

**GREATER SHEPPARTON CITY COUNCIL**  
*ENVIRONMENT PROTECTION ACT 2017 – Part 4.3 and 4.5*

**APPLICATION FOR PERMISSION TO INSTALL / ALTER A SEPTIC TANK**

**PLEASE ENSURE ALL DETAILS ARE COMPLETED BELOW AND ATTACH A SITE AND HOUSE PLAN OR YOUR APPLICATION WILL NOT BE PROCESSED**

**PERMIT FEES – 2025/26**

**Application fees are now prescribed in the Environment Protection Regulations 2021**

<b>Installation &amp; Major Alteration</b>	<b>\$821.70</b>	All new installations and Major Alterations – Additional bedroom &/or bathroom (2-3 inspections) (48.88 fee units)
<b>Minor Alteration</b>	<b>\$626.20</b>	Sewer pipes or trench disconnection, additional fixture only (1-2 inspections) (37.25 fee units)

<b>PROPERTY Address:</b>	
<b>OWNER Name:</b>	
Postal Address:	
POSTCODE:	
Email Address:	
Telephone No.	
<b>PLUMBER Name:</b>	
Postal Address:	
POSTCODE:	
Telephone No.	Reg. Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>BUILDER Name:</b>	
Email Address:	
Telephone No.	
<b>Method of Disposal: (tick type)</b>	<b>TYPE &amp; MANUFACTURER OF TANK(S) AND SIZE</b>
Absorption Lines <input type="checkbox"/>	.....
Sub-surface irrigation <input type="checkbox"/>	<b>Provide Global Certification Certificate</b>
Wick Trench <input type="checkbox"/>	CAPACITY OF TANK (LITRES) .....
List number of fixtures to be connected to the system	
<input type="checkbox"/> Sink(s)	<input type="checkbox"/> Shower(s)
<input type="checkbox"/> Toilet(s) (WC)	<input type="checkbox"/> Bath(s)
<input type="checkbox"/> Spa (larger than 200 litres)	<input type="checkbox"/> Basin(s)
<input type="checkbox"/> Dishwasher (s)	
<input type="checkbox"/> Trough(s)	
<input type="checkbox"/> Others	
Number of Bedrooms ..... Effluent Daily Flow (litres) .....	
<b>Preferred Payment Method:</b> <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> BPay or Online (please complete payee details)	
<b>Payee Details (for BPay/Online payments only):</b> <input type="checkbox"/> Owner <input type="checkbox"/> Plumber <input type="checkbox"/> Builder (Invoice will be issued to the payee with BPay/Online payment details)	

SIGNATURE OF OWNER .....  
DATE .....

Please read reverse side

**OFFICE USE ONLY (for payment in person or by mail)**

FEE : (2025/26) **\$821.70 (Install & Major Alter)** or **\$626.20 (Minor Alter)**

Allocate Fee to <b>APPLICATION</b> <b>SEPTIC TANK PREPAYMENTS</b>	Receipt No:	Date paid:	Amount paid: \$821.70 or \$626.20
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APPLICATION FOR PERMISSION TO

INSTALL / ALTER

A SEPTIC TANK

**APPLICATION CHECKLIST**

**LAND CAPABILITY ASSESSMENT**

All applications for new subdivisions and dwellings on small allotments are required to submit a Land Capability Assessment in accordance with the 'best practice' Victorian Land Capability Assessment Framework, accessed via the Municipal Association Victoria website –

<http://www.mav.asn.au/what-we-do/policy-advocacy/environment-water/on-site-domestic-wastewater-management>

If you require further information please refer to the Council's Information Sheet regarding Land Capability Assessments. Please consult with Council's Environmental Health Department prior to submitting your application.

**SPECIFICATIONS AND PLANS**

Provide **one copy of each plan** with your application which must include:

☐ **A SITE PLAN** (scale not less than 1:500) showing:-

- ☐ A detailed sketch of the type, location and parts of the proposed septic tank system;
- ☐ The location of the premises including the street and lot number, the dimensions of all boundaries and the location of all streets which abut the property;
- ☐ The locations and dimensions of all existing or proposed buildings, water ways, water tanks, swimming pools, excavations, driveways, stormwater drains, water pipes and septic tank systems;
- ☐ The position of North.

☐ **A FLOOR PLAN** of the house (scale not less than 1:100), showing plan of sewer - drain layout.

☐ A copy of the **Title** for the land (if not already submitted with related Building application)

☐ A copy of the Global Certification Certificate applicable to the septic tank system.

<https://globalcertification.com.au/#/certificates>

**PLEASE NOTE: Your application will not be accepted without all this information**

**SEPTIC TANK SYSTEMS**

There are various types of EPA approved septic tank systems available for installation in Victoria, for more information please contact an Environmental Health Officer or view the EPA website

<http://www.epa.vic.gov.au/water/wastewater/onsite.asp>

**PLUMBING WORK**

All plumbing work upstream of the septic tank is to comply with AS/NZS 3500.2 Standards Australia - Plumbing and Drainage. This will be subject to a Certificate of Compliance, which will be submitted to the Victorian Building Authority by the plumber at the completion of the work. A Certificate to Use the septic tank system will not be issued until a copy of the Certificate of Compliance is received, completed by the plumber.

**NOTE: PAYMENT AND A SITE INSPECTION ARE REQUIRED (with the owner or plumber) PRIOR TO A PERMIT BEING ISSUED, this can be organised through an Environmental Health Officer on 03 5832 9731.**

**For further information regarding the installation of Septic Tanks please contact the Council's Environmental Health Department on (03) 5832 9731.**

Collection Notice - Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the *Privacy and Data Protection Act 2014* (Vic). The "personal information" supplied on this application form is collected under the requirements of the *Environment Protection Act 2017*. This information may be disclosed to other areas of Council for the purposes of maintaining and updating your application and communicating with you in relation to your permit. It may also be provided to the Environment Protection Authority for the same purposes and for statistical purposes related to the application of the Act. If you do not provide the requested information we may be unable to process your application. To gain access to your personal information please contact the Health Department on 03 5832 9731.

**Greater Shepparton City Council**

Environmental Health  
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