

## Strathbogie Shire Council

61 03 5795 0000 <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 2017 – part 4.3 and 4.5*. Please be aware that commencing septic tank system onsite work without a 'Permit to Install' is prohibited.

### Application type

Please select what you wish to do:  Install a new septic tank system  Alter an existing septic tank

### Applicant details

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

Title  Surname \*  Given Names \*

#### 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  Mobile

Email \*

### Property owner details

Title  Surname \*  Given Names \*

#### 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

Mobile

Email

### Site address for installation /alteration

Same as property owner details

#### Address

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.

Title plan (volume)

Title plan

Crown allotment

Section number

Parish name

### 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

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

### Type of Building

House

Office

Shop

Other

Number of bedrooms (including

Number of people expected to use the system per

### Number of fixtures

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

Toilets

Spa

Baths

Showers

Sinks

Troughs

Dishwasher

Other

Quantity

## System details

Proposed installation / alteration date \*

Septic tank capacity (litres)

### 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 (m<sup>2</sup>) \*

Surface (m<sup>2</sup>) \*

### Sand-filter / Polishing sand filter details

Length (m) \*

Width (m) \*

Depth (m) \*

## 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 an 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>



**Fees** Please organise 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

## Payment

### Septic Application Fees 2023/2024

New Septic Installation: \$777.20  
Minor Alteration to an existing septic: \$592.30  
Transfer a septic permit: \$157.90

Additional assessment cost exceeding 8.2hrs: \$97.30  
Amendment to a septic permit: \$165.10

### How to pay:

By cash, cheque or credit card. – The Fee must be paid upon the lodgement of the application.

Please use one of the following methods to pay the application fee:

- Phone our Customer Service team on **1800 065 993** or **5795 0000** to pay by EFTPOS or with credit card
- visit our offices at 109A Binney Street, Euroa or 293 High Street, Nagambie to pay over the counter

## 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

Date \*

## Lodgement

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

Strathbogrie Shire Council

Address: PO Box 177 Euroa VIC 3666

Telephone: 61 03 5795 0000

Fax: 61 03 5795 3550

Email: [info@strathbogrie.vic.gov.au](mailto:info@strathbogrie.vic.gov.au)

Website: <http://www.strathbogrie.vic.gov.au>