

## Septic Tank Systems Fees & Charges 2025-26

Permit to install	Domestic System	\$1,030.00
	Commercial System	\$2,060.00
Copy of old permit/plan		\$42.00
	if archived	\$68.00
Permit to alter		\$620.00
Transfer a permit		\$205.00
Amend a permit		\$205.00
Renew a permit		\$158.00

## Application Type

Select the application type

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

## Property Details

Number

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Road or Street

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Locality

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Lot

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Plan/subdivision No.

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### Information Privacy

The personal information requested on this form is being collected by Council for the purpose of processing your application for a legal point of discharge. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

Title Plan No.

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Crown Allotment

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Section

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Town

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Property Assessment no.

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## Supporting Documentation

### Applicant Details

Company Name

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Applicant Name

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Applicant Address

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Applicant Phone

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Applicant Email

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## Property Owner Details

Owner Name

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Owner Address

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Owner Phone

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Owner Email

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## Plumber

Company Name

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Plumber Name

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Plumber Address

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Plumber Phone

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Plumber Email

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License Number

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## Property and System Specification

Type of premises

- ☐ House  
☐ Factory  
☐ Office  
☐ Shop

Number of rooms that could be used as bedrooms

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Average number of persons expected to use the system daily

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Number of toilets (water closets) and other fixtures that will be connected to the system:

Toilets

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Sinks

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Baths

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Showers

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Troughs

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# Install or Alter A Septic Tank System Application Paged

## High risk fixtures

- ☐ Spa >200L
- ☐ Garbage Disposal Units
- ☐ Other (specify)

## Other high risk fixtures

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## Primary treatment

- ☐ Septic tank
- ☐ Volume
  - ☐ 1,800 L
  - ☐ 3,200 L
- ☐ Material
  - ☐ Plastic
  - ☐ Concrete
- ☐ Worm farm
- ☐ Composting toilet

## Specify type

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## Primary treatment EPA CA number

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## Secondary treatment

- ☐ Sand filter
- ☐ Treatment plant
- ☐ Amended soil mount
- ☐ Triple worm farm

## Length

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# Install or Alter A Septic Tank System Application Paged

Width

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Depth

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Tank volume

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Type

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Amended soil mount

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Triple worm farm

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Secondary treatment EPA CA number

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Distribution method

- ☐ Gravity  
☐ Pump  
☐ Rotor  
☐ Computerised

Method of effluent disposal

- ☐ Plastic arching Trench  
☐ Slotted PVC trench  
☐ Sub surface dripper irrigation

Length

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Width

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Depth

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Total sub surface irrigation area

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Proposed discharge location

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Proposed discharge sample point

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## Declaration

☐

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

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
- Benalla Rural City Council may refuse this application if it becomes evident that any information or supporting documents provided are incomplete or false.

Name

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Signature

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## Payment Options

### CONTACT US

Phone 03 5760 2600 to make an EFTPOS  
or credit payment over the phone.  
EMAIL [council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

### IN PERSON

Visit the Council's Customer Service Centre  
at 1 Bridge Street East, Benalla

### MAIL

Send this application back to us with a  
cheque for the full amount made payable  
to Benalla Rural City Council,  
PO BOX 227, BENALLA VIC 3671

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