|  |  |
| --- | --- |
| MRSC logo MS Word cropped.jpg | **Environmental Health**Services |
| ABN 42 686 389 537 – PO BOX 151, KYNETON VIC 3444T 03 5422 0333 – F 03 5422 3623 – mrsc@mrsc.vic.gov.au – www.mrsc.vic.gov.au |

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: |       |

|  |
| --- |
| FeesInstall a new system: $785Replace an existing system: $785Major alterations to an existing system: $785Minor alterations to an existing system: $600Payment 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. |

Continued over page…

Building

Select the type of building:

[ ]  New dwellling

[ ]  Addition to existing dwelling

[ ]  Alteration to existing dwelling

[ ]  Office [ ]  Planning Permit number \*

[ ]  Shop [ ]  Factory

[ ]  DPU

[ ]  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): |       |

[ ]  Treatment plant / 20/30 standard systems

|  |  |
| --- | --- |
| Plant name: |       |
| Model no: |       |
| Other System: |       |
| EPA approval no: | C/A:       |
| Effluent disposal: | [ ]  sub-surface irrigation[ ]  surface irrigation |
| **Proposed effluent** |
| Total length (metres): |       |
| Area (m2): |       |

[ ]  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.