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Please use this form to apply to the City of Whittlesea for a permit to install or alter a septic system.
 Where tick boxes () appear please tick where applicable.

| | | | | | | | | | | | | |
|---|--|--|------|-----------|---|---|---|---|---|---|---|---|
| Office use only | Issued: | Rec'd: | EHO: | Auth ref: | | | | | | | | |
| Site address for proposed installation/alteration | | | | | | | | | | | | |
| Street address | | Suburb & postcode | | | | | | | | | | |
| <input style="width: 90%;" type="text"/> | | <input style="width: 90%;" type="text"/> | | | | | | | | | | |
| This application is for: | | | | | | | | | | | | |
| <input type="checkbox"/> Alterations to an existing system | | <input type="checkbox"/> Installation of a new system | | | | | | | | | | |
| Owner details | | | | | | | | | | | | |
| Title | First name | Surname | | | | | | | | | | |
| <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 95%;" type="text"/> | | | | | | | | | | |
| Postal address | | Suburb & postcode | | | | | | | | | | |
| <input style="width: 90%;" type="text"/> | | <input style="width: 90%;" type="text"/> | | | | | | | | | | |
| Contact numbers | | | | | | | | | | | | |
| <input style="width: 80%;" type="text"/> <i>Business</i> | | <input style="width: 80%;" type="text"/> <i>Mobile</i> | | | | | | | | | | |
| <input style="width: 95%;" type="text"/> <i>Email</i> | | | | | | | | | | | | |
| Owner declaration | | | | | | | | | | | | |
| I hereby apply for permission to have a septic system installed/altered by a registered plumber and drainer. I acknowledge the following constraints apply to the area of land dedicated for the disposal/treatment of septic effluent: | | | | | | | | | | | | |
| No vehicular traffic No access by livestock such as horses and cattle No construction of driveways, footpaths, swimming pools or sheds No covering with plastic or clay | | | | | | | | | | | | |
| I approve of the location and system proposed in this application. | | | | | | | | | | | | |
| Owner signature | | Date | | | | | | | | | | |
| <input style="width: 90%;" type="text"/> | | <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table> | | | D | D | M | M | Y | Y | Y | Y |
| D | D | M | M | Y | Y | Y | Y | | | | | |
| Plumber | | | | | | | | | | | | |
| Title | First name | Surname | | | | | | | | | | |
| <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 95%;" type="text"/> | | | | | | | | | | |
| Street address | | Suburb & postcode | | | | | | | | | | |
| <input style="width: 90%;" type="text"/> | | <input style="width: 90%;" type="text"/> | | | | | | | | | | |
| Contact number | | Licence number | | | | | | | | | | |
| <input style="width: 80%;" type="text"/> <i>Mobile</i> | | <input style="width: 80%;" type="text"/> | | | | | | | | | | |
| <input style="width: 95%;" type="text"/> <i>Email</i> | | | | | | | | | | | | |

Drainer

| | | |
|----------------------|----------------------|----------------------|
| Title | First name | Surname |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Street address | Suburb & postcode | |
| <input type="text"/> | <input type="text"/> | |
| Contact number | Licence number | |
| <i>Mobile</i> | <input type="text"/> | |
| <input type="text"/> | | |
| <i>Email</i> | | |

Applicant making an application as agent of the owner

| | | |
|----------------------|----------------------|----------------------|
| Title | First name | Surname |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Street address | Suburb & postcode | |
| <input type="text"/> | <input type="text"/> | |
| Contact numbers | | |
| <i>Business</i> | <i>Mobile</i> | |
| <input type="text"/> | | |
| <i>Email</i> | | |
| Licence number | | |
| <input type="text"/> | | |

I hereby apply for permission to install/alter a septic system and supply the following information

| | | | | | | | | | |
|----------------------|---|---|---|---|---|---|---|---|---|
| Signature | Date | | | | | | | | |
| <input type="text"/> | <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> | D | D | M | M | Y | Y | Y | Y |
| D | D | M | M | Y | Y | Y | Y | | |

Building details

| | |
|--|---|
| Type of Building (House, Factory, Office, Shop, Other) | |
| <input type="text"/> | |
| Number of bedrooms (including studies) | Number of people expected to use the system per day |
| <input type="text"/> | <input type="text"/> |

Fixtures to be installed/alterd

Please provide number of fixtures for each item below

| | | | |
|----------------------|------------------|----------------------|-------------------------------|
| <input type="text"/> | Water closets | <input type="text"/> | Showers |
| <input type="text"/> | Basins | <input type="text"/> | Dishwashers |
| <input type="text"/> | Baths | <input type="text"/> | Spa bath (capacity in litres) |
| <input type="text"/> | Troughs | <input type="text"/> | Waste disposal units |
| <input type="text"/> | Other (specify): | <input type="text"/> | |
| <input type="text"/> | | | |
| <input type="text"/> | | | |

Proposed system components

- | | |
|---|--|
| <input type="checkbox"/> Sewer system drains (external) <input type="checkbox"/> Septic tank <input type="checkbox"/> Sandfilter <input type="checkbox"/> Effluent lines (specify length and width) _____ <input type="checkbox"/> Sewage treatment plant (specify) _____ <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Surface irrigation <input type="checkbox"/> Inspection chamber <input type="checkbox"/> Pump well |
|---|--|

A permit fee is required with this application and additional services are available however please check with Council's Health Department if any of the services below are required.

- Permit for installation or alteration of an existing septic system
- Sand analysis for Sand Filters (if applicable)
- Packaged sewage treatment plants
- Subsurface/surface irrigation

Office use only

Date

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

 Receipt no.

Amount \$ Permit no.

Effluent distribution

A distribution box constructed of concrete shall be installed following all septic tanks. The distance between the septic tank and distribution box shall be governed by the fall and distance to the disposal/treatment area, but in no case shall be less than one metre. A concrete distribution box is to be located at the start of each effluent line.

The invert of the outlet of the septic tank is to be higher than the ground level at the distribution pit of the first trench.

The minimum internal dimension of the box shall be 250mm. The inlet shall be 50mm above the outlets with a shallow sump provided. All outlets are to be at the same elevation and are to be mortared both internally and externally.

The connecting pipe between the septic tank and the distribution box may comprise 90mm. UPVC in lieu of 100mm sewer UPVC providing at least 300mm of soil cover is provided and the pipe is sleeved in 100mm concrete pipe or 100mm sewer UPVC packed in screenings, where it passes between roadways or trafficable areas.

Plans and specifications

Applications for permits to install a system shall be accompanied by two sets of plans drawn to scale and specifications including the following details:

- A block plan showing the location of the premises.
- A house floor plan including the direction of north and the street and lot number
- A block plan showing contours, the relative position of the proposed septic tank and system and all existing and proposed buildings, driveways, easements, streams and underground water tanks and wells.
- Details including a plan of the proposed septic tank system to be used, showing distances from boundaries, buildings and driveways.
- The existing or proposed position of stormwater drains, water supply pipes, underground power lines, Telecom cables, gas pipes and any other services.
- The measures proposed to intercept and divert drainage away from any disposal area.

- Details and layout of effluent disposal trenches, sand filter or proposed disposal system.
- A summary of the data from which the capacity of the septic system has been computed, such as contributory population, percolation rate of the soil, dosage rates or design factors used for non-standard applications.

Pump installation

- Pumps shall be submersible, automatic, electric, and self-priming, and shall be installed to the regulation of the local electrical authority.
- All electric wiring shall be installed by a registered electrical contractor and shall be inspected and approved by the electricity authority prior to use.
- Pumps must be firmly based on a cement block or bricks so as to be at least 80mm off the floor of the chamber.
- Suction and discharge pipes must be 25mm minimum size, PVC pipe connected to the pump in such a manner as to effect easy disconnection. A non-return valve shall be provided in the riser close to the pump.
- All changes in direction of discharge pipes shall be made by bend (not elbows) and a union provided near the top of the chamber.
- All pump chambers shall be fitted with a float switch operated alarm which shall be triggered in case of pump failure. A large distribution box is required on all pump installations

Required length of effluent lines

Throughout the City of Whittlesea the required length of effluent lines based on the current EPA code of practice is as follows:

| | |
|--|--|
| (eg) 3 Bedroom House (a study or family room which could be used as a bedroom are also included) All waste septic tank 3200 litres followed by: | 120metres of 1m wide effluent line (water reduction fixtures and fittings) 145 metres of 1m wide effluent line (standard water fixtures) |
| (eg) 4 Bedroom House All waste septic tank 3200 litres following by: | 150 metres of 1m wide effluent line (water reduction fixtures and fittings) 180 metres of 1m wide effluent line (standard water fixtures) |
| (eg) 5 Bedroom House All waste septic tank 4500 litres followed by: | 180 metres of 1m wide effluent line (water reduction fixtures and fittings) 220 metres of 1m wide effluent line (standard water fixtures) |

Subject to a suitable Land Capability Assessment (LCA), variations in effluent trench may be considered.

