

► Application to Construct / Install / Alter an A20 - Onsite Wastewater Management System

Environment Protection Act 2017 – Section 50

Environment Protection Regulations 2021 - Regulation 26(1) and (2)

Hepburn
SHIRE COUNCIL

Fee Schedule (2025-2026)		Receipt No: _____
<input type="checkbox"/>	New Construction, Installation or Alteration	\$ 821.70
<input type="checkbox"/>	Emergency Works – Reason: _____	
<input type="checkbox"/>	Minor Alteration to Existing System	\$ 626.20
	An alteration that consists only of the installation, replacement, or relocation of the internal plumbing fixtures, or fittings of an onsite wastewater system)	

* APPLICANTS DETAILS:	
Name:	
Postal Address:	
Telephone (Business Hours):	Email:
Signature of Applicant:	Date:

* PROPERTY DETAILS: (Title Details)				
CA(s):	Section:	Parish/Township:	Lot No(s):	PS/LP No(s):
Address (include Rural Property Number where applicable):				

* THE OWNER: (Owner must sign this form or the Application will not be processed)	
Name:	
Postal Address:	
Telephone (Business Hours):	Email:
Signature of Applicant:	Date:

* PLUMBER: (Person responsible for installation of Onsite Wastewater System)	
Name:	PIC Licence No:
Postal Address:	
Telephone (Business Hours):	Email:

* BUILDER: (of Dwelling where Applicable)	
Business Name:	Builder Name:
Postal Address:	
Telephone (Business Hours):	Email:

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*BUILDING DETAILS:	
Building Type:	<input type="checkbox"/> Dwelling <input type="checkbox"/> Shed <input type="checkbox"/> Office <input type="checkbox"/> Shop <input type="checkbox"/> Other
Number of bedrooms:	
Water Supply:	<input type="checkbox"/> Town Water <input type="checkbox"/> Tank Water <input type="checkbox"/> Bore Water – Setback distance: _____ metres
Proposed building alterations (if applicable):	

* PLANNING PERMIT DETAILS:	
<ul style="list-style-type: none"> Planning Permit Number Relevant to the proposed works. Please provide the appropriate number (PA / PLN / PLA) à _____ 	

*PROPOSED ONSITE WASTEWATER MANAGEMENT SYSTEM	
Treatment System Type:	*Required Details:
<input type="checkbox"/> Standard Septic Tank.	Manufacturer:
<input type="checkbox"/> Wastewater Treatment System.	Model:
<input type="checkbox"/> Worm Farm System.	Capacity (Size):
<input type="checkbox"/> Other Type:	
*CERTIFICATE OF CONFORMANCE DETAILS	
Certificate of Conformance Number:	Expiry Date:
*SAND FILTER	
<input type="checkbox"/> Sand Filter.	Surface Area (Size):
Certificate of Conformance Number:	Expiry Date:
*LAND APPLICATION AREA (LAA)	
<input type="checkbox"/> Absorption Trenches:	Total Length of Trenches: _____ Lineal Metres Width of each Trench: _____ mm
<input type="checkbox"/> Wick Trenches:	Total Length of Trenches: _____ Lineal Metres Width of each Trench Including Wick: 1600 mm
<input type="checkbox"/> Subsurface Dripper Irrigation:	Total Area of Subsurface Irrigation: _____ m ² Total Lineal Metres of Subsurface Irrigation: _____ Lineal Metres
<input type="checkbox"/> Other Type: (Details)	Size Details:

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*APPLICATION CHECKLIST:

- ☐ Completed and signed application form and payment form and payment of the fee.
- ☐ A current copy of title.
- ☐ Copy Land Capability Assessment.
- ☐ A dwelling / building floor plan – with approximate sanitary drainage plans.
- ☐ A plan of proposed layout of dwelling / building and where and a plan of an existing dwelling where alterations are occurring.
- ☐ Accurate and detailed site plan completed by the plumber showing:
 - Position of the proposed house/dwelling.
 - Location of septic tank / treatment plant.
 - Detailed plan of wastewater disposal field showing all required components (distribution pits, trenches, irrigation lines, vacuum breakers, flush valves, flush valve drains, return lines, etc.).
 - Location of pump wells (if used).
 - Diversion Drains (Cut-off or spoon)/earth berms for surface waters.
 - Setback Distances, location of all existing and proposed sheds and buildings, and swimming pool/s.
 - Driveways, easements, dams, creeks/waterways, water tanks, bores/wells, etc.
 - North Pointer.
 - Fall of Land.
 - Significant identifying features (large trees, fences, rocks/rock beds, stands of trees, etc.
 - Applications for larger properties must submit plans that show –
 1. the whole allotment on one plan and
 2. a close-up extract of the building envelope and onsite wastewater management system.

Please be advised, the Permit will not be issued until all relevant sections of this application are complete with the required information necessary for assessment by the Environmental Health Officer, and a site inspection has been completed by the Officer.

APPLICATIONS FOR ALTERATIONS TO AN EXISTING SYSTEM & MINOR ALTERATIONS (INTERNAL FIXTURES)

Applications for Alterations to an existing system **must include** the above information, plus –

Applications for Minor Alterations to Internal Sanitary Fixtures must include only the information below –

- Where connecting to the existing system, a report from a Licensed Plumber **must accompany the application** detailing the condition and size of the current tank, whether the tank has a baffle, and condition of the land disposal system.
- This **report must indicate** that the system meets the relevant standards for onsite wastewater and plumbing, and list those Standards/Codes and Statements of Knowledge being referenced.
- The allotment plan **must include** –
 - The location of the existing onsite wastewater management system (tank) and land disposal area (trenches/irrigation).
 - A copy of the existing floor plan of the dwelling.
 - Plans should detail existing conditions and proposed changes to the onsite wastewater management system and internal sanitary fixtures.
- Be sure to clearly distinguish between **existing** and **proposed** changes to the plans.

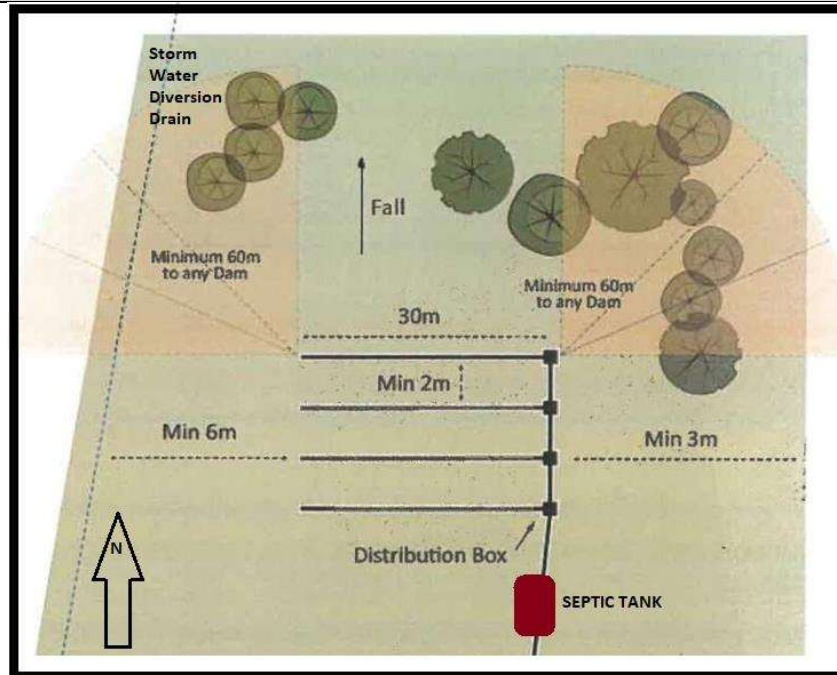
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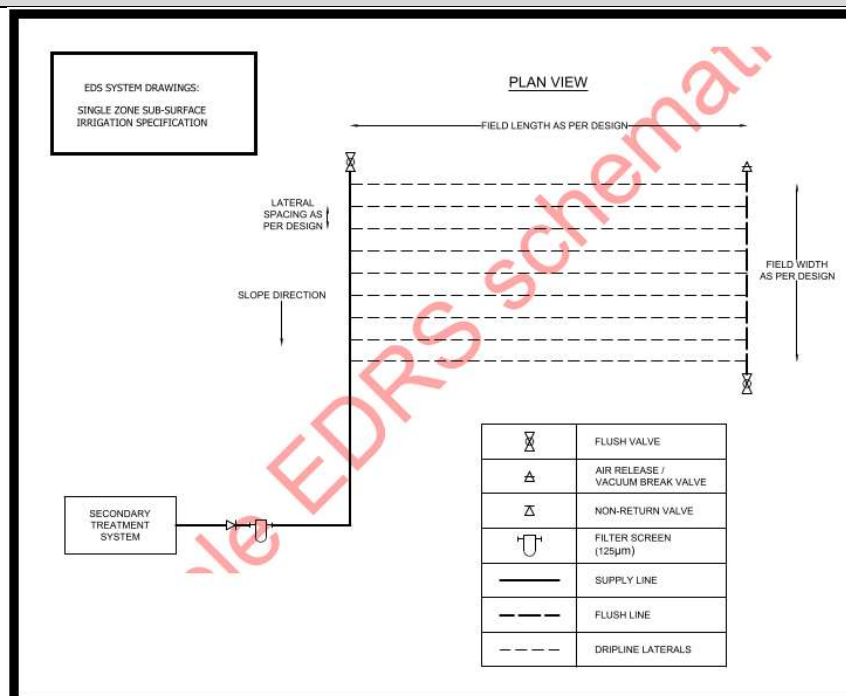
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EXAMPLE PLAN OF SEPTIC TANK & ABSORPTION TRENCH SYSTEM



EXAMPLE PLAN OF AWTS & SUBSURFACE IRRIGATION SYSTEM



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PRIVACY STATEMENT:

Any personal information disclosed on this form has been collected by Hepburn Shire Council for the provision of the services referred to on this form. This information will be used by Council for that purpose or directly related purpose and will not be disclosed to any other party except as required by law.

Council collects personal information in accordance with the Information Privacy Principles as set out in the Information Privacy and Data Protection Act 2014, and Council's Privacy Policy which is available at our offices or on Council's website <https://www.hepburn.vic.gov.au/Council/About-Council/Privacy>.

Requests for access and/or correction to information provided should be made to the Council's Manager Governance and Risk on 03 5348 2306 or via email at governance@hepburn.vic.gov.au.

Please Note: The Applicant and Owner of the property that this Application for a Permit to Construct / Install / Alter an Onsite Wastewater Management System are advised that Council may provide this form containing all application information to other agencies as required, to discharge its duties when making decisions under the requirements of the Environment Protection Act 2017 and the Environment Protection Regulations 2021.

PAYMENT:

Payment can be made in person with Council's Customer Service Team at:
Duke Street Customer Service Centre
Corner of Duke Street and Albert Street
DAYLESFORD VIC 3460

Payment can also be made by telephoning Council's Customer Service team on 03 5648 2306.

Otherwise, once Council has received your application, Council's Customer Service will be asked to call you to take your Credit Card payment over the telephone. You can request that a copy of the receipt be sent to you.

LODGEMENT:

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

Hepburn Shire Council – Environmental Health Department
PO Box 21
DAYLESFORD VIC 3460

Otherwise, you can hand this form to a Customer Service Officer and make the required payment at:

Duke Street Customer Service Centre
Cnr of Duke and Albert Streets
DAYLESFORD VIC 3460

Telephone: 03 5348 2306

Email: shire@hepburn.vic.gov.au

Website: www.hepburn.vic.gov.au

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