

**In person:** 104 Hovell St, Wodonga, VIC 3690

**Phone:** (02) 6022 9300

**Post:** PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** info@wodonga.vic.gov.au

*Under the Environment Protection Act 1970*

*The application to install a wastewater management system in the Wodonga municipality requires the submission to the council of all information outlined in this application form. Failure to include requested information may result in your application being refused or considerable delay.*

For all premises not connected to reticulated sewer, a wastewater management system will be required to collect and treat all waste water. A permit is required for any works on a wastewater management system which includes any addition to the system, alteration or repair.

All household wastes, including toilets, showers, laundry, but not roof water, is collected into a wastewater management system and then treated. All wastes must be contained and retained on the site.

For new houses, the following process is detailed:

1. A Land Capability Assessment (LCA) and/or a soil texture structure and permeability test must be undertaken by a qualified soil technician, in the area where the absorption trenches will ultimately be situated, unless a mechanical treatment plant is to be installed;
2. A registered plumber who is familiar with all the current legislation must be employed;
3. Submit a plan detailing how you intend to layout the proposed wastewater management system;
4. An application for a permit to install must then be submitted, together with the results of the LCA and plan. A fee will apply at this stage (contact the council for current fees);
5. An environmental health officer will then meet with you and/or the plumber on site to determine if your proposal is satisfactory;
6. If the proposal is satisfactory, a permit to install will be issued  
*PLEASE NOTE: The permit to install is issued with two years to complete the works. If the works are not completed within the two years you as the property owner will need to submit a form to extend the permit. As the applicant you must use the application to extend a permit to install/alter a wastewater management system which will extend the permit. This extension is at a cost of half the original application fee and will extend the permit for a further 12 months;*
7. The plumber and/or you will need to contact the council to inspect the works undertaken. A progress inspection must be conducted when the system is in, but not covered over;
8. Upon completion of all works including planting of grasses, the plumber should provide a certificate of compliance and/or a commissioning certificate which will need to be forwarded to the council; and
9. A final inspection will then be carried out. This inspection ensures the system and all fixtures in the property have been installed, as stated and finalised, ready for use. If all works are satisfactory, a permit to use is issued along with brochures on how to maintain the system the system may now be used.

The property should not be occupied until the wastewater management system is finalised and a permit to use is issued from the council. Fines may be issued for failure to finalise the system before occupancy.

Your plumber should be aware of the relevant standards which include set back distances, minimal capacities and the like. However, if you require further information relating to these issues please contact the council's environmental health team on (02) 6022 9300.

<b>System type</b>	<input type="checkbox"/> AWTS <input type="checkbox"/> Soil absorption		
	<input type="checkbox"/> Sand filter <input type="checkbox"/> Compost		
	<input type="checkbox"/> Biolytix		
	<input type="checkbox"/> Other (please specify): _____		
<b>Property details</b>	Unit number:	Street number:	Street name:
	Suburb:	State:	Post code
	Lot number:		
	Property size (m <sup>2</sup> ):		
	Water supply:		
	<input type="checkbox"/> Mains	<input type="checkbox"/> Tank	<input type="checkbox"/> Bore
	<input type="checkbox"/> Other (please specify): _____		
	Property use:		
	<input type="checkbox"/> Residential dwelling	<input type="checkbox"/> Commercial/industrial	
	<input type="checkbox"/> Other (please specify): _____		
Number of bedrooms:			
Intended number of persons using the system:			
Liquid trade waste connected to the system? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Owner details</b>	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		
	Given name/s:		
	Surname:		
	Postal address:		
	Suburb:	State:	Post code
	Phone (work):	Phone (home):	
	Mobile:	Fax:	
	Email:		
<b>Builder details</b>	Builder/company name:		
	Phone (work):	Fax:	
<b>Installation details</b>	Installation to:		
	<input type="checkbox"/> New dwelling	<input type="checkbox"/> Alteration/upgrade to existing system	
	To be installed by:		
	Company name:		
	License number:		
	Unit number:	Street number:	Street name:
	Suburb:	State:	Post code
Phone (work):	Fax:		
<b>System details</b>	Tank name and model:		
	Land application type:		
	<input type="checkbox"/> Trench	<input type="checkbox"/> Surface	<input type="checkbox"/> Sub-surface
	<input type="checkbox"/> Other (please specify): _____		
Septic tank capacity (litres):			
<b>Site details</b>	Is a LCA and/or soil texture structure and permeability test required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, are the results attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Site aspect/exposure:		
	<input type="checkbox"/> Good	<input type="checkbox"/> Moderate	<input type="checkbox"/> Poor

	Disposal area exceed 1:100 slope? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Area available for disposal (m <sup>2</sup> ): _____
	Area available for reserve disposal (m <sup>2</sup> ): _____
	Disposal area located above: 1:20 year flood level: <input type="checkbox"/> Yes <input type="checkbox"/> No 1:100 year flood level: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Electrical components located above 1:100 year flood level: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Please indicate buffer distances of disposal area to: Well/bore for domestic supply (metres): _____ Number of basins: _____ Dams, drainage channels (metres): _____ Number of baths: _____ Swimming pools (metres): _____ Number of showers: _____ Intermittent watercourse (metres): _____ Number of sinks: _____ Creeks/rivers (metres): _____ Number of troughs: _____ Boundary of premises (metres): _____ Number of water closets (toilets): _____ Buildings (metres): _____
<b>Plans and specifications</b>	I have enclosed a copy of the under mentioned plans and specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No A location plan of the property including street number or lot number, showing: <ul style="list-style-type: none"> <li>The dimensions of all boundaries and the location of all other streets and laneways which abut the property; and</li> <li>The location of the proposed works site.</li> </ul> A proposed site plan of the house, showing: <ul style="list-style-type: none"> <li>The locations and dimensions of all buildings (including pools, driveways, stormwater disposal, and existing septic tanks); and</li> <li>The location of the proposed wastewater system including sewer drains, all plumbing fixtures and location of land application areas.</li> </ul> A detailed plan on the enclosed wastewater management system plan, showing: <ul style="list-style-type: none"> <li>The location of all buildings (including pools and existing septic tanks);</li> <li>The location of the proposed wastewater system including sewer drains, all plumbing fixtures (referring to the key) and location of land application areas; and</li> <li>The position of north.</li> </ul> All disposal area sizing calculations are to be included with this application.
	Requests for extra inspections or inability to complete works as directed, resulting in an additional inspection, will incur a fee. Failure to complete entire works (including the house fixtures) within two years (24 months) will require the applicant to extend the permit to install. Extended permits can be issued for 12 months - please see fees and charges on the website.
<b>Declaration</b> This form must be signed by the person making the request.  Remember it is against the law to provide false or misleading information, which could result in a fine.	<b>I/we, being the owner of the above property, have read and understood all of the above requirements for installing a wastewater management system. I understand that installation of a system without a permit to install is a contravention of the <i>Environment Protection Act 1970</i>, which if not complied with, carries a penalty infringement. I also understand that it is my responsibility as the property owner to ensure that all conditions of the permit to install are complied with.</b> Name: _____ Signature: _____ Date:     /     /

<b>OFFICE USE ONLY</b>	
<input type="checkbox"/> Fee paid	
Receipt number:	Date paid:
Permit number:	Date of permit: