



**SEPTIC TANK PERMIT APPLICATION**  
**ENVIRONMENT PROTECTION ACT 1970**  
**PART IXB – SEPTIC TANK SYSTEMS**  
**CODE OF PRACTICE**  
**ON SITE WASTEWATER MANAGEMENT**

62-68 Ovens Street  
P.O. Box 238  
WANGARATTA, VIC 3676  
Telephone: (03) 5722 0888  
Fax: (03) 5721 9526  
E-mail: council@wangaratta.vic.gov.au  
**ABN 67 784 981 354**

**APPLICATION FOR: INSTALLATION**  **OR ALTERATION**  **(please tick)**

**SITE ADDRESS OF INSTALLATION / ALTERATION**

Lot:	LP/PS:	or CA:
Address:		
Rural Address Number:		Property ID:

**OWNER (APPLICANT)**

Surname:	Given Names:
Mailing Address:	
Phone No: (BH)	(H) (Mobile)

**PROPOSED LICENSED PLUMBER**

Surname:	Given Names:
Mailing Address:	
Phone No: (BH)	(H) (Mobile)
Plumbing Industry Board Registration Number:	

**LAND CAPABILITY ASSESSMENT YES (ATTACHED) NO**

Building Surveyor's Name :
Mailing Address:
Phone No: (BH) (H) (Mobile)

**TANK DETAILS**

Septic tank size:	Litres:	Type: Concrete/Plastic
Name of Packaged Treatment Plant or EPA Approved system (give details):		

**NUMBER OF FIXTURES**

Sink	Shower	Bath (litres)	Basin	W/C	Dishwasher
Trough	Spa bath (litres)		Other		

**METHOD OF EFFLUENT DISPOSAL**

Absorption Trenches:	Length(m)	Width(m)	Depth(m)
Irrigation System: Sub-surface(m <sup>2</sup> )			
Sand Filter:	Length(m)	Width(m)	Depth(m)

**BUILDING TYPE / OTHER**

DWELLING - Number of bedrooms:	Other:
Number of people expected to use the system:	

**SIGNATURE OF OWNER OR AUTHORISED AGENT: .....**

**NAME OF AGENT: DATE:**

**FEES NEW INSTALLATION: \$485 ALTERATION: \$390**

**OFFICE USE ONLY**

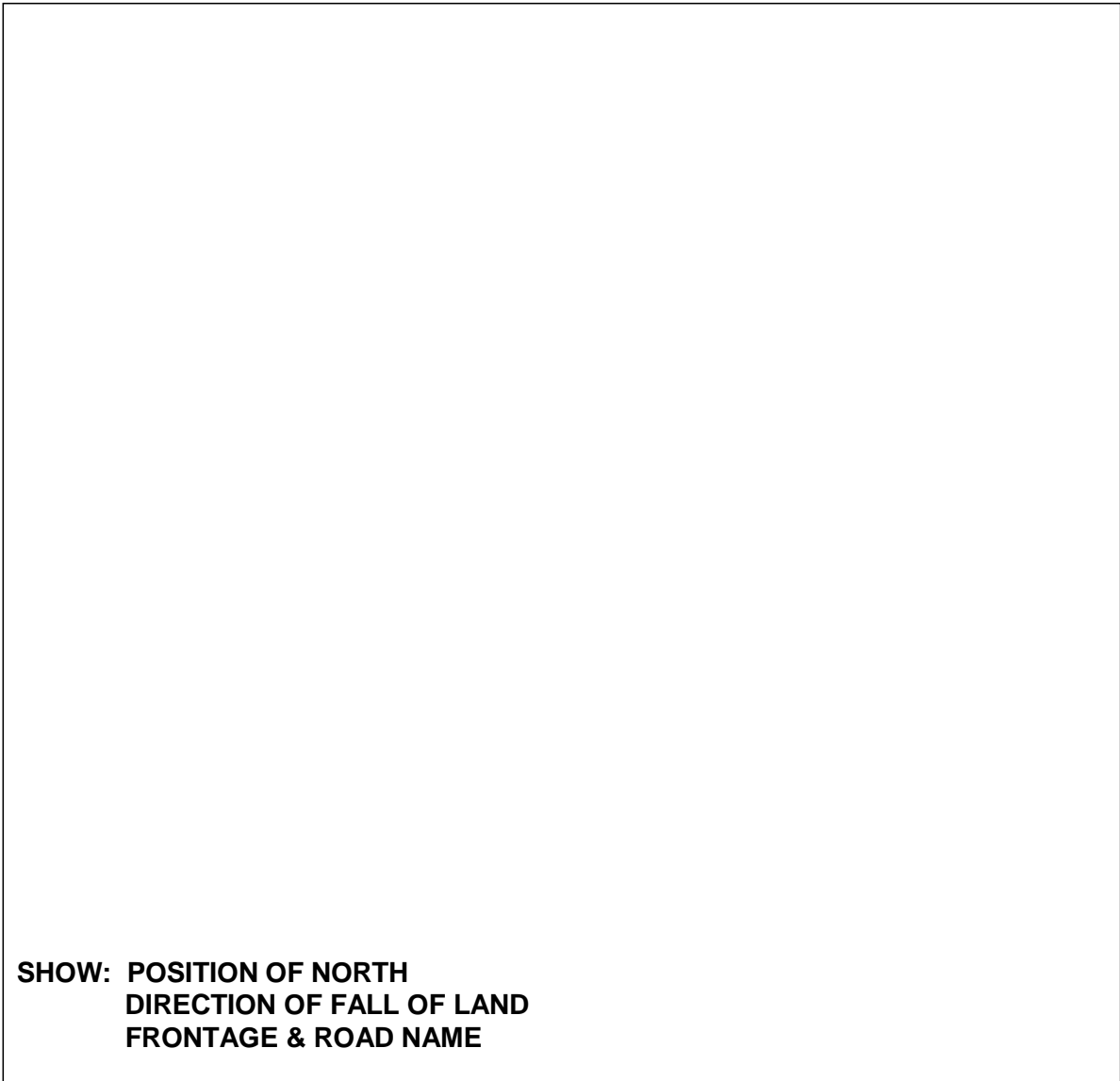
FEE PAID:	DATE:	RECEIPT NO.:
BUILDING APPROVAL:		PROPERTY NO.:
PLANNING PERMIT NO:	PROPERTY ID:	
APPLICATION NO:		

**PLAN OF PROPOSED SEPTIC TANK SYSTEM FOR.....**

**SITUATED AT.....**

Details as requested must be shown on plan

**REAR OF ALLOTMENT**



**SHOW: POSITION OF NORTH  
DIRECTION OF FALL OF LAND  
FRONTAGE & ROAD NAME**

**FRONT OF ALLOTMENT**

Fixtures:      1. WC            2. Sink            3. Dishwasher      4. Bath  
                         5. Spa Bath    6. Basin           7. Shower           8. Trough

Specifications:

1. The invert of the outlet of the septic tank must be at the same level or higher than the surface level of the highest trench.
2. The trenches are to be installed level on the contour of the land.

SEPTIC TANK PERMIT NUMBER.....



## **SEPTIC TANK PERMIT APPLICATION INFORMATION**

Before installing or altering any part of a septic tank system, the owner/plumber must be in receipt of a Permit to Install/Alter a Septic Tank System and stamped approved plan.

A Permit application form can be submitted to Council Office located at 62-68 Ovens Street, Wangaratta.

Upon the completion of this application form, return it to Council. The fees as listed on the application form must be submitted with a copy of the proposed/altered septic tank system plan and a **Land Capability Assessment or soil percolation test**, prior to commencement of any works.

If the details on the application are correct, and the application and plans are approved, a Permit to Install/Alter a Septic Tank System will be issued.

### **PLANS AND SPECIFICATIONS**

Enclose with the application a plan, which includes the requirements, set out below (scale not less than 1:100) showing:

- the location of the premises including the street number or rural address number;
- the distances from at least two (2) boundaries to the residence/building to be connected to the septic tank system.
- the location and dimensions of all proposed or existing buildings, streams, watercourses, gullies, dams and ponds; bores or wells for domestic supply; water tanks and stormwater drains; driveways; excavations; swimming pools; tennis courts; water, phone, gas and electrical trenches, and existing septic tank and sullage systems (if applicable).
- the location of the proposed septic tank system;
- the position of north and fall of land;
- land capability assessment and/or effluent disposal design criteria including back-up effluent disposal area.

The following may be required:

- (a) A **DETAILED PLAN** and section (scale of not less than 1:100) of all parts of the proposal septic system, showing all dimensions and grades.
- (b) Detail materials to be used in the construction and where required by the Council, supply additional information necessary to show that the septic tank system will, if constructed in accordance with the specifications and legislation, effectively treat domestic sewerage waste to a standard that will pose no threat to public health.

**Note: In order for the application for the Septic Tank System Permit to be processed efficiently, all the above steps must be completed. Failure to submit required information will result in processing delays.**

## **SEPTIC TANK SYSTEMS**

All septic tank systems must be installed in accordance with the EPA Code of Practice Onsite Wastewater Management (Document 891.3), and relevant Certificate/s of Approval, and be of a type that treats all liquid and sewage wastes.

All wastes are to be retained within the boundaries of the allotment. This can be achieved through either;

- A minimum septic tank size of 3200 litres (conforming to AS 1546), with baffle, followed by designed length of absorption drain,
- An EPA approved treatment plant and an approved irrigation system.

### **INSTALLATION CONDITIONS**

All installations shall comply with EPA Code of Practice Onsite Wastewater Management (Document 891.4) (and relevant Certificates of Approval), the Victorian Plumbing Regulations 1988 and AS 3500 National Plumbing and Drainage Code.

No septic tank or sand filter shall be installed closer than 3 metres to the foundations of any house, building or the boundary of the allotment.

The septic tank must be baffled to avoid disturbing the contents of the septic tank (conforming with AS 1546).

Outlets must be fitted with an outlet filter to assist in reducing the impact of solids carrying over into disposal field or further treatment.

Inspection openings of the septic tank shall be brought up to and permanently marked at surface level. Inspection openings shall be fitted with child proof airtight covers which are capable of being readily removed and replaced by one adult. Access opening covers shall not be cemented or otherwise fixed in position so as to be incapable of being readily removed for inspection purposes.

Grease traps are only required in kitchens and food preparation areas of buildings other than houses or flats.

All spa baths and/or baths with a volume greater than 200 litres must be discharged to a separate septic tank with a designed length of soakage trench or other-approved means of disposal.

### **EFFLUENT DISPOSAL TRENCHES MUST BE LOCATED:-**

- Along the contour of the land. They do not need to be straight or parallel with each other.
- In a fenced off area, where necessary, to prevent vehicular traffic and access to by stock.
- Effluent drains must be approved 90mm diameter slotted PVC pipes, laid on a grade of not exceeding 1:100. The ends of effluent pipes are to be capped.

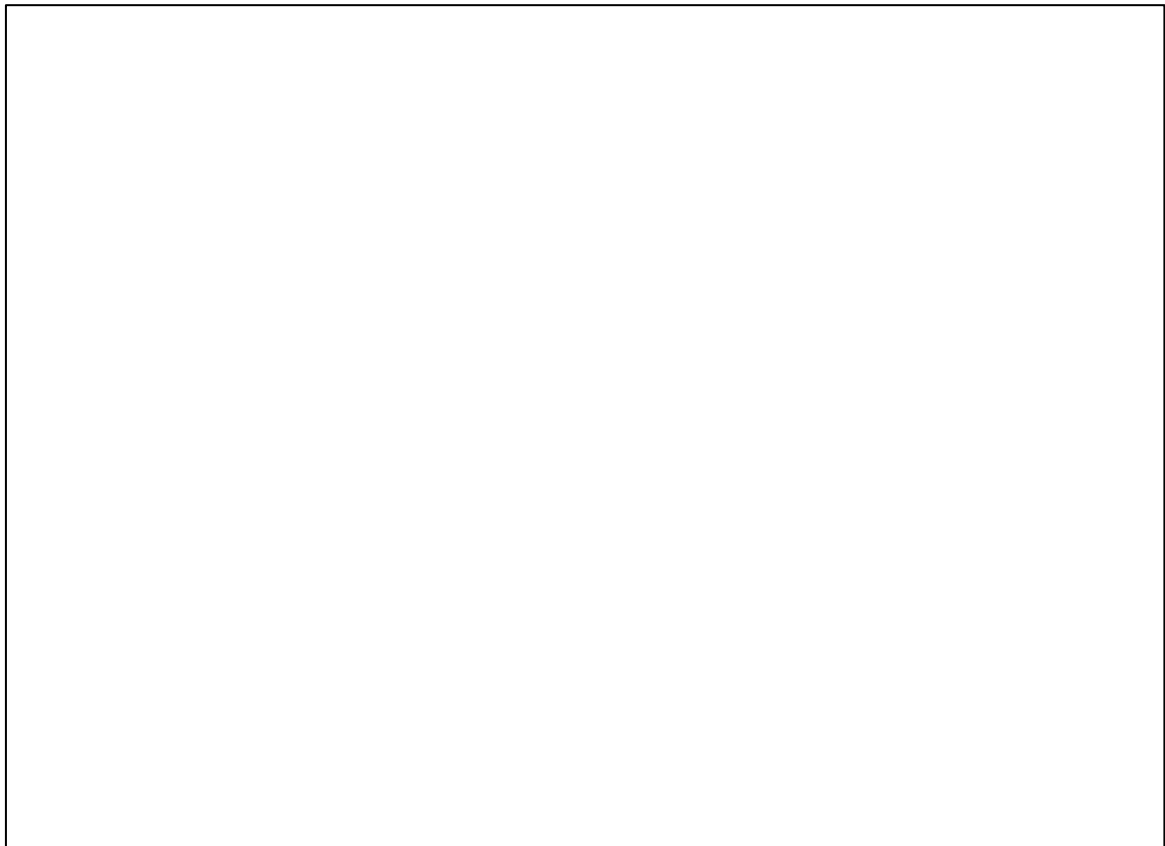
- So as no single run exceeds 30 metres in length.
- A minimum clear distance of 3 metres should be maintained between the edges of any two parallel trenches.
- A layer of paper or geotextile must be laid over the aggregate prior to backfilling the trench.

**A CUT-OFF DRAIN MUST BE INSTALLED AT APPROX. 3 METRES ABOVE EFFLUENT DISPOSAL DRAINS WHERE THERE IS A POSSIBILITY OF ANY SURFACE, GROUND OR ROOF WATER ENTERING THE SYSTEM.**

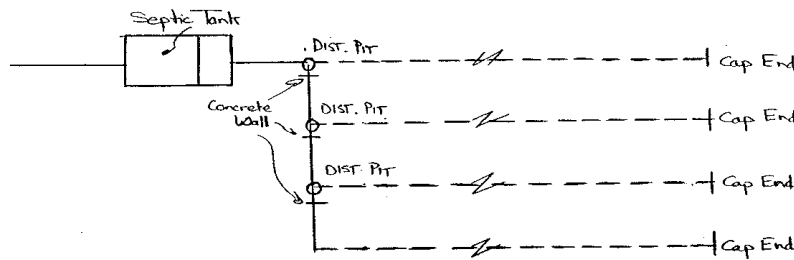
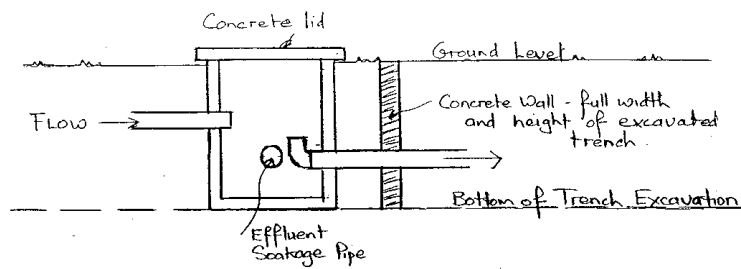
***REFER ATTACHED DIAGRAM OF ABSORPTION TRENCH***

#### **EFFLUENT DISTRIBUTION PIT**

- A distribution pit shall be provided at the commencement of the disposal system to facilitate the distribution, inspection and sampling of effluent.
- The minimum internal dimension of the pit shall be 250mm and be constructed of an approved material. The inlet pipe shall enter the pit at least 50mm above the floor.
- All distribution pits are to be weired back.



### DISTRIBUTION PIT - WEIRED BACK



### SERIAL DISTRIBUTION

To help bond PVC pipe to concrete pit, glue around pipe where it passes through hole, and apply sand, then allow to dry before mortaring. This will assist bonding between pipe and mortar.

### **INSPECTIONS REQUIRED**

A maximum of three (3) inspections of each septic tank system may be required.

1. An initial inspection after receipt by Council of application and fees.
2. An inspection of the septic tank system prior to backfilling
3. A final inspection when the system is completed prior to a Permit to Use being issued.

**No backfilling shall be undertaken without the approval of Council's authorised Officer**

## **PERMIT TO USE A SEPTIC TANK SYSTEM**

Permit to Use the septic tank system will be issued when:

- The septic tank system has been completed to the satisfaction of the authorised Officer.
- Council has received the plumber's Certificate of Compliance.
- Council has received an as installed plan of the entire system (with dimensions).
- Council has received a commissioning report for the packaged treatment plant (where applicable).
- Copy of the maintenance program planned for the packaged treatment plant (where applicable) in accordance with the relevant Certificate of Approval.

The maintenance conditions attached to the permit will remain in force for the duration of the effective lifespan of the septic tank system, and must be complied with at all times.

### **Further Information:**

Environment Protection Authority – 27-29 Faithful Street, Wangaratta

Website: [www.epa.vic.gov.au](http://www.epa.vic.gov.au)

Phone: 5720 1111

(All relevant publications are available on the website to download.)

Rural City of Wangaratta – 62 - 68 Ovens Street, Wangaratta

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