

# Application to Install a Septic Tank System

Application Type	Fees (effective until 30 June 2019)	Office Use Only
Install a new system	<input type="checkbox"/> \$770.00	Permit Fee:
Alter an existing system	<input type="checkbox"/> \$308.00	Date:
Amend existing permit	<input type="checkbox"/> No Fee	Receipt No.

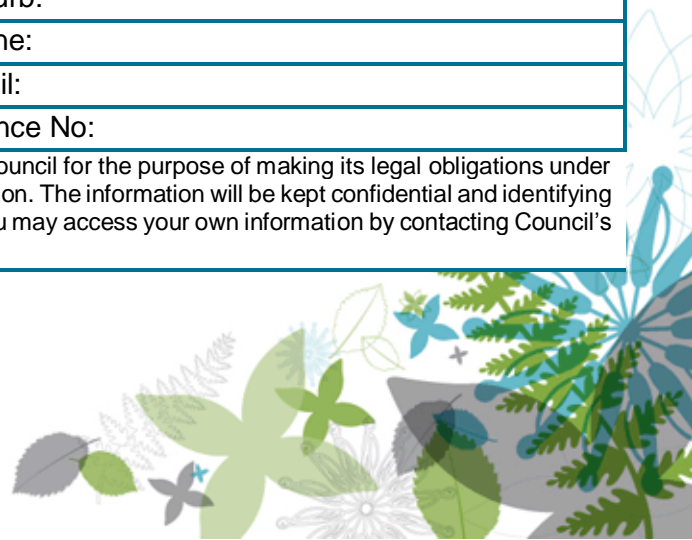
The Land			
Unit No.	St. No.	Lot No:	CA No.
Sec No.	Parish/Township:		
Street Name:			
Suburb/Locality:			

The Applicant	The Owner <input type="checkbox"/> Same as Applicant
First Name:	First Name:
Surname:	Surname:
Address:	Address:
Suburb:	Suburb:
Phone:	Phone:
Email:	Email:
*Signed:	*Signed:
Date:	Date:

\* I hereby certify that all on-site septic tank system works proposed and specified in this application will be in compliance with the EPA Act 1970 and the EPA Code of Practice (Onsite Wastewater Management Publication 891.4 (July 2016)) and AS/ANZ 1547. I understand that my septic system cannot be used until a final inspection of the system has been carried out by the Colac Otway Shire and an Approval to Use has been issued.

The Plumber	The Drainer <input type="checkbox"/> Same as Plumber
Company:	Company:
First Name:	First Name:
Surname:	Surname:
Address:	Address:
Suburb:	Suburb:
Phone:	Phone:
Email:	Email:
Licence No:	Licence No:

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.





The Building			
Type of Premises:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
	<input type="checkbox"/> Shed	<input type="checkbox"/> Extension/Renovation	
Intended Use:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Accommodation	<input type="checkbox"/> Rental
	<input type="checkbox"/> Holiday Home		
Bedrooms:	Specify:		
Water Supply:	Mains Water	<input type="checkbox"/> Tank Water	<input type="checkbox"/>

The Septic Tank			
Type of Tank:	<input type="checkbox"/> Standard Septic	<input type="checkbox"/> Sand Filter	<input type="checkbox"/> Treatment System
	<input type="checkbox"/> Worm Farm	<input type="checkbox"/> Composting Toilet	<input type="checkbox"/> Greywater System
	<input type="checkbox"/> Pump Out	<input type="checkbox"/> Other (Specify):	
	Size of tank (litres):		
	If a treatment system, specify manufacturer:		
Type of Land Application System:	<input type="checkbox"/> Soil Absorption Trench	<input type="checkbox"/> Sub-Surface Irrigation	<input type="checkbox"/> ETA Trench
	<input type="checkbox"/> Wick Trench	<input type="checkbox"/> Mound System	<input type="checkbox"/> Other (Specify):
Size of Land Application System:	Trench Systems		Irrigation Systems
	Length (m):		Area (m <sup>2</sup> ):
	Width (mm):		Lineal (m):
	Depth (mm):		Mound Systems
	Length (m):		Basal Area (m <sup>2</sup> ):

Access			
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:	<input type="checkbox"/> Unsealed Road	<input type="checkbox"/> Steep Slope	<input type="checkbox"/> Single Lane
	<input type="checkbox"/> Difficult to Locate	<input type="checkbox"/> Other Info:	
Driveway:	<input type="checkbox"/> Gravel	<input type="checkbox"/> Dirt	<input type="checkbox"/> Steep Slope
	<input type="checkbox"/> Difficult to Manoeuvre		

**Please Note: Council endeavour to provide a decision on applications within 3 weeks. However, decisions can take up to 6 weeks dependent on the quality of information submitted with applications.**





### Application Checklist

Is a Planning Permit required? If a Planning Permit is required for any dwellings/works associated with the installation of the septic system, we recommend obtaining the Planning Permit first. Contact Colac Otway Shire's Planning Unit on 5232 9400.

Is a Land Capability Assessment Required? During your preliminary discussions with the Colac Otway Shire, you should clarify if an LCA is required to accompany your application. Refer to the Colac Otway Shire's Mapping Portal <http://cos.cerdi.com.au/cos.php>. (Select Planning>Domestic Waste Management Plan from the RHS menu).

An LCA is required for a sensitivity of 'Moderate' or higher <http://www.colacotway.vic.gov.au/My-property/Water-management/Domestic-Wastewater-Management-Plan>

Is sewer available to your property? If sewer is available, you must connect rather than installing an onsite septic tank system. Contact the relevant water authority to confirm sewer availability:

**Barwon Water**

[www.barwonwater.vic.gov.au](http://www.barwonwater.vic.gov.au)  
1300 656 007

**Wannon Water**

[www.wannonwater.com.au](http://www.wannonwater.com.au)  
1300 926 666

### Application Checklist Applications must include the following information:

- Completed Application Form.
- Payment of the applicable fee.
- Current Copy of Title.
- Detailed floor plan of the dwelling (showing internal layout of existing and proposed buildings. Where an extension to a building is proposed, you need to highlight the proposed extension on the plan).
- An allotment plan (showing location of the proposed septic tank/treatment system, land application area (distribution pits, trenches, individual irrigation lines, vacuum breakers, flush/scour valves, return lines, flushing trenches/pits), pump wells, diversion drains, setback distances, location of the dwelling/all existing or proposed buildings, driveways, easements, dams, creeks, water tanks, Point of North, fall of the land, significant vegetation.
- Land Capability Assessment (if required).





**OFFICE USE**

Amount: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT SCAN – TO BE DESTROYED**

## PAYMENT BY CREDIT CARD

Septic System Application Address: \_\_\_\_\_

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New System - \$770.00

Alteration to System - \$308.00

GST exempt (Receipt type 493)

Description of Payment: \_\_\_\_\_  
*i.e. New system installation / alteration to existing system*

Please charge my credit card for the amount of: \$ \_\_\_\_\_

Amount in words: \_\_\_\_\_

### CREDIT CARD DETAILS

Name on Card: \_\_\_\_\_

Credit Card No: 

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Amex  Mastercard  Visa Card  Expiry Date: \_\_\_\_\_ CCV: \_\_\_\_\_

Signature: \_\_\_\_\_

# PLEASE PLACE THIS FORM AT FRONT OF YOUR APPLICATION/DOCUMENTS

Note: This form will be destroyed upon completion of payment process

