



## Environmental Health Department Onsite Wastewater Application & Installation Information

### Application Procedure:

This application form must be fully completed and lodged with the application fee prior to any works being commenced.

The application fee is \$260 for the installation of a new system or \$170 for alterations for an existing system. This fee includes all administration costs and inspections.

**All proposed sites less than one (1) hectare will require a land capability assessment to be submitted with this application.** A list of land capability assessors has been provided on Page 3.

### Type of System:

A full description of the wastewater treatment system is required with the application for a permit. This application form will assist in covering all information required by the Environmental Health Department.

The Environmental Health Officer (EHO) will conduct site audits to assess the suitability of the site for the proposed system.

If you wish to meet with the EHO on site, an appointment needs to be made by phoning (03) 5391 4444 or 0428 583 136.

### Approval to install:

After assessment, Council will issue an approval to install if the application is complete and if an appropriate plan of the system is provided.

If required, copies of any additional information may be required for accurate assessment. This approval will be subject to conditions that must be adhered to. **No work should commence until the applicant receives this approval.**

### Approval to Use:

When the installation is completed a final inspection must be arranged with the EHO. If a conventional septic tank system is used the tank and trenches should not be covered prior to this inspection.

An approval to use will not be issued until the final inspection and unless 'as laid' plans are submitted to Council. A copy of the Plumbing Industry Commission (PIC) Certificate will also be required at this time prior to approval. **Any onsite wastewater system must not be used until approval has been formally provided by Council.**

### **Legislative Framework:**

All work is to be carried out in accordance with:-

- Septic Tank Code of Practice 2008.
- Australian Plumbing and Drainage Code.
- Australian Standards No.'s 3500, 1547, 1546.

### **Setback/Buffer Distances:**

A minimum of 1m should be maintained around the edges of any two parallel trenches.

The effluent disposal/surface irrigation must be:-

- A permanent dedicated area within the property boundaries.
- Setback a minimum distance of **60m** from a stick or non potable dam.
- Setback a minimum distance of **60m** from a continuous or seasonal, non potable stream or drainage line.
- Setback a minimum distance of **100m** from a stream/creek that is in a potable water supply catchment area.
- Setback a minimum distance of **20m** from any bore used as a bore water supply.
- Setback a minimum distance of **300m** from a potable (including food production) dam or reservoir.
- Setback a minimum distance of **6m** from the low side boundary and **3m** from the high side boundary.
- Setback a minimum distance of **6m** upslope from any building and **3m** down slope from any building.
- Setback a minimum of **3m** from a water or gas supply pipe.
- Setback a minimum distance of **300m** upslope and **20m** down slope from a portable supply channel.
- Setback a minimum distance of **6m** from a storm water drain or a swimming pool.
- Setback a minimum distance of **15m** from a cutting or escarpment.
- Setback a minimum distance of **20m** from a portable or non portable groundwater table.

### **Expiry:**

The permit to install will expire after 2 years from the date of issue if an "Approval to Use" the system has not been granted within that time.

### **Maintenance:**

Owners of a septic tank system must comply with the relevant EPA certificates of approval and maintain their systems in good working order.

It is recommended that you inspect the system annually and desludge the tank at least once **every 3 years or when the sludge level exceeds half the tank depth.**



**Hindmarsh Shire Council  
Environmental Health Department Onsite Waste Water Management**

**Land Capability Assessors**

The following is a list of known companies and individuals who can be contacted to carry out a land capability assessment to determine what areas of your land are ideal for disposal of effluent from a septic system or treatment plan.

<b>Name</b>	<b>Address</b>	<b>Telephone</b>
Wartook Woods Environmental Health	Wartook	5383 6368 0409 133 685
Grampians Engineering Consultants P/L	Ararat	5352 5018 0417 584 460
Bruce Cossins & Associates	6 Dawson Street, North Ballarat 3350	5333 4881
Bruce Hollioake	102 Dawson Street, South Ballarat 3350	5338 8270
Colin McClelland & Associates	201 Armstrong Street North, Ballarat 3350	5333 3030
Phillip Vawdrey Engineering	429 Gladstone Street, Ballarat 3350	5344 8033
Provincial Geotechnical P/L	Nicholas Street, Newton	5338 1770
Saunders Consulting Group P/L	43 Pakington Street, Geelong West	5229 0972