

2-6 Rae Street
PO Box 283
COLAC 3250
Telephone: 5232 9400



PERMIT FEE
DATE
RECEIPT NO.
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 \$750.00
☐ Alter an existing system \$300.00
☐ Modification of a previous application. For example, change of plumber with no significant change to a system

IMPORTANT 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'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>

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					

IF THE APPLICANT IS NOT THE OWNER

Name of applicant		Relationship to Owner	
Address of applicant			
Applicants Phone number			
Applicants email address			

Applicant declaration

I, the person applying for a Permit to Install a Septic Tank System

- Have done so with the full knowledge and consent of the of the property (if not the same person).
- Acknowledge that Colac-Otway Shire Officers will access the property at any stage of the application and installation process without notice to assess for the purposes of assessing the property and installation.
- Acknowledge that failure to provide information requested to the satisfaction of the assessing officer will delay the issuing of a permit.
- Understand that applications will take **up to two weeks to process and issue** from the time that
 - An application form has been completed to the satisfaction of the assessing officer (Permit to Install Septic)
 - A request for final inspection has been made and all actions/supporting information has been completed to the satisfaction of the assessing officer (Approval to Use Septic)

Signature		Date	
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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 _____ Occupants (maximum) _____		
Bath/spa >250L	<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		
Private (tank) water 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 <input type="checkbox"/> New Development <input type="checkbox"/> Shed <input type="checkbox"/> Extension/Renovation
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 – Manufacturer & model/certificate of compliance number: _____ <input type="checkbox"/> Septic Tank with sand filter (sand filter size): _____ m ² Manufacturer & model/certificate of compliance number: _____ <input type="checkbox"/> Septic Tank (all waste) Capacity of Septic Tank (in litres): _____ Manufacturer & model/certificate of compliance number: _____ <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

Payment Details:

Cheque Number:..... Date:..... Amount:.....

Payment by Credit Card - please complete attached form and return with application to:

Health Protection Unit

Colac Otway Shire

2-6 Rae Street

PO Box 283

COLAC VIC 3250

Tel.: 03 5232 9429

Fax.: 03 5232 9586

Email: inq@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.

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	

[illegible]

- ☐ 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