

APPLICATION TO *INSTALL / ALTER AN ONSITE WASTEWATER MANAGEMENT SYSTEM (OWMS)

Please **COMPLETE** both sides and return this application to the Hume City Council Public Health Unit, 1079 Pascoe Vale Rd, Broadmeadows, 3047, together with:

1. Your payment
2. System plans
3. Land capability assessment
4. Certificate of Conformance for Onsite Wastewater System

I hereby apply for permission to install / alter an onsite wastewater management system and supply the following information:

SITE ADDRESS FOR PROPOSED WORKS:

Lot No:		Street No:		Street Name and Suburb:	
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NUMBER OF FIXTURES TO BE INSTALLED / ALTERED:

Toilets		Showers		Basins / Sinks	
Baths		Troughs		Dishwasher	
Spa Baths (Capacity in Litres)		Waste Disposal Units			
Washing Machine		Other (Specify)		TOTAL NO. OF FIXTURES	

Number of Bedrooms		Number of Persons Using Fixtures	
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PROPOSED SYSTEM COMPONENTS:

Please tick:

Type of treatment	Type of disposal
☐ Septic tank (specify size)	☐ Absorption trenches (length and width)
☐ Sewerage treatment plant (specify unit)	☐ Sub Surface Irrigation lines (length and width)
☐ Other (specify)	☐ Other (specify)
Is there an Inspection chamber/ pump well ☐ Yes ☐ No	

SYSTEM PLANS TO BE SUBMITTED

Submit a copy of the proposed installation plan showing the following items:

- ☐ location of the premises including the street number or lot number
- ☐ location of all components of the proposed on-site wastewater management system
- ☐ copy of the floor plan(s) of the proposed dwelling/structure
- ☐ dimensions of all boundaries and the location of all other streets and laneways, which abut the property
- ☐ locations and dimensions of all buildings or proposed buildings, streams, water tanks, swimming pools, excavations, driveways, stormwater drains, dams, water pipes and existing wastewater systems
- ☐ Fall of the land

Alteration means any change to the design or constructions of the OWMS; or the operation of the system; or the place of premises in or on which the system is located, which may increase the hydraulic flow or organic load of the system

Minor alteration means an alteration that consists only of the installation, replacement or relocation of the internal plumbing, fixtures or fittings of the OWMS

FEES – NO GST APPLIES		
APPLICATION TO INSTALL / ALTER A WASTEWATER SYSTEM	☐	\$844.00*
APPLICATION FOR A MINOR ALTERATION TO A SEPTIC TANK SYSTEM	☐	\$643.00*
*Fee expires – 30.6.2027		
FEE TYPE	OFFICE USE ONLY [Cashier Information]	TOTAL PAYABLE
Application – Environmental Protection Act	Ledger Number: GL 1000 1 64281	\$

APPLICANT			
Surname:		First Name:	
Address:			
Contact Details:	BH:	AH:	Mobile:
	Email:		

OWNER			
Surname:		First Name:	
Address:			
Contact Details:	BH:	AH:	Mobile:

- I hereby apply for permission to have a septic tank system installed/alterd by a registered Plumber and Drainer.
- I acknowledge the following constraints apply to the area of land dedicated for the disposal/treatment of septic effluent.
 - No vehicular traffic
 - No access by livestock such as horses and cattle
 - No construction of driveways, footpaths, swimming pools or sheds
 - No raising ground level with additional soil or the like after initial construction had been completed
- I approve of the location and system proposed in this application.

SIGNATURE OF OWNER: _____ DATE: _____

PLUMBER		DRAINER	
Name			
Address:			
Contact Number			
Email:			
Licence Number:			

METHODS OF PAYMENT				
BY MAIL	REQUEST AN INVOICE	PERSONAL PAYMENT by Cheque, Cash or EFTPOS		
- Make cheques payable to Hume City Council and crossed "Not Negotiable". - Mail payment to: Public Health Unit Hume City Council P.O. Box 119 DALLAS 3047	Email this completed form to: healthadmin@hume.vic.gov.au Request for an invoice to be sent back to you to pay the application fee. (Please note this could take up to 5 business days)	Present notice intact to Cashier at:		
		Broadmeadows Office 1079 Pascoe Vale Rd BROADMEADOWS	Craigieburn Office Craigieburn Global Learning Centre 75-95 Central Park Ave CRAIGIEBURN	Sunbury Office Sunbury Global Learning Centre 44 Macedon St SUNBURY
		Office Hours: Monday to Friday 8.00am-5.00pm		

PRIVACY STATEMENT

Council collects the personal information on this form so that it may process your application in accordance with the Environmental Protection Act 2017 and associated regulations. The information will not be disclosed to anyone else unless required to by law. Access and correction of this personal information can be made via the Public Health Unit on (03) 9205 2200.