

# APPLICATION FORM TO INSTALL / ALTER AN ONSITE WASTEWATER SYSTEM

I hereby apply for permission to INSTALL / ALTER an onsite wastewater system as per the **Environment Protection Act 2017** and supply the following:

PROPERTY LOCATION of proposed or existing system	
Lot No:	Street No:
Street Name:	
Suburb:	Postcode:

OFFICE USE ONLY	Date:	Receipt no:	HLS ____/____

OWNER DETAILS	APPLICANT DETAILS (if not owner)
Name:	Name:
Postal Address:	Postal Address:
Phone:	Phone:
Mobile:	Mobile:
Email:	Email:

PLUMBER DETAILS (Responsible for installation of tank)	DRAINER DETAILS (Responsible for drainage/ disposal system)
Name:	Name:
Postal Address:	Postal Address:
Mobile:	Mobile:
Licence/Registration No:	Licence/Registration No:

PROPERTY DETAILS - please specify the number of each			
Property Type: DOMESTIC COMMUNITY FACILITY COMMERCIAL			Max Occupants:
Bedrooms:	Study:	Bathrooms:	Showers:
Basins:	Baths:	Sinks:	Troughs:
Toilets:	Bidets:	Spa (include water capacity):	

PROPERTY DETAILS - please specify the number of each						
Water supply (circle selection)				Water fixture type (circle selection)		
Mains	Tank	Roof	Bore	Other	Standard water reduction	Full water reduction

SYSTEM DETAILS – complete relevant section	
SEPTIC TANK	TREATMENT PLANT
Material: PRECAST or CAST IN-SITE	Make and Model:
Capacity in Litres:	EPA Certificate of Conformance No:
Type of waste: ALL or GREY or OTHER	Type of waste: ALL or GREY or OTHER

DISPOSAL DETAILS - please complete for disposal method used			
DISPOSAL METHOD	LENGTH (m)	WIDTH (m)	TOTAL AREA (m <sup>2</sup> )
Absorption trench			
Evaporation/Transpiration bed			
Irrigation - subsurface			
Other:			

PLANS AND SPECIFICATIONS	
NB: Any omissions may cause delays, relocation of drains, and possible additional expense.	
	<b>Certificate of Conformity</b> confirming that the proposed on-site wastewater treatment plant meets the appropriate standard. This should be obtained from the manufacturer.
	<b>Certificate of Title</b> for the property
	<b>Locality Plan</b> that clearly shows: <ul style="list-style-type: none"> <li>✓ the property/lot number and name of all streets which abut the property</li> <li>✓ the dimensions of all boundaries</li> </ul>
	<b>Building Floor Plan</b> drawn to scale 1: 50 that clearly details: <ul style="list-style-type: none"> <li>✓ all bedrooms, studies, amenities and kitchen areas</li> <li>✓ show dimensions, grades and the location of all plumbing fittings</li> <li>✓ how all pipe work connects to the septic or treatment tank</li> </ul>
	<b>Block Plan</b> that clearly shows: <ul style="list-style-type: none"> <li>✓ The location, layout and dimensions of the proposed treatment and disposal area</li> <li>✓ The location of all system components (rotars, flush valves, distribution pits, etc.)</li> <li>✓ Setback distances from all components of the waste disposal system to the property and any sheds, swimming pools, driveways, dams, bores, streams, rivers, water tanks, easements, etc. on the property.</li> <li>✓ The fall of the land on the property</li> <li>✓ The direction of North</li> <li>✓ The designated alternative disposal area to enable future duplication.</li> </ul>

**NOTE: A Certificate of Compliance is to be submitted to Wyndham City for installation.**

<b>OWNER TO COMPLETE</b>	<b>APPLICANT TO COMPLETE</b>
I am the owner of this land. I have seen and consent to this application.	I declare that all information contained in this application is true and correct.
Signature of Owner: _____	Signature of Applicant: _____
Date: _____	Date: _____
<b>Septic Tank New Application \$776.00</b> NOTE*: Complex applications may attract an additional per hour fee of <b>\$96.00</b>	<b>Septic Tank Minor Alterations \$591.00</b> NOTE*: Complex applications may attract an additional per hour fee of <b>\$96.00</b>
Receipt No: _____	Receipt No: _____
Date Paid: _____	Date Paid: _____

<b>SEPTIC TANKS – ADDITIONAL FEES</b>	
Septic Tank Amend Permit	\$165.00
Septic Tank Renew a Permit	\$131.00
Septic Tank Exemption	\$232.00
Septic Tank Exemption Fee Per Hour	\$94.00
Septic Tank Transfer of Permit should the property change ownership prior to completion	\$157.00

### How to lodge your application

<b>By email</b>	<b>In person</b>	<b>By mail</b>
mail@wyndham.vic.gov.au	Wyndham City Council 45 Princes Hwy Werribee VIC 3030 8.00am to 4.30pm Monday to Friday	P.O Box 197 Werribee VIC 3030

*If you need to speak with us, please call 1300 023 411 to be transferred to the relevant department.*