



APPLICATION FORM AND GUIDE FOR INSTALLATION OR ALTERATION OF A SEPTIC TANK SYSTEM

Environmental Health Department

Site plan

The site plan provided with your application form **must be legible and detailed**. Rough sketches with no site details cannot be accepted. Your septic tank permit is just as important as your building plans.

Failure to provide a suitable plan with your application will result in a delay to the processing of your permit as you will be asked to redraw and resubmit your plan.

If your neighbour has a dam on their boundary, or you have a dam or waterway running through your property, it must be shown on your plan.

An appropriate site plan will ensure that everyone understands the required works and your permit can be issued without delay.

The following details should be included on your plan:

- locations and dimensions of all buildings or proposed buildings
- locations and dimensions of all current and proposed swimming pools and tennis courts
- water tanks, water pipes, storm water drains
- driveways
- underground power, water and telecommunications connections
- on hilly sites, an indication of surface runoff
- location of proposed system including disposal field
- the position and direction of north
- fall of the land

On the following pages you will find a number of examples of site plans.

Plans don't have to be professionally drawn but they do need to be clear, legible and detailed.

Your site plan is important.

Your builder needs detailed plans to build your house, so does your plumber.

Include as much detail as possible on your plan.

A poor plan will result in delays to the processing of your permit as you will be asked to resubmit your plan.

Example site plan layouts and designs

Plan 1: 3 bedroom dwelling - septic tank and absorption trenches (3 trenches 40 metres in length with distribution box in the centre.)



Plan 2: 3 bedroom dwelling with septic tank and absorption trenches (6 trenches 20 metres in length with distribution box at the end of each trench).

Plan 3: 3 bedroom dwelling with a study - trenches package treatment plant and subsurface irrigation.



Plan 4 - 3 bedroom dwelling with a study - trenches package treatment plant and subsurface irrigation via 3 disposal fields.

Disposal field sizing and setbacks

When a land capability assessment (LCA) is undertaken, the size of your disposal field will be included within the report.

To assist property owners who are not required to obtain an LCA, the following table with recommended minimum disposal fields has been developed. Without additional evidence to support the reduction of the recommended area the areas given in the tables are the minimum that will be approved within Buloke Shire.

Please note that the installation of high water using features such as spas will require additional disposal field area to be installed.

Setbacks are predetermined distances that must be maintained between a disposal field and site features. These distances have been determined by the Environment Protection Authority and must be adhered to at all times.

All disposal fields must be a permanent dedicated area within the property boundaries.

It must be protected from vehicles and livestock. Don't place your disposal field in a paddock that will be planted and harvested.

Disposal requirements (in the absence of an LCA)

Size of Dwelling/Structure	Arch Trench/ Slotted Pipe 1m wide trench	Arch Trench/ Slotted Pipe 600mm wide trench	Surface/ Sub-Surface Irrigation
1 Bedroom dwelling, shed/other small outbuilding	60m	100m	100m ²
2 Bedroom dwelling	90m	150m	150m ²
3 Bedroom dwelling	120m	200m	200m ²
4 Bedroom dwelling	150m	250m	250m ²
5 Bedroom dwelling	180m	300m	300m ²
6 Bedroom dwelling	210m	350m	350m ²
Each additional Bedroom/Study	+ 30m	+ 50m	+ 50m ²

NOTE: These are minimum disposal area requirements in the absence of soil analysis information, the disposal area may be required to be larger depending on the water usage of a dwelling or other structure.

The above sizes have been calculated based on AS 1547

Setbacks / buffer distances

The following setback distances are required for all septic tank system disposal fields.

Don't Forget Setback distances also apply to features on your neighbour's property.

Item	Setback (m)		Item	Setback (m)	
	Primary Treated Effluent	Secondary Treated Effluent		Primary Treated Effluent	Secondary Treated Effluent
Water table			Services		
Vertical depth from base of trench to the highest seasonal water table	1.5	1.5	Wastewater up slope of potable supply channel	300	150
Vertical depth from irrigation pipes to the highest seasonal water table	NA	1.5	Wastewater field down slope of potable supply channel	20	10
Allotment boundary			Water Supply pipe	3	1.5
Wastewater field up-slope of adjacent lot	6	3	Gas supply pipe	3	1.5
Wastewater field down-slope of adjacent lot	3	1.5	In ground water tank	15	4
Surface waters (up-slope from)			Stormwater drain	6	3
Dam or reservoir (potable water supply)	300	150	Groundwater Bores		
Waterways, wetlands, dams, lakes or reservoirs (stock and domestic, non-potable)	60	30	Category 1 and 2a soils	NA	50
			Category 2b to 6 soils	20	20
Waterways (potable water supply)	100	100	Building		
Recreational Areas			Wastewater field up-slope of building	6	3
Children's grassed playground	6	3	Wastewater field down-slope of building	3	1.5
In ground swimming pool	6	3	Wastewater up-slope of cutting/escarpment	15	15

Permit Approval Time Frame

Council will issue an approval to install if the proposed system is suitable for the development, the application is filled in correctly (including a detailed plan on the page provided or your own) and copies of any other information required is provided.

Please note all permits are issued with conditions. Compliance with the permit conditions is required.

NO work should commence until the applicant receives this approval.

Please allow up to 4 weeks for the processing of your Septic Tank Application.

Inspections / Approval to use

Inspections are a mandatory part of the application process and are the responsibility of the Applicant, Owner or Plumber to organise. The required inspections are

- Initial – before works commence
- Progress – before backfill commences and
- Final – after works are completed

These inspections are mandatory.

You should contact Council's Environmental Health Officer at least 48 hours prior to arrange a suitable time for the inspection.

The issuing of an Approval to Use is a legal requirement. Your system should not be used until your Approval to Use has been granted. Fines do apply when a system is used without approval.

A copy of the Plumbing Industry Certificate is required in order to complete the Permit to Use.

If a treatment plant is installed, a Commissioning Certificate is also required to complete the Permit to Use.

An as-installed plan is required prior to issue of the Permit to Use.

Inspections of your system are mandatory.

At least 48 hours' notice should be given.

To arrange your inspection please contact Council's Environmental Health Officer on 5478 0100



Septic Tank System Application Form

Environment Protection Act 1970

Please allow up to four (4) weeks for the processing of your application

I / we the undersigned, hereby apply to:

Install a NEW septic tank system

ALTER an existing system or permit Permit Number _____

And supply the following information

Applicant Details

Surname: _____ Title Mr Mrs Miss Ms Dr

Given/ Christian Name: _____

Street: _____ Town: _____

State: _____ Postcode: _____

Phone Numbers: Work: _____ Home: _____ Mobile: _____

Email _____

Property Owner/s

Surname: _____ Title Mr Mrs Miss Ms Dr

Given/ Christian Name: _____

Street: _____ Town: _____

State: _____ Postcode: _____

Phone Numbers: Work: _____ Home: _____ Mobile: _____

Email _____

Plumber Details

Surname: _____ Company Name _____

Given: _____ Licence Number _____

Street: _____ Town: _____

State: _____ Postcode: _____

Phone Numbers: Work: _____ Mobile: _____

Email _____

Septic Tank System Application Form

Environment Protection Act 1970

Site Details

Crown Allotment:: _____ Lot Number: _____ Size of Land _____

Street Number: _____ Street _____

Township/Parish: _____ Postcode: _____

Building Details

Type of Building: House Factory Shed Office Shop Other _____

Number of People Using the system Minimum _____ Maximum _____

Number of

Bedrooms

Studies

Toilets

Showers

Sinks/Basins

Baths

Minimum

Maximum

Appliances/Fittings

Please Note: No under sink grinders are permitted

Will water efficient appliances and fittings be installed and maintained for the life of the structure:

Yes No

Is a spa to be installed?

Yes No

If YES what is the Capacity of the

Spa _____ Litres

Please note the installation of large capacity spa may require the installation of a second septic tank

Proposed System Details: Septic Tank Type

Traditional Septic Tank Capacity: _____

Brand: _____ Material: _____

Package Treatment Plant Make and Model: _____

EPA Approval Number: _____

Other Details: _____

EPA Approval Number: _____

Proposed System Details: Disposal Field

Absorption/Transpiration Trenches Total Area of Trenches _____ m²

Width of each trench: 0.6 – 1m

Number of Trenches _____ Length of each trench _____

Depth of each trench: 0.45 – 0.6m

Subsurface Irrigation Total Area of Subsurface Irrigation _____ m²

Number of Beds _____ Area of Each Bed _____

Other EPA Approval Number _____

Details _____

Plans – please supply the following plans

House / Building Floor Plan

This plan must clearly identify all bedrooms, study's and plumbing fixtures. It must also show all sewer and storm water drainage

Block Plan

This plan must include:

- Location of house on block
- Location of any sheds, swimming pools, driveways, water pipes, underground power or telephone.
- The location and layout of the proposed septic tank system.
- The fall of the land in the vicinity of the effluent disposal area.
- North

Note: This plan will be approved by Council's EHO and therefore must be accurate showing all measurements in metres and the exact system that is to be installed.

Locality Plan

The plan must clearly identify the location of the property including the street or lot number and show the names of the surrounding streets.

On your plans the following must be marked

ST – Septic Tank

GI – Grease Interceptor

SWD – Storm water Drain

DB – Distribution Box

IO – Inspection Opening

ORG – Overflow relief gully



Fall of Land



N North

ALL applications for a permit to install or alter a septic system must include the following:

- Fully completed application form and payment of appropriate fee
- A current copy of title
- An Allotment plan (to scale or detailing appropriate measurements) which includes:
 - Proposed septic tank system/treatment plant location and layout
 - Wastewater disposal field (distribution pipes, trenches, individual irrigation line, vacuum breakers, flush/scour valves, return lines, flushing trenches/pits)
 - Location of the dwelling, all existing and proposed buildings
 - Location of any sheds, swimming pools, driveways, water pipes, underground power, phone or gas lines
 - Fall of the land in the vicinity of the effluent disposal area
 - Position of North
- Locality Plan that clearly identifies the location of the property including the street or lot number and show the names of the surrounding streets.
- A Land Capability Assessment (LCA), if required. Please contact Council during the planning of the development to determine whether an LCA is required.
- Septic Tank Certificate of Accreditation

Applications to ALTER a septic tank system:

- Applications to alter a septic tank system must include the above information plus the allotment plan must show details of the existing septic tank system, including an existing floor plan of the dwelling. Also provide details of the proposed changes to be made to both the system and dwellings floor plan, where applicable. Be sure to clearly distinguish between existing and proposed.

Applicants and Owners Declaration – Final Inspection and Certificate to use

I understand that my system once installed cannot be used until an inspection of the system has been carried out and a certificate to use the system has been installed.

I understand that it is an offence under the Environment Protection Act 1970 for my system to be used without a Certificate to use having been issued and that a fine maybe imposed by Council.

Applicant Signature _____ Date _____

Print Name _____

Owners Signature _____ Date _____

Print Name _____

Application Details – Applicant Declaration

I declare that all information contained in this application is, to the best of my knowledge, true and correct.

Applicant Signature _____ Date _____

Print Name _____

Owners Declaration

I am the owner of this Land:

1. I hereby apply for permission to have a septic tank system installed / altered by a registered plumber / drainer.
2. I acknowledge the following constraints apply to the area of land dedicated for the treatment of septic effluent:
 - a. No access by vehicles or livestock such as horses and cattle
 - b. No construction of driveways, footpaths, pools, verandahs or sheds.
 - c. No raising of ground level with clay or soil after initial construction has been completed
3. I approve of the location and system proposed in the application

I will install, operate and maintain the septic tank system in accordance with the permit conditions, certificate and establishes guidelines.

Owners Signature _____ Date _____

Print Name _____

Privacy statement

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in the future, please contact 1300 520 520.

Septic Tank System Application Form

Environment Protection Act 1970

This is an accurate block plan for the proposed Septic Tank System at

Please ensure that all fittings and fixtures are marked on this plan, including the septic tank, distribution box, inspection opening, and overflow relief gully.

An example Block Plan is contained within Council's Septic Tank Application Guide. The building floor plan and Locality Plan can be attached in the form of an architects plan or a map.

A large grid for drawing a block plan. The grid is composed of 10 columns and 15 rows of squares. The grid is intended for the user to draw a detailed block plan of the proposed septic tank system, including the septic tank, distribution box, inspection opening, and overflow relief gully.