

ABN 42 686 389 537 – PO BOX 151, KYNETON VIC 3444

T: 03 5422 0333 – E: mrsc@mrsc.vic.gov.au – W: www.mrsc.vic.gov.au

Application to install, alter or replace a wastewater system

Purpose of premises: ☐ Residential ☐ Commercial ☐ Accommodation/Food Business
☐ Public Place of Gathering

Site Address

Lot No: _____ Address: _____

Suburb: _____ Postcode: _____

Applicant Details (if not the owner)

First Name: _____ Surname: _____

Company Name: _____

Address: _____

Suburb: _____ Postcode: _____

Mobile: _____ Email: _____

Owner Details:

First Name: _____ Surname: _____

Address: _____

Suburb: _____ Postcode: _____

Mobile: _____ Email: _____

Plumber Details:

First Name: _____ Surname: _____

Company Name: _____ Licence No: _____

Address: _____

Suburb: _____ Postcode: _____

Mobile: _____ Email: _____

Application Type: The fee for this application is exempt from GST under division 81 of the GST Act.

| | | |
|--------------------------|---|-------|
| <input type="checkbox"/> | Install/replace a Septic Tank/Wastewater System | \$810 |
| <input type="checkbox"/> | Major alterations to an existing system e.g. Adding or replacing a treatment component, reconfiguring pipework that alters the treatment or disposal process, upgrading the system to manage increased wastewater flows due to an extension of the dwelling increasing the number of habitable rooms | \$810 |
| <input type="checkbox"/> | Minor alterations to an existing system an alteration that consists only of the installation, replacement or relocation of the internal plumbing, fixtures or fittings of an on-site wastewater management system. | \$618 |

Building Details

Select the type of building:

- | | |
|--|--|
| <input type="checkbox"/> New Dwelling | <input type="checkbox"/> Office |
| <input type="checkbox"/> Addition to existing dwelling (Increase in building size) | <input type="checkbox"/> Shop |
| <input type="checkbox"/> Alteration to existing dwelling (No increase in building size) | <input type="checkbox"/> Shed |
| <input type="checkbox"/> DPU/Small Second Dwelling | <input type="checkbox"/> Factory/Warehouse |
| <input type="checkbox"/> Other: _____ | |

Do you have a Planning Permit Number?

* 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. You can contact our Planning Department on (03) 5422 0333

Number of bedrooms: _____

Average number of people to use the system: _____

Maximum number of people to use the system: _____

Number of toilets: _____

Number of sinks: _____

Number of baths: _____

Number of Showers: _____

Water Supply

- ☐ Town water ☐ Tank water ☐ Bore water

Type of Fixtures

- ☐ Standard ☐ Water reduction

System Details

- ☐ Standard Septic Tank ☐ Aerated Water Treatment System ☐ Worm Farm
- ☐ Composting Toilet ☐ Greywater System ☐ Pump out
- ☐ Other: _____

| | |
|---|-----------------------------|
| Tank capacity: _____ | Plant Name: _____ |
| Pump capacity: _____ (If applicable) | Model No: _____ |
| Other System: _____ | EPA approval No: C/A: _____ |

Continued over page.

Proposed Effluent:

- | | | |
|--|---|---|
| <input type="checkbox"/> Subsurface irrigation | <input type="checkbox"/> Surface irrigation | <input type="checkbox"/> Effluent trenches |
| <input type="checkbox"/> Mound system | <input type="checkbox"/> Subsurface absorption trenches | <input type="checkbox"/> Sand filter system |
| <input type="checkbox"/> Other: _____ | | |

Total length: _____ **Total width:** _____ **Area (M²):** _____

Are you making any alterations to an existing system? Specify details:

Applicant Declaration

I declare that the information provided in this application is accurate to the best of my knowledge and that I understand and will comply with all relevant regulations and permit conditions.

Signature: _____ Date: _____

Name: _____

Privacy Collection Statement

Macedon Ranges Shire Council is committed to protecting your privacy. The personal information you provide on this form is being collected for the primary purpose of processing your application.

Where required, the personal information being collected, will be provided to Macedon Ranges Shire Council staff to enable them to process your application.

Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. If you wish to gain access to or alter any personal information you have supplied on this application, please contact us on 03 5422 0333.

You can access Council's Privacy Policy at mrsc.vic.gov.au/Privacy-Policy

Payment options

- **In person:** present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our customer service centres.
- **Phone:** call our customer service team on (03) 5422 0333 (Mastercard and Visa accepted)
- **By Mail:** cheque or money order - payable to Macedon Ranges Shire Council. Mail this form and payment to PO BOX 151, KYNETON VIC 3444
- **Online:** Payment request will be sent upon receipt of this application with payment instructions.

ITEMS REQUIRED TO BE SUBMITTED WITH APPLICATION FORM

SITE PLAN AND FLOOR PLAN

- ☐ 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:

- ☐ The location of the property including the street number or lot number and street name.
- ☐ The dimensions of all boundaries and the location of all other streets and laneways which abut the property (show names if applicable).
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.
The location of the proposed septic tank or treatment plant and effluent disposal system (including irrigation lines if applicable).
- ☐ The position and direction of north.
- ☐ 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.