

Environmental Health

Application for Construct/Install or Alter an Onsite Wastewater Management System (OWMS)

Environment Protection Act 2017 (Part 4.3) and Environment Protection Regulations 2021

This form is used to apply for a permit to construct/install or alter an onsite wastewater management system with Mitchell Shire Council.

Ensure the application is fully completed. Incomplete applications will be returned. Processing of a complete application may take up to 42 business days

Application type

Please Select and fill in applicable areas below relevant to your application.

- Permit to Construct/Install a new Onsite Wastewater Management System
- Permit to Alter an Onsite Wastewater Management System

Planning Permit Details

Is a planning permit required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide application/permit reference		
Date of application/permit		

Applicant Details

Is the applicant:

- Owner
- Agent of the Owner*

***IMPORTANT** The property owner must complete Authorisation section if they are not the applicant.

Full name			
Property Address			
Postal Address			
Suburb/State		Postcode	
Contact number			
Email			

Property Owner Details

The property owner must complete the below authorisation if they are not the applicant.

Full name			
Property Street Address			
Postal			
Suburb/State		Postcode	
Contact number			
Email			

Authorisation

I hear by authorise, (applicant name)	
<input type="checkbox"/>	To apply for a Permit to Construct/Install
<input type="checkbox"/>	To apply for a Permit to Alter
Signature of property owner	

Site Address for construct/install/alter

Property Street Address			
Suburb/State		Postcode	

Plumber/Drainer Details

Person responsible for construct/install/alteration if not the plumber.

Is the plumber also the drainage contractor? Yes No

Full Name			
Postal Address			
Suburb		Postcode	
License Number			
Email			
Phone Number			

If more than one plumber/drainer will be doing work on the system, please complete the below details.

Full name			
Postal Address			
Suburb		Postcode	
License Number			
Email			
Phone Number			

Building Details

Type of building (house, office, factory, other)	
Number of bedrooms	
Number of Studies	
Is it likely study/ies will be used/converted into a bedroom for future use (Y/N)	
Number of people expected to use the system per day	
Is there Intent for dwelling to operate a business such as a kitchen, beauty premises or Prescribed accommodation in the future. If so what	

Number of connected fixtures

Baths		Sinks	
Showers		Basins	
Toilets		Laundry Troughs	
Garbage		Dishwasher	
Spas		Spa Capacity in litre	

Fixture Rating (Please Select)

Extra wastewater producing fixtures	
Full water Reduction fixtures installed	
Standard water fixtures present	
Rainwater Tank	
Mains Water Supply	

Onsite Wastewater System Details

System Type (e.g., septic tank, all waste secondary sewage treatment system, advanced secondary greywater system)	
Manufacturer's Name	
Proposed installation/alteration date	
Model Name	
Septic tank capacity (litres)	
Certificate of Conformity No.	

Effluent Disposal Method

Absorption Trenches

Length (m) *		Width (m) *		Depth (m) *	
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Irrigation System

Subsurface irrigation area (m ²) *	
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Other

Method type *	
Effluent lines width *	
Effluent lines length *	

*NOTE

- *primary: 90mm slotted UPVC (AG drain) – absorption trenches.*
- *secondary: sand filter discharge on-site, irrigation system.*
- *alternatives: transpiration bed, dome drain, bio-filter matrix, soil cell, worm farm.*

Important Note:

- Alterations to your septic system may require you to provide a copy of a land capability assessment – contact the Environmental Health team to discuss whether this applies to your circumstances.
- Part 5.7 of the Environment Protection Regulations 2021 creates new ongoing obligations on a person in management or control of an onsite wastewater management system (OWMS).

This includes both the property owner(s) and some tenant(s).

These obligations include:

- ensure the system operates correctly and maintained in good working order,
- ensure it does not overflow,
- duty to keep maintenance records (and provide them to councils when requested),
- duty to notify council as soon as practicable if the system poses a risk of harm to human health or the environment or is otherwise not in good working order.

Application Requirements

Complete this form and submit the following information to the Environmental Health Unit. Please Note if the below supporting documentation is not provided upon application, this may delay the processing of your application. Upon receiving a complete application, Council has a statutory period of 42 business days to assess and issue a permit to construct/install or alter an OWMS.

Application to construct/install a new onsite wastewater system

Site plan showing the location of any: proposed/existing dwelling/s, ancillary buildings/structures, landscape features/structures (e.g. swimming pools, stormwater drains, waterways etc), septic system location and effluent disposal area *

Floor plan of the dwelling *

Septic system plan detailing all parts of the proposed system, including dimensions, grades, and a description of materials to be used *

Copy of Certificate of conformity confirming that the onsite wastewater system meets its standards in accordance with an accredited body *

Soil Test Report OR a copy of a Land Capability Assessment (unless advised otherwise by Council) *

Application to alter an existing wastewater system

Site plan showing the location of the existing dwelling/s, ancillary buildings/structures, landscape features/structures (e.g. swimming pools, stormwater drains, waterways etc), septic system location and effluent disposal area *

Floor plan of the dwelling detailing proposed changes (only if making changes to the dwelling e.g. location of new bedroom/bathroom) *

A plan detailing proposed changes to the septic system (only if making changes to the septic system e.g. adding/relocating irrigation lines) *

Copy of Certificate of conformity confirming that the onsite wastewater system meets its standards in accordance with an accredited body *

Soil Test Report or a copy of a Land Capability Assessment (unless advised otherwise by Council) *

Declaration

I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge. This application forms a legal document, and penalties exist for providing false or misleading information. I am over 18 years at the time of completing this application.

Applicant's Signature *	
Print Name *	
Date *	

Payment and Lodgement Details

This application form can be lodged in person at one of our Customer and Library Service Centres, by post at 113 High Street, Broadford VIC 3658 or emailed to mitchell@mitchellshire.vic.gov.au

Once your application has been processed an invoice will be issued for the fee applicable

Application fees

Application to Construct/Install an Onsite Wastewater System (Office Use Only)	\$821.70
Application to Alter an Onsite Wastewater Management System (Office Use Only)	\$821.70

Collection statement

Your application and the personal information on this form is being collected by Mitchell Shire Council for the purposes of administering your application to install or alter an Onsite Wastewater Management System (OWMS) and any ongoing requirements. The information collected is required under the Environment Protection Act 2017 and will be used for the purpose it was collected and/or a directly related purpose. If you do not provide the information in your application it may result in the application not being accepted, lapsing or being refused. Information collected may be disclosed if required by legislation. You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright. You can find out more about how we use and protect your information by viewing our Privacy Statement on our website <https://www.mitchellshire.vic.gov.au/privacy> If you require access to the information you have provided, please contact Council.