

## Applying for an Onsite Wastewater Management System Permit

Under the Environment Protection Act 2017, the installation, construction and alteration of an onsite wastewater management system requires a permit from the local council. When applying for a permit please ensure you read the application form carefully and enclose all required information to ensure efficient processing of your application. Failure to include the required information may result in your application being delayed and if additional time is required to process your application additional fees may apply.

The following information is required to accompany your application.

**Applications for a permit to install, construct or alter an onsite wastewater management system must include the following information (applications will not be considered without this information):**

- Completed application form and payment of the appropriate fee;
- Current copy of Title Plan;
- Current copy of the certificate of conformity for the onsite wastewater management system;
- A detailed floor plan;
- An allotment plan (to scale or detailing appropriate measurements) with the following features:
  - Location of the onsite wastewater management system (and pump well if applicable);
  - 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.

For a proposed alteration, in addition to the above, a report from a licensed plumber must accompany the application detailing the condition of the existing onsite wastewater management system (type of system, size of tank, existence of baffle, length of trench or irrigation);

**Applications for a minor alteration to an onsite wastewater management system** (minor alteration means an alteration that consists only of the installation, replacement or relocation of the internal plumbing, fixtures or fittings of the onsite wastewater management system):  
Must include the above-mentioned information as well as the following:

- A report from a licensed plumber must accompany the application detailing the condition of the system (size of tank, existence of baffle, length of trench or irrigation);
- The location of the existing onsite wastewater management system and any proposed changes;
- A floor plan of the existing dwelling and a floor plan of the proposed changes to the dwelling. Be sure to clearly distinguish between existing and proposed changes.

Please complete the attached application form and return to council with the above information.

# Onsite Wastewater Management System (construct, install and alteration) Application

Environment Protection Act 2017

Rev Date: 30 June 2023

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

Application type (please select):
<input type="checkbox"/> Installation, construction or alteration of an onsite wastewater management system
<input type="checkbox"/> Minor alteration of onsite wastewater management system (minor alteration means an alteration that consists only of the installation, replacement or relocation of the internal plumbing, fixtures or fittings of the onsite wastewater management system)

Applicant: Who is responsible for coordinating this application?	Owner: (if not the applicant)
Name:	Name:
Postal Address:	Postal Address:
Email:	Email:
Phone:	Phone:
I hereby apply for permission to have an onsite wastewater management system installed at the above property address.	I hereby apply for permission to install/alter an onsite wastewater management system and supply all of the required information.
Signature:	Signature:
Date:	Date:

Plumber: Responsible for building/house plumbing.	Drainer: Responsible for onsite wastewater management system installation (if not plumber).
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 Development Proposal (new dwelling, alteration/extension to dwelling etc.)

Onsite Wastewater Management System: Detail the specific type of onsite wastewater system proposed to be installed/altered
<input type="checkbox"/> Primary (conventional) Onsite Wastewater Management System      Make/model: Conformity number:
<input type="checkbox"/> Secondary Onsite Wastewater Management System      Make/model: Conformity number:
<input type="checkbox"/> Other (specify):

# Onsite Wastewater Management System (construct, install and alteration) Application

Land Application System: Detail the specific land application system proposed to be installed/alterd	
<input type="checkbox"/> Soil Absorption Trenches - specify length of trench:	
<input type="checkbox"/> Sub-Surface Pressurised Irrigation (Secondary Treatment Only) – specify size in m <sup>2</sup> :	
<input type="checkbox"/> Other (specify):	
Application Fee and Payment	
Installation, construction or alteration of an onsite wastewater management system	\$777.00
Minor alteration of onsite wastewater management system	\$592.00
An invoice will be emailed to the applicant on receipt of completed application form	

Please note that for applications that take longer than 8.2 hours to process an additional fee can be charged of \$97 per additional hour. This will be charged if additional inspections of the site must be carried out due to incomplete work. It will not be applied to application travel time.