

ENVIRONMENTAL PROTECTION ACT 1970
891.4 EPA CODE OF PRACTICE – ONSITE WASTEWATER MANAGEMENT JULY 2016

Health Services
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Payments can be made in Person; **See over for locations**
Visit any of our Customer Service Centres using cash,
cheque, postal order credit card or EFTPOS
or call ☎ 5272 5272

FEE DUE

\$510.00

VISA/MASTERCARD - A payment processing fee of 0.55% applies
Receipting Info: App:LC/Health Licensing/Prepayment

1. APPLICATION FOR PERMISSION TO INSTALL/ALTER SEPTIC TANK SYSTEM

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 _____

Suburb _____

Owner's full name _____

Owner's current mailing address _____

_____ ☎ _____

Consent of Owner: (owner must sign) _____

IF THE APPLICANT IS NOT THE OWNER –

I/We the applicant declare that we have notified the owner about this application and consent to a copy of the permit being forwarded to the owner.

I understand that plans and specifications must be provided with this application to Council guidelines.

NAME OF APPLICANT: _____

Address of Applicant: _____ ☎ _____

Signature: _____ **Date:** _____

| | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| e-mail (please write clearly) | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |

2. NAME OF PLUMBER/S AND/OR DRAINER/S INSTALLING SEPTIC TANK SYSTEM

Name of Septic Plumber: _____ **Contact No** ☎ _____

Postal Address: _____

_____ **Post Code** _____

Licence number: _____ **Components Installed** (ie. Sub floor, waste system, etc) _____

Certificate of Compliance Number: (Plumber/Drainer) _____

| | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| e-mail (please write clearly) | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |

Name of House Plumber: _____ **Contact No** ☎ _____

Postal Address: _____

_____ **Post Code** _____

Licence number: _____ **Components Installed** (ie. Sub floor, waste system, etc): _____

Certificate of Compliance Number: (Plumber/Drainer) _____

* If you need to provide more plumber details please provide on separate sheet and attach to this application form

3. AUTHORISATION

Copies of Permits can only be sent to those listed on this application (Section 1 & 2). We recommend that if other interested

parties need copies that you provided this permit to all those involved in the job, e.g. Builders & Landscapers

4. ENTRY TO PROPERTY

Does entry to the property require the presence of someone to unlock gates or are there dogs/livestock present?

No Yes – please provide name and contact of person to arrange entry

Name _____ Contact number ☎ _____

5. BUILDING DETAILS

Number of: Bedrooms: _____ Study/Rumpus: _____ Other: _____

People using system: Min _____ Max _____

Bath/Spa >250L No Yes (capacity in litres): _____

Mains Water Supply No Yes

Fixture Rating - Refer to Councils 2013 Code of Practice Onsite Wastewater Management for definitions of these ratings

Standard Water Fixtures Full Water Reductions (Provide evidence of how this is to be achieved)

6. WASTEWATER SYSTEM DETAILS – TREATMENT & DISPOSAL

Type of premises: Residential Commercial Industrial Dependant Person Unit

Intended Use: Full-Time Residence Factory Shed Holiday House Accommodation facility

Method of Treatment: (MINOR)

Treatment Plant – Model _____ Certificate of Conformance Number _____

Septic Tank with sand filter (sand filter size) _____ m²

Septic Tank (all waste) - Certificate of Conformance Number _____

Other:(specify) _____

Effluent Disposal Method: (MAJOR) Capacity of Septic Tank (in litres) _____

Off-site/Pump Out Sub-soil Absorption Trench (length) _____ m²

Pressure compensating subsurface (shallow) irrigation (length) _____ m²

Surface Irrigation (area) _____ m² (Only permitted if strict requirements under AS/NZS1547:2012 can be met)

7. LODGEMENT CHECKLIST

The following information must be included with the application when submitted for approval of a septic tank installation

| | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Proposed plan of system – see requirements → | Proposed plan of system requirements – <ul style="list-style-type: none"> ▪ Drawn to scale not less than 1:100 on no larger than A3 size paper ▪ 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 |
| <input type="checkbox"/> | Approved house plan | |
| <input type="checkbox"/> | Copy of Certificate of Title | |
| <input type="checkbox"/> | Planning Permit (if required) | |
| <input type="checkbox"/> | Land Capability Assessment (if required) | |
| <input type="checkbox"/> | Lodge form & pay fee (refer to options below – In Person / Mail / Email) | |

In Person

| | | |
|-------------------------------|---|------------------------------------|
| Brougham St | 100 Brougham Street | Monday to Friday 8:00am to 5:00pm |
| Belmont | 163 High Street | Monday to Friday 9:00am to 5:00pm |
| Corio | Corio Shopping Centre, Shop 4K/83a Purnell Road | Monday to Friday 9:00am to 5:00pm |
| Drysdale (inside library) | 18-20 Hancock Street | Monday to Friday 9:00am to 5:00pm |
| Geelong West | 153a Pakington Street | Monday to Friday 10:00am to 2:00pm |
| Ocean Grove | The Grove Centre – 66-70 The Avenue | Monday to Friday 9:00am to 5:00pm |
| Wauron Ponds (inside library) | 230 Pioneer Road | Monday to Friday 10:00am to 2:00pm |

Mail City of Greater Geelong
PO Box 104
GEELONG VIC 3220

Email You can return this form by email to
contactus@geelongcity.vic.gov.au / make payment over the phone ☎
03 5272 5272

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