

**Application for a Permit to Install**

## Council Use Only

Application Number :-

**or Alter a Septic Tank System** Application Date :-

Ledger Number :-

## Strathbogie Shire Council

FEE TO BE PAID UPON LODGEMENT OF THE APPLICATION.

61 03 5795 0000 [http://www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au/)

Questions marked with an asterisk (\*) are mandatory and must be completed.

**Council specific information**

Please use this form to apply to Strathbogie Shire Council to either install a septic system or alter an existing septic system installation under *the Environment Protection Act 1970 - Section 53M*. Please be aware that commencing septic tank system onsite work without a 'Permit to Install' is prohibited.



Please select what you wish to do: \*

**Application type**

Install a new septic tank system

Alter an existing septic tank system



**Applicant details**

Is the applicant owner or an agent of the owner? \*

Title Surname \*

Owner

Given Names

Agent of Owner

**Address**

PO Box

GPO Box

Private Bag

Locked Bag

RRN

RSD

Street address / Postal address \*

Suburb / Town \*

State \*

Postcode \*

Please provide at least one phone number and include the area code.

Business phone Home phone Business fax

Mobile

Email \*

Title

Surname \*

**Property owner details**

Given Names

**Address**

PO Box

GPO Box

Private Bag

Locked Bag

RRN

RSD

Street address / Postal address \*

Suburb / Town \*

State \*

Postcode \*

**Site address for installation / alteration**

Same as property owner details

**Address**

PO Box GPO Box

Private Bag

Locked Bag

RRN

RSD

Street address / Postal address \*

Suburb / Town \*

State \*

Postcode \*

Formal Land Description information can be found on the certificate of title.

Lot number Sub-division plan number Lodged plan

Title plan (volume) Title plan (folio)

Crown allotment number

Section number

Parish name

Please provide at least one phone number and include the area code.

Business phone Home phone Business fax

Mobile

Email

**Plumber / Drainer**

**Plumber 1**

Title Surname \*

Given Names \*

**Postal address**

PO Box

GPO Box

Private Bag

Locked Bag

RRN

RSD

Street address / Postal address \*

Suburb / Town \*

State \*

Postcode \*

Please provide at least one phone number and include the area code.

Business Phone Home Phone Business Fax

Mobile

Email

Licence number \*

**Plumber 2**

Title Surname \*

Given Names \*

# Postal address



PO Box GPO Box Private Bag Locked Bag RRN RSD Street address / Postal address \*

Suburb / Town \* State \* Postcode \*

Please provide at least one phone number and include the area code.

Business Phone Home Phone Business Fax Mobile

Email

Licence number \*

# Drainer / Contractor

Is the plumber also the drainer / contractor? \* Yes No

*Person responsible for installation or alteration work for the septic tank - if not the plumber.*

Title Surname \* Given Names \*

## Postal address

PO Box GPO Box Private Bag Locked Bag RRN RSD Street address / Postal address \*

Suburb / Town \* State \* Postcode \*

Please provide at least one phone number and include the area code

Business Phone Home Phone Business Fax Mobile

Email

Licence number \*

**Building details**

**Type of Building**

House Factory

Office

Shop

Number of bedrooms (including studies)

Other

Number of people expected to use the system per day

**Number of fixtures**

List proposed number of fixtures to be connected to the proposed septic system.

Toilets

Spa

Baths

Showers

Sinks

Troughs

Dishwasher

Other

Quantity

**I**

**Waste water treatment system**

Model name EPA approved number

**Method of effluent disposal**

Please enter the method by which the blackwater from the septic tank will be discharged.

**Absorption Trenches**

Length (m) **\*** Width (m) **\*** Depth (m) **\***

**Irrigation System**

Sub-surface (m2) **\*** Surface (m2) **\***

**Sand-filter / Polishing sand filter details**

Length (m) **\*** Width (m) **\*** Depth (m) **\***

Proposed installation / alteration date \*

**System details**

Septic tank capacity (litres)

**Supporting documents**

**Certificate of Title** Only (1) Copy. If providing attachment electronically, please supply as: jpeg; doc; pdf

A copy of a current Certificate of Title for the Allotment, including a plan of subdivision (current to within 2 months).

**Septic Site Plan (or detail drawn on a m aerial photograph)** Only (1) Copy.

If providing attachment electronically, please supply as: jpeg; doc; pdf

Provide a block plan (minimum scale 1:100) showing the location of the premises including street/lot number, location of all nearby streets, dimensions of all boundaries, location and dimensions of all buildings or proposed buildings, easements, streams, water tanks, swimming pools, excavations, driveways, gas pipes and underground services, storm water drains, water pipes, existing tank systems; location of the proposed septic tank, treatment plant & effluent disposal system; the position of north and fall of land.

**Floor Plan** Only (1) Copy. If providing attachment electronically, please supply as: jpeg; doc; pdf

A detailed floor plan of the dwelling. Clearly distinguish between existing and proposed details.

**Owners certification** Only (1) Copy. If providing attachment electronically, please supply as: jpeg; doc; pdf

If applicant is not the owner please provide written authorization from the owner if the form is signed by someone other than owner.

**Property Plan** Only (1) Copy. If providing attachment electronically, please supply as: jpeg; doc; pdf

For rural properties greater than 1 hectare

**Land Capability Assessment** (1) . If providing attachment electronically, please supply as: jpeg; doc; pdf

Copy to be provided with the application. Additional information found on: https://www.strathbogie.vic.gov.au/development/environmental-health/septics

**Fees** Please organize to make a payment upon lodgement of the application with Customer Service on 1800 065 993.

**Additional Information As Requested By Council** Only (1) Copy. If providing attachment electronically, please supply as: jpeg; doc; pdf

If you have discussed this application with Council prior to delivering the application to Council, Council may request additional information based upon the nature of the application



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**Privacy Statement**

The information gathered in the form is used by Council to process the application. To view Council's privacy policy, please either visit Council's offices or go to <http://www.business.vic.gov.au/BUSVIC/STANDARD/PRIVACY.html>

**Declaration**

I understand and acknowledge that:

* The information provided in this application is true and complete to the best of my knowledge
* This application forms a legal document and penalties exist for providing false or misleading information
* I am over 18 years at the time of completing this application

By ticking this checkbox I confirm that I have read and understood all the statements above \* Name of person completing this application \*

Signature of person completing this application

Date \*

**Lodgement**

**If you intend to post or fax this form please use the details provided below:**

Strathbogie Shire Council

Address: PO Box 177 Euroa 3666

Telephone: 61 03 5795 0000

Fax: 61 03 5795 3550

Email: [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) Website: [http://www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au/)

**Payment details**

**Septic Application Fees 2019/2020**

New Septic Installation: $419 Additional Inspection Fee: $120

Septic Alteration: $212 Priority Inspection (within 5 days): $180

Additional Inspection: $120 Urgent Inspection (within 48 hours): $313

**How to pay:**

By cash, cheque or credit card - if you know the fee to be paid, include payment when delivering the form by post, fax or in person e.g. cash or cheque. If you do not know the fee please contact Council.