



Application to install, alter or replace a septic system

Site Address

Lot no: _____ Street no and name: _____
Town and postcode: _____

Applicant (if not the owner)

First name: _____ Surname: _____
Company name: _____
Address: _____
Telephone: _____ Mobile: _____ Fax: _____
Email: _____

Owner

First name: _____ Surname: _____
Address: _____
Telephone: _____ Mobile: _____ Fax: _____
Email: _____

Plumber / drainer

First name: _____ Surname: _____
Company name: _____ Licence number: _____
Address: _____ Town: _____ Postcode: _____
Telephone: _____ Mobile: _____
Fax: _____ Email: _____

Fees

- Install a new system: \$734.60
- Replace an existing system: \$734.60
- Major alterations to an existing system: \$734.60
- Minor alterations to an existing system: \$559.90

Payment options

In person: present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our Service Centres.
By Mail: cheque or money order – payable to Macedon Ranges Shire Council, or complete Credit Card payment authorisation on the next page. Mail this form and payment to PO BOX 151, KYNETON VIC 3444.

Building

Select the type of building:

- | | | |
|--|---------------------------------|---|
| <input type="checkbox"/> New dwelling | <input type="checkbox"/> Office | <input type="checkbox"/> Planning Permit number * |
| <input type="checkbox"/> Addition to existing dwelling | <input type="checkbox"/> Shop | <input type="checkbox"/> Factory |
| <input type="checkbox"/> Alteration to existing dwelling | <input type="checkbox"/> DPU | |
| <input type="checkbox"/> Other (specify below) | | |

*If a planning permit is required for your project, your application for a septic permit cannot be assessed until you have received your planning permit. Contact our Planning unit on (03) 5422 0333.

No. of bedrooms: _____

Average number of people who will use the system: _____

Maximum number people to use the system: _____

Source of water supply

- Tank water Town water Bore water

Type of fixtures:

- Standard Water reduction

System details (select one)

- Standard septic tank (conventional)

Tank capacity (litres):	_____
Pump capacity (if applicable):	_____
Proposed effluent	
Total length (metres):	_____
Width (metres):	_____

Plant name:	_____
Model no:	_____
Other System:	_____
EPA approval no:	C/A: _____
Effluent disposal:	<input type="checkbox"/> sub-surface irrigation <input type="checkbox"/> surface irrigation
Proposed effluent	
Total length (metres):	_____
Area (m ²):	_____

- Treatment plant / 20/30 standard systems
 Alteration to system (specify details below):

Note: the fee for this application is exempt from GST under Division 81 of the GST Act.

Signature: _____ Date: _____

Payment options

In person: present this form and payment (cash, cheque/money order, eftpos or credit card) at one of our Service Centres.

By Mail: cheque or money order – payable to Macedon Ranges Shire Council, or complete Credit Card payment authorisation below. Mail this form and payment to PO BOX 151 KYNETON VIC 3444.

Credit card payment authorisation

Mastercard Visa

I authorise you to charge the following amount to my credit card: \$ _____

Name on card: _____

Credit card number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry date (xx/xx): _____ Signature: _____

ITEMS REQUIRED TO BE SUBMITTED WITH APPLICATION FORM

SITE PLAN AND FLOOR PLAN

Two copies of a site plan and floor plan (**drawn to scale not less than 1:200**) are to be enclosed with your application.

- ◆ Site plan is to show:
 1. The location of the property including the street number or lot number and street name.
 2. The dimensions of all boundaries and the location of all other streets and laneways which abut the property (show names if applicable).
 3. The locations and dimensions of all existing or proposed buildings, water tanks, swimming pools, excavations, driveways, stormwater drains, water pipes, dams, streams or water courses and existing tank systems.
 4. The location of the proposed septic tank or treatment plant and effluent disposal system (including irrigation lines if applicable).
 5. The position and direction of north.
 6. Fall of the land.

COPY OF TITLE

- ◆ A copy of the “Certificate of Title” for your property is to be enclosed with the application form.

LAND CAPABILITY ASSESSMENT (LCA)

- ◆ A Land Capability Assessment (LCA) may be required if there is any doubt about the ability of your allotment to contain wastewater in the long term. If a LCA of your land has been obtained or requested, a copy must be attached to this application.
- ◆ Please contact Council’s Health Unit on ☎ 5422 0333 to enquire if a LCA is required.

PLANNING PERMIT

- ◆ Conditions on your Planning Permit may require you to install a specified type of septic tank system, please read your Planning Permit carefully.

Privacy

The collection and handling of personal and health information is in accordance with Council’s Privacy Policy which is displayed on Council’s website, mrsc.vic.gov.au/privacy and available for inspection at or collection from Council’s customer service centres.