

2025/26 Application to Install or Alter an Onsite Wastewater Management System (OWMS) - Incorporating Report and Consent under Regulation 132, Building Regulations 2018

Environmental Health

Ph: 1300 366 244 | 18 Desailly Street, Sale Victoria | 156 Grant Street, Yarram Victoria | PO Box 506, Sale Victoria 3850

Environment Protection Act 2017- Environment Protection Amendment Act 2018– Environment Protection Regulations 2021

Please tick the type of application you are applying for:

☐ Construct, install or alter OWMS \$822.00

☐ Minor alteration to OWMS \$627.00 - alteration that consists only of the installation, replacement or relocation of the internal plumbing, fixtures or fittings of an OWMS

☐ Renew a permit \$140.00

☐ Transfer a permit \$167.00

☐ Amend a permit \$175.00

Permit Number to renew/transfer/amend:

_____/20____

Applicant Property Details

Property Owner			
Property Owner Postal Address			
Property Owner Phone Number		Email	
Applicant Name (if different from property owner)			
Applicant Address			
Applicant Phone Number		Email	
Building Surveyor Name		Email	

Site Address Details

No		Street				
Town		Lot No		LP/PS		Crown Allotment

Plumber details

Licensed Plumber/Drainer Responsible for Installation		License Number	
Plumber/Drainer Address			
Plumber/Drainer Phone		Plumber/Drainer Email	

Onsite Wastewater Management System Installation/Alteration Details

Reason for Application	<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Alterations / Extensions to Dwelling	<input type="checkbox"/> Upgrade / Repair to Existing System
Premises Details (Where will the system be installed from)	<input type="checkbox"/> House	<input type="checkbox"/> Shed	<input type="checkbox"/> Other
What will the Premises be used for?			
Number of Person(s) expected to use the System daily?			

Number of Fixtures to be Connected to the System	Sink(s)		Shower(s)		Trough(s)	
	Toilet(s)		Bath(s)		Sink Garbage Disposal	
	Spa Bath(s)		Dishwasher(s)		Bedrooms	
	Water Supply	<input type="checkbox"/> Mains	<input type="checkbox"/> Tank	<input type="checkbox"/> Other		
Septic System Details	<input type="checkbox"/> All Wate System (Primary)		Capacity (Liters)			
	<input type="checkbox"/> Sand Filter (Secondary)		Length		Width	
	<input type="checkbox"/> Treatment Plant (Secondary)		Make/Model: please write below (Certificate of Conformity for Treatment System must be attached to this application)			
Disposal Method	<input type="checkbox"/> Soil Absorption Trench			<input type="checkbox"/> Sub Surface Dripper Lines		
	<input type="checkbox"/> Wick Trench			<input type="checkbox"/> Other _____		

Please attach the following information:

- ☐ Scaled site plans showing proposed construction and septic installation site, existing structures and driveways, adjoining roads and properties, any water courses, north point
- ☐ Current Certificate of Conformity
- ☐ House Floor Plans
- ☐ Land Capability Assessment Report (Required for block less than 8,000m²; close proximity to waterways; shallow ground water present; poor soil conditions or restricted area for effluent disposal)
- ☐ Soil Reports (Required for new dwellings that do not have a Land Capability Assessment)

By signing this form, you give permission to an Authorised Officer to enter and inspect the site under Section 246 – 248 of the *Environment Protection Amendment Act 2018 (the Amendment Act)* for the purposes of assessment of an Application to Install or Alter an Onsite Wastewater Management System (OWMS).

Your application will be placed on hold if you do not provide the required documentation.

Signature of Owner(s) /Applicant		Date	
Name			

Privacy Notification (Environment Protection Act 1970):

The personal information requested on this form is being collected by Council for the purpose of enforcement of the Environment Protection Act 1970 and associated regulations. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of enforcement of the Environment Protection Act 1970 and associated regulations and that they may apply to Council for access and/or amendment of the information.

Onsite Wastewater Management System Plan			
Address of Site			
Does entry to the property require the presence of someone to unlock gates or are there dogs/livestock present?			
<input type="checkbox"/> No		<input type="checkbox"/> Yes – please provide name and contact details	
Please include details such as the location and dimensions of the proposed OWMS, all proposed and existing buildings, the location of any streams, water courses, gullies, dams, ponds, bores or wells for domestic supply, water tanks, driveways, swimming pools, excavations, water, phone, gas and electrical trenches and any existing septic tank and sullage lines.			
Does the Owner have any future developments planned such as but not limed to a deck, pool, shed etc?			
Does this impact on the plans?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide brief detail if yes			

[illegible]

(Scale 1:300 — Each square 3m x 3m)

Credit Card Authorisation Form

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This form is used to provide a credit card payment to the Wellington Shire Council.

Please ensure that all fields are fully completed with the correct information and that any relevant documentation is attached with this form i.e. planning application, request for a copy of plans form. We will only use personal information provided by you for the purposes for which it was collected and in order for Council to fulfil its business requirements. A new Credit Card Authorisation Form will need to be completed for each transaction.

Completed forms can be submitted to Council via email to enquiries@wellington.vic.gov.au or via mail to PO Box 506 Sale VIC 3850 or via fax to 03 5142 3501.

Should you have any questions please contact Wellington Shire Council's Customer Service Team on 1300 366 244.

Part 1: Applicant Details			
Given Name/s			
Family Name			
Address			
Daytime Phone Number			
Email Address			
Part 2: Payment Details			
Description (application type)			
Amount Authorised	\$		
Address of property relevant to application			
<i>Payment for rates, infringements and animal registration renewals will not be accepted</i>			
Part 3: Credit Card Details			
Name on Credit Card (please print)			
Type of Card (Visa, Mastercard only)			
<i>We do not accept American Express or Diners Club.</i>			
Bank Name (NAB, ANZ, Westpac etc)			
Credit Card Number			
Card Expiry Date			
Card Holders Signature Authorising payment of above amount		Date	

Office Use Only	
Council Officer	
Receipt Number	
Date	