



City of
KINGSTON

Application Form

Permit to Install/Alter a Septic System

Contact Environmental Health Services t 1300 653 356 f 9581 4500 e info@kingston.vic.gov.au

1. **Site Address:**

No.....

Lot No

Street..... Suburb.....

2. **Property Owner:**

Name Phone

Address Postcode

3. **Contractor:**

Name Phone

Address Postcode.....

Licence No.

4. **Applicant: Property Owner/Contractor/Other**

Name Phone

Address Postcode.....

Does entry to the property require the presence of someone to unlock gates and control security dogs?

Name Phone.....

5. **Type of Premises:**

<input type="checkbox"/>	House	<input type="checkbox"/>	Dual Occupancy
<input type="checkbox"/>	Shop	<input type="checkbox"/>	Factory
<input type="checkbox"/>	Granny Flat	<input type="checkbox"/>	Golf Course
<input type="checkbox"/>		<input type="checkbox"/>	Other

6. **No. of Person to use system daily:** Average Maximum

7. **List number of:**

<input type="checkbox"/>	Bedrooms	<input type="checkbox"/>	Troughs
<input type="checkbox"/>	Water Closets/Toilets	<input type="checkbox"/>	Basins
<input type="checkbox"/>	Baths	<input type="checkbox"/>	Sinks
<input type="checkbox"/>	Showers	<input type="checkbox"/>	Food Waste Disposal Units
<input type="checkbox"/>	Dishwashers	<input type="checkbox"/>	Clothes washing machines
<input type="checkbox"/>	Spa Baths (list capacity)	<input type="checkbox"/>	Other

8. **Please specify the septic system components if applicable:**

<input type="checkbox"/>	Septic Tank	: Capacity(litres)
<input type="checkbox"/>	Package treatment plant type	:
<input type="checkbox"/>	Sand Filter - Length	Width
<input type="checkbox"/>	Approved Pump	:
<input type="checkbox"/>	Soil Percolation Rate (mm/hr)	:

9. **Please specify disposal method:**

<input type="checkbox"/>	Effluent Lines	: Length	Width
<input type="checkbox"/>	Transpiration Bed	: Length	Width
<input type="checkbox"/>	Other	:		

10. **Note** you must attach three (3) copies of site septic tank system plans to this application.

11. **Conditions of Installation**

- a) Septic tank system is to be constructed and installed in accordance with the EPA document 891.3, "Code of Practice – Onsite Wastewater Management" and the Permit to Install a Septic Tank System.
- b) All plumbing and drainage work upstream of the inlet to the septic tank to be installed in accordance with the Water Act 1989, the Building Act 1993, and all relevant plumbing regulations.
- c) The Septic Tank System including all tanks, treatment plants, pumps and pump wells, is to be maintained in proper working order at all times and in accordance with guidelines, if any, issued by the City of Kingston.
- d) A permit to install or alter a septic system is required prior to any works commencing.

Signature of Applicant Date

Note: When approved this application is valid only for 24 months.

Please contact the Environmental Health on 1300 653 356 to organise progress inspections of the installation of (a) the tank, (b) the disposal system, prior to any backfilling, and (c) the commissioning of any treatment Plant.

An additional permit to use is required prior to the system being used.

SEPTIC TANK APPLICATION CHECK LIST

Before submitting an application for a permit to install a septic system, please complete the following checklist.

- Can the site be clearly located with the use of distances to intersections with creeks and roads?
- Is there a clear sign on the entrance to the property indicating the lot or street number?
- Is a north arrow marked and are fall arrows clearly and accurately marked on the plan?
(Effluent lines must follow the contour of the land at right angle to the fall)
- Can the position of the effluent lines be accurately located by dimensions from at least two adjacent boundaries or existing fences?
- Can the position of the septic tank be accurately located from the plans for the purpose of sludge removal every 3-5 years?
- Have the relative positions of the following proposed or existing land uses been clearly marked on the plan in relation to the proposed effluent lines.
- Has access to the tank and distribution field from livestock, vehicles and heavy machinery been prevented?
- Should any pipe work from the system be laid under driveways or access roads, has the pipe work been reinforced?
- Are the effluent lines located: -**
- At least 6m on the uphill side or at least 3m on the down hill side of boundaries, buildings,
At least 3 metres from any
- Water supply pipe, or Gas supply pipe
At least 6 metres from any
- Storm water drain, or Swimming pool.
At least 15 metres from any
- Underground water tank, or Cutting or escarpment,
At least 20 metres from any
- Bore or well (whether potable or for stock)
At least **60 metres from any**
- Dam or reservoir (Non potable or for stock)
- Stream or channel (whether continuous or not, whether potable or not)
At least 100 metres from any
- Stream, river, waterway (potable water supply catchment area)
At least 300 metres from any
- Dam or reservoir (Potable or for food production)
Please show the position of any of the following site features
- Existing Septic Systems
- Garden irrigation systems
- Any other land use or landscaping capable of affecting effluent disposal
- Rocky outcrops or 'floaters'
- Have you shown how storm water and surface water run-off is diverted around the effluent lines?
- All fixtures are labelled on the house plans and the legend is accurate
- Are Distribution pit locations clearly marked on the site plan?
- Are **THREE COPIES** of the site plan provided?
- Has a **Land Capability Assessment** been provided?

When your application is approved, you will be posted a permit to install with the endorsed plan attached.

CASHIER CODE	ACTIVITY	ACCOUNT NO	G.S.T.	TOTAL
NPP	Septic Tank application	2002.1323	\$ 34.91	\$384.00

Fees Valid from 1 July 2019 until 30 June 2020

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