



Environment Protection Act 1970

## Septic Tank Application

### INFORMATION

Please complete this form and provide it to Horsham Rural City council together with the **Application Fee** as detailed in the Tax Invoice provided.

#### Application Procedure

The Septic Tank Application form must be fully completed and lodged with the fee prior to any works being completed.

The applicant must ensure that any building and planning permits are acquired before any building or septic works commence.

An application fee applies, once received Council's Environmental Health Department will notify you of the fees required. This fee includes all administration costs and two inspections.

The applicant must ensure that the system details proposed on the application form are of the system that will be installed.

If the Environmental Health Officer has issued the Permit to Install and the applicant changes the details of the system then an Application to amend a permit must be completed. An application fee applies.

The Permit to Install is valid for **2 years** from the date of issue. Should the works take longer than 2 years the applicant must complete an Application for a Permit Extension. An application fee applies

**Please note that the application form must be returned fully completed. If an application form is submitted without adequate information the form will be returned.**

#### Type of System

A full description of the onsite waste water system must be submitted with the application form. The form covers all the information required by the Environmental Health Department.

The details of the system provided with the application must be of the system that will be installed.

A detailed plan must be submitted with the application form detailing the location of the House, Septic Tank and Effluent disposal area on the selected site.

The EHO conducts site inspections to assess the site for the proposed system. If you wish to meet the EHO onsite, an appointment must be arranged. Telephone 5382 9768.

## **Method of Effluent Disposal**

The applicant must submit to Council a copy of a soil percolation test conducted by an accredited practitioner to determine the length of the sub-soil trench in m<sup>2</sup> (EPA Publication 891.3: Code of Practise Onsite Wastewater Management).

If a soil percolation test is not conducted Council's Environmental Health officer will assess the application and instruct the required area to be installed. This will be done in accordance with AS/NZS 1547:2012 – Onsite wastewater management. The required area will be based on the facility that is being installed and on a category 5 soil which will result in a conservative system.

A minimum of 200m<sup>2</sup> is required for Surface/Sub-surface irrigation.

## **Approval to Install**

Council will issue an approval to install if the application is filled in correctly (including a detailed plan of the system) and copies of any other information required is provided.

As per the Legislation, Council has **42 days** to approve or reject the application from the time it is received, this length of item should be allowed for when planning your development.

Please note, special conditions will be attached to this permit.

**NO** work should commence until the applicant receives this approval

## **Approval to Use**

When the installation is completed **A REQUEST SHOULD BE LODGED FOR A FINAL INSPECTION** by contacting Council's Environmental Health Officer.

This is a mandatory inspection prior to Council issuing the Approval to Use.

A Copy of the Plumbing Industry Certificate is required in order to complete the Permit to Use.

If a treatment plant is installed a Commissioning Certificate is also required to complete the Permit to Use.

If the System was installed slightly different to the plan, then an updated plan must be submitted prior to issue of the Permit to Use.

## **Installation Conditions**

All work is to be carried out and certified by a Registered and Licensed plumber, this includes any sub-surface irrigation area for Treatment Plant Systems. Subsurface irrigation must be contained on the Plumbing Certificate; otherwise the permit to use will not be issued.

All work is to be carried out in accordance with:

- EPA Publication 891.3: Code of Practise Onsite Wastewater Management
- Australian Plumbing and Drainage Code
- Australian Standard No's: 3500, 1547,1546

No inspection will be made of open trenches unless necessary (this work is to be guaranteed by a Licensed plumber).

## Setback Distances

Minimum clear distance of **3m** 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 potable 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 **60m** 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 potable 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 potable or non potable groundwater table.

## Treatment Plants

Treatment Plant surface irrigation beds must be raised above ground level and must be constructed of good loamy topsoil. It is advisable to create two or more beds to enable rotation and resting of the beds.

All stock animals or heavy vehicles must be restricted from travelling over the effluent disposal/surface irrigation area.

A Commissioning Certificate for a Treatment Plant system must be submitted to Council upon completion of the installation.

## 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**.

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## Is this an Application for a:

Application to Install - Receipt Code: 36

Application to Alter - Receipt Code: 37

Account:

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## **APPLICANT DETAILS**

Name of Applicant:

Address of Applicant:

### **Contact Details:**

Home Phone:

Fax Number:

Mobile Phone:

Email:

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## **OWNER DETAILS**

Name of Owner:

Address of Owner:

### **Contact Details:**

Home Phone:

Fax Number:

Mobile:

Email:

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## **SITE DETAILS**

Number:

Lot/s:

Street:

Town/Area:

LP/PS:

Crown Allotment:

Parish:

Size of land:

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## **PLUMBER DETAILS**

Name of Plumber:

Address of Plumber:

Licence Number:

**Contact Details:**

Phone:

Business Fax:

Mobile Phone:

Email:

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**BUILDING DETAILS**

Type of Building:

Number of People Using the System:

Min:

Max:

No. of Bedrooms:

No. of Study's:

No. of Showers:

No. of Sinks:

No. of Toilets:

No. of Baths:

No. of Dishwasher:

No. of Basins:

No. of Troughs:

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**SPA**

Is a Spa Installed?

YES

NO

Make and Model:

Capacity in Litres:

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**SOIL EVALUATION**

A Soil Permeability/Percolation test is required of all Applications unless a treatment plant is installed.

If a Test is not conducted then Council will instruct the area to be installed as per the Australian Standard 1547:2012.

Is a Land Capability Assessment supplied?

YES

NO

Name of Consultant

Address of Consultant:

Business Phone:

Fax Number:

Mobile:

Email:

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## SYSTEM DETAILS

Please select the type of system that will be installed and provide detail on the system:

Material: (Precast, cast in site, plastic):

Capacity in Litres:

Make and Model:

EPA Approval Number:

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## EFFLUENT DISPOSAL

Please select the method of effluent disposal that will be used and provide details on the disposal:

Length in Metres:

Width in Metres:

Total Area in metres Squared:

**NOTE:** All Treatment Plant systems must have **200 metres squared** of sub surface drip irrigation.

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## PUMP WELL

Is a Pump Well installed?

YES

NO

Dimensions:

Capacity:

Type of Pump

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## PLANS

**Please supply the following plans:**

### **House/building floor plan**

This plan must clearly identify all bedrooms, study's and plumbing fixtures. It must also show all sewer and stormwater drainage.

### **Block Plan**

This plan must include:

- Location of house on block
- Location of any sheds, swimming pools, driveways, water pipes, underground power, telephone or gas lines.
- The location and layout of the proposed septic tank system
- The fall of the land in the vicinity of the effluent disposal area
- Position of north

**Note:** this plan will be approved by Councils EHO and therefore must be accurate showing all measurements in metres and exact system that is to be installed.

### **Locality Plan**

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

**Your plans should have the following marked on them:**

Septic Tank: ST

Stormwater Drain: SWD

Inspection Opening: IO

Fall of the land: using an arrow

Grease interceptor: GI

Distribution Box: DB

Overflow Relief Gully: ORG

North Point: Using an Arrow with N

Please see the example block plan.

Please ensure that all fittings and fixtures are marked on this plan, including the septic tank, distribution box, inspection opening and overflow relief gully.

The Building floor plan and locality plan can be attached in the form of an architect's plan or a map.

Please attach your plans here

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## INSPECTIONS

Inspections are the responsibility of the Applicant, Owner or Plumber to organise. An inspection will be required before works commence and after works are completed.

Works must not commence before the issue of a Permit to Install and the septic system must not be used before the issue of a Permit to Use.

Please be advised, it is illegal to install and use a septic system with out Council's approval and a fine will be issued if a septic tank is installed prior to the issue of a Permit to Install.

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## DECLARATION

I understand and acknowledge that:

1. The information provided in this application is true and complete to the best of my knowledge
2. This application forms a legal document and penalties exist for providing false or misleading information.
3. I am Over 18 years at the time of completing this application

Name of person submitting this form

Date:

Authority to complete this form

**NOTE:** Typing names into the above fields is satisfactory, there is no need to print and sign this document

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### Privacy

Horsham Rural City Council will only use the personal information you provide in or with this form for matter relating to your registration in accordance with the Information Privacy Act 2001 (Vic)

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### Submission

Please save this document to your computer and send it via email to Council at [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au)

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