

# Application for a Permit to Install or Alter a Septic Tank System

Please use this form to notify Alpine Shire Council of your intent to install or alter a septic tank system

**Fields marked with an asterisk (\*) are mandatory and must be completed.**

APPLICATION TYPE	
*Please select what you wish to do	
<input type="checkbox"/> Install a new septic tank	<input type="checkbox"/> Alter an existing septic tank system

SITE ADDRESS FOR INSTALLATION / ALTERATION				
*Street address				
*Suburb/town	*State	*Postcode		
Lot. no	Subdivision plan no.	Lodged plan	Title plan (Volume)	Title plan (Folio)
*Email				
Crown allotment No.	Section No	Parish Name		

APPLICANT DETAILS			
*Is the applicant owner or an agent of the owner?		<input type="checkbox"/> Owner	<input type="checkbox"/> Agent of Owner
Title	*Surname	*Given name	
*Phone Number/s	*Email		
*Postal Address	*Suburb/town	*State	*Postcode

PROPERTY OWNER DETAILS			
Title	*Surname	*Given name	
*Phone Number/s	*Email		
*Postal Address	*Suburb/town	*State	*Postcode

### PLUMBER/ DRAINER DETAILS

Yes  No  
\*Is the plumber also the drainer / contractor?  
Person responsible for installation or alteration work for the septic tank - if not the plumber.

Title  \*Surname  \*Given name

\*Licence number  Business phone  Mobile/ Home phone

\*Email

\* Postal Address  \*Suburb/town  \*State  \*Postcode

Plumber 2

Title  \*Surname  \*Given name

\*Licence number  Business phone  Home phone /Mobile

\*Email

\* Postal Address  \*Suburb/town  \*State  \*Postcode

### SITE DETAILS

\*Type of Building  \*Number of Bedrooms  \*Number of People   
EG, HOUSE, OFFICE, SCHOOL (INCLUDING STUDIES) EXPECTED TO USE THE SYSTEM PER DAY

\*Number of fixtures  
List proposed **number** of fixtures to be connected to the proposed septic system.

Toilets  Trough  
 Shower  Vanity Basin  
 Sink  Bath

Other

### SYSTEM DETAILS

\* Type of Tank  
 **Standard Septic** Septic tank capacity (litres)  Septic tank Model  EPA approved number   
 **Treatment System** Waste water treatment system (Model Name)  EPA approved number

**Other/ additional details**  
  
EG, SAND FILTER, COMPOSTING TOILET

\* Method of effluent disposal  
**Absorption Trenches** Length (m)  Width (m)  Number  Area m2   
**Irrigation System,** Area m2   
**Other/ additional details**

### REQUIRED DOCUMENTS

Plans and specifications of the proposed system – attach:

1. Site plan showing location of wells, bores, creek, rivers, gullies, tanks – position of North
2. House/building floor plan showing location of fixtures, sanitary plumbing plan layout, sewer drain, septic tank treatment plant and disposal area
3. LCA- land capability assessment

### PRIVACY STATEMENT

The information gathered in the form is used by Council to process the application. To view Council's privacy policy, please either visit Council's offices or go to Council Privacy statement located at: [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au).

### 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.
- Agency name may refuse this application if it becomes evident that any information or supporting documents provided are incomplete or false

\* By marking this checkbox I confirm that I have read and understood all the statements above

\*Name Person Completing Application

\*Signature

\*Date

### LODGEMENT

You can lodge your form by doing the following:

In person: 2-6 Churchill Ave, Bright VIC 3741  
Post: Alpine Shire Council, PO Box 139, Bright VIC 3741  
Email: [health@alpineshire.vic.gov.au](mailto:health@alpineshire.vic.gov.au)

### PAYMENT DETAILS

Cash, credit card and cheque – payments can be made in person at Council's main office. Alternatively, credit card payments can be made over the phone, to use this option contact customer service on 03 5755 0555.

Regardless of payment option, applications will not be processed until payment has been received