

Application for Transfer, Renewal or Amendment of an Onsite Wastewater Management System

Environment Protection Act 2017

Date: 30 June 2023

Applying for a Transfer, Renewal, or Amendment of an Onsite Wastewater Management System Permit

Under the Environment Protection Act 2017, you are required to apply to council to transfer, renew or amend an existing onsite wastewater management system permit. When making application, please ensure you read the application form carefully and enclose all required information to ensure efficient processing of your application.

Transfer an application

If you are purchasing a property that has a current Onsite Wastewater Management System Permit to install you will need to apply to transfer the permit into your name. Please complete the attached application form and return to council to process your request. If further information is required, an officer will be in touch.

Renew an application

If your existing Onsite Wastewater Management System Permit has expired, you will need to apply to council to renew your permit. Please complete the attached application form and return to council to process your request. If further information is required, an officer will be in touch.

Amend an application

If you have an existing Onsite Wastewater Management System permit that you are making changes to you will need to apply to council for an amendment. An amendment includes the following:

- Changing the system that is being installed.
- Changing the plumber that is completing the work.
- Changing the location or layout of the approved system.

If you are changing the type of system or the location or layout of the system the following information must be included with your application.

- A detailed floor plan of the house;
- Current copy of the certificate of conformity for the onsite wastewater management system
- An allotment plan (to scale or detailing appropriate measurements) with the following features:
 - Location of the onsite wastewater management system (and pump well if used);
 - Location of the land application system (indicating individual trenches, distribution boxes, individual irrigation lines, vacuum breakers, flush/scour valves, return lines, flushing trenches/pits etc.). Illustrate the actual distance of the land application system from building or allotment boundaries);
 - Diversion drains/bunds to divert stormwater from the land application system;
 - Location of the dwelling and all existing or proposed buildings;
 - Fall of land;
 - Direction of North;
 - Significant identifying features (large trees, swimming pools, tennis courts, water tanks, access driveways etc.);
 - Location of underground services (water, power, gas, stormwater); and
 - Location of any surface waters (dams, creeks, rivers, irrigation channels etc.) and distances from the proposed land application system.
 - The plumber must sign the allotment plan – applications received without a signature will not be accepted.

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Property Address		
Property Assessment Number (refer to rates notice):	Permit Number: EHDW	

Application type (please select):
<input type="checkbox"/> Transfer of an onsite wastewater management system
<input type="checkbox"/> Amend an onsite wastewater management system permit
<input type="checkbox"/> Renew an onsite wastewater management system permit

Applicant: Who is responsible for coordinating this application?	Owner: (if not the applicant)
Name:	Name:
Postal Address:	Postal Address:
Email:	Email:
Phone:	Phone:
Signature:	Signature:
Date:	Date:
Permit Holder: (required for Transfer Applications)	
Name:	
Postal Address:	
Email:	
Phone:	
Signature:	
Date:	

Plumber: Responsible for building/house plumbing. (required for amendment applications)	Drainer: Responsible for onsite wastewater system installation (if not plumber) Required for amendment applications.
Name:	Name:
Postal Address:	Postal Address:
Email:	Email:
Phone:	Phone:
Plumber Licence Number:	Plumber Licence Number:
I hereby advise that I have attended the property address and enclose a proposed, signed plan of onsite wastewater management system install as part of this application.	I hereby advise that I have attended the property address and enclose a proposed, signed plan of onsite wastewater management system install as part of this application.
Signature:	Signature
Date:	Date:

Description of Proposal (required for amendment applications)

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Application Fee and Payment	
Transfer of an onsite wastewater management system	\$158.00
Application to amend an onsite wastewater management system permit	\$165.00
Application to renew an onsite wastewater management system permit	\$132.00
An invoice will be emailed to the applicant on receipt of completed application form	