

# APPLICATION TO INSTALL/ALTER AN ONSITE WASTEWATER MANAGEMENT SYSTEM



**Please return to the City of Greater Bendigo**

Galkangu - Bendigo GovHub, 189-229 Lyttleton Terrace, Bendigo, • PO Box 733, Bendigo 3552

Ph: 1300 002 642 • septicsadmin@bendigo.vic.gov.au

**APPLICATION TYPE**

**Install a new system**

- New development or completely new replacement  
*Application fee: \$798.20*

**Alter an existing system**

- Major alteration (consists of alterations to the tank or the distribution field)
- Minor alteration (consists only of the installation, replacement or relocation of the internal plumbing, fixtures or fittings of the OWMS)

**REASON FOR CONSTRUCTION, INSTALLATION OR ALTERATION**

- New house/building
- Existing system failure (urgent works required)
- Other, please specify:
- House/building alteration
- Existing system failure (non-urgent works required)

**PROPERTY DETAILS: Give the address and particulars of the land where a septic tank system is to be installed.**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Residential No      CA(s)      Section      Parish Town      Lot No      LP No

Address

**APPLICANT: Who is responsible for co-ordinating this**

Name

Postal address

Email address

Best contact number

**OWNER: If the applicant is not the owner, give the name and address of the owner of the land**

Name

Postal address

Email address

Best contact number

Contact applicant or owner to arrange an on-site inspection

Property is accessible (gate unlocked)



## THE BUILDING

Type of premises:  Dwelling  Commercial  Multi-unit development  Shed  Factory

Bedrooms:

Number

Number of people using the system (if not a residential dwelling):

Maximum

**PLUMBER:** Person responsible for the building plumbing works

Name

Postal address

Email address

Best contact number

Plumbing (VBA) Licence number

**DRAINER:** Person responsible for installation of the Onsite Wastewater Management System

Name

Postal address

Email address

Best contact number

Plumbing (VBA) Licence number

**TREATMENT TANK:** Detail the specific type of tank proposed to be installed (tick the appropriate box)

Conventional Septic Tank - capacity (L):

Aerated Wastewater Treatment System - model:

Sand Filter  Work

Other

Certificate of conformance number (required for all Treatment Tank types)

**PROPOSED DISPOSAL METHOD:** Detail the specific type of disposal method proposed to be installed (tick the appropriate box)

ETA/Trench system

Sub-surface pressure compensating drip irrigation (secondary treatment required)

Surface irrigation

Other disposal method (specify)

I hereby give permission to have a septic tank system installed/alterd as described herein that the information submitted with this application are true and correct.

Signature of Owner

Date

I, the applicant, hereby apply for a permit described herein and supply all required documentation detailed under 'Accompanying Documentation Required' **REFER OVER**

Signature of Applicant

Date

I, the drainer hereby advise I endorse the details and accompanying plans where relevant.

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.

*Environment Protection Regulations 2021. Environment Protection Act 2017. Updated June, 2024*



## ACCOMPANYING DOCUMENTATION REQUIRED

### ACCOMPANYING DOCUMENTATION REQUIRED

#### Applications for permits to install 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/building
  - An allotment plan (to scale or detailing appropriate measurements). **It is strongly recommended that the plumber/drainer complete the allotment plan**
- Plan must detail:
- Location of septic tank/treatment plant
  - Position of the proposed septic tank system
  - 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:

- Application to ALTER a septic tank system must include plumber and drainer details
- If you wish to connect to the existing system a report and plan must accompany the application detailing the type of system, size of trenches, field and operating status. Report must be completed by a licenced 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 where applicable. Be sure to clearly distinguish between existing and proposed (perhaps use different colours to assist clarification for City of Greater Bendigo staff)

### PLEASE NOTE

Please allow for up to 42 business days for processing - all fields must be completed, and additional information provided to avoid delays. Permits and written communication will be sent via email unless requested otherwise. **Applications will not be considered until the required fees have been paid and a planning permit has been issued (if required).**

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.

## FLOW DIAGRAM - APPLICATION/INSPECTION PROCEDURE

