



Public Health Services Information Sheet

Application for installation and Alteration of a Septic Tank System

Application Procedure

The Septic Tank Application form must be fully completed and lodged with the fee prior to any works being completed.

The applicant must ensure that any building and planning permits are acquired before any building or septic works commence.

The application fee **\$250** for an installation of a new system or the alteration of an existing septic system. This fee includes all administration costs and two inspections.

The applicant must ensure that the system details proposed on the application form are of the system that **will** be installed.

If the Environmental Health Officer has issued the Permit to Install and the applicant changes the details of the system then an Application to amend a permit must be completed.

The Permit to Install is valid for **2 years** from the date of issue. Should the works not commence within 2 years the applicant must resubmit an application along with the scheduled fee.

Please note that the application form must be returned fully completed. If an application form is submitted without adequate information the form will be returned.

Type of System

A full description of the onsite waste water system must be submitted with the application form. The form covers all the information required by Public Health Services.

The details of the system provided with the application must be of the system that will be installed.

A detailed plan must be submitted with the application form detailing the location of the House, Septic Tank and Effluent disposal area on the selected site. See the application form for further details.

The EHO conducts site inspections to assess the site for the proposed system. If you wish to meet the EHO onsite, an appointment must be arranged. Telephone 5036 2591.

YOU MUST FULLY COMPLETE ALL DETAILS OR YOUR APPLICATION WILL NOT BE PROCESSED

Method of Effluent Disposal

Prior to completion of the application the applicant must consult with Council's Environmental Health Officers to check if a Land Capability Assessment (LCA) is required. A Land Capability Assessment is to be conducted by an accredited practitioner to determine the length of the sub-soil trench or irrigation area in m² (CA 1.2/03).

A Land Capability Assessment is usually required in the following circumstances and must be attached to the application form;

- Allotment size is less than 10,000m² (1 Hectare)
- Allotment is in a flood prone area
- Multilot subdivision
- Allotment has poor soil absorption
- Replacement of a failing septic tank system

Please note that for Aerated Wastewater Treatment Systems a **minimum of 200m²** is required for Surface/Sub-surface irrigation (CA 035/92).

Trench Disposal Requirements

Size of Dwelling/Structure	Arch Trench	Slotted Pipe Trench
One bedroom dwelling, shed or other small outbuilding	40m ²	40m ²
2 Bedroom dwelling	70m ²	80m ²
3 Bedroom dwelling	100m ²	120m ²
4 Bedroom dwelling	130m ²	160m ²
5 Bedroom dwelling	160m ²	200m ²
6 Bedroom dwelling	190m ²	240m ²
Each additional bedroom/study	+ 30m ²	+ 40m ²

NOTE: These are minimum disposal area requirements, the disposal area may be required to be larger depending on the water usage of a dwelling or other structure.

Approval to Install

Council will issue an approval to install if the application is filled in correctly (including a detailed plan on the page provided) and copies of any other information required is provided.

Please note, special conditions will be attached to each permit.

NO work should commence until the applicant receives this approval.

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Approval to Use

Council's Environmental Health Officers conduct a

When the installation is completed **A REQUEST MUST BE LODGED FOR A FINAL INSPECTION**. Forms are available from Council's Public Health Services upon request.

This is a mandatory inspection prior to Council issuing the Approval to Use.

A Copy of the Plumbing Industry Certificate is required in order to complete the Permit to Use.

If a treatment plant is installed a Commissioning Certificate is also required to complete the Permit to Use.

If the System was installed slightly different to the plan, then an updated plan must be submitted prior to issue of the Permit to Use.

Installation Conditions

All work is to be carried out and certified by a Registered and Licensed plumber, this includes any sub-surface irrigation area for Treatment Plant Systems. **Subsurface and surface irrigation must be contained on the Plumbing Certificate**, otherwise the permit to use will not be issued.

All work is to be carried out in accordance with:

- Code of Practice; Onsite Wastewater Management
- Australian Plumbing and Drainage Code
- Australian Standard No's: 3500, 1547,1546

An inspection by the Council's Environmental Health Officer will be conducted of the open trenches.

Treatment Plants

Treatment Plant surface irrigation beds must be raised above ground level and must be constructed of good loamy topsoil. It is advisable to create two or more beds to enable rotation and resting of the beds.

All stock animals or heavy vehicles must be restricted from travelling over the effluent disposal/surface irrigation area.

A Commissioning Certificate for a Treatment Plant system must be submitted to Council upon completion of the installation.

Maintenance

Owners of a Septic Tank System must comply with the relevant EPA certificates of approval and maintain their systems in good working order. It is recommended that you inspect the System annually and desludge the tank at least **once every 3 years**.

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Setback/Buffer Distances

A minimum clear distance of **3m** should be maintained between the edges of any two parallel trenches.

Setback distances for primary and secondary treated sewage in unsewered areas.

Item	Setback distance ^{2,3} (m)
Building	
Wastewater field up-slope of building ⁴	6
Wastewater field down-slope of building	3
Allotment boundary	
Wastewater field up-slope of adjacent lot	6
Wastewater field down-slope of adjacent lot	3
Services	
Water supply pipe	3
Potable supply channel (wastewater field up-storage)	300
Potable supply channel (wastewater field down-slope)	20
Gas	3
Underground water tank	15
Stormwater drain	6
Swimming pool	6
Cutting-escarpment	15
Surface waters (up-slope from)	
Dam or reservoir (potable, includes water for food production) ⁵	300
Stream, river, waterways (potable water supply catchment) ⁶	100
Dam or reservoir (stock & non-potable) ⁵	60
Stream or channel (continuous or ephemeral, non-potable)	60
Groundwater bore	
Potable or non-potable	20

- 1 These distances act as a guide and must be measured horizontally from the defined boundary of the disposal/irrigation area. They do not apply vertically. For streams and dams, the measuring point shall be the 'bank-full discharge level'. See Table 5.3 for setback distances for irrigating with treated greywater.
- 2 With the exception of groundwater bores, the setback distances may be reduced by up to 50 per cent where all the following conditions are met:
 - effluent quality meets 20/30 standard when used for sub-surface irrigation
 - or
 - effluent quality meets 20/30/10 standard when used for surface irrigation
 - and
 - Slopes are <5%, or pressure compensated sub-surface irrigation drip lines along the contour.
- 3 Effluent typically contains high levels of nutrients that may have a negative impact on native vegetation. When considering setbacks, council should consider not only the potential impact of nutrients in regards to the proposed onsite wastewater system, but in regards to other existing onsite wastewater systems located in the same area.
- 4 Setback distances help protect human health. However, establishing an effluent disposal field/irrigation area upslope of a building may have implications for the structural integrity of the building. This issue is beyond this Code's scope and should be examined by a building professional on a site-by-site basis.
- 5 Does not apply to dams and reservoirs located above ground-level.
- 6 Means a water course within a Special Water Supply Catchment Area listed in Schedule 5 of the *Catchment and Land Protection Act 1994*

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Septic Tank Installation/Alteration Application

Septic Tank Fee		
<input type="checkbox"/>	Permit to Install Residential	\$250.00
<input type="checkbox"/>	Commercial	\$250.00

Permit No.	
Receipt No.	
Receipt Date:	
Property No.	
Assessment No.	

I hereby apply for permission to **Install/Alter** a Septic Tank System and supply the following information

Applicant

Name:	
Postal Address:	
Phone:	BH AH

Plumber

Name:	
Address:	
Phone:	BH AH
Licence No:	

Owner

Name:	
Postal Address:	
Phone:	BH AH

Building

Type of Building: (House/Factory/Shed/Office/Shop/Other)	
No of people using the system: Min: Max:	
No of Bedrooms:	No of Study's:
No of sinks:	No of Showers
No of Toilets:	No of Baths:
No of Basins:	No of Troughs:
No of Dishwashers:	

The Land

Number:	Lot/s:
Street:	
Town/Area:	
LP/PS:	
Crown Allotment:	
Parish:	
Size of Land:	

Spa

Is a Spa installed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Make and Model:	
Capacity in Litres:	

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Soil Evaluation

Please check with Council's EHO's if you require an LCA prior to lodgement of this application.

LCA Report Supplied?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
Name of Consultant:	
Phone:	
AH BH	

System

Please tick which type of system will be installed and provide detail on the system.

<input type="checkbox"/> Septic tank
Material: (precast/cast in site):
Capacity in Litres:

<input type="checkbox"/> Treatment Plant
Make and Model:
EPA Approval No:
Area of Subsurface Irrigation Beds:

Disposal

Please tick the method of disposal that will be used and provide detail on the disposal.

<input type="checkbox"/> Absorption Trenches
Length in metres:
Width in metres:
Total Area in metres squared:

<input type="checkbox"/> ETA Arch Trench
Length in metres:
Width in metres:
Total Area in metres squared:

<input type="checkbox"/> Covered Surface Drip Irrigation System
200 m ² of sub surface drip irrigation must be installed.

Pump Well

<input type="checkbox"/> YES	<input type="checkbox"/> NO
Dimensions:	
Type of Pump:	

Plans

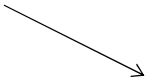

Please supply the following plans.

<input type="checkbox"/> House/Building floor plan
This plan must clearly identify all bedrooms, study's and plumbing fixtures. It must also show all sewer and stormwater drainage.

<input type="checkbox"/> Block Plan
This plan must include: <ul style="list-style-type: none"> • Location of house on block • Location of any sheds, swimming pools, driveways, water pipes, underground power, telephone or gas lines • The location and layout of the proposed septic tank system • The fall of the land in the vicinity of the effluent disposal area • Position of north
Note: This plan will be approved by Council's EHO and therefore must be accurate showing all measurements in metres and the exact system that is to be installed.

<input type="checkbox"/> Locality Plan
This Plan must clearly identify the location of the property including the street or lot number and show the names of the surrounding streets.

On your plans the following must be marked:

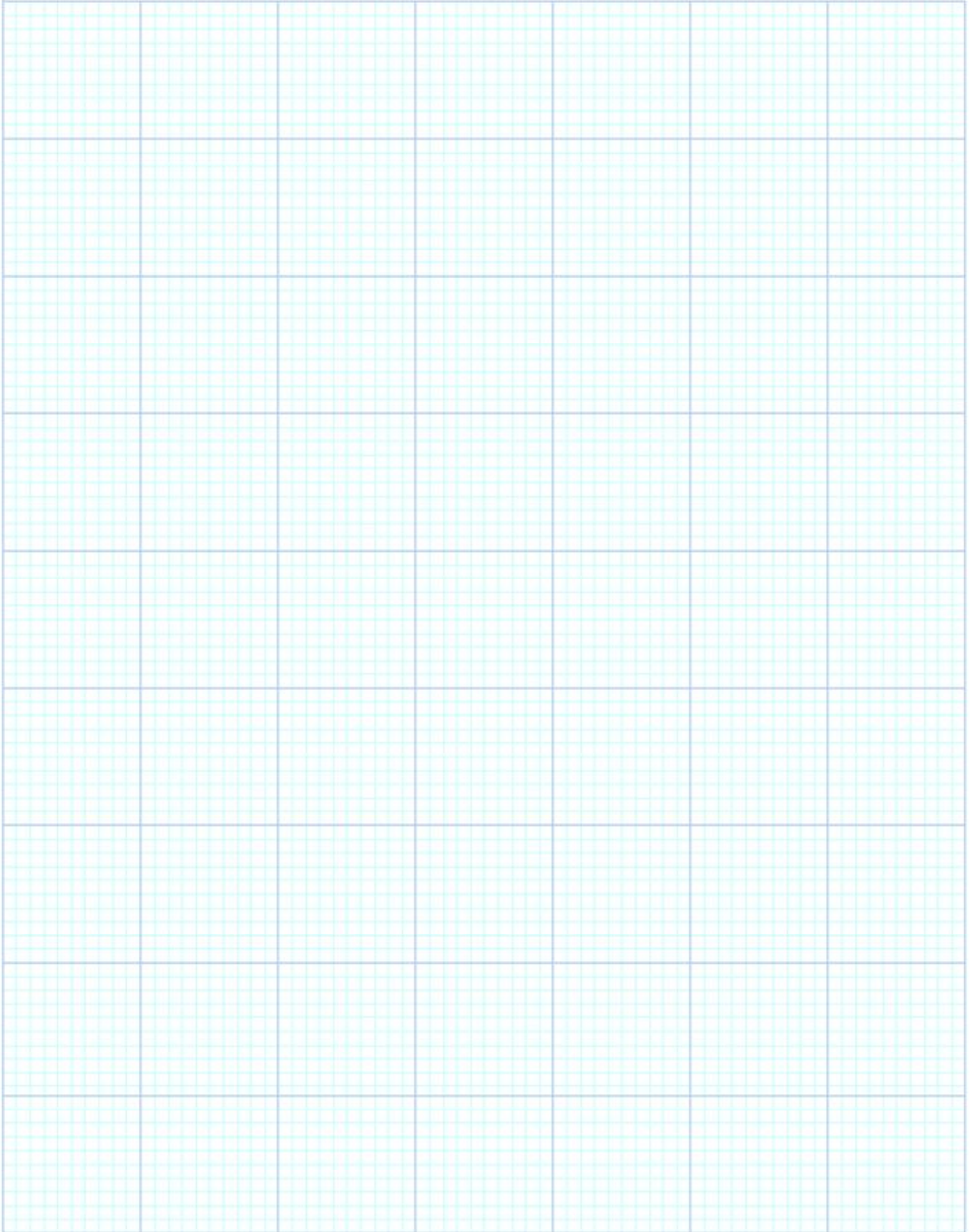
Septic Tank	ST
Grease Interceptor	GI
Storm Water Drain	SWD
Distribution Box	DB
Inspection Opening	IO
Overflow Relief Gully	ORG
Fall of land	
North Point	

Please use the following space to draw your Block Plan.

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Block Plan

This is an accurate block plan for the proposed Septic Tank System at

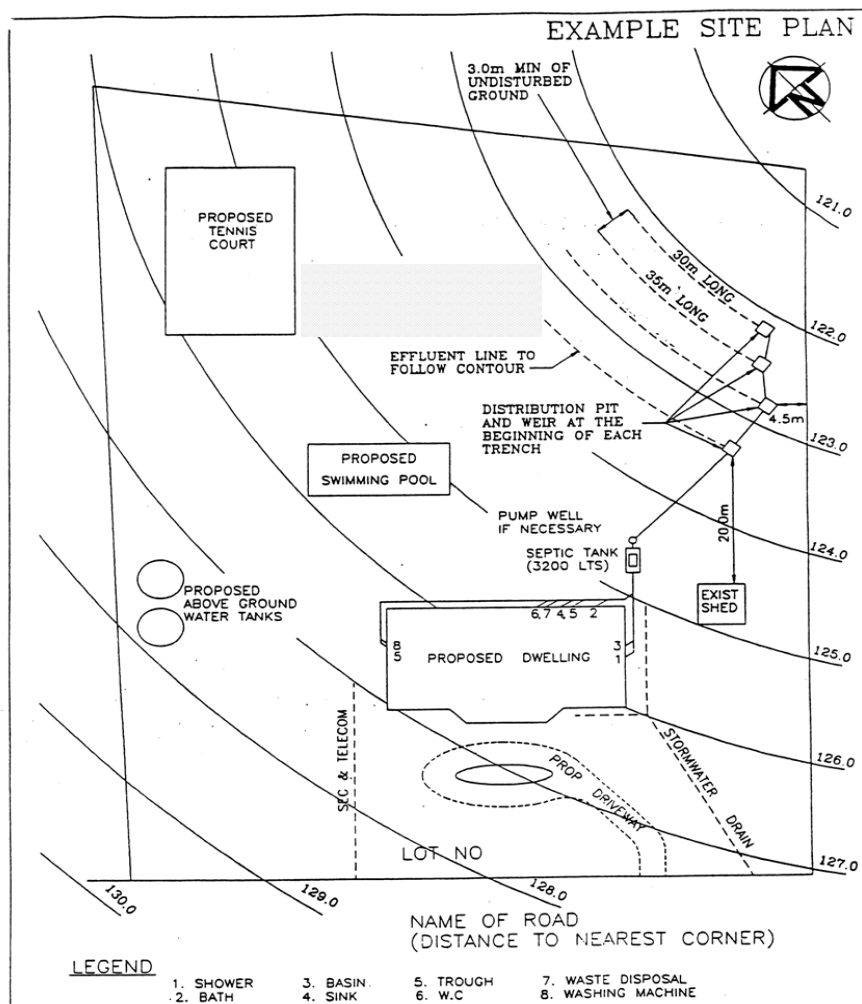


Please ensure that all fittings and fixtures are marked on this plan, including the septic tank, distribution box, inspection opening, and overflow relief gully.

An example of how a Block Plan is to be drawn can be found on the reverse. The building floor plan and Locality Plan can be attached in the form of an architects plan or a map.

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Example Plan (all measurements must be in metres not feet)



Inspections

Inspections are the **responsibility** of the Applicant, Owner or Plumber to organise. An inspection will be required **before works commence**, **before back fill commences** and **after works are completed**.

Works must not commence before the issue of a Permit to Install and the Septic System must not be used before the issue of a Permit to Use.

Please be advised, it is illegal to install and use a Septic System without Council's approval and a fine will be issued if a Septic Tank is installed prior to the issue of a Permit to Install.

Accompanying Documentation Required – New System

- This form fully completed and payment of appropriate fee
- Land Capability Assessment (If not provided at the planning application stage see Council Officer if required).
- A copy of title
- A detailed floor plan of the dwelling
- An Allotment plan
- The existing or proposed position of services such as storm water drains, water supply pipes, underground power lines, telephone cables, gas pipes and any other services.

Accompanying Documentation Required – ALTERATION

- Applications to alter a septic tank system must include the above information plus the allotment plan must show details of the existing septic tank system, including an existing floor plan of the dwelling. Also provide details of the proposed changes to be made to both the system and dwellings floor plan, where applicable. Be sure to clearly distinguish between existing and proposed.

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I am the owner of this Land. I have seen and consent to this application.

Owner's statement

1. I hereby apply for permission to have a septic tank system installed / altered by a registered plumber / drainer.
2. I acknowledge the following constraints apply to the area of land dedicated for the treatment of septic 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
3. I approve of the location and system proposed in the application
4. I will install, operate and maintain the septic tank system in accordance with the permit conditions, certificate and established guidelines.

Signature of Owner:	This information is collected under the requirements of the Environment Protection Act 1970 for enforcement and Health Department purposes. It may be provided to the Environment Protection Authority for the same purpose. It will be treated in compliance with Swan Hill Rural City Council's Information Privacy Policy and the Information Privacy Act.
Date:	

I declare that all information contained in this application is, to the best of my knowledge, true and correct

Signature of Applicant:	This information is collected under the requirements of the Environment Protection Act 1970 for enforcement and Health Department purposes. It may be provided to the Environment Protection Authority for the same purpose. It will be treated in compliance with Swan Hill Rural City Council's Information Privacy Policy and the Information Privacy Act.
Date:	

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