

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale Vic 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service: 133 677
Residents' Information Line: 1300 555 886
ABN: 81 957 967 765

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

Environment Protection Act 1970

There are some hard words in this form. The hard words are in **blue**. You can read what they mean on page 11.

Applicants should make sure that the property owner gets a copy of this application. For current fees please contact East Gippsland Shire Council on 03 5153 9500.

Applicant

Name:								
Postal address:								
				Postcode				
Phone number: Home:		Work:		Mobile:				
Email address:				Fax:				

Property

Street number:		Street name:						
Town:				Postcode				
Volume:	Folio:		Lot:		LP:			

Owner

Name:								
Postal address:								
				Postcode				
Phone number: Home:		Work:		Mobile:				
Email address:				Fax:				

Plumber

Name:								
Postal address:								
				Postcode:				
Phone number: Home:		Work:		Mobile:				
Email address:				Fax:				
Plumbing licence number:			Expiry date: ____/____/____					

LCA Consultants name:

Privacy Statement

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Building Surveyor Details

Name:		
Phone number: Work:	Mobile:	
Email address:	Fax:	
Do you want Council to notify your building surveyor when the permits are issued? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Proposed System

How many proposed bedrooms in the dwelling?	
What type of water supply is there?	<input type="checkbox"/> Town <input type="checkbox"/> Private: _____
Is there a river or creek along the boundary of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a spa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many litres does it hold? _____	
Does the property have bore water?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any nearby dams?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an Insinkerator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many litres can the septic tank hold?	
How large are the effluent lines or irrigation area for disposal? _____ metres square	
Trench length: _____ metres Trench depth: _____ metres Trench width: _____ metres.	

Application checklist:

- The correct fee has been paid or payment enclosed
- A site plan has been attached and agreed to and signed by the plumber and property owner
- A locality plan has been attached (directions of how to get to property)
- A copy of [Land Capability Assessment](#) is attached
- A full copy of current title for the property is attached
- Copy of certificate of conformity (Aerated wastewater systems only)

I/we agree that we have read and understood the [requirements](#) of this application and all information given is correct.

Signature/s:	
Name/s:	Date: ____/____/____
Office Use Only:	
Reference Number: LC/STS/PP_____ Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Eftpos <input type="checkbox"/> Credit Card	
Amount Paid: \$_____ Receipt Number: _____ Receipt Date: ____/____/____	
ASSESSMENT NUMBER OF PROPERTY:	

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Locality Plan

(How does someone get to your property?)

Please show the location of the property, including the street or lot number and the distance to the nearest major road.

Under *Part IXB of the Environment Protection Act 1970* a 'Permit to install or **alter** a septic tank system' must be **obtained** from Council before installing or **altering** any part of a septic tank system. A 'Permit to Use a Septic Tank System' must then be issued before the system is used and an **occupancy** permit **obtained**.

Only septic tank systems that comply with Australian Standards 1546.1 to 1546.4 will be approved. The four approved types are:-

- AS/NZS 1546.1 – Septic tanks
- AS/NZS 1546.2 – Waterless composting toilets
- AS/NZS 1546.3 – Aerated wastewater treatment systems
- AS/NZS 1546.4 – Domestic greywater treatment systems (note that this standard is not yet ratified)

Aerated wastewater treatment systems must be certified by an accredited conformity assessment body (CAB) as conforming to AS/NZS 1546.3 and AS/NZS 1546.4

The form should be fully completed, signed and returned to the Shire with:

1. The correct fee paid or payment enclosed
2. A site plan agreed to by the plumber and property owner
3. A locality plan attached
4. A copy of [Land Capability Assessment](#)
5. A full copy of current title for the property
6. Copy of certificate of conformity (aerated wastewater systems only).

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If the details are correct, and the application and plans are approved, a "Permit to install or **alter** a septic tank system" is issued. There will be certain **requirements** attached to this permit.

The installation of the septic tank system must be completed within 2 years of the date of the permit for installation or **alteration** being issued. If the system is not complete after 2 years a fee of 50% of the current application fee will be charged for renewal.

In order for the Septic Tank System Application to be processed, all the above steps (1 – 6) must be completed. Failure to submit needed information will result in processing delays.

Septic Tank Systems

A septic tank system is defined as including any system for the **bacterial, biological, chemical** or physical treatment of **sewerage**, and includes all tanks, beds, sewers, drains, pipes, fittings, **appliances** and land in connection with the system.

Septic tank systems must be installed and maintained in accordance with the *EPA Septic Tanks Code of Practice (Publication 891.4, July 2016) (the 'Code')*, the Australian Standard and East Gippsland Shire Council **requirements**. They must be of a type that treats and contains all wastewater on site.

Other septic tank systems include treatment plants and **composting** toilets. Each of these systems have a certain Australian Standards, and must be installed and maintained in line with the **manufacturers'** instructions and any specific Shire **requirements**.

Alterations to Existing Septic Tank Systems

An **alteration** is anything that will impact on or **alter** the operation of the existing septic tank system. **Alterations** can include adding extra bedrooms to a house, flats to a property or wanting to relocate **effluent** lines or **irrigation** areas.

A permit to **alter** is needed from the Shire and, depending on the nature of the **alteration**, a **Land Capability Assessment** and certain works may be needed. It is suggested that you contact Council's Environmental Health Unit to discuss any proposed **alteration** to a septic tank system.

Plans

A plan of how to find the property and a site plan must be given with this application. The site plan on the application form **must** include:

- a) The signatures of the property owner and the plumber.
- b) The location of the premises including the street or lot number.
- c) The **dimensions** of all boundaries and the location of all streets which join the property.
- d) The location and **dimensions** of all proposed and existing buildings, the location of any streams, watercourses, gullies, dams, ponds, **bores** or wells for domestic supply, water tanks, driveways, swimming pools, **excavations**, water, phone, gas, and electrical trenches and any existing septic tank and **sullage** systems.
- e) The location and layout of the proposed septic tank system including all pits, trenches, tanks etc.
- f) The position of north, current wind direction and fall of the land.

If all of the above are not given then there will be delays in having the application processed and a permit issued.

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Installation Requirements

All installations shall meet with the EPA *Code of Practice 891.4*, the relevant *AS/NZS 1547:2012 On-site Domestic-Wastewater Management* and *AS 3500 National Plumbing and Drainage Code*.

All plumbing and drainage work must be done by a registered plumber. A Council's licensed plumbers Certificate of **Compliance** and "as installed" plan must be completed by the plumber and submitted to Council before the issue of the "permit to use". The Certificate of **Compliance** form is given to the plumber when the septic system is installed and inspected by Council, a copy of the permit **requirements** is also sent to the plumber when the Permit to install is issued.

Food waste disposal units are not recommended for use with septic tank systems. If a food waste disposal unit is used in a household situation an extra 700 litres capacity will be needed for sludge storage in the primary septic tank.

Spa baths over 200 litre capacity are not to be connected to the primary septic tank but are to be directed into a **rubble** pit of minimum dimensions 1 cubic metre or as stated in the permit **requirements**. **Rubble** may include broken bricks, stone **aggregate** or other rock.

Land Capability Assessment

A **Land Capability Assessment** (LCA) is required to be carried out under the *Code of Practice* and this may include soil **percolation** tests within the disposal site. They are not usually needed for **alterations** to septic tank systems. If the **alteration** does not need the substantial modification of the existing septic tank system.

The **LCA** is to be carried out by a qualified assessor who will recommend a design for **effluent** disposal, based on the results of the test. When selecting a consultant, consider their experience as a soil specialist, their knowledge of land assessment, their qualifications for land assessment, and do they have enough professional indemnity insurance. Make sure that the assessor you employ is aware of, and will follow the EPA and Shire guidelines for **LCA's**.

The **Land Capability Assessment** forms part of the application and must be attached.

Inspections

Three inspections of the site and the septic tank system may be needed.

- 1) An inspection of the proposed site, after Council receive the application and fee and before works start.
- 2) An inspection of the septic tank system prior to backfilling.
- 3) In some circumstances a final inspection when the system is completed prior to a "Permit to Use".

If more inspections are needed there will be an extra fee.

No backfilling shall be done without the approval of the Environmental Health Officer.

Inspections of Septic Tank installations need at least 2 working days' notice.

Inspections may be arranged by calling Council on (03) 5153 9500 or 1300 555 886.

If an inspection is not needed you must tell Council straight away.

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Plumbing

All plumbing works to a septic tank system are set by the *Plumbing Industry Commission Self Certification Scheme* (Phone 03 5143 3021). All plumbing works must meet with *Australian Standard 3500*. When selecting a plumber they need to be licenced with the *Plumbing Industry Commission (Victoria)* - and you should consider their knowledge and experience in installing septic tank systems.

Setbacks

Even with every effort there are situations where wastewater has the potential to pollute. The consequences and impact of such pollution will depend upon the situation and the use affected.

The setbacks listed in the *EPA Septic Tanks Code of Practice (Publication 891.4, July 2016)* are standard minimum values for separation buffer distances between the wastewater disposal field (where treated effluent is applied) and other specific sites and sensitive features. The buffer distances are independent of other setbacks that may apply to the development.

The following Setback distances are taken directly from the *EPA Septic Tanks Code of Practice (Publication 891.4, July 2016)*. For further information refer to the code.

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Setback distances for primary and secondary treatment plans and effluent disposal/irrigation areas in sewered and unsewered areas (where applicable) ^{1,2,6,10}

Landscape feature or structure	Setback distances (m)	
	Primary sewage and greywater system	Secondary sewage & greywater effluent
Building		
Wastewater field up-slope of building ⁷	6	3
Wastewater field down-slope of building	3	1.5
Wastewater up-slope of cutting/escarpment ¹²	15	15
Allotment boundary		
Wastewater field up-slope of adjacent lot	6	3
Wastewater field down-slope of adjacent lot	3	1.5
Services		
Water supply pipe	3	1.5
Wastewater up-slope of potable supply channel	300	150
Wastewater field down-slope of potable supply channel	20	10
Gas Supply pipe	3	1.5
In-ground water tank ¹⁴	15	7.5
Stormwater drain	6	3
Recreational areas		
Children's grassed playground ¹⁵	6	3 ¹⁶
In-ground swimming pool	6	3 ¹⁶
Surface waters (up-slope of :)		
Dam, lake or reservoir (potable water supply) ^{8, 13}	300	300 ⁴
Waterways (potable water supply) ^{9, 13}	100	100 ^{4, 5, 17}
Waterways, wetlands (continuous or ephemeral, non-potable); estuaries, ocean beach at high-tide mark; dams, lakes or reservoirs (stock and domestic, non-potable) ^{8, 9}	60	30
Groundwater bores		
Category 1 & 2a soils	NA ¹¹	50 ¹⁹
Category 2b to 6 soils	20	20
Watertable		
Vertical depth from base of trench to the highest seasonal water table ¹⁸	1.5	1.5
Vertical depth from irrigation pipes to the highest seasonal water table ¹⁸	NA	1.5

Notes to above table:

- Distances must be measured horizontally from the external wall of the treatment system and the boundary of the disposal/irrigation area, except for the 'Watertable' category which is measured vertically through the soil profile. For surface waters, the measuring point shall be from the 'bank-full level'.
- Primary water-based sewerage systems must only be installed in unsewered areas; secondary sewerage systems must only be installed and managed in sewered areas by Water Corporations; secondary greywater systems can be installed in sewered and unsewered areas.

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3. Advanced secondary treated greywater of ≤10/10/10 standard.
4. The setback distance in a Special Water Supply Catchment area may be reduced by up to a maximum of 50% conditional on the following **requirements** (otherwise the setback distances for primary treatment systems apply):
 - **effluent** is secondary treated to 20/30 standard as a minimum;
 - a maintenance and service contract, with a service technician accredited by the manufacturer, is in place to make sure the system is regularly serviced in line with Council Septic Tank Permit conditions and
 - Council is satisfied the **reduction** in set-back distance is necessary to permit the correct development of the site and that risks to public health and the environment are minimised.
5. The setback distance in a Special Water Supply Catchment area may be **reduced** by up to a maximum of 50% conditional on the following **requirements** (otherwise the setback distances for primary treatment systems apply):
 - **effluent** is secondary treated to 20/30 standard as a minimum;
 - a maintenance and service contract, with a service technician accredited by the manufacturer, is in place to ensure the system is regularly serviced in accordance with Council Septic Tank Permit conditions and
 - Council is satisfied the **reductions** in set-back distance is necessary to permit the appropriate development of the site and that risks to public health and the environment are minimised.
6. **Effluent** typically contains high levels of nutrients that may have a negative impact on native vegetation and promote the growth of weeds. When determining setbacks, Council should consider not only the potential impact of nutrients from the proposed onsite wastewater management systems, but the cumulative impact of the existing onsite wastewater management systems in the area.
7. Setting up an **effluent** disposal/irrigation area upslope of a building may have implications for the structural integrity of the building. This issue is beyond the scope of this Code and should be examined by a building professional on a site-by-site basis.
8. Does not apply to dams, lakes and reservoirs located above ground-level which cannot receive run-off.
9. Means a waterway as defined in the Water Act 1989.
10. The setback distances for flat land are equivalent to 'down-slope' setback distances.
11. A cutting or escarpment from which water is likely to emanate.
12. Applies to land, next to a dam, lake, reservoir or waterway that **provides** water for a public potable water supply, which is:
 - a. Applies to land, next to a dam, lake, reservoir or waterway that **provides** water for a public potable water supply, which is: subject to a Planning Scheme Environmental Significant Overlay (ESO) that shows maintenance of water quality as the environmental goal to be achieved (contact the relevant Water Authority to decide whether the ESO is in a potable water supply catchment);
and/or
 - b. within a Special Water Supply Catchment Area listed in Schedule 5 of the Catchment and Land Protection Act 1994.
It is recommended that any primary or secondary treatment system and its associated land application system are installed down slope of an in-ground water tank.

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13. It is recommended that any primary or secondary treatment system and its associated land application system are installed down slope of an in-ground water tank.
14. Means a school, council, community or other children's grassed playground managed by an organisation which may contain play equipment (but does not mean a sports field)
15. Sub-surface irrigation only.
16. Where an intermittent stream on a topographic or orthographic map is found through ground-ruthing to be a drainage line (drainage depression) with no defined banks and the bed is not incised, the setback distance is 40 m (SCA 2010). The topography of the drainage line must be visually inspected and photographed during the LCA site inspection and reported upon in writing and photographs in the LCA report.
17. The highest seasonal watertable occurs when the watertable has risen up through the soil profile and is closest to the ground surface. This usually occurs in the wettest months of the year.
18. The setback distance to a groundwater bore in Category 1 and 2a soils can be **reduced** to 20m where treated and disinfected greywater or sewage (20/30/10 or better standard) is applied and the property owner has a service contract with a suitable qualified technician to regularly maintain the treatment system.

Final Permit to Use a Septic Tank System

A permit to use the septic tank system will be **issued** after a final inspection from Council's Environmental Health Officer has been approved and a Certificate of Compliance has been given. An "as installed" plan of the **completed** system is also to be given by the plumber, showing all parts of the septic tank system and distances from the house.

The maintenance conditions on the permit will need to be followed for as long as the system is being used.

A 'Permit to Use a septic tank system' must be issued before the septic tank system is used, and this permit is also needed before an 'Occupancy Permit' is issued under the *Building Act 2006*.

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CONSULTANT LISTING FOR SEPTIC TANK SITE ASSESSMENTS as of 1 July 2013

EGSC is aware of the following consultants who undertake site assessments under the Septic Tank Code. (There may be other consultants in the area).

Company Name	Office Address	Postal	Phone	Mobile	E-mail	Fax
Ag-Challenge Consulting P/L (Glenn Marriott)	28B Albert Street, Warragul	PO Box 571, Warragul Vic 3820	03 5623 4788	0447 613 594	glenn@landsafe.com.au	03 5623 4596
Ark Angel P/L (Scott McFarlane)	475 Old Melbourne Road, Traralgon	475 Old Melbourne Road, Traralgon Vic 3844	03 5175 0895	0402 005 836	arkangel@wideband.net.au	
BSE Consulting	Level 3-77 Moorabool Street Geelong VIC Lot 284 Powers Road Delegate NSW	P O Box 6 Delegate NSW 2633	03 5221 5776 02 6458 8149	0438 063 126	admin@bseconsulting.com.au	
C D Watts & Associates	106 Jones Road, Eagle Point	PO Box 156, Paynesville Vic 3880	03 5156 0515	0412 560 515	austec01@bigpond.net.au	03 5156 0516
Ethos NRM P/L	162 Macleod Street, Bairnsdale	PO Box 204, Paynesville Vic 3880	03 5153 0037	0419 568 525	info@ethosnrm.com.au www.ethosnrm.com.au	03 5153 0038
Gamcorp P/L	239A Main Street, Bairnsdale	PO. Box 529, Bairnsdale Vic 3875	03 5153 0477	0438 560 215	bairnsdale@gamcorp.com.au www.gamcorp.com.au	03 5152 5115
SFC Consulting Engineers	74 Bredt Street, Bairnsdale	74 Bredt Street Bairnsdale Vic 3875	03 5152 6377	0408 176 132 0419 135 783	sfcberic@bigpond.net.au	03 9796 1884
Simon Anderson Consultants P/L	Suite 3A, 111 Main Street, Bairnsdale	PO Box 1700 Bairnsdale Vic 3875	03 5153 1500	0412 544 255	simon@simonandersonconsultants.com.au	03 5152 1511
Streeter Civil Engineering Services	81-101 Brooks Road, Bruthen	PO Box 126 Bruthen Vic 3885	03 5157 5362	0409 575 362	streetercivil@bigpond.com	
Archaeo-Environments LTD.	2 Chaucer Street, Box Hill	2 Chaucer Street, Box Hill South	03 9888 9548	0434 020 683	cday@archaeo-environments.com	

When selecting a consultant please consider their experience as a soil specialist, their knowledge of land assessment, and their qualifications for land assessment and do they have adequate insurance.

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When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale Vic 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
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Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service: 133 677
Residents' Information Line: 1300 555 886
ABN: 81 957 967 765

Hard Words

Aggregate: A structure formed from a mass of rock or brick fragments loosely compacted together.

Alter: To make a structural change to the septic tank system.

Alteration: The act of making the changes to the septic tank system.

Altering: Changing the structure of the septic tank system.

Appliances: A device or piece of equipment designed to perform a specific task.

Bacterial: The group of one-celled micro-organisms which multiply by simple division

Biological: Relating to physiology, behavior, and other qualities of a particular organism.

Bore: A hole that has been dug in the ground to get water.

Chemical: A distinct compound or substance, especially one which has been artificially prepared or purified.

Compliance: Meeting rules and standards set.

Completed: Finish making or doing.

Composting: To turn waste and excrement into fertiliser.

Dimensions: A measurement usually length, breadth, height or depth.

Dwelling: A house, flat, or other place of residence

Effluent: Liquid waste from the septic tank system.

Excavations: A site that has been dug out.

Insinkerator: A waste disposal system fitted in the drain of a sink.

Issued:

Irrigation: A continuous water flow to wash the disposal area.

Land Capability Assessment: A report completed by a suitably qualified person detailing the sites ability to disperse waste water and the best method.

Manufacturers: A person or company who made the septic tank system.

Occupancy: To live in, or use a residence.

Percolation: To filter slowly through the surface.

Provides: Make available for use.

Reduction: Making something smaller or less in amount

Rubble: Waste or rough fragments of stone, brick, concrete.

Sewerage: Waste water and excrement conveyed in pipes.

Sullage: Waste water from household sinks, showers, and baths. Not toilet waste.

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Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Bairnsdale Service Centre: 24 Service Street. Bairnsdale Business Centre: 34 Pyke Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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