

# Apply to install or alter an onsite wastewater management system

## About this form

Use this form to apply for permission to:

- install an onsite wastewater management system
- alter an existing onsite wastewater management system.

If you do not own the property where the system is installed, you will need the owner's consent.

## What you need

- Your plumber's details.
- Your drainer's details.
- If you are not the owner of the property, the owner's authorisation.
- The property details.
- The system and disposal details.

You must attach three copies of:

- Certificate of title
- Locality plan
- Building floor plan at 1:50 scale
- Block plan.

You must also attach one copy of your system's Certificate of Compliance.

## How to return this form

By email: [mail@wyndham.vic.gov.au](mailto:mail@wyndham.vic.gov.au)

In person: Civic Centre, 45 Princes Highway, Werribee

By post: PO Box 197, Werribee, Victoria, Australia, 3030

## Payment

You must pay a fee before we issue permission. The fees are listed at the end of this form.

If you submit this form in person, you can pay at the Civic Centre.

If you are submitting the form by email or post, we will send you an invoice.

## More information

If you need help completing this form, call us on 1300 023 411.

We are open Monday to Friday from 8am to 5pm.

## Property and owner details

<b>Name:</b>		
<b>Business name:</b>		
<b>Mobile number:</b>		
<b>Email address:</b>		
<b>Property address:</b>	Street and number/lot:	
	Suburb:	
	Postcode:	
<b>Property type:</b>	<input type="checkbox"/> Domestic <input type="checkbox"/> Community facility <input type="checkbox"/> Commercial	
<b>Occupants (max):</b>		
<b>Water supply:</b>	<input type="checkbox"/> Mains <input type="checkbox"/> Tank <input type="checkbox"/> Roof <input type="checkbox"/> Bore <input type="checkbox"/> Other _____	

**Water supply:**

Standard water reduction

Full water reduction

### Applicant details (if not the owner)

**Given name:**

**Last name:**

**Mobile number:**

**Email address:**

**Postal address:**

Street and no:

Suburb:

Postcode:

### Plumber (responsible for tank installation)

**License number:**

**Name:**

**Mobile number:**

**Email address:**

**Postal address:**

Street and no:

Suburb:

Postcode:

## Drainer (responsible for drainage/disposal)

<b>License number:</b>		
<b>Name:</b>		
<b>Mobile number:</b>		
<b>Email address:</b>		
<b>Postal address:</b>	Street and number:	
	Suburb:	
	Postcode:	

## System:

<b>Septic tank:</b>	<b>Material:</b>	<input type="checkbox"/> Precast <input type="checkbox"/> Cast in site
	<b>Capacity:</b>	(litres)
	<b>Type of waste:</b>	
<b>Treatment plant:</b>	<b>Make and model:</b>	
	<b>EPA approval number:</b>	
	<b>Type of waste:</b>	

### Disposal details:

<b>Treatment plant:</b>	Length:	(m)
	Width:	(m)
	Total area:	(cubic m)

### Property rooms and fixtures

<b>How many of each room and fitting?</b>	Bedrooms:	
	Study:	
	Bathrooms:	
	Showers:	
	Basins:	
	Baths:	
	Sinks:	
	Troughs:	
	Toilets:	
	Bidets:	
	Spas:	Capacity: (Litres)

## Owner's consent

**Declaration:**

I am the owner of the land

I have seen and consent to this application

**Signature:**

**Date:**

## Applicant declaration

**Declaration:**

The information in this application is true and correct

**Signature:**

**Date:**

## Privacy statement

We will collect and use your personal information (or personal information of those acting on your behalf) when we process your request.

We will store the information in our database and use it to identify you when you are communicating with us. We will also use your information and may share it with our contractors when we deliver services and information.

We may use your data to gather feedback through a survey, to assess your satisfaction with our service delivery.

Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014 (Vic). For more information about how your personal information is handled please visit our [Privacy Policy](#) on our website at [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au)

## Fees

Item	Fee
Septic tank – new application	\$854.70
Septic tank – minor alterations	\$650.55
Amend a permit	\$179.85
Renew a permit	\$143.85
Exemption (per hour)	\$102.60
Transfer of ownership (if the property changes ownership prior to completion)	\$172.40