



Application for Construct/Install or Alter an Onsite Wastewater Management System (OWMS)

Environment Protection Act 2017 (Part 4.3) and Environment Protection Regulations 2021

This form is used to apply to construct / install or alter an onsite wastewater management system with Mitchell Shire Council.

Application type

Please Select and fill in applicable areas below relevant to your application.

<input type="checkbox"/>	Construct /Install	<input type="checkbox"/>	Alteration
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Planning Permit Details

Is a planning permit required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, provide application/permit reference				
Date of application/permit				

Applicant Details

Is the applicant:

<input type="checkbox"/>	Owner	<input type="checkbox"/>	Agent of the Owner*
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***IMPORTANT** The property owner must complete **Authorisation** section if they are not the applicant.

Surname	
Given name(s)	
Property Address	
Postal Address	
Suburb/Town	
Postcode	
Business contact number(s)	
Mobile	
Email	

Property Owner Details

The property owner must complete the below authorisation if they are not the applicant.

Surname	
Given name(s)	
Property Street Address	
Postal	
Suburb/Town	
State and Postcode	
Business contact number(s)	
Mobile	
Email	

Authorisation

I hear by authorise, (applicant name)	
<input type="checkbox"/>	To apply to Construct/Install
<input type="checkbox"/>	To apply to Alter
Signature of property owner	

Site Address for construct/install/alter

Property Number	
Property Street Address	
Suburb/Town	
State and Postcode	

Plumber/Drainer Details

Person responsible for construct/install/alteration if not the plumber.

Is the plumber also the drainage contractor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Surname	
Given name(s)	
Postal Address	
Suburb/Town	
Postcode	
License Number	

Email	
Phone Number	

If more than one plumber/drainer will be doing work on the system, please complete the below details.

Surname	
Given name(s)	
Postal Address	
Suburb/Town	
Postcode	
License Number	
Email	
Phone Number	

Building Details

Type of building (house, office, factory, other)	
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Number of bedrooms (including studies)	
Number of people expected to use the system per day	

Number of connected fixtures

Baths		Sinks	
Showers		Basins	
Toilets		Laundry Troughs	
Garbage		Dishwasher	
Spas		Spa Capacity in litre	
Garbage disposal units			
Other (please specify)			

Rainwater Tank	Yes		No	
Mains Water Supply	Yes		No	

Fixture Rating (Please Select)

Extra wastewater producing fixtures	
Full water Reduction	
Standard water fixtures	

Onsite Wastewater Management System Details

System Type (e.g., septic tank, all waste secondary sewage treatment system, advanced secondary greywater system)	
Manufacturer's Name	
Proposed installation/alteration date	
Model Name	
Septic tank capacity (litres)	
Certificate of Conformity No.	

Effluent Disposal Method

Absorption Trenches

Length (m)		Width (m)		Depth (m)	
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Irrigation System

Subsurface irrigation area (m ²)	
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Other

Method type*	
Effluent lines width	
Effluent lines length	

*NOTE

- primary: 90mm slotted UPVC (AG drain) – absorption trenches.
- secondary: sand filter discharge on-site, irrigation system.
- alternatives: transpiration bed, dome drain, bio-filter matrix, soil cell, worm farm.

Application Requirements

Complete this form and submit the following information:

Application to construct/install a new onsite wastewater system.

- Site plan showing the location of any: proposed/existing dwelling/s, ancillary buildings/structures, landscape features/structures (e.g., swimming pools, stormwater drains, waterways etc), septic system location and effluent disposal area.
- Floor plan of the dwelling.
- A copy of a Land Capability Assessment (unless advised otherwise by Council).
- Septic system plan detailing all parts of the proposed system, including dimensions, grades, and a description of materials to be used.
- Copy of Certificate of conformity confirming that the onsite wastewater system meets its standards in accordance with an accredited body.

Application to alter an existing wastewater system.

- Site plan showing the location of the existing dwelling/s, ancillary buildings/structures, landscape features/structures (e.g. swimming pools, stormwater drains, waterways etc), septic system location and effluent disposal area.
- Details of the existing septic system including type and method of effluent disposal.
- Floor plan of the dwelling detailing proposed changes (only if making changes to the dwelling e.g., location of new bedroom/bathroom).
- A plan detailing proposed changes to the septic system (only if making changes to the septic system e.g., adding/relocating irrigation lines).
- Copy of Certificate of conformity confirming that the onsite wastewater system meets its standards in accordance with an accredited body.

NOTE: Alterations to your septic system may require you to provide a copy of a land capability assessment – contact the Environmental Health team to discuss whether this applies to your circumstances.

Declaration

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 informatio. I am over 18 years at the time of completing this application.

Applicant's Signature	
Print Name	
Date	

Application fees

Installation or Alteration Fee varies – minimum fee of 48.88 Fee Units. Contact Council's Environmental Health team for further information.

Privacy

The information gathered in the form is used by Council to process the application.

To view Council's privacy policy, either visit Council's offices or go to Council's privacy statement located on <https://www.mitchellshire.vic.gov.au/privacy>