



**CENTRAL  
GOLDFIELDS  
SHIRE  
COUNCIL**

INSTALLATION FEE	\$418.00	FEE PAID
ALTERATION FEE L50541.01	\$306.00	\$
(OFFICE USE ONLY)		
RECEIPT NO.	_____	
DATE RECEIVED	_____	

# APPLICATION TO INSTALL or ALTER an ONSITE WASTEWATER MANAGEMENT SYSTEM

S.53M Environment Protection Act 1970

DATE \_\_\_\_\_

INSTALLATION  
 ALTERATION  
PERMIT NO \_\_\_\_\_

**PROPERTY DETAILS:** Give the address and particulars of the land where a septic tank system is to be installed/altered.

Residential No	CA(s)	Section	Parish Town	Lot No	LP No
Address					

<b>APPLICANT:</b> Who is responsible for co-ordinating this application?	<b>OWNER:</b> If the applicant is not the owner, give the name and address of the owner of the land.
Name:	Name:
Postal Address:	Postal Address:
Phone (Business Hours):	Phone (Business Hours):
Mob:	Mob:

Applicant wishes to be contacted to arrange an on-site inspection.

<b>PLUMBER:</b> Person responsible for the building/house plumbing works	<b>DRAINER:</b> Person responsible for installation of septic system and effluent disposal system – if not plumber
Name:	Name:
Postal Address:	Postal Address:
Phone (Business Hours):	Phone (Business Hours):
Mob:	Mob:
P.I.C Licence Number:	P.I.C Licence Number:

<b>PLANNING PERMIT:</b>	
<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> APPLICATION LODGED
<input type="checkbox"/> REQUIRED	<input type="checkbox"/> NUMBER: _____

**BUILDING DETAILS**

**TYPE OF BUILDING:**  
 HOUSE    FACTORY    SHED    OFFICE    SHOP    OTHER \_\_\_\_\_

**NUMBER OF PEOPLE USING THE SYSTEM:**   MIN \_\_\_\_\_   MAX \_\_\_\_\_

**NUMBER OF:**  
 BEDROOMS \_\_\_\_\_   STUDIES \_\_\_\_\_   TOILETS \_\_\_\_\_   SHOWERS \_\_\_\_\_   SINKS/BASINS \_\_\_\_\_   BATHS \_\_\_\_\_

**IS A SPA TO BE INSTALLED?**    YES    NO IF YES WHAT IS THE CAPACITY OF THE SPA \_\_\_\_\_ LITERS  
 please note that the installation of large capacity spa may require the installation of a second septic tank

**APPLIANCES/FITTINGS:** no under sink grinders are permitted  
 WILL WATER EFFICIENT APPLIANCES AND FITTINGS BE INSTALLED AND MAINTAINED FOR THE LIFE OF THE STRUCTURE?    YES    NO

*Please complete the reverse of application*

**PROPOSED TANK:** Detail the specific type of tank proposed to be installed/alterd (Tick the appropriate box and complete details)

**CONVENTIONAL SEPTIC TANK – CAPACITY** \_\_\_\_\_

**PACKAGED TREATMENT PLANT**       **SECONDARY TREATMENT**       **ADVANCED SECONDARY TREATMENT**

**MAKE** \_\_\_\_\_

**MODEL** \_\_\_\_\_

**OTHER (SPECIFY)**

\_\_\_\_\_  
EPA APPROVAL NUMBER \_\_\_\_\_

**PROPOSED DISPOSAL METHOD:** Detail the specific type of disposal method proposed to be installed/alterd (Tick the appropriate box and complete details)

**ETA / TRENCH SYSTEM**

TOTAL AREA OF TRENCHES \_\_\_\_\_ M<sup>2</sup>

NUMBER OF TRENCHES \_\_\_\_\_

LENGTH OF TRENCHES \_\_\_\_\_

**SUB- SURFACE PRESSURE COMPENSATING DRIP IRRIGATION (SECONDARY TREATMENT REQUIRED)**

**NETAFIM**

**KISSS**

**TRIANGLE**

**TORO**

**OTHER BRAND (SPECIFY)**

\_\_\_\_\_  
TOTAL AREA OF SUBSURFACE IRRIGATION \_\_\_\_\_ M<sup>2</sup>

NUMBER OF BEDS \_\_\_\_\_

AREA OF EACH BED \_\_\_\_\_

**OTHER DISPOSAL METHOD (SPECIFY)**

\_\_\_\_\_  
EPA APPROVAL NUMBER \_\_\_\_\_

I hereby apply for permission to have a septic tank system installed/alterd by a registered plumber/drainer; I approve the location and system proposed in this application.

**Signature of Owner** \_\_\_\_\_ **Date:** \_\_\_\_\_

I, the applicant, hereby apply for permission to install/alter a septic tank system and supply all of the required information detailed under 'Accompanying Documentation Required'.

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please allow up to four (4) weeks for the processing of your application.**

Central Goldfields Shire Council  
Municipal Offices, 12-22 Nolan St, Maryborough  
PO Box 194 Maryborough Victoria 3465  
Phone: 03 5461 0647 Fax: 03 5461 0666  
[mail@cgoldshire.vic.gov.au](mailto:mail@cgoldshire.vic.gov.au)

**Privacy statement:**

Personal information collected by Council is held securely and used solely for municipal purposes as specified in the Local Government Act 1989. Council may disclose this information to other organisation if required or permitted by legislation. Should you wish to access or modify this information, please contact council on 03 5461 0610.

## ACCOMPANYING DOCUMENTATION REQUIRED

### Applications for permits to install or alter a septic system must include the following:

- ❑ Completed application form and payment of the appropriate fee
- ❑ A current copy of title including diagram
- ❑ A detailed floor plan of the dwelling
- ❑ An allotment plan (to scale or detailing appropriate measurements).  
It is suggested that the plumber/drainer complete the allotment plan  
Plan must detail:
  - Position of the proposed *septic tank system*
    - Location of septic tank/treatment plant
    - Detailed plan of wastewater disposal field (showing distribution pits, trenches, individual irrigation lines, vacuum breakers, flush/scour valves, return lines, flushing trenches/pits etc.)
    - Location of pumpwells (if used)
    - diversion drains/embankments for surface waters
  - Setback distances (*these also apply to features on neighbouring properties see info sheet or EPA Code of Practice – Onsite Wastewater Management*)
  - Location of the dwelling and all existing and proposed buildings.
  - Driveways, easements, dams, creeks, water tanks, wells etc.
  - Point of North
  - Fall of the land
  - Significant identifying features (large trees, fences, rocks/rock beds, stands of trees etc.)
  - Applications for larger properties should show the whole allotment on one plan, and submit a close-up extract of the building envelope and wastewater system

For sample allotment plans, refer to the following attachments.

- ❑ A **general locality map**, including directions on how to locate and identify the property and any other relevant information such as if gate is locked, who to telephone for access/key etc.

### Your application also requires a Land Capability Assessment:

A land capability assessment (LCA), must be prepared in accordance with EPA publication 746 (generally required for all sub-divisions where no reticulated sewerage is proposed, or for existing allotments less than 0.4ha [1 acre] in size, or as otherwise considered necessary due to specific environmental conditions such as if the property is within a Special Water Supply Catchment area.

- ❑ A current **Land Capability Assessment** (requirement for all properties in a Special Water Supply Catchment, all properties within Central Goldfields Shire Council are subject to this requirement)

### Applications to ALTER a septic tank system:

- ❑ Applications to ALTER a septic tank system must include the above information.
- ❑ If you wish to connect the existing system a report must accompany the application detailing the condition (baffle) and size of the current tank and/or trenches from a licensed plumber.
- ❑ The allotment plan must include the location of the **existing** septic tank system and including an **existing** floor plan of the dwelling. Also provide details of the **proposed changes** to be made to both the system and dwelling's floor plan, where applicable. Be sure to clearly distinguish between **existing** and **proposed**. (Perhaps use different colours to assist clarification for Central Goldfields Environmental Health)

**Central Goldfields Shire Council will not accept incomplete applications, as a decision cannot be made without all applicable information submitted. Please consult with Central Goldfields Shire Council Planning Department to determine if permits are required under the Planning Scheme before applying to install a septic tank system.**



## INDIGENOUS PLANTS/GRASSES SUITABLE FOR PLANTING AROUND EFFLUENT DISPOSAL FIELDS

BOTANICAL NAME	COMMON NAME
<b>LARGE SHRUBS</b>	
<i>Acacia dealbata</i> *	Silver Wattle
<i>Acacia mearnii</i> *	Late Black Wattle
<i>Acacia melanoxylon</i> *	Blackwood
<i>Acacia retinodes</i>	Wirilda
<i>Callistemon sieberi</i>	River Bottlebrush
<i>Dodonaea viscosa</i>	Sticky Hop Bush
<i>Hymenanthera dentata</i>	Tree Violet
<i>Melaleuca decussata</i>	Totem Poles
<i>Melaleuca lanceolata</i>	Moonah
<i>Melaleuca parvistamina</i> *	Rough-barked Honey-myrtle
<i>Melaleuca uncinata</i>	Broom Honey-myrtle
<i>Melaleuca wilsonii</i>	Violet Honey-myrtle
<b>SMALL SHRUBS</b>	
<i>Indigofera australis</i>	Austral Indigo
<i>Goodenia varia</i>	Sticky Goodenia
<b>GRASSES, SEDGES AND RUSHES</b>	
<i>Carex appressa</i>	Tall Sedge
<i>Carex tereticaulis</i>	Basket Sedge
<i>Dianella longifolia</i>	Smooth Flax-lily
<i>Dianella revoluta</i>	Black-anther Flax-lily
<i>Eleocharis acuta</i>	Common Spike-rush
<i>Juncus pallidus</i>	Pale Rush
<i>Lomandra longifolia</i>	Spiny-headed Mat-rush
<i>Microlaena stipoides</i>	Weeping Grass
<i>Poa labillardierei</i>	Common Tussock-grass
<b>GROUND COVERS</b>	
<i>Artiplex semibaccata</i>	Creeping Saltbush
<i>Brachyscome multifida</i>	Cut-leaf Daisy
<i>Dichondra repens</i>	Kidney Weed
<i>Isotoma fluviatilis ssp. australis</i>	Swamp Isotome
<i>Myoporum parvifolium</i>	Creeping Boobialla
<i>Viola hederacea</i>	Native Violet

\*To be used with irrigation systems only. Not suitable for ETA/Trench Systems.

These species tolerate varying degrees of soil moisture. System flow outputs will vary from household to household, which will influence the performance of some species. Mounding of garden beds is highly recommended to improve drainage around the root zone. This list is provided as a guide only. (This information was provided by the City of Greater Bendigo)

## EXTRACTS FROM THE ENVIRONMENT PROTECTION ACT 1970

The following extracts form the Code of Practice – Onsite Wastewater Management 2013 and the Environment Protection Act 1970 are provided for information purposes only. The extracts highlight that the septic tank application process is legislated by State Government and is delegated to local councils. Please refer to the original publications for complete details.

### Permits and approvals

A permit must be obtained from the local municipal authority before installing, altering or using any septic tank system. Once a permit has been obtained, the effluent disposal field should be protected to prevent deterioration by building activities or vehicle traffic.

#### **ENVIRONMENT PROTECTION ACT 1970**

##### **53L. Permit required**

A person must not construct, install or alter a septic tank system unless the person holds a permit issued under this part.

- Penalty: \$704 Infringement Notice or up to \$42,252 imposed by a court.

##### **53MA. Compliance with permit**

A person must comply with a permit and any conditions to which it is subject.

- Penalty: \$704 Infringement Notice or up to \$16,901 imposed by a court.

##### **53MB. Approval of septic tank system**

A septic tank system must not be used until the municipal council has inspected the septic tank system and issued a certificate approving its use.

- Penalty: \$704 Infringement Notice or up to \$16,901 imposed by a court.

##### **53N. Maintenance of septic tank systems**

An occupier of premise on which a septic tank is located must maintain it in accordance with the requirements specified in the permit issued by the municipal council for that septic tank system.

- Penalty: \$704 Infringement Notice or up to \$1408 imposed by a court.

#### **Minimum Setback Requirements – Code of Practice – Onsite Wastewater Management Pub 891.3**

Landscape Feature or Structure	Setback Distances (m)	
	Primary Treated Effluent <i>(from Conventional Septic Tank or equivalent)</i>	Secondary Sewage and Greywater Effluent <i>(from Packaged Treatment Plant, Sand Filters, or equivalent meeting 20130 standard or higher)</i>
<b>Building</b>		
Wastewater field up-slope of building	6	3
Wastewater field down-slope of building	3	1.5
Wastewater up-slope of cutting/escarpment	15	15
<b>Allotment Boundary</b>		
Wastewater field up-slope of adjacent lot	6	3
Wastewater field down-slope of adjacent lot	3	1.5
<b>Services</b>		
Water supply pipe	3	1.5
Wastewater up-slope of potable supply channel	300	150
Wastewater field down-slope of potable water supply channel	20	10
Gas supply pipe	3	1.5
In-ground water tank	15	4
Stormwater drain	6	3
<b>Recreational Areas</b>		
Children's grassed playground	6	3*
In-ground swimming pool	6	3*
<b>Surface Water (up-slope of)</b>		
Dam, lake or reservoir (potable water supply)	300	150*
Waterways (potable water supply)	100	100
Waterways, wetlands ( <i>continuous or ephemeral, non-potable</i> ); estuaries, ocean beach at high-tided mark; dams, lakes or reservoirs ( <i>stock and domestic, non-potable</i> )	60	30
<b>Groundwater Bores</b>		
Category 1 and 2a soils	N/A	50
Category 2b to 6 soils	20	20
<b>Water Table</b>		
Vertical depth from base of trench to the highest seasonal water table	1.5	1.5
Vertical depth from irrigation pipes to the highest seasonal water table	N/A	1.5

\*Subsurface Pressure Compensated Irrigation ONLY



## FLOW DIAGRAM – APPLICATION/INSPECTION PROCEDURE

