City of Greater Bendigo

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.

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

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

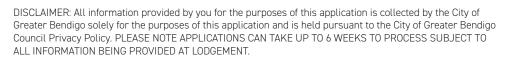
Best contact number

Property is accessible (gate unlocked)



THE BUILDING				
Type of premises: Dwelling Commercial	Multi-unit development Shed Factory			
Bedrooms: Number of people using the system (if not a residential dwelling):				
Number Maximum				
PLUMBER: Person responsible for the building plumbing works	DRAINER: Person responsible for installation of the Onsite Wastewater Management System			
Name	Name			
Postal address	Postal address			
Email address	Email address			
Best contact number	Best contact number			
Plumbing (VBA) Licence number	Plumbing (VBA) Licence number			
TREATMENT TANK: Detail the specific type of tank proposed t	to be installed (tick the appropriate box)			
Conventional Septic Tank - capacity (L):				
Aerated Wastewater Treatment System - model:				
Sand Filter Work				
Other				
other				
Certificate of conformance number (required for all Treatment	t Tank types)			
PROPOSED DISPOSAL METHOD: Detail the specific type of dispo	osal method proposed to be installed (tick the appropriate box)			
ETA/Trench system				
Sub-surface pressure compensating drip irrigation (second	dary treatment required)			
Surface irrigation				
Other disposal method (specify)				

I hereby give permission to have a septic tank system installed/altered 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' <u>REFER OVER</u>					
Signature of Applicant	Date				
I, the drainer hereby advise I endorse the details and accompanying plans where relevant.					
Signature of Drainer	Date				





ACCOMPANYING DOCUMENTATION REQUIRED

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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

Submit an application to install an onsite wastewater management system including all relevant documentation as requested.

A desktop assessment and site inspection will be conducted by an Environmental Health Officer.

Allow 21-42 days from the time the application was submitted

If the proposal is sustainable a permit to install or alter an onsite wastewater management system will be issued.

The licensed plumber and drainer complete required works outlined in the permit to install or alter an onsite wastewater management system.

A progress inspection by an Environmental Health Officer may be required. A condition will be included in the permit if required.

The applicant provides a completed request form for a final inspection along with all required documentation listed within the form.

A final inspection of the onsite wastewater management system will be conducted by the Environmental Health Officer to make sure it complies with permit conditions.

Allow 14 days from the time the request was submitted

If the onsite wastewater management system is installed in accordance with the permit then an approval to use the system will be issued.

