

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 an application to install an onsite wastewater management system is required to be submitted to Wodonga Council along with all information outlined in this application form. Failure to include the requested information will result in your application being refused or delayed.

For all premises not connected to reticulated sewer, an onsite wastewater management system is required to be installed to collect and treat all wastewater. A permit is also required for any works on the system, such as any addition, alteration or repair to the system. These forms can be found on council's website.

All household waste (includes toilets, showers, laundry and kitchen but not roof water) is to be collected into an onsite wastewater management system and then treated. All waste must be contained on the site.

For new houses requiring an onsite wastewater system the following process and information is required:

1. You must supply a Land Capability Assessment (LCA) undertaken by a qualified soil technician in the area where the absorption/distribution component will ultimately be situated;
2. You must engage a registered plumber who is familiar with all current onsite wastewater management system legislation;
3. You must submit a plan detailing how you intend to lay out the proposed wastewater management system;
4. You must submit this application for a permit to install together with a copy of the LCA and the plan. The application fee must also be paid to council before the application can begin to be processed. Current fees can be found on council's website or by contacting Customer service;
5. Council's Environmental Health Officer (EHO) will then meet with you and/or your plumber onsite to determine if your proposal is satisfactory;
6. If the proposal and application are satisfactory council will issue a permit to install. PLEASE NOTE: The permit to install is issued for two years only. Should works not be completed within the two years, you as the property owner must submit an application to extend the permit on the appropriate form found on council's website. The fee for this extension is half the current application fee. A permit extension will then be granted for 12 months;
7. Your plumber and/or you will need to contact council's EHO to request progress inspections of works under taken throughout the installation. That is, for example when the system is in but not covered;
8. Upon completion of all works, including planting of grasses, the plumber must supply you and council with a certificate of compliance. If the system is a mechanical treatment system a commissioning certificate must also be forwarded to council;
9. You or your plumber must then contact council's EHO to arrange a final inspection of the system. This inspection will ensure all fixtures on the property have been installed as stated on the application, are finalised and ready for use. Should all works be satisfactory, a permit to use will be issued along with information on how to maintain the system. You will then be able to use the system.

The property must not be occupied until the wastewater management system is finalised and a permit to use is issued by council. Fines will be issued for failure to finalise the process before occupancy.

Your plumber will 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.

System type	<input type="checkbox"/> AWTS <input type="checkbox"/> Soil absorption		
	<input type="checkbox"/> Sand filter <input type="checkbox"/> Compost		
	<input type="checkbox"/> Other (please specify):		
Property details	Unit number:	Street number:	Street name:
	Suburb:	State:	Post code
	Lot number:		
	Property size (m ²):		
	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	
Owner details	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
	Given name/s:	Date of birth:
	Surname:	
	Postal address:	
	Suburb:	State: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Phone (work):	Phone (home):
	Mobile:	Fax:
	Email:	
Builder details	Builder/company name:	
	Phone (work):	Fax:
Installation details	Installation to:	
	<input type="checkbox"/> New dwelling	<input type="checkbox"/> Alteration/upgrade to existing system
	Plumber name:	
	Company name:	
	Plumber license number:	
	Unit number:	Street number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Suburb:	State: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Phone (work):	Fax:
Email:		
System details	Tank name and model:	
	Land application type:	
	<input type="checkbox"/> Trench: length _____ width _____	<input type="checkbox"/> Sub-surface: _____ (size m ²)
	<input type="checkbox"/> Other (please specify):	
Septic tank capacity (litres):		
Site details	Is an LCA attached? <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 ²):	
	Area available for reserve disposal (m ²):	
	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 <input type="checkbox"/> N/A	
	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): _____	

Plans and specifications	<p>I have enclosed a copy of the under mentioned plans and specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>A location plan of the property including street number or lot number, showing:</p> <ul style="list-style-type: none"> The dimensions of all boundaries and the location of all other streets and laneways which abut the property; and The location of the proposed works site. <p>A proposed site plan of the house, showing:</p> <ul style="list-style-type: none"> The locations and dimensions of all buildings (including pools, driveways, stormwater disposal, and existing septic tanks); and The location of the proposed wastewater system including sewer drains, all plumbing fixtures and location of land application areas. <p>A detailed plan on the enclosed wastewater management system plan, showing:</p> <ul style="list-style-type: none"> The location of all buildings (including pools and existing septic tanks); The location of the proposed wastewater system including sewer drains, all plumbing fixtures and location of land application areas; and The position of north. <p>All disposal area sizing calculations are to be included with this application.</p>	
	<p>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.</p>	
Declaration This form must be signed by the owner of the property and the registered plumber employed to install the wastewater management system.	<p>I, the owner of the above property and I, the registered plumber employed to install the wastewater management system, have read and understood all of the above requirements for installing a wastewater management system. We understand that installation of a system without a permit to install is a contravention of the Environment Protection Act 1970, which if not complied with, carries a penalty infringement. We also understand that it is our responsibility as the property owner and registered plumber to ensure that all conditions of the permit to install are complied with.</p>	
Remember it is against the law to provide false or misleading information, which could result in a fine.	Property owner	Registered plumber
	Name:	Name:
	Signature:	Signature:
	Date: / /	Date: / /
Payment options	<p>Please visit wodonga.vic.gov.au for applicable fees and charges or phone Customer Focus on (02) 6022 9300.</p>	
	<p>In person - EFTPOS, credit card, cheque or cash</p>	
Please make cheques payable to 'Wodonga City Council'	<p>Mail options - cheque or credit card</p>	
	<p><i>PLEASE NOTE: Regardless of how you choose to pay for the application, your application will not be processed by the council until required payment has been received.</i></p>	

OFFICE USE ONLY		Version 2: September 2018 Review Date: September 2021
Receipt number:	Date paid:	
Permit number:	Date of permit:	
Application number:	EHO:	

Personal and or health information collected by the council is used for municipal purposes as specified in the Local Government Act 1989. The personal and or health information will be used solely by the council for these purposes and or directly related purposes. The council may disclose this information to other organisations if required by legislation. The applicant understands that the personal and or health information provided is for the above purpose and that he or she may apply to council for access to and/or amendment of the information. Request for access and or correction should be made to the council's privacy officer.