



Alteration of a Septic System

The following works are considered an alteration to a septic system and will require a Permit to Alter:

- Repair or replacement of a sand filter.
- Relocation of a septic tank.
- Relocation of an effluent field.
- Repair, replacement or increase of drippers/absorption lines.
- Repair or alteration to a septic system that IS NOT an all-waste system discharging on site.

Depending on the age and condition of the septic system it may be determined that the proposed alterations are not permitted and the system needs to be upgraded to ensure that it complies with the EPA Code of Practice. Further application fees will apply if this is the case.

The following works **ARE NOT** considered an alteration and can be done without applying for approval from Council:

- Repair of distribution or chlorination pit.
- Repair of a secondary system.
- Additional water fixtures and fittings to an all-waste system discharging on site.

Planning Permit

If a Planning Permit is required for any dwellings/works associated with the installation of your septic system, we recommend obtaining the Planning Permit first. If you choose to obtain your Permit to Alter (PTA) 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 PTA.

Application Requirements

Assessment of Applications will only commence with the following items:

Application fee	\$569.60 (effective until 30 June 2023)
Site Plan	(A3 or A4 Scaled Plan) – showing the property boundaries, location of the existing septic system and effluent disposal area in relation to dwellings, waterways, dams, etc. Any proposed septic system works need to be clearly marked on this plan.
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.

Additional information/assessments may be requested by the Environmental Health Officer 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 relocation of the 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.
- 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.

Alteration Requirements

- All alteration works must be completed by a practitioner licensed with the Building Commission.
- Alteration works cannot commence without a **Permit to Alter**.
- 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 Alter Process

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

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

Approval to Use Requirements

Stage 2 – Approval to Use Process

- Final inspection of an altered 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) if applicable.
- Copies of **Approval to Use** 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.

Application to Alter a Septic System



**Yarra
Ranges
Council**

\$569.60

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

Application To

- | | |
|---|--|
| <input type="checkbox"/> Repair or replacement of sand filter. | <input type="checkbox"/> Relocate an effluent field. |
| <input type="checkbox"/> Relocate a septic tank. | <input type="checkbox"/> Increase amount of drippers/absorption lines. |
| <input type="checkbox"/> Repair or replace drippers/absorption lines. | <input type="checkbox"/> Alter a system that is NOT an all-waste system. |

Reason for Alteration:

Address of 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:
Phone:
Email Preferred: ☐ Yes Email:

Other

Company:
Name:
Postal Address:
Suburb:
Phone:
Email Preferred: ☐ Yes Email:

Existing Building Details

Residential

☐ House ☐ Dependant Persons Unit No. of bedrooms: Study/Studio:

☐ Do you run a business from home, ie hairdressing, jam making, cake decorating etc?

Business Description:

Commercial

☐ Accommodation ☐ Factory ☐ Shed ☐ Shop ☐ Office

☐ Restaurant ☐ Other Max No. of persons:

Planning Permit

☐ Not Required ☐ Required – but not obtained ☐ Approved – Permit No:

Existing System & Proposed Alteration Details

You will need to contact a plumber if you are unsure of the details of the existing septic system or location within the property.

Primary System

☐ Septic Tank Capacity: Litres

☐ Incinerating Toilet ☐ Wet Composting System ☐ Dry Composting Toilet

Manufacturer: EPA Approval:

System Name: Model:

Secondary System

☐ Aerated Wastewater Treatment ☐ Membrane Filtration ☐ Reedbed ☐ Sand/Trickling Filter

Manufacturer: EPA Approval:

System Name: Model:

Sand Filter Dimensions: Length: m Width: m Depth: 1.35 metres

Effluent Disposal

☐ Absorption / Transpiration Trenches (for Primary & Secondary Systems)

Pipe: 90 mm slotted PVC Pipe

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

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

☐ Sub-surface Irrigation (for Secondary Systems only)

Existing Area: m² Lineal Metres: lm Pipe Diameter: mm

Proposed Area: m² Lineal Metres: lm Pipe Diameter: mm

Manufacturer:

Stormwater Cut-off Drain

☐ Existing ☐ Proposed ☐ Not Required
Length: m Width: mm Depth: mm

Declaration

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

- ☐ Payment in Full - **\$569.60** (effective until 30 June 2023)
- ☐ Floor Plan (A3 or A4 size to scale)
- ☐ Site Plan (A3 or A4 size to scale)

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 once alteration works commence the 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