

# APPLICATION TO CONSTRUCT/INSTALL/ALTER AN ON-SITE WASTEWATER MANAGEMENT SYSTEM

Environment Protection Act 2017 Environment Protection Regulations 2021 A20

Property No. : PF.....

WW..... (Office Use)

**Permit Approval Time Frame:** Council will issue an approval if the proposed system is suitable for the development, the application is completed correctly, and all the required attachments have been

**NO** work should commence until the applicant receives this approval. Please allow up to 42 working days for the processing of your application.

## APPLICATION FEES ARE NON-REFUNDABLE

**OWNER/APPLICANT:** Name(s): .....

Postal Address: .....

Postcode: ..... **Email:** ..... **Phone No.:** .....  
(Required to be completed)

**SITE ADDRESS** (of installation/alteration): .....

..... Postcode: .....

**OWNER(S):** Name(s): .....

(Full Name(s) of Property Owner(s) Required To Be Completed)

Postal Address: .....

Postcode: ..... **Email:** ..... **Phone No.:** .....  
(Required to be completed)

**PLUMBER:** Name: .....

Postal Address: ..... Postcode: .....

Licence No.: ..... **Email:** ..... **Mobile:** .....

## OTHER CONTACT

Details of the person undertaking the construction, installation, or alteration of the On-Site Wastewater Management System.

Name: .....

Postal Address: ..... Postcode: .....

Email: ..... Mobile: .....

## NATURE OF APPLICATION (tick box)

☐ New installation of On-Site Wastewater Management System

☐ Alteration to On-Site Wastewater Management System

☐ Other: Specify .....

☐ New installation of AWT System

☐ Alteration to AWT System



## PROPOSED PRIMARY/SECONDARY TREATMENT FACILITY

Provide details/specifications of proposed primary/secondary treatment system (e.g. Septic Tank, AWT)

Manufacturer: .....

Construction: ☐ Pre-cast concrete ☐ Plastic ☐ Other (specify): .....

Liquid capacity of tanks or chambers: ..... litres

Certification Number: .....

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## PROPOSED WASTEWATER DISPOSAL METHOD (tick box)

SUB-SURFACE: ☐ Absorption Trench ☐ Transpiration Bed ☐ Sub Surface Effluent Irrigation  
☐ Other (specify): .....

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## DESIGN WASTEWATER FLOW RATES

### Contributing Source (tick box)

☐ Household Residence No. of bedrooms including study/games etc.: .....

☐ Other: (specify): ..... No. Persons/Users: .....

Water supply: ☐ Reticulated Town Supply ☐ Rainwater Plus Alternative Source ☐ Rainwater only

**Expected Daily Effluent Flow Rate:** ..... L/day (as per Table 4.1 Guideline for Onsite Wastewater Management System)

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## LAND CAPABILITY ASSESSMENT

Land Capability Assessment carried out by: ..... Report No. ....

Assessed Level of Constraint for site: ☐ Nil or Minor ☐ Moderate ☐ Major

Soil DLR/DIR: ..... mm/day

### ☐ Absorption Trenches

Total Length of trench to be installed ..... metres Number of trenches .....

Length of each trench ..... metres Width of each trench ..... metres

### ☐ Transpiration Beds

Total number of beds to be installed ..... metres

Length of each bed ..... metres Area of each bed ..... square metres

### ☐ Wick Trench and Bed System

Total number of beds to be installed ..... metres

Length of each bed ..... metres Area of each bed ..... square metres

### ☐ Irrigation

Total disposal area to be installed ..... square metres

No of beds ..... square metres Area of each bed ..... square metres

Other (specify) .....

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## ALTERATION

Alteration details: .....

Existing System Capacity: ..... litres Certification: .....

Condition: .....

Dimensions of existing sub-soil disposal trench: .....



## ADDITIONAL DETAILS & APPLICATION

This application form, once completed, needs to be submitted to Council's Environmental Health Services, together with the prescribed fee and the following prescribed documentation to [health@mildura.vic.gov.au](mailto:health@mildura.vic.gov.au):

- ☐ Detailed plans, specifications and particulars of the proposed construction, installation or alteration of the On-Site Wastewater Management System including the floor plan of the premises at which the activity specified in the application is to be engaged in;
- ☐ Details of the proposed use of the On-Site Wastewater Management System;
- ☐ If the application is to **construct or install** an On-Site Wastewater Management System, a copy of a Certificate issued by a body accredited under the Joint Accreditation System of Australia and New Zealand (or any other accreditation body approved by the Authority), confirming that the proposed On-Site Wastewater Treatment Plant meets the appropriate standard;
- ☐ A Land Capability Assessment prepared by a person that the Council considers is suitably qualified and to a standard acceptable to the Council.

## DECLARATION

By signing this, you declare the information contained in the application is true and completed to the best of your knowledge. This application forms a legal document and penalties exist for providing false or misleading information.

Signature of Applicant(s):	
Applicant Name(s):	
<b>(Please Print)</b>	
Dated:	

### Office Use Only

Fee: \$821.70	Code: 167 OWMS Installation or Alteration Major
Fee: \$626.20	Code: 165 OWMS Alteration Minor (Fixtures Only)
Receipt Number:	
Receipt Date:	

### ENVIROMENTAL HEALTH SERVICES

Mildura Rural City Council  
108 Madden Avenue Mildura, Victoria  
P.O. Box 105 Mildura, VIC 3500  
Phone: (03) 5018 8216  
Email: [health@mildura.vic.gov.au](mailto:health@mildura.vic.gov.au)



# PROPERTY OWNER(S) DECLARATION

## (Part 3.1 Environment Protection Regulations 2021)

### I am the owner of this land:

1. I hereby apply for permission to have an On-Site Wastewater Management System installed / altered by a registered plumber.
2. I understand that I have a responsibility as a duty holder under the *Environment Protection Act 2017* and the *Environment Protection Regulations 2021*, and I am aware that I must:
  - a) Take all reasonable steps to ensure the system is operated so as not to pose a risk of harm to human health or the environment;
  - b) Take all reasonable steps to ensure the system is maintained in good working order;
  - c) Ensure the contents of the septic tank system do not overflow;
  - d) Provide to a renter or person in control of the system written information regarding the correct operation and maintenance of the system;
  - e) Notify the Council, as soon as practical after I become aware, or reasonably should have been aware, that the system poses a risk to harm to human health or the environment or is otherwise not in good working order;
  - f) Keep and hold a record of all maintenance activities carried out on the system, including any pump-out and service records, for a period of 5 years after each maintenance activity;
  - g) Make available for inspection on request by the Council or the Authority, any records kept regarding the maintenance of the system;
  - h) Obtain a permit to undertake any works on the system, including internal plumbing works;
  - i) Undertake maintenance of the system if ordered by Council.
3. I acknowledge the following constraints apply to the area of land dedicated for the treatment of wastewater effluent:
  - a) No access by vehicles or livestock such as horses and cattle;
  - b) No construction of driveways, footpaths, pools, verandahs or sheds;
  - c) No raising of ground level with clay or soil after initial construction has been completed.
4. I approve of the location and system proposed in the application.

**I will install, operate and maintain the On-Site Wastewater System in accordance with the permit conditions, certificate and established guidelines.**

Signature of Owner(s)/Director(s):	
Owner/Director Full Name(s):	

(Please Print)

Dated:	
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### Privacy Statement

Personal information collected by Council is held securely and used in accordance with the Privacy and Data Protection Act 2014. Council may disclose this information to other organisations if required or permitted by Legislation. Should you wish to access or modify this information, please contact Council on 03 5018 8100 or email [mrcc@mildura.vic.gov.au](mailto:mrcc@mildura.vic.gov.au)



## ADDITIONAL INFORMATION

**Works MUST NOT commence until a Permit to Install/Alter has been issued for the proposed On-site Wastewater Management System by Council.**

### Land Capability Assessment

The LCA must be consistent with the requirements set out in the Municipal Association of Victoria's Victorian Land Capability Assessment Framework (2nd Edition 2014, or as amended) (VLCAF). See the following sections of the *Guideline Onsite Wastewater Management* regarding LCA's:

- ◆ Section 3.4 – Land Capability Assessment,

**Note:** Land Capability Assessments need to be conducted by a person that the Council considers is suitably qualified and to a standard acceptable to the Council (this may be a Soil Consultant/Engineer).

### Australian Standards

The following Australian Standards are relevant to On-Site Wastewater Management:

- ◆ AS/NZS 1546 On-site domestic wastewater treatment units; and
- ◆ AS/NZS 1547:2012 On-site domestic wastewater management

On-Site Wastewater Management Systems should be designed, installed and operated in accordance with the above *Australian Standards* (and *Australian Standards* that may be issued from time to time), unless there is any inconsistency between the Australian Standards and the requirements of the *Guideline for onsite wastewater management* (GOWM) and Guideline for onsite wastewater effluent dispersal and recycling systems in which case the guidelines requirements take precedence.

### Plumbing and Drainage

On-Site Wastewater Management System Installers must ensure that the system complies with the:

- ◆ EPA Certificate of Approval for the particular system being installed;
- ◆ On-site wastewater management system permit;
- ◆ manufacturer's specifications; and
- ◆ Victorian plumbing regulations.

**Prior to installing/altering an On-Site Wastewater Management System, the installer must ensure they have a 'Permit to Install/Alter' issued by the Council.**

All plumbing works including wastewater disposal via irrigation must be conducted by a licensed plumber.

Contact *Council's Environmental Health Services* for any special requirements regarding the installation of *Spa Baths (over 200 litres)*, *Food Waste Disposal Units*, or any other 'non-standard' fixtures likely to impact on the On-Site Water Management System.

### Primary/Secondary Treatment Systems

#### Septic Tanks

All septic tanks need to comply with *AS/NZS 1546 On-site domestic wastewater treatment units* and *EPA CA 001.1/03*. All tanks should be standards marked.

#### Aerated Wastewater Treatment Systems

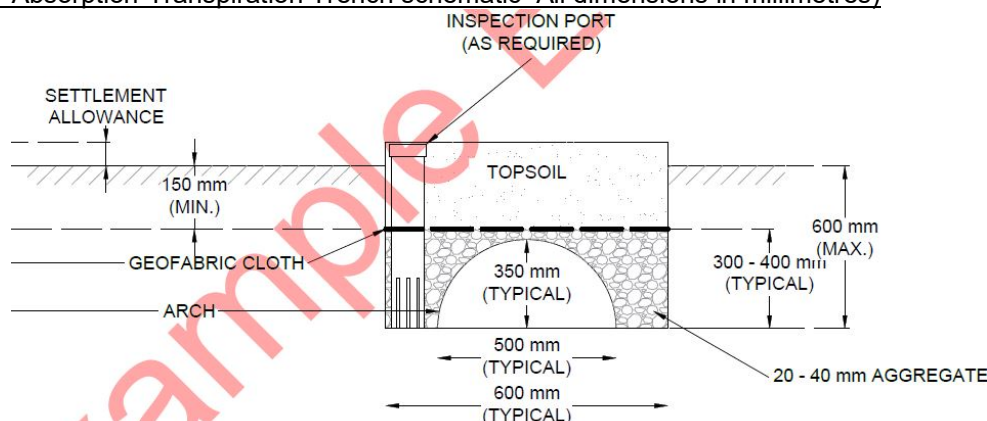
The systems are subject to any conditions contained in its *EPA Certificate of Approval*.



## SOIL ABSORPTION/TRANSPIRATION SYSTEMS

Soil Absorption/Transpiration Systems need to comply with the Environmental Protection Authority's *Certificate of Approval CA 1.2/03* and must accord with figure below, or *AS/NZS 1547:2012, On-site domestic-wastewater management*

Figure: Absorption-Transpiration Trench schematic. All dimensions in millimetres)



### Notes:

- ◆ Trenches must be spaced to provide a minimum of 1-2 metres of undisturbed ground between each trench.
- ◆ Where possible, disposal trenches shall be laid along contour lines.
- ◆ Individual trench lengths should not be more than 20 metres.
- ◆ The aggregate for effluent disposal systems shall be clean, uniformly graded 20 mm to 40 mm durable material.

## IRRIGATION

The reuse of wastewater by irrigation onto land is subject to the conditions contained in *AS/NZS 1547:2012, On-site domestic-wastewater management*. Sub-surface disposal must use suitable pressure compensating drip irrigation.

### Setback Distances (m)

Table 4-10: Setback distances for primary and secondary treated sewage in unsewered areas

Landscape feature or structure	OWMS with primary treated effluent	OWMS with secondary treated effluent or Level 3 greywater effluent	OWMS with Level 1 and 2 greywater effluent
<b>Building/allotment boundary</b>			
Up-slope of building (See Note 1)	6	3	3
Down-slope of building	3	1.5	1.5
Up-slope of adjacent lot	6	3	1
Down-slope of adjacent lot	3	1.5	0.5
<b>Services</b>			
Water supply pipe	3	1.5	1.5
Up-slope of potable supply channel (stock and domestic)	300	150	150
Down-slope of potable water supply channel (stock and domestic)	20	10	10
In-ground water tank (See Note 2)	15	7.5	3
Closed stormwater drain	6	3	2
Open stormwater drain	50	30	10
Gas supply pipe	3	1.5	1.5

Landscape feature or structure	OWMS with primary treated effluent	OWMS with secondary treated effluent or Level 3 greywater effluent	OWMS with Level 1 and 2 greywater effluent
<b>Recreational areas</b>			
Children's grassed playground (See Note 3)	6	3	2
In-ground swimming pool	6	3	2
<b>Surface waters</b>			
Dam, lake or reservoir (used as source water for drinking or within a special water supply catchment) (See Notes 5, 6)	300	300	150
Waterways (used as a source of water for drinking or within a special water supply catchment) (See Notes 4, 5)	100	100	50
Waterways not used as source of water for drinking or within a special water supply catchment (for example, wetlands (continuous or ephemeral); estuaries (See Note 4)	60	30	30
Ocean beach at high-tide mark; dams, reservoirs or lakes not used as source of water for drinking or within a special water supply catchment (See Note 6)	60	30	30
Dam, lake or reservoir (used as source water for drinking or within a special water supply catchment) (See Notes 5, 6)	300	300	150
Drainage lines (See Note 7)	40	20	20
Up-slope of cutting/escarpment (See Note 8)	15	15	15
<b>Groundwater bores</b>			
Groundwater bores – category 1 and 2a soils	NA	50	20
Groundwater bores – category 2b to 6 soils	20	20	20
<b>Soil depth (See Note 9)</b>			
Depth to highest seasonal water table (See Note 10)	1.5	1.5	1.5
Depth to hydraulically limiting layer (for example, bedrock)	1.5	0.6	0.6

Notes to Table 4-10:

1. Establishing an OWMS up-slope of a building may have implications for the structural integrity of the building. This should be examined by a building surveyor on a site-by-site basis.
2. It is recommended that OWMS are installed down-slope of an in-ground water tank.
3. Means a school, council, community or other children's grassed playground managed by an organisation which may contain play equipment but does not mean a sports field.
4. Means a waterway as defined in the *Water Act 1989*.
5. Applies to land adjacent to a dam, lake, reservoir or waterway that provides source water used for the supply of public drinking water or, which is subject to an environmental significance overlay (ESO) that designates maintenance of water quality as the environmental objective to be achieved, or within a special water supply catchment area listed in Schedule 5 of the *Catchment and Land Protection Act 1994*.
6. Does not apply to dams, lakes or reservoirs located above ground level that cannot receive runoff.
7. An intermittent stream that is found to be a drainage line (drainage depression) with no defined banks and the bed is not incised. The topography of the drainage line should be demonstrated in writing and photographs in the LCA report.
8. A cutting/escarpment from which water is likely to emanate.

Depth is measured vertically through the soil profile from the base of absorption/ETA trenches/beds or from the irrigation pipes



PROPERTY ADDRESS: ..... PF .....

OWNER: ..... WW .....

## REAR OF ALLOTMENT

**Plan should show the following features:**

1. Direction of north
2. Contours or direction of fall
3. Relative position of the proposed on-site wastewater management system
4. Proposed or existing -
  - ◆ boundaries
  - ◆ buildings
  - ◆ driveways
  - ◆ easements
  - ◆ swimming pools
  - ◆ irrigation areas
  - ◆ streams
  - ◆ underground water tanks and wells
  - ◆ stormwater drains
  - ◆ water supply pipes
  - ◆ underground power lines
  - ◆ Telstra cables
  - ◆ gas pipes
  - ◆ any other services
5. Setback distances of disposal area from any of the above features
6. Cut off drains to divert drainage away from the disposal area
7. Any other relevant site restrictions eg escarpments, large trees, rocks etc

LIST OF FIXTURES	NO. OF
<b>BATHROOM</b>	
1. Toilet Pan (Internal)	
2. Toilet Pan (External)	
3. Bath	
4. Basin	
5. Shower	
6. Urinal	
<b>KITCHEN</b>	
7. Sink	
8. Dish Washer	
9. Food Waste Disposal	
<b>LAUNDRY</b>	
10. Trough	
11. Washing Machine	
<b>OTHER</b>	
12. Spa (Small)	
13. Spa (Large) >200L	
V. Vent	
ORG. Overflow Relief Gully	
FWG. Floor Waste Gully	

## FRONT OF ALLOTMENT

**OFFICE USE ONLY**

Permit to Install/Alter Issued on: ...../...../.....

## INSPECTIONS:

Under Slab/Site: ...../...../.....

..... ☐ N.O.E ☐ Photo

Interim: ...../...../.....

..... ☐ N.O.E ☐ Photo

Final: ...../...../..... ☐ N.O.E ☐ Photo

**Certificate to Use Issued on:** \_\_\_\_/\_\_\_\_/\_\_\_\_