

## APPLICATION TO CONSTRUCT / INSTALL / ALTER AN ONSITE WASTEWATER MANAGEMENT SYSTEM

Complete this application to apply for approval from Council to:

- Construct / Install a new onsite wastewater management system (<5000L)
- Alter an existing septic tank system (<5000L)
- Replace or upgrade an existing system including septic tank, AWTS, all waste system
- Relocate an existing system
- Repair or replacement of a sand filter /septic tank
- Repair or alteration to existing disposal area including trenches, dripper lines and subsurface irrigation

### SEPTIC SYSTEM AND INSTALLATION REQUIREMENTS

Only systems with EPA Victoria approval can be installed. Visit [www.epa.vic.gov.au](http://www.epa.vic.gov.au) or telephone the EPA on **1300 372 842** for details of approved systems.

All installation/alteration works must be completed by a suitably qualified and experienced person licensed with the Building Commission.

All installations, alterations, 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.

Installation works cannot commence without a **Permit to Construct/Install**.

Alteration works cannot commence without a **Permit to Alter**.

Effluent from a septic tank system must be retained within the boundaries of the property. No offsite discharge of effluent will be permitted.

**It is an offence under the Environment Protection Act 2017 to construct/install/alter an onsite wastewater system without a permit, or to not comply with the Permit to construct/install/alter an onsite wastewater system permit conditions.**

**Penalties including infringements may be issued by Council.**

### ITEMS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION

- Completed application to construct/install/alter an onsite wastewater management system
- Details of the proposed use of the OWMS.
- Detailed site plan to a scale of 1:200 or 1:500 showing:
  - Location and dimensions of all proposed and existing buildings, garages, swimming pools, driveways, stormwater drains, dams and watercourses etc
  - Location of onsite wastewater management system
  - Location and dimensions of proposed effluent disposal area including location of any vacuum breakers, flush valves, all irrigation pipework (dripperline etc).
  - Buffer distances from property boundaries, stormwater easements/drains, dams, waterways, significant vegetation
- Particulars of the proposed construction, installation or alteration of the OWMS including the floor plan of the premises (e.g. dwelling) at which the activity specified in the application is to be engaged
- Land capability Assessment (LCA)
- System details including name of system and design of disposal area and **a copy of the Certificate of Conformity** 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 or a copy of an exemption granted by the Authority under section 459 of the Act, stating that the applicant is exempted from the requirement to provide a certificate of conformity.

For further information see: EPA website <https://www.epa.vic.gov.au/for-community/environmental-information/water/about-wastewater/onsite-wastewater-regulatory-framework>

- Signed maintenance agreement (Aerated Wastewater Treatment System (AWTS) only)
- Payment of statutory fee

**Assessment of your application will not commence without all documentation and receipt of application fee.**

## PLANNING PERMIT

If a Planning Permit is required for any dwellings/works associated with the installation of your septic system, you are required to obtain the Planning Permit first. Please contact Council's Planning Department for further information.

## SEWER AVAILABILITY

If sewer is available, you must connect to sewer. Contact Yarra Valley Water to confirm if sewer is available prior to lodging this application to Council.

[www.yvw.com.au](http://www.yvw.com.au)

Ph: 1300 651 511

## PERMIT TO CONSTRUCT/ INSTALL / ALTER PROCESS

1. Application received and assessed by Council's Environmental Health Officer (EHO).
2. Additional information requested from Applicant (if required).
3. Site inspection carried out by EHO.
4. Permit to Construct/ Install / Alter issued with approved plans and provided to all parties on the Application.
5. Installer to request open trench inspection by EHO.

***Installation must be completed before the Permit to Construct / Install / Alter expires. 2 years from date of issue or the permit must be renewed.***

## CERTIFICATE FOR USE PROCESS

1. Installer to request final inspection of the system by EHO.  
*Please note: all permit to construct/ install / alter conditions must be completed prior to requesting a final inspection by a Council Officer.*
2. Certificate of Compliance (Plumbing Industry Commission), Installation Commissioning Certificate and sand certificate (if applicable) if to be provided to Council by the property owner.
3. *Certificate for Use* be issued to the property owner by EHO.

**It is an offence under the Environment Protection Regulations 2021 for an onsite waste water system to be used without a Certificate of Use issued by Council.**

**Penalties including infringements may be issued by Council.**

## PAYMENT OF PRESCRIBED FEE (Statutory Fees)

Fees and charges are as follows:

Permit to Construct/Install/Alter	<input type="checkbox"/> <b>\$747.38 (first 8.2 hours)</b> <input type="checkbox"/> \$93.57 (every additional hour) <input type="checkbox"/> \$2070.72 (maximum fee) An additional invoice will be issued if required.
Permit to Alter (minor)	<input type="checkbox"/> \$569.55
Renewal of Permit Fee	<input type="checkbox"/> \$127.06 Where system is not installed within 2 years from issue date of Permit to Construct/Install/Alter
Transfer of Permit Fee	<input type="checkbox"/> \$151.82 Where property changes hands and permit is still valid

Once the application is received by Council an invoice will be emailed to the applicant.  
Payment can be made to Council by:

- **Cash or EFTPOS/Credit Card** at any Council Office Customers service centre
- **Online** – Details provided on the invoice

## **LODGEMENT OF APPLICATION FORM**

Once the application is complete, please return the form to Council's Community Health and Emergency Management Team by:

- Post – PO Box 156, Ringwood VIC 3134
- In Person at any of Council's service centres
- Email – [maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au)

REALM  
179 Maroondah Highway, Ringwood

CIVIC SQUARE SERVICE CENTRE  
Civic Square, Croydon

maroondah@maroondah.vic.gov.au  
Telephone: 1300 88 22 33 Facsimile: (03) 9298 4345



## APPLICATION TO CONSTRUCT / INSTALL / ALTER AN ONSITE WASTEWATER MANAGEMENT SYSTEM

- CONSTRUCTION / INSTALLATION**  
 **ALTERATION**  
 **MINOR ALTERATION**

Permit No.:

### ADDRESS OF PROPOSED INSTALLATION / ALTERATION

Suburb: State: Postcode:

### APPLICANT DETAILS

Applicant Name			
Business Trading Name			
Licence Number			
Postal Address			
	Suburb	State:	Postcode:
Telephone		Mobile	
Email			

### OWNER DETAILS

Owner/s Name			
Postal Address			
	Suburb	State:	Postcode:
Telephone		Mobile	
Email			

### INSTALLATION FIRM DETAILS

Name of Installation Firm			
Licence Number			
Postal Address			
	Suburb	State:	Postcode:
Telephone		Mobile	
Email			

### PROPERTY DETAILS

Property Size (m <sup>2</sup> )		
Property Use	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
Water Supply	<input type="checkbox"/> Town Water	<input type="checkbox"/> Tank Water
Type of Fixtures	<input type="checkbox"/> Water reducing	<input type="checkbox"/> Standard
Planning Permit Required	<input type="checkbox"/> Yes: Application No:	<input type="checkbox"/> No
Sewer Available	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**ONSITE WASTEWATER MANAGEMENT SYSTEM DETAILS**

Type of Treatment System	<input type="checkbox"/> AWTS	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Sand Filter
	<input type="checkbox"/> Composting/Biological	<input type="checkbox"/> Other	
Method of Disposal	<input type="checkbox"/> Subsurface Irrigation	<input type="checkbox"/> Trenches	<input type="checkbox"/> Evapo-Transpiration
	<input type="checkbox"/> Mound	<input type="checkbox"/> Other	
No of Bedrooms			No of persons using system
No of Toilets		No of Urinals	No of Showers
Maximum Design Flow Rate	L/Day		

**SEPTIC SYSTEM DETAILS**

Septic Tank	Model	
	Capacity (L)	
Aerated Wastewater Treatment System / Other Treatment System Type	Model	
	Certificate of Conformance No.	

**DISPOSAL AREA DETAILS**

Subsurface Irrigation		m <sup>2</sup>	Lineal metres	
Absorption Trenches	Length (m)	Width (m)	Depth (m)	
Sand Filter	Length (m)	Width (m)	Depth (m)	
Mound	Attach separate plan with details			

**DECLARATION**

I hereby certify that all on-site wastewater management system works proposed and specified in this application will be in carried out in compliance with the Environment Protection Act 1970 and the EPA Code of Practice (Onsite Wastewater Management Publication 891.4 (July 2016)) and AS/ANZ 1547:2012 and that all work will be carried out by licensed plumber.

I understand that my onsite wastewater management system cannot be used until a final inspection of the system has been carried out by Maroondah City Council and a Certificate for Use has been issued.

I understand that it is an offence under the Environment Protection Act 2017 to construct/install/alter an onsite wastewater system without a permit, or to not comply with the **Permit to construct/install/alter** an onsite wastewater system permit conditions.

I understand that is an offence under the Environment Protection Regulations 2021 for an onsite wastewater system to be used without a **Certificate of Use** issued by Council. Penalties including infringements may be issued by Council.

Owners Name	
Owners Signature	
Applicant Name	
Applicant Signature	
Installation Firm Name	
Installation Firm Signature	
Date	

**FEES & CHARGES (Statutory Fees)**

Permit to Construct/Install/Alter	<input type="checkbox"/> \$747.38 (first 8.2 hours)
	<input type="checkbox"/> \$93.57 (every additional hour)
	<input type="checkbox"/> \$2070.72 (maximum fee)
Permit to Alter (minor)	<input type="checkbox"/> \$569.55

**Privacy Statement**

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy and Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required to do so by law or it is part of the Council business that is being undertaken. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer and Health Records Officer on 1300 88 22 33 or email - [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)

<b>Office Use Only</b>			
Prepayment _____	Receipt Number _____	Amount Paid _____	Date _____
<del>✕</del> -----			
<b>Cashier Cut Off</b>			
LC	PP/SEPTIC	Narrative - Location	Cash/Cheque/EFTPOS
Receipt Number _____		Amount _____	