



REQUEST for SEPTIC TANK SYSTEM FINAL INSPECTION

THIS FORM IS A FORMAL REQUEST FOR A FINAL INSPECTION OF AN INSTALLED SEPTIC TANK SYSTEM. A FINAL INSPECTION CONDUCTED BY THE CITY OF GREATER BENDIGO MUST BE COMPLETED BEFORE A PERMIT TO USE CAN BE ISSUED. USE OF A SEPTIC TANK SYSTEM PRIOR TO THE ISSUE OF A PERMIT TO USE IS AN OFFENCE THAT CARRIES SIGNIFICANT MONETARY PENALTIES.

Permit Number:

Address of the Installed Septic Tank System:

Owner/s:

System Type and Disposal Method Installed:

Applicant to Complete:

I, the applicant, hereby request a Final Inspection of an installed septic tank system through the submission of all of the required information detailed under 'Accompanying Documentation Required' **REFER OVER**. I acknowledge I have read and completed pages 2 & 3, and that all aspects of the installation of the above listed septic tank system are complete and in accordance with the Permit to Install issued for this system.

Signature of Applicant Date: / /20

For further information:
Environmental Health Services
Safe & Healthy Environments
"The Mill" 15 Hopetoun Street, Bendigo
PO Box 733, Bendigo Vic 3552
health@bendigo.vic.gov.au
Telephone: (03) 5434 6308
Facsimile: (03) 5434 6309
TTY: (03) 5434 6460

Application Form Updated: June 2018

ACCOMPANYING DOCUMENTATION REQUIRED

Requests for Septic Tank System – Final Inspections **MUST** be accompanied by the following documentation

- Completed **Plumbing Industry Compliance Certificate** (Plumber of internal fixtures)

- Completed **Plumbing Industry Compliance Certificate** (Drainer – septic tank and irrigation installer)

- An **‘As Constructed’ Plan** of the installed system showing
 - **All Set Back Distances;**
 - The Point of North;
 - Location of the Dwelling;
 - Position of the Septic Tank System;
 - All Existing and Proposed Buildings;
 - Driveways;
 - Easements, Dams, Creeks, Underground Water Tanks, Wells;
 - Location of the Irrigation Field and all Fittings and Fixtures; and
 - Location of Diversion and Cut Off Drains.

- A **Commissioning Report** (Treatment Plants only)

The City Of Greater Bendigo will not accept incomplete requests, as a decision cannot be made without all applicable information submitted. This form and its accompanying documentation may be submitted in person at “The Mill” 15 Hopetoun Street, Bendigo or directed via mail to the address listed below.

An ‘Approval to Use’ must be issued by the City of Greater Bendigo before the installed system may be used

Completion Checklist for the Installation of Septic Tank Systems

General (All Systems)

- Has the septic tank system been installed as required by all conditions of the Permit to Install?
- Has the irrigation area or trench length, as prescribed in the Permit to Install, been installed?
- Has the septic tank system been installed in accordance with the approved plan?
- Has a diversion drain been constructed to sufficiently divert water around the disposal area?
- Are all service ports, inspection ports, taps, valves and pits easily accessible and identifiable?
- Have all set-back distances been met?
- Is the effluent disposal area sufficiently protected from stock or vehicle traffic?
- Has an appropriate alarm system been fitted? (pump wells and treatment plants only)
- Have all electrical works been completed? (pump wells and treatment plants only)

Conventional Adsorption / Transpiration Trenches Only

- Are all distribution boxes easily accessible?
- Are all inspection and access ports of the septic tank clearly visible and easily accessible?
- Is the surface of the effluent field smooth and not conducive to pooling surface water?

Surface Irrigation Only

- Are all drippers installed with one plant per dripper?
- Are all dripper heads fitted and functioning correctly?
- Are taps and individual lines provided for each designated irrigation area?
- Has a heavy mulch been distributed along all dripper lines as required by the Permit to Install?
- Has all top soil importation, ground cultivation and ground preparation as required in the Permit to Install been undertaken?
- Has a minimum of 2 "Reclaimed Water In Use" warning signs been affixed to the site?

Sub-Surface Irrigation Only (Pressurised)

- Have Vacuum Breakers/Air Release Valves been installed at the highest point in each irrigation field/zone?
- Are taps and individual lines provided for each designated irrigation area? (if applicable)
- Have all top soil importation, ground cultivation and ground preparation as required in the Permit to Install been undertaken?
- Has a Mesh/Disc Filter been installed in a safe and accessible area?
- Has a flush valve been installed at the lowest point of the irrigation field?
- Has a Techfilter been installed down-flow from the Mesh/Disc Filter? (**NETAFIM** sub-surface irrigation only)
- Has a minimum of 2 "Reclaimed Water In Use" warning signs been affixed to the site?