

Septic Tank System Permit Application

Environment Protection Act 2017

July 2026 to June 2027

A permit to install or permit to alter a septic tank system issued by Council resulting from the submission of this fully completed application form will be deemed to be a report and consent under Regulation 132 of the *Building Regulations 2018*.

Installation	Alteration
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Applicant

Surname	Given names
Address	Post code
Telephone number	Email

Owner

Surname	Given names
Address	Post Code
Telephone number	Email

Site information

C/A	Section	Parish
Lot	LP/PS	Township
Address		Post Code

Licensed plumber proposed

Surname	Given names
Address	Post Code
Telephone number	License No.
	Email

Disposal type (subsoil absorption)

Standard slotted pipe	Self supporting arch
Other (give details)	

Tank details

Construction Material	Manufacturer
or EPA Approved System (give details)	

Number of fixtures

WC:	Sink:	Bath:	Basin:	Shower Troughs:
Garbage disposal unit:	Spa (litres):			No. of Potential Bedrooms:

Signature

(Owner or Authorised Agent)

Date

Council may share this Personal Information with contractors as designated by the owner of the property or the applicant in accordance with the *Privacy and Data Protection Act 2014* (Vic) Principles.

Please note

Refer to the attached pages for information details which are required to be supplied with this application.

Return forms to: Bass Coast Shire Council PO Box 118 Wonthaggi Victoria 3995

Office use only

Fee Paid	Date	Receipt No	Invoice No
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Septic Tank System Permit Information

Contractor	Bass Coast Shire Council Environmental Health Unit
Phone	(03) 5671 2211
E-mail	health@basscoast.vic.gov.au
Application type	Fee
Permit to construct, install or alter a system	\$844.20

At least 48 hours notice must be given for any inspection and, if a cancellation is required, at least 2 hours notice must be given prior to the agreed inspection time.

Requirement to have submitted a Land Capability Assessment in certain situations.

Unsewered allotments in a built up residential area or subdivisions with allotments with an area less than four thousand and fifty square metres (4050m²) MUST include the following information with their Septic Tank Application form unless waived by the Environmental Health Officer.

A Land Capability Assessment (LCA) prepared by a competent consultant or professional aware of EPA requirements and has knowledge in the presentation and preparation of Land Capability Assessments in accordance with EPA document "Publication 746.1 Land Capability Assessment for Onsite Domestic Wastewater Management."

- The LCA must include details and layout of the type of wastewater treatment and disposal system intended for the site.
- The LCA must show the proposed area for effluent disposal (disposal envelop) on the site plan.
- The LCA must also show on the site plan the secondary backup area for effluent disposal (secondary disposal envelope) should the primary field fail.
- The LCA must take into consideration the number of potential bedrooms and number of occupants when calculating the area of the effluent disposal area.
- An LCA may still be required to be submitted for any site that is assessed and deemed an environmentally difficult or problem site by the Environmental Health Officer or Authorised Council Officer.

Land Capability Assessors

dbm Geotech Pty Ltd david@dbmgeotech.com.au Ph: 0476 129 167	Civil Test 10 Latham Street (PO Box 537) Mornington, VIC 3931 admin@civiltest.com.au Ph: (03) 5975 6644
EWS Environmental PO Box 4 Box Hill, VIC 3129 ews@bigpond.com Ph: 0407 056 837	Land Safe PO Box 571 Warragul 3820 Phone (03) 5623 4788 Ph: 0447 613 594
A.C. Geotechnical PO Box 539 Beaconsfield, VIC 3807 andrew@acgeotech.com Ph: 0422 097 205	Ark Angel 475 Old Melbourne Road Traralgon, VIC 3844 arkangel@wideband.net.au Ph: (03) 5175 0895

Listed above are names of some consultants who have indicated their availability in providing a service to conduct Land Capability Assessments within Bass Coast. Council does not accept any liability for their actions or standard of work. Property owners are under no obligation to use any of these particular consultants and are free to employ an appropriately qualified consultant of their own choice. This information is provided for assistance only to applicants.

Permit Information

The following information is required to be submitted with the application for the installation/alteration of a septic tank system. Failure to provide **all** the necessary information will result in a delay of your application process time.

1. An allotment plan, drawn to scale (between 1:200 to 1:250 scale preferred), depicting the following:

- The location of the proposed septic tank system, showing the tank(s), distribution pits, disposal trenches (including the length of each), vents and the position of the overflow relief gully.
- The position of all buildings, actual or proposed, on the site in relation to the septic tank location.
- The distance of the proposed septic tank system from all boundaries.
- The position of all actual or proposed water tanks, swimming pools, dams, water bores, wells, excavations, driveways, storm water drains, waterpipes, utilities easements and existing septic tank systems.
- The position of north.
- The layout of the proposed septic tank system including the location of the effluent disposal area must be clearly shown and legible on the submitted site plan.
- All the information required as listed on this page must be provided. This will facilitate processing time.

2. A floor plan of each floor level of the proposed building to be serviced by the system.

3. A copy of the land title.

4. The fee specified by Council.

In order for the site assessment to be conducted, it is required that:

- A sign, stating the name of the owner and lot number, is to be placed in a clearly visible position at the front of the allotment.
- A peg is to be placed at each corner of the proposed building(s) to be serviced by the septic tank system.

5. Certificate of Conformance for the proposed system.

Work must not commence on an installation before a permit to install or alter the system has been issued by Bass Coast Shire Council.

If all the correct information is submitted by the applicant to the Responsible Authority being the Bass Coast Shire a septic tank permit can take up to 42 days to be processed and issued.