CENTRAL GOLDFIELDS SHIRE COUNCIL

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

APPLICATION TO INSTALL OR ALTER AN ONSITE WASTEWATER MANAGEMENT SYSTEM

Environment Protection Act 2017 | Environment Protection Regulations 2021

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:					

APPLICANT: Who is responsible for co-ordinating this application?	**OWNER:** 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:**
Email:	**Email:**

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

PLUMBER: Person responsible for the building/house plumbing works	**DRAINER:** 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:**
Email:	**Email:**

PLANNING PERMIT:	
❑ **NOT REQUIRED** ❑ **REQUIRED**	❑ **APPLICATION LODGED** ❑ **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 EFFICENT APPLICANCES 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/altered (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/altered (Tick the appropriate box and complete details)**

❑ **ETA / TRENCH SYSTEM**
TOTAL AREA OF TRENCHES_____M²
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_____M²
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/altered 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:** _____

To submit 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

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

Privacy Statement: *Personal information collected by Council is held securely and used solely for municipal purposes as specified in the Local Government Act 2020. 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
LARGE SHRUBS	
*Acacia dealbata**	Silver Wattle
*Acacia mearnii**	Late Black Wattle
*Acacia melanoxylon**	Blackwood
Acacia retinodes	Wirilda
Callistemon sieberi	River Bottlebrush
Dodonaea viscosa	Sticky Hop Bush
Hymenanthera dentata	Tree Violet
Melaleuca decussata	Totem Poles
Melaleuca lanceolata	Moonah
*Melaleuca parvistamina**	Rough-barked Honey-myrtle
Melaleuca uncinata	Broom Honey-myrtle
Melaleuca wilsonii	Violet Honey-myrtle
SMALL SHRUBS	
Indigofera australis	Austral Indigo
Goodenia varia	Sticky Goodenia
GRASSES, SEDGES AND RUSHES	
Carex appressa	Tall Sedge
Carex tereticaulis	Basket Sedge
Dianella longifolia	Smooth Flax-lily
Dianella revoluta	Black-anther Flax-lily
Eleocharis acuta	Common Spike-rush
Juncus pallidus	Pale Rush
Lomandra longifolia	Spiny-headed Mat-rush
Microlaena stipoides	Weeping Grass
Poa labillardierei	Common Tussock-grass
GROUND COVERS	
Artiplex semibaccata	Creeping Saltbush
Brachyscome multifida	Cut-leaf Daisy
Dichondra repens	Kidney Weed
Isotoma fluviatilis ssp. australis	Swamp Isotome
Myoporum parvifolium	Creeping Boobialla
Viola hederacea	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.

SETBACK REQUIREMENTS FOR PRIMARY AND SECONDARY TREATMENT PLANTS

The following table details the setback distances for primary and secondary treatment plants and effluent disposal / irrigation areas. These setbacks are specified in the EPA Code of Practice for onsite wastewater management.

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

Submit an application to install or alter an onsite wastewater management system including all relevant documentation as requested.

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A brief desktop assessment and site inspection will be conducted by an Environmental Health Officer.

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If the proposal is sustainable a permit to install or alter an onsite wastewater management system will be issued.

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The licensed plumber & drainer complete required works outlined in the permit to install or alter an onsite wastewater management system.

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The applicant provides a completed request form for a final inspection along with all required documentation listed within the form.

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A final inspection of the onsite wastewater management system will be conducted by an Environmental Health Officer to make sure it complies with permit conditions.

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If the onsite wastewater management system is installed correctly then an approval to use the system will be issued.