

Wastewater Applications Information for Applicants



Anyone wishing to install/alter a septic tank system or any other system of treating and disposing of domestic wastewater e.g., composting toilet or sewage treatment plants must first apply for a permit using the form "application to install or alter a wastewater system."

- **Types of Applications**

There are three types of applications for a permit.

1. **Permit to Install a Wastewater Management System:** This is used for most applications. It is used for the installation or alteration of an on-site wastewater management system where wastewater is treated and discharged into the environment (land) or reused.
2. **Permit to Alter a Wastewater Management System:** This is used for an alteration that consists only of the installation, replacement or relocation of the internal plumbing, fixtures or fittings of an on-site wastewater management system.
3. **Application for an exemption to a permit:** This can only be used in situations where the installation does not discharge into the environment or the alteration does not increase or alter the location of the discharge to the environment and will not detrimentally affect the health or interests of a person.

There are three types of applications to change a permit that has already been issued.

1. **Application to transfer a permit:** This is used when the applicant of the permit changes. This may be due to a new owner of the property, a new builder or a new plumber if they were the applicant.
2. **Application to amend a permit:** This is used when you wish to alter any condition on the permit. It is best to speak with an Environmental Health Officer first to make sure that your amendment can be considered. It must include a copy of any new site or system design plan if these are a part of the amendment.
3. **Application to renew a permit:** This is used when your permit is about to expire and you require more time to complete the installation.

For changes to your current permit, please send an email to health@ngshire.vic.gov.au with the current permit number, the address of installation and the details (and plans) of the changes that you wish to make to the current permit.



Northern Grampians Shire Council
LIVE | WORK | INVEST | VISIT

CONTACT US

- ngshire@ngshire.vic.gov.au
- www.ngshire.vic.gov.au
- (03) 5358 8700
- PO Box 580 Stawell VIC 3380

CONNECT WITH US

- facebook.com/ngshire
- [@ngshire](https://twitter.com/ngshire)
- [@northerngrampiansshire](https://www.instagram.com/northerngrampiansshire)
- #ngshire #liveworkinvestvisit #wandervictoria

- **Procedure for Issuing Wastewater Permits**

1. The application form must be signed by either the owner or agent for the owner and accompanied by full details of the proposed system together with plans and specifications, requirements for which are detailed on the application form. All parts of the form must be completed. Where requested by the Environmental Health Officer a copy of Council's planning permit should be included with the application.
2. Applications will not be considered until the required fees have been paid.
3. All owners or their agents should be advised that no work is to commence until a written permit to install/alter has been issued by the Environmental Health Officer. In certain situations, you may need to apply for a *Regulation 132 Consent and Report* under the *Building Regulations 2018* to get an approval in principle prior to applying for a *Permit to Install* so that building work can proceed before the wastewater system design is finalised.
4. As part of the assessment of the application, the Environmental Health Officer may need to visit the site. Therefore, the application should include details and directions, if necessary, regarding site locality and accessibility.
5. For all systems full technical details of the type of system including the *Certificate of Conformance* under the appropriate section of *Australian Standard 1546* must be lodged. Off-site discharges of effluent will not be permitted. An exemption to providing the Certificate of Conformance may be available from the EPA if the system is a pilot project for an innovative design or has distinctive design features.
6. A Land Capability Assessment prepared by an appropriately qualified person must be included with the application if the property is located within the Wimmera River catchment area (areas south of and including Glenorchy and Navarre), the property is less than 1 ha in size, or you have been advised that one is required by Council. The assessment must include a management program for the proposed system.
7. Council reserves the right to require further supporting information including soil percolation tests and further land capability assessments to be undertaken in accordance with the *Code of Practice Onsite Wastewater Management*, before considering any application.
8. All plumbing work on a wastewater system must be undertaken by a registered plumber. A copy of any certificate of compliance issued to the owner pursuant to the *Building Act 1993* must be lodged with council on completion of works with an as laid drainage plan of the installation or alteration.



Wastewater Applications - Information for Applicants

9. The wastewater system must not be used until a certificate approving the use of the system, is issued by the Environmental Health Officer pursuant to Regulation 33 *Environment Protection Regulations 2021*. This certificate will not be issued until a copy of the plumbing certificate of compliance is received with as laid drainage plans.

10. Inspection Requirements

- a. At least 48 hours' notice is to be given for inspections of works being carried out
- b. When tanks installed, trenches dug, and material installed prior to backfilling
- c. When all works are completed.

Note: If the plumber/drainer nominated by you is unavailable to do the work, please advise the name of the plumber who will be undertaking the installation before work commences.

Inspections can be organised by contacting Council's Environmental Health Department by email (health@ngshire.vic.gov.au) or by calling (03) 5358 8700. Please include your name, phone number, address of the proposed installation or permit number and the date and time you want the inspection. An officer will get back to you to confirm the inspection.

The work must not be backfilled until the inspection has been completed or has been specifically approved by the authorised officer.

