

Application for Permission to Install/Alter
On-site Wastewater Management System
Environmental Protection Act 2017



To be completed by the Owner or the Authorised Agent

All installations shall comply with:

- Environmental Protection Act 2017
- Plumbing Code of Australia 2019
- EPA Publication 891.4
- AS1547:2012
- Plumbing Regulations 2018
- Responsible Authority Direction

(Tick appropriate box)

I hereby apply for permission to
an on-site wastewater management system
and supply the following information.

- Install **(complete pages 1, 2, & 4)**
- Alter **(complete pages 1, 2, 3 & 4)**

Address Site of Existing or Proposed Installation or Alteration

Lot No:		Street No:	
Street/Road Name:		Suburb:	
Nearest Cross Street:			

Applicant

Applicant Name:			
<i>Making application as Agent of Owner</i>			
Email:			
Postal Address:			
<input type="checkbox"/> <i>Tick box to indicate postal correspondence</i>			
If applicant is not the property owner, the owner must complete authorisation below			

Property Owner Authorisation

Property Owner Name:			
Postal Address:			
Work Number:		Mobile:	
Email:			
I hereby authorise _____ <i>(insert applicant's name)</i>			
to apply for a permit to install/alter the system at this property and I agree to the ongoing maintenance of the system.			
Property Owner Signature:			

Contractor / Plumber

Contractor / Plumber (Installation on-site water wastewater management system)

Name:			
Address:			
Registration / License Number:			
Work Number:		Mobile:	
Email:			

Consultant / Building Surveyor

Name:			
Address:			
Work Number:		Mobile:	
Email:			

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New Installation Details	
Reticulated Water Supply:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of persons using system:	_____
Approx. size of lot:	_____ m ²
Type of Premises:	<input type="checkbox"/> House <input type="checkbox"/> Factory <input type="checkbox"/> Office <input type="checkbox"/> Shop <input type="checkbox"/> Other _____
If a house the number of bedrooms:	_____

List Fixtures to be Connected to the System	
Toilets: _____	Sinks: _____ Bath: _____ Basin: _____
Showers: _____	Spa Bath: _____ Spa Bath greater than 200 Lt capacity Size: _____

Land Capability Assessment	
Land capability assessment included with application	<input type="checkbox"/> Yes <input type="checkbox"/> No
A land capability assessment may be required to determine the suitability of the property for an on-site wastewater management system. The assessment must be performed in the proposed land application area.	

Size of Tank	
<input type="checkbox"/> 3,200 Lt	<input type="checkbox"/> 5,000 Lt <input type="checkbox"/> Other (specify): _____
Company: _____	Model: _____ CoC Number: _____

Type of Secondary or Aerated Wastewater Treatment System to be Installed	
Secondary or aerated wastewater treatment system	
Type:	_____
EPA Approval Details:	
<input type="checkbox"/> Other:	_____
Company: _____	Model: _____ CoC Number: _____

Land Application Area	
<input type="checkbox"/> Piped Trench	Length: _____ Width: _____
<input type="checkbox"/> Arch Trench	Length: _____ Width: _____
<input type="checkbox"/> Sub Surface Drip Irrigation	Irrigation Area: _____ Irrigation Rate: _____
<input type="checkbox"/> Other	_____

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Alteration Details	
Reticulated Water Supply	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of persons using system	_____
Approx. size of lot	_____ m ²
Type of Premises:	<input type="checkbox"/> House <input type="checkbox"/> Factory <input type="checkbox"/> Office <input type="checkbox"/> Shop <input type="checkbox"/> Other
If a house the number of existing bedrooms	_____ (essential information)
If a house the total number of bedrooms proposed	_____ (essential information)

List the Number of Fixtures Connected to the Existing System	
Toilets: _____	Sinks: _____ Baths: _____ Basins: _____ Waste Disp: _____ Troughs: _____
Showers: _____	Spa Bath: _____ Spa Bath greater than 200Lt Capacity Size: _____

List the Number of Fixtures Connected to the New System	
Toilets: _____	Sinks: _____ Baths: _____ Basins: _____ Waste Disp: _____ Troughs: _____
Showers: _____	Spa Bath: _____ Spa Bath greater than 200Lt Capacity Size: _____

Size of Existing Tank	
<input type="checkbox"/> 3,200 Lt	Other (please specify): _____

Existing Land Application Area	
<input type="checkbox"/> Piped Trench	Length: _____ Width: _____
<input type="checkbox"/> Arch Trench	Length: _____ Width: _____
<input type="checkbox"/> Sub Surface Drip Irrigation	Irrigation Area (m ²): _____
<input type="checkbox"/> Other	_____

Land Capability Assessment	
Land capability assessment included with application	<input type="checkbox"/> Yes <input type="checkbox"/> No
A land capability assessment may be required to determine the suitability of the property for an on-site wastewater management system. The assessment must be performed in the proposed land application area.	

Type of On-site Wastewater Management System to be Installed	
<input type="checkbox"/> 3,200 Lt	<input type="checkbox"/> 5,000 Lt <input type="checkbox"/> Other (specify): _____
Secondary or aerated wastewater treatment system	
Type: _____	
EPA Approval Details:	
<input type="checkbox"/> Other: _____	
Company: _____	Model: _____ CoC Number: _____

Land Application Area	
<input type="checkbox"/> Piped Trench	Length: _____ Width: _____
<input type="checkbox"/> Arch Trench	Length: _____ Width: _____
<input type="checkbox"/> Sub Surface Drip Irrigation	Irrigation Area: _____ Irrigation Rate: _____
<input type="checkbox"/> Other	_____

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Plans & Specifications required with the Application

Attach the copies of the plans and specifications. The minimum details required on the plan is as follows:-

A) A site plan (no larger than A4) showing:

- Scale not less than 1:500
- All parts of the proposed (and existing if an alteration) on-site wastewater management system including septic tanks, grease traps, absorption transpiration trenches, sand filters, secondary or aerated wastewater treatment system and plumbing fixtures, etc.
- Floor plan of dwelling (existing and proposed if an alteration).
- Dimensions and graded (in metres or millimetres) used in the construction and installation.
- Specifications and information describing materials to be used in the construction which show that the system will, if constructed in accordance with such specification, comply with the Septic Tanks Code of Practice (EPA) and Council requirements.
- Location of any existing or proposed groundwater bores, surface waters, water tanks, swimming pools, storm water drains, water supply pipes

B) A locality plan showing:

- Scale not less than 1:500
- The location of the premises including the street number or lot number.
- The dimensions of all boundaries and the location of all other streets and laneways which abut the property (show name if applicable).
- The locations and dimension of all buildings, streams, water tanks, swimming pools, excavations, driveways, stormwater drains, water pipes and existing systems.
- The position of North
- The nearest intersection (for larger lots).
- Contour lines.

To avoid unnecessary delays, please ensure this form is accurately completed. The applicant is the person responsible for providing a fully completed application. We aim to process your application within 15 working days of receipts subject to all necessary information being provided. Council's statutory duty is to assess applications within 42 days of receipt. Incomplete applications will be returned to the applicant with a request to provide additional information.

I have completed the application and attached the information as requested and declared that all information is true and correct.

Applicants Signature: _____

Print Name: _____




Date: _____

Please Note:







City of Greater Dandenong is not liable or responsible for any alteration of any household drains that may be required when the property is connected to the reticulated sewer and does not in any way guarantee or accept responsibility for the design, workmanship, quality of materials, or labour pursuant to the inspection and approval of the on-site wastewater treatment system.

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Return Completed Application

-  **Email:** council@cgd.vic.gov.au
-  **Mail**
Post completed form with **cheque** to:
City of Greater Dandenong
PO BOX 200, Dandenong VIC 3175
-  **In Person:** Visit a City of Greater Dandenong customer service centre and hand in the completed form.
Dandenong: 225 Lonsdale Street, Dandenong
Springvale: 397-405 Springvale Road, Springvale
Parkmore: Shop A7, Parkmore Shopping Centre
Cheltenham Road Keysborough

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other Council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in the future please contact Council on 8571 1000.

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