

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

Environment Protection Act 1970



There are some hard words in this form. The hard words are in blue. You can read what they mean on page 6.

Applicants should make sure that the property owner gets a copy of this application.

New installation ☐ application fee \$844.00	Alteration ☐ application fee \$643.00
☐ Trenches	☐ Sand Filter
☐ AWTS (Aerated wastewater treatment system)	☐ Other

Applicant

Name:				
Postal address:				
			Postcode	
Phone number: Home:	Work:	Mobile:		
Email address:		Fax:		

Property

Street number:	Street name:			
Town:	Postcode			
Volume:	Folio:	Lot:	LP:	

Owner

Name:				
Postal address:				
			Postcode	
Phone number: Home:	Work:	Mobile:		
Email address:		Fax:		

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Plumber

Name:							
Postal address:							
			Postcode:				
Phone number: Home:		Work:		Mobile:			
Email address:				Fax:			
Plumbing licence number:			Expiry date: ____/____/____				

LCA Consultants name:

Building Surveyor Details

Name:	
Phone number: Work:	Mobile:
Email address:	Fax:
Do you want Council to notify your building surveyor when the permits are issued? ☐ Yes ☐ No	

Proposed System

How many proposed bedrooms in the dwelling?	
What type of water supply is there? ☐ Town ☐ Private	
Is there a river or creek along the boundary of the property? ☐ Yes ☐ No	
Is there a spa? ☐ Yes ☐ No	
If yes, how many litres does it hold? _____	
Does the property have bore water? ☐ Yes ☐ No	
Are there any nearby dams? ☐ Yes ☐ No	
Is there an Insinkerator? ☐ Yes ☐ No	
How many litres can the septic tank hold?	
How large are the effluent lines or irrigation area for disposal? _____ metres square	
Trench length: _____ metres Trench depth: _____ metres Trench width: _____ metres.	
Daily flow rate	
Size of sand filter (if applicable)	

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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 _____

Application checklist:

- ☐ A site plan has been attached and agreed to and signed by the plumber and property owner
- ☐ A locality plan has been attached (directions of how to get to property)
- ☐ A copy of [Land Capability Assessment](#) is attached
- ☐ A full copy of current title for the property is attached
- ☐ Copy of certificate of conformity (Aerated wastewater systems and sand filters)
- ☐ Copy of sand compliance certificate (sand filters only)

I/we agree that we have read and understood the [requirements](#) of this application and all information given is correct.

Signature/s:

Name/s:

Date: ____ / ____ / ____

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Property address: _____

Please include details of the location and dimensions of the proposed septic tank system, all proposed and existing buildings, the location of any streams, watercourses, gullies, dams, ponds, bores or wells for domestic supply, water tanks, driveways, swimming pools, excavations, water, phone, gas, and electrical trenches and any existing septic tank and sullage systems.

Grid area for drawing or calculations.	Endorsement of Plumber	
	Signature: _____ Date: ____/____/20____	
	Name: _____	
	Endorsement of Owner:	
	Signature: _____ Date: ____/____/20____	
	Name: _____	

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Locality Plan

(How does someone get to your property?)

Please show the location of the property, including the street or lot number and the distance to the nearest major road.

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Hard Words

Alter: To make a structural change to the septic tank system.

Bore: A hole that has been dug in the ground to get water.

Dwelling: A house, flat, or other place of residence

Effluent: Liquid waste from the septic tank system.

Insinkerator: A waste disposal system fitted in the drain of a sink.

Irrigation: A continuous water flow to wash the disposal area.

Land Capability Assessment: A report completed by a suitably qualified person detailing the sites ability to disperse waste water and the best method.

Contact Council



03 5153 9500



feedback@egipps.vic.gov.au



eastgippsland.vic.gov.au



PO Box 1618, Bairnsdale 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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