

Installation of a Septic System

Complete this application to apply for approval to:

- Install a new system.
- Upgrade a split system to an all waste system.
- Upgrade a primary system to a secondary system.
- Finalise systems installed 2008 onwards without permits (Consent to Use).

For any other works refer to the Application to Alter a Septic System.

Planning Permit

If a Planning Permit is required for any dwellings/works associated with the installation of the septic system, we recommend obtaining the Planning Permit first. If you choose to obtain your Permit to Install (PTI) for the septic system prior to your Planning Permit, additional costs will be associated for changes or extensions of time to this permit if conditions on your Planning Permit for your septic system differ to your PTI.

Sewer Availability

If sewer **IS** available you **MUST** connect to sewer. Contact the relevant water authority to confirm sewer availability.

Yarra Valley Water

www.yvw.com.au

Ph: 1300 651 511

South East Water

www.southeastwater.com.au

Ph: 131 694

If sewer is **NOT** available, a **Permit to Install** a septic system must be obtained from Yarra Ranges Council.

Application Requirements

Assessment of Applications will only commence with the following items:

Application fee

\$747.40 (effective until 30 June 2023)

Wastewater System:

Details of your EPA approved system, Certificate of Conformance number and expiry date, as listed on the EPA website.

Site Plan

(A3 or A4 Scaled Plan) – showing the property boundaries, location of the proposed septic system and effluent disposal area in relation to dwellings, waterways, dams, etc.

Floor Plan

(A3 or A4 Scaled Plan) – showing internal layout of existing and proposed buildings. Where an **extension** to a building is proposed, you need to **highlight** the proposed extension on the plan.

Site Survey/Report

A site survey of the property that includes a soil investigation component, undertaken by an accredited geotechnical consultant.

Additional information/assessments may be requested in order to finalise the application.

Erosion Management Overlay (EMO) - Landslip

- Visit: <http://services.land.vic.gov.au/landchannel/jsp/reports/ReportsIntro.jsp>. to confirm whether your property is subject to EMO.
- If the proposed absorption area is subject to EMO a secondary treatment septic tank system will be required.
- In some situations involving EMO effluent absorption will not be permitted. Where an allotment is incapable of having a suitable system installed development of the property may not be permitted.

Onsite Wastewater System Requirements

- Only wastewater systems with EPA Victoria approval can be installed. Treatment system brands and models must be certified by an accredited conformity assessment body as conforming to the relevant Australian Standards.
- Visit <http://www.epa.vic.gov.au/your-environment/water/onsite-wastewater/onsite-wastewater-systems>.
- Effluent from a septic tank system must be retained within the boundaries of the property. No offsite discharge will be permitted.

Installation Requirements

- All installation works must be completed by a practitioner licensed with the Building Commission.
- Installation works cannot commence without a **Permit to Install**.
- All installations, plumbing and draining must comply with the EPA Code of Practice (Onsite Wastewater Management Publication 891.4 (July 2016)), AS/NZS 1547:2012) and the Plumbing Code of Australia.

Stage 1 – Permit to Install Process

- Application assessed.
- Property inspected by an Environmental Health Officer.
- Additional information/assessments may be requested.
- Copies of **Permit to Install** with **approved installation plan** provided to all parties on the Application.
- Installer to request progressive inspections by an Environmental Health Officer.
- Installation to be completed before the Permit to Install expires (2 years from date of issue).

A one-off 12 month extension can be applied for prior to the Permit to Install expiry date. Fees apply.

Approval to Use Requirements

Stage 2 – Approval to Use Process

- Final inspection of installed septic system done by Environmental Health Officer.
- Owner to provide Environmental Health Officer with Compliance Certificate and/or Commissioning Certificate (Secondary Treatment Systems) and Sand Certificate (Sand Filters).
- Copies of **Approval to Use** will be provided to all parties on the Application.

It is an offence under the Environment Protection Amendment Act 2018 for a septic system to be used without an Approval to Use.

A fine maybe imposed by Council.

Do not submit this page with your application

Application to Install a Septic System

\$747.40

Fee effective until 30 June 2023
(Please attach duplicate receipt here)

Application To

- Install a new system. Upgrade split system to all waste system.
 Upgrade primary system to secondary system. Approve system installed 2008 onwards without permits.

Address of Proposed or Existing System

Street No: Lot No: (if no Street No.)
Street:
Suburb: Postcode:

Applicant

Owner Installer Other

Property Owner(s)

Name/s:
Postal Address:
Suburb: Postcode:
Phone: Mobile:
Email Preferred: Yes Email:

Installer

Company:
Name:
Postal Address:
Suburb: Postcode:
Phone: Licence No:
Email Preferred: Yes Email:

Other

Company:
Name:
Postal Address:
Suburb: Postcode:
Phone: Mobile:
Email Preferred: Yes Email:

Building Details

Residential

<input type="checkbox"/> House	<input type="checkbox"/> Dependant Persons Unit	No. of bedrooms: <input type="text"/>	Study/Studio: <input type="text"/>
<input type="checkbox"/> Do you run a business from home, ie hairdressing, jam making, cake decorating etc?			
Business Description: <input type="text"/>			

Commercial

<input type="checkbox"/> Accommodation	<input type="checkbox"/> Factory	<input type="checkbox"/> Shed	<input type="checkbox"/> Shop	<input type="checkbox"/> Office
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Other	<input type="text"/>		Max No. of persons: <input type="text"/>

Planning Permit

<input type="checkbox"/> Not Required	<input type="checkbox"/> Required – but not obtained	<input type="checkbox"/> Approved – Permit No: <input type="text"/>
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Wastewater System

Visit [http //www.epa.vic.gov.au/your-environment/water/onsite-wastewater/onsite-wastewater-systems](http://www.epa.vic.gov.au/your-environment/water/onsite-wastewater/onsite-wastewater-systems) for a list of approved systems. **Complete the details below as they appear on the EPA website for the system you are installing.**

System

<input type="checkbox"/> AS/NZS 1546.1 Septic Tank	
Certificate of Conformance No: <input type="text"/>	Expiry Date: <input type="text"/>
Company: <input type="text"/>	
Model: <input type="text"/>	
<input type="checkbox"/> AS/NZS 1546.2 Waterless Composting Toilet	
Certificate of Conformance No: <input type="text"/>	Expiry Date: <input type="text"/>
Company: <input type="text"/>	
Model: <input type="text"/>	
<input type="checkbox"/> AS/NZS 1546.3 Aerated Wastewater Treatment	
Certificate of Conformance No: <input type="text"/>	Expiry Date: <input type="text"/>
Company: <input type="text"/>	
Model: <input type="text"/>	
<input type="checkbox"/> AS/NZS 1546.4 Greywater System (yet to be ratified)	
Certificate of Conformance No: <input type="text"/>	Expiry Date: <input type="text"/>
Company: <input type="text"/>	
Model: <input type="text"/>	

Sand Filter

Required Not Required

Length: m Width: m Depth:

Effluent Disposal

Absorption / Transpiration Trenches (for Primary & Secondary Systems)

Pipe: 90 mm slotted PVC Pipe

Trench Dimensions: Length: m Width: 600 mm Depth: 400 mm

Sub-surface Irrigation (for Secondary Systems only)

Area: m² Lineal Metres: lm Pipe Diameter: mm

Manufacturer:

Stormwater Cut-off Drain

Required Not Required

Length: m Width: m

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Declaration

Please tick (✓) that the following information has been attached to this application:

- Payment in Full - **\$747.40** (effective until 30 June 2023)
- Floor Plan (A3 or A4 size to scale)
- Site Plan (A3 or A4 size to scale)
- Site Survey/Geotechnical Report

Assessment of your application will only commence with details of an EPA approved system, all documentation and the full application fee.

I hereby certify that all on-site septic tank system works proposed and specified in this application will be in compliance with the Environment Protection Amendment Act 2018 and the EPA Code of Practice (Onsite Wastewater Management Publication 891.4 (July 2016)) and AS/ANZ 1547.

I understand that my septic system cannot be used until a **final inspection** of the system has been carried out by Yarra Ranges Council and an **Approval to Use** has been issued. (It is an offence under the Environment Protection Amendment Act 2018 for a septic system to be used without an Approval to Use and a fine maybe imposed by Council).

If Owner Completed the Application:

Owner's Name:

Signature: Date:

If Applicant is NOT the owner:

I the applicant, declare that I have notified the owner about this application.

Applicant's Name:

Signature: Date:

Lodgement

Type of Card: *(please circle)* Visa / MasterCard

Credit Card No/...../...../.....

Expiry Date:/..... Amount: \$.....

Cardholder Name: *(please print)*

.....

Signature:.....



Complete payment details and send to: mail@yarraranges.vic.gov.au.



Forward with payment to: PO Box 105, Lilydale VIC 3140.



In Person at any of our Community Links. Visit yarraranges.vic.gov.au/links