

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale VIC 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
Follow us on Twitter @egsc



Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service : 133 677  
ABN: 81 957 967 765

## Application for a Permit to Install or **Alter** a Septic Tank System

*Environment Protection Act 1970*

There are some hard words in this form. The hard words are in **blue**. You can read what they mean on page 11.

Applicants should make sure that the property owner gets a copy of this application.

New installation <input type="checkbox"/> application fee \$747.00	Alteration <input type="checkbox"/> application fee \$569.00
<input type="checkbox"/> Trenches	<input type="checkbox"/> Sand Filter
<input type="checkbox"/> AWTS (Aerated wastewater treatment system)	<input type="checkbox"/> Other

### Applicant

Name:							
Postal address:							
			Postcode				
Phone number: Home:		Work:		Mobile:			
Email address:				Fax:			

### Property

Street number:		Street name:								
Town:					Postcode					
Volume:	Folio:		Lot:		LP:					

### Owner

Name:										
Postal address:										
						Postcode				
Phone number: Home:			Work:			Mobile:				
Email address:						Fax:				

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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## Plumber

Name:								
Postal address:								
				Postcode:				
Phone number: Home:		Work:		Mobile:				
Email address:				Fax:				
Plumbing licence number:			Expiry date: ____/____/____					
LCA Consultants name:								

## Building Surveyor Details

Name:	
Phone number: Work:	Mobile:
Email address:	Fax:
Do you want Council to notify your building surveyor when the permits are issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Proposed System

How many proposed bedrooms in the dwelling?	
What type of water supply is there? <input type="checkbox"/> Town <input type="checkbox"/> Private	
Is there a river or creek along the boundary of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there a spa? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many litres does it hold? _____	
Does the property have bore water? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any nearby dams? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there an Insinkerator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How many litres can the septic tank hold?	
How large are the effluent lines or irrigation area for disposal? _____ metres square	
Trench length: _____ metres Trench depth: _____ metres Trench width: _____ metres.	
Daily flow rate	
Size of sand filter (if applicable)	

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## Application checklist:

- ☐ The correct fee has been paid or payment enclosed
- ☐ A site plan has been attached and agreed to and signed by the plumber and property owner
- ☐ A locality plan has been attached (directions of how to get to property)
- ☐ A copy of [Land Capability Assessment](#) is attached
- ☐ A full copy of current title for the property is attached
- ☐ Copy of certificate of conformity (Aerated wastewater systems only)
- ☐ Copy of sand compliance certificate (sand filters only)

I/we agree that we have read and understood the [requirements](#) of this application and all information given is correct.

Signature/s:	
Name/s:	Date: ____/____/____
<b>Office Use Only:</b>	
Reference Number: LC/STS/PP_____ Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Eftpos <input type="checkbox"/> Credit Card	
Amount Paid: \$_____ Receipt Number: _____ Receipt Date: ____/____/____	
<b>ASSESSMENT NUMBER OF PROPERTY:</b>	

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## Construction design details (Sand filter)

Owners name: \_\_\_\_\_

Property address: \_\_\_\_\_

Please include construction details of the sand filter. This would need to include the depth of hole, length, width and internal details of the sand filter build.

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## Locality Plan

*(How does someone get to your property?)*

Please show the location of the property, including the street or lot number and the distance to the nearest major road.

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## Hard Words

**Alter:** To make a structural change to the septic tank system.

**Bore:** A hole that has been dug in the ground to get water.

**Dwelling:** A house, flat, or other place of residence

**Effluent:** Liquid waste from the septic tank system.

**Insinkerator:** A waste disposal system fitted in the drain of a sink.

**Irrigation:** A continuous water flow to wash the disposal area.

**Land Capability Assessment:** A report completed by a suitably qualified person detailing the sites ability to disperse waste water and the best method.

## Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 9.00am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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