

Application to Transfer, Renew or Amend an Existing Wastewater Permit

Council Specific Information

Please use this form to transfer, amend or renew an existing wastewater permit.

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:

- Transfer Permit** – transfer existing permit to install/alter to new owners or applicants
- Renew Permit** – renew expired or extend current permit to install or alter
- Amend Permit** – amend details of existing permit to install/alter (plumber, system type or design)

Existing Permit Ref No.

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 OWMS

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:

Transfer Permit

Please only complete if applying to transfer a permit to a new property owner or applicant

New permit holder:

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:

Existing Permit Holder Signature	
Print Name	
Authority (if on behalf of a company)	
Date	

New Permit Holder Signature	
Print Name	
Authority (if on behalf of a company)	
Date	

Are there any amendments to the permit details (system types, design or plumber details)?

- NO
- YES – please provide details in the 'Amend Permit' section

Renew Permit

Please only complete if applying to renew an expired permit or extend a current permit

Requested renewal period*

*Should not be more than 12 months after the expiry of the existing permit. Please note that it may also be necessary to check that relevant planning permits for the lot have not expired. Renewals cannot be granted where planning permits (if required) have expired.

Are there any amendments to the permit details (system types, design or plumbers details)?

- NO
- YES – please provide details in the 'Amend Permit' section

Amend Permit

Please only complete if applying to amend the existing permit (i.e. change plumber details, system type or design etc)

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.

Change to hydraulic loading rate of dwelling/premises

Outline changes (new floor plans of dwellings or premises to be provided if required)

Change to location of OWMS (new site plans must be provided)

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? YES NO

Is the Wastewater Envelope (effluent trenches) within 100m from a potable waterway? YES NO

Is the Wastewater Envelope (effluent trenches) within 20m from a non-potable bore? YES NO

Installation of a Secondary Treatment System only:

Is the Wastewater Envelope (sub-surface irrigation) within 30m from a dam and / or watercourse? YES NO

Is the Wastewater Envelope (sub-surface irrigation) within 50m from a potable waterway? YES NO

Is the Wastewater Envelope (sub-surface irrigation) within 20m from a non-potable bore? YES NO

If the site is less than 1,000 m²

Is the slope of the effluent field greater than 5%? YES NO

Has a Land Capability Assessment been undertaken for this site? YES NO

Has a site specific wastewater management (design & construction) plan been developed for this site? YES NO

Changes to OWMS design or type (specify below)

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.

Supporting Documents

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

- Copy of Title and Title Plan for new owners (transfer only)
- Plans which show proposed changes to OWMS (if applicable)
- Copy of Certificate of Conformity for the new proposed treatment plan (secondary treatment only)
- Updated floor plans of dwelling premises if there has been a change to hydraulic loading rate
- Land Capability Assessment (if requested by council)
- Current Planning Permit Reference Number (if required)

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 Amendment/Renewal/Transfer 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.