for treatment system must be attached to this application

Pump Pit Diameter _____ mm Depth _____ mm Volume _____ (L)

Alarm Audible Visual Location: _____

Other Specify:

Disposal Method

Absorption/Transpiration Lines: Size: Total Length _____ m X Width _____ m X Depth _____ m

Sub-Surface Irrigation Size: Total _____ m²

Other Specify:

Site Information

Setbacks - Please mark all distances on the site plan (Table 4-10 – Guideline for onsite wastewater management May 2024)

Surface Waters Site Cut Services Building

Stormwater Drain Bore Allotment Boundaries

Ground Type? Natural Ground Fill – is not suitable for absorption trenches Slope? _____ Slope _____ %
if excessive slope may require a LCA

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

Is there adequate exposure to sun and wind in the proposed Land Disposal Area (LDA)?

Yes No – (if no an LCA is required)

Notes:

Will there be suitable vegetation cover over the proposed LDA?

Yes No – (if no an LCA is required)

Notes:

Will stormwater run-off be adequately managed over proposed LDA?

Yes No – (if no an LCA is required)

Notes:

Does the proposed LDA adequately address any issues relating to localised poor drainage?

Yes No – (if no an LCA is required)

Notes:

Is the seasonal high groundwater level deeper than 1.5m?

Yes No – (if no an LCA is required)

Notes:

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?

Yes (if Yes, an LCA is required) No

Notes:

Is Mottling present?

Yes (if Yes, an LCA is required) No

Notes: _____

Soil Structure (as described in AS/NZS 1547:2000)

Notes: _____

Soil Texture (as described in AS/NZS 1547:2000)

Notes: _____

Surface Soil Depth: _____ 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

Section 12 – Payment Details

Fee Schedule

New Installation	<input type="checkbox"/>	\$ 822.00
Major Alteration (upgrade 2-3 lines/new tank)	<input type="checkbox"/>	\$ 822.00
Minor Alteration (1 additional trench)	<input type="checkbox"/>	\$ 626.00
Additional Fixtures (new toilet/tap etc)	<input type="checkbox"/>	\$ 626.00
Extend Permit for a further 2 years	<input type="checkbox"/>	\$ 180.00

Date:

Fees for septic applications are no 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)
 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

Receipt Number _____

Date Received _____