

# Alter a Septic Tank System Application Form

## When to Complete this Form

You need to alter an existing Onsite Wastewater Management System.

- Minor – installation, replacement or relocation of internal plumbing, fixtures or fittings.
- Major – anything not covered above.

Please Note: You don't need a permit for general maintenance.

## Application Fees

- Minor Alteration: \$608.30.
- Major Alteration: \$798.20.

## PROPERTY ADDRESS

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Approximate Age of Dwelling: \_\_\_\_\_

Planning Permit Number (if applicable): \_\_\_\_\_

Septic Licence Number: \_\_\_\_\_

## APPLICANT DETAILS

Applicant Type (please tick):

- Owner.
- Agent or Representative.
- Plumber.

Applicant Full Name (including Title): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



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## PROPERTY OWNER DETAILS

*This section only needs to be completed if you selected Agent or Representative, or Plumber above.*

Property Owner Full Name (including Title): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## PLUMBERS DETAILS

*This section only needs to be completed if you selected Agent or Representative, or Owner above.*

Plumber Full Name (including Title): \_\_\_\_\_

Best Contact Number: \_\_\_\_\_ VBA Licence Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## BUILDING SURVEYOR DETAILS

*Only complete if applicable.*

Surveyor Full Name (including Title): \_\_\_\_\_

Best Contact Number: \_\_\_\_\_ VBA Licence Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## TYPE OF PREMISE

Premise Type (please tick):

Dwelling.

Shop.

Factory.

Shed

Office.

Other: \_\_\_\_\_

Number of Potential Bedrooms: \_\_\_\_\_ Spas (litres): \_\_\_\_\_

Number of Toilets: \_\_\_\_\_ Number of Showers: \_\_\_\_\_

Number of Hand Wash Basins: \_\_\_\_\_ Number of Baths: \_\_\_\_\_



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## POTABLE WATER SUPPLY

Type of Potable Water Supply (please tick):

- Tank.
- Bore.
- Reticulated.

## PROPOSED WASTEWATER SYSTEM

Septic System Type (please tick):

- Primary.
- Secondary.

Tank Material (please tick):

- Concrete.
- Plastic.

Capacity (in litres): \_\_\_\_\_ Model: \_\_\_\_\_

Distribution Method (please tick):

- Gravity.
- Pump.

## DISPOSAL METHOD

Please tick and complete the relevant information for this application.

- Absorption / Transpiration Lines (length, width, depth in metres): \_\_\_\_\_
- Sub-Surface Irrigation (total in metres<sup>2</sup>): \_\_\_\_\_
- Wick Trench Type (please tick):  Slotted Trench.  ReIn Drain.
- Wick Trench (length, width, depth in metres): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_



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## OTHER COMMENTS

If you have any further details relevant to your application, please write them below.

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## CHECKLIST OF INFORMATION REQUIRED TO PROCESS APPLICATION

- Application Fees.
- Current copy of Land Title.
- Locality Plan.
- Septic Site Plan.
- Floor Plan of Proposed Dwelling (to scale, with clear dimensions).

## PRIVACY STATEMENT AND DECLARATION

I acknowledge South Gippsland Shire Council's primary purpose of collecting personal information within this Alter a Septic Tank System Application Form will be used to complete your request for information. Failure to provide correct details may result in Council being unable to process your request. All personal information provided in this form will be managed in accordance with the *Privacy and Data Protection Act 2014*.

I declare that the information provided in this information is true and completed to the best of my knowledge. This application forms a legal document and penalties exist for providing false or misleading information.

Please sign and date below to state you understand the above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HOW TO RETURN YOUR FORM



Via Post to:  
**Environmental Health**  
**South Gippsland Shire Council**  
**Private Bag 4**  
**Leongatha VIC 3953**



Via Email: [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)



In Person at **9 Smith Street, Leongatha**



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