

Onsite Wastewater Application & Installation Information

West Wimmera Shire Council
Tel: 03 5585 9900
www.westwimmera.vic.gov.au

Application Procedure

This application form must be fully completed and lodged with the application fee prior to any works being commenced.

The application fee will be based upon current fees for application on waste water systems. This fee includes all administration costs and inspections.

All proposed sites less than one (1) hectare will require a land capability assessment to be submitted with this application. A list of land capability assessors has been provided on page 2.

Type of System

A full description of the wastewater treatment system is required with the application for a permit. This application form will assist in covering all information required by the Environmental Health Department.

The Environmental Health Officer (EHO) will conduct site audits to assess the suitability of the site for the proposed system.

If you wish to meet the EHO on site, an appointment needs to be arranged by phoning 0428 583 136.

Approval to install

After assessment, Council will issue an approval to install if the application is complete and if an appropriate plan of the system is provided.

If required, copies of any additional information may be required for accurate assessment. This approval will be subject to conditions that must be adhered to. **No work should commence until the applicant receives this approval.**

Approval to Use

When the installation is completed a final inspection must be arranged with the EHO. If a conventional septic tank system is used, the tank and trenches should not be covered prior to this inspection.

An approval to use will not be issued until the final inspection and unless 'as laid' plans are submitted to Council. A Copy of the Plumbing Industry Commission (PIC) Certificate will also be required at this time prior to approval. **Any onsite wastewater system must not be used until approval has been formally provided by Council.**

Legislative Framework

- All work is to be carried out in accordance with:
 - Septic Tank Code of Practice 2008
 - Australian Plumbing and Drainage Code
 - Australian Standards No's: 3500, 1547, 1546

Setback/Buffer Distances

A minimum clear distance of **1m** should be maintained between the edges of any two parallel trenches.

The effluent disposal/surface irrigation area must be:

- A permanent dedicated area within the property boundaries
- Setback a minimum distance of **60m** from a stock or non potable dam
- Setback a minimum distance of **60m** from a continuous or seasonal, non portable stream or drainage line
- Setback a minimum distance of **100m** from a stream/creek that is in a potable water supply catchment area
- Setback a minimum distance of **20m** from any bore used as a bore water supply
- Setback a minimum distance of **300m** from a potable (including food production) dam or reservoir
- Setback a minimum distance of **6m** from the low side boundary and **3m** from the high side boundary
- Setback a minimum distance of **6m** upslope from any building and **3m** down slope from any building
- Setback a minimum distance of **3m** from a water or gas supply pipe
- Setback a minimum distance of **300m** upslope and **20m** down slope from a portable water supply channel
- Setback a minimum distance of **6m** from a storm water drain or a swimming pool
- Setback a minimum distance of **15m** from a cutting or escarpment
- Setback a minimum distance of **20m** from a portable or non portable groundwater table.

Expiry

The permit to install will expire after 2 years from the date of issue if an 'Approval to Use' the system has not been granted within that time.

Maintenance

Owners of a septic tank system must comply with the relevant EPA certificates of approval and maintain their systems in good working order.

It is recommended that you inspect the System annually and desludge the tank at least once **every 3 years or when the sludge level exceeds half the tank depth.**



West Wimmera Shire Council Environmental Health Department Onsite Waste Water Management

West Wimmera Shire Council
Tel: 03 5585 9900
www.westwimmera.vic.gov.a

Land Capability Assessors

The following list is of known companies and individuals who can be contacted to carry out a land capability assessment to determine what areas of your land are ideal for disposal of effluent from a septic system or treatment plant.

Name	Address	Telephone
Wartook Woods Environmental Health	Wartook	5383 6368 0409 133 685
Grampians Engineering Consultants P/L	Ararat	5352 5018 0417 584 460
Bruce Cossins & Associates	6 Dawson Street North, Ballarat, 3350	5333 4881
Bruce Hollioake	102 Dawson Street South, Ballarat, 3350	5338 8270
Colin McClelland & Associates	201 Armstrong Street North, Ballarat, 3350	5333 3030
Phillip Vawdrey Engineering	429 Gladstone Street, Ballarat, 3350	5344 8033
Provincial Geotechnical P/L	Nicholas Street, Ballarat, 3350	5338 1770
Saunders Consulting Group P/L	47 Pakington Street, Geelong, 3218	5229 0972



Application for a Permit to Install or Alter a Septic Tank System

West Wimmera Shire Council
Tel: 03 5585 9900
www.westwimmera.vic.gov.au

Council Use Only	
Application Number :-	<input type="text"/>
Application Date:-	<input type="text"/>
Ledger Number:-	<input type="text"/>

u
Fields marked with an asterisk (*) are mandatory and must be completed.

Council Specific Information

Please use this form to notify West Wimmera Shire Council of your intent to install or alter a septic tank. Please note transfer is not official until Council has approved the application.

Application Type

Please select what you wish to do *:

Install a new septic tank system Alter an existing septic tank system

Applicant Details

Is the applicant owner or an agent of the owner?

Owner Agent of Owner

Title* Surname* Given Name *

Address

Street Address/ Postal Address*

Suburb / Town* State* Postcode*

Business Phone After hours phone Business Fax Mobile

Email

Property Owner Details

Title* Surname* Given Name *

Address

Street Address/ Postal Address*

Suburb / Town* State* Postcode *

Business Phone After hours phone Business Fax Mobile

Email

Site Address for Installation / Alteration

Same as property owner details

Address

Street Address *

Suburb / Town *

State *

Postcode *

Formal Land Description information can be found on the certificate of title

Lot no.

Subdivision plan no.

Lodged plan

Title plan (Volume)

Title plan (Folio)

Crown allotment No.

Section No.

Parish Name

Plumber / Drainer

Plumber

Is the plumber also the drainer / contractor? Yes/No *Person responsible for installation/alteration work of septic tank if not the plumber*

Title*

Surname*

Given Name *

Address

Street Address/ Postal Address*

Suburb / Town*

State *

Postcode *

Business Phone

After hours phone

Business Fax

Mobile

Email

License Number *

Plumber 2 *if more than one plumber will be doing work on the sanitary plumbing and sewer drain system*

Title*

Surname*

Given Name *

Address

Street Address/ Postal Address*

Suburb / Town*

State *

Postcode *

Business Phone

After hours phone

Business Fax

Mobile

Email

License Number *

Drainer / Contractor

Title*

Surname*

Given Name *

Address

Street Address/ Postal Address*

Suburb / Town*

Business Phone

After hours phone

Business Fax

Email

License Number *

Building Details

Type of Building (House, Factory, Office, Shop, Other)

Number of bedrooms (including studies)

Number of people expected to use the system per day

Number of fixtures

List proposed number of fixtures to be connected to the proposed septic system.

Fixture type

Quantity

(Toilet, spa, bath, shower, sink, trough, dishwasher, other)

System Details

Proposed installation / alteration date*

Septic tank capacity (litres)

Waste water treatment system

Model name

EPA approved number

Method of effluent disposal (Please enter the method by which the blackwater from the septic tank will be discharged.)

Method type *

Effluent lines width *

Effluent lines length *

Method types – irrigation system, absorption trenches, transpiration bed, dome drain, 90mm slotted UPVC (AG drain), Sand Filtering discharge on-site

Absorption trenches

Length (m) *

Width (m) *

Depth (m) *

Irrigation system

Sub - surface (m2) *

Surface (m2) *

Sand filter / Polishing sand filter details

Length (m) *

Width (m) *

Depth (m) *

Supporting Documents

Please supply the following site plans:

House/Building Floor Plan

This plan should clearly identify all bedrooms, studies and plumbing fixtures (including all sewer & stormwater drainage)

Block Plan

Ensure all items below are included on your plan;

North point

Fall of the land in the vicinity of effluent disposal area.

Label street frontage(s) and street no. or lot no.

Location and design details of all parts of the system including :

all dimensions
effluent disposal field
all plumbing fixtures
inspection openings

Disconnecter / overflow relief gully

The location of all:

property boundaries
buildings, sheds and tree lines
swimming pools, dams, streams
driveways, storm-water drains,
gas and water pipes and existing wastewater systems

Note: This plan will be approved by the EHO and therefore, must be drawn to scale and provide an accurate layout of the proposed system.

Locality Plan

This plan must clearly identify the location of the property, including the street or lot number and show the names of the surrounding streets.

Payment Details

Please contact West Wimmera Shire Council's Environmental Health Officer on 03 5585 9900 to confirm appropriate fee and arrange payment.

Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application forms a legal document and penalties exist for providing false or misleading information.
- Agency name may refuse this application if it becomes evident that any information or supporting documents provided are incomplete or false.

By marking this checkbox I confirm that I have read and understood all the statements above *

Name of person completing this application *

Date *

Signature of person completing this application *

Privacy Statement

The information gathered in the form is used by Council to process the application. To view Council's privacy policy, please either visit Council's offices or go to Council Privacy statement located at: www.westwimmera.vic.gov.au

Lodgement

If you intend to post or fax this form please use the details provided below:

West Wimmera Shire Council
PO Box 201
Edenhope VIC 33318

Telephone: 03 5585 9900
Fax: 03 5585 9950
Email:
council@westwimmera.vic.gov.au
Website: www.westwimmera.vic.gov.au

