SEPTIC PERMIT APPLICATION INFORMATION

P.O. BOX 28
BEECHWORTH 3747

OFFICE HOURS: Monday to Friday between 8:30 a.m. – 5:00 p.m.
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Facsimile: 02 6027 1495
Local Call: 1300 365 003

Email: info@indigoshire.vic.gov.au
Website: www.indigoshire.vic.gov.au

Septic Permit Applications can be lodged in person, facsimile and email

Environmental Health Officer	**ENQUIRIES**	**Environmental Health Officer**
Nadia Corsini Mobile: 0418 228 170 Email: nadia.corsini@indigoshire.vic.gov.au	Kim Warne 02 6028 1124 Email: kim.warne@indigoshire.vic.gov.au	Anton Maas Mobile: 0437 842 264 Email: anton.maasi@indigoshire.vic.gov.au

Application for a Permit to Install or Alter a Septic Tank System

Environmental Protection Act 1970 - Section 53M

To: Indigo Shire Council ☐ Towong Shire Council ☐

Questions marked with an asterisk (*) are mandatory and must be completed

Council Specific Information

Please use this form to apply to either Indigo Shire or Towong Shire to install a septic system or alter an existing septic system installation under the *Environmental Protection Ac t 1970* – section 53M.

Step 1: Lodge the application along with the supporting documentation (see page 5) and pay the appropriate fee. Check with the Environmental Health Unit for current application fees.

Step 2: Council may request a Land Capability Assessment or require amended plans after conducting an initial site inspection or desktop study. A site inspection for your property may be carried out.

Please note that it is an offence to commence septic tank installation work without a "permit to install".

Application type

Please select what you wish to do: * ☐ Install a new septic tank system ☐ Alter an existing septic tank system

Application details

Is the applicant the owner or an agent of the owner? * ☐ Owner ☐ Agent

Name*: .....

Postal Address*: .....

Phone*: ..... Mobile: ..... Fax: .....

Contact Person …… Email*…….

Property owner details

Name*: .....

Postal Address*: .....

Please provide at least one phone number and include the area code*

Phone: ..... Mobile: ..... Fax: .....

Email*……..….

Property details

Property No.: (from Rates Notice) ……..

Number*: ..... Lot No.*: ..... Street Name*: .....

Town Name*: ..... Planning Permit No.: .....

Crown Allotment: ..... Section: .....

LP/PS: ..... Area: ..... m^2 (new dwellings only)

Plumber

Name*: .....

Company Name:……

Postal Address*: .....

Phone*: ..... Mobile: ..... Email. .....

Licence number*: ……

Drainer/ Contractor

Is the plumber also the drainer/ contractor? ☐ Yes ☐ No

Name*: .....

Company Name:……

Postal Address*: .....

Phone*: ..... Mobile: ..... Email. .....

Licence number*: ……

Building details

Type of building

☐ House ☐ Factory ☐ Office ☐ Shop ☐ Other (specify) ……..

Number of bedrooms (including studies):	Number of people expected to use the system per day:

Number of fixtures to be connected:

WCs ..... Sinks ..... Showers .....

Baths ..... Basins ..... Spas (including capacity) …….

Dishwasher …….. Other (including quantity)……..…….

System details

Proposed installation / alteration date*	Septic tank capacity (litres)

Waste water treatment system

Model Name	EPA approved number

Method of effluent disposal
Please enter the method by which the effluent from the septic tank will be discharged

Method type*

E.g. Irrigation system, absorption trenches, absorption bed, reln drain, sand filter, worm farm, reedbed, etc.

Absorption trenches/ beds

Length (m)*	Width (m)*	Depth (m)*

Irrigation system

Sub-surface (m²)*	Surface (m²)*

Sand filter details

Length*	Width*	Depth*

Worm farm (specify type)

Other (please specify)

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.

Council may refuse this application if it becomes evident that any information or supporting documents provided are incomplete or false.

☐ By marking this checkbox I confirm that I have read and understood all the statements above *

Name of person completing this application *

Signature of person completing this application *

Date *

Supporting information

INFORMATION REQUIRED TO BE SUBMITTED FOR A SEPTIC PERMIT

(This is a checklist – tick box if done or draw a line through if not applicable. Your application will not be accepted without all this information.)

- ❑ **Septic Permit Application Form (this Form)**
  Please ensure form is completed, signed and dated.

- ❑ **Planning Permit(s) (Planning Department) – if applicable**

  Refer to the clause of your Planning Permit regarding Effluent Disposal in regard to the type of system allowed for your development. If a Sewage Treatment Package Plant is nominated, a conventional system WILL NOT be approved.

  If the property is located in the Low- Density Residential Zone please specify the location of the nearest sewer connection (refer North East Water) and supply reasons and justification why connection to the sewer is not possible. Areas where a land capability assessment has identified the land as unsuitable for the installation of a conventional system require an alternate system capable of treating effluent to a standard of 20/30 BOD. Once the appropriate system is installed, it is to be maintained in accordance the EPA approval conditions which are specific to the type of system selected.

- ❑ **System Design Specifications**
  If applicable - copy of the specifications of unit to be installed, including relevant EPA approvals. Installation must meet Council Requirements.

  All works are to be undertaken by a suitably qualified tradesmen, in order that a plumbing compliance certificate may be issued for the work.

- ❑ **Site Plan/Allotment Plan**

  PLANS:

  The Site Plan MUST include the following:-

  a) <u>A detailed sketch of the type, location and parts of the proposed septic tank system (including wastewater disposal area), or other treatment system proposed (see attachment for an example site plan).</u>

  b) The size and location of the property including the street and lot number, the dimensions of all boundaries and the location of all streets which abut the property.

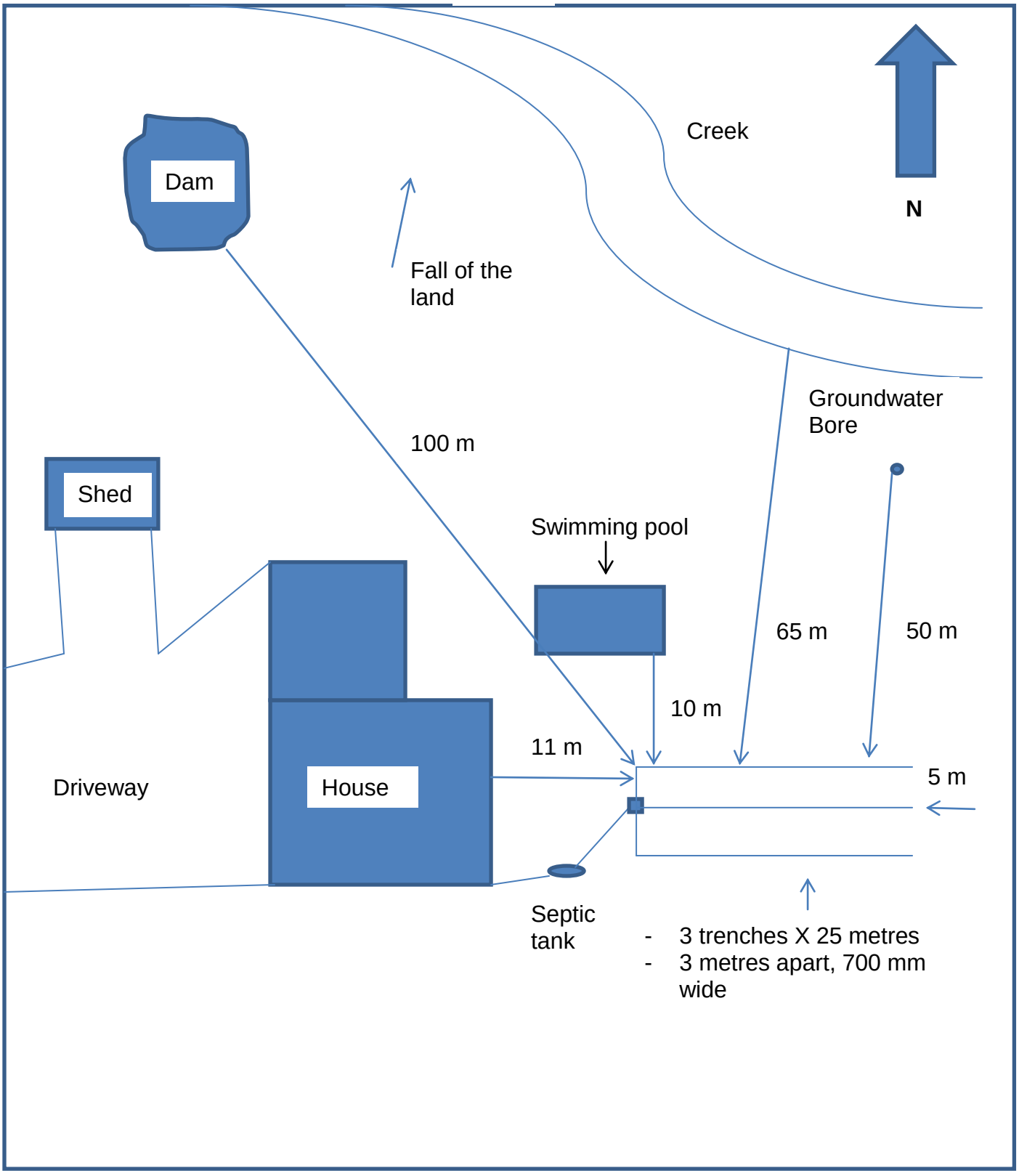
  c) The location and dimensions of all existing or proposed buildings, waterways, water tanks, swimming pools, excavations, driveways, septic tank systems and/or other feature that may impact on the design of the system.

  d) The slope of the land

  e) The position of NORTH.

  f) A floor plan of the proposed house showing the proposed sewer/drain layout. (scale not less than 1:100)

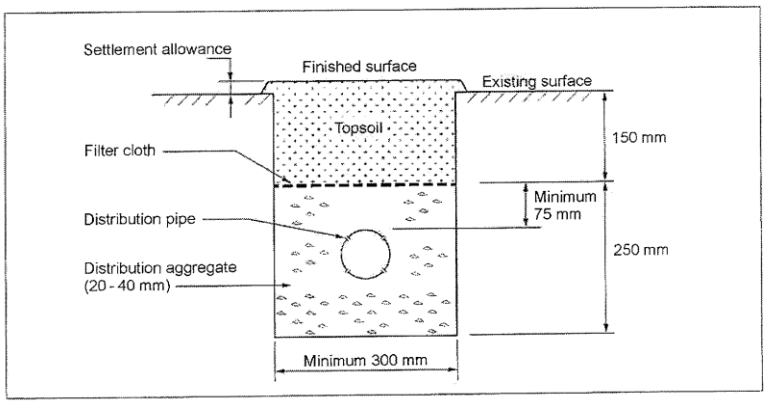
Example Site Plan:



SEPTIC TANK SYSTEM FACT SHEET

CONVENTIONAL SEPTIC SYSTEMS (gravity fed)

- Trench construction should be between 450 - 600mm in depth
- Trench construction should be between 200 - 700mm in width.
- Trench length should not exceed 30 metres.
- All trenches should have equal length.
- Minimum spacing between trenches should be 3 metres (to allow for future trenches to remain in the same footprint).
- 90 mm (pre-slotted), 100 mm (pre- slotted), 100mm sewer grade pipe slotted by hand.



NOTE: LPED lines can be used to replace distribution pipes when dose loading effluent into trenches.

FIGURE L1 CONVENTIONAL PIPED TRENCH

Source: AS1547:2012

- Slotted pipe must be laid so that slots are not located at the bottom of the pipe
- End of the distribution/ slotted pipes must be capped
- Pipe to be laid 100mm off floor of trench.
- Depth of total aggregate layer (25-30mm) to be laid under, around and above the pipe should be 200 – 400 mm.
- Depth of aggregate above the distribution pipe should be at least 75 mm.
- Layer of geo-fabric to be laid over the trench prior to back fill (newspaper is no longer permitted).
- Depth of topsoil layer should be 100-150mm
- Cut off drains shall be installed above the trenches to assist with eliminating storm waters for the disposal area.

SELF-SUPPORTING ARCH TRENCHES

- Trench construction should be at least 500mm in width.
- Arch width should be at least 300 mm.
- Arch height should be at least 230 mm.
- Depth of aggregate (25-30mm) around arch should be at least 100 mm.
- Layer of geo-fabric to be laid over the arch and aggregate prior to back fill.
- Depth of topsoil layer should be at least 150mm

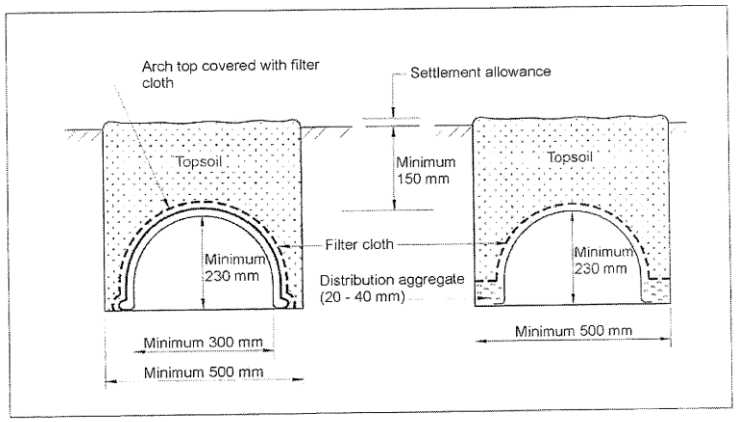


FIGURE L2 SELF-SUPPORTING ARCH TRENCH

Source: AS1547:2012

- Minimum spacing between trenches should be 1 metre.
- Cut off drains shall be installed above the trenches to assist with eliminating storm waters for the disposal area.
- Please Note: It is required that reln drains be fenced off to avoid possible damage by stock or motor vehicle traffic.

SEWAGE TREATMENT PACKAGE PLANT (EPA APPROVED)

Please note that spray irrigation is not approved anymore due to the involved health risks.

Sub Surface Irrigation:-

- Size of treatment field is dependent on e.g. soil characteristics and water usage & type of system.
- The effluent irrigation area may need to be split into two or more fields, supplied via a distribution or sequencing valve. Individual fields should be no larger than 400 square metres (typically 250 to 300 square metres).
- Distribution pipe (uPVC or polyethylene pipe) to be 25mm in diameter buried 300 millimetres underground.
- Pressure-compensating subsurface drip line (typically 16 millimetre) is used and buried 100 to 150 mm deep into 150 to 250 mm of topsoil in grassed or other suitably vegetated areas.
- Air release valves must be installed at high points in each area. Additional air release valves may be required in undulating terrain.
- Check valves are required for each irrigation field to facilitate periodic flushing.
- Drippers to be evenly distributed (1.2 - 2m apart, sandy loam – clay loam).
- Typical line spacing between drip lines is 1 metre.
- The distribution pipe should be 25 millimetre uPVC or polyethylene pipe,

Please note that the irrigation area should be clearly delineated to deter animal and motor vehicle traffic

Covered surface drip irrigation

- The field is to be cultivated to a depth of 100mm.
- Pipes used for all distribution lines, fittings and fixtures should be of purple colour to indicate transport of waste water effluent.
- Erect adequate signs to indicate that the area is being irrigated with treated effluent.

Please note that the irrigation area should be clearly delineated to deter animal and motor vehicle traffic

SAND FILTER (SIZING) For exact requirements go to: EPA certificate of approval 1.3/03

Dwelling size	**1 Bedroom house**	**2 Bedroom house**	**3 Bedroom house**	**4 Bedroom house**	**5 Bedroom house**
Standard fixtures	8 m²	11 m²	15 m²	18 m²	22 m²
Full water – reduction facilities	6 m²	9 m²	12 m²	15 m²	18 m²

WORM FARM/REED BED SYSTEMS (EPA APPROVED)

- If effluent is required to meet 20/30 BOD, it may be necessary for a secondary treatment field such as a sand filter to also be fitted to meet requirements. Refer to Council Environmental Health Officer.
- Trenches to be as per Conventional Septic System (see above)

Please note that the irrigation area should be clearly delineated to deter animal and motor vehicle traffic