

A20 Permit – Application for Transfer, Renewal or Amendment of an Onsite Wastewater Management System

Environment Protection Act 2017 & Environment Protection Regulations 2021

Rev Date: 09 October 2024



- **Environment Protection Act 2017**
- **Environment Protection Regulations 2021**
- **EPA Guideline for Onsite Wastewater Management (GOWM)**
- **EPA Guideline of onsite wastewater Effluent Dispersal and Recycling Systems (EDRS)**

Applying for Transfer, Renewal, or Amendment of an A20 - 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 timely 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. A20 Permits issued by the Shire of Campaspe have a 2 year expiry.

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;

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- 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.

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 permit
<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?	
Name:	
Address:	
Postal Address:	
Email:	Contact Number:
Signature:	Date:

Permit Holder: (required for Transfer Applications)	
Name:	
Address:	
Postal Address:	
Email:	Contact Number:
Signature:	Date:

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Owner:	
Name:	
Address:	
Postal Address:	
Email:	Contact Number:
I hereby provide consent for Council Authorised Officers/Environmental Health Officers and any assistants deemed necessary, to enter and inspect my property for the purpose of assessing compliance with this application. I understand that this may involve upwards of three inspections including, but not limited to pre-installation site inspection, installation inspection and final inspection when all works are completed. This may also involve entry into the dwelling as all fixtures and fittings connected to a wastewater disposal system are considered part of that system for the purpose of compliance and approval.	
Signature:	Date:

Drainer: Responsible for onsite wastewater system installation (if not plumber) Required for amendment applications.	
Name:	
Address:	
Postal Address:	
Email:	Phone:
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.	
Signature	Date:

Plumber: Responsible for building/house plumbing. (required for amendment applications).	
Name:	
Address:	
Postal Address:	
Email:	Phone:
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.	

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Description of Proposal (required for amendment applications)

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	