

Application to Install or Alter an onsite  
Wastewater management System (OWMS)  
– Incorporating Report and Consent under  
Regulation 132, Building Regulations 2018 – Environmental Health



**Environmental Protection Act 2017 –  
Environmental Protection Regulations 2021**

Please allow for up to 42 business days for processing. All fields must be completed and additional information provided to avoid delays. Permits and written communication will be sent via email unless requested otherwise. Applications will not be considered until the required fees have been paid and a planning permit has been issued (if required).

**Septic Tank fees & charges - 2023/2024**

Permit to Install	\$ 777.20	New development or completely new replacement.
Permit to Alter	\$ 777.20	Major alteration (consists of alterations and/or additions to the tank or the distribution field eg. additional trenches, extra lines, replacing the tank).
Minor Alteration	\$ 592.30	Minor alteration (consists only of the installation, replacement or relocation of the internal plumbing, fixtures, or fittings of the OWMS eg. adding ensuite/toilet).
Transfer a Permit	\$ 157.88	
Amend a Permit	\$ 165.00	
Renew a Permit	\$ 132.00	
Copy of Old Permit	\$	

**Applicant type**

Install a new septic wastewater management system	<input type="checkbox"/>
Alter an existing septic wastewater management system	<input type="checkbox"/>

**Property Owner Details**

Property Owner					
Property Owner Postal Address					
Property Owner Phone Numbers		Mobile		Email	
Building Surveyor Name			Email		

**Address of site for the Proposed Installation**

Number		Street			
Town					
LP/PS		Lot no		Crown allotment	

PATCHELL PLAZA, 47 VICTORIA STREET, KERANG VIC 3579 | PO BOX 287, KERANG VIC 3579

TEL: (03) 5450 9333 FAX: (03) 5450 3023 [council@gsc.vic.gov.au](mailto:council@gsc.vic.gov.au) | ABN 98 993 182 937

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Plumbers details			
Licensed Plumber/drainer responsible for installation		Licence number	
Plumber drainer address		Plumber drainer phone number	
Plumber drainer email			

On-site wastewater management system installation/alteration details			
Reason for application	New dwelling <input type="checkbox"/>	Alteration/ extension of new dwelling <input type="checkbox"/>	
Upgrade to existing system <input type="checkbox"/>	Other:		

Proposed Wastewater System			
Standard Septic Tank	1800lt <input type="checkbox"/> 3200lt <input type="checkbox"/>	EPA CA Number:	
Treatment Plant	<input type="checkbox"/>	EPA CA Number:	
Sand Filter	<input type="checkbox"/>	EPA CA Number:	
Other	EPA CA Number:		

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Proposed wastewater method of disposal- Please provide details of the proposed wastewater system disposal design.		
Sub-Surface absorption trenches	<input type="checkbox"/>	Length/Width/Depth:
Pressure compensated sub-surface drip irrigation	<input type="checkbox"/>	Length/Area
Evaporation/ Absorption bed	<input type="checkbox"/>	Length/Width/Depth:
LPED - Low pressure effluent disposal	<input type="checkbox"/>	Length/Width/Depth:
Wick trench and bed system	<input type="checkbox"/>	Length/Width/Depth:
Mound System	<input type="checkbox"/>	Length/Width
Other *Note surface irrigation not permitted	<input type="checkbox"/>	
Wastewater distribution method	Gravity <input type="checkbox"/> Pump <input type="checkbox"/> Rotar <input type="checkbox"/> Computerised <input type="checkbox"/>	

Number of fixtures to be connected to the system				
Sinks		Baths		
Toilets		Dishwashers		
Spa Baths		Troughs		
Showers				

Water supply				
Mains Water	<input type="checkbox"/>	Lake Water	<input type="checkbox"/>	Tank water <input type="checkbox"/> Other (specify)

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Number of Bedrooms	
Number of bedrooms and/or studies that could be used as bedrooms	
Average number of persons expected to use the system daily	

Structural connections to the proposed OWMS	
What structures will be connected to the proposed OWMS	House <input type="checkbox"/> Shed <input type="checkbox"/> Other: _____

Proposed use of premises	
What will the premises be used for (description required).	

**Supporting Documentation (Please submit with the completed application)**

- Land Capability Assessment if the land area is 4000m metres or less or if requested by Council
- EPA – Wastewater system - Certificate of conformity
- Scaled dwelling floor plan and other floor plans of other structures proposed to be connected to the proposed OWMS.
- A Clear and accurate septic site plan indicating the following features:
- Position of all streets and laneways adjacent to the property
- Position of existing or proposed vegetation (bushes and trees) on the site Locations and dimensions of all existing or proposed buildings, garages, sheds, tennis courts, streams, dams, bore, wells, water tanks, fences, swimming pools, excavations, driveways, stormwater drains, water pipes, power/phone lines, existing septic systems, tree canopies, garden beds, landscape features and easements that are located on the property or up to 60 metres downhill from the lowest trench
- Location of proposed septic tank system including all waste water pipe work from the house/other and all plumbing fixtures, and the liquid capacity of septic tanks
- Detailed plan of wastewater disposal field (**showing distribution pits**, trenches, individual irrigation lines, vacuum breakers, flush/ scour valves, return lines, flushing trenches/ pits etc.

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**Applicant and property owners declaration**

I understand and acknowledge that:

The information provided in the application is true and complete to the best of my knowledge

The OWMS cannot be used until a certificate to use the system has been issued.

**Applicants Signature:**..... **Date**.....

**Print Name:** .....

**(1) Property Owners Signature:**..... **Date**.....

**Print Name:** .....

**(2) Property Owners Signature:**..... **Date**.....

**Print Name:** .....

**Fee payment and form submission**

**Please indicate how fee payment will be made**

Phone: Call Council’s Customer Service to make payment.

In person: By visiting either of Council’s Customer Service Centres in Kerang or Cohuna.

**Form submission**

Completed form must be returned to Gannawarra Shire Council by either:

- Email ([council@gsc.vic.gov.au](mailto:council@gsc.vic.gov.au));
- In person at the Kerang (Patchell Plaza 47 Victoria St Kerang) or Cohuna (23-25 King-Edward Street Cohuna).

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**Property Owners declaration**

I am the owner of this land:

1. I hereby apply for permission to have an onsite wastewater management system installed / altered by a registered plumber / drainer.
2. I understand that I have a responsibility as a duty holder under the Environment Protection Act 2017 and the Environment Protection Regulations 2021 and I am aware that I must:
  - a. Take all reasonable steps to ensure the system is operated so as not to pose a risk of harm to human health or the environment.
  - b. Take all reasonable steps to ensure the system is maintained in good working order
  - c. Ensure the contents of the septic tank system do not overflow
  - d. Provide to a renter or person in control of the system written information regarding the correct operation and maintenance of the system
  - e. Notify council, as soon as practical after I become aware, or reasonably should have been aware, that the system poses a risk to harm to human health or the environment or is otherwise not in good working order
  - f. Keep and hold a record of all maintenance activities carried out on the system, including any pump-out and service records, for a period of 5 years after each maintenance activity
  - g. Make available for inspection on request by the council or the authority any records kept regarding the maintenance of the system
  - h. Obtain a permit to undertake any works on the system including internal plumbing works.
  - i. Undertake maintenance of the system if ordered by Council to undertake maintenance.
3. I acknowledge the following constraints apply to the area of land dedicated for the treatment of septic effluent:
  - a. No access by vehicles or livestock such as horses and cattle
  - b. No construction of driveways, footpaths, pools, verandahs or sheds
  - c. No raising of ground level with clay or soil after initial construction has been completed.
4. I approve of the location and system proposed in the application I will install, operate and maintain the septic tank system in accordance with the permit conditions, certificate and establishes guidelines.

**(1) Property Owners Signature:**..... **Date**.....

**Print Name:** .....

**(2) Property Owners Signature:**..... **Date**.....

**Print Name:** .....

**Privacy Notification (Environmental Protection Act 1970):**

The personal information requested on this form is being collected by Council for the purpose of enforcement of the Environment Protection Act 2021 and associated regulations. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of enforcement of the Environment Protection Act 2017 and associated regulations and that they may apply to Council for access and/or amendment of the information.

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Landscape feature or structure	Setback distances (m)		
	Primary sewage and greywater systems	Secondary sewage and greywater systems	Advanced secondary greywater systems <sup>3</sup>
<b>Building</b>			
Wastewater field up-slope of building <sup>7</sup>	6	3	3
Wastewater field down-slope of building	3	1.5	1.5
Wastewater up-slope of cutting/escarpment <sup>12</sup>	15	15	15
<b>Allotment boundary</b>			
Wastewater field up-slope of adjacent lot	6	3	1
Wastewater field down-slope of adjacent lot	3	1.5	0.5
<b>Services</b>			
Water supply pipe	3	1.5	1.5
Wastewater up-slope of potable supply channel	300	150	150
Wastewater field down-slope of potable supply channel	20	10	10
Gas supply pipe	3	1.5	1.5
In-ground water tank <sup>14</sup>	15	7.5	3
Stormwater drain	6	3	2
<b>Recreational areas</b>			
Children's grassed playground <sup>15</sup>	6	3 <sup>16</sup>	2 <sup>16</sup>
In-ground swimming pool	6	3 <sup>16</sup>	2 <sup>16</sup>
<b>Surface waters (up-slope of:)</b>			
Dam, lake or reservoir (potable water supply) <sup>8, 13</sup>	300	300 <sup>4</sup>	150
Waterways (potable water supply) <sup>9, 13</sup>	100	100 <sup>4, 5, 17</sup>	50
Waterways, wetlands (continuous or ephemeral, non-potable); estuaries, ocean beach at high-tide mark; dams, reservoirs or lakes (stock and domestic, non-potable) <sup>8, 9</sup>	60	30	30
<b>Groundwater bores</b>			
Category 1 and 2a soils	NA <sup>11</sup>	50 <sup>19</sup>	20
Category 2b to 6 soils	20	20	20
<b>Watertable</b>			
Vertical depth from base of trench to the highest seasonal water table <sup>18</sup>	1.5	1.5	1.5
Vertical depth from irrigation pipes to the highest seasonal water table <sup>18</sup>	NA	1.5	1.5

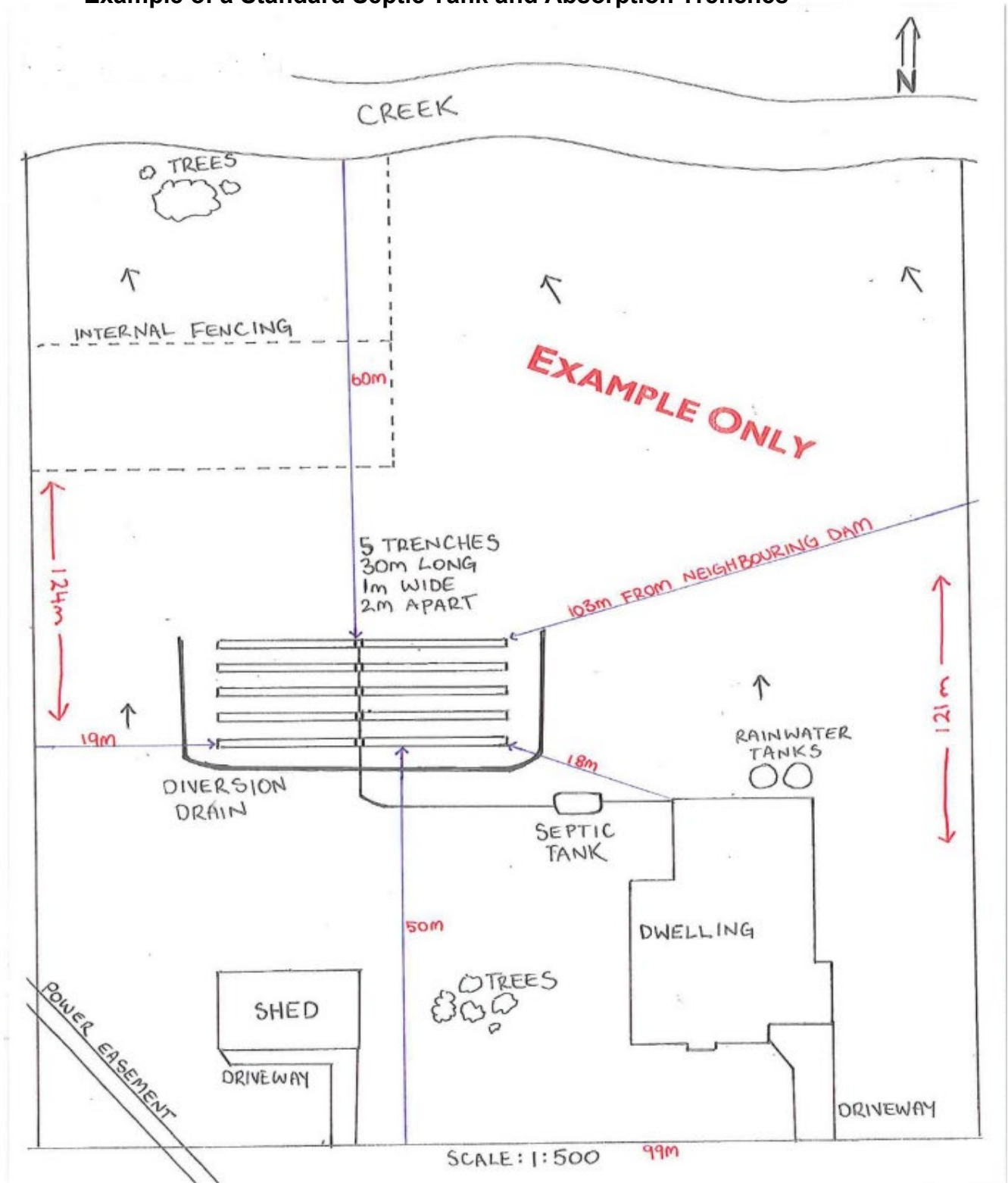
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Example of a Standard Septic Tank and Absorption Trenches





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**Treatment System Installation Example**



Fresh water tap  
for cleaning

Filter

Flush valves and Pit



Distribution Pit



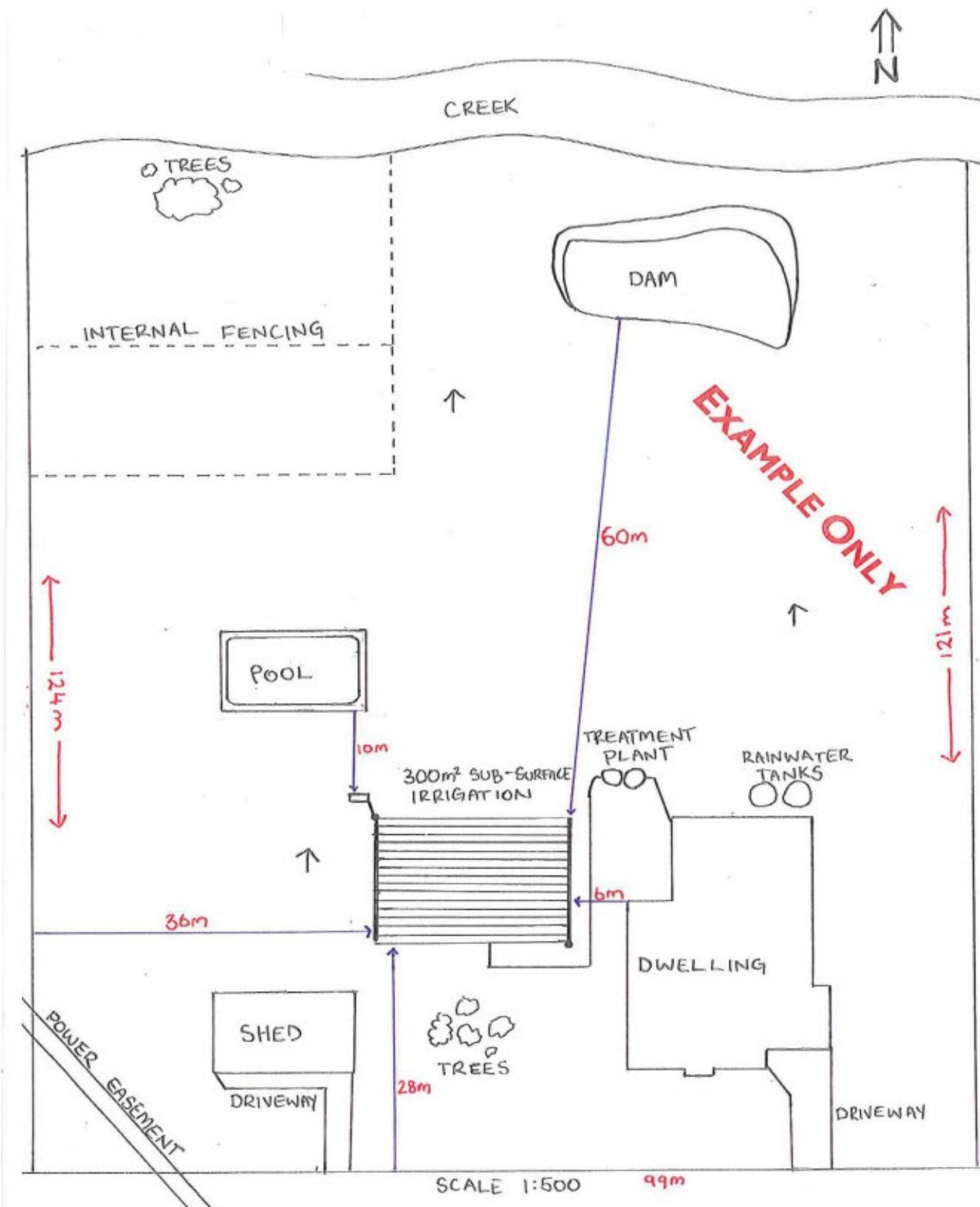
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## Example of a Treatment Plant and Subsurface Irrigation



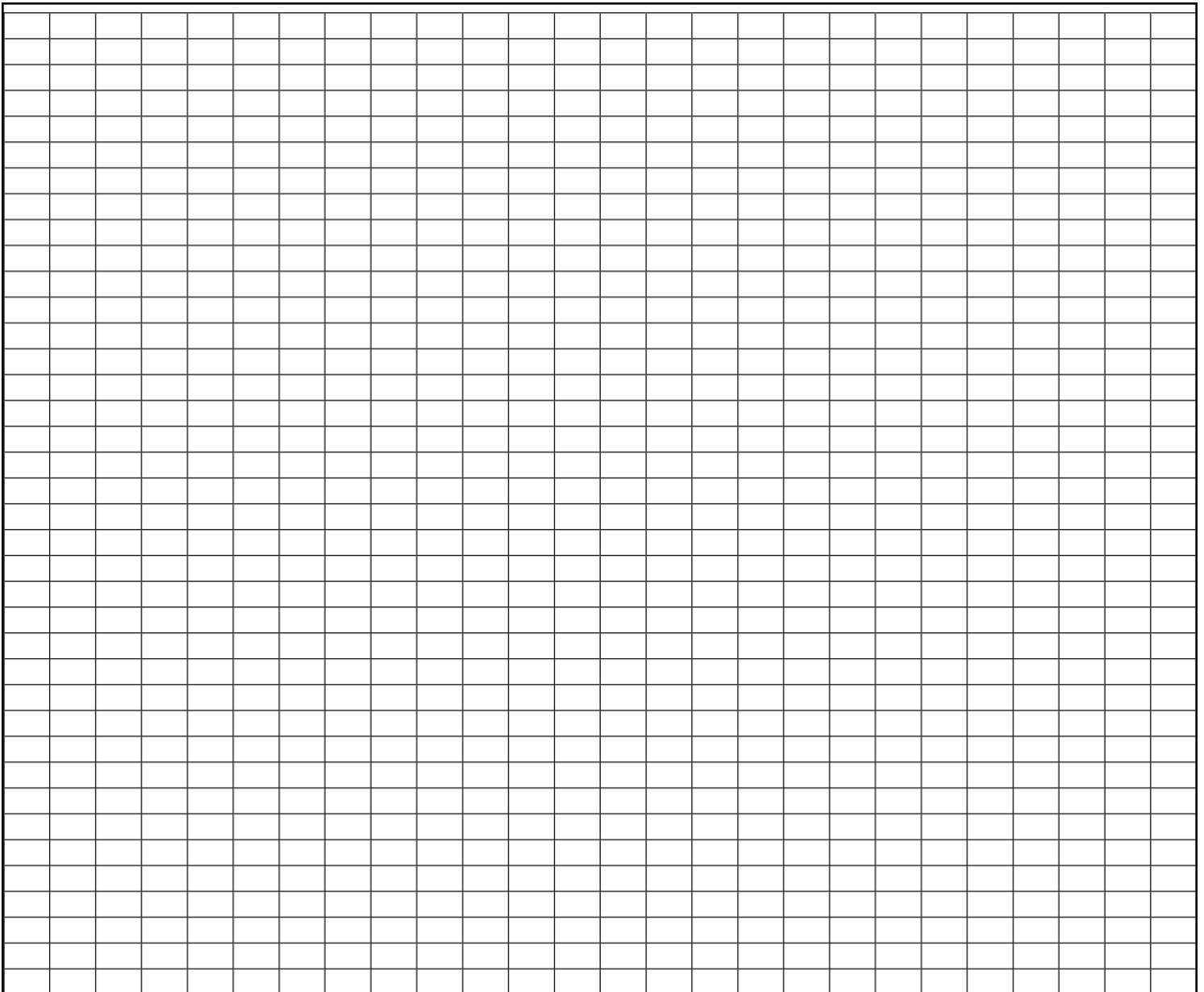
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**Onsite Wastewater Management (Septic Tank) Application form**

This is an accurate block plan for the proposed Septic Tank System at .....

An example block plan is contained within Council's Septic Tank Application Guide. The building plan and locality plan can be attached in the form of an architect's plan or on a map.



Endorsement of Installing plumber.....Date.....