



# Application Form

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

To: Environmental Health Department  
Frankston City Council  
PO Box 490  
Frankston 3199

Civic Centre  
Corner Young and Davey Streets Frankston  
Phone: (03) 9784 1931  
Fax: (03) 9784 1094

See section 53, Environment Protection Act 1970 for definition of septic tank system (On site wastewater system)  
(\*Strike out whichever does not apply)

### AUTHORISATION DETAILS

Applicant Name & Address:

Phone: Home:

Bus.:

Mob:

I hereby apply for permission to install/alter a septic tank system and enclose the following information. I undertake to indemnify Frankston City Council from any and all claims and actions arising from the conduct of works arising from information supplied relevant to this application.

Date:

Applicant Signature:

#### Authorisation of property owner where property owner is not the applicant:

I hereby authorise \_\_\_\_\_ (insert applicant's name) to apply for a permit to install/alter the septic tank system at this property.

Date:

Name:

Signature of Property Owner

### CONTACT DETAILS

Contractor/Installer Name:

License No.:

Contractor/Installer Address:

Phone:

Plumber Name:

License No.:

Plumber Address:

Phone:

#### Further Information

Frankston City Council reserves the right to recover compensation for loss or damage caused by interference or damage to its drainage network or other property.

### APPLICATION DETAILS

Premises Type (e.g. House, factory, Office, Shop, etc)

No. of Bedrooms

Number of persons expected to use the system daily: Maximum \_\_\_\_\_ Average \_\_\_\_\_

List the number of fixtures to be connected to the system:

Toilets \_\_\_\_\_ Showers/Bath \_\_\_\_\_ Washing machines \_\_\_\_\_ Troughs \_\_\_\_\_

Dishwashers \_\_\_\_\_ Basins \_\_\_\_\_ Spa Baths \_\_\_\_\_ Other \_\_\_\_\_

Type of system (septic tank/treatment plant/other) \_\_\_\_\_ EPA Approval No.: \_\_\_\_\_

Capacity of tank \_\_\_\_\_ litres. Type of treatment plant (if applicable) \_\_\_\_\_

Method of effluent disposal (subsoil absorption/surface irrigation/other (please specify):  
\_\_\_\_\_

**SOIL PERCOLATION TESTS:** The Environmental Health Officer will require a Land Capability Assessment (LCA) to be undertaken to assist in the design of the system. LCA included. Yes  No



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### 1. APPLICATION AND FEE

When it is intended to install or alter a wastewater system, an application must be made to the Environmental Health Office on this application form, accompanied by a fee of \$280.00 (\$140.00 for alteration to existing system).

Fee Applicable: New installation \$280.00  
Alterations \$280.00  
Minor Alteration \$140.00

### 2. PERMITS

After the application is assessed, a '*PERMIT TO INSTALL*' will be issued. Following satisfactory installation, a '*CERTIFICATE TO USE*' will be issued. (The Certificate to use will be required in order to obtain a Certificate of Occupancy for the building).

### 3. PLANS AND SPECIFICATIONS:

Please submit a copy of the plans and specifications of the proposed septic tank system. These plans should contain the following information:

1. Location of property including street number and/or lot number
2. Dimensions of all property boundaries and location of all other streets abutting the property.
3. Location and dimensions of all buildings or proposed buildings, water tanks, swimming pools, excavations, driveways, storm water drains and other service pipes.
4. Location of proposed septic tank system including sewer drains.
5. House floor plan showing the location of all plumbing fixtures.
6. Details of slope of land, position of North, streams/watercourses.

**WORK MUST NOT BE COMMENCED WITHOUT A 'PERMIT TO INSTALL'**

### 4. SEPTIC TANKS AND GREASETRAPS

Septic tanks for all-waste installations must have a 3200 litre capacity and conform to the Australian Standard AS1546. All tanks must be stamped with the Standards Australia marking. Where sewerage will be available within two years, an 1800 litre tank, (minimum), may be installed. Grease traps are not normally required on all-waste septic tank systems.

### 5. LAND CAPABILITY ASSESSMENT (LCA)

An LCA is required to be carried out under the Septic Tank Code of Practice (2003) and this will include soil percolation tests within the disposal site. They are not usually required for alterations to septic tank systems if the alteration does not require the substantial modification of the existing septic tank system.

The LCA is to be carried out by a suitably qualified assessor who will recommend a design for effluent disposal, based on the results of the test. When selecting a consultant please consider their experience as a soil specialist, their knowledge of land assessment, their qualifications for land assessment, and ensure they have adequate professional indemnity insurance. Make sure that the assessor you employ is aware of and will follow the EPA guidelines for LCA's. Refer to the yellow pages for this service. The LCA forms part of the application to install a septic tank system.

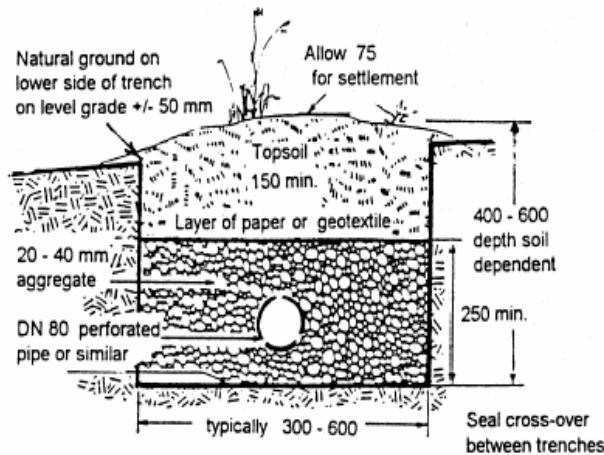


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### 6. ABSORPTION TRENCH Details as per diagram.

Figure 1 Absorption Trench Schematic  
(all dimensions in millimetres)



A distribution pit is required at the beginning of each trench, except the lowest trench. A weir system needs to be incorporated to keep the effluent as high as possible in the absorption system. This is usually a 90 bend with riser on the outlet pipe of the distribution pit to the next lowest absorption trench so that the effluent fills the trench to 250 mm before overflowing. The distribution pit outlets need to be sealed with a concrete mix and the cross-over between trenches must be sealed.

Trenches must not exceed 30 metres in length and must be laid level. Slotted PVC must be raised off the bottom of the trench and end caps fitted.

Effluent disposal trenches shall be a minimum 2 m apart.

Aggregate to be used shall be 20-40 mm and covered with paper or geotextile fabric to prevent it being permeated by the topsoil.

### 7. SPECIFIC REQUIREMENTS FOR THE INSTALLATION

- All plumbing work is to be carried out in accordance with the Victorian Water Supply and Sewerage Plumbing Regulations 1994 and AS 3500. Electrical work is to comply with the requirements of United Energy.
- The inlet to the septic tank shall be of 100 mm sewer quality UPVC, adequately protected from damage and sloping not less than 1:60.
- The inlet drain shall have an overflow relief gully (ORG) at least 150 mm below the outlet level of the lowest fixture, finished so as to prevent the infiltration of surface water.
- Install the Septic Tank at least 300 mm lower than the lowest fixture and fill with water. Septic tank openings and distribution pit lids are to be airtight, childproof and finished at ground level.
- Drainage pipe downstream of the tank may be 90 mm UPVC where there is a minimum 300 mm cover otherwise 100 mm UPVC sewer pipe is to be used. Inspection openings are required at changes of direction and at every 30 m. Drains should be laid clear of paving wherever possible.



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### OFF SITE DISPOSAL OF EFFLUENT IS NOT PERMITTED

#### 8. HOUSEHOLD FITTINGS, GARBAGE DISPOSAL UNITS AND SPA BATHS

It is recommended that water saving devices be fitted in the dwelling. Garbage disposal units are not recommended because of the additional organic load, however, if installed an additional 1800 litre tank capacity must be provided.

Spa baths of a capacity exceeding 200 litres must not be connected to the septic tank system and must discharge to a separate effluent disposal system.

#### 9. STORMWATER AND CUT-OFF DRAINS

Roof water shall be prevented from entering the effluent disposal area.

Surface and groundwater is to be prevented from entering the effluent disposal area, if necessary by the use of cut-off drains.

#### 10. ALTERNATIVE SYSTEMS

Mound systems, Reed beds, Surface/Drip Irrigation and Aeration systems/Treatment plants and other systems that are approved by the Environment Protection Authority may be approved in consultation with the Environmental Health Officer.



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### SETBACK REQUIREMENTS

Minimum Buffer Distances Table Situation Setback, metres

<b>Situation</b>	
<b>Building</b>	
Wastewater field upslope of building	6 (#)
Wastewater field down slope of building	3
<b>Allotment boundary</b>	
Wastewater field upslope of adjacent Lot	6
Wastewater field down slope of adjacent Lot	3
<b>Services</b>	
Water supply pipe	3
Potable supply channel (wastewater field up-slope)	300
Potable supply channel (wastewater field down-slope)	20
Gas	3
Underground water tank	15
Storm water drain	6
Swimming pool	6
Cutting/escarpment	15
<b>Surface Waters (upslope from)</b>	
Dam or reservoir (potable, including food production)*	300
Dam or reservoir (stock & non-potable)*	60
Stream or channel (continuous or ephemeral, non-potable)	60
Stream (Potable Water Supply Catchment)	100
*Does not apply to dams and reservoirs above ground level	
<b>Groundwater &amp; Bore</b>	
Potable or non-potable	20

Notes to table:

# The setback distances may be reduced by up to 50 per cent where all the following conditions can be met:

Effluent quality consistently meets:

- 20mg/L BOD;
- 30mg/L suspended solids; and
- Contains less than 10 *E.coli* organisms/100ml.
- The council has a septic tank compliance program that enforces the above; and
- Slopes are less than 5 per cent.

### TYPICAL INSPECTIONS REQUIRED

Three (3) inspections of the site and the septic tank system may be required.

An initial inspection of the proposed site after receipt by the Council of the application and fee.

An inspection of the septic tank system prior to backfilling.

In some circumstances a final inspection when the system is completed prior to the issue of a "Certificate to Use".

Other times to suit the individual system.



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**NO BACKFILLING SHALL BE UNDERTAKEN WITHOUT THE APPROVAL OF THE ENVIRONMENTAL HEALTH OFFICER.**

**INSPECTIONS OF SEPTIC TANK INSTALLATIONS REQUIRE A MINIMUM OF 2 WORKING DAYS NOTICE.**

Inspections may be arranged by calling the Environmental Health Officer on 9784 1931

### Privacy Statement

The personal information requested on this form is being collected by Council for the Legal Point of Discharge permit application. This information will be used solely by Council for that primary purpose or directly related purposes and will not otherwise be disclosed without your consent or as required or permitted by law. You may apply to Council for access and/or amendment of the information.


### Office Use Only


Payee Name: \_\_\_\_\_


Property Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account Code: RC 189

Amount: \$ \_\_\_\_\_

 **In Person** (cash, cheque, EFTPOS)  
Civic Centre, Davey Street, Frankston.  
Seaford Shop, 120 Nepean Highway, Seaford.  
Langwarrin Shop, Shop 6, Gateway Shopping Centre.

 **By Mail** Send this Application Form with a not negotiable cheque or money order. (DO NOT SEND CASH)

 **By Phone** Fax application to (03) 9784 1091 for phone credit card payments (Mon to Fri 8:20am-5:00pm)