

A20 Permit – Application to Construct, Install or Alter an Onsite Wastewater Management System

- **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 an A20 Permit for an Onsite Wastewater Management System (OWMS)

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.

A20 Permits issued by Campaspe Shire Council have a 2 year expiry. If the system has not been installed and approved within this period of time, you will need to lodge a new application for an A20 Permit.

NO work should commence until the Permit has been issued.

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. ***An invoice for payment will be e-mailed to the applicant upon receipt of a fully completed application;***
- ☐ Current copy of Title Plan;
- ☐ A detailed floor plan;
- ☐ A detailed site plan and specifications of the OWMS (to scale or detailing appropriate measurements) with the following features ***(Plans don't have to be professionally drawn but they do need to be clear, legible and detailed):***
 - 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.).
 - The actual setback distances of the land application system from buildings, allotment boundaries, surface waters, drains and other features below (see Table 4-10 GOWM);
 - 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) or easements; 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 OWMS allotment plan – applications received without a signature will not be accepted.
- ☐ A Land Capability Assessment (LCA) (if required by Council) prepared by a person Council considers suitably qualified and to a standard acceptable to council

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Applications for Alterations (including minor alterations)

(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 (type of system, size of tank, existence of baffle, the amount of effluent dispersal area i.e. length and width of the existing trench or irrigation, whether it is operating correctly);
- ☐ 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.

Inspections

Upon application an Environmental Health Officer will undertake a site inspection to verify the details on the application.

Inspections are also required during the installation and at the completion of works. Council's Environmental Health Officers need at least 48 hours prior to arrange a suitable time for the inspection.

Certificate to Use

Certificate to Use is a legal requirement. Your system should not be used until your Certificate has been granted. Fines apply when a system is used without approval.

In order for the Certificate to Use to be granted the following is required:

- A **final inspection** has been conducted by Council and the installation and site is deemed to **comply with the requirements detailed on the Permit to Install** and the approved plan*.
- A copy of the **Plumbing Compliance Certificate** (issued through the Victorian Building Authority).
- If a treatment plant is installed, a copy of the **Commissioning Certificate**.
- Where pumps or treatment plants are installed, a copy of the **Electrical Compliance Certificate**.

**An as-installed plan may also be requested prior to issue of the Certificate to Use if the system is not in accordance with the approved plans.*

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Rev Date: 09 October 2024

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

Application type (please select):
<input type="checkbox"/> Installation & construction of an onsite wastewater management system
<input type="checkbox"/> Alteration of 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?	
Name:	
Address:	
Postal Address:	
Email:	Contact Number:
I hereby apply for permission to have an onsite wastewater management system installed at the above property address.	
Signature:	Date:

Owner:	
Name:	
Address:	
Postal Address:	
Email:	Contact Number:
I hereby apply for permission to install/alter an onsite wastewater management system and supply all of the required information. I hereby provide consent for Council Authorised Officers/Environmental Health Officers and any assistants deemed necessary, to enter and inspect my property for the purposes 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:

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Drainer: Responsible for onsite wastewater management system installation.

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.

Name:

Address:

Postal Address:

Email:

Phone:

Plumber Licence Number:

Signature:

Date:

Description of Development Proposal (new dwelling, alteration/extension to dwelling etc.)

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Onsite Wastewater Management System: Detail the specific type of onsite wastewater system proposed to be installed/alterd	
<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):	

Land Application System: Detail the specific land application system proposed to be installed/alterd
<input type="checkbox"/> Soil Absorption Trenches/Beds - specify length & width of trench/beds: Unless arranged with Council or specified differently within an LCA, the standard trench dimensions are: WIDTH: one (1) metre wide DEPTH: 0.45 metres deep Please note: Maximum trench length is 20 metres with a distribution box at the end or 40 metres if the distribution box is placed in the centre
<input type="checkbox"/> Sub-Surface Pressurised Irrigation (Secondary Treatment Only) – specify size in m ² :
<input type="checkbox"/> Other (specify):

Application Fee and Payment	
Installation, construction or alteration of an onsite wastewater management system	\$798.00
Minor alteration of onsite wastewater management system	\$608.00
<i>An invoice will be emailed to the applicant on receipt of completed application form</i>	

Please note that for applications that take longer than 8.2 hours to process an additional fee can be charged of \$100 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.