

Application for a Permit to Install or Alter a Wastewater System

Kingston City Council

 **1300 653 356**

www.kingston.vic.gov.au

Questions marked with an asterisk (*) are mandatory.

Application Type				
Please select what you wish to do? *	☐	Install a Septic Tank System	☐	Install an Onsite Wastewater Treatment System
	☐	Alter a Septic Tank System	☐	Alter an Onsite Wastewater Treatment System

Applicant details			
Title *	Surname *	Given name(s) *	
Street address / Postal address *			
Suburb / Town *		State *	Postcode *
Please provide at least one phone number and include the area code *			
Business Phone	Home Phone	Mobile	
Email			

Property Owner details (if different to Applicant Details)			
Title *	Surname *	Given name(s) *	
Street address / Postal address *			
Suburb / Town *		State *	Postcode *
Business Phone	Home Phone	Business Fax	Mobile
Email			

Plumber Details			
Title *	Surname *	Given name(s) *	
Street address / Postal address *			
Suburb / Town *		State *	Postcode *
Telephone	Fax	Email	
Victorian Registration License Number		Expiry Date	
Note: All plumbing and drainage works must be carried out by a Victorian registered plumber. A certificate of Compliance must be completed by the plumber and submitted to Council within seven (7) days of the completion of all works.			

Site Address for Installation / Alteration	
<i>This information can be found from your Certificate of Title or Rates Notice.</i>	
Street / Road Number *	Street / Road Name *
Suburb / Town *	State * Postcode *
Building Details	
☐ House ☐ Factory ☐ Office ☐ Food Premises Other	
Please specify the number of bedrooms	
(*NOTE – a study is regarded as a potential bedroom)	
Is the household fitted with full water-reduction fixtures? ☐ Yes ☐ No	

System Details			
Septic Tank System			
Size of Tank (Litres)	Trench length (m)	Trench Depth (mm)	Trench Width (mm)
Method of Effluent Disposal	☐ 90ml Slotted PVC ☐ Plastic Arching / Wick trench		
Onsite Wastewater Treatment System			
Make / Model Name	EPA approval Number	Size of Effluent Field (m ²)	

Site Details		
Please select the most appropriate soil type:		
☐ Sand & Gravels	☐ Sandy Loams	☐ Loams
☐ Clay Loams	☐ Light Clays	☐ Medium / Heavy Clays
Installation of a Septic Tank System Only		
Is the Wastewater Envelope (effluent trenches) within 60m from a dam and / or watercourse?	Yes	No
Is the Wastewater Envelope (effluent trenches) within 100m from a potable waterway?	Yes	No
Is the Wastewater Envelope (effluent trenches) within 20m from a non-potable bore?	Yes	No
Installation of Onsite Wastewater Treatment System Only		
Is the Wastewater Envelope (sub-surface irrigation) within 30m from a dam and / or watercourse?	Yes	No
Is the Wastewater Envelope (sub-surface irrigation) within 50m from a potable waterway?	Yes	No
Is the Wastewater Envelope (sub-surface irrigation) within 20m from a non-potable bore?	Yes	No
If the site is less than 1,000 m²		
Is the slope of the effluent field greater than 5%?	Yes	No
Has a Land Capability Assessment been undertaken for this site?	Yes	No
Has a site specific wastewater management (design & construction) plan been developed for this site?	Yes	No

Supporting Documents

Required document to be submitted with all applications*

- | | |
|--|---|
| ☐ Site Plan of Proposed Installation* | ☐ Footings / Soil Report. * |
| ☐ Floor plan of Dwelling / outbuildings (sheds, etc.) * | ☐ Land Capability Assessment |

2025 / 2026 Payment details

Installation Fee = \$495.00

Minor alterations (changes to disposal field only) = \$300.00

Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- This application forms a legal document and penalties exist for providing false or misleading information

Signature

Signature

Print Name

Print Name

Date

Date

Office Use Only

Receipt Date:

Receipt #

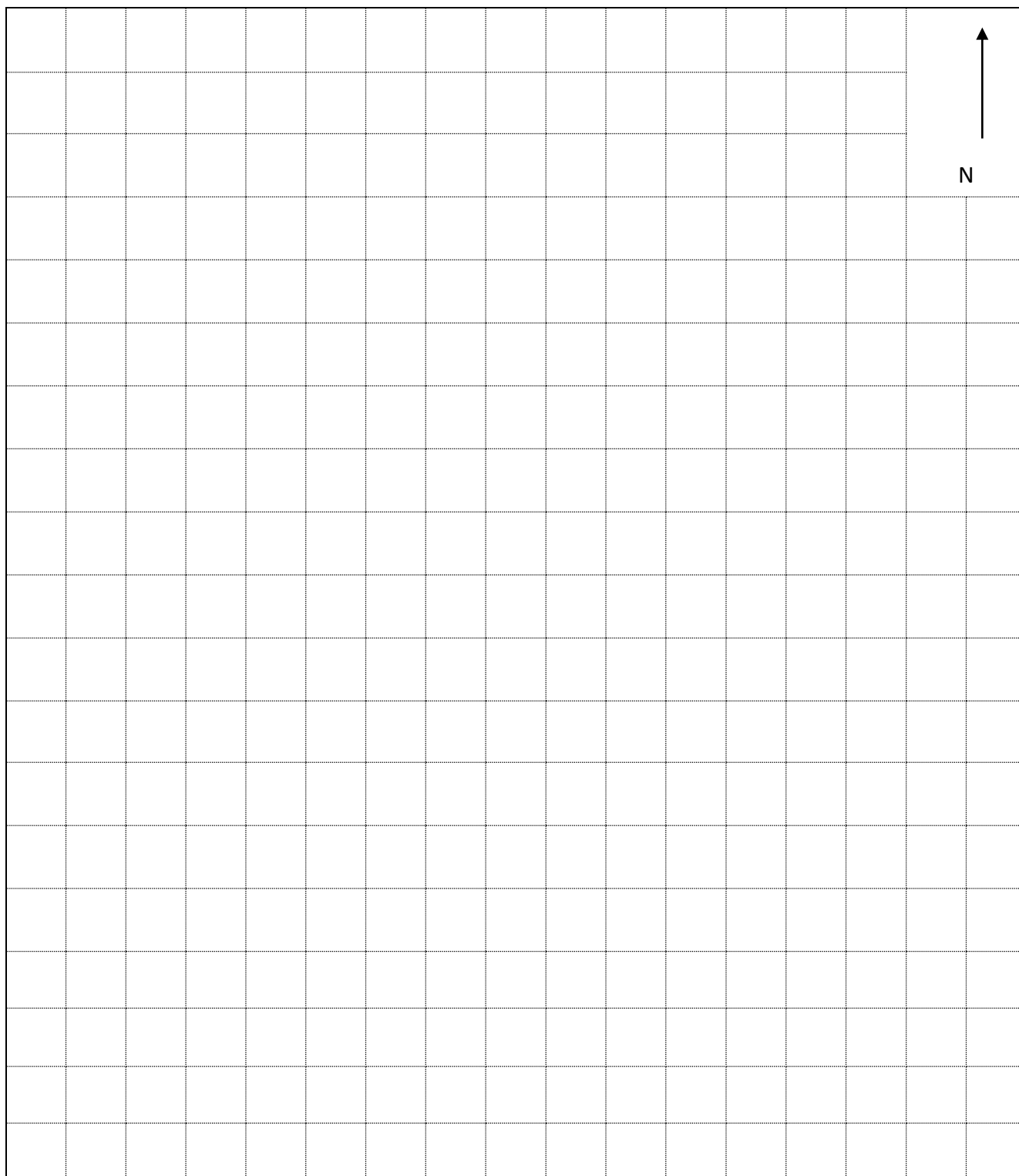
Amount:

CSO Initials:

Site Plan of Wastewater Management

For

At



(Scale 1 : 300 – Each Square 3 m x 3 m)