



CORANGAMITE
SHIRE

Corangamite Shire Council
(03) 5593 7100
www.corangamite.vic.gov.au

Application for a Permit to Construct, Install or Alter an Onsite Wastewater Management System (OWMS)

Council Specific Information

Please use for form to apply for a permit to construct, install or alter an Onsite Wastewater Management System (OWMS) with a design or actual flow rate of sewage not exceeding 5000L on any day.

Council is collecting the information on this form so that it may consider your application in accordance with the requirements of the Environmental Protection Act 2017 and Environment Protection Regulations 2021.

The information is only used by Council for this purpose and will not be disclosed unless required under law.

Application Type

Please select what you wish to do:

- Construct or Install an OWMS
 Alter existing OWMS¹
 Minor alternation to existing OWMS²

¹ An alteration means any change to the design or construction of an existing system; the operation of a system; or changes to a premises which may increase the hydraulic or organic load of a system.

² Minor alteration means an alternation that consists only of the installation replacement or relocation of the internal plumbing, fixtures or fittings of an OWMS

Applicant Details

Title:

Surname:

Given Names:

Street Address / Postal Address:

Suburb

State

Post Code

Please provide at least one phone number and include the area code:

Business:

Home:

Mobile:

Email address:

Please note: email must be valid as a large portion of Council correspondence is issued electronically)

Property Owner Details (if different to Applicant Details)

Title:

Surname:

Given Names:

Street Address / Postal Address:

Suburb

State

Post Code

Please provide at least one phone number and include the area code:

Business:

Home:

Mobile:

Email address:

Site Address for Installation / Alteration

This information can be found on your Certificate of Title or Rates Notice

Road / Street Address:

Suburb:

State:

Postcode:

If your allotment does not have a number prominently displayed, please provide distinguishing site details so that it may be identified for inspection:

Building Details

Type of Premises:

House

Factory

Office

Food Premises

Other:

Specify Number of Bedrooms:

(NOTE: a 'study' is regarded as a potential bedroom)

Is the household fitted / to be fitted with full water reduction fixtures?

YES

NO

Please note: WELS-rated water-reduction fixtures and fittings = minimum 4 stars for dual-flush toilets, shower-flow restrictors, aerator taps, flow/pressure control valves and minimum 3 stars for all appliances (e.g. water-conserving automatic clothes washing machines)

If you would like a copy of the Permit to Install and Approval to Use Certificates to be provided to your builder and/or building surveyor when they are issued, please complete their details below

Builder Name:

Email:

Building Surveyor Name:

Email:

OWMS Details

Primary Treatment System (If applicable):

Size of Tank (Litres):

Trench Length (lineal m, max 30m):

Trench Width:

Trench Depth:

(Note: please refer to Councils Domestic Wastewater Management Plan sizing chart for required sizing)

Method of Disposal: Standard Absorption Trench

ETA Trench

LPED

Secondary Treatment System (if Applicable):

Make / Model Name:

Certificate of Conformity Number¹:

Size of Effluent Field (m²):

s459 EPA Exemption Applies²

Method of Disposal: Pressure compensated subsurface irrigation

LPED

MOUND

Note: a secondary treatment system may be the only option for some allotments depending on a number of factors including; where they are located, block size, soil type, setback from surface / ground water / bores etc. If constraints are identified on your block you will be notified in writing to either provide an alternative option or to undertake an LCA assessment.

¹ Please supply with your application a Certificate of Conformity issued by a body accredited under the Joint System of Australia and New Zealand (or any other accreditation body approved by the EPA) confirming that the proposed on-site wastewater treatment plan meets the appropriate standard.

² Please supply a copy of an exemption granted by the EPA under section 459 of the Environment Protection Act 2017 stating that you are exempted from the requirement to provide a certificate of conformity.

Site Details

Please select the most appropriate soil type:

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Sand & Gravel | <input type="checkbox"/> Sandy Loams | <input type="checkbox"/> Loams |
| <input type="checkbox"/> Clay Loams | <input type="checkbox"/> Light Clay | <input type="checkbox"/> Medium / Heavy Clays |

Please refer to Corangamite Shire Councils Soil Guide to best determine your soil type

Installation of a Primary Treatment System only:

- | | | |
|--|------------------------------|-----------------------------|
| Is the Wastewater Envelope (effluent trenches) within 60m from a dam and / or watercourse? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Is the Wastewater Envelope (effluent trenches) within 100m from a potable waterway? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Is the Wastewater Envelope (effluent trenches) within 20m from a non-potable bore? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Installation of a Secondary Treatment System only:

- | | | |
|---|------------------------------|-----------------------------|
| Is the Wastewater Envelope (sub-surface irrigation) within 30m from a dam and / or watercourse? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Is the Wastewater Envelope (sub-surface irrigation) within 50m from a potable waterway? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Is the Wastewater Envelope (sub-surface irrigation) within 20m from a non-potable bore? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If the site is less than 1,000 m²

- | | | |
|--|------------------------------|-----------------------------|
| Is the slope of the effluent field greater than 5%? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Has a Land Capability Assessment been undertaken for this site? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Has a site specific wastewater management (design & construction) plan been developed for this site? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Details of plumber undertaking plumbing works for OWMS

Title:

Surname:

Given Names:

Street Address / Postal Address:

Suburb

State

Post Code

Please provide at least one phone number and include the area code:

Business:

Home:

Mobile:

Email address:

Victorian Registration License Number:

Expiry Date:

Note: All plumbing and drainage works must be carried out by a Victorian registered plumber. A Certificate of Compliance must be completed by the plumber and submitted to Council within seven days of the completion of all works.

Details of person undertaking construction, installation or alteration of OWMS (if different to above)

Title:

Surname:

Given Names:

Street Address / Postal Address:

Suburb

State

Post Code

Please provide at least one phone number and include the area code:

Business:

Home:

Mobile:

Email address:

Supporting Documents

The following documents must be submitted for us to process your application:

- | | |
|---|--|
| <input type="checkbox"/> Approved house layout plan | <input type="checkbox"/> Site Plan of proposed layout / installation |
| <input type="checkbox"/> Certificate of Conformity or s459 Exemption | <input type="checkbox"/> Land Capability Assessment (if requested) |
| <input type="checkbox"/> Current Planning Permit Reference Number (if required) | |

Note: Council may request an LCA assessment to be submitted with your application if a number of constraints against onsite wastewater management are identified upon assessment or a suitable design cannot be settled upon.

Applications which are incomplete or do not provide an acceptable level of detail cannot be assessed and Council will require the applicant to provide further information under section 50(3) of the Environment Protection Act 2017.

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 information
- I am over 18 years at the time of completing this application

Print Name:

Print Name:

Signature

Signature

Date

Date

Owner Authorisation (if different to the applicant)

I hereby authorize the applicant to apply to transfer/renew/amend an OWMS

Signature of Owner(s)

Payment Details

Please contact Council or visit Council's website to confirm the Application Fee

Lodgment

Return completed and signed documents to:

Environmental Health
Corangamite Shire Council
PO Box 84
Camperdown VIC 3260

Telephone: (03) 5593 7100
Fax: (03) 5593 7117
email: shire@corangamite.vic.gov.au
Website: <http://www.corangamite.vic.gov.au/>

PAYMENT OF APPLICATION FEES: Upon receiving an application, Council will issue an invoice to the applicant for the relevant application fee. Payment details and options will be included on the issued invoice. Permits cannot be issued until application fees have been paid in full.