

# Onsite Wastewater Systems

## Septic Permit Application Guidance Notes

## Getting started

There are many legal and practical steps to follow when installing onsite wastewater systems such as grey water systems or a septic tank. These guidance notes have been prepared to help explain the process. It contains:

- an **Application form to install/alter an onsite wastewater system** ;
- important information about the law relating to onsite wastewater systems;
- an overview of the onsite wastewater systems (septic tank and grey water) approval process.

## The Environment Protection Authority

Only onsite wastewater systems which have been approved by the Environment Protection Authority can be installed.

Wyndham City does not have final approval of systems which discharge wastes off site.

## Septic tank permits and building permits

Building Approvals and Certificates of Occupancy cannot be issued until a **Permit to Install a septic tank** and a **Certificate approving use of a septic tank** have been issued by Environmental Health Services.

No work may commence until a **Permit to install** has been issued and no part of the septic tank system may be used until a **Certificate approving use** has been issued.

To avoid unnecessary delays, applications for a **Permit to install** a septic tank should be lodged before your building permit application.

## Application form

Complete the application form (enclosed) and lodge it as soon as possible.

In particular, note:

- An application fee payment of \$776.00 applies (Minor Alterations to existing Septic - \$591.00.)
- You must provide a copy of the Certificate of Title.
- You must lodge professionally drawn site plans (to scale) containing all the details listed on the reverse of the application form (3 copies), see examples below.
- You must lodge a detailed floor plan of the house or building with specifications as detailed on the reverse of the application form. (3 copies)
- You must designate an alternative area to enable the disposal area to be duplicated for future use.

## Inspections

There are generally three inspections of a septic system. (Additional inspections may attract further fees.)

### 1. Preliminary site inspection

- The allotment, house and proposed septic tank and disposal area must be clearly identified.
- If the property is secured and access is restricted, daytime contact details must be provided to Wyndham City, so that access can be arranged.

### 2. Open system inspection

- All pipe work and drains are to be inspected before back filling. Absorption trenches or transpiration beds are to be excavated.
- Tanks, drains and pits are to be in position. Blue metal Aggregate, 3/4 screenings, sand, etc. are to be on site for approval.
- If you wish to have the disposal trenches or beds with material installed prior to back filling it must be by arrangement with the Environmental Health Services and you must leave agreed access for inspection and measurement of levels and other parameters.

### 3. Final Inspection

- All works including completed internal plumbing, system ready to operate and vegetation planted.

### 4. Additional Inspection(s)

- If any additional inspections are required prior to submitting an application or after completion, these can be requested at a cost of \$96.00 per hour.

## Offences relating to septic tanks

Offences related to septic tanks

Failure to comply with the law relating to septic tanks can result in significant fines and possible Court prosecution. The Environmental Protection Act 1970 sets out the legislation regarding septic tanks and the breaches are:

- Failure to obtain a permit to install
- Failure to comply with permit conditions
- Failure to obtain a permit to use
- Failure to maintain a system in accordance with permit conditions

## Need advice?

If you would like more information regarding the approval process please contact Environmental Health Services on (03) 9742 0738.

### Location Plan



183.96m

**Site Plan**

**EXAMPLE ONLY**







