

| | | |
|---------------------|----------|-------------|
| INSTALL/ALTER FEE | \$705.00 | FEE PAID \$ |
| (OFFICE USE ONLY) | | |
| RECEIPT NO. _____ | | |
| DATE RECEIVED _____ | | |

APPLICATION TO INSTALL or ALTER an ONSITE WASTEWATER MANAGEMENT SYSTEM

S.53M Environment Protection Act 1970

Last Updated June 2019

| | | | | | |
|--|-------|---------|-------------|--------|-------|
| PROPERTY DETAILS: Give the address and particulars of the land where a septic tank system is to be installed/altered. | | | | | |
| Residential No | CA(s) | Section | Parish Town | Lot No | LP No |
| Address | | | | | |

| | |
|--|--|
| APPLICANT: Who is responsible for co-ordinating this application? | OWNER: If the applicant is not the owner, give the name and address of the owner of the land. |
| Name: | Name: |
| Postal Address: | Postal Address: |
| Email Address: | Email Address:: |
| Best Contact Number:: | Best Contact Number: |

Contact Applicant to arrange an on-site inspection *Property is accessible (gate unlocked)*

| | |
|--|---|
| PLUMBER: Person responsible for the building/house plumbing works | DRAINER: Person responsible for installation of septic system and effluent disposal system |
| Name: | Name: |
| Postal Address: | Postal Address: |
| Email Address: | Email Address: |
| Best Contact Number: | Best Contact Number: |
| P.I.C Licence Number: | P.I.C Licence Number: |

| | |
|--|--------------------------------------|
| PROPOSED TANK: Detail the specific type of tank proposed to be installed/altered (Tick the appropriate box) | |
| <input type="checkbox"/> CONVENTIONAL SEPTIC TANK → | CERTIFICATE OF CONFORMANCE NO: |
| <input type="checkbox"/> SECONDARY TREATMENT TYPE: | |
| <input type="checkbox"/> PACKAGED TREATMENT PLANT → | CERTIFICATE OF CONFORMANCE NO: _____ |
| MAKE: | MODEL: |
| <input type="checkbox"/> OTHER (SPECIFY): | |

| |
|--|
| PROPOSED DISPOSAL METHOD: Detail the specific type of disposal method proposed to be installed/altered (Tick the appropriate box) |
| <input type="checkbox"/> ETA / TRENCH SYSTEM |
| <input type="checkbox"/> SUB- SURFACE PRESSURE COMPENSATING DRIP IRRIGATION (SECONDARY TREATMENT REQUIRED) |
| <input type="checkbox"/> NETAFIM <input type="checkbox"/> KISSS <input type="checkbox"/> TRIANGLE |
| <input type="checkbox"/> OTHER DISPOSAL METHOD (SPECIFY) |

I hereby apply for permission to have a septic tank system installed/altered by a registered plumber/drainer and deem that the plans submitted with this application are true and correct.

Signature of Owner: _____ **Date:** _____

I, the applicant, hereby apply for permission to install/alter a septic tank system and supply all of the required information detailed under 'Accompanying Documentation Required' **REFER OVER.**

Signature of Applicant: _____ **Date:** _____

I, the drainer hereby advise I have sighted the accompanying plans and deem them true and correct.

Signature of Drainer: _____ **Date:** _____

DISCLAIMER: All information provided by you for the purposes of this application is collected by the City of Greater Bendigo solely for the purposes of this application and is held pursuant to the City of Greater Bendigo Council Privacy Policy. PLEASE NOTE APPLICATIONS CAN TAKE UP TO 6 WEEKS TO PROCESS SUBJECT TO ALL INFORMATION BEING PROVIDED AT LODGEMENT.

**PLEASE NOTE APPLICATIONS CAN TAKE UP TO 6 WEEKS TO PROCESS PROVIDED
ALL INFORMATION IS SUPPLIED AT THE TIME OF LODGEMENT**

ACCOMPANYING DOCUMENTATION REQUIRED

Applications for permits to install or alter a septic system must include the following:

- Completed application form and payment of the appropriate fee
- A Certificate of Conformance
- A current copy of title including diagram
- A detailed floor plan of the dwelling
- An allotment plan (to scale or detailing appropriate measurements). **It is strongly recommended that the plumber/drainer complete the allotment plan**
 - Plan must detail:
 - Position of the proposed *septic tank system*
 - Location of septic tank/treatment plant
 - Detailed plan of wastewater disposal field (showing distribution pits, trenches, individual irrigation lines, vacuum breakers, flush/scour valves, return lines, flushing trenches/pits etc.)
 - Location of pumpwells (if used)
 - Diversion drains/embankments for surface waters
 - Setback distances (*these also apply to features on neighbouring properties see info sheet or EPA Code of Practice – Onsite Wastewater Management*)
 - Location of the dwelling and all existing and proposed buildings.
 - Driveways, easements, dams, creeks, water tanks, wells etc.
 - Point of North
 - Fall of the land
 - Significant identifying features (large trees, fences, rocks/rock beds, stands of trees etc.)
 - Applications for larger properties should show the whole allotment on one plan, and submit a close-up extract of the building envelope and wastewater system

For sample allotment plans, refer to the following attachments.

- A **general locality map**, including directions on how to locate and identify the property and any other relevant information such as if gate is locked, who to telephone for access/key etc.
- A current **Land Capability Assessment** (for properties in a Special Water Supply Catchment)

Applications to ALTER a septic tank system:

- Applications to ALTER a septic tank system must include the above information.
- If you wish to connect the existing system a report must accompany the application detailing the condition (baffle) and size of the current tank and/or trenches from a licensed plumber.
- The allotment plan must include the location of the **existing** septic tank system and including an **existing** floor plan of the dwelling. Also provide details of the **proposed changes** to be made to both the system and dwelling's floor plan, where applicable. Be sure to clearly distinguish between **existing** and **proposed**. (Perhaps use different colours to assist clarification for City Of Greater Bendigo staff)

Your application MAY also require:

- A land capability assessment (LCA), prepared in accordance with EPA publication 746 (generally required for all sub-divisions where no reticulated sewerage is proposed, or for existing allotments less than 0.4ha [1 acre] in size, or as otherwise considered necessary due to specific environmental conditions). During your preliminary discussions with the City Of Greater Bendigo, you should clarify if an LCA is required to accompany your application. If the property is within a Special Water Supply Catchment, an LCA is mandatory.

The City Of Greater Bendigo will not accept incomplete applications, as a decision cannot be made without all applicable information being submitted. Please consult with the City of Greater Bendigo's Planning Department to determine if a planning permit is required under the Planning Scheme before applying to install a septic tank system.



CREEK



INTERNAL FENCING

EXAMPLE ONLY

60m

124m

19m

5 TRENCHES
30m LONG
1m WIDE
2m APART

103m FROM NEIGHBOURING DAM

DIVERSION DRAIN

RAINWATER TANKS

121m

SEPTIC TANK

50m

DWELLING



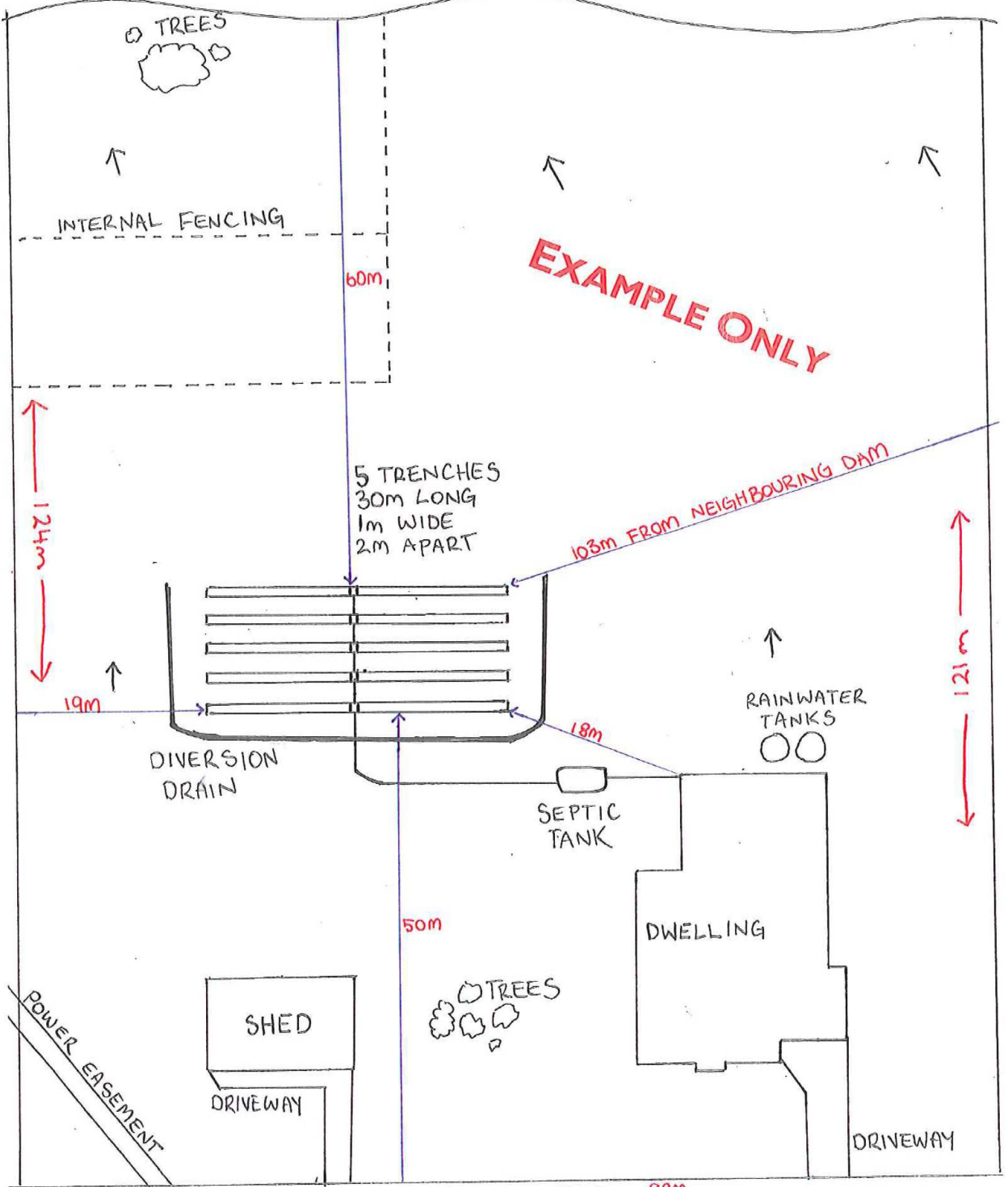
SHED

DRIVEWAY

DRIVEWAY

POWER EASEMENT

SCALE: 1:500 99m





CREEK



INTERNAL FENCING

60m

EXAMPLE ONLY

124m

SURFACE IRRIGATION LINE 1 75m

SURFACE IRRIGATION LINE 2 84m

72m FROM NEIGHBOURING PROPERTY

121m

9m

TREATMENT PLANT

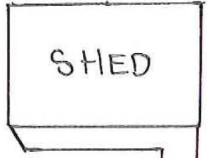
RAINWATER TANKS



SURFACE IRRIGATION LINE 3 25m

7m

DWELLING



SHED

8m

7m

TREES

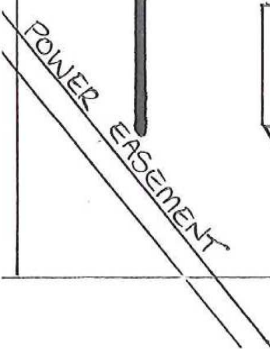
4m

7m

SURFACE IRRIGATION LINE 4 38m

5m

6m



POWER EASEMENT

99m

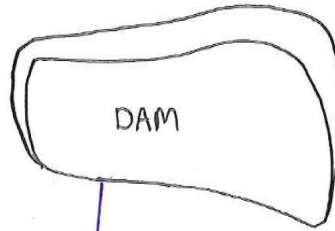
SCALE 1:500



CREEK



INTERNAL FENCING



EXAMPLE ONLY

124m

121m



10m

60m



36m

TREATMENT PLANT

RAINWATER TANKS

300m² SUB-SURFACE IRRIGATION

6m

DWELLING



28m

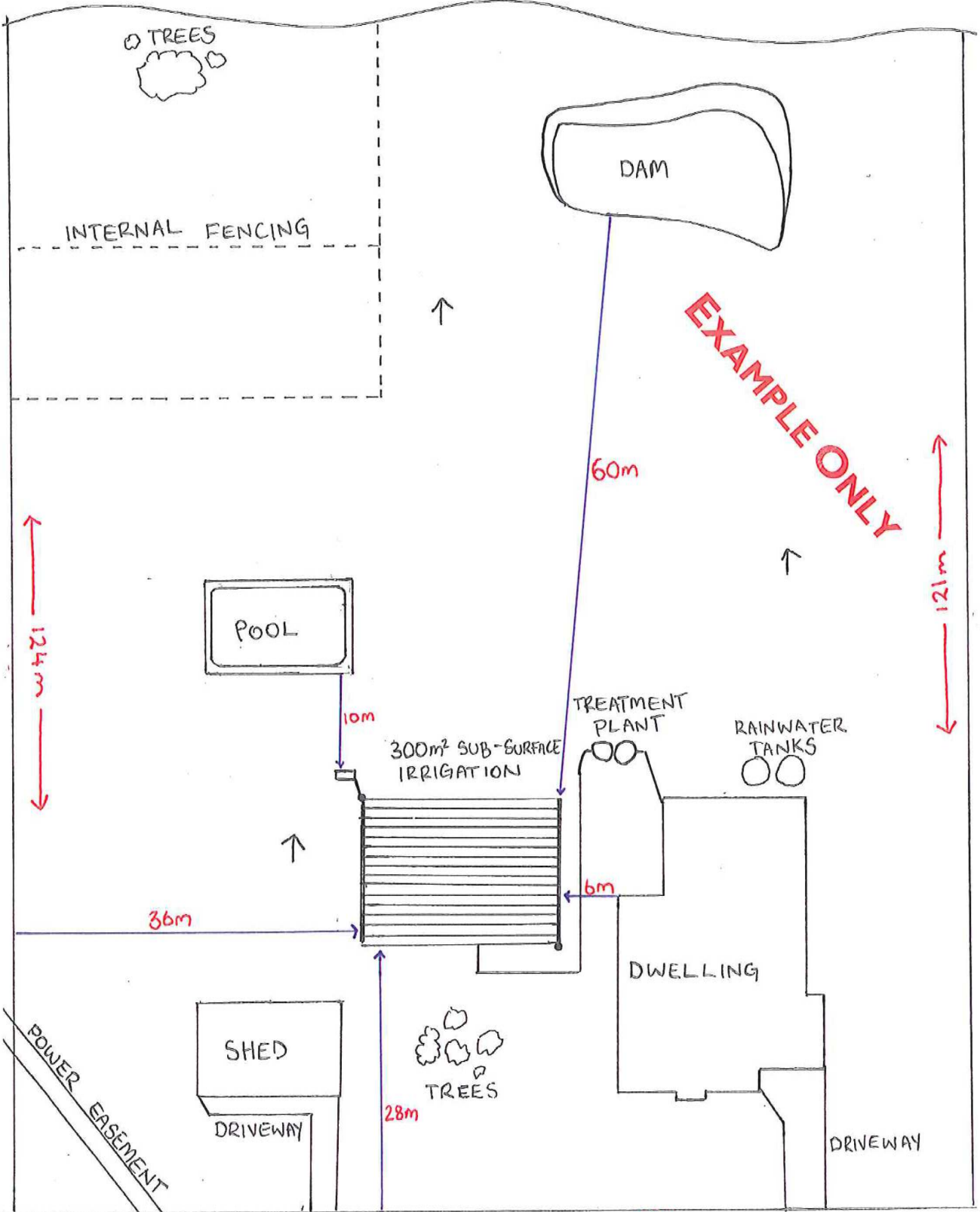
DRIVEWAY

DRIVEWAY

POWER EASEMENT

SCALE 1:500

99m



INDIGENOUS PLANTS/GRASSES SUITABLE FOR PLANTING AROUND EFFLUENT DISPOSAL FIELDS

Updated June 2014

| BOTANICAL NAME | COMMON NAME |
|---|---------------------------|
| LARGE SHRUBS | |
| <i>Acacia dealbata</i> * | Silver Wattle |
| <i>Acacia mearnii</i> * | Late Black Wattle |
| <i>Acacia melanoxylon</i> * | Blackwood |
| <i>Acacia retinodes</i> | Wirilda |
| <i>Callistemon sieberi</i> | River Bottlebrush |
| <i>Dodonaea viscosa</i> | Sticky Hop Bush |
| <i>Hymenanthera dentata</i> | Tree Violet |
| <i>Melaleuca decussata</i> | Totem Poles |
| <i>Melaleuca lanceolata</i> | Moonah |
| <i>Melaleuca parvistamina</i> * | Rough-barked Honey-myrtle |
| <i>Melaleuca uncinata</i> | Broom Honey-myrtle |
| <i>Melaleuca wilsonii</i> | Violet Honey-myrtle |
| SMALL SHRUBS | |
| <i>Indigofera australis</i> | Austral Indigo |
| <i>Goodenia varia</i> | Sticky Goodenia |
| GRASSES, SEDGES AND RUSHES | |
| <i>Carex appressa</i> | Tall Sedge |
| <i>Carex tereticaulis</i> | Basket Sedge |
| <i>Dianella longifolia</i> | Smooth Flax-lily |
| <i>Dianella revoluta</i> | Black-anther Flax-lily |
| <i>Eleocharis acuta</i> | Common Spike-rush |
| <i>Juncus pallidus</i> | Pale Rush |
| <i>Lomandra longifolia</i> | Spiny-headed Mat-rush |
| <i>Microlaena stipoides</i> | Weeping Grass |
| <i>Poa labillardierei</i> | Common Tussock-grass |
| GROUND COVERS | |
| <i>Artiplex semibaccata</i> | Creeping Saltbush |
| <i>Brachyscome multifida</i> | Cut-leaf Daisy |
| <i>Dichondra repens</i> | Kidney Weed |
| <i>Isotoma fluviatilis ssp. australis</i> | Swamp Isotome |
| <i>Myoporum parvifolium</i> | Creeping Boobiella |
| <i>Viola hederacea</i> | Native Violet |

*To be used with irrigation systems only. Not suitable for ETA/Trench Systems.

These species tolerate varying degrees of soil moisture. System flow outputs will vary from household to household, which will influence the performance of some species. Mounding of garden beds is highly recommended to improve drainage around the root zone. This list is provided as a guide only.

EXTRACTS FROM THE ENVIRONMENT PROTECTION ACT 1970

Updated Nov 2016

The following extracts form the Code of Practice – Onsite Wastewater Management 2016 and the Environment Protection Act 1970 are provided for information purposes only. The extracts highlight that the septic tank application process is legislated by State Government and is delegated to local councils. Please refer to the original publications for complete details.

Permits and approvals

A permit must be obtained from the local municipal authority before installing, altering or using any septic tank system. Once a permit has been obtained, the effluent disposal field should be protected to prevent deterioration by building activities or vehicle traffic.

ENVIRONMENT PROTECTION ACT 1970

53L. Permit required

A person must not construct, install or alter a septic tank system unless the person holds a permit issued under this part.

- Penalty: \$704 Infringement Notice or up to \$42,252 imposed by a court.

53MA. Compliance with permit

A person must comply with a permit and any conditions to which it is subject.

- Penalty: \$704 Infringement Notice or up to \$16,901 imposed by a court.

53MB. Approval of septic tank system

A septic tank system must not be used until the municipal council has inspected the septic tank system and issued a certificate approving its use.

- Penalty: \$704 Infringement Notice or up to \$16,901 imposed by a court.

53N. Maintenance of septic tank systems

An occupier of premise on which a septic tank is located must maintain it in accordance with the requirements specified in the permit issued by the municipal council for that septic tank system.

- Penalty: \$704 Infringement Notice or up to \$1408 imposed by a court.

Minimum Setback Requirements – Code of Practice – Onsite Wastewater Management Pub 891.4

| Landscape Feature or Structure | Setback Distances (m) | |
|--|---|--|
| | Primary Treated Effluent (from Conventional Septic Tank or equivalent) | Secondary Sewage and Greywater Effluent (from Packaged Treatment Plant, Sand Filters, or equivalent meeting 20/30 standard or higher) |
| Building | | |
| Wastewater field up-slope of building | 6 | 3 |
| Wastewater field down-slope of building | 3 | 1.5 |
| Wastewater up-slope of cutting/escarpment | 15 | 15 |
| Allotment Boundary | | |
| Wastewater field up-slope of adjacent lot | 6 | 3 |
| Wastewater field down-slope of adjacent lot | 3 | 1.5 |
| Services | | |
| Water supply pipe | 3 | 1.5 |
| Wastewater up-slope of potable supply channel | 300 | 150 |
| Wastewater field down-slope of potable water supply channel | 20 | 10 |
| Gas supply pipe | 3 | 1.5 |
| In-ground water tank | 15 | 4 |
| Stormwater drain | 6 | 3 |
| Recreational Areas | | |
| Children's grassed playground | 6 | 3* |
| In-ground swimming pool | 6 | 3* |
| Surface Water (up-slope of) | | |
| Dam, lake or reservoir (potable water supply) | 300 | 300* |
| Waterways (potable water supply) | 100 | 100 |
| Waterways, wetlands (continuous or ephemeral, non-potable); estuaries, ocean beach at high-tided mark; dams, lakes or reservoirs (stock and domestic, non-potable) | 60 | 30 |
| Groundwater Bores | | |
| Category 1 and 2a soils | N/A | 50 |
| Category 2b to 6 soils | 20 | 20 |
| Water Table | | |
| Vertical depth from base of trench to the highest seasonal water table | 1.5 | 1.5 |
| Vertical depth from irrigation pipes to the highest seasonal water table | N/A | 1.5 |

*Subsurface Pressure Compensated Irrigation ONLY

SEPTIC TANK APPLICATION GUIDELINES FACT SHEET

Updated: Nov 2016

Where a reticulated sewerage service is not provided, a septic tank system is required to be installed. The Environment Protection Act 1970 defines a “**Septic tank system**” as a system for the bacterial, biological, chemical and physical treatment of sewerage, and includes all tanks, irrigation, disposal beds sewers, drains, pipes, fittings, appliances and land used in connection with the system. These guidelines contain information regarding the application, installation, and approval process associated with septic tank systems.

Q What information is available from the City of Greater Bendigo?

The City of Greater Bendigo has produced a septic tank information package that includes:

- Application form.
- Extracts from the Code of Practice – Onsite Wastewater Management 2016
- Planting guide for effluent disposal areas.
- Greywater information series.
- Surface/subsurface drip irrigation requirements.
- Absorption/transpiration trench requirements.
- Maintenance and monitoring procedures.

Q Why must I apply to the City of Greater Bendigo to install/alter a septic tank system?

The City of Greater Bendigo’s “Permit to install/alter a septic tank system” as prescribed by the Environment Protection Act 1970 is our recognised confirmation of consent and report.

Q What is the “applicants” role?

The applicant is a person responsible for making the application to the City of Greater Bendigo, and for co-ordinating the various stages of the permit process.

Q What is the City of Greater Bendigo’s role?

City of Greater Bendigo’s role is to assess, process and approve/refuse an application made to install/alter a septic tank system in accordance with the Environment Protection Authority (EPA) and code of practice requirements. It is not the City of Greater Bendigo’s role to design a system on an applicant’s behalf. The City of Greater Bendigo’s Environmental Health Officer’s can give you advise on system design or alternatively you can appoint a plumber to help with layout/design of the septic tank system at the early stages.

Q What is the appointed plumber/drainers role?

The plumber/drainer should be involved in the initial application process, including system layout/design and an on-site inspection prior to works. Once permits are issued the plumber/drainer is responsible for installing/altering the septic tank system in accordance with permit conditions.

Q What septic tank system can I install?

The City of Greater Bendigo can only approve systems that have a Certificate of Conformity issued by the EPA for use in

Victoria. (Note that each system has approval for specified situations and specified uses)

City of Greater Bendigo must then be satisfied that the selected system is suitable for your allotment. Different systems are available for use in Victoria which include but are not limited to:

- Conventional septic tank systems
- Packaged Treatment Plants
- Greywater systems
- Wet Vermiculture Systems
- Composting toilets

Refer to www.epa.vic.gov.au for further details, including information about conditions of each Certificate of Approval for individual septic tank systems.

Q What information is available from the Environment Protection Authority (EPA)?

- Code of Practice – Onsite Wastewater Management 2016 Pub 891.4
- A current list of Onsite Wastewater Management Systems approved for use in Victoria

above information is available from the EPA website www.epa.vic.gov.au

Q How long does an application to install/alter a septic tank system take?

Once a completed application is received the City of Greater Bendigo endeavour to provide an answer for your proposal within 21 working days if we receive a complete application. Although under the relevant Acts we are provided 42 working days for consent and report on your application from the time that sufficient information is submitted. To streamline the application process, the septic tank application should be completed in conjunction with your Planning Application, doing so will avoid delays (Note that septic and planning applications are separate and involve different departments/officers).

Q What information must be provided as part of an application?

The following documentation must be provided as part of the application to install/alter a septic tank system:

- Valid Certificate of Conformity
- Completed application form and payment of the appropriate fee
- A current copy of title
- A detailed floor plan of the dwelling
- An allotment plan (please refer to the City of Greater Bendigo's fact sheet on allotment plan specifications)
- A general locality map. Include directions on how to locate and identify the property and any other relevant information. E.g. If gate is locked who to call to access keys etc.

Q How important are the conditions on the permit to install/alter and approval to use a septic tank system?

- All conditions on each permit must be complied with. The conditions are site specific and are designed to ensure the septic tank system operates properly and doesn't have an adverse impact on human health and the environment.
- These conditions are derived from the Environment Protection Act 1970 and the Code of Practice – Onsite Wastewater Management 2016
- No work on a septic tank system can commence until a written permit has been issued by the City of Greater Bendigo.

Q What steps are involved in the application and approval process?

Please refer to the attached flow diagram outlining the application, inspection and reporting process.

Q Who should I contact if I want to submit an application to install/alter a septic tank system?

For further information please contact

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

Or visit the City of Greater
Bendigo website at:

www.bendigo.vic.gov.au

FLOW DIAGRAM – APPLICATION/INSPECTION PROCEDURE

