

Application for a Permit to Install or Alter a Septic Tank System

Benalla Rural City Council

Tel: 03 57 602600 www.benalla.vic.gov.au

Council Use Only	
Receipt Number	<input type="text"/>
Date Paid	<input type="text"/>
Amount	<input type="text"/>

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

Council Specific Information

Preparing a Septic Tank Application:

Step 1: Consult with a local plumber regarding the siting of a suitable septic system and if necessary pick up an aerial photograph from Council to assist in the preparation of a site plan. Note that the plumber may charge for this initial application preparation service.

Step 2: Lodge the application along with the minimum required documentation listed in this form under Supporting Documents (Page 5 of the application)

Step 3: Council may request a Land Capability Assessment or require amended plans after conducting an initial site inspection. A site inspection for your property will be carried out without prior notice.

Step 4: Once Council has issued a Permit to Install/Amend, it is recommended that you obtain detailed quotes from your plumber

Please be aware that commencing septic tank system onsite works without a "Permit to Install/Amend" is prohibited

Application Type

Please select what you wish to do *:

- Install a new septic tank system Alter an existing septic tank system

Applicant Details

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

Title* Surname* Given Name *

Address

PO Box GPO Box Private Bag Locked Bag RMB RSD

Street Address/ Postal Address*

Suburb / Town* State* Postcode*

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

Business Phone After hours phone Business Fax Mobile

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Email

Property owner details

Title*

Surname*

Given Name *

Address

PO Box GPO Box Private Bag Locked Bag RMB RSD

Street Address/ Postal Address*

Suburb / Town*

State *

Postcode *

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

Business Phone

After hours phone

Business Fax

Mobile

Email

Site address for installation / alteration

Same as property owner details

Address

PO Box GPO Box Private Bag Locked Bag RMB RSD

Street Address *

Suburb / Town *

State *

Postcode *

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

Lot no.

Subdivision
plan no.

Lodged plan

Title plan
(Volume)

Title plan
(Folio)

Crown allotment

No.

Section No.

Parish

Name

Plumber / Drainer

Plumber

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 Name *

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Address

PO Box GPO Box Private Bag Locked Bag RMB RSD

Street Address/ Postal Address*

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Suburb / Town*

State *

Postcode *

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

Business Phone

After hours phone

Business Fax

Mobile

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Email

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License Number *

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Drainer / Contractor

Title* Surname* Given Name *

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Address

PO Box GPO Box Private Bag

Street Address/ Postal Address*

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Suburb / Town*

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

Business Phone

After hours phone

Business Fax

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Email

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License Number *

Property and System Specification (Complete all relevant details)

Type of Premises

- House
 Factory
 Office Shop Other (specify)

Number of rooms could be used as bedrooms (including study)?

Average Number of persons expected to use the system daily

List number of toilet (water closets and other fixtures that will be connected to system

- Toilets (WC) Sinks Baths Showers
 Troughs

Spa - Capacity: Litres

Garbage Disposal Units Other (specify)

High Risk Fixtures

- Spa > 200L Pool Back Wash or Chlorinated Spa Summer Grey Water Diversion

Primary Treatment

- Septic Tank Volume 1800 Litre Worm Farm (specify type)
(circle or specify) 3200 Litre Type: _____
Septic Tank material Plastic Composting Toilet (specify type)
(circle or specify) Concrete Type: _____

EPA CA Number: CA _____

Secondary Treatment

- Sand Filter Length _____ Treatment Plant (specify volume & type)
Width _____ Tank Volume: _____
Depth _____ Type: _____
 Amended Soil Triple Worm Farm

EPA CA Number: CA _____

Distribution Method

- Gravity Pump Rotor Computerised

Method of Effluent Disposal

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

Plastic Arching Trench

Slotted P.V.C Trench

Sub surface Dripper Irrigation

Total Sub surface Irrigation Area

M²

Offsite Discharge?

Proposed Discharge Location:

Proposed Discharge Sampling Point:

Supporting Documents

One current copy of land title (current to within two months)

One copy of property plan (for rural properties greater than one hectare)

One copy of floor plan to scale and clearly showing dimensions

One copy of a clear accurate septic site plan (or details drawn on an aerial photograph) to scale indicating the following features:

- position of all streets and laneways adjacent to the property.
- position of all existing or proposed vegetation (bushes and trees) on the site (if not on aerial photo)
- locations and dimensions of all existing or proposed: buildings, garages, sheds, tennis courts, streams, dams, bores, wells, water tanks, fences, swimming pools, excavations, driveways, storm water drains, water pipes, power/phone lines, existing septic systems, tree canopies, garden beds, landscape features and easements that are located on the property or up to 60 metres downhill from lowest trench.
- location of the proposed septic tank system including all waster water pipe work from the house and all plumbing fixtures, and the liquid capacities of septic tanks.
- label the position of North (unless it is a Council aerial photograph which is always the top of the page)

Advise of any signage or numbers on the property

Advise if the gates to property are locked. If locked, please advise where key can be accessed for entry

Payment Details

Septic Tank System Fees & Charges – 2018/2019

Permit to Install - Household Systems	\$400.80	Permit to Alter - Minor Works	\$161.60
Permit to Install - Commercial Premises	\$536.80	Permit to Alter - Major Works	\$357.00
Extension of Septic Tank Permit fee	\$132.90	Copy of Old Septic Tank Permit/Plan	\$35.80
Optional Onsite Owner Meeting (Extra \$113 + GST)		Archived (to be retrieved)	\$58.30

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.

Agency name may refuse this application if it becomes evident that any information or supporting documents provided are incomplete or false.

By marking this checkbox I confirm that I have read and understood all the statements above *

Name of person completing this application *

Date *

Signature of person completing this application *

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 Council Privacy statement located at: www.benalla.vic.gov.au

Lodgement

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

Benalla Rural City Council
PO Box 227
Benalla Vic 3671

Telephone: 03 5760 2600

Fax: 03 5762 5537

Email: council@benalla.vic.gov.au

Website: www.benalla.vic.gov.au