

## Environmental Health Department

### Onsite Wastewater Application & Installation Information



#### Application Procedure

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

The application fee is \$250 for the installation of a new system or \$200 for alteration for an existing system. 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 3.

#### 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 5398 0171.

#### 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.**

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(03) 50833309

Rupanyup  
Telephone  
(03) 5385 5060  
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## Legislative Framework

- All work is to be carried out in accordance with:
  - Septic Tank Code of Practice 2016
  - 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 manufactures specifications and/or Council permit conditions relating to maintenance.

It is recommended that you inspect the System annually and desludge the tank at least once **every 3 years**.



**Yarriambiack Shire Council  
Environmental Health Department  
Onsite Waste Water Management**

**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.

<b>Name</b>	<b>Address</b>	<b>Telephone</b>
Bruce Cossins & Associates	6 Dawson Street North, Ballarat, 3350	5333 4881
Bruce Hollioake	102 Dawson Street South, Ballarat, 3350	5338 8270
Colin McClelland & Associates	624 Sturt Street, Ballarat, 3350	5333 3030
Grampians Engineering Consultants P/L	Ararat	5352 5018
A.S James P/L	P.O Box 1319, Ballarat Mail Centre, Ballarat, 3354	5333 5911
Phillip Vawdrey Engineering	429 Gladstone Street, Ballarat, 3350	5344 8033
Provincial Geotechnical P/L	3 Gnarr Street Ballarat, 3350	5338 1770
Sunraysia Environmental	152 Pine Avenue, Mildura, 3500	5023 3643
TGM Group P/L	1315 Sturt Street, Ballarat, 3350	5333 3744
Werribee Soil Testing P/L	39 Under Bank Boulevard, Bacchus Marsh, 3340	9748 7155
Saunders Consulting Group P/L	47 Pakinton Street, Geelong, 3218	5229 0972
Structural Works	2/327 Whitehorse Road, Balwyn, 3103	9888 4588
Wartook Woods Environmental Health	Wartook	5383 6368

# APPLICATION FOR PERMISSION TO INSTALL OR ALTER A WASTE WATER SYSTEM



Environment Protection Act 1970

Works are: New system  Alterations to existing system

## SITE ADDRESS of PROPOSED WORKS

Street No: ..... or Lot No..... Street Name: ..... Size of Land.....m<sup>2</sup>

Town / Area: ..... Postcode: .....

## APPLICANT

Name: .....

Company name: .....

Address: .....

Telephone: ..... Fax: ..... Mob: .....

## PLUMBER

Name:.....PIB Licence No: .....

Address:.....Contact phone No.....  
(If different to above)

## PROPERTY OWNER

Name: .....

Company name: .....

Postal Address: .....

Telephone: ..... Fax: ..... Mob: .....

## BUILDING/SITE DETAILS

<p><i>House/Residential Dwelling</i> <input type="checkbox"/></p> <p>Number of bedrooms: .....</p> <p>Waste Disposal Unit yes/no</p> <hr/> <p>Spa yes/no</p> <p>Make/Model.....</p> <p>Capacity.....litres</p>
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or

<p><i>Non-residential/Commercial Building</i> <input type="checkbox"/></p> <p>Type..... (eg office, factory, toilet block, café)</p> <p>Av. weekly number of people to use system: .....</p> <p>No of Fixtures:   toilet                 .....                           shower                 .....                           sink                         .....                           handbasin                .....</p>
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SOIL PERCOLATION RATE (if known) .....mm / hour

**TYPE of SYSTEM**

*Treatment Type*

- Septic Tank: Capacity ..... (litres) Type Concrete / Plastic
- AWTS (Package Treatment Plant): (specify model) .....
- Sandfilter: Area ..... (Sq. Metres)
- Composting toilet: (specify model) .....
- Greywater System (specify model) .....

Manufacturer..... EPA CA no. ....

*Effluent Disposal System*

- Absorption trench: Length ..... (Metres) Width ..... (Metres)
- Absorption/transpiration trench: Length ..... (Metres) Width ..... (Metres)
- Transpiration bed: Area ..... (Sq. Metres)
- Surface irrigation: Area ..... (Sq. Metres) EPA – CA 035/93
- Subsurface irrigation: Area ..... (Sq. Metres)

*Water Saving Devices*

- AAA Rated Shower Heads
- Dual Flush Toilets       6/3 Litre     Other: Size.....Litres

**SITE PLAN**

Provide a scaled site plan of the proposed system showing all buildings, property boundaries, streams, dams, water tanks, swimming pools, excavations, drains, water pipes and other services. (see attached)

***Applicants please note that no works are to be commenced until a site inspection by Council’s Environmental Health Officer has been completed and a permit to install is issued.***

Signature of Applicant .....

Date      /      /

Fee Paid..... Receipt no.....

Fees: New system \$250.00  
Alteration to existing system \$200.00

## **SITE PLANS**

**Please supply the following plans:**

**House/Building Floor Plan**

- This plan should clearly identify all bedrooms, studys and plumbing fixtures (including all sewer and 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
- disconnector / overflow relief gully
- The location of all :
  - property boundaries
  - buildings, sheds and tree lines
  - swimming pools, dams, streams
  - driveways, stormwater 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.

