



**APPLICATION FORM AND GUIDE FOR  
INSTALLATION OR ALTERATION OF AN  
ONSITE WASTEWATER MANAGEMENT  
SYSTEM**



# Onsite Wastewater Management (Septic Tank) Application Form

Environment Protection Act 2017

This form is used to apply to construct / install or alter an onsite wastewater management system with West Wimmera Shire Council

## Application type

Please Select and fill in applicable areas below relevant to your application.

<input type="checkbox"/>	Construct /Install	<input type="checkbox"/>	Alteration
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## Planning Permit Details

Is a planning permit required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, provide application/permit reference				
Date of application/permit				

## Applicant Details

Is the applicant:

<input type="checkbox"/>	Owner	<input type="checkbox"/>	Agent of the Owner*
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**\*IMPORTANT** The property owner must complete **Authorisation** section if they are not the applicant.

Surname	
Given name(s)	
Property Address	
Postal Address	
Suburb/Town	
Postcode	
Business contact number(s)	
Mobile	
Email	



## Property Owner Details

The property owner must complete the below authorisation if they are not the applicant.

Surname	
Given name(s)	
Property Street Address	
Postal	
Suburb/Town	
State and Postcode	
Business contact number(s)	
Mobile	
Email	

## Authorisation

I hereby authorise (insert applicant name)	
<input type="checkbox"/>	To apply to Construct/Install
<input type="checkbox"/>	To apply to Alter
Signature of property owner	

## Site Address for construct/install/alter

Property Street Address	
Suburb/Town	
State and Postcode	

## Plumber/Drainer Details

Person responsible for construct/install/alteration if not the plumber.

Is the plumber also the drainage contractor?	Yes	No
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Surname	
Given name(s)	
Postal Address	
Suburb/Town	
Postcode	
License Number	
Email	
Phone Number	



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If more than one plumber/drainer will be doing work on the system, please complete the below details.

Surname	
Given name(s)	
Postal Address	
Suburb/Town	
Postcode	
License Number	
Email	
Phone Number	

## Building Details

Type of building (house, office, factory, other)	
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Number of bedrooms (including studies)	
Number of people expected to use the system per day	

## Number of connected fixtures

Baths		Sinks	
Showers		Basins	
Toilets		Laundry Troughs	
Garbage		Dishwasher	
Spas		Spa Capacity in litre	
Garbage disposal units			
Other (please specify)			

Rainwater Tank	Yes		No	
Mains Water Supply	Yes		No	



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## Fixture Rating (Please Select)

Extra wastewater producing fixtures	
Full water Reduction	
Standard water fixtures	

## Onsite Wastewater Management System Details

System Type (e.g., septic tank, all waste secondary sewage treatment system, advanced secondary greywater system)	
Manufacturer's Name	
Proposed installation/alteration date	
Model Name	
Septic tank capacity (litres)	
Certificate of Conformity No.	

## Effluent Disposal Method

### Absorption Trenches

Length (m)		Width (m)		Depth (m)	
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### Irrigation System

Subsurface irrigation area (m <sup>2</sup> )	
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### Other

Method type*	
Effluent lines width	
Effluent lines length	

#### \*NOTE

- *primary: 90mm slotted UPVC (AG drain) – absorption trenches.*
- *secondary: sand filter discharge on-site, irrigation system.*
- *alternatives: transpiration bed, dome drain, bio-filter matrix, soil cell, worm farm.*



## Application Requirements

Complete this form and submit the following information:

Application to construct/install a new onsite wastewater system.

- Site plan showing the location of any: proposed/existing dwelling/s, ancillary buildings/structures, landscape features/structures (e.g., swimming pools, stormwater drains, waterways etc), septic system location and effluent disposal area.
- Floor plan of the dwelling.
- A copy of a Land Capability Assessment (unless advised otherwise by Council).
- Septic system plan detailing all parts of the proposed system, including dimensions, grades, and a description of materials to be used.
- Copy of Certificate of conformity confirming that the onsite wastewater system meets its standards in accordance with an accredited body.

Application to alter an existing wastewater system.

- Site plan showing the location of the existing dwelling/s, ancillary buildings/structures, landscape features/structures (e.g. swimming pools, stormwater drains, waterways etc), septic system location and effluent disposal area.
- Details of the existing septic system including type and method of effluent disposal.
- Floor plan of the dwelling detailing proposed changes (only if making changes to the dwelling e.g., location of new bedroom/bathroom).
- A plan detailing proposed changes to the septic system (only if making changes to the septic system e.g., adding/relocating irrigation lines).
- Copy of Certificate of conformity confirming that the onsite wastewater system meets its standards in accordance with an accredited body.

**NOTE:** Alterations to your septic system may require you to provide a copy of a land capability assessment – contact the Environmental Health team to discuss whether this applies to your circumstances.



## 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. I am over 18 years at the time of completing this application.

Applicant's Signature	
Print Name	
Date	

## Application fees

Installation or Alteration Fee varies. Contact Council's Environmental Health team for further information.

## Privacy

The information gathered in the form is used by Council to process the application.

## Contact

West Wimmera Shire Council  
49 Elizabeth Street, Edenhope, Victoria 3318  
Telephone: 13 99 72  
Email: [council@westwimmera.vic.gov.au](mailto:council@westwimmera.vic.gov.au)